



SANCTUARY, INCORPORATED

"Helping Youth and Families Help Themselves" since 1971

Address: 406 Maimai Rd., Chalan Pago, Guam 96910

* Tel: 475-7101 * Fax: 477-3117 * Crisis Hotline: 475-7100

Website: www.sanctuaryguam.org * E-mail: inquiries@sanctuaryguam.org



April 15, 2013

Honorable Judith Won Pat
Speaker
32nd Guam Legislature
155 Hessler Place
Hagatna, GU 96910

Office of the Speaker
Judith T. Won Pat, Ed. D.
Date April 15, 13
Time 1:47 PM
Received by faithfern
32-13-284

Hafa Adai Speaker Won Pat,

In compliance with Public Law 28-150, please find herein reports for all our programs which receive funding through a Government of Guam agency. Section 7 specifically states: All non-profit organizations funded by this Act shall maintain financial records that accurately account for appropriated funds and shall provide a budgetary breakdown by object category to the department or agency overseeing the appropriation. Sanctuary, Incorporated has existing contracts with the following Government of Guam agencies: Department of Labor, Department of Public Health and Social Services, Department of Mental Health and Substance Abuse, and Department of Youth Affairs. Submitted herewith are copies of the programmatic and financial reports that the agency submitted to the various entities for the period from January 1 through March 31, 2013.

Please note that the current law does not require non-profits to submit reports directly to the Legislature and Public Auditor. However, we are providing such for your information and records.

For additional information or further clarification, please do not hesitate to contact me via telephone at 475-7101.

Mås Rikuetdo,

Mildred Q. Lujan
Mildred Q. Lujan
Executive Director

0284

2013 APR 15 PM 2:09
[Signature]

Attachment 1

Sanctuary, Incorporated of Guam

AmeriCorps Program

Reporting Agency

Department of Labor

Serve Guam! Commission

Reports

1. Quarterly financial expenditures and obligation
2. Program progress report



Sanctuary, Incorporated of Guam

A Non-profit Organization Established in 1971

406 MaiMai Road Chalan Pago, Guam 96910 • Administrative Office (671)475-7101
Crisis Hotline (671)475-7100 • Fax (671)477-3117 • Email: inquiries@sanctuaryguam.org
www.sanctuaryguam.org



April 08, 2013

RECEIVED
4/8/13 10:11 am
TBL

Mr. George A Santos
Director, Department of Labor
Serve Guam! Commission
Guam Capital Investment Corporation
414 West Soledad Avenue
Hagatña, Guam 96932

Dear Mr. Santos:

Attached for your review is the 1st Quarter Federal Financial Report for Sanctuary, Incorporated AmeriCorps Program for quarter ending March 31, 2013 for Grant Year 2012-2013.

Should you have any questions or comments, please feel free to contact me at 475-7101, fax me at 477-3117, or email at millielujan@sanctuaryguam.org.

Sincerely,

Mildred O. Lujan
Mildred Lujan
Executive Director
Sanctuary, Incorporated

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted Corporation for National and Community Service	2. Federal Grant or Other Identifying Number Assigned by Federal Agency 10AC120075	Page 1	of 1
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pages

3. Recipient Organization (Name and complete address including Zip code)
SANCTUARY, INCORPORATED - AYUDA PARA I KOMUNIDAT

4a. DUNS Number 855025284	4b. EIN 96-0002543	5. Recipient Account Number or Identifying Number 11AFHGU0010009	6. Report Type <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual
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8. Project/Grant Period From: (Month, Day, Year) 1-Oct-12	To: (Month, Day, Year) 30-Sep-13	9. Reporting Period End Date (Month, Day, Year) January 01, 2013 - March 31, 2013
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10. Transactions Cumulative

(Use lines a-c for single or multiple grant reporting)

Federal Cash	
a. Cash Receipts	
b. Cash Disbursements	\$0.00
c. Cash on Hand (line a minus b)	\$0.00

(Use lines d-o for single grant reporting)

Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	\$359,943.00
e. Federal share of expenditures	\$95,383.23
f. Federal share of unliquidated obligations	\$0.00
g. Total Federal share (sum of lines e and f)	\$95,383.23
h. Unobligated balance of Federal funds (line d minus g)	\$264,559.77

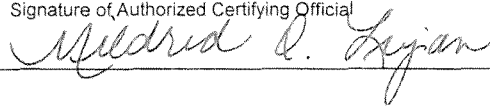
Recipient Share:	
i. Total recipient share required	\$170,478.00
j. Recipient share of expenditures	\$0.00
k. Remaining recipient share to be provided (line i minus j)	\$170,478.00

Program Income:	
l. Total Federal program income earned	\$0.00
m. Program income expended in accordance with the deduction alternative	\$0.00
n. Program income expended in accordance with the addition alternative	\$0.00
o. Unexpended program income (line l minus line m or line n)	\$0.00

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	N/A	N/A	N/A	N/A	N/A	N/A	0
g. Totals:							

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

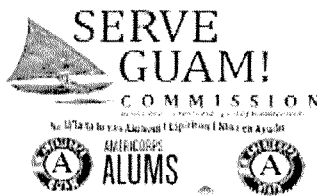
a. Typed or Printed Name and Title of Authorized Certifying Official Mildred Q Lujan, Executive Director	c. Telephone (Area code, number and extension) (671) 475-7101
b. Signature of Authorized Certifying Official 	d. Email address inquiries@sanctuaryguam.org
	e. Date Report Submitted (Month, Day, Year) 10-Apr-13
14. Agency use only:	

Standard Form 425

OMB Approval Number: 0348-0061

Expiration Date: 10/31/2011

Paperwork Burden Statement
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.



REIMBURSEMENT REQUEST FORM

FORMULA GRANT

FROM: SANCTUARY, INCORPORATED
 AC PROGRAM NAME: AYUDA PARA I KOMUNIDAT
 ADDRESS: 406 MAI MAI ROAD
 CHALAN PAGO, 96910

GRANT AWARD NUMBER: 11AFHGU0010009	GRANT ID NUMBER: 12AC141703	DOA VENDOR NUMBER: S1456001	DOA CONTRACT NUMBER: C130600430	EMPLOYER ID: 96-0002543	DUNNS NUMBER: 855025284
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PROGRAM PERIOD: 2012-2013	PERIOD CLAIMING FOR: MARCH 2013
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REQUEST NUMBER: 2012-03	FINAL CLAIM: YES	NO
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FUNDS REQUESTED	\$ 29,532.84
GRANT AWARD	\$ 359,943.00
LESS: PREVIOUSLY REQUESTED:	\$ 65,850.39
SUB-TOTAL	\$ 294,092.61
LESS: AMOUNT OF THIS REPORT	\$ (29,532.84)
GRANT BALANCE:	\$ 264,559.77

Certification: I certify to the best of my knowledge that this report is correct and that expenditures are approved and signed for purposes set forth and in the Grant award. I understand that failure to submit on time due to late and chronic reporting will result on one warning notice, suspension of contract and corrective actions to include possible withholding of payment.

PROGRAM DIRECTOR: [Signature] DATE: 4/5/13
 CERTIFYING OFFICER: Robert L. Epstein DATE: 4/5/2013

GDOL and COMMISSION USE ONLY – Reviewed against PERIODIC EXPENSE REPORT (PER) by:

TIFFANY SAN NICOLAS SGC ADMINISTRATIVE AIDE (RECEIVING REPORTS: FISCAL & PROGRAM)	DATE: <u>4/18/13</u> TIME: <u>10:15am</u>	CARMELITA O'BRIEN DOL ADMINISTRATIVE ASSISTANT (PER REIMBURSEMENT)	DATE: TIME:
DARREL WILKERSON SGC PROGRAM OFFICER (AC PROGRAM REPORTS)	DATE: TIME:	DOA - HHS	DATE:

GDOL/SGC – ASSURANCE & CERTIFICATION:

SGC EXECUTIVE DIRECTOR: Doris Aguon Date: _____
 DOL CERTIFYING OFFICER: Araceli Cruz Date: _____

NOS	CHECK MARK	REC'D BY	DESCRIPTION OF DOCUMENTS TO BE SUBMITTED
	✓		SGC/ AC FISCAL & PROGRAM DOCUMENTS (ELECTONIC & HARD COPY) print & submit every 10 th of Month in program <u>dol email account.</u>
			FISCAL GMR: MODULE C/ F/ H - <input type="checkbox"/> Financial & Grants Management <input type="checkbox"/> Equipment Inventory – Close Out <input type="checkbox"/> Residual Supplies – Close Out
	✓		PERIODIC EXPENSE REPORT (PER): CNCS: Due 10 th - Monthly & Supporting Documents; receipts, invoice, bank cancelled checks and/or bank stmts., (e.g. QuickBooks summary, EFT summary from bank)
	✓		PER MATCH: (MODULE J) Due 10 th - Monthly & Supporting Documents; receipts, invoice, bank cancelled checks and/or bank stmts., (e.g. QuickBooks summary, EFT summary from bank)
			BUDGET MODIFICATION – 10% SGC approval
	✓		FFR (CNCS and GUAM LEGISLATURE Submitted quarterly with attached organization letter)
			<i>A-133 (External Audit for all programs)</i> - submit eCopy
			GUAM AMERICORPS PORTAL SYSTEM (GAPS) vs. eGRANTS <input type="checkbox"/> Member Checklist (1 st Reimbursement) <input type="checkbox"/> Monthly Member Service Schedule (Satellites – Members site location) <input type="checkbox"/> Monthly Service Log (MSL's and 2 <i>Volunteer Recruitment</i>) <input type="checkbox"/> Member Time Log (w/member file) <input checked="" type="checkbox"/> Member Roster Summary <input type="checkbox"/> eGrants; within 3 days Enrollment/ Retention/ Exit Approval
AMERICORPS PROGRAMS			
			<input type="checkbox"/> Program No Cost Extension <input type="checkbox"/> Member Checklist <input type="checkbox"/> Program Management Checklist <input type="checkbox"/> Policies & Procedure <input type="checkbox"/> Provisions & CFR <input type="checkbox"/> Blue Print <input type="checkbox"/> Grants Management Review (GMR) <input type="checkbox"/> Financial & Grants Management <input type="checkbox"/> Impact & Accountability
THEORY OF CHANGE (TOC) : PERFORMANCE MEASURES (MONTHLY & QUARTERLY) – Submit eCopy (Monthly & Quarterly) to program DOL acct			
	✓		<input type="checkbox"/> (COMMUNITY NEED) <input type="checkbox"/> OUTPUT/ INTERVENTION <input type="checkbox"/> EVIDENCE (RESEARCH BASED) <input type="checkbox"/> INTERMEDIATE OUTCOME (MEETING GOALS & OBJECTIVES) <input type="checkbox"/> END OUTCOME (FINAL MEASUREMENT OF ATTITUDE, KNOWLEDGE, BEHAVIOR OR CONDITION – 12 MOS)
			MONTHLY RISK ASSESSMENT: FISCAL & PROGRAM – (10 th of each month)
			CLOSE OUT OF PROGRAMS <input type="checkbox"/> Fiscal <input type="checkbox"/> Program

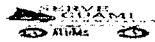
Comments/ Remarks:



SANCTUARY INCORPORATED - AYUDA PARA I KOMUNIDAT

Section I	CNCS SHARE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	PROGRAM TOTAL	CNCS BUDGET YTD BAL
A Personnel															
Program Director	23,223.00	2,858.24	3,036.88	3,215.52										9,110.64	14,112.36
Program Coordinator	13,094.00	1,611.52	1,712.24	1,812.96										5,136.72	7,957.28
Accounting Asst II	14,248.00	1,972.80	2,192.00	2,192.00										6,356.80	7,891.20
Admin Asst	10,816.00	1,331.20	1,331.20	1,331.20										3,993.60	6,822.40
Total - Personnel	61,381.00	7,773.76	8,272.32	8,551.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,597.76	36,783.24
B Fringe															
FICA	4,696.00	594.69	632.83	654.20										1,881.73	2,814.27
Health Insurance	2,700.00	474.40	0.00	355.80										830.20	1,869.80
Worker's Compensation	184.00	47.33	0.00	47.33										94.66	89.34
Total - Fringe	7,580.00	1,116.42	632.83	1,057.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,806.59	4,773.41
S/Total (A/B)	68,961.00	8,890.18	8,905.15	9,609.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,404.35	41,556.65
C Staff Travel															
National Volunteer Conf	3,950.00	0.00	0.00	0.00										0.00	3,950.00
MYSN	400.00	0.00	0.00	0.00										0.00	400.00
Local Mileage	0.00	0.00	0.00	0.00										0.00	0.00
S/Total - staff travel	4,350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,350.00
C Member Travel															
MYSN	0.00	0.00	0.00	0.00										0.00	0.00
Local Mileage	0.00	0.00	0.00	0.00										0.00	0.00
S/Total - member travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total - travel	4,350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,350.00
D Equipment	0.00	0.00	0.00	0.00										0.00	0.00
E Supplies:															
Program Supplies / Materials	0.00	0.00	0.00	0.00										0.00	0.00
Office Supplies	0.00	0.00	0.00	0.00										0.00	0.00
Gasoline	1,050.00	0.00	106.99	111.92										218.91	831.09
Service Gears	3,520.00	0.00	0.00	0.00										0.00	3,520.00
Total -Supplies	4,570.00	0.00	106.99	111.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	218.91	4,351.09
F Contractual:															
Xerox Copier	0.00	0.00	0.00	0.00										0.00	0.00
Internet Service	0.00	0.00	0.00	0.00										0.00	0.00
Vehicle Lease	4,700.00	0.00	0.00	625.00										625.00	4,075.00
Telephone	0.00	0.00	0.00	0.00										0.00	0.00
Cell Phone	2,300.00	0.00	0.00	159.27										159.27	2,140.73
Total -Contractual	7,000.00	0.00	0.00	784.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	784.27	6,215.73

G Staff Training	0.00	0.00	0.00	0.00											0.00	0.00
Member Training:																
C.E.R.T	0.00	0.00	0.00	0.00											0.00	0.00
What is National Service / Whos's Serve Guam! Commission	0.00	0.00	0.00	0.00											0.00	0.00
Fraud, Waste and Abuse	0.00	0.00	0.00	0.00											0.00	0.00
Active Citizen 101	0.00	0.00	0.00	0.00											0.00	0.00
Life After AmeriCorps	0.00	0.00	0.00	0.00											0.00	0.00
SGC/GDOL/AmeriCorps Alums Resume & Job Application	0.00	0.00	0.00	0.00											0.00	0.00
Conflict Resolution	0.00	0.00	0.00	0.00											0.00	0.00
Anger Management	0.00	0.00	0.00	0.00											0.00	0.00
Team Building	0.00	0.00	0.00	0.00											0.00	0.00
Communication	0.00	0.00	0.00	0.00											0.00	0.00
S/Total - member training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total - Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H Evaluation	0.00	0.00	0.00	0.00											0.00	0.00
I Other Program Operating Costs:																
Police / Court Clearances	920.00	0.00	0.00	0.00											0.00	920.00
NSOPR	0.00	0.00	0.00	0.00											0.00	0.00
FBI Check	880.00	0.00	236.40	0.00											236.40	643.60
Drug Testing	2,400.00	0.00	-29.00	1,363.00											1,334.00	1,066.00
CPR / 1st Aid Training	1,540.00	0.00	0.00	0.00											0.00	1,540.00
Crisis Prevention Intervention	1,800.00	0.00	0.00	0.00											0.00	1,800.00
Building Rental	0.00	0.00	0.00	0.00											0.00	0.00
Utilities (power/water/trash)	0.00	0.00	0.00	0.00											0.00	0.00
Newsletter/Publication Printing	0.00	0.00	0.00	0.00											0.00	0.00
Advertisement (banner)	0.00	0.00	0.00	0.00											0.00	0.00
Total - OPOC	7,540.00	0.00	207.40	1,363.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,570.40	5,969.60
Section I - Grand Total	92,421.00	8,890.18	9,219.54	11,868.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,977.93	62,443.07
	100.00%	100.00%	100.00%	100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	32.44%	67.56%
A Living Allowance																
Half Time	245,000.00	0.00	43,500.00	15,800.00											59,300.00	185,700.00
S/Total	245,000.00	0.00	43,500.00	15,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	59,300.00	185,700.00
B Member support Cost																
FICA	18,743.00	0.00	3,327.75	1,208.70											4,536.45	14,206.55
Worker's Compensation	75.00	0.00	0.00	47.33											47.33	27.67
Health	0.00	0.00	0.00	0.00											0.00	0.00
S/Total	18,818.00	0.00	3,327.75	1,256.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,583.78	14,234.22
Section II - Total	263,818.00	0.00	46,827.75	17,056.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	63,883.78	199,934.22
	100.00%	100.00%	100.00%	100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	24.22%	75.78%
Section III																
A Corporation Fixed Percentage	0.00	0.00	0.00	0.00											0.00	0.00
S/ Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
B Federally Approved Indirect Cost	3,704.00	304.31	608.61	608.61											1,521.53	2,182.47
S/ Total	3,704.00	304.31	608.61	608.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,521.53	2,182.47
Section III - Total	3,704.00	304.31	608.61	608.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,521.53	2,182.47
	100.00%	100.00%	100.00%	100.00%											41.08%	58.92%
BUDGET TOTAL	359,943.00	9,194.49	56,655.90	29,532.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	95,383.23	264,559.77
	100.00%	100.00%	100.00%	100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	26.50%	73.50%
PER Total:		9,194.49	56,655.90	29,532.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		



SANCTUARY INCORPORATED - AYUDA PARA I KOMUNITAT

Section I	PROGRAM SHARE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	PROGRAM TOTAL	CNCS BUDGET YTD BAL
A Personnel															
Program Director	23,223.00	0.00	0.00	0.00										0.00	23,223.00
Program Coordinator	13,093.00	0.00	0.00	0.00										0.00	13,093.00
Accounting Asst II	14,248.00	0.00	0.00	0.00										0.00	14,248.00
Admin Asst	10,816.00	0.00	0.00	0.00										0.00	10,816.00
Total - Personnel	61,380.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61,380.00
B Fringe															
FICA	4,695.00	0.00	0.00	0.00										0.00	4,695.00
Health Insurance	8,100.00	0.00	0.00	0.00										0.00	8,100.00
Worker's Compensation	184.00	0.00	0.00	0.00										0.00	184.00
Total - Fringe	12,979.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,979.00
S/Total (A/B)	74,359.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	74,359.00
C Staff Travel															
National Volunteer Conf	0.00	0.00	0.00	0.00										0.00	0.00
MYSN	0.00	0.00	0.00	0.00										0.00	0.00
Local Mileage	612.00	0.00	0.00	0.00										0.00	612.00
S/Total - staff travel	612.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	612.00
C Member Travel															
MYSN	0.00	0.00	0.00	0.00										0.00	0.00
Local Mileage	0.00	0.00	0.00	0.00										0.00	0.00
S/Total - member travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
S/Total - travel	612.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	612.00
D Equipment	0.00	0.00	0.00	0.00										0.00	0.00
E Supplies:															
Program Supplies / Materials	0.00	0.00	0.00	0.00										0.00	0.00
Office Supplies	0.00	0.00	0.00	0.00										0.00	0.00
Gasoline	150.00	0.00	0.00	0.00										0.00	150.00
Service Gears	0.00	0.00	0.00	0.00										0.00	0.00
S/Total -Supplies	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
F Contractual:															
Xerox Copier	1,200.00	0.00	0.00	0.00										0.00	1,200.00
Internet Service	1,500.00	0.00	0.00	0.00										0.00	1,500.00
Vehicle Lease	3,100.00	0.00	0.00	0.00										0.00	3,100.00
Telephone	840.00	0.00	0.00	0.00										0.00	840.00
Cell Phone	4,900.00	0.00	0.00	0.00										0.00	4,900.00
S/Total -Contractual	11,540.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,540.00

G Staff Training	0.00	0.00	0.00	0.00											0.00	0.00
Member Training:																
C.E.R.T	0.00	0.00	0.00	0.00											0.00	0.00
What is National Service / Whos's Serve Guam! Commission	0.00	0.00	0.00	0.00											0.00	0.00
Fraud, Waste and Abuse	400.00	0.00	0.00	0.00											0.00	400.00
Active Citizen 101	0.00	0.00	0.00	0.00											0.00	0.00
Life After AmeriCorps	0.00	0.00	0.00	0.00											0.00	0.00
SGC/GDOL/AmeriCorps Alums Resume & Job Aplication	0.00	0.00	0.00	0.00											0.00	0.00
Conflict Resolution	400.00	0.00	0.00	0.00											0.00	400.00
Anger Management	0.00	0.00	0.00	0.00											0.00	0.00
Team Building	1,200.00	0.00	0.00	0.00											0.00	1,200.00
Communication	400.00	0.00	0.00	0.00											0.00	400.00
S/Total - Training	2,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,400.00
H Evaluation	600.00	0.00	0.00	0.00											0.00	600.00
I Other Program Operating Costs:																
Police / Court Clearances	0.00	0.00	0.00	0.00											0.00	0.00
NSOPR	440.00	0.00	0.00	0.00											0.00	0.00
FBI Check	0.00	0.00	0.00	0.00											0.00	0.00
Drug Testing	0.00	0.00	0.00	0.00											0.00	0.00
CPR / 1st Aid Training	0.00	0.00	0.00	0.00											0.00	0.00
Crisis Prevention Intervention	600.00	0.00	0.00	0.00											0.00	600.00
Building Rental	14,400.00	0.00	0.00	0.00											0.00	14,400.00
Utilities (power/water/trash)	18,000.00	0.00	0.00	0.00											0.00	18,000.00
Newsletter/Publication Printing	250.00	0.00	0.00	0.00											0.00	250.00
Advertisement (banner)	825.00	0.00	0.00	0.00											0.00	825.00
S/Total - OPOC	34,515.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34,515.00
Section I - Total	124,176.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	124,176.00
	100.00%	#DIV/0!	#DIV/0!	#DIV/0!											0.00%	100.00%
Section II																
A Living Allowance																
Half Time	43,000.00	0.00	0.00	0.00											0.00	43,000.00
S/Total	43,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	43,000.00
B Member support Cost																
FICA	3,290.00	0.00	0.00	0.00											0.00	3,290.00
Worker's Compensation	13.00	0.00	0.00	0.00											0.00	13.00
Health	0.00	0.00	0.00	0.00											0.00	0.00
S/Total	3,303.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,303.00
Section II - Total	46,303.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46,303.00
	100.00%	#DIV/0!	#DIV/0!	#DIV/0!											0.00%	100.00%
Section III																
A Corporation Fixed Percentage	0.00			0.00											0.00	0.00
S/ Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
B Federally Approved Indirect Cost	0.00	0.00	0.00	0.00											0.00	0.00
S/ Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Section III - Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!											#DIV/0!	#DIV/0!
BUDET TOTAL	170,478.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	170,478.00
	100.00%	#DIV/0!	#DIV/0!	#DIV/0!											0.00%	100.00%
PER Total:	#DIV/0!															

PY 2012-13

PROGRAM NAME: Ayuda Para I Komunitad (Help for the Community)

GRANT NUMBER: 11AFHGU0010009

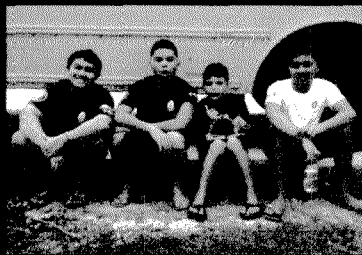
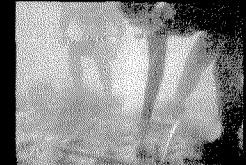
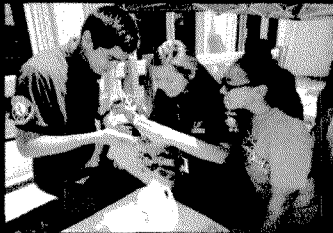
PROGRAM DIRECTOR'S NAME: George L. Salas

AmeriCorps Monthly Reporting System

Disaster Services | Economic Opportunity | Education | Environmental Stewardship
| Healthy Futures | Veterans and Military Families | Capacity Building



GETTING THINGS DONE



Measure ED3A: Number of disadvantage youth/mentor matches that are commenced by the CNCS-supported education program.

Sanctuary, Inc. AmeriCorps Program is facilitating / Co-facilitating the numerous Supportive Counseling Groups (SCG) that Sanctuary provides to youth and adults. These groups include Youth Anger Management, numerous Drug and Alcohol groups, Self-Esteem, and other deemed appropriate groups. For the adults groups Sanctuary provides Adult Anger Management, Parenting Skills class and Parents Support Group (PSG). Members also mentor/assist at the Sanctuary three residential shelters located with in Sanctuary grounds, the shelter include the Co-Ed Emergency shelter, Transitional Living Program (TLP), and Sagan Na' Homio (A place to heal). In addition the Sanctuary AmeriCorps Members mentor and assist at the three DYA Resource Centers in the North, Central, and South and soon to include the Youth Correctional Facility at DYA.

National Performance Education:

Measure:
 Measure ED3A: # of disadvantage youth/mentor matches that are commenced by the CNCS supported education programs.
 Measure 4A: # of disadvantage youth/mentor matches that were sustained by the CNCS-supported program for at least the required time period.
Intervention: Members will Mentor/Assist with homework and Co-Facilitate the numerous Supportive Counseling Groups (SCG) and to improve Life-Skills with the most At-Risk population: Children, Youth, Adult, and Families.

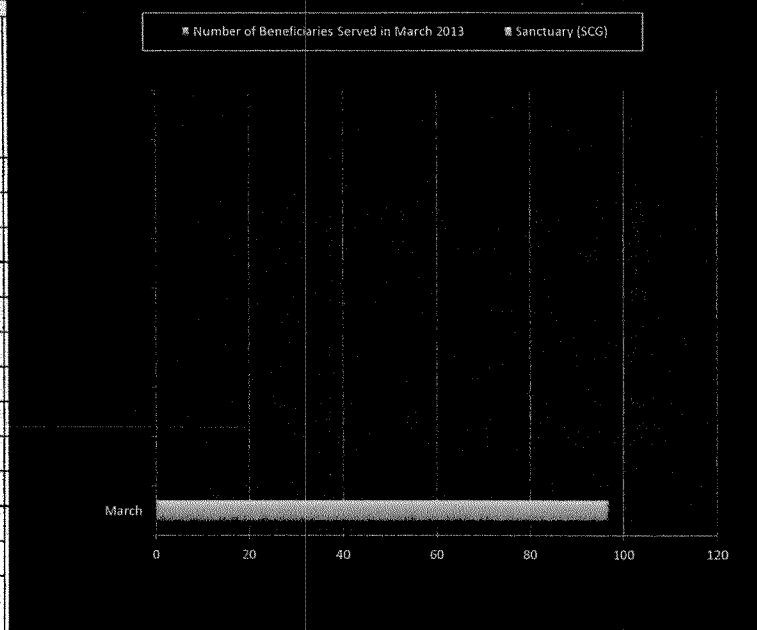
Describe how you collected and analyzed the data:

The Sanctuary AmeriCorps Program conducts and collects Registration forms, Pre and Post Questionnaire and Surveys, Session Evaluation, Satisfaction Surveys (Beginning, Mid, and End Point) to the participants in the various groups that Sanctuary provides. The pre-survey is given on the first day the participant(s) starts, then mid-survey is given on the fifth week, and lastly the post-survey is given on the tenth week the participant attended. Each participant has a file for record keeping. All documents are placed in the participants files and are reviewed to see if there was any changes or improvements during the ten week duration. All groups meet at a minimum of 1.5 hours per week. Mentoring and Assisting with homework at the residential services/ shelters takes place Monday through Saturday. Mentoring and Assisting with homework at the Resource Centers takes place Monday through Thursday.

Describe the level of success attained for this instrument:

Our goal for PY 12-13, is to have 800 beneficiaries benefit through the community based programs that Sanctuary inc. provides to the community, by the end of the program year.

Sanctuary (SCG)	Number of Beneficiaries Served in March 2013
March	97
Total	97
Target:	800
Intermediate Outcome	21.00%



Actual to Date:	October	November	December	January	February	March	April	May
Total number of Beneficiaries				44	27	97		
	June	July	Aug	September				

Result Statement:
 The Sanctuary AmeriCorps program for PY 12-13 has a targeted goal of 800 Beneficiaries. According to the data, results shows that the for the month of March, the AmeriCorps Program is on track to meet the target goal of 800 Beneficiaries.

168

Total number of member hours contributed to AmeriCorps projects	October	November	December	January	February	March	April	May
				0	3081	3783		
	June	July	Aug	September				
6864								

Total number of volunteer hours contributed to AmeriCorps projects	October	November	December	January	February	March	April	May
				45	40	282		
	June	July	Aug	September	October	Nov	December	
367	Total number of Community Volunteers to Date: 85 Capacity Building Result Statement: Goal was to bring in 960 community volunteers for the program year.							

	Total Number of MY assigned to the project	Met	Unmet	Ongoing	Actual Number of MSY assigned to the project			
Education	5			X	5			
Healthy Futures	5			X	5			
Economic Opportunity	5			X	5			
Environmental Stewardship	5			X	5			
Total number of MSY	20	X			20			

This replaces module L/outputs/inputs/performance measurements/progress report

Measure H4: Number of clients participating in health education programs.

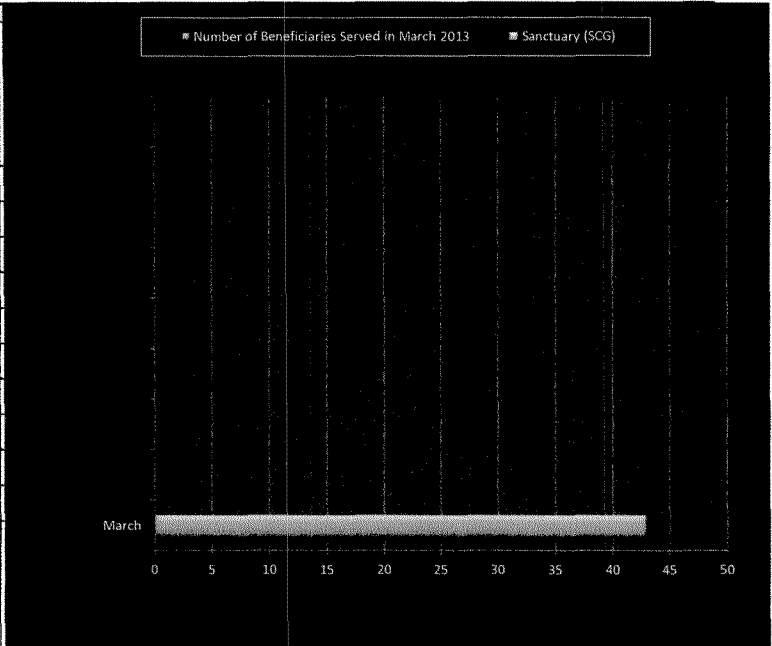
Sanctuary, Inc. AmeriCorps Program is facilitating / Co-facilitating the numerous Supportive Counseling Groups (SCG) that Sanctuary provides to youth and adults. These groups include Youth Anger Management, numerous Drug and Alcohol groups, Self-Esteem, and other deemed appropriate groups. For the adults groups Sanctuary provides Adult Anger Management, Parenting Skills class and Parents Support Group (PSG). Members also mentor/assist at the Sanctuary three residential shelters located within Sanctuary grounds, the shelters include the Co-Ed Emergency shelter, Transitional Living Program (TLP), and Sagan Na' Homlo (A place to heal). In addition the Sanctuary AmeriCorps Members mentor and assist at the three DYA Resource Centers in the North, Central, and South and soon to include the Youth Correctional Facility at DYA.

National Performance Measure: Healthy Futures:
 Measure H4: Number of clients participating in health education programs.
 Intervention: Members will Mentor/Assist with homework and Co-Facilitate the numerous Supportive Counseling Groups (SCG) and to improve Life-Skills with the most At-Risk population: Children, Youth, Adult, and Families.

Describe how you collected and analyzed the data: The Sanctuary AmeriCorps Program conducts and collects Registration forms, Pre and Post Questionnaire and Surveys, Session Evaluation, Satisfaction Surveys (Beginning, Mid, and End Point) to the participants in the various groups that Sanctuary provides. The pre-survey is given on the first day the participant(s) starts, then mid-survey is given on the fifth week, and lastly the post-survey is given on the tenth week the participant attended. Each participant has a file for record keeping. All documents are placed in the participants files and are reviewed to see if there was any changes or improvements during the ten week duration. All groups meet at a minimum of 1.5 hours per week. Mentoring and Assisting with homework at the residential services/ shelters takes place Monday through Saturday. Mentoring and Assisting with homework at the Resource Centers takes place Monday through Thursday.

Describe the level of success attained for this instrument:
 Our goal for PY 12-13, is to have 500 beneficiaries benefit through the community based programs that Sanctuary Inc. provides to the community, by the end of the program year.

Sanctuary (SCG)	Number of Beneficiaries Served in March 2013
March	43
Total	43
Target:	500
Intermediate Outcome	35.20%



Actual to Date: Total number of Beneficiaries

October	November	December	January	February	March	April	May
			54	79	43		
June	July	Aug	September				

Result Statement:
 The Sanctuary AmeriCorps program for PY 12-13 has a targeted goal of 500 Beneficiaries. According to the data, results shows that for the month of March, the AmeriCorps Program is on track to meet the target goal of 500 Beneficiaries.

176

Total number of member hours contributed to AmeriCorps projects	October	November	December	January	February	March	April	May
				0	3081	3783		
	June	July	Aug	September				
6864								

Total number of volunteer hours contributed to AmeriCorps projects	October	November	December	January	February	March	April	May
				45	40	282		
	June	July	Aug	September	October	Nov	December	
367	Total number of Community Volunteers to Date: 85 Capacity Building Result Statement: Goal was to bring in 960 community volunteers for the program year.							

	Total Number of MY assigned to the project	Met	Unmet	Ongoing	Actual Number of MSY assigned to the project			
Education	5			X	5			
Healthy Futures	5			X	5			
Economic Opportunity	5			X	5			
Environmental Stewardship	5			X	5			
Total number of MSY	20	X			20			

This replaces module L/outputs/inputs/performance measurements/progress report

Measure O14: Number of National Service Participants who have their high school diploma or equivalent but have not completed a college degree prior to their term of service

Sanctuary AmeriCorps Members will acquire knowledge, life skills, certifications, and attributes to employment skills, improve their social economic standing in the community through higher education.

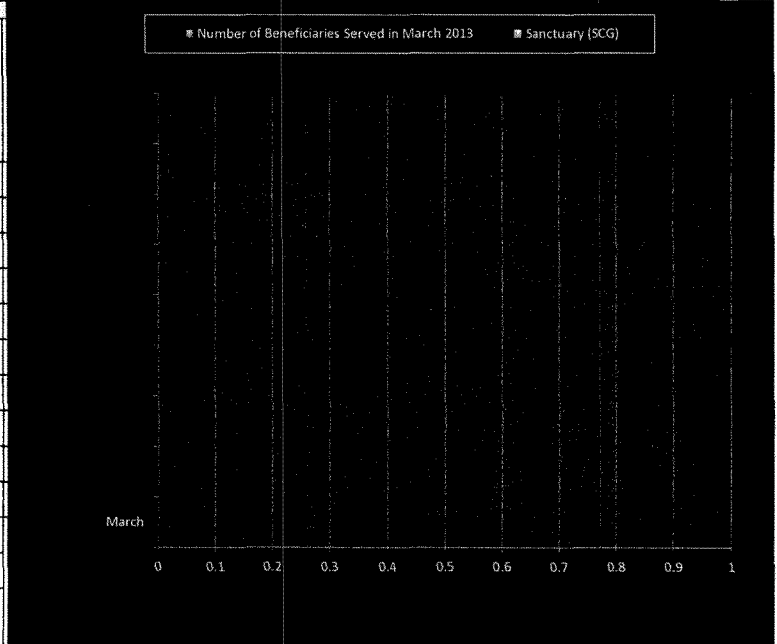
National Performance Measure: Opportunity:
 Measure O14: Number of National Service Participants who have their high school diploma or equivalent but have not completed a college degree prior to their term of service. Measure O17: Number of members that complete a college course within one year after finishing a CNCS-supported program.
 Intervention: 40 members will participate in community based program. Members will assist the Sanctuary Staff in conducting Outreach, recruiting participants and facilitating supportive Counseling Groups (SCG).

Describe how you collected and analyzed the data: Sanctuary AmeriCorps Members who seek for higher education, turn in their school/class schedule. Members attend Monthly Section Meetings and Trainings. This is how we are able to collect data towards how the program is helping the members. Through Mid and Final Evaluation for the members. A Suggestion box is located at the AmeriCorps Office. The utilization of Supervision Feedback at every monthly Section Meetings. Members also Personal and Professional Plan, Personal and Professional Development.

Describe the level of success attained for this instrument:

90% of the total MSY will have completed a college course. The Sanctuary AmeriCorps Program will work towards meeting its ideal percentage of success rate of 90%

Sanctuary (SCG)	Number of Beneficiaries Served in March 2013
March	0
Total	0
Target:	36
Intermediate Outcome	<u>0.00%</u>



Actual to Date: Total number of Beneficiaries

0

October	November	December	January	February	March	April	May
			0	0	0		
June	July	Aug	September				

Result Statement:
 Members have not completed their school term or semester.

Total number of member hours contributed to AmeriCorps projects	October	November	December	January	February	March	April	May
				0	3081	3783		
	June	July	Aug	September				
6864								

Total number of volunteer hours contributed to AmeriCorps projects	October	November	December	January	February	March	April	May
				45	40	282		
	June	July	Aug	September	October	Nov	December	
367	Total number of Community Volunteers to Date: 85							
	Capacity Building Result Statement: Goal was to bring in 960 community volunteers for the program year.							

	Total Number of MY assigned to the project	Met	Unmet	Ongoing	Acutal Number of MSY assigned to the project			
Education	5			X	5			
Healthy Futures	5			X	5			
Economic Opportunity	5			X	5			
Environmental Stewardship	5			X	5			
Total number of MSY	20	X			20			

This replaces module L/outputs/inputs/performance measurements/progress report

Measure G3-3.1: Number of community volunteers recruited by CNCS-supported organizations or national service participants

Due to financial and economic hardship, our organization relies on the volunteers to assist with community services offered by pro bono's and community volunteers in the implementation of organizational readiness; risk management, training of volunteers, support, supervise, retain, motivate and recognize volunteerism to achieve the outcomes of the organization.

National Performance Measure:

Capacity Building:

Measure G3-3.1: Number of community volunteers recruited b CNCS-supported organizations or national service participants.
Intervention: During Service Events and/or Environmental Stewardship members would bring in two community volunteers to assist with projects.

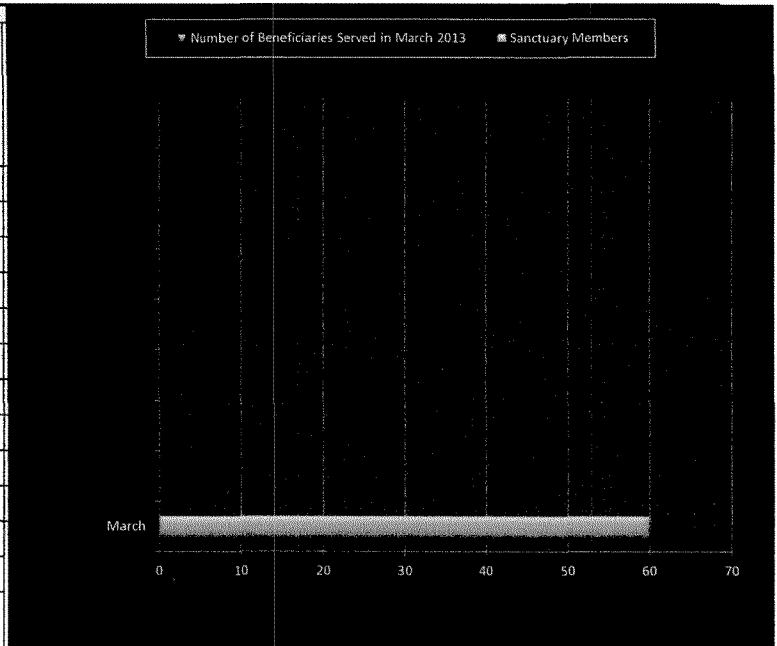
Describe how you collected and analyzed the data:

Members who bring their community volunteers would have them sign in into the community volunteer sign in sheet. The community members would then be put in the Community volunteers listing via electronically.

Describe the level of success attained for this instrument:

Our goal or target is to have a total of 960 community volunteers by the end of the PY 12-13.

Sanctuary Members	Number of Beneficiaries Served in March 2013
March	60
Total	60
Target:	960
Intermediate Outcome	8.85%



Actual to Date: Total number of Beneficiaries who have Improved academic achievement

October	November	December	January	February	March	April	May
			15	10	60		
June	July	Aug	September				

Result Statement:
 Members are bringing their community volunteers to the service events and environmental stewardship. There has been an increase in community volunteer since February.

85

	October	November	December	January	February	March	April	May
Total number of member hours contributed to AmeriCorps projects				0	3081	3783		
	June	July	Aug	September				
6864								

	October	November	December	January	February	March	April	May
Total number of volunteer hours contributed to AmeriCorps projects				45	40	282		
	June	July	Aug	September	October	Nov	December	
367	Total number of Community Volunteers to Date: 85 Capacity Building Result Statement: Goal was to bring in 960 community volunteers for the program year.							

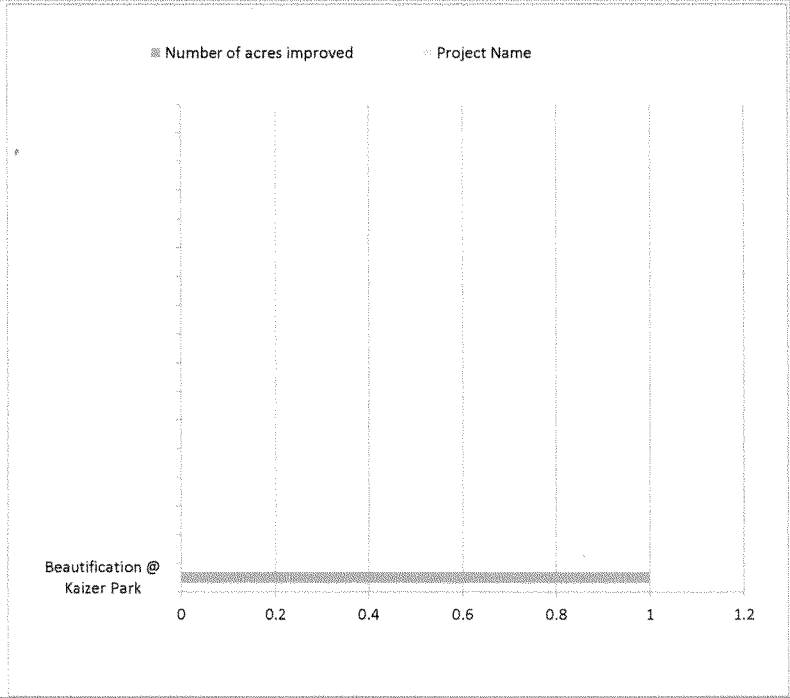
	Total Number of MY assigned to the project	Met	Unmet	Ongoing	Actual Number of MSY assigned to the project			
Education	5			X	5			
Healthy Futures	5			X	5			
Economic Opportunity	5			X	5			
Environmental Stewardship	5			X	5			
Total number of MSY	20	X			20			

Environmental Stewardship
Strategic Plan Objective 2: Improving Lands or Habitats

EN4: Number of acres of national parks, state parks, city parks, country parks, or other public and tribal lands that are improved.

CNCS encourages grantees to perform service with the greatest impact versus providing minimal impact to the highest number of acres. Count each acre improved ONLY ONCE. The program uses the tracking document shown to collect data on the improvement projects.

Month	Project Name	Number of acres improved
9-Feb	Beautification @ Kaizer Park	1
		1



NOTES:



MEMBER DEMOGRAPHICS PY 12-13



MEMBER DEMOGRAPHICS		# of Active Members	# Members exited with full award	# Members exited with partial award	# Members exited with no award	# of individuals who applied to be AmeriCorps members:	# of volunteers recruited, coordinated, or supported by your programs:	Disadvantaged children and youth - # serving as leveraged volunteers:	College students - # of leveraged volunteers enrolled in a degree-seeking program:	Baby Boomers - # of leveraged born between 1946 and 1964 who serve as volunteers:	AmeriCorps members - # who participated in disaster services projects:	AmeriCorps members - # who certified in disaster preparedness and response:	
2013	January	0	0	0	0	8	15	0	0	0	0	0	
2013	February	40	0	0	3	0	3	10	0	27	0	0	26
2013	March	40	0	0	0	1	1	60	0	27	0	0	26
2013	April												
2013	May												
2013	June												
2013	July												
2013	August												
2013	September												
2013	October												
2013	November												
2013	December												
Total Number			0	0	3	1	12	85					

L&K
ADD Capacity building measurement



Program Training PY 12-13



Date of Training	Training Name	Member Recruitment	Member Development	Volunteer Leveraging	Community Engagement	Resource Development	Performance Measurement	Evaluation	Financial Management	eGrants/My AmeriCorps	Other training (if PD meeting list names)	Other Training: Please specify training organization and trainer name
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16-Jan	PD Meeting	x	x	x	x	x	x	x	x	x	All Staff	
21-Jan	Martin Luther King	x	x	x	x	x	x	x	x	x		
2-Feb	Pre-Service Training	x	x	x	x	x	x	x	x	x		
20-Feb	PD Meeting	x	x	x	x	x	x	x	x	x	PD/AC/PC	
22-Feb	Pre-Service Training	x	x	x	x	x	x	x	x	x		
22-Feb	Team Building	x	x	x	x	x	x	x	x	x		
1-Mar	Section Meeting	x	x	x	x	x	x	x	x	x		
1-Mar	Diability Inclusion Training	x	x	x	x	x	x	x	x	x	Bernie Grajek	Guma Mami ED
8-Mar	PACLAS Training	x	x	x	x	x	x	x	x	x		
9-Mar	Induction Ceremony	x	x	x	x	x	x	x	x	x		
9-Mar	Disaster Preparedness	x	x	x	x	x	x	x	x	x	David Peredo	American Red Cross
15-Mar	Crisis Prevention Intervention	x	x	x	x	x	x	x	x	x	Pete Cruz	Department of Mental Health
22-Mar	Team Building	x	x	x	x	x	x	x	x	x		



PY 2012-2013
AC Member / Staff Training & Service Projects




DATE	POC	AC Member/ Staff Training & Service Projects	# of Members Present	# of community Volunteers Present	# of Staff Present	SGC Staff Present
January						
16-Jan	Serve Guam	Program Directors Meeting	0	0	4	3
21-Jan	Serve Guam	Martin Luther King Day	0	15	4	4
February						
2-Feb	Sanctuary	Pre-Service Training @ GCIC 3rd Floor	38	0	4	0
7-Feb	Sanctuary	General Staff Meeting @ Sanctuary	0	0	4	0
9-Feb	Sanctuary	Environmental Stewardship @ Old Kalzer Park Dededo	24	10	2	4
20-Feb	Serve Guam	Prgram Directors Meeting @ GCIC	0	0	3	3
21-Feb	Sanctuary	General Staff Meeting @ Sanctuary	0	0	4	0
22-Feb	Sanctuary	Pre-Service Training @ Sanctuary CR1	6	0	3	0
22-Feb	Sanctuary	AmeriCorps Team Building @ Sanctuary	37	0	4	0
March						
1-Mar	Sanctuary	AmeriCorps Section Meeting @ Sanctuary	39	0	4	0
1-Mar	Sanctuary	Disability Inclusion Training @ Sanctuary	39	0	4	0
7-Mar	Sanctuary	General Staff Meeting @ Sanctuary	0	0	4	0
8-Mar	Sanctuary	Practical Applications of Culturally & Linguistically Appropriate Services	0	0	1	0
9-Mar	Serve Guam	Induction Ceremony @ U.O.G.	39	0	4	4
14-Mar	Serve Guam	Easter Egg Hunt "Children with Disabilities"	10	22	1	3
15-Mar	Sanctuary	Crisis Prevention Institute Training	13	0	0	0
16-Mar	Sanctuary	Payless "Kick the Fat 5k" @ Hagtna	13	10	2	2
20-Mar	Serve Guam	Program Directors Meeting	0	0	3	3
21-Mar	Sanctuary	General Staff Meeting @ Sanctuary	0	0	4	0
22-Mar	Sanctuary	AmeriCorps Team Building @ U.O.G.	38	0	4	0
23-Mar	Sanctuary	Guam Special Olympics @ Okkodo	35	27	3	3
27-Mar	Sanctuary	Tour the Youth Correctional Facility @ DYA	20	0	2	0
28-Mar	Sanctuary	Tour the Youth Correctional Facility @ DYA	20	0	3	0
March 1-31	Sanctuary	Volunteer for Supportive Counseling Groups	0	1	1	0
April						
May						
June						
July						

GREAT STORY

GRANT YEAR: PY 2012-2013

PROGRAM NAME: Sanctuary, Inc. Ayuda Para I Komunidat (Help For The Community)

GRANT NUMBER: _ 11AFHGU0010009


GRANT YEAR:	2012 - 2013
PROGRAM NAME:	Sanctuary, Inc. Ayuda Para I Komunidat (Help For The Community)
ON LINE SUMMARY:	Disability Inclusion Training
WHEN IT HAPPENED:	1-Mar-13
WHAT HAPPENED:	<p>The Sanctuary AmeriCorps Staff, Executive Director and the Members attended the Disability Inclusion Traing conducted by Bernie Grajek, Excutive Director, Guma Mami, Inc.</p> 

GREAT STORY

GRANT YEAR: PY 2012-2013

PROGRAM NAME: Sanctuary, Inc. Ayuda Para I Komunidat (Help For The Community)

GRANT NUMBER: _ 11AFHGU0010009


GRANT YEAR:	2012 - 2013
PROGRAM NAME:	Sanctuary, Inc. Ayuda Para I Komunidat (Help For The Community)
ON LINE SUMMARY:	Orientation / Induction Ceremony/ Disaster Preparedness
WHEN IT HAPPENED:	9-Mar-13
WHAT HAPPENED:	<p>Serve Guam! Commission and the Guam AmeriCorps Programs/Members were officially inducted by the Honorable Ray Tenorio, Lt. Governor of Guam. In addition, training was conducted by the Guam American Red Cross staff on Disaster Preparedness.</p> 

GREAT STORY

GRANT YEAR: PY 2012-2013

PROGRAM NAME: Sanctuary, Inc. Ayuda Para I Komunitat (Help For The Community)

GRANT NUMBER: _ 11AFHGU0010009

GRANT YEAR:	2012 - 2013
PROGRAM NAME:	Sanctuary, Inc. Ayuda Para I Komunitat (Help For The Community)
ON LINE SUMMARY:	Crisis Prevention Intervention Training (CPI)
WHEN IT HAPPENED:	15-Mar-13
WHAT HAPPENED:	<p>The Sanctuary AmeriCorps Members were officially trained and certified with CPI as part of the organizations requirement when providing services to At-Risk Youth.</p> 

Attachment 2

Sanctuary, Incorporated of Guam

Foster Care Program

Reporting Agency

Department of Public Health and Social Services

Reports

1. List of expenditures for services and equipment \$5,000 or greater
2. Quarterly financial expenditures and obligation
3. Program progress report



Sanctuary, Incorporated of Guam

A Non-profit Organization Established in 1971

406 MaiMai Road Chalan Pago, Guam 96910 • Administrative Office (671)475-7101

Crisis Hotline (671)475-7100 • Fax (671)477-3117 • Email: sanctuar@ite.net

www.sanctuaryguam.org



April 3, 2013

Mr. James Gillian
Director
Department of Public Health and Social Services
123 Chalan Kareta Route 10
Mangilao, Guam 96913

Dear Mr. Gillian:

The information listed below is for the Foster Care Program for the 2nd quarter of Fiscal Year 2013 from January 1, 2013 – March 31, 2013.

We have listed all expenditures for services and equipment that were \$5,000 or greater.

Services	-0-
Equipment	-0-
Inventory Property	-0-

Please let us know if you have any questions.

Sincerely,

Mildred Q. Lujan
Executive Director

Non Profit Organization Receiving Appropriations from Government of Guam
Pursuant to P.L. 31-77 (Sanctuary, Incorporated)
FY 2013 (January 1, 2013 - March 31, 2013)
2nd Quarter Expenditure Report
Department of Public Health and Social Services
Foster Care

Fund	Contract Amount	Object Classification	Expenditure
General	\$ 30,000		
		Salary	\$ 4,632
		Benefits	387
		Travel	-
		Contractual	226
		Supplies & Materials	(2,852)
		Equipment	-
		Utilities	692
		Miscellaneous	-
		Grand Total	<u>\$ 3,086</u>

I CERTIFY THAT THIS IS A TRUE AND CORRECT STATEMENT OF THE EXPENDITURES FOR FISCAL YEAR 2013 FOR THE PROJECT ABOVE.

SIGNATURE OF AUTHORIZED OFFICIAL:



 MILDRED Q. LUJAN
 EXECUTIVE DIRECTOR

DATE: 04/04/2013

4:26 PM
 04/03/13
 Accrual Basis

Sanctuary, Incorporated
Profit & Loss by Class-Foster Care
 October 2012 through March 2013

	Oct - Dec 12	Jan - Mar 13	TOTAL
Ordinary Income/Expense			
Income			
Grants	5,808.22	4,100.48	9,908.70
Total Income	5,808.22	4,100.48	9,908.70
Gross Profit	5,808.22	4,100.48	9,908.70
Expense			
Contractual Services			
Social Development			
Client Fund	851.17	450.00	1,301.17
Social Development - Other	0.00	-200.00	-200.00
Total Social Development	851.17	250.00	1,101.17
Total Contractual Services	851.17	250.00	1,101.17
Personnel			
Fringe Benefits			
FICA	245.65	309.76	555.41
Health	95.82	0.00	95.82
Total Fringe Benefits	341.47	309.76	651.23
Salaries and Wages			
Residential Assistant I	3,353.36	4,631.57	7,984.93
Total Salaries and Wages	3,353.36	4,631.57	7,984.93
Salaries and Wages - Holiday/OT			
Holiday/Overtime	95.55	0.00	95.55
Total Salaries and Wages - Holiday/OT	95.55	0.00	95.55
Total Personnel	3,790.38	4,941.33	8,731.71
Supplies			
Shelter	50.00	17.95	67.95
Total Supplies	50.00	17.95	67.95
Utilities			
Cable	695.40	701.40	1,396.80
Total Utilities	695.40	701.40	1,396.80
Total Expense	5,386.95	5,910.68	11,297.63
Net Ordinary Income	421.27	-1,810.20	-1,388.93
Net Income	<u>421.27</u>	<u>-1,810.20</u>	<u>-1,388.93</u>

Attachment 3

Sanctuary, Incorporated of Guam
Rehabilitation Services for Adolescents

Reporting Agency

Department of Mental Health and Substance Abuse

Reports

1. List of expenditures for services and equipment \$5,000 or greater
2. Quarterly financial expenditures and obligation
3. Program progress report



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April 3, 2013

Mr. Ray Vega
Acting Director
Department of Mental Health and Substance Abuse
790 Governor Carlos Camacho Road
Tamuning, Guam 96913

Dear Mr. Vega:

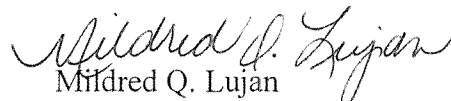
The information listed below is for the Drug and Alcohol Program 2nd quarter of Fiscal Year 2013 from January 1, 2013 – March 31, 2012.

We have listed all expenditures for services and equipment that were \$5,000 or greater.

Services	-0-
Equipment	-0-
Inventory Property	-0-

Please let us know if you have any questions.

Sincerely,

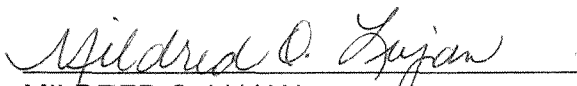

Mildred Q. Lujan
Executive Director

Non Profit Organization Receiving Appropriations from Government of Guam
Pursuant to P.L. 31-77 (Sanctuary, Incorporated)
FY 2013 (January 1, 2013 - March 31, 2013)
2nd Quarter Expenditure Report
Department of Mental Health and Substance Abuse
Drug and Alcohol Program

Fund	Contract Amount	Object Classification	Expenditure	Expenditure
General/Federal	\$ 320,000			
		Salary		\$ 71,707
		Benefits		8,561
		Travel		-
		Contractual		3,673
		Supplies & Materials		3,594
		Equipment		-
		Utilities		8,192
		Miscellaneous		285
		Vehicle Lease		-
		Grand Total		<u>\$ 96,012</u>

I CERTIFY THAT THIS IS A TRUE AND CORRECT STATEMENT OF THE
EXPENDITURES FOR FISCAL YEAR 2013 FOR THE PROJECT ABOVE.

SIGNATURE OF AUTHORIZED OFFICIAL:



 MILDRED Q. LUJAN
 EXECUTIVE DIRECTOR

DATE: 04/04/2013

Sanctuary, Incorporated
Profit & Loss by Class-Drug & Alcohol (DMSHA)
October 2012 through March 2013

	Oct - Dec 12	Jan - Mar 13
Ordinary Income/Expense		
Income		
Grants	106,506.00	88,755.00
Total Income	106,506.00	88,755.00
Gross Profit	106,506.00	88,755.00
Expense		
Contractual Services		
Training & T.A.		
Staff	136.00	360.00
Total Training & T.A.	136.00	360.00
Total Contractual Services	136.00	360.00
Insurance		
Vehicle	238.51	284.90
Total Insurance	238.51	284.90
Personnel		
Fringe Benefits		
FICA	4,574.71	4,071.11
Health	4,542.41	2,994.65
Worker's Comp	141.99	94.66
Total Fringe Benefits	9,259.11	7,160.42
Salaries and Wages		
Accounting Assistant III	1,126.80	3,756.00
Case Manager II	6,013.44	6,389.28
Executive Director	1,915.73	3,551.10
Facilities Oper. Mgr.	1,014.60	2,435.04
Finance Analyst III	869.21	341.40
Fiscal Officer	1,457.40	2,914.80
Human Resource Manager	1,189.20	2,378.40
Maint. Oper. Worker III	1,109.52	2,604.96
Program Director II	3,401.36	5,558.32
Project Assistant II	1,433.60	0.00
Quality Assurance Officer	1,228.16	733.20
Recovery Coach III	5,061.12	5,377.44
Residential Assistant I	1,188.72	2,381.98
Residential Assistant II	13,946.80	8,860.57
Residential Assistant III	3,504.80	8,441.16
Residential Supervisor	5,098.05	3,774.00
Substance Abuse Counselor	699.16	0.00
Substance Abuse Counselor I	8,264.64	11,418.92
Total Salaries and Wages	58,522.31	70,916.57
Salaries and Wages - Holiday/OT		
Holiday/Overtime	1,562.98	790.23
Total Salaries and Wages - Holiday/OT	1,562.98	790.23
Total Personnel	69,344.40	78,867.22
Police/Court Clearance	105.00	0.00
Repair & Maintenance		
Shelter	0.00	3,029.87
Vehicle	0.00	283.07
Total Repair & Maintenance	0.00	3,312.94
Supplies		
Food	1,278.55	0.00
Program	1,163.95	1,497.14
Shelter	1,538.52	650.00
Total Supplies	3,981.02	2,147.14
Transportation		

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04/03/13

Accrual Basis

Sanctuary, Incorporated
Profit & Loss by Class-Drug & Alcohol (DMSHA)
October 2012 through March 2013

	Oct - Dec 12	Jan - Mar 13
Gasoline	941.96	783.90
Total Transportation	941.96	783.90
Utilities		
Internet	629.02	1,078.56
Power	2,532.56	6,222.31
Telephone	71.51	177.36
Trash Collection Fees	105.34	172.38
Water	173.81	541.79
Total Utilities	3,512.24	8,192.40
Total Expense	78,259.13	93,948.50
Net Ordinary Income	28,246.87	-5,193.50
Net Income	<u>28,246.87</u>	<u>-5,193.50</u>

4:27 PM

04/03/13

Accrual Basis

Sanctuary, Incorporated
Profit & Loss by Class-Drug & Alcohol (DMSHA)
 October 2012 through March 2013

	TOTAL
Ordinary Income/Expense	
Income	
Grants	195,261.00
Total Income	195,261.00
Gross Profit	195,261.00
Expense	
Contractual Services	
Training & T.A.	
Staff	496.00
Total Training & T.A.	496.00
Total Contractual Services	496.00
Insurance	
Vehicle	523.41
Total Insurance	523.41
Personnel	
Fringe Benefits	
FICA	8,645.82
Health	7,537.06
Worker's Comp	236.65
Total Fringe Benefits	16,419.53
Salaries and Wages	
Accounting Assistant III	4,882.80
Case Manager II	12,402.72
Executive Director	5,466.83
Facilities Oper. Mgr.	3,449.64
Finance Analyst III	1,210.61
Fiscal Officer	4,372.20
Human Resource Manager	3,567.60
Maint. Oper. Worker III	3,714.48
Program Director II	8,959.68
Project Assistant II	1,433.60
Quality Assurance Officer	1,961.36
Recovery Coach III	10,438.56
Residential Assistant I	3,570.70
Residential Assistant II	22,807.37
Residential Assistant III	11,945.96
Residential Supervisor	8,872.05
Substance Abuse Counselor	699.16
Substance Abuse Counselor I	19,683.56
Total Salaries and Wages	129,438.88
Salaries and Wages - Holiday/OT	
Holiday/Overtime	2,353.21
Total Salaries and Wages - Holiday/OT	2,353.21
Total Personnel	148,211.62
Police/Court Clearance	105.00
Repair & Maintenance	
Shelter	3,029.87
Vehicle	283.07
Total Repair & Maintenance	3,312.94
Supplies	
Food	1,278.55
Program	2,661.09
Shelter	2,188.52
Total Supplies	6,128.16
Transportation	

4:27 PM
04/03/13
Accrual Basis

Sanctuary, Incorporated
Profit & Loss by Class-Drug & Alcohol (DMSHA)
October 2012 through March 2013

	TOTAL
Gasoline	1,725.86
Total Transportation	1,725.86
Utilities	
Internet	1,707.58
Power	8,754.87
Telephone	248.87
Trash Collection Fees	277.72
Water	715.60
Total Utilities	11,704.64
Total Expense	172,207.63
Net Ordinary Income	23,053.37
Net Income	<u>23,053.37</u>



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CONFIDENTIAL

April 4, 2013

To: Ray Vega
Interim Director
Department of Mental Health
and Substance Abuse

Attn: Don P. Sabang
Drug and Alcohol Supervisor
Department of Mental Health
And Substance Abuse

From: Mildred Q. Lujan
Executive Director
Sanctuary, Incorporated

Re: Rehabilitation Services for Adolescents Report

Attached with this memorandum is the Bi-Weekly Program Status Report for the weeks of March 15, 2013 to March 31, 2013.

If you should have any questions, please feel free to contact myself or Valerie Reyes at 475-7101.

Sincerely,



Mildred Q. Lujan

 RECEIVED
APR - 5 2013
Drug & Alcohol Branch,
DMHSA

FROM: SANCTUARY, INCORPORATED Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	Address: 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913	DATE: 3/31/2013
TO: Rey Vega, Acting Director Dept. of Mental Health & Substance Abuse (DHMSA)	Vendor Acct. No. S1456001 Document No. Contract No. Job Order No. Purchase Order No. Invoice No. DMHSA-2013-012	
COSTS INCURRED BY CATEGORY	AMOUNT	
1. Personnel 2. Fringe Benefits 3. Contractual 4. Other 5. Utilities	\$ 13,355.00 \$ 1,516.00 \$ 487.00 \$ 794.00 \$ 1,599.00	

TOTAL PAYMENT REQUEST: \$ 17,751.00

I CERTIFY that the costs in this Request for Payment are accurate and eligible under the provisions of the Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo and that this is a true and certified original.


04/04/2013
MILDRED Q. LUJAN Date
Sanctuary, Incorporated
Executive Director

Recommended for payment, I certify Invoice No. DMHSA-2013-012 to be true and correct; and that services for March 15-31, 2013 have been rendered; and payment for this period is due.

Don Sabang
D&A Supervisor

Rehabilitation Services for Adolescents	
Bi-Weekly Reporting Period:	March 15, 2013 – March 31, 2013
Task/Activity	Sanctuary, Inc. Bi-Weekly Progress Report
<p>II.1 Increase treatment capacity in ASAM Level 0.5 Education, known as the “Na’ Homlo” program, and serve up to thirty (30) adolescents per treatment cycle and perform the following tasks: State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those who were on a “wait-list.”</p>	<p>During this bi-weekly reporting period:</p> <ul style="list-style-type: none"> • 3 session were conducted • 23 participants in attendance • Group held on Thursday from 4:30 – 5:30 pm at the Sanctuary, Inc. Main Office. • Number of Successful Completions: 0 • Number of Clients Transferred to another level of Care: 0 <p>Number of Clients on the Wait List: 15</p>
<p>In narrative form, state how activities from II.1.a to II.1.d were implemented and addressed?</p>	<p>The Group lesson/activity was: weekly check-in, Review of group rules, check list for substance use, Movie: <i>Legal consequences of Alcohol and Other Drugs</i>, Lifestyle: Motivational Interviewing.</p>
<p>In narrative form, briefly state how clients benefited from the core functions or services from this level?</p>	<p>Clients were able to identify high risk behaviors and attitudes to help visualize how to meet goals, realize the legal consequence of alcohol and other drugs effect their life, how their substance use has become a part of their lifestyle and recognize their pattern of use,</p>
<p>State any commendations to show the strengths of the Program:</p>	<p>The strength of the class based on staff observation, Clients felt comfortable being honest to share expressions of what brought them here. Client was able to understand that it only takes one bad decision to have negative consequence. Clients were able to discuss their history of use despite this being their first group together.</p>
<p>State any recommendations for the improvement of service delivery:</p>	<p>Continue networking with our community partners. Staff to continue our networking efforts with community partners as well as be open to input and feedback Staff continues to research the latest information through articles, journals, and on-line updates. Staff monitors needs based on group work and activities throughout the group session.</p>
<p>II.2 Increase treatment capacity in ASAM Level I Outpatient, known as the “Pathways” program and serve up to twenty (20) adolescents per treatment cycle and shall perform the following tasks: State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those on a “wait-list.”</p>	<p>During this bi-weekly reporting period:</p> <ul style="list-style-type: none"> • 4 sessions were conducted • 21 participants in attendance • Group held on Saturday from 12:00 – 2:00 pm at the Sanctuary, Inc. Main Office. • Number of Successful Completions: 0 • Number of Clients Transferred to another level of Care: 0 <p>Number of Clients on the Wait List: 0</p>

Rehabilitation Services for Adolescents	
Bi-Weekly Reporting Period:	March 15, 2013 – March 31, 2013
Task/Activity	Sanctuary, Inc. Bi-Weekly Progress Report

In narrative form, state how activities from II.2.a to II.2.c were implemented and addressed?	The Group lesson/activity was: Pros and Cons and Triggers; Relapse Justification; Early Recovery Skills: Thought Stopping techniques; Users in my home/Having a good time without being high.
In narrative form, briefly state how clients benefited from the core functions or services from this level?	Clients were able to identify more pros about not using substances and identifying strongest triggers to use. Clients were provided the rational to change the thinking of the addicted brain. Clients were able to develop skills to block thoughts about using substances and regain control of their thinking process. Clients were also able to explore reactions and feelings about use in environment and trying new activities that do not involve using substances.
State any commendations to show the strengths of the Program:	The strength of the class based on staff observation, was that clients were provided with peer support when clients brought up difficulties about abstaining from drug of choice. Peers provided real life examples to assist other peers in group through positive peer support. Staff observed good group interaction and was able to mentor new participants in the program.
State any recommendations for the improvement of service delivery:	Staff to continue our networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates.
II.3 Establish an ASAM Level II Intensive Outpatient treatment program with a treatment capacity of ten (10) adolescents per treatment cycle and shall perform the following tasks: State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those on a “wait-list.”	<p>During this bi-weekly reporting period:</p> <ul style="list-style-type: none"> • 6 sessions were conducted • 36 participants in attendance • Group time identified for Fridays from 3:30 – 4:30pm & 4:30-5:30pm and Saturdays from 12:00pm—2:00pm at the Sanctuary, Inc. Main Office. • Number of Successful Completions: 0 • Number of Clients Transferred to another level of Care: 0 <p>Number of Clients on the Wait List: 0</p>
In narrative form, briefly state how activities from II.3.a to II.3.e were implemented and addressed?	The Group lesson/activity was: weekly check-in; review of group rules; Scheduling; Calendar; Clean and Sober; Having a good time without being high; Support Systems; Forest Gump; and Treatment Planning/Goal Setting. Clients were provided with psycho-education for each topic. They were also given the opportunity to share real-life experiences related to each topic and offer feedback to peers for support and process.
In narrative form, briefly state how clients benefited from the core functions or services from this level?	Participants continue to explore pros and cons for use or staying clean and sober to help them to make informed and well thought out decisions about

Rehabilitation Services for Adolescents	
Bi-Weekly Reporting Period:	March 15, 2013 – March 31, 2013
Task/Activity	Sanctuary, Inc. Bi-Weekly Progress Report
	their use. Small group discussions facilitate understanding of the importance of each topic in recovery. In addition, group participation teaches empathy and helps to develop effective communication skills.
State any commendations to show the strengths of the Program:	The strength of the small group setting is that it allows for a larger amount of attention, help, and feedback offered to each individual client, thereby encouraging engagement and active participation in their treatment.
State any recommendations for the improvement of service delivery:	Staff to continue networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates.
MATRIX Model Parent Education / Support Group	<p>During this bi-weekly reporting period:</p> <ul style="list-style-type: none"> • 2 sessions was conducted • 19 Family Members in attendance • Group time identified for Saturdays from 12:00pm—2:00pm at the Sanctuary, Inc. Main Office. • Number of Successful Completions: 0 • Number of Clients Transferred to another level of Care: 0 • Number of Clients on the Wait List: 0
In narrative form, briefly state how activities from Matrix Parent Education/Support Group were implemented and addressed?	The Group lesson/activity was: weekly check in; review of group rules; watched a movie, " <i>Once Were Warriors</i> ".
In narrative form, briefly state how Family benefited from the core functions or services from this level?	" <i>Once Were Warriors</i> " reflected on how alcohol can affect a family as a whole. Participants were able to identify with characters in the movie in regards to their family members. They were able to process after the movie on what they were feeling and how the movie affected them. Participants shared they were able to see the sincerity of New Zealand's culture and their culture in regards to alcohol abuse in families.
State any commendations to show the strengths of the Program:	Family members were able to do well in this setting by relating to the topics being addressed and were able to provide their own family's personal experience. Small group settings also encourage the participants to provide feedback and support. Parents showed how they appreciate the services that help with their child.

Rehabilitation Services for Adolescents	
Bi-Weekly Reporting Period:	March 15, 2013 – March 31, 2013
Task/Activity	Sanctuary, Inc. Bi-Weekly Progress Report
State any recommendations for the improvement of service delivery:	Staff to continue networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates.
II.5 Maintain treatment capacity in ASAM Level III.5 to serve 6 to 8 adolescents (male or female) at any given time. State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those on a “wait-list.”	<p>During this bi-weekly reporting period:</p> <ul style="list-style-type: none"> • 3 Clients were Served • Transfer to another level of Care: 1 (services were terminated and client was sent back to DYA) • Wait Listing: 7 (1 turned down services; 1 pending clearances; 5 pending clearances from DYA) <p>Phase Breakdown:</p> <ul style="list-style-type: none"> • Orientation: 2 • Awareness: 0 • Enhancement: 0 • Enlightenment: 1 • Empowerment: 0
II.5a Treatment capacity in ASAM Level 0.7 for all individuals who completed level III.5. State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients	<p>During this Bi-weekly reporting period:</p> <ul style="list-style-type: none"> • 1 Clients in Aftercare (Social Support) Level 0.7 • Transfer to another level of Care: 0
In narrative form, briefly state how activities from II.5.b to II.5.f were implemented and addressed?	Sagan Na’ Homlo is a 24/7 structured program where clients participate in a regulated daily routine schedule from morning physical exercises to classroom work, group sessions (i.e. substance abuse, anger management, decision making, relapse prevention, life skills, team building, big book and 12-step education), individual counseling sessions, individual case management sessions, meditation and evening recreation. Sanctuary continues to host 12-Step Meetings: Adolescent AA and NA at our Main Facility and is available to all clients based on desire and appropriateness.
In narrative form, briefly state how clients benefited from the core functions or services from this level?	The continuity of treatment in this level of care provides the clients consistent contact with residential staff and the opportunity for support when the need arises.
State any commendations to show the strengths of the	Sagan Na’ Homlo is the only Adolescent residential treatment on Guam. In

Rehabilitation Services for Adolescents	
Bi-Weekly Reporting Period:	March 15, 2013 – March 31, 2013
Task/Activity	Sanctuary, Inc. Bi-Weekly Progress Report
Program:	addition, Sagan Na' Homlo offers the individual and family the opportunity to restructure, refrain and to recover with the challenges of drug and alcohol addiction and eventually re-integrate back into the community as a productive member of society. Sanctuary, Incorporated has implemented Evidence Based Matrix Model incorporating individual sessions, family sessions, early recovery group, relapse prevention group, and 12 step participation.
State any recommendations for the improvement of service delivery:	All efforts are channeled in enhancing our working relationship with our community partners and significant agencies.
II.6 Implement evidence-based models and practices in all levels of care and shall demonstrate the following: In narrative form, state how the activities from II.6.a to II.6.d were implemented and addressed.	Multi-level Interventions are still considered the best practice. It provides and allows insight, growth, emotional well-being, recognition of strengths, ability to communicate, group and family counseling and the opportunity to share openly, express them-selves and work on problems.
II.7 Work with DMHSA and its partners to establish a system of care for substance abuse treatment for Asian/Pacific Islanders: Give a brief summary of activities that occurred with DMHSA and its partners during the reporting period.	Program staff continues to work with Department of Youth Affair, Guam Public School System (GPSS), Juvenile Drug Court (JDC), Community Substance Abuse Planning & Development (CSAPD) Committee, National Association of Social Workers (NASW) and Association of Individual, Marriage, and Family Therapist (AIMFT) monthly.
II.8 Ensure all clients receive appropriate screening and assessment for placement into ASAM Levels 0.5, I, II, III.5, and 0.7: Briefly state how sections II.7.a to II.7.e are being addressed.	The Drug and Alcohol screening/assessments are processed with the Clinical Supervisor and staffing is conducted throughout the week during weekly case staffing or on a case by case need using the American Society of Addiction Medicine Patient Placement Criteria (ASAM-PPC).
II.9 Provide its staff with opportunities for staff development by performing the following tasks: Briefly state the status of staff members seeking certification with IC & RC and what trainings they attended during the reporting period.	<ul style="list-style-type: none"> • Sagan Na' Homlo currently has 3 certified ICRC Counselor working with the youth in the inpatient / outpatient programs. • One counselor is a licensed IMFT Therapist. • 1 staff continues to work on her CEU's that apply towards the ICRC Certification. • 1 staff is currently working on becoming a Recovery Coach by attending training and meeting with Clinical Supervisor for supervision to prepare for ICRC Certification. • Case Manager is working toward IC&RC Certification.

Rehabilitation Services for Adolescents

Bi-Weekly Reporting Period:

March 15, 2013 – March 31, 2013

Task/Activity

Sanctuary, Inc. Bi-Weekly Progress Report

Sanctuary Representative:

Submitted By: Katrina Taijeron *KT*

Position Title: Case Manager

Reviewed By: Valerie Reyes *VR*

Position Title: Program Director

Date: April 4, 2013

DMHSA Representative:

Received By: *Jennifer J.T. Faasuumalie*

Position Title:

Jennifer J.T. Faasuumalie
WPS II Drug & Alcohol Branch - DMHSA

Date of Submission: *4/11/13 11:30am*



Sanctuary, Incorporated of Guam

A Non-profit Organization Established in 1971

406 MaiMai Road Chalan Pago, Guam 96910 • Administrative Office (671)475-7101

Crisis Hotline (671)475-7100 • Fax (671)477-3117 •

www.sanctuaryguam.org

carit

March 20, 2013



To: Ray Vega
Interim Director
Department of Mental Health
and Substance Abuse

Attn: Don P. Sabang
Drug and Alcohol Supervisor
Department of Mental Health
And Substance Abuse

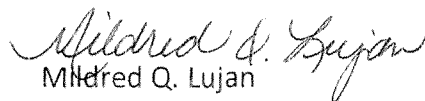
From: Mildred Q. Lujan
Executive Director
Sanctuary, Incorporated

Re: Rehabilitation Services for Adolescents Report

Attached with this memorandum is the Bi-Weekly Program Status Report for the weeks of March 1, 2013 to March 15, 2013.

If you should have any questions, please feel free to contact myself or Valerie Reyes at 475-7101.

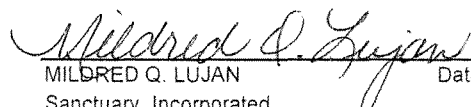
Sincerely,


Mildred Q. Lujan

FROM: SANCTUARY, INCORPORATED Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	Address: 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913	DATE: 3/15/2013
TO: Rey Vega, Acting Director Dept. of Mental Health & Substance Abuse (DHMSA)	Vendor Acct. No. S1456001 Document No. Contract No. Job Order No. Purchase Order No. Invoice No. DMHSA-2013-011	
COSTS INCURRED BY CATEGORY		AMOUNT
1. Personnel		\$ 13,355.00
2. Fringe Benefits		\$ 1,516.00
3. Contractual		\$ 487.00
4. Other		\$ 794.00
5. Utilities		\$ 1,599.00

TOTAL PAYMENT REQUEST: \$ 17,751.00

I CERTIFY that the costs in this Request for Payment are accurate and eligible under the provisions of the Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo and that this is a true and certified original.


03/19/2013
MILDRED Q. LUJAN Date
Sanctuary, Incorporated
Executive Director

Recommended for payment, I certify Invoice No. DMHSA-2013-011 to be true and correct, and that services for March 1-15, 2013 have been rendered; and payment for this period is due.

Don Sabang
D&A Supervisor

Rehabilitation Services for Adolescents

Bi-Weekly Reporting Period:

March 1, 2013 – March 15, 2013

Task/Activity

Sanctuary, Inc. Bi-Weekly Progress Report

II.1 Increase treatment capacity in ASAM Level 0.5 Education, known as the “Na’ Homlo” program, and serve up to thirty (30) adolescents per treatment cycle and perform the following tasks: State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those who were on a “wait-list.”

During this bi-weekly reporting period:

- 2 session were conducted
- 36 participants in attendance
- Group held on Thursday from 4:30 – 5:30 pm at the Sanctuary, Inc. Main Office.
- Number of Successful Completions: 1
- Number of Clients Transferred to another level of Care: 0
- Number of Clients on the Wait List: 15

In narrative form, state how activities from II.1.a to II.1.d were implemented and addressed?

The Group lesson/activity was: weekly check-in, Review of group rules, Matrix: Thought Stopping and Identifying External Triggers

In narrative form, briefly state how clients benefited from the core functions or services from this level?

Clients were able to find what thought stopping techniques works for them and identify their external triggers.

State any commendations to show the strengths of the Program:

The strength of the class based on staff observation, Clients were able to share their experience and able to get feedback from their peers. Participants practiced the different thought stopping techniques and identify what their external triggers are to avoid alcohol or drug use by staying away from them.

State any recommendations for the improvement of service delivery:

Continue networking with our community partners. Staff to continue our networking efforts with community partners as well as be open to input and feedback Staff continues to research the latest information through articles, journals, and on-line updates. Staff monitors needs based on group work and activities throughout the group session.

II.2 Increase treatment capacity in ASAM Level I Outpatient, known as the “Pathways” program and serve up to twenty (20) adolescents per treatment cycle and shall perform the following tasks: State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those on a “wait-list.”

During this bi-weekly reporting period:

- 4 session was conducted
- 20 participants in attendance
- Group held on Saturday from 12:00 – 2:00 pm at the Sanctuary, Inc. Main Office.
- Number of Successful Completions: 0
- Number of Clients Transferred to another level of Care: 0

Number of Clients on the Wait List: 0

The Group lesson/activity was: Matrix Model: Early Recovery Skills – Stages of Recovery, updating

Rehabilitation Services for Adolescents	
Bi-Weekly Reporting Period:	March 1, 2013 – March 15, 2013
Task/Activity	Sanctuary, Inc. Bi-Weekly Progress Report
In narrative form, state how activities from II.2.a to II.2.c were implemented and addressed?	Calendar; Relapse Prevention – When did you start using, Movie – <i>When a Man Loves a Woman</i> – family session.
In narrative form, briefly state how clients benefited from the core functions or services from this level?	Clients were able to encourage healthy expression and help increase ability to communicate thoughts and feelings effectively. The group process increases awareness into other support groups in community, decision making process – viewing choices and taking a look at possible consequences, and understand the importance of structure in recovery. The family process increases communication between adolescent and parent/caregiver.
State any commendations to show the strengths of the Program:	The strength of the class based on staff observation, was that clients were given an opportunity to reflect on themselves, encourage one another to discuss ideas and real life examples to improve communication; and practice pro-social activities as a family to encourage communication between adolescent and parent/caregiver.
State any recommendations for the improvement of service delivery:	Staff to continue our networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates.
II.3 Establish an ASAM Level II Intensive Outpatient treatment program with a treatment capacity of ten (10) adolescents per treatment cycle and shall perform the following tasks: State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those on a “wait-list.”	<p>During this bi-weekly reporting period:</p> <ul style="list-style-type: none"> • 10 sessions were conducted • 46 participants in attendance • Group time identified for Fridays from 3:30 – 4:30pm & 4:30-5:30pm and Saturdays from 12:00pm—2:00pm at the Sanctuary, Inc. Main Office. • Number of Successful Completions: 0 • Number of Clients Transferred to another level of Care: 0 • Number of Clients on the Wait List: 0
In narrative form, briefly state how activities from II.3.a to II.3.e were implemented and addressed?	The Group lesson/activity was: weekly check-in; review of group rules; Scheduling; Calendar; Triggers-Thoughts-Cravings-Use; Relapse Justification; Dealing with Problems; Thought Stopping Techniques; Making the Link; External Triggers; When a Man Loves a Woman; Internal Triggers; and Users in the Home. Clients were provided with psycho-education for each topic. They were also given the opportunity to share real-life experiences related to each topic and offer feedback to peers for support and process.
In narrative form, briefly state how clients benefited from	Participants continue to explore pros and cons for use or staying clean and

Rehabilitation Services for Adolescents

Bi-Weekly Reporting Period:	March 1, 2013 – March 15, 2013
Task/Activity	Sanctuary, Inc. Bi-Weekly Progress Report

the core functions or services from this level?	sober to help them to make informed and well thought out decisions about their use. Small group discussions facilitate understanding of the importance of each topic in recovery. In addition, group participation teaches empathy and helps to develop effective communication skills.
State any commendations to show the strengths of the Program:	The strength of the small group setting is that it allows for a larger amount of attention, help, and feedback offered to each individual client, thereby encouraging engagement and active participation in their treatment.
State any recommendations for the improvement of service delivery:	Staff to continue networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates.
MATRIX Model Parent Education / Support Group	<p>During this bi-weekly reporting period:</p> <ul style="list-style-type: none"> • 2 sessions was conducted • 14 Family Members in attendance • Group time identified for Saturdays from 12:00pm—2:00pm at the Sanctuary, Inc. Main Office. • Number of Successful Completions: 0 • Number of Clients Transferred to another level of Care: 0 • Number of Clients on the Wait List: 0
In narrative form, briefly state how activities from Matrix Parent Education/Support Group were implemented and addressed?	The Group lesson/activity was: weekly check in; review of group rules; review of last week’s homework; “Guilt and Shame”; “Family Movie”.
In narrative form, briefly state how Family benefited from the core functions or services from this level?	Using RP handout on “guilt/shame”, parents openly discussed “guilt” as it relates to them and “guilt” as they see it relate to their child. Parents expressed great guilt and parents were emotional discussing how guilty they felt because of their child’s use. One parent realized that all the parents in the group felt some way the same and thanked all for their support. Openly discussed was addiction as a family/brain disease. Parents seem to be grasping the concept and appear more accepting to their situation and the support from group members and the 12 step ala-non group directly following this group.

Rehabilitation Services for Adolescents

Bi-Weekly Reporting Period:	March 1, 2013 – March 15, 2013
Task/Activity	Sanctuary, Inc. Bi-Weekly Progress Report

	<p>Family movie – <i>When a Man Loves a Woman</i>. Pro-social activity for family that encourages communication between adolescent and parent/caregiver. Group discussed effects substance use has on the family, identified how family members enable the addictive behavior with their child and accepting responsibility for actions. Families discussed how and where to get support.</p>
State any commendations to show the strengths of the Program:	<p>Family members were able to do well in this setting by relating to the topics being addressed and were able to provide their own family’s personal experience. Small group settings also encourage the participants to provide feedback and support. Parents showed how they appreciate the services that help with their child.</p>
State any recommendations for the improvement of service delivery:	<p>Staff to continue networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates.</p>
<p>II.5 Maintain treatment capacity in ASAM Level III.5 to serve 6 to 8 adolescents (male or female) at any given time. State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those on a “wait-list.”</p>	<p>During this bi-weekly reporting period:</p> <ul style="list-style-type: none"> • 5 Clients were Served (2 voluntarily left treatment) • Transfer to another level of Care: 0 • Wait Listing: 5 (1 was transferred to residential) <p>Phase Breakdown:</p> <ul style="list-style-type: none"> • Orientation: 3 • Awareness: 0 • Enhancement: 0 • Enlightenment: 2 • Empowerment: 0
<p>II.5a Treatment capacity in ASAM Level 0.7 for all individuals who completed level III.5. State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients</p>	<p>During this Bi-weekly reporting period:</p> <ul style="list-style-type: none"> • 2 Clients in Aftercare (Social Support) Level 0.7 • Transfer to another level of Care: 0
<p>In narrative form, briefly state how activities from II.5.b to II.5.f were implemented and addressed?</p>	<p>Sagan Na’ Homlo is a 24/7 structured program where clients participate in a regulated daily routine schedule from morning physical exercises to classroom work, group sessions (i.e. substance abuse, anger management, decision making, relapse prevention, life skills, team building, big book and</p>

Rehabilitation Services for Adolescents	
Bi-Weekly Reporting Period:	March 1, 2013 – March 15, 2013
Task/Activity	Sanctuary, Inc. Bi-Weekly Progress Report
	12-step education), individual counseling sessions, individual case management sessions, meditation and evening recreation. Sanctuary continues to host 12-Step Meetings: Adolescent AA and NA at our Main Facility and is available to all clients based on desire and appropriateness.
In narrative form, briefly state how clients benefited from the core functions or services from this level?	The continuity of treatment in this level of care provides the clients consistent contact with residential staff and the opportunity for support when the need arises.
State any commendations to show the strengths of the Program:	Sagan Na' Homlo is the only Adolescent residential treatment on Guam. In addition, Sagan Na' Homlo offers the individual and family the opportunity to restructure, refrain and to recover with the challenges of drug and alcohol addiction and eventually re-integrate back into the community as a productive member of society. Sanctuary, Incorporated has implemented Evidence Based Matrix Model incorporating individual sessions, family sessions, early recovery group, relapse prevention group, and 12 step participation.
State any recommendations for the improvement of service delivery:	All efforts are channeled in enhancing our working relationship with our community partners and significant agencies.
II.6 Implement evidence-based models and practices in all levels of care and shall demonstrate the following: In narrative form, state how the activities from II.6.a to II.6.d were implemented and addressed.	Multi-level Interventions are still considered the best practice. It provides and allows insight, growth, emotional well-being, recognition of strengths, ability to communicate, group and family counseling and the opportunity to share openly, express them-selves and work on problems.
II.7 Work with DMHSA and its partners to establish a system of care for substance abuse treatment for Asian/Pacific Islanders: Give a brief summary of activities that occurred with DMHSA and its partners during the reporting period.	Program staff continues to work with Department of Youth Affair, Guam Public School System (GPSS), Juvenile Drug Court (JDC), Community Substance Abuse Planning & Development (CSAPD) Committee, National Association of Social Workers (NASW) and Association of Individual, Marriage, and Family Therapist (AIMFT) monthly.
II.8 Ensure all clients receive appropriate screening and assessment for placement into ASAM Levels 0.5, I, II, III.5, and 0.7: Briefly state how sections II.7.a to II.7.e are being addressed.	The Drug and Alcohol screening/assessments are processed with the Clinical Supervisor and staffing is conducted throughout the week during weekly case staffing or on a case by case need using the American Society of Addiction Medicine Patient Placement Criteria (ASAM-PPC).
II.9 Provide its staff with opportunities for staff development by performing the following tasks: Briefly state the status of staff members seeking certification with IC & RC and what trainings they	<ul style="list-style-type: none"> • Sagan Na' Homlo currently has 3 certified ICRC Counselor working with the youth in the inpatient / outpatient programs. • One counselor is a licensed IMFT Therapist. • 1 staff continues to work on her CEU's that apply towards the ICRC Certification.

Rehabilitation Services for Adolescents

Bi-Weekly Reporting Period:

March 1, 2013 – March 15, 2013

Task/Activity

Sanctuary, Inc. Bi-Weekly Progress Report

attended during the reporting period.

- 1 staff is currently working on becoming a Recovery Coach by attending training and meeting with Clinical Supervisor for supervision to prepare for ICRC Certification.
- Case Manager is working toward IC&RC Certification.

Sanctuary Representative:

Submitted By: Katrina Taijeron
Position Title: Case Manager
Reviewed By: Katrina Taijeron
Position Title: Acting Program Director
Date: March 20, 2013

DMHSA Representative:

Received By: _____
Jennifer J.T. Faasuaialie
WPS II Drug & Alcohol Branch. DMHSA

Position Title: _____

Date of Submission: _____

3/20/13 10:40am
a



SANCTUARY, INCORPORATED

"Helping Youth and Families Help Themselves" since 1971

406 Maimai Rd., Chalan Pago, Guam 96910 • Tel: 475-7101 • Fax: 477-3117 • Crisis Hotline: 475-7100

Website: www.sanctuaryguam.org • E-mail: inquiries@sanctuaryguam.org



Inter-Office Memorandum

March 8, 2013

To: All Sanctuary, Incorporated Staff
From: Valerie Reyes, Drug & Alcohol Services-Program Director
Via: Millie Lujan, Executive Director
Subject: Acting Appointment

Hafa Ada Todo Hamyu:

Beginning March 9, 2013 I will be off – island. In my Absence, Katrina Tajeron will be the acting Program Director until my return.

I will be available via email should you need to contact me at:
may call me on my cell 727-8533.

or you

Si Yu'us Ma'ase,

Valerie Reyes



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Crisis Hotline (671)475-7100 • Fax (671)477-3117 •

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ccrf

March 5, 2013

To: Ray Vega
Interim Director
Department of Mental Health
and Substance Abuse

Attn: Don P. Sabang
Drug and Alcohol Supervisor
Department of Mental Health
And Substance Abuse

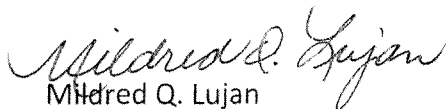
From: Mildred Q. Lujan
Executive Director
Sanctuary, Incorporated

Re: Rehabilitation Services for Adolescents Report

Attached with this memorandum is the Bi-Weekly Program Status Report for the weeks of February 15, 2013 to February 28, 2013.

If you should have any questions, please feel free to contact myself or Valerie Reyes at 475-7101.

Sincerely,

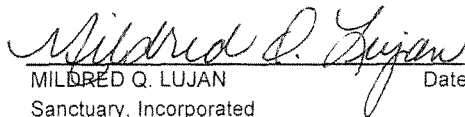

Mildred Q. Lujan



FROM: SANCTUARY, INCORPORATED Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	Address: 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913	DATE: 2/28/2013
TO: Rey Vega, Acting Director Dept. of Mental Health & Substance Abuse (DHMSA)	Vendor Acct. No. S1456001 Document No. Contract No. Job Order No. Purchase Order No. Invoice No. DMHSA-2013-010	
COSTS INCURRED BY CATEGORY		AMOUNT
1. Personnel 2. Fringe Benefits 3. Contractual 4. Other 5. Utilities		\$ 13,355.00 \$ 1,516.00 \$ 487.00 \$ 794.00 \$ 1,599.00

TOTAL PAYMENT REQUEST: \$ 17,751.00

I CERTIFY that the costs in this Request for Payment are accurate and eligible under the provisions of the Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo and that this is a true and certified original.

 03/05/2013
MILDRED Q. LUJAN Date
Sanctuary, Incorporated
Executive Director

Recommended for payment; I certify Invoice No. DMHSA-2013-010 to be true and correct; and that services for February 15-28, 2013 have been rendered; and payment for this period is due.

Don Sabang
D&A Supervisor

Rehabilitation Services for Adolescents	
Bi-Weekly Reporting Period:	February 15, 2013 – February 28, 2013
Task/Activity	Sanctuary, Inc. Bi-Weekly Progress Report

II.1 Increase treatment capacity in ASAM Level 0.5 Education, known as the “Na’ Homlo” program, and serve up to thirty (30) adolescents per treatment cycle and perform the following tasks: State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those who were on a “wait-list.”	<p>During this bi-weekly reporting period:</p> <ul style="list-style-type: none"> ● 2 session were conducted ● 39 participants in attendance ● Group held on Thursday from 4:30 – 5:30 pm at the Sanctuary, Inc. Main Office. ● Number of Successful Completions: 5 ● Number of Clients Transferred to another level of Care: 1 ● Number of Clients on the Wait List: 7
In narrative form, state how activities from II.1.a to II.1.d were implemented and addressed?	The Group lesson/activity was: weekly check-in, Review of group rules, Matrix: Pros and cons and Triggers.
In narrative form, briefly state how clients benefited from the core functions or services from this level?	Clients were able to identify the advantages and dis-advantages of drug and alcohol use and identify there triggers.
State any commendations to show the strengths of the Program:	The strength of the class based on staff observation, Clients were able to share their experience and able to get feedback from their peers. Participants now know that there are more pros then cons in being drug free. Participants relies that certain situations trigger their drug and alcohol use and need to focus on avoiding or dealing with trigger situations.
State any recommendations for the improvement of service delivery:	Continue networking with our community partners. Staff to continue our networking efforts with community partners as well as be open to input and feedback Staff continues to research the latest information through articles, journals, and on-line updates. Staff monitors needs based on group work and activities throughout the group session.
II.2 Increase treatment capacity in ASAM Level I Outpatient, known as the “Pathways” program and serve up to twenty (20) adolescents per treatment cycle and shall perform the following tasks: State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those on a “wait-list.”	<p>During this bi-weekly reporting period:</p> <ul style="list-style-type: none"> ● 4 sessions were conducted ● 17 participants in attendance ● Groups are held on Saturday from 12:00 – 2:00 pm at the Sanctuary, Inc. Main Office. ● Number of Successful Completions: 0 ● Number of Clients Transferred to another level of Care: 0 <p>Number of Clients on the Wait List: 0</p>

Rehabilitation Services for Adolescents

February 15, 2013 – February 28, 2013

Bi-Weekly Reporting Period:	February 15, 2013 – February 28, 2013
Task/Activity	Sanctuary, Inc. Bi-Weekly Progress Report
In narrative form, state how activities from II.2.a to II.2.c were implemented and addressed?	The Group lesson/activity was: Matrix Model: Early Recovery Skills – Scheduling, Calendar; Relapse Prevention – Club Drugs, Having a good time without being high, admitting use.
In narrative form, briefly state how clients benefited from the core functions or services from this level?	Clients were able to encourage healthy expression and help increase ability to communicate thoughts and feelings effectively. The group process increases awareness into other support groups in community, decision making process – viewing choices and taking a look at possible consequences, and understand the importance of structure in recovery.
State any commendations to show the strengths of the Program:	The strength of the class based on staff observation, was that clients were given an opportunity to reflect on themselves, encourage one another to discuss ideas and real life examples to improve communication; and increase awareness.
State any recommendations for the improvement of service delivery:	Staff to continue our networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates.
<p>II.3 Establish an ASAM Level II Intensive Outpatient treatment program with a treatment capacity of ten (10) adolescents per treatment cycle and shall perform the following tasks: State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those on a “wait-list.”</p>	<p>During this bi-weekly reporting period:</p> <ul style="list-style-type: none"> • 6 sessions were conducted • 45 participants in attendance • Group time identified for Fridays from 3:30 – 4:30pm & 4:30-5:30pm and Saturdays from 12:00pm—2:00pm at the Sanctuary, Inc. Main Office. • Number of Successful Completions: 0 • Number of Clients Transferred to another level of Care: 0 • Number of Clients on the Wait List: 0
In narrative form, briefly state how activities from II.3.a to II.3.e were implemented and addressed?	The Group lesson/activity was: weekly check-in; review of group rules; Scheduling; Calendar; Club Drugs; Cigarette Arguments; Pros and cons; “When did you start Using?”; and Triggers. Clients were provided with psycho-education for each topic. They were also given the opportunity to share real-life experiences related to each topic and offer feedback to peers for support and process.
In narrative form, briefly state how clients benefited from the core functions or services from this level?	Participants continue to explore pros and cons for use or staying clean and sober to help them to make informed and well thought out decisions about their use. Small group discussions facilitate understanding of the importance of each topic in recovery. In addition, group participation teaches empathy

Rehabilitation Services for Adolescents	
Bi-Weekly Reporting Period:	February 15, 2013 – February 28, 2013
Task/Activity	Sanctuary, Inc. Bi-Weekly Progress Report

	and helps to develop effective communication skills.
State any commendations to show the strengths of the Program:	The strength of the small group setting is that it allows for a larger amount of attention, help, and feedback offered to each individual client, thereby encouraging engagement and active participation in their treatment.
State any recommendations for the improvement of service delivery:	Staff to continue networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates.
MATRIX Model Parent Education / Support Group	<p>During this bi-weekly reporting period:</p> <ul style="list-style-type: none"> • 2 sessions was conducted • 13 Family Members in attendance • Group time identified for Saturdays from 12:00pm—2:00pm at the Sanctuary, Inc. Main Office. • Number of Successful Completions: 0 • Number of Clients Transferred to another level of Care: 0 • Number of Clients on the Wait List: 0
In narrative form, briefly state how activities from Matrix Parent Education/Support Group were implemented and addressed?	The Group lesson/activity was: weekly check in; review of group rules; “Cross Addiction: The back door to relapse”; “Creating healthy, functional families”. Parents/family members openly discussed how raising teens is a tough job. Using their upbringing as a reference the major changes in raising teens became the topic in the first half of group.
In narrative form, briefly state how Family benefited from the core functions or services from this level?	<p>The MATRIX topic, “Cross Addiction: The back door to relapse”, discussed how addiction is a disease, discussed neurotransmitters, adrenaline high and triggers. Parents were able to discuss how abstinence from all substances is key to preventing any relapse.</p> <p>The MATRIX topic, “Creating healthy, functional families” was discussed. Family members shared how their families discuss feelings, reactions to change, stress and how it’s dealt with, rules in the family, respect, and communication between parents. Home work for parents/family members: Ask their teen: “What are the rules in the family?” Family members expressed being interested in what their teens will respond with. One parent</p>

Rehabilitation Services for Adolescents	
Bi-Weekly Reporting Period:	February 15, 2013 – February 28, 2013
Task/Activity	Sanctuary, Inc. Bi-Weekly Progress Report
	shared how she never really discussed the rules and just made assumptions. Others shared similar experiences.
State any commendations to show the strengths of the Program:	Family members were able to do well in this setting by relating to the topics being addressed and were able to provide their own family's personal experience. Small group settings also encourage the participants to provide feedback and support. Parents showed how they appreciate the services that help with their child.
State any recommendations for the improvement of service delivery:	Staff to continue networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates.
II.5 Maintain treatment capacity in ASAM Level III.5 to serve 6 to 8 adolescents (male or female) at any given time. State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those on a "wait-list."	<p>During this bi-weekly reporting period:</p> <ul style="list-style-type: none"> • 4 Clients were Served. • Transfer to another level of Care: 0 • Wait Listing: 6 (2 were transferred to residential) <p>Phase Breakdown:</p> <ul style="list-style-type: none"> • Orientation: • Awareness: 2 • Enhancement: 1 • Enlightenment: 1 • Empowerment:
II.5a Treatment capacity in ASAM Level 0.7 for all individuals who completed level III.5. State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients	<p>During this Bi-weekly reporting period:</p> <ul style="list-style-type: none"> • 2 Clients in Aftercare (Social Support) Level 0.7 • Transfer to another level of Care: 0
In narrative form, briefly state how activities from II.5.b to II.5.f were implemented and addressed?	Sagan Na' Homlo is a 24/7 structured program where clients participate in a regulated daily routine schedule from morning physical exercises to classroom work, group sessions (i.e. substance abuse, anger management, decision making, relapse prevention, life skills, team building, big book and 12-step education), individual counseling sessions, individual case management sessions, meditation and evening recreation. Sanctuary

Rehabilitation Services for Adolescents	
Bi-Weekly Reporting Period:	February 15, 2013 – February 28, 2013
Task/Activity	Sanctuary, Inc. Bi-Weekly Progress Report

	continues to host 12-Step Meetings: Adolescent AA and NA at our Main Facility and is available to all clients based on desire and appropriateness.
In narrative form, briefly state how clients benefited from the core functions or services from this level?	The continuity of treatment in this level of care provides the clients consistent contact with residential staff and the opportunity for support when the need arises.
State any commendations to show the strengths of the Program:	Sagan Na' Homlo is the only Adolescent residential treatment on Guam. In addition, Sagan Na' Homlo offers the individual and family the opportunity to restructure, refrain and to recover with the challenges of drug and alcohol addiction and eventually re-integrate back into the community as a productive member of society. Sanctuary, Incorporated has implemented Evidence Based Matrix Model incorporating individual sessions, family sessions, early recovery group, relapse prevention group, and 12 step participation.
State any recommendations for the improvement of service delivery:	All efforts are channeled in enhancing our working relationship with our community partners and significant agencies.
II.6 Implement evidence-based models and practices in all levels of care and shall demonstrate the following: In narrative form, state how the activities from II.6.a to II.6.d were implemented and addressed.	Multi-level Interventions are still considered the best practice. It provides and allows insight, growth, emotional well-being, recognition of strengths, ability to communicate, group and family counseling and the opportunity to share openly, express them-selves and work on problems.
II.7 Work with DMHSA and its partners to establish a system of care for substance abuse treatment for Asian/Pacific Islanders: Give a brief summary of activities that occurred with DMHSA and its partners during the reporting period.	Program staff continues to work with Department of Youth Affair, Guam Public School System (GPSS), Juvenile Drug Court (JDC), Community Substance Abuse Planning & Development (CSAPD) Committee, National Association of Social Workers (NASW) and Association of Individual, Marriage, and Family Therapist (AIMFT) monthly.
II.8 Ensure all clients receive appropriate screening and assessment for placement into ASAM Levels 0.5, I, II, III.5, and 0.7: Briefly state how sections II.7.a to II.7.e are being addressed.	The Drug and Alcohol screening/assessments are processed with the Clinical Supervisor and staffing is conducted throughout the week during weekly case staffing or on a case by case need using the American Society of Addiction Medicine Patient Placement Criteria (ASAM-PPC).
II.9 Provide its staff with opportunities for staff development by performing the following tasks: Briefly state the status of staff members seeking certification with IC & RC and what trainings they attended during the reporting period.	<ul style="list-style-type: none"> • Sagan Na' Homlo currently has 3 certified ICRC Counselor working with the youth in the inpatient / outpatient programs. • One counselor is a licensed IMFT Therapist. • 1 staff continues to work on her CEU's that apply towards the ICRC Certification. • 1 staff is currently working on becoming a Recovery Coach by attending training and

Rehabilitation Services for Adolescents

Bi-Weekly Reporting Period:

February 15, 2013 – February 28, 2013

Task/Activity

Sanctuary, Inc. Bi-Weekly Progress Report

meeting with Clinical Supervisor for supervision to prepare for ICRC Certification.

- Case Manager is working toward IC&RC Certification.

Sanctuary Representative:

Submitted By: Katrina Taijeron

Position Title: Case Manager

Reviewed By: Valerie Reyes

Position Title: Program Director II

Date: March 5, 2013

DMHSA Representative:

Received By:

Jennifer J.T. Faasumalie
Jennifer J.T. Faasumalie
WPS II Drug & Alcohol Branch, DMHSA

Position Title:

Date of Submission:

3/5/13 1:50pm



Sanctuary, Incorporated of Guam

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406 MaiMai Road Chalan Pago, Guam 96910 • Administrative Office (671)475-7101

Crisis Hotline (671)475-7100 • Fax (671)477-3117 •

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ccaf

February 20, 2013

To: Ray Vega
Interim Director
Department of Mental Health
and Substance Abuse

Attn: Don P. Sabang
Drug and Alcohol Supervisor
Department of Mental Health
And Substance Abuse

From: Mildred Q. Lujan
Executive Director
Sanctuary, Incorporated

Re: Rehabilitation Services for Adolescents Report

Attached with this memorandum is the Bi-Weekly Program Status Report for the weeks of February 1, 2013 to February 15, 2013.

If you should have any questions, please feel free to contact myself or Valerie Reyes at 475-7101.

Sincerely,



Mildred Q. Lujan



FROM: SANCTUARY, INCORPORATED Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	Address: 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913	DATE: 2/15/2013
TO: Rey Vega, Acting Director Dept. of Mental Health & Substance Abuse (DHMSA)	Vendor Acct. No. S1456001 Document No. Contract No. Job Order No. Purchase Order No. Invoice No. DMHSA-2013-009	
COSTS INCURRED BY CATEGORY	AMOUNT	
1. Personnel 2. Fringe Benefits 3. Contractual 4. Other 5. Utilities	\$ 13,355.00 \$ 1,516.00 \$ 487.00 \$ 794.00 \$ 1,599.00	

TOTAL PAYMENT REQUEST: \$ 17,751.00

I CERTIFY that the costs in this Request for Payment are accurate and eligible under the provisions of the Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo and that this is a true and certified original.

 02/20/2013
MILDRED Q. LUJAN Date
Sanctuary, Incorporated
Executive Director

Recommended for payment; I certify Invoice No. DMHSA-2013-009 to be true and correct; and that services for February 1-15, 2013 have been rendered; and payment for this period is due.

Don Sabang
D&A Supervisor

Rehabilitation Services for Adolescents

February 1, 2013 – February 15, 2013

Bi-Weekly Reporting Period:

Task/Activity

Sanctuary, Inc. Bi-Weekly Progress Report

II.1 Increase treatment capacity in ASAM Level 0.5 Education, known as the “Na’ Homlo” program, and serve up to thirty (30) adolescents per treatment cycle and perform the following tasks: State the number of clients served, as well as those who successfully completed within the reporting period. If applicable, state the number of clients transferred to another level of care and those who were on a “wait-list”

During this bi-weekly reporting period

- 2 session were conducted
- 32 participants in attendance
- Group held on Thursday from 4:30 – 5:30 pm at the Sanctuary, Inc. Main Office.
- Number of Successful Completions: 3
- Number of Clients Transferred to another level of Care: 1
- Number of Clients on the Wait List: 6

In narrative form, state how activities from II.1.a to II.1.d were implemented and addressed?

The Group lesson/activity was: Project ALERT: Alcohol Fact Game and Test Your Drug IQ.

In narrative form, briefly state how clients benefited from the core functions or services from this level?

Clients were able to identify pro-social activity that did not have anything to do with drugs or alcohol, clients were reminded of the consequences of drug use, motivate to resist by informing of new information about problems with drugs.

State any commendations to show the strengths of the Program:

The strength of the class based on staff observation. Clients were able to participate in a pro-social activity that did not have anything to do with drugs or alcohol, have an open group discussion with their peers, were able to share without being judge and getting feedback.

State any recommendations for the improvement of service delivery:

Continue networking with our community partners. Staff to continue our networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates. Staff monitors needs based on group work and activities throughout the group session.

II.2 Increase treatment capacity in ASAM Level I Outpatient, known as the “Pathways” program and serve up to twenty (20) adolescents per treatment cycle and shall perform the following tasks: State the number of clients served, as well as those who successfully completed, within the reporting period. If

During this bi-weekly reporting period:

- 4 sessions were conducted
- 15 participants in attendance
- Groups are held on Saturday from 12:00 – 2:00 pm at the Sanctuary, Inc. Main Office.
- Number of Successful Completions: 0

Rehabilitation Services for Adolescents	
Bi-Weekly Reporting Period:	February 1, 2013 – February 15, 2013
Task/Activity	Sanctuary, Inc. Bi-Weekly Progress Report
<p>applicable, state the number of clients transferred to another level of care and those on a "wait-list."</p> <p>In narrative form, state how activities from II.2.a to II.2.c were implemented and addressed?</p> <p>In narrative form, briefly state how clients benefited from the core functions or services from this level?</p> <p>State any commendations to show the strengths of the Program:</p> <p>State any recommendations for the improvement of service delivery:</p> <p>II.3 Establish an ASAM Level II Intensive Outpatient treatment program with a treatment capacity of ten (10) adolescents per treatment cycle and shall perform the following tasks: State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those on a "wait-list."</p>	<ul style="list-style-type: none"> • Number of Clients Transferred to another level of Care: 0 Number of Clients on the Wait List: 0 <p>The Group lesson/activity was: Matrix Model: Early Recovery Skills – Calendar: You are Here because why? Alcohol Arguments; Relapse Prevention – 12 Step Introduction; Making New Friends.</p> <p>Clients were able to encourage healthy expression and help increase ability to communicate thoughts and feelings effectively. The group process increases awareness into other support groups in community, learn and identify and how to challenge alcohol arguments, and evaluate the people they choose to surround themselves with.</p> <p>The strength of the class based on staff observation, was that clients were given an opportunity to reflect on themselves, encourage one another to discuss ideas to improve communication, and increase awareness.</p> <p>Staff to continue our networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates.</p> <p>During this bi-weekly reporting period:</p> <ul style="list-style-type: none"> • 10 sessions were conducted • 81 participants in attendance • Group time identified for Fridays from 3:30 - 4:30pm & 4:30-5:30pm and Saturdays from 12:00pm - 2:00pm at the Sanctuary, Inc. Main Office. • Number of Successful Completions: 0 • Number of Clients Transferred to another level of Care: 0 • Number of Clients on the Wait List: 0
In narrative form, briefly state how activities from II.3.a to II.3.e were implemented and addressed?	The Group lesson/activity was: weekly check-in; review of group rules; Scheduling; Calendar: "You're Here Because Why;" Twelve Step

Rehabilitation Services for Adolescents

February 1, 2013 – February 15, 2013

Bi-Weekly Reporting Period:

Task/Activity

Sanctuary, Inc. Bi-Weekly Progress Report

In narrative form, briefly state how clients benefited from the core functions or services from this level?

Introduction; Alcohol Arguments; What Is Important; Treatment Planning; Flight; Stages of Recovery; and Making New Friends. Clients were provided with psycho-education for each topic. They were also given the opportunity to share real-life experiences related to each topic and offer feedback to peers for support and process.

Participants continue to explore pros and cons for use or staying clean and sober to help them to make informed and well thought out decisions about their use. Small group discussions facilitate understanding of the importance of each topic in recovery. In addition, group participation teaches empathy and helps to develop effective communication skills.

State any commendations to show the strengths of the Program:

The strength of the small group setting is that it allows for a larger amount of attention, help, and feedback offered to each individual client, thereby encouraging engagement and active participation in their treatment.

State any recommendations for the improvement of service delivery:

Staff to continue networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates.

MATRIX Model Parent Education / Support Group

During this bi-weekly reporting period:

- 2 sessions was conducted
- 17 Family Members in attendance
- Group time identified for Saturdays from 12:00pm – 1:00pm at the Sanctuary, Inc. Main Office followed by 12-Step Support group for Parents

In narrative form, briefly state how activities from Matrix Parent Education/Support Group were implemented and addressed?

The Group lesson/activity was:
Matrix Video: Families in Recovery / Meth: Brain and Behavior

In narrative form, briefly state how Family benefited from the core functions or services from this level?

1st Session of the period: Topic: families in recovery (video)
Parents/caregivers reviewed the benefits of family involvement in the recovery of a loved one. Discussed were options in the development of

Rehabilitation Services for Adolescents

February 1, 2013 – February 15, 2013

Bi-Weekly Reporting Period:

Task/Activity

Sanctuary, Inc. Bi-Weekly Progress Report

Contracts that support young adults/adolescents in recovery.
 2nd Session of the period: Topic: Methamphetamine: Brain & Behavior (video)
 Parents/Caregivers related newly learned information on the human brain / behavior. Parents shared feelings of how they saw/witnessed their child's behavior change when using drugs. Learned in today's session, was What is a trigger, and the difference between internal and external triggers. Additionally, parents were able to process what a relapse.

State any commendations to show the strengths of the Program:

Family members were able to do well in this setting by relating to the topics being addressed and were able to provide their own family's personal experience. Small group settings also encourage the participants to provide feedback and support.

State any recommendations for the improvement of service delivery.

Staff to continue networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates.

II.5 Maintain treatment capacity in ASAM Level III.5 to serve 6 to 8 adolescents (male or female) at any given time. State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those on a "wait-list."

During this bi-weekly reporting period:

- 4 Clients were served.
- Transfer to another level of Care: 2 services were terminated and were transferred to DYA.
- Wait Listing: 3

Phase Breakdown:

- Orientation
- Awareness: 2
- Enhancement: 1
- Enlightenment: 1
- Empowerment:

II.5a Treatment capacity in ASAM Level 0.7 for all individuals who completed level III.5. State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients

During this Bi-weekly reporting period:

- 2 Clients in Aftercare (Social Support) Level 0.7
- Transfer to another level of Care: 0

Rehabilitation Services for Adolescents

Bi-Weekly Reporting Period:

February 1, 2013 – February 15, 2013

Task/Activity

Sanctuary, Inc. Bi-Weekly Progress Report

In narrative form, briefly state how activities from II.5 b to II.5 f were implemented and addressed?

Sagan Na' Homlo is a 24/7 structured program where clients participate in a regulated daily routine schedule from morning physical exercises to classroom work, group sessions (i.e. substance abuse, anger management, decision making, relapse prevention, life skills, team building, big book and 12-step education), individual counseling sessions, individual case management sessions, meditation and evening recreation. Sanctuary continues to host 12-Step Meetings: Adolescent AA and NA at our Main Facility and is available to all clients based on desire and appropriateness. The continuity of treatment in this level of care provides the clients consistent contact with residential staff and the opportunity for support when the need arises.

In narrative form, briefly state how clients benefited from the core functions or services from this level?

Sagan Na' Homlo is the only Adolescent residential treatment on Guam. In addition, Sagan Na' Homlo offers the individual and family the opportunity to restructure, refrain and to recover with the challenges of drug and alcohol addiction and eventually re-integrate back into the community as a productive member of society. Sanctuary, Incorporated has implemented Evidence Based Matrix Model incorporating individual sessions, family sessions, early recovery group, relapse prevention group, and 12 step participation.

State any commendations to show the strengths of the Program:

All efforts are channeled in enhancing our working relationship with our community partners and significant agencies.

State any recommendations for the improvement of service delivery:

Multi-level Interventions are still considered the best practice. It provides and allows insight, growth, emotional well-being, recognition of strengths, ability to communicate, group and family counseling and the opportunity to share openly, express them-selves and work on problems.

II.6 Implement evidence-based models and practices in all levels of care and shall demonstrate the following: In narrative form, state how the activities from II.6 a to II.6 d were implemented and addressed.

Program staff continues to work with Department of Youth Affairs, Guam Public School System (GPSS), Juvenile Drug Court (JDC), Community Substance Abuse Planning & Development (CSAPD) Committee, National Association of Social Workers (NASW) and Association of Individual, Marriage, and Family Therapist (AIMFT) monthly.

II.7 Work with DMHSA and its partners to establish a system of care for substance abuse treatment for Asian/Pacific Islanders: Give a brief summary of activities that occurred with DMHSA and its partners during the reporting period.

II.8 Ensure all clients receive appropriate screening and assessment for placement into ASAM Levels 0.5, I, II, III.5, and 0.7: Briefly state how sections II.7.a to

The Drug and Alcohol screening/assessments are processed with the Clinical Supervisor and staffing is conducted throughout the week during weekly case staffing or on a case by case need using the American Society of Addiction

Rehabilitation Services for Adolescents	
Bi-Weekly Reporting Period:	February 1, 2013 – February 15, 2013
Task/Activity	Sanctuary, Inc. Bi-Weekly Progress Report
<p>II.7.c are being addressed.</p> <p>II.9 Provide its staff with opportunities for staff development by performing the following tasks: Briefly state the status of staff members seeking certification with IC & RC and what trainings they attended during the reporting period.</p>	<p>Medicine Patient Placement Criteria (ASAM-PPC)</p> <ul style="list-style-type: none"> • Sagan Na' Homlo currently has 3 certified ICRC Counselor working with the youth in the inpatient / outpatient programs. • One counselor is a licensed IMFT Therapist. • 1 staff continues to work on her CEU's that apply towards the ICRC Certification. • 1 staff is currently working on becoming a Recovery Coach by attending training and meeting with Clinical Supervisor for supervision to prepare for ICRC Certification. • Case Manager is working toward IC&RC Certification.
<p>Sanctuary Representative:</p> <p>Submitted By: Valerie Reyes Position Title: Program Director II Reviewed By: Valerie Reyes Position Title: Program Director II Date: February 20, 2013</p>	<p>DMHSA Representative:</p> <p>Received By: <i>Mahmoud F.F. Elsayeh</i> Position Title: <i>psychiatric tech</i> Date of Submission: <i>2/21/2013</i></p>



Sanctuary, Incorporated of Guam

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carf

February 5, 2013

To: Ray Vega
Interim Director
Department of Mental Health
and Substance Abuse

Attn: Don P. Sabang
Drug and Alcohol Supervisor
Department of Mental Health
And Substance Abuse

From: Mildred Q. Lujan
Executive Director
Sanctuary, Incorporated

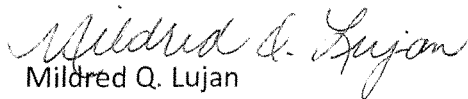


Re: Rehabilitation Services for Adolescents Report

Attached with this memorandum is the Bi-Weekly Program Status Report for the weeks of January 15, 2013 to January 31, 2013.

If you should have any questions, please feel free to contact myself or Valerie Reyes at 475-7101.

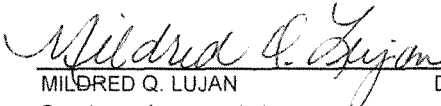
Sincerely,


Mildred Q. Lujan

FROM: SANCTUARY, INCORPORATED Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	Address: 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913	DATE: 1/31/2013
TO: Rey Vega, Acting Director Dept. of Mental Health & Substance Abuse (DHMSA)	Vendor Acct. No. S1456001 Document No. Contract No. Job Order No. Purchase Order No. Invoice No. DMHSA-2013-008	
COSTS INCURRED BY CATEGORY		AMOUNT
1. Personnel 2. Fringe Benefits 3. Contractual 4. Other 5. Utilities		\$ 13,355.00 \$ 1,516.00 \$ 487.00 \$ 794.00 \$ 1,599.00

TOTAL PAYMENT REQUEST: \$ 17,751.00

I CERTIFY that the costs in this Request for Payment are accurate and eligible under the provisions of the Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo and that this is a true and certified original.

 02/05/2013
MILDRED Q. LUJAN Date
Sanctuary, Incorporated
Executive Director

Recommended for payment; I certify Invoice No. DMHSA-2013-008 to be true and correct; and that services for January 16-31, 2013 have been rendered; and payment for this period is due.

Don Sabang
D&A Supervisor

Rehabilitation Services for Adolescents

Bi-Weekly Reporting Period:	January 16, 2013 – January 31, 2013
Task/Activity	Sanctuary, Inc. Bi-Weekly Progress Report

<p>II.1 Increase treatment capacity in ASAM Level 0.5 Education, known as the “Na’ Homlo” program, and serve up to thirty (30) adolescents per treatment cycle and perform the following tasks: State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those who were on a “wait-list.”</p>	<p>During this bi-weekly reporting period:</p> <ul style="list-style-type: none"> • 2 session were conducted • 28 participants in attendance • Group held on Thursday from 4:30 – 5:30 pm at the Sanctuary, Inc. Main Office. • Number of Successful Completions: 6 • Number of Clients Transferred to another level of Care: 0 • Number of Clients on the Wait List: 19
<p>In narrative form, state how activities from II.1.a to II.1.d were implemented and addressed?</p>	<p>The Group lesson/activity was: Social pressure to use alcohol and Video: “<i>Legal Consequences of Alcohol and Other Drugs</i>”.</p>
<p>In narrative form, briefly state how clients benefited from the core functions or services from this level?</p>	<p>Clients were able to have an open group discussion with their peers and were able to share without being judge and getting feedback on legal consequences on alcohol and other drug use.</p>
<p>State any commendations to show the strengths of the Program:</p>	<p>The strength of the class based on staff observation, was how the clients were able to identify the true meaning behind advertisements on Alcohol and how on decision could have negative consequences that could have lifelong results.</p>
<p>State any recommendations for the improvement of service delivery:</p>	<p>Continue networking with our community partners. Staff to continue our networking efforts with community partners as well as be open to input and feedback Staff continues to research the latest information through articles, journals, and on-line updates. Staff monitors needs based on group work and activities throughout the group session.</p>
<p>II.2 Increase treatment capacity in ASAM Level I Outpatient, known as the “Pathways” program and serve up to twenty (20) adolescents per treatment cycle and shall perform the following tasks: State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those on a “wait-list.”</p>	<p>During this bi-weekly reporting period:</p> <ul style="list-style-type: none"> • 4 sessions were conducted • 10 participants in attendance • Groups are held on Saturday from 12:00 – 2:00 pm at the Sanctuary, Inc. Main Office. • Number of Successful Completions: 0 • Number of Clients Transferred to another level of Care: 0 <p align="center">Number of Clients on the Wait List: 0</p>
	<p>The Group lesson/activity was: Matrix Model: Early Recovery Skills – External Triggers, Internal</p>

Rehabilitation Services for Adolescents

Bi-Weekly Reporting Period:	January 16, 2013 – January 31, 2013
Task/Activity	Sanctuary, Inc. Bi-Weekly Progress Report

In narrative form, state how activities from II.2.a to II.2.c were implemented and addressed?	Triggers; Addiction in the Family; Relapse Prevention – Today I feel.
In narrative form, briefly state how clients benefited from the core functions or services from this level?	Clients were able to encourage healthy expression and help increase ability to communicate thoughts and feelings effectively. The group process increases awareness needed to identify internal triggers and begin to think about how to deal with triggers; increases awareness and level of understanding of addiction in the family teaches parents and family members “tough love”.
State any commendations to show the strengths of the Program:	The strength of the class based on staff observation, was that clients were given an opportunity to reflect on themselves, encourage one another to discuss ideas to improve communication; and focus on here and now.
State any recommendations for the improvement of service delivery:	Staff to continue our networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates.
II.3 Establish an ASAM Level II Intensive Outpatient treatment program with a treatment capacity of ten (10) adolescents per treatment cycle and shall perform the following tasks: State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those on a “wait-list.”	<p>During this bi-weekly reporting period:</p> <ul style="list-style-type: none"> • 8 sessions were conducted • 55 participants in attendance • Group time identified for Fridays from 3:30 – 4:30pm & 4:30-5:30pm and Saturdays from 10:00am—12:00pm at the Sanctuary, Inc. Main Office. • Number of Successful Completions: 0 • Number of Clients Transferred to another level of Care: 0 • Number of Clients on the Wait List: 0
In narrative form, briefly state how activities from II.3.a to II.3.e were implemented and addressed?	The Group lesson/activity was: weekly check-in; review of group rules; Scheduling; Calendar; Thought-Stopping Techniques; External Triggers; Internal Triggers; Trigger Chart; Repairing Relationships; Addiction in the Family; One Day at a Time; and Today I Feel. Clients were provided with psycho-education for each topic. They were also given the opportunity to share real-life experiences related to each topic and offer feedback to peers for support and process.
In narrative form, briefly state how clients benefited from the core functions or services from this level?	Participants are able to define and start identifying triggers for their use of alcohol and/or drugs and how to avoid and/or deal with them. Education provided increases awareness and understanding of addiction. Activities/exercises encourage self-reflection. Small group discussions

Rehabilitation Services for Adolescents

Bi-Weekly Reporting Period:	January 16, 2013 – January 31, 2013
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Task/Activity	Sanctuary, Inc. Bi-Weekly Progress Report
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	facilitate understanding of the importance of each topic in recovery. In addition, group participation teaches empathy and helps to develop effective communication skills.
State any commendations to show the strengths of the Program:	The strength of the small group setting is that it allows for a larger amount of attention, help, and feedback offered to each individual client, thereby encouraging engagement and active participation in their treatment.
State any recommendations for the improvement of service delivery:	Staff to continue networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates.
MATRIX Model Parent Education / Support Group	<p>During this bi-weekly reporting period:</p> <ul style="list-style-type: none"> • 2 sessions was conducted • 16 Family Members in attendance • Group time identified for Saturdays from 12:00pm—2:00pm at the Sanctuary, Inc. Main Office. • Number of Successful Completions: 0 • Number of Clients Transferred to another level of Care: 0 • Number of Clients on the Wait List: 0
In narrative form, briefly state how activities from Matrix Parent Education/Support Group were implemented and addressed?	The Group lesson/activity was: weekly check-in and review of group rules. The first session focused on Addiction in the Family where family members were provided with an illustration of how addiction in the family can become a domino effect. The second session families were able to watch a video called <i>Matrix: Families in Recovery part 1</i> .
In narrative form, briefly state how Family benefited from the core functions or services from this level?	The MATRIX topic, “Addiction in the Family” asked and encouraged family members to identify signs and symptoms of powerlessness and unmanageability within the family process as a result of addiction. Parents and other family members were taught the importance and how to use “tough love” as a way to help their family member who may be suffering from addiction as opposed to enabling them. The MATRIX topic, “ <i>Matrix: Families in Recovery Part I</i> ” allowed parents to review the development of craving response: introduction phase, maintenance phase, disenchantment phase and disaster phase. Parents

Rehabilitation Services for Adolescents

Bi-Weekly Reporting Period:	January 16, 2013 – January 31, 2013
Task/Activity	Sanctuary, Inc. Bi-Weekly Progress Report

	discussed and identified examples through each phase based on their experience with their adolescent. Group members discussed how they see addiction as a brain disease and how addiction comes in phases.
State any commendations to show the strengths of the Program:	Family members were able to do well in this setting by relating to the topics being addressed and were able to provide their own family's personal experience. Small group settings also encourage the participants to provide feedback and support.
State any recommendations for the improvement of service delivery:	Staff to continue networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates.
II.5 Maintain treatment capacity in ASAM Level III.5 to serve 6 to 8 adolescents (male or female) at any given time. State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those on a "wait-list."	<p>During this bi-weekly reporting period:</p> <ul style="list-style-type: none"> • 4 Clients were Served. • Transfer to another level of Care: 0 • Wait Listing: 5 – 1 transferred to residential; 1 not interested; 1 no longer qualified. <p>Phase Breakdown:</p> <ul style="list-style-type: none"> • Orientation: 0 • Awareness: 3 • Enhancement: 1 • Enlightenment: 0 • Empowerment:
II.5a Treatment capacity in ASAM Level 0.7 for all individuals who completed level III.5. State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients	<p>During this Bi-weekly reporting period:</p> <ul style="list-style-type: none"> • 2 Clients in Aftercare (Social Support) Level 0.7 • Transfer to another level of Care: 0
In narrative form, briefly state how activities from II.5.b to II.5.f were implemented and addressed?	Sagan Na' Homlo is a 24/7 structured program where clients participate in a regulated daily routine schedule from morning physical exercises to classroom work, group sessions (i.e. substance abuse, anger management, decision making, relapse prevention, life skills, team building, big book and 12-step education), individual counseling sessions, individual case management sessions, meditation and evening recreation. Sanctuary

Rehabilitation Services for Adolescents

Bi-Weekly Reporting Period:	January 16, 2013 – January 31, 2013
Task/Activity	Sanctuary, Inc. Bi-Weekly Progress Report
	continues to host 12-Step Meetings: Adolescent AA and NA at our Main Facility and is available to all clients based on desire and appropriateness.
In narrative form, briefly state how clients benefited from the core functions or services from this level?	The continuity of treatment in this level of care provides the clients consistent contact with residential staff and the opportunity for support when the need arises.
State any commendations to show the strengths of the Program:	Sagan Na' Homlo is the only Adolescent residential treatment on Guam. In addition, Sagan Na' Homlo offers the individual and family the opportunity to restructure, refrain and to recover with the challenges of drug and alcohol addiction and eventually re-integrate back into the community as a productive member of society. Sanctuary, Incorporated has implemented Evidence Based Matrix Model incorporating individual sessions, family sessions, early recovery group, relapse prevention group, and 12 step participation.
State any recommendations for the improvement of service delivery:	All efforts are channeled in enhancing our working relationship with our community partners and significant agencies.
II.6 Implement evidence-based models and practices in all levels of care and shall demonstrate the following: In narrative form, state how the activities from II.6.a to II.6.d were implemented and addressed.	Multi-level Interventions are still considered the best practice. It provides and allows insight, growth, emotional well-being, recognition of strengths, ability to communicate, group and family counseling and the opportunity to share openly, express them-selves and work on problems.
II.7 Work with DMHSA and its partners to establish a system of care for substance abuse treatment for Asian/Pacific Islanders: Give a brief summary of activities that occurred with DMHSA and its partners during the reporting period.	Program staff continues to work with Department of Youth Affair, Guam Public School System (GPSS), Juvenile Drug Court (JDC), Community Substance Abuse Planning & Development (CSAPD) Committee, National Association of Social Workers (NASW) and Association of Individual, Marriage, and Family Therapist (AIMFT) monthly.
II.8 Ensure all clients receive appropriate screening and assessment for placement into ASAM Levels 0.5, I, II, III.5, and 0.7: Briefly state how sections II.7.a to II.7.e are being addressed.	The Drug and Alcohol screening/assessments are processed with the Clinical Supervisor and staffing is conducted throughout the week during weekly case staffing or on a case by case need using the American Society of Addiction Medicine Patient Placement Criteria (ASAM-PPC).
II.9 Provide its staff with opportunities for staff development by performing the following tasks: Briefly state the status of staff members seeking certification with IC & RC and what trainings they attended during the reporting period.	<ul style="list-style-type: none"> • Sagan Na' Homlo currently has 3 certified ICRC Counselor working with the youth in the inpatient / outpatient programs. • One counselor is a licensed IMFT Therapist. • 1 staff continues to work on her CEU's that apply towards the ICRC Certification. • 1 staff is currently working on becoming a Recovery Coach by attending training and

Rehabilitation Services for Adolescents

Bi-Weekly Reporting Period:

January 16, 2013 – January 31, 2013

Task/Activity

Sanctuary, Inc. Bi-Weekly Progress Report

meeting with Clinical Supervisor for supervision to prepare for ICRC Certification.

- Case Manager is working toward IC&RC Certification.

Sanctuary Representative:

Submitted By: Katrina Taijeron *KT*

Position Title: Case Manager

Reviewed By: Valerie Reyes *VR*

Position Title: Program Director II

Date: February 5, 2013

DMHSA Representative:

Received By: *Jennifer J.T. Faasuumalie*

Position Title: _____

Date of Submission: *2/11/13*

Jennifer J.T. Faasuumalie
WPS II Drug & Alcohol Branch, DMHSA



Sanctuary, Incorporated of Guam

A Non-profit Organization Established in 1971

406 MaiMai Road Chalan Pago, Guam 96910 • Administrative Office (671)475-7101

Crisis Hotline (671)475-7100 • Fax (671)477-3117 •

www.sanctuaryguam.org

CONF

January 16, 2013

To: Ray Vega
Interim Director
Department of Mental Health
and Substance Abuse

Attn: Don P. Sabang
Drug and Alcohol Supervisor
Department of Mental Health
And Substance Abuse

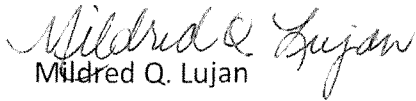
From: Mildred Q. Lujan
Executive Director
Sanctuary, Incorporated

Re: Rehabilitation Services for Adolescents Report

Attached with this memorandum is the Bi-Weekly Program Status Report for the weeks of January 1, 2013 to January 15, 2013.

If you should have any questions, please feel free to contact myself or Valerie Reyes at 475-7101.

Sincerely,

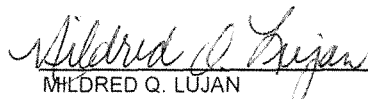

Mildred Q. Lujan



FROM: SANCTUARY, INCORPORATED Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo	Address: 790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913	DATE: 1/15/2013
TO: Rey Vega, Acting Director Dept. of Mental Health & Substance Abuse (DHMSA)	Vendor Acct. No. S1456001 Document No. Contract No. Job Order No. Purchase Order No. Invoice No. DMHSA-2013-007	
COSTS INCURRED BY CATEGORY	AMOUNT	
1. Personnel 2. Fringe Benefits 3. Contractual 4. Other 5. Utilities	\$ 13,355.00 \$ 1,516.00 \$ 487.00 \$ 794.00 \$ 1,599.00	

TOTAL PAYMENT REQUEST: \$ 17,751.00

I CERTIFY that the costs in this Request for Payment are accurate and eligible under the provisions of the Drug & Alcohol Residential Treatment Program - Sagan Na' Homlo and that this is a true and certified original.


MILDRED Q. LUJAN
Sanctuary, Incorporated
Executive Director

01/14/2013
Date

Recommended for payment; I certify Invoice No. DMHSA-2013-007 to be true and correct; and that services for January 1-15, 2013 have been rendered; and payment for this period is due.

Don Sabang
D&A Supervisor

Rehabilitation Services for Adolescents	
Bi-Weekly Reporting Period:	January 1, 2013 – January 15, 2013
Task/Activity	Sanctuary, Inc. Bi-Weekly Progress Report
<p>II.1 Increase treatment capacity in ASAM Level 0.5 Education, known as the “Na’ Homlo” program, and serve up to thirty (30) adolescents per treatment cycle and perform the following tasks: State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those who were on a “wait-list.”</p>	<p>During this bi-weekly reporting period:</p> <ul style="list-style-type: none"> • 2 session were conducted • 36 participants in attendance • Group held on Thursday from 4:30 – 5:30 pm at the Sanctuary, Inc. Main Office. • Number of Successful Completions: 3 • Number of Clients Transferred to another level of Care: 0 • Number of Clients on the Wait List: 15
In narrative form, state how activities from II.1.a to II.1.d were implemented and addressed?	The Group lesson/activity was: weekly check-in, Review of group rules, Assessing My Use, and Marijuana: The Escape to Nowhere.
In narrative form, briefly state how clients benefited from the core functions or services from this level?	Self-assessment enables participants to take a closer look at the severity of their use so that they may begin to take steps towards quitting. Education provided on Marijuana use increases awareness about the effects of use and how to get help.
State any commendations to show the strengths of the Program:	The strength of the class based on staff observation, was clients were able to share their experiences with peers in a group setting and got feedback without worrying about being judged about the choices they have made in the past.
State any recommendations for the improvement of service delivery:	Continue networking with our community partners. Staff to continue our networking efforts with community partners as well as be open to input and feedback Staff continues to research the latest information through articles, journals, and on-line updates. Staff monitors needs based on group work and activities throughout the group session.
<p>II.2 Increase treatment capacity in ASAM Level I Outpatient, known as the “Pathways” program and serve up to twenty (20) adolescents per treatment cycle and shall perform the following tasks: State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those on a “wait-list.”</p>	<p>During this bi-weekly reporting period:</p> <ul style="list-style-type: none"> • 5 session was conducted • 5 participants in attendance • Group held on Thursday from 4:30 – 5:30 pm at the Sanctuary, Inc. Main Office. • Number of Successful Completions: 0 • Number of Clients Transferred to another level of Care: 0 <p style="text-align: center;">Number of Clients on the Wait List: 0</p>
	The Group lesson/activity was: weekly check-in, review of group rules, Scheduling and Calendar,

Rehabilitation Services for Adolescents

Bi-Weekly Reporting Period:	January 1, 2013 – January 15, 2013
Task/Activity	Sanctuary, Inc. Bi-Weekly Progress Report

In narrative form, state how activities from II.2.a to II.2.c were implemented and addressed?	Pros and Cons of Use, What to do in dangerous situations, Triggers, and Triggers-Thoughts-Cravings-Use.
In narrative form, briefly state how clients benefited from the core functions or services from this level?	Clients begin to explore the pros and cons for using drugs and/or alcohol. Clients were also able to identify triggers and the process of relapse.
State any commendations to show the strengths of the Program:	The strength of the class based on staff observation, was that clients were able to discuss any questions and share their thoughts in group in a comfortable environment with others who can relate to them.
State any recommendations for the improvement of service delivery:	Staff to continue our networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates.
II.3 Establish an ASAM Level II Intensive Outpatient treatment program with a treatment capacity of ten (10) adolescents per treatment cycle and shall perform the following tasks: State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those on a “wait-list.”	<p>During this bi-weekly reporting period:</p> <ul style="list-style-type: none"> ● 7 sessions were conducted ● 40 participants in attendance ● Group time identified for Fridays from 3:30 – 4:30pm & 4:30-5:30pm and Saturdays from 10:00am—12:00pm at the Sanctuary, Inc. Main Office. ● Number of Successful Completions: 0 ● Number of Clients Transferred to another level of Care: 0 ● Number of Clients on the Wait List: 0
In narrative form, briefly state how activities from II.3.a to II.3.e were implemented and addressed?	The Group lesson/activity was: weekly check-in; review of group rules; Scheduling; Calendar; Pros and Cons for Use; Your Decision to Use or Not; What to Do in Dangerous Situations; Triggers; Sex and Recovery; and Triggers-Thoughts-Cravings-Use. Clients were provided with psycho-education for each topic. They were also given the opportunity to share real-life experiences related to each topic and offer feedback to peers for support and process.
In narrative form, briefly state how clients benefited from the core functions or services from this level?	Participants continue to explore pros and cons for use or staying clean and sober to help them to make informed and well thought out decisions about their use. Small group discussions facilitate understanding of the importance of each topic in recovery. In addition, group participation teaches empathy and helps to develop effective communication skills.
State any commendations to show the strengths of the	The strength of the small group setting is that it allows for a larger amount of

Rehabilitation Services for Adolescents

Bi-Weekly Reporting Period:	January 1, 2013 – January 15, 2013
Task/Activity	Sanctuary, Inc. Bi-Weekly Progress Report

Program:	attention, help, and feedback offered to each individual client, thereby encouraging engagement and active participation in their treatment.
State any recommendations for the improvement of service delivery:	Staff to continue networking efforts with community partners as well as be open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates.
MATRIX Model Parent Education / Support Group	<p>During this bi-weekly reporting period:</p> <ul style="list-style-type: none"> • 2 sessions was conducted • 7 Family Members in attendance • Group time identified for Saturdays from 12:00pm--2:00pm at the Sanctuary, Inc. Main Office. • Number of Successful Completions: 0 • Number of Clients Transferred to another level of Care: 0 • Number of Clients on the Wait List: 0
In narrative form, briefly state how activities from Matrix Parent Education/Support Group were implemented and addressed?	The Group lesson/activity was: weekly check-in and review of group rules. The first session focused on effective communication skills where parents shared how they came to be at Sanctuary and their personal journey with their kid's substance use history. The second session focused on problem solving where parents shared what problems they have in their family that they would like to work on.
In narrative form, briefly state how Family benefited from the core functions or services from this level?	The MATRIX topic, "Effective Communication Skills" allowed parents to practice effective listening skills by using the "I" statements and working in groups of two where they could also provide feedback. Role playing the last encounter with their child, parents practiced how they could have communicated more effectively using the newly learned skill. The MATRIX topic, "Problem Solving" allowed each person to come up with at least three solutions to the problem and determine when they will address the problem. Group members provided support to each other during the process.
State any commendations to show the strengths of the Program:	Family members were able to do well in this setting by identifying areas in their family that they felt needed improvement. They were also able to role play in a small group setting and were able to provide feedback and support.
State any recommendations for the improvement of	Staff to continue networking efforts with community partners as well as be

Rehabilitation Services for Adolescents

Bi-Weekly Reporting Period:	January 1, 2013 – January 15, 2013
Task/Activity	Sanctuary, Inc. Bi-Weekly Progress Report

service delivery:	open to input and feedback. Staff continues to research the latest information through articles, journals, and on-line updates.
II.5 Maintain treatment capacity in ASAM Level III.5 to serve 6 to 8 adolescents (male or female) at any given time. State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients transferred to another level of care and those on a “wait-list.”	<p>During this bi-weekly reporting period:</p> <ul style="list-style-type: none"> • 4 Clients were Served. • Transfer to another level of Care: 1 • Wait Listing: 6 <p>Phase Breakdown:</p> <ul style="list-style-type: none"> • Orientation: 0 • Awareness: 2 • Enhancement: 1 • Enlightenment: 0 • Empowerment: 1
II.5a Treatment capacity in ASAM Level 0.7 for all individuals who completed level III.5. State the number of clients served, as well as those who successfully completed, within the reporting period. If applicable, state the number of clients	<p>During this Bi-weekly reporting period:</p> <ul style="list-style-type: none"> • 2 Clients in Aftercare (Social Support) Level 0.7 • Transfer to another level of Care: 0
In narrative form, briefly state how activities from II.5.b to II.5.f were implemented and addressed?	Sagan Na’ Homlo is a 24/7 structured program where clients participate in a regulated daily routine schedule from morning physical exercises to classroom work, group sessions (i.e. substance abuse, anger management, decision making, relapse prevention, life skills, team building, big book and 12-step education), individual counseling sessions, individual case management sessions, meditation and evening recreation. Sanctuary continues to host 12-Step Meetings: Adolescent AA and NA at our Main Facility and is available to all clients based on desire and appropriateness.
In narrative form, briefly state how clients benefited from the core functions or services from this level?	The continuity of treatment in this level of care provides the clients consistent contact with residential staff and the opportunity for support when the need arises.
State any commendations to show the strengths of the Program:	Sagan Na’ Homlo is the only Adolescent residential treatment on Guam. In addition, Sagan Na’ Homlo offers the individual and family the opportunity to restructure, refrain and to recover with the challenges of drug and alcohol addiction and eventually re-integrate back into the community as a

Rehabilitation Services for Adolescents

Bi-Weekly Reporting Period:	January 1, 2013 – January 15, 2013
Task/Activity	Sanctuary, Inc. Bi-Weekly Progress Report

	productive member of society. Sanctuary, Incorporated has implemented Evidence Based Matrix Model incorporating individual sessions, family sessions, early recovery group, relapse prevention group, and 12 step participation.
State any recommendations for the improvement of service delivery:	All efforts are channeled in enhancing our working relationship with our community partners and significant agencies.
II.6 Implement evidence-based models and practices in all levels of care and shall demonstrate the following: In narrative form, state how the activities from II.6.a to II.6.d were implemented and addressed.	Multi-level Interventions are still considered the best practice. It provides and allows insight, growth, emotional well-being, recognition of strengths, ability to communicate, group and family counseling and the opportunity to share openly, express them-selves and work on problems.
II.7 Work with DMHSA and its partners to establish a system of care for substance abuse treatment for Asian/Pacific Islanders: Give a brief summary of activities that occurred with DMHSA and its partners during the reporting period.	Program staff continues to work with Department of Youth Affair, Guam Public School System (GPSS), Juvenile Drug Court (JDC), Community Substance Abuse Planning & Development (CSAPD) Committee, National Association of Social Workers (NASW) and Association of Individual, Marriage, and Family Therapist (AIMFT) monthly.
II.8 Ensure all clients receive appropriate screening and assessment for placement into ASAM Levels 0.5, I, II, III.5, and 0.7: Briefly state how sections II.7.a to II.7.e are being addressed.	The Drug and Alcohol screening/assessments are processed with the Clinical Supervisor and staffing is conducted throughout the week during weekly case staffing or on a case by case need using the American Society of Addiction Medicine Patient Placement Criteria (ASAM-PPC).
II.9 Provide its staff with opportunities for staff development by performing the following tasks: Briefly state the status of staff members seeking certification with IC & RC and what trainings they attended during the reporting period.	<ul style="list-style-type: none"> • Sagan Na' Homlo currently has 3 certified ICRC Counselor working with the youth in the inpatient / outpatient programs. • One counselor is a licensed IMFT Therapist. • 1 staff continues to work on her CEU's that apply towards the ICRC Certification. • 1 staff is currently working on becoming a Recovery Coach by attending training and meeting with Clinical Supervisor for supervision to prepare for ICRC Certification. • Case Manager is working toward IC&RC Certification.

Rehabilitation Services for Adolescents

Bi-Weekly Reporting Period:

January 1, 2013 – January 15, 2013

Task/Activity

Sanctuary, Inc. Bi-Weekly Progress Report

Sanctuary Representative:

Submitted By: Katrina Taijeron

Position Title: Case Manager

Reviewed By: Valerie Reyes

Position Title: Program Director II

Date: January 16, 2013

DMHSA Representative:

Received By:

Position Title:

Date of Submission:

[Handwritten Signature]

[Handwritten Title]

1/16/13 12:54pm

Attachment 4

Sanctuary, Incorporated of Guam
Runaway and Homeless Youth Basic Center

Reporting Agency

Department of Youth Affairs

Reports

1. Quarterly financial expenditures and obligation
2. Program progress report



Sanctuary, Incorporated of Guam

A Non-profit Organization Established in 1971

406 MaiMai Road Chalan Pago, Guam 96910 • Administrative Office (671)475-7101
Crisis Hotline (671)475-7100 • Fax (671)477-3117 • Email: sanctuar@ite.net
www.sanctuaryguam.org



April 3, 2013

Mr. Adonis Mendiola
Director of Youth Affairs
P.O. Box 236371 GMF
Barrigada, Guam 96921

Dear Mr. Mendiola:

The information listed below is for the Runaway Homeless and Abused Program 2nd quarter of Fiscal Year 2013 from January 1, 2013 – March 31, 2013.

We have listed all expenditures for services and equipment that were \$5,000 or greater.

Services	-0-
Equipment	-0-
Inventory Property	-0-

Please let us know if you have any questions.

Sincerely,

Mildred Q. Lujan
Executive Director

Non Profit Organization Receiving Appropriations from Government of Guam
Pursuant to P.L. 31-77 (Sanctuary, Incorporated)
FY 2013 - (January 1, 2013 - March 31, 2013)
2nd Quarter Expenditure Report
Department of Youth Affairs
Runaway Homeless Program

Fund	Contract Amount	Object Classification	Expenditure
General	\$ 332,150		
		Salary	\$ 63,324
		Benefits	11,359
		Travel (Mileage)	-
		Contractual	3,650
		Supplies & Materials	4,283
		Equipment	-
		Utilities	22,206
		Miscellaneous	1,190
		Vehicle Lease	-
		Grand Total	<u>\$ 106,013</u>

I CERTIFY THAT THIS IS A TRUE AND CORRECT STATEMENT OF THE EXPENDITURES FOR FISCAL YEAR 2013 FOR THE PROJECT ABOVE.

SIGNATURE OF AUTHORIZED OFFICIAL:


 MILDRED Q. LUJAN
 EXECUTIVE DIRECTOR

DATE: 04/04/2013

Sanctuary, Incorporated
Profit & Loss by Class-GovGuam (DYA)
October 2012 through March 2013

	Oct - Dec 12	Jan - Mar 13
Ordinary Income/Expense		
Income		
Grants	103,921.15	68,027.92
Total Income	103,921.15	68,027.92
Gross Profit	103,921.15	68,027.92
Expense		
Accreditation	0.00	232.00
Advertising		
Recruitment	192.00	0.00
Total Advertising	192.00	0.00
Contractual Services		
Training & T.A.		
Staff	33.00	102.00
Total Training & T.A.	33.00	102.00
Total Contractual Services	33.00	102.00
Equipment Lease		
Xerox	794.14	1,797.36
Total Equipment Lease	794.14	1,797.36
Insurance		
Liability Insurance	568.73	403.42
Property	345.83	254.82
Vehicle	560.02	284.92
Total Insurance	1,474.58	943.16
Personnel		
Fringe Benefits		
FICA	5,069.29	3,662.55
Health	7,322.37	5,752.10
Worker's Comp	521.50	426.87
Total Fringe Benefits	12,913.16	9,841.52
Salaries and Wages		
Accounting Assistant III	4,131.60	4,281.84
Case Manager I	5,060.55	0.00
Executive Director	7,055.48	7,289.10
Facilities Oper. Mgr.	3,855.48	3,855.48
Finance Analyst III	1,293.23	1,760.60
Fiscal Officer	5,538.12	5,538.12
Human Resource Manager	4,518.96	4,518.96
Maint. Oper. Worker III	2,653.20	2,749.68
Program Director	3,884.16	4,126.92
Project Coordinator I	0.00	4,230.24
Project Coordinator II	3,050.88	1,016.96
Quality Assurance Officer	4,612.44	4,179.24
Residential Assistant I	8,848.00	5,680.92
Residential Assistant II	1,996.82	1,029.60
Residential Assistant III	7,233.20	7,451.60
Residential Supervisor	2,961.92	5,126.40
Total Salaries and Wages	66,694.04	62,835.66
Salaries and Wages - Holiday/OT		
Holiday/Overtime	1,031.22	488.76
Total Salaries and Wages - Holiday/OT	1,031.22	488.76
Total Personnel	80,638.42	73,165.94
Police/Court Clearance	300.00	15.00
Repair & Maintenance		
Shelter	353.65	765.64
Vehicle	0.00	985.43

4:24 PM
04/03/13
Accrual Basis

Sanctuary, Incorporated
Profit & Loss by Class-GovGuam (DYA)
October 2012 through March 2013

	Oct - Dec 12	Jan - Mar 13
Total Repair & Maintenance	353.65	1,751.07
Supplies		
Food	1,556.82	0.00
Office	11.80	428.37
Program	907.38	1,119.76
Shelter	876.69	54.99
Total Supplies	3,352.69	1,603.12
Transportation		
Gasoline	2,255.74	2,609.34
Total Transportation	2,255.74	2,609.34
Utilities		
Internet	1,012.24	1,430.48
Long Distance	34.94	31.51
Power	10,414.15	15,334.29
Telephone	3,364.72	3,408.39
Trash Collection Fees	317.62	334.62
Water	875.56	1,380.97
Website	105.00	276.67
Total Utilities	16,124.23	22,196.93
Total Expense	105,518.45	104,415.92
Net Ordinary Income	-1,597.30	-36,388.00
Net Income	<u>-1,597.30</u>	<u>-36,388.00</u>

Sanctuary, Incorporated
Profit & Loss by Class-GovGuam (DYA)
October 2012 through March 2013

	TOTAL
Ordinary Income/Expense	
Income	
Grants	171,949.07
Total Income	171,949.07
Gross Profit	171,949.07
Expense	
Accreditation	232.00
Advertising	
Recruitment	192.00
Total Advertising	192.00
Contractual Services	
Training & T.A.	
Staff	135.00
Total Training & T.A.	135.00
Total Contractual Services	135.00
Equipment Lease	
Xerox	2,591.50
Total Equipment Lease	2,591.50
Insurance	
Liability Insurance	972.15
Property	600.65
Vehicle	844.94
Total Insurance	2,417.74
Personnel	
Fringe Benefits	
FICA	8,731.84
Health	13,074.47
Worker's Comp	948.37
Total Fringe Benefits	22,754.68
Salaries and Wages	
Accounting Assistant III	8,413.44
Case Manager I	5,060.55
Executive Director	14,344.58
Facilities Oper. Mgr.	7,710.96
Finance Analyst III	3,053.83
Fiscal Officer	11,076.24
Human Resource Manager	9,037.92
Maint. Oper. Worker III	5,402.88
Program Director	8,011.08
Project Coordinator I	4,230.24
Project Coordinator II	4,067.84
Quality Assurance Officer	8,791.68
Residential Assistant I	14,528.92
Residential Assistant II	3,026.42
Residential Assistant III	14,684.80
Residential Supervisor	8,088.32
Total Salaries and Wages	129,529.70
Salaries and Wages - Holiday/OT	
Holiday/Overtime	1,519.98
Total Salaries and Wages - Holiday/OT	1,519.98
Total Personnel	153,804.36
Police/Court Clearance	315.00
Repair & Maintenance	
Shelter	1,119.29
Vehicle	985.43



SANCTUARY, INCORPORATED

"Helping Youth and Families Help Themselves" since 1971

Address: 406 Mai Mai Rd., Chalan Pago, Guam 96910

* Tel: 475-7101 * Fax: 477-3117 * Crisis Hotline: 475-7100

Website: www.sanctuaryguam.org * E-mail: inquiries@sanctuaryguam.org



April 15, 2013

A 10:55

To: Adonis Mendiola
Director
Department of Youth Affairs

From: Mildred Q. Lujan
Executive Director
Sanctuary, Incorporated of Guam

Re: Program Report

Attached is the quarterly program status report for January 1, 2013 to March 31, 2013.

Should you have any questions, please feel free to contact myself or OJ Taitano at 475-7101 ext. 119.

Sincerely,

Mildred Q. Lujan
Mildred Q. Lujan

FY 2013 RUNAWAY HOMELESS YOUTH (RHY) BASIC CENTER

Department of Youth Affairs

QUARTERLY PERFORMANCE REPORT FORM

ORGANIZATION/AGENCY: Sanctuary Incorporated of Guam	
VENDOR NUMBER: S1456001	
PERSON COMPLETING REPORT: Crystal J. Flores	
TELEPHONE: 475-7113	FAX: 477-3117
REPORT PERIOD: January 1, 2013 to March 31, 2013	DATE OF REPORT: April 15, 2013

Project Description:

The Runaway Homeless Youth (RHY) Basic Center is a community based program specifically designed to assist runaway, homeless, victims of abuse and other similarly troubled youth and their families. The program provides a 24-hour shelter and care as a safe home for runaway, homeless and victims of abuse for up to 30 days during which case management services are provided in resolving their issues of conflict in times of crisis at the same time keeping focus on strengthening the family as a collective unit. The case management unit includes crisis intervention, individual program planning, group and family counseling, aftercare, outreach and referrals. The primary purpose of the program is to 1) provide a viable temporary safe alternative to the natural home, detention center or the streets; and 2) to facilitate the problem solving process of case management by lowering the level of tension in the family to a point in which constructive dialog may begin.

Project Goals and Objectives; Project Activities; Project Performance Measures; Project Outcomes:

<p>Goal: The overall goal of the Basic Center is to provide a safe and stable Emergency Shelter for run away and troubled youth and assist them in resolving crisis and conflicts by keeping focus on promoting family unity and improving quality of life for Guam's youth.</p> <p>Objective 1. To increase the awareness of available services and issues related to Runaway and Homeless youth and victims of abuse by conducting outreach efforts directed at youth, parents, and community agencies through a 24-hour crisis hotline, presenting information through the local media (newspapers, television & radio), public presentations, bus stop murals, school presentations, door-to-door street outreach, and informational displays at shopping centers throughout the island.</p> <p>Indicator/Outcomes/Periodicity: <i>Awareness of available services for run away and troubled youth for the community of Guam as a whole.</i></p>	
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<p>Activity A: The Emergency Shelter program will provide individual supportive counseling at least twice a week for each youth residing in the shelter.</p> <p>Time Line: Daily; ongoing daily sessions</p> <p>Responsible Parties: Case Manager and/or Program Director, and Residential Assistants</p>	<p>Results:</p> <ul style="list-style-type: none"> • During, this reporting period, Three (3) youth resided in the shelter during the month of January. Six (6) youth resided in the shelter during the month of February. Four (4) youth resided in the month of March. At least Fifty-five (55) individual supportive counseling sessions were conducted that included educational, health and personal growth. • The Case Manager has been scheduling outreaches with agencies and organizations within each month. This is to strengthen Sanctuary's ties with other professionals in the community who may refer their clients and families to our services.
<p>Activity B: To provide therapeutic and recreational activities for youth to promote personal well being.</p> <p>Timeline: Daily</p> <p>Responsible Parties: Case Manager and/or Program Director, and Residential Assistants</p>	<p>Results:</p> <ul style="list-style-type: none"> • On a weekly basis, the program facilitates various support activities for therapeutic and recreational purpose such as life skills to include money management, cooking skills, home management, mentoring, and exercise to promote social skills and personal growth.
<p>Objective II. To increase crisis intervention services to runaway and homeless youth and their families by providing 24 hours services to 200 youth parent and/or community members.</p> <p>Indicators/Outcomes/Periodicity: <i>Accessibility of children and their families in crisis situations who use Emergency Shelter services.</i></p> <p>Activity A: 24-hour crisis hotline is open to the general public to provide immediate feedback, assessments and referrals to appropriate agencies.</p> <p>Time line: on-going,</p> <p>Responsible Parties: Crisis Intervention Worker, Case Manager, and Program Director</p>	<p>Results:</p> <ul style="list-style-type: none"> • Two hundred and nine (209) contacts were made via 24-hour crisis hotline. • Household and family dynamics, runaway/throwaways, beyond control, physical abuse and sexual abuse were the top issues of concern for youth who accessed the crisis hotline.
<p>Activity B: Provide referral services for all youth and their family members assessed for services needed from other agencies.</p>	<p>Results:</p> <ul style="list-style-type: none"> • Thirty-one (31) referrals were made to other agencies, organizations, such as Department of Mental Health and

<p>Timeline: ongoing</p> <p>Responsible Parties: Crisis Intervention Worker, Case Manager and Program Director.</p>	<p>Substance Abuse, Guam Police Department, or to Doris Tolentino, MSW, a licensed Individual Marriage and Family Therapist. The counseling services are provided either individually or by groups. The group counseling is conducted in-house and allows youth to give their feedback and suggestions regarding their experiences of abuse and/or domestic violence. The group also serves as an outlet for youth to share their experiences of separation from family as well as shelter issues that relate to their experiences.</p>
<p>Objective III: To reduce the problems of youth 12-17 who are runaway, homeless and victims of abuse by providing temporary shelter and aftercare services for up to 10 youth at any given time while they resolve problematic issues.</p> <p>Indicators/Outcomes/Periodicity: <i>Accessibility of emergency 24hr placement for runaway and homeless youth needing assistance/guidance to begin the reunification process.</i></p> <p>Activity A: The project will provide temporary shelter and aftercare service for 10 youth 12-17 years of age for up to 30 days while providing the youth with supportive counseling and connecting youth and families with other agencies.</p> <p>Activity B: The project will provide basic necessities such as food, clothing, shelter, and transportation services to and from school and appointments while also providing supportive counseling and guidance to promote reunification and reconciliation.</p> <p>Timeline: ongoing</p> <p>Responsible Parties: Program Director and Case Manager.</p>	<p>Results: During this quarter Ten (10) youth were admitted to shelter and Nine (9) continue in aftercare services once reunified with their parent or legal guardian, familial or foster care placement.</p> <p>Results: During this quarter all youth who were admitted into shelter met their basic needs, reunified with familial placement or was referred to appropriate agencies or organizations to further meet the youth and family's needs. The Case Manager and Program Director worked with other agencies and organizations to help work towards promoting reunification and reconciliation between the youth and family.</p>

<p>Objective IV To strengthen family relationships of 120 youth and their families through individual family and group counseling to resolve conflicts that will lead to familial reconciliation and reunification.</p> <p>Indicators/Outcomes/Periodicity: <i>Conflict Mediation skills of children and their families</i></p> <p>Activity A: Provide 120 family skills training sessions for youth and their families experiencing crisis situations through Sanctuary’s 24-hour crisis hotline or Emergency Shelter Program.</p> <p>Time line: ongoing</p> <p>Responsible Parties: Crisis Intervention Worker, Case Managers and Program Director.</p>	<p>Results: Twenty-four (24) family skills training sessions were provided this reporting period to youth and their families experiencing crisis. Family sessions were conducted as well to develop a reunification plan. During this quarter all other youth transitioned back home to a parent/legal guardian, alternate familial placement or a foster care home.</p>
<p>Activity B: The Project will conduct 45 Anger Management groups for children in crisis situations to learn assertive, non-violent ways of channeling their anger.</p> <p>Timeline: ongoing</p> <p>Responsible Parties: Program Directors, Case Manager, and AmeriCorps volunteers.</p>	<p>Results:</p> <ul style="list-style-type: none"> • Twelve (12) High School YAM classes were conducted this reporting period with an average of Fourteen (14) youth in attendance and were mentored by Sanctuary’s AmeriCorps Volunteers during the group session. • Twelve (12) Middle School YAM classes were conducted during this reporting period with an average of Five (5) youth in attendance and were mentored by Sanctuary’s AmeriCorps Volunteers during the group session. The group’s participants consisted of youth in Sanctuary’s Emergency Shelter program, as well as outside referrals from other agencies such as GDOE, I Famagu’ on-ta and Probation.
<p>Objective V: To decrease recidivism and problems of runaway and homeless youth and their families to assist with their transition back home and meet their long-term needs.</p> <p>Indicators/Outcomes/Periodicity: <i>Availability of supportive services to children and their families in</i></p>	<p>Results: Individual supportive counseling sessions were provided this reporting period to assist youth and their parent/legal guardians to make appropriate decisions relative to their family dynamics. The</p>

<p><i>crisis situations.</i></p> <p>Activity A: The project will provide individual supportive counseling for 120 youth and their parent/legal guardians assisting them in making appropriate decisions relative to their family dynamics.</p> <p>Timeline: ongoing</p> <p>Responsible Parties: Program Directors and Case-Managers</p>	<p>breakdown of the sessions are as follow:</p> <ul style="list-style-type: none"> - Fifty-five (55) youth individual supportive counseling sessions - Twenty-four (24) parent individual supportive counseling sessions - IPP completion rate for this quarter is at 90%
<p>Activity B: The project will provide case management services for 200 youth and their families that will enhance stabilize and strengthen their relationships.</p> <p>Timeline: ongoing</p> <p>Responsible Parties: Program Director and Case Manager</p>	<p>Results: Ten (10) youth received case management services via the Co-Ed Shelter, Nine (9) Aftercare services and Two (2) in Outreach services.</p>

Problems Encountered:

Current problems encountered are the following:

A challenge encountered is identifying placement in a timely manner for youth who are wards of the state due to exhaustion of alternate familial placement and limited foster care placement. Once a youth exits from shelter services, one of the vital parts in maintaining reunification is to sign up for aftercare services to help reduce the recidivism rate. The youth and parent are always encouraged to sign up for aftercare services to help with the transition back home easier when problems arise. The youth and parent are always given a transitional plan to follow in the event they opt to not seek aftercare services.

Future Plans:

The Case Management and Counseling Section have developed corrective action plans to address several deficiency areas such as improving data collections, monitoring of case management activities and case updates. This improvement is making significant progress on a daily basis. Sanctuary is continues to partner with agencies such as Child Protective Services by a holding monthly meeting to discuss ways to better serve clientele.



SANCTUARY, INCORPORATED

"Helping Youth and Families Help Themselves" since 1971

Address: 406 Maimai Rd., Chalan Pago, Guam 96910

Tel: 475-7101 * Fax: 477-3117 * Crisis Hotline: 475-7100

Website: www.sanctuaryguam.org * E-mail: inquiries@sanctuaryguam.org



Foster Care Payments

Bureau of Social Service, Division of Public Health Welfare

Department of Public Health and Social Service

Report Period: January 1, 2013 – March 31, 2013

Sanctuary, Incorporated receives foster care payments from DPHSS for those children/youth that are referred by Child Protective Services (CPS).

No reports are required although every year Sanctuary reapplies for Licensure that includes site visits to ensure the health and safety of the clients. Periodic visits by DPHSS staff also occur to monitor the shelters for compliance and to meet with the clients.

The amount of reimbursement varies from month to month depending on the number of clients who are in residence for that period. In addition, a monthly clothing allowance may be added.

The current reimbursement rate per month is **\$706.96 per** child for a full month or a pro-rated amount thereof.

The clients referred to Sanctuary for foster care from DPHSS for this period were:

Month	Full	Partial
January 2013	2	1
February 2013	2	1
March 2013	2	1
Total:	6	3

RECEIVED
Director's Office
Division of General Administration

APR 15 2013

DPH&SS

Time: 11:51 AM Locator#:

Sanctuary, Incorporated
Profit & Loss by Class-GovGuam (DYA)
October 2012 through March 2013

	TOTAL
Total Repair & Maintenance	2,104.72
Supplies	
Food	1,556.82
Office	440.17
Program	2,027.14
Shelter	931.68
Total Supplies	4,955.81
Transportation	
Gasoline	4,865.08
Total Transportation	4,865.08
Utilities	
Internet	2,442.72
Long Distance	66.45
Power	25,748.44
Telephone	6,773.11
Trash Collection Fees	652.24
Water	2,256.53
Website	381.67
Total Utilities	38,321.16
Total Expense	209,934.37
Net Ordinary Income	-37,985.30
Net Income	<u>-37,985.30</u>

Attachment 5

Sanctuary, Incorporated of Guam

Victims of Crime Act

Reporting Agency

Office of the Attorney General

Reports

1. List of expenditures for services and equipment \$5,000 or greater
2. Quarterly financial expenditures and obligation
3. Program Progress Report



Sanctuary, Incorporated of Guam

A Non-profit Organization Established in 1971

406 MaiMai Road Chalan Pago, Guam 96910 • Administrative Office (671)475-7101

Crisis Hotline (671)475-7100 • Fax (671)477-3117 • Email: sanctuar@ite.net

www.sanctuaryguam.org



April 3, 2013

Mr. Leonardo M. Rapadas
Attorney General
Office of the Attorney General
287 West O'Brien Drive
Hagatna, Guam 96932

Dear Mr. Rapadas:

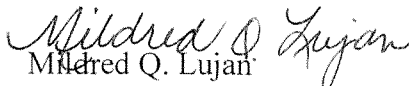
The information listed below is for the VOCA Program 2nd quarter of Fiscal Year 2013 from January 1, 2013 – March 31, 2013.

We have listed all expenditures for services and equipment that were \$5,000 or greater.

Services	-0-
Equipment	-0-
Inventory Property	-0-

Please let us know if you have any questions.

Sincerely,


Mildred Q. Lujan
Executive Director

Non Profit Organization Receiving Appropriations from Government of Guam
Pursuant to P.L. 31-77 (Sanctuary, Incorporated)
FY 2013 (January 1, 2013 - March 31, 2013)
2nd Quarter Expenditure Report
Office of the Attorney General
VOCA

Fund	Contract Amount	Object Classification	Expenditure
Federal	\$ 3,258		
		Salary	\$ 3,941
		Benefits	722
		Travel	-
		Contractual	-
		Supplies & Materials	-
		Equipment	-
		Utilities	-
		Miscellaneous	-
		Grand Total	<u>\$ 4,663</u>

I CERTIFY THAT THIS IS A TRUE AND CORRECT STATEMENT OF THE EXPENDITURES FOR FISCAL YEAR 2011 FOR THE PROJECT ABOVE.

SIGNATURE OF AUTHORIZED OFFICIAL:


 MILDRED Q. LUJAN
 EXECUTIVE DIRECTOR

DATE: 04/04/2013

12:50 PM

04/04/13

Accrual Basis

Sanctuary, Incorporated
Profit & Loss by Class - VOCA
October 2012 through March 2013

	Oct - Dec 12	Jan - Mar 13	TOTAL
Ordinary Income/Expense			
Income			
Grants	0.00	1,873.64	1,873.64
Total Income	0.00	1,873.64	1,873.64
Gross Profit	0.00	1,873.64	1,873.64
Expense			
Personnel			
Fringe Benefits			
FICA	0.00	271.98	271.98
Health	0.00	355.80	355.80
Worker's Comp	0.00	94.66	94.66
Total Fringe Benefits	0.00	722.44	722.44
Salaries and Wages			
Project Coordinator II	0.00	3,940.72	3,940.72
Total Salaries and Wages	0.00	3,940.72	3,940.72
Total Personnel	0.00	4,663.16	4,663.16
Total Expense	0.00	4,663.16	4,663.16
Net Ordinary Income	0.00	-2,789.52	-2,789.52
Net Income	<u>0.00</u>	<u>-2,789.52</u>	<u>-2,789.52</u>



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Website: www.sanctuaryguam.org * E-mail: inquiries@sanctuaryguam.org



Transmittal Form

Date: April 5, 2013

To: Office of the Attorney General
Attn: Franklin Artero

Enclosed herewith are the following documents:

1. 2nd Quarter Report (January 21, 2013 – March 31, 2013)

Purpose/Action Needed:

Needs your approval on the above

Needs reply or comment

To fulfill your requirement

Other: _____

Cordially,

Mildred Q. Lujan
Mildred Q. Lujan
Executive Director

ACKNOWLEDGEMENT

Receipt of the above is hereby acknowledged:

Print Name: Eleanor Atencio

Date: 15 Apr 13

Signature: [Handwritten Signature]

Time: 12:18 pm





SANCTUARY, INCORPORATED

"Helping Youth and Families Help Themselves" since 1971

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Website: www.sanctuaryguam.org * E-mail: inquiries@sanctuaryguam.org



April 5, 2013

To: Franklin P. Artero
Program Coordinator
Office of the Attorney General

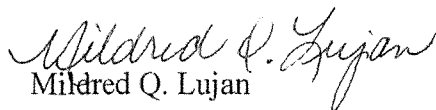
From: Mildred Q. Lujan
Executive Director
Sanctuary, Incorporated of Guam

Re: Program and Financial Report

Attached is the quarterly program status report for January 21, 2013 through March 31, 2013.

Should you have any questions, please feel free to contact myself or OJ Taitano at 475-7101 ext. 119.

Sincerely,


Mildred Q. Lujan

SANCTUARY, INCORPORATED OF GUAM
VICTIM OF CRIME ACT GRANT

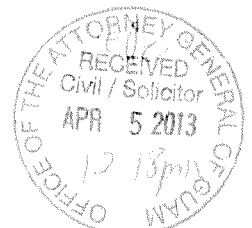
Quarterly Progress Program Report
For 2nd Quarter Ending 3/31/13

- A) **PROJECT GRANT NO.: 2011-VA-GX-0065**
- B) **CONTRACT NO.: C130600470**
- C) **FEDERAL FY OF FUNDING: 2013**
- D) **PROJECT TITLE: Sanctuary, Incorporated Victim Assistance Program**
- E) **REPORTING PERIOD: January 21, 2013 – March 31, 2013**
- F) **SUBGRANTEE NAME AND ADDRESS: Sanctuary, Incorporated**
#406 Maimai Road
Chalan Pago, Guam 96910
- G) **REPORT CONTACT: Mildred Q. Lujan, Executive Director**
- H) **ACCOUNT NO.: 5101H101120SE113-280**

I. EXECUTIVE SUMMARY

For this fiscal year, Sanctuary was awarded the sum of \$35,668 under Victims of Crime Act (VOCA) grant as indicated above. The funding is made available through the Office of the Attorney General, Government of Guam which is supported through funding from the Victims of Crime Act Grant, Office for Victims of Crime, Office of Justice programs, and is administered by U.S. Department of Justice. The primary purpose of funding is to provide supportive services in psychological counseling to youth between ages of 12 and 21 who seek services through Sanctuary as a result of being affected by domestic violence, child abuse (physical, mental, emotional, and verbal), sexual assault, or other crimes.

In meeting the contract requirements, Sanctuary provides counseling and intervention services through Valerie Reyes, MA, IMFT, CSACIII, ICADC employed with Sanctuary Incorporated of Guam, Doris Tolentino, MSW, a licensed Individual Marriage and Family Therapist and Helen Onedera, University of Guam Masters of Clinical Psychology student intern who receives clinical supervision by Valerie Reyes. The counseling services are provided either individually or in groups. The group counseling is conducted in-house and allows youth to give their feedback and suggestions regarding their experiences of abuse and/or domestic violence. The group also serves as an outlet for youth to share their experiences of separation from family as well as shelter issues that relate to their experiences.



IV. PLANS FOR THE NEXT QUARTER

Sanctuary will continue its efforts in providing services to young people who are victims of family violence, child/sexual abuse and will conduct numerous outreach activities (night outreach, mall displays and school presentations) to increase awareness of all Sanctuary services. Counseling and needed support services are essential and mandatory services to our clientele. There are limited services available on the island for children between the ages of 12 and 21 in dealing with their issues relating to domestic violence, child abuse, and sexual assault. Staff will continue to participate in various training activities such as Crisis Prevention and Intervention, ASIST (Applied Suicide Intervention Skills Training), First Aid and CPR training; and Case Management as it relates to residents in shelter, aftercare and outreach.

**VICTIMS OF CRIME ACT
VICTIM STATISTICS WORKSHEET**

FOR THE PERIOD OF:	January 2013 - March 2013
Organization:	SANCTUARY, INC
TYPE OF VICTIMIZATION	TOTAL
1. <i>Child Victims of Physical Abuse (0-17)</i>	3
2. <i>Child Victims of Sexual Abuse (0-17)</i>	
3. <i>Victims of DUI/DWI</i>	
4. <i>Victims of Family Violence</i>	
5. <i>Adult Victims of Sexual Abuse</i>	
6. <i>Elder Abuse</i>	
7. <i>Adults Molested as Children</i>	1
8. <i>Survivors of Homicide Victims</i>	
9. <i>Assault</i>	
10. <i>Robbery</i>	
11. <i>Other (TOTAL A-K)</i>	2
<i>A. Arson</i>	
<i>B. Burglary</i>	
<i>C. Child Neglect (Endangerment)</i>	2
<i>D. Fraud</i>	0
1. Forgery	
2. Fraud	
3. Indentity Theft	
<i>E. Harassment</i>	0
1. Criminal Mischief	
2. Criminal Trespass	
3. Disorderly Conduct	
4. Harassment	
5. Terrorizing	
<i>F. Kidnapping</i>	
<i>G. Stalking (DV and NON-DV)</i>	
<i>H. Theft</i>	0
1. Theft by Deception	
2. Theft of a Motor Vehicle	
3. Theft of Intellectual Property	
4. Theft of Property	
5. Theft of Services	
<i>I. Vehicular Crimes (Non DUI/DWI)</i>	0
1. Leaving the scene of an accident	
2. Leaving the scene of an accident w/ Injuries	
3. Reckless Driving w/ Injuries	
<i>J. Other: Specify</i>	
<i>K. Other: Specify</i>	
GRAND TOTAL	6
Victims with Disabilities:	1

**VICTIMS OF CRIME ACT
VICTIM STATISTICS WORKSHEET**

Attachment 6

Sanctuary, Incorporated of Guam
Energy Efficient and Conservation Project

Reporting Agency

Guam Environmental Protection Agency/Guam Energy Office

Reports

1. Quarterly financial expenditures and obligation
2. Program progress report



Sanctuary, Incorporated of Guam

A Non-profit Organization Established in 1971

406 MaiMai Road Chalan Pago, Guam 96910 • Administrative Office (671)475-7101
Crisis Hotline (671)475-7100 • Fax (671)477-3117 • Email: sanctuar@ite.net
www.sanctuaryguam.org



April 3, 2013

Mr. Peter Calvo
Director
Guam Environmental Protection Agency/Guam Energy Office
548 North Marine Drive
Tamuning, Guam 96913

Dear Mr. Calvo:


The information listed below is for the Energy Efficiency & Conservation Project 2nd quarter of Fiscal Year 2013 from January 1, 2013 – March 31, 2013.

We have listed all expenditures for services and equipment that were \$5,000 or greater.

Services	-0-
Equipment	-0-
Inventory Property	-0-

Please let us know if you have any questions.

Sincerely,

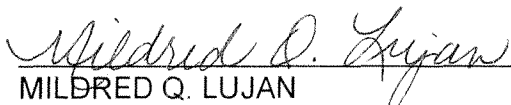

Mildred Q. Lujan
Executive Director

Non Profit Organization Receiving Appropriations from Government of Guam
Pursuant to P.L. 31-77 (Sanctuary, Incorporated)
FY 2013 (January 1, 2013 - March 31, 2013)
2nd Quarter Expenditure Report
Guam Energy Office
Energy Efficiency & Conservation Project

Fund	Contract Amount	Object Classification	Expenditure
General	\$ 200,000		
		Salary	\$ -
		Benefits	-
		Travel	-
		Contractual	-
		Supplies & Materials	3,673
		Equipment	-
		Utilities	-
		Miscellaneous	-
		Grand Total	<u>\$ 3,673</u>

I CERTIFY THAT THIS IS A TRUE AND CORRECT STATEMENT OF THE EXPENDITURES FOR FISCAL YEAR 2013 FOR THE PROJECT ABOVE.

SIGNATURE OF AUTHORIZED OFFICIAL:



 MILDRED Q. LUJAN
 EXECUTIVE DIRECTOR

DATE: 04/04/2013

Sanctuary, Incorporated
Profit & Loss by Class-Energy Efficiency (EPA)
 October 2012 through March 2013

	Oct - Dec 12	Jan - Mar 13	TOTAL
Ordinary Income/Expense			
Income			
Grants	165,376.00	3,673.15	169,049.15
Total Income	165,376.00	3,673.15	169,049.15
Gross Profit	165,376.00	3,673.15	169,049.15
Expense			
Professional Fees			
Consultation Services	149,863.40	0.00	149,863.40
Total Professional Fees	149,863.40	0.00	149,863.40
Supplies			
Program	0.00	3,673.15	3,673.15
Total Supplies	0.00	3,673.15	3,673.15
Total Expense	149,863.40	3,673.15	153,536.55
Net Ordinary Income	15,512.60	0.00	15,512.60
Net Income	<u>15,512.60</u>	<u>0.00</u>	<u>15,512.60</u>

Attachment 7

Sanctuary, Incorporated of Guam
Energy Efficient and Conservation Project

Reporting Agency

Guam Housing and Urban Renewal Authority (GHURA)

Reports

1. Quarterly financial expenditures and obligation



Sanctuary, Incorporated of Guam

A Non-profit Organization Established in 1971

406 MaiMai Road Chalan Pago, Guam 96910 • Administrative Office (671)475-7101
Crisis Hotline (671)475-7100 • Fax (671)477-3117 • Email: sanctuar@ite.net
www.sanctuaryguam.org



April 3, 2013

Mr. Mike Duenas
Director
Guam Housing and Urban Renewal Authority (GHURA)
117 Bien Venida Avenue
Sinajana, GU 96910

Dear Mr. Duenas:

The information listed below is for the Energy Efficiency & Conservation Project 2nd quarter of Fiscal Year 2013 from January 1, 2013 – March 31, 2013.

We have listed all expenditures for services and equipment that were \$5,000 or greater.

Services	-0-
Equipment	-0-
Inventory Property	-0-

Please let us know if you have any questions.

Sincerely,


Mildred Q. Lujan
Executive Director

Non Profit Organization Receiving Appropriations from Government of Guam
Pursuant to P.L. 31-77 (Sanctuary, Incorporated)
FY 2013 (January 1, 2013 - March 31, 2013)
2nd Quarter Expenditure Report
Guam Housing and Urban Renewal Authority (GHURA)
Permanent Housing Program

Fund	Contract Amount	Object Classification	Expenditure	Expenditure
General/Federal	\$ 320,000			
		Salary		\$ 11,188
		Benefits		763
		Travel		-
		Contractual		254
		Supplies & Materials		36
		Equipment		-
		Utilities		-
		Miscellaneous		-
		Vehicle Lease		-
		Grand Total		<u>\$ 12,242</u>

I CERTIFY THAT THIS IS A TRUE AND CORRECT STATEMENT OF THE EXPENDITURES FOR FISCAL YEAR 2013 FOR THE PROJECT ABOVE.

SIGNATURE OF AUTHORIZED OFFICIAL:



 MILDRED Q. LUJAN
 EXECUTIVE DIRECTOR

DATE: 04/04/2013

Sanctuary, Incorporated
Profit & Loss by Class-PHP (GHURA)
 October 2012 through March 2013

	Oct - Dec 12	Jan - Mar 13	TOTAL
Ordinary Income/Expense			
Expense			
Personnel			
Fringe Benefits			
FICA	0.00	763.27	763.27
Total Fringe Benefits	0.00	763.27	763.27
Salaries and Wages			
Program Director	0.00	2,832.20	2,832.20
Program Director II	0.00	2,903.60	2,903.60
Quality Assurance Officer	0.00	1,466.40	1,466.40
Residential Supervisor	0.00	1,761.20	1,761.20
Substance Abuse Counselor I	0.00	2,224.60	2,224.60
Total Salaries and Wages	0.00	11,188.00	11,188.00
Total Personnel	0.00	11,951.27	11,951.27
Repair & Maintenance			
Shelter	0.00	254.40	254.40
Total Repair & Maintenance	0.00	254.40	254.40
Supplies			
Program	0.00	36.00	36.00
Total Supplies	0.00	36.00	36.00
Total Expense	0.00	12,241.67	12,241.67
Net Ordinary Income	0.00	-12,241.67	-12,241.67
Net Income	<u>0.00</u>	<u>-12,241.67</u>	<u>-12,241.67</u>