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GOVERNOR

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GOVERNMENT OF GUAM

DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES
DIPATTAMENTON SALUT PUPBLEKO YAN SETBISION SUSIAT



JAMES W. GILLAN
DIRECTOR

LEO G. CASIL
DEPUTY DIRECTOR

10/20/15

**Mr. Lynwood McDaniel, Jr., Program Specialist
U.S. Department of Health and Human Services
Administration for Children and Families
Division of State Assistance, Office of Community Services
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447**

Dear Mr. McDaniel:

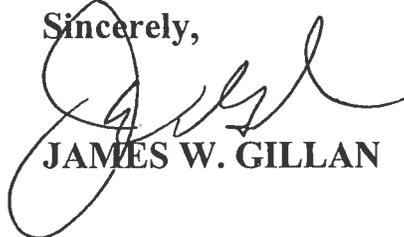
Enclosed is your copy of the Guam Department of Public Health and Social Services 2014 Post-Expenditure Report for the Title XX, Consolidation of Grants Program for the period October 1, 2013 to September 30, 2014.

In compliance with Section 2004 of the Title XX statute, this report will be made public for review and comment.

Please contact Ms. Linda B. Rodriguez, Human Services Program Administrator for the Bureau of Social Services Administration at (671) 475-2653 or 2672 for any questions you may have.

We sincerely appreciate your continued support.

Sincerely,



JAMES W. GILLAN

Enclosure



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JAMES W. GILLAN
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LEO G. CASIL
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MAR 8 2015

Ms. Marsha Werner, SSBG Program Manager
U.S. Department of Health and Human Services
Administration for Children and Families
Division of State Assistance, Office of Community Services
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

Dear Ms. Werner:

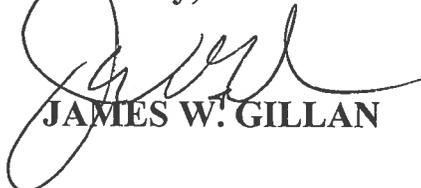
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Sincerely,



JAMES W. GILLAN

Enclosure

**TITLE XX, CONSOLIDATED
BLOCK GRANTS PROGRAM
POST-EXPENDITURE
REPORT**

October 1, 2013 through September 30, 2014



**Prepared by
Guam Department of Public Health & Social Services
Bureau of Social Services Administration**

Fiscal Year 2014
Title XX, Consolidated Block Grants
Program
Post-Expenditure Report

Bureau of Social Services Administration
Guam Department of Public Health and Social Services

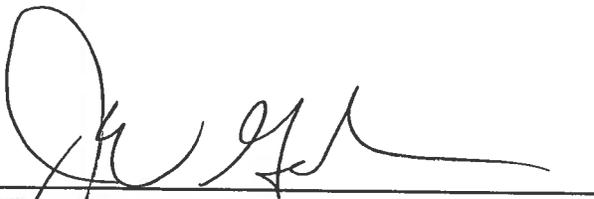
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CERTIFICATION

I hereby submit to the people of Guam and the Federal Government the Title XX, Consolidated Block Grants Program Post-Expenditure Report for Fiscal Year 2014, covering the period October 1, 2013 to September 30, 2014.

The Department of Public Health and Social Services is the designated single state agency responsible for administering the Consolidated Grants Program within the island of Guam.



JAMES W. GILLAN

Director, Department of Public Health and Social Services

3-26-15
Date

TITLE XX SOCIAL SERVICES BLOCK GRANT

POST-EXPENDITURE REPORT

This report covers the period October 1, 2013 through September 30, 2014 summarizing the activities and programs supported with Title XX funds.

Copies of this report are available for the public to review. The public may obtain a copy by contacting the department at the following address and contact numbers:

Department of Public Health & Social Services
Bureau of Social Services Administration
194 Hernan Cortez Avenue, Suite 309
Hagatna, Guam 96910

Office # (671) 475-2653
Fax # (671) 477-0500

I. PROGRAM INTRODUCTION

Title XX program funds are received annually by the Guam Department of Public Health and Social Services (DPHSS) from the United States Department of Health and Human Services, Administration for Children and Families. Title XX of the Social Security Act is also referred to as the Social Services Block Grant (SSBG). The SSBG is a capped entitlement program in which funds are used by States towards achieving five broad social services goals which are outlined in Section 2001 of the SSBG rule.

Guam's Title XX SSBG program is a consolidation of various block grants that include the following: Child Abuse and Neglect, Child Welfare Services, Children's Justice, Community Services Block Grant, Community-Based Family Resource, Family Violence Prevention, Low Income Home Energy Assistance, and the Family Preservation and Support Services Programs.

Consolidation of certain grant-in-aid program funds by federal agencies to the Virgin Islands, Guam, American Samoa, the Trust Territory of the Pacific Islands (the Republic of Palau), and the Commonwealth of the Northern Mariana Islands is authorized in 45 CFR Part 97 – Consolidation of Grants to the Insular Areas.

The Bureau of Social Services Administration (BOSSA) of the DPHSS administers the Title XX SSBG program. Funds are spent primarily to support child protective services, foster care, adoption services, home studies for adoption, termination of parental rights, guardianship, home studies for child custody, suitability of placement for children, child care licensing, certification of foster homes, family preservation and support services, and emergency shelter

and support services to homeless families with children. The mission of the Bureau is “To Provide Protective Services to Children and Strengthen their Families.” The vision of the Bureau is that “Guam’s children grow up feeling safe and protected from harm, and that they will have permanent and stable homes.”

The SSBG funds are available for a two-year period of which unspent funds in the current fiscal year are carried over to the following fiscal year. The actual SSBG award for this period was \$2,900,004.00. Guam spent \$2,660,755.06 for program operations. This includes expenditure of both carry over and current year funds. Local funds were also used in support of the Title XX goals. Expenditures from the local Foster Care program funds was \$1,788,519.19 during fiscal year 2014.

II. DEFINITION OF AN CHILD

The definition of a child/minor is a person who is under eighteen years of age.

III. PROGRAM OUTLINES

The following section is a description of the individual program areas. Each program description summarizes the types of activities supported, accomplishments, the eligibility criteria and the categories and characteristics of the individuals served.

CHILD PROTECTIVE SERVICES SECTION

Child Protective Services (CPS) was established on the premise that all children have the right to a stable, loving and nurturing home environment. The section receives referrals of suspected child abuse and neglect (CAN). Guam Public Law 20-209, the *Child Protective Act*, sets forth the legal requirements of the agency to investigate each report of suspected child abuse or neglect. The agency is thus mandated to advocate for the child and provide appropriate and timely intervention to prevent family breakdown and provide support services to preserve family stability to the maximum extent possible. The CPS section is comprised of four units: Intake, Crisis Intervention, Investigation and Case Management Units.

Individuals served by CPS include abused and neglected children and their families. Eligibility criteria include any child in the island of Guam ages 0-17, and their families. The family court may impose agency jurisdiction beyond 17 years of age.

Public Law 24-239, the *Guam Family Violence Act of 1998* outlines mandates for the agency to cross-screen CAN referrals for family violence. If family violence has occurred in the household, CPS is required to seek the removal of the alleged perpetrator(s) from the home if the child is in danger of abuse or neglect. Appropriate

services to address family violence and prevent recurrence must be coordinated for the child and family through community resources.

The **CPS Intake Unit** receives and screens reports of child maltreatment and makes assessments to determine if the criteria for CPS involvement are met. The child, family and other relevant persons are interviewed to gather pertinent information. The unit also conducts risk assessments on the child and determines the immediacy of the response based on information received. The Intake workers input the referrals, conduct cross checks, initiate documentation, and prepare the case file for assignment. They also forward copies of referrals to the Guam Police Department, Juvenile Investigations Section (JIS) and the Attorney General's Office/Family Division.

CPS Intake Unit Accomplishments:

For fiscal year 2014, the CPS Intake Unit received 1,548 referrals. Of these referrals, there were 2,300 children that were alleged victims of child abuse and neglect.

The **CPS Crisis Intervention Unit** receives referrals requiring immediate intervention and response for the purpose of conducting risk and safety assessments that could lead to removal and placement of the minor(s). Workers intervene to stabilize crisis and exert protective custody if necessary. They also lead a multi-disciplinary team interview whenever all necessary parties are available. They collect and complete documents related to crisis cases, such as ex-parte worksheets, declarations and notification of removal to parents. The unit responds to crisis twenty-four hours a day, seven days a week. CPS supervisors and workers alternate on-call duties after normal working hours, on weekends and holidays to respond to cases requiring crisis intervention. The unit provides support to the Intake and Investigation Units during non-crisis periods.

CPS Crisis Intervention Unit Accomplishments:

For fiscal year 2014, the CPS Crisis Unit responded to 61 cases that required CPS immediate intervention. Of those cases, 107 children were involved.

The **CPS Investigation Unit** conducts case investigations to determine if child abuse and/or neglect allegations are substantiated, indicated, unsubstantiated or suspected. Added responsibilities entail the filing of Person in Need of Services (PINS) petitions, development of service plan agreements (SPA) for validated cases and appearance in court hearings.

The CPS Investigation Unit:

1. Interviews and assesses child and family members and other relevant parties.
2. Obtains necessary medical evaluation.
3. Collects relevant social data.
4. Determines whether or not abuse occurred

5. Assesses risk to the child
6. Seeks police or court authority as necessary and ensures the safety of the child, and executes protective custody authority if indicated.
7. Ensures necessary legal documents are prepared for subsequent court proceedings for those children requiring substitute care.
8. Participates in court hearings, wrap plans, treatment teams, and case reviews.
9. Prepares narratives and reports for documentation of interviews conducted for investigation.
10. Ensures that once a case is validated, a SPA is developed. The case is then transferred for action to the Case Management Unit.

CPS Investigation Unit Accomplishments:

Investigators properly prepared 126 assigned case files from FY2013 cases carried-over to indicate "Terminated to Suspect (beyond 60 days)". This accomplishment is significant because these cases represented a significant back log in cases lacking CPS findings and are now officially closed.

Training is an important tool for the Bureau. So when training is available, the Bureau takes advantage of it. One such training involves a Supervisor and a Social Worker attending the *Forensic Interview Clinic* training in Seattle, Washington in July 2014. This is an annual training sponsored by the American Professional Society on the Abuse of Children (APSAC). This training is very crucial for the social workers who conduct maltreatment investigations, especially those involving alleged sexual abuse.

The **CPS Case Management Unit (CMU)** receives those cases designated as needing continuing services. This unit is accountable for the implementation and monitoring of SPAs, as well as for any necessary changes or modifications identified during the duration of the plan. Progress reports are made every three months, and permanency plans are developed for children who are in substitute care for six months or longer. Other duties include the preparation of written reports intended for court recommendations, court logs, and the coordination and participation in case reviews and treatment team meetings with other agencies.

The CPS Case Management Unit:

1. Ensures that the service plan agreement process and goals are understood by the child and family during the interview.
2. Implements the SPA, monitors progress of case, and coordinates ongoing services as needed.
3. Prepares timely permanency plans to secure placements for children who have been removed from their homes.
4. Ensures support services are activated immediately thereafter. On-going services include, but are not limited to, the coordination and the provision of psychological

counseling or other interventions aimed at improving parenting and strengthening the family's capacity for resolving conflict and stress in a non-violent way.

5. Participates in court proceedings.

CPS Case Management Unit Accomplishments:

In fiscal year 2014, the unit received an additional 22 cases that were transferred from the Crisis and Investigation Units. Of these 22 cases, 49 adults and 73 minors were involved.

Also in fiscal year 2014, the unit closed 79 cases. Of these 79 cases, 161 adults and 232 minors were involved.

Another significant accomplishment within the Case Management Unit was the reunification of children to their biological parent. For fiscal year 2014, the unit reunified 27 foster children with one or both of their biological parents.

HOME EVALUATION AND PLACEMENT SERVICES SECTION

The Home Evaluation and Placement Services (HEPS) Section is comprised of two units: Adoption and Custody Unit, and Licensing Unit. The Adoption and Custody Unit conducts individual and family assessments for adoption, child custody cases, family foster care placements, termination of parental rights and guardianship. The unit also provides post placement services (monitoring) in adoption cases. The Licensing Unit provides the certification of family foster homes for children requiring substitute care in foster homes, and the certification of child care facilities.

Individuals served by the HEPS Section include children who are in need of a permanent family, individuals and families aspiring to adopt, individuals and families wanting to provide foster care, and individuals desiring to provide child care. There are no eligibility criteria as services are available to all.

The current HEPS Section Supervisor was hired on June 30, 2014 and was previously a social worker in the Adoption/Custody Unit. The filling of the Social Services Supervisor I position marks the first time in several years the HEPS Section has had a supervisor dedicated solely to the section. Previously, the Social Services Supervisor II and the Administrator oversaw the section in addition to managing other duties and sections within the Bureau.

The Home Evaluation and Placement Services Section:

1. Receives and evaluates applications for individuals and families interested in adoption and foster care.
2. Provides for the certification of child care facilities and conducts the monitoring to ensure compliance.

3. Conducts home studies for custody and adoption and provides recommendations to the court or referring agency regarding suitability of homes for placements.
4. Safeguards the “best interest” concept of children by providing thorough and comprehensive individual and family assessments.
5. Provides shelter and supportive services to children in the department’s legal custody in accordance with an established permanency plan.
6. Matches children with foster families and adoptive applicants.
7. Recruits, orients, obtains training for, supports and monitors family foster homes.
8. Conducts staff qualifications and facility evaluation for the issuance or renewal of child care licenses.
9. Monitors all licensed child care facilities.
10. Updates the standards for licensed child care facilities to ensure the protection and well-being of children being served.

Home Evaluation and Placement Services Section Accomplishments:

A. Child Care Licensing Unit:

- The Licensing Social Worker completed approximately 64 hours of training from the Center on the Social and Emotional Foundation for Early Learning on the following: “Pyramid Model for Supporting the Social Emotional Competence of Infants and Young Children, Infant-Toddler, Train-the-Trainer Workshop”, “Coaching Training” and “Parents Interacting with Infants/Positive Solutions for Families.” These trainings were held in December 2013 and March 2014.
- The Social Services Supervisor II and the Licensing Social Worker attended a round table meeting in Hawaii on the Child Development Fund Best Practices and Considerations for Pacific Jurisdictions on May 23, 2014.
- The BOSSA Administrator, Social Services Supervisor I and the Licensing Social Worker attended the 2014 Quality Rating and Improvements Systems (QRIS) National Meeting in Denver, Colorado in July 2014.
- Guam’s Plan for Professional Development (GPPD) Certification process was implemented this year. The Guam Early Learning Council (GELC) Subcommittee, tasked with certifying early childhood professionals, reviewed and certified early childhood providers for Milestones Play and Learn Center in September 2014. This was the first center to undergo the GPPD certification process.
- The BOSSA Administrator, Social Services Supervisor II, Social Services Supervisor I and the Licensing Social Worker collaborated with GELC representatives to coordinate the certification process for all new and renewal applicants for the 2015 fiscal year. The Licensing Social Worker developed a schedule of all renewals with a recommended timeline of submission of

documents to GELC and BOSSA to comply with GPPD and licensing requirements.

- Throughout the year, BOSSA staff participated in task force meetings with various other child serving agencies (i.e., Department of Education (DOE), Center for Excellence in Developmental Disabilities Education Research, and Service (CEDDERS), Guam Community College (GCC)) to develop Guam's Quality Rating and Improvement System.

B. Adoption/Custody Unit:

- The Social Worker III position vacated by the Social Services Supervisor I was filled in September 2014.
- The Social Services Supervisor I and two (2) Social Workers received training on Structured Analysis Family Evaluation (SAFE) on September 23-24, 2014 in Los Angeles, California. Additionally, the Social Services Supervisor I attended the SAFE for Supervisors training on September 25, 2014. SAFE is consortium for children's standardized home study methodology in studying and evaluating prospective adoptive, kin and foster families. It aids home study practitioners in performing a thorough, structured and uniform evaluation of families who have applied to foster or adopt. All three BOSSA staff members are now certified in conducting SAFE Home Studies and the Social Services Supervisor I is certified to supervise SAFE Home Studies.

C. Foster Care Licensing Unit:

- Three (3) new foster homes were licensed this fiscal year to augment existing licensed foster homes, some of which have also been renewed this fiscal year.
- The Licensing Social Worker attended a "Parents as Teachers" follow-up session from Project Bisita I Familia on September 23, 2014.
- Foster Parent Support Group meetings are held every month at the Harvest HeBrews Café. These meetings provide a venue for foster parents to meet, socialize, exchange information and provide support to each other. The Licensing Social Worker regularly attends the meetings and provides information, guidance and support to foster parents as needed. When necessary, she also serves as an arbitrator between licensed foster parents and CPS workers.
- Public-private partnership and support for foster children and foster families has remained strong this past year. Harvest House and the Rigalu Foundation have been instrumental in their support for foster children and foster families.

- Harvest House, a ministry of the Harvest Baptist Church, hosted a Christmas luncheon for foster families, a Foster Parent Appreciation Brunch in April, Spring Portraits for foster families and a Back-to-School drive for foster children. During the Back-to-School event, all foster children received backpacks, school supplies and gift certificates for haircuts.
- The Rigalu Foundation provided school uniform vouchers for foster children, held an Annual Shoe Drive and provided tickets to the carnival.

FAMILY SERVICES SECTION

The Family Services Section (FSS) is divided into two units: Family Preservation and Family Support Services.

The Family Preservation (FP) Program provides family preservation services. Family preservation services are intensive, short-term, in-home, crisis intervention and support services which strive to strengthen and support families in order to prevent out-of-home placement of children or to assist families preparing to reunify.

The FSS provides services in the home to assist families in caring properly for their children. These services are carried out by paraprofessional Homemakers. Homemaker services include budgeting, nutrition, basic parenting skills, parental support, transportation, supervised visitations, cooking, and many other services.

Family Support Services Unit focuses primarily on prevention activities such as curriculum development, and strategies for the prevention and intervention of child abuse and neglect. Other efforts are targeted at strengthening the family support services in existence in order to enhance family functioning.

Individuals served by the FSS include children and their families referred for child abuse and neglect, targeted groups such as educators, health care providers, mental health clinicians, law enforcement personnel, parents and children, and the general public. The criteria for family preservation services include:

1. The case must be officially referred to the Child Protective Services Section for suspected abuse and neglect.
2. Referrals to FSS can come from any source within the Child Protective Services Section.
3. The risk of placement for one or more children in the family is immediate or high and the safety concerns of family members warrant face-to-face services.
4. The children's safety may be ensured by family preservation services.
5. The family is willing to participate in family preservation services voluntarily.
6. The family's service needs are consistent with family preservation service goals and desired outcomes.

The Family Services Section:

1. Develops procedures and forms for family preservation services.
2. Implements the training for foster parents.
3. Delivers child abuse and neglect prevention training presentations upon request.
4. Participates in and supports community events affecting children and families.
5. Develops and implements activities for child abuse and neglect prevention throughout the year.
6. Conducts education and community awareness activities for the prevention of child abuse and neglect.
7. Develops a volunteer program for the Bureau to assist in community efforts for recruitment of foster families and child abuse and neglect prevention activities.
8. Develops and implements activities for Child Abuse Prevention Month in April.
9. Collaborates and coordinates efforts with community agencies and organizations.
10. Increases recruitment efforts for foster families.
11. Creates culturally relevant curriculum to address child abuse and neglect issues, including training modules for community and staff presentations.
12. Supports the Foster Families Association.
13. Completes annual progress and service reports.
14. Compiles statistical data on Family Preservation and other cases.

Family Services Section Accomplishments:

A. MANDATED REPORTING PRESENTATION:

Mandated Reporting presentations are made when requested by the community to ensure that professionals and mandated reporters, especially, law enforcement, school officials, doctors, nurses, etc. understand how and when to make a referral to Child Protective Services.

Mandated Reporters must report suspected child abuse or neglect (or cause a report to be made) to law enforcement or CPS when they believe a child has suffered abuse or neglect or may be at risk of abuse or neglect.

- January 17, 2014: Joint presentation with U.S. Attorney General Alicia Limtiaco who presented on Human Trafficking & CPS Mandated Reporting presentation at the Guam Memorial Hospital, 8:00 a.m. – 10:00 a.m., Mangilao Public Health, 10:00 a.m. – 11:00 a.m., Northern Public Health 3:30 p.m. – 4:30 p.m. There were 15 professionals who attended the presentation.
- January 28, 2014: Guam Community College (GCC), School Campus. There were 12 students attended who the presentation.

- February 6, 2014: DOE for Guidance Counselors & School Health Counselors, Hyatt Regency Hotel. There were 129 professionals who attended the presentation.
- February 28, 2014: U.S. Attorney General's Office, Hagatna. There were 40 professionals who attended the presentation.
- February 28, 2014: Mangilao Public Health, Bureau of Family Health & Nursing Services (BFHNS) staff. There were 25 professionals who attended the presentation.
- March 5, 2014: University of Guam, Programming for Youth at Risk. There were 26 students who attended the presentation.
- March 6, 2014: Guam Community College, Health, Nutrition & Child Welfare Class. There were 19 professionals who attended the presentation.
- April 24, 2014: DPHSS staff at Central, 3:00 p.m. - 5:00 p.m. There were 29 staff who attended the presentation.
- May 9, 2014: Mandatory In-Service Training for all DPHSS/DPW Staff at the Pacific Star Hotel from 10:00 a.m. to 5:00 p.m. There were 51 staff who attended the training.
- June 27, 2014: Mandated Reporting presentation to DPHSS WIC Program staff at the Mangilao Golf Course. There were 23 staff who attended the training.
- July 16, 2014: Mandated Reporting Presentation to the Guam Fire Department (GFD), Emergency Medical Technicians (EMT) staff at the 2nd floor of the Terlaje Business Building at 2:30 p.m. There were 25 EMTs who attended the presentation.
- August 22, 2014: The DOE, Head Start Program, Staff Development Day at the Pacific Star Hotel. There were 44 staff from the Head Start Program who attended the presentation.
- September 3, 2014: EMT Vaccination Administration Training at the Terlaje Professional Building., Suite 209, Hagatna, Guam from 9:00 a.m. to

3:00 p.m. There were 14 EMTs who attended the presentation on Mandated Reporting.

- September 20, 2014: Victim Advocates Reaching Out (VARO) Advocate Training at the Dededo Police Precinct for new volunteers. There were 13 volunteers who attended the presentation.
- September 24, 2014: A mandated reporting presentation was given at the University of Guam, for students at Dr. Ted Lyeched's class. Thirteen (13) students who attended the presentation.
- Career Day presentations: April 30, 2014: Okkodo High School conducted an Island Wide Career Day activity. Three (3) BOSSA staff presented to (35) students.

B. PERSONAL SAFETY SKILLS PRESENTATION AND NUMBER OF ATTENDEES:

BOSSA collaborates with Healing Hearts to educate students in the elementary level about safety skills, especially the prevention of sexual abuse. It is important that young people increasingly take responsibility for their own safety. The presentations ensure that young people know that they have the opportunity to be able to plan appropriate safety strategies and to explore decisions relating to safety in a supportive environment.

The presentation of personal safety plans builds on many curriculums and helps students to identify their skills and attributes and to plan strategies that will support them in difficult situations. Personal Safety Skills Presentations were provided to the following schools.

- February 12, 2014: Adacao Elementary School. (53) students were in attendance.
- February 18, 2014: Adacao Elementary School. (64) students were in attendance.
- February 19, 2014: Adacao Elementary School. (41) students were in attendance.
- February 25, 2014: Adacao Elementary School. (92) students were in attendance.
- February 26 2014: Adacao Elementary School. (58) students were in attendance.

- April 21, 2014: Adacao Elementary School. (64) students were in attendance.
- April 22, 2014: Adacao Elementary School, (75) students were in attendance.
- April 23, 2014: Adacao Elementary School. (73) students were in attendance.
- April 28, 2014: Carbullido Elementary School. (74) students were in attendance.
- April 29, 2014: Carbullido Elementary School. (43) students were in attendance.
- April 30, 2014: Carbullido Elementary School. (63) students were in attendance.
- May 6, 2014: Wettengel Elementary School. (135) students were in attendance.
- May 7, 2014: Wettengel Elementary School. (169) students were in attendance.
- May 8, 2014: Wettengel Elementary School. (107) students were in attendance.
- May 14, 2014: Merizo Elementary School. (102) students were in attendance.
- July 25, 2014: Project Karinu Presents, Peer Family Support Group Training, “Wrapping our Families in a System of Care” at the Sheraton Laguna Guam Resort. Two (2) FSS staff conducted Personal Safety Skills Training. Present at the presentations were (20) adults and (21) children.

C. OUTREACH ACTIVITIES:

During the year, there were many outreach activities at various locations around the island, most especially at shopping centers that are sponsored by private and public organizations to reach out to the community. These outreach activities offer the public information about other agencies and what it offers.

BOSSA’s outreach displays offer other brochures on the prevention of child abuse and activity materials for children.

BOSSA staff also participated in various activities to show the collaborations with other agencies, by attending waves at Paseo or the ITC intersection. In addition, BOSSA staff were present during award and recognition activities.

- January 20, 2014: Human Trafficking Outreach, Agana Shopping Center. There were 25 individuals who visited BOSSA’s display.

- February 22, 2014: Annual Head Start Fitness Fair, Harmon Complex. There were about 200+ individuals who visited BOSSA's display.
- April 1, 2014: Signing of Proclamations and Presentation of Resolutions for Sexual Assault Awareness Month, Child Abuse Prevention Month and Crime Victims' Rights Week at the Guam Community College, Multi-Purpose Auditorium (Building 400).
- April 1, 2014: Display Table at the Proclamation signing from 10:00 a.m. to 12:00 p.m. There were 4 individuals who visited BOSSA's display.
- April 4, 2014: Proclamation Signing for the Week of the Young Child 2014 at the Cabinet Conference Room, Ricardo Bordallo Complex, Adelup.
- April 5, 2014: Autism Awareness Fair, "Solving the Puzzle – One Piece at a Time" on Saturday, April 5, 2014 from 10:00 a.m. to 2:00 p.m. at the Agana Shopping Center, Center Court. There were 33 individuals who visited BOSSA's display.
- April 7, 2014: The Week of the Young Parent training at the Agat Community Center from 9:00 a.m. to 10:30 a.m. One staff collaborated with Project Tinituhan to facilitate the activity. The title of their session was "Making the Connection". There were 8 parents that attended.
- April 7, 2014: The Week of the Young Parent training at the Sinajana Community Center from 9:00 a.m. to 10:30 a.m. One staff collaborated with Project Tinituhan to facilitate the activity. The title of their session was "Making the Connection". There were 5 parents that attended.
- April 8, 2014: The Week of the Young Parent training at the Agat Community Center from 5:30 p.m. to 7:00 p.m. One staff collaborated with Project Tinituhan to facilitate the activity. The title of their session was "Making the Connection". There were 9 parents that attended.
- April 8, 2014: The Week of the Young Parent training at the Sinajana Community Center from 5:30 p.m. to 7:00 p.m. One staff collaborated with Project Tinituhan to facilitate the activity. The title of their session was "Making the Connection". There were 5 parents that attended.

- April 9, 2014: Crime Victims' Right Ceremony in conjunction with the National Observance of Crime Victims' Right week at the Guam National Guard Family Readiness Center. (250 participants) "April is Child Abuse Prevention Month". Flyers were distributed and (1) staff represented CPS in the Ribbon Pinning Ceremony.
- April 9, 2014: Awareness Wave for: Child Abuse Prevention Month, Sexual Assault Awareness Month and Crime Victims' Right Week. Approximately 65 people waved wearing the Child Abuse Prevention Shirt.
- April 10, 2014: Finegayan Elementary School 4th Annual Parent Fair: There were 90 individuals who visited BOSSA's display.
- April 10, 2014: UPI Elementary School Parent Teacher Community Conference/Mini Health and Wellness Fair. There were 69 people who visited BOSSA's display.
- April 11, 2014: The Week of the Young Parent training at the Astumbo Community Center from 9:00 a.m. to 10:30 a.m. 2 staff facilitated the activity. The title of their session was "Making the Connection". There were 20 parents that attended.
- April 12, 2014: Library Reading for Kids at the Guam Public Library from 10:00 a.m. to 12:00 p.m. 12 children attended the event.
- April 15, 2014: Patty Arroyo's Show on K-57 from 11:00 a.m. to 12:00 p.m.
- April 19, 2014: GPD Victims Assistance Unit and Guma Mami Clothesline Outreach Fair; 10:00 a.m. to 3:00 p.m. at the Agana Shopping Center, Center Court. There were 23 individuals who visited BOSSA's display.
- April 22, 2014: Travis Coffman Talk Show on K-57 from 5:00 p.m. to 6:00 p.m.
- April 23, 2014: GCC Criminal Justice Practice Class from 4:00 p.m. to 5:20 p.m. Presentation on being a social worker and how they are able to separate their work with their personal time; how workers are able to handle a difficult case and its effect emotionally on their life as a social worker; and how

they choose to become a social worker. There were 24 students who attended the presentation.

- April 25, 2014: Passport to Services at Paseo de Sausanna from 9:00 a.m. to 2:00 p.m. which is a Homeless Outreach. There were 124 individuals who visited BOSSA's display.
- April 26, 2014: Two (2) FSS staff facilitated the Library Reading for Kids at the Guam Public Library from 10:00 a.m. to 12:00 p.m. There were 18 children who attended the event.
- April 30, 2014: Display table during the Social Workers Practicum Fair at the University of Guam. There were 8 students who visited BOSSA's Display table.
- April 30, 2014: Okkodo High School conducted an Island Wide Career Day activity. There were 3 BOSSA staff who presented to 35 students.
- May 1, 2014: The Guam Sexual Assault Coalition received a small donation from a seven-year-old boy named Phoenix, who sold his art work so he can donate the proceeds as part of Child Abuse Awareness Month.
- May 3, 2014: 2014 Law Fair at the Micronesia Mall from 10:00 a.m. to 4:00 p.m. There were 26 individuals who visited BOSSA's display.
- May 5, 2014: Proclamation Signing for Foster Care Month at the Small Conference Room, Ricardo Bordallo Complex, Adelup.
- June 21, 2014: 2014 Power of Play Interactive Parent Conference "Bringing PLAY to Life!" 10:00 a.m. to 2:00 p.m. at the Agana Shopping Center Expo Hall, 2nd Floor. BOSSA staff facilitated two (2) play activities for the event, which were the fishing pole game and bowling. There were 57 children who participated in the play activities.
- August 2, 2014: Positive Behavioral Interventions & Supports (PBIS), Parent Island-Wide Fair. Saturday, August 2, 2014; 10:00 a.m. to 2:00 p.m. at the Agana Shopping Center, Center Court. There were 80 individuals who visited BOSSA's display table.

- August 9, 2014: Breastfeeding Awareness Health Fair at the Micronesia Mall from 10:00 a.m. to 2:00 p.m. There were 13 individuals who visited the BOSSA display.
- August 23, 2014: Project Kid Care Photo ID Event at the Agana Shopping Center, Center Court from 10:00 a.m. to 2:00 p.m. There were 55 individuals who visited BOSSA's display.

ADMINISTRATIVE SERVICES SECTION

The Administrative Services Unit (ASU) supports the programs and facility of the agency. The ASU provides administrative services for program staff, foster care providers and the community at large. There are no eligibility criteria as services are available to all. The newly hired Administrative Assistant joined the BOSSA on October 7, 2013 and worked closely with the Program Coordinator IV on fiscal matters.

The ASU is responsible for the following:

1. Fiscal Operation
2. Records Management
3. Personnel Management
4. Staff Training and Development
5. Office and Property Management
6. Procurement
7. Inventory Control
8. Mail Operations
9. Secretarial Services
10. Receptionist Duties

Administrative Services Section Accomplishments:

- The vacancy for the Administrative Assistant was filled on October 07, 2013 and continues to work closely with the Program Coordinator III on fiscal matters.
- The Administrative Assistant attended the Work Planning & Performance Evaluation training at DOA on 12/05/13 and also the Employee Grievance and Adverse Action Procedures on 12/01/13 and 12/13/13.
- Key Inventory
 - ✓ Identify and label all keys appropriately
 - ✓ Dispose of unnecessary keys

- ✓ Ensure each lock has a duplicate key in key safe box
- Supply Inventory
 - ✓ Take an accurate count of all supplies
 - ✓ Prepare appropriate documents to procure needed supplies
 - ✓ Develop an inventory system to track depleted supplies to avoid unnecessary delays.
- Expunged Files (part 1)
 - ✓ Proper disposal of all expunged files
 - ✓ File expunged card indexes

PROGRAM MANAGEMENT SECTION

The Program Management Section (PMS) is responsible for program planning, monitoring and evaluation. The goal of PMS is to maintain a viable grants management system that supports the continuity of human services.

The individuals served by PMS are program staff, foster care service providers, contracted service providers and the community at large. There are no eligibility criteria as services are available to all.

The PMS is responsible for the following:

1. Develops Policies and Procedures
 - Develops standard operating procedures (SOPs) for the Child Protective Services, Family Services and Home Evaluation and Placement Services Sections. Develops SOPs for the administrative programs of the Bureau.
2. Monitors and Evaluates Federally and Locally Funded Programs
3. Manages Service Contracts
 - Conducts quarterly monitoring of the service contracts with Catholic Social Services. These service contracts include the *Alee* I and II and the *Guma San Jose* shelters. The *Alee* I shelter provides 24-hour emergency shelter and support services for women and children who are victims of family violence. The *Alee* II shelter provides 24-hour shelter and support services for children who are victims of abuse and neglect. The *Guma San Jose* shelter provides 24-hour shelter and support services for individuals and families who are homeless

- Ensures that services provided are adequate and facilities are well maintained. Evaluates the effectiveness of services and prepares report on findings and recommendations.
 - Participates in contract preparation, budget negotiations, and contract renewals with service providers.
 - Prepares the office space lease agreement and other contracts, as necessary.
4. Maintains Computer Equipment, and other Automation of Information Systems
 - Identifies automation needs of programs.
 - Assists in training all staff on the use of the system.
 - Monitors the operation of the system. Maintains contact with system technicians when problems occur so that corrective actions are taken immediately.
 - Manages and updates reference files, when necessary.
 - Assists system technicians in taking security measures.
 - Conducts backup activities for files, if necessary.
 - Coordinates with the court to monitor, maintain and get technical assistance on their information systems.
 5. Assists in Management Research Projects and Other Special Projects
 6. Conducts Fiscal Management and Grant Writing.
 - Prepares quarterly and annual progress reports for grant programs.
 - Prepares the annual Title XX Pre- and Post- expenditure reports.
 - Prepares annual financial status reports (SF 425).
 - Prepares program statistical reports.
 - Prepares federal and local budgets.
 - Prepares response to audit findings on fiscal and program matters.
 7. Analyzes Federal and Local Legislation and its impact on Child and Family Welfare Programs
 8. Develops and Implements the Bureau's Corrective Action Plans
 9. Develops Contingency Plans
 10. Identifies Staff Training and Conducts Training Needs Analysis.

Program Management Section Accomplishments:

- A. The PCIV took part in the Department's Organizational Self-Assessment meetings held on September 30, 2013 – October 1, 2014 at the PHICC room.

A number of Department employees have been selected as subject matter experts and took part in the discussions and process. The goal is to measure the Department's level of effectiveness and efficiency for public health services and other internal operations. Gaps in services were identified and prioritized. The Department's upper management will be informed of the high level areas where improvements can be made. The sessions were facilitated by Ms. Donna Marshall of the Association of State and Territorial Health Officials (ASTHO), a non-profit organization. An overall report of the data collected will be completed by ASTHO.

- B. Title XX, Post-expenditure Report Consolidated Block Grant Program: The FY 2013 Title XX, Post-expenditure Report was completed and submitted to the grantor agency on March 18, 2014. Title XX is also known as the Social Services Block Grant (SSBG) program. This is a report on the actual expenditure of Title XX (SSBG) funds, total population served, and activities carried out through the grant funds.
- C. Public Hearing for Fee Schedules: In accordance with Public Law 29-02, Section 3131 Annual Public Hearing Requirements on Fee Schedules, a public hearing was held on March 21, 2014 at the BOSSA conference room at 9:00 a.m. This hearing was to inform the public on BOSSA's existing fee schedules. Public Law 29-02 requires all government agencies to hold an annual hearing on its fee schedules prior to April 1 of each year. BOSSA's fee schedules were established through the Social Services Rules and Regulations No. 10, which were initially established pursuant to Section 9120.7 of chapter X, Government Code of Guam on December 12, 1972, as amended and promulgated pursuant to Executive Order 78-27 on September 8, 1978. The fees charged by BOSSA are for the various types of applications to operate child care facilities and group child care homes.
- D. Title XX, Pre-expenditure Report (Social Services Block Grant) Program: The FY 2015 Title XX Pre-expenditure Report was submitted to the Guam State Clearinghouse on August 27, 2014 for review and comments. The signed original copies was submitted to the U.S. Department of Health and Human Services, Administration for Children and Families via certified mail on October 9, 2014. This report is a prerequisite to receiving Title XX (SSBG) funds. BOSSA uses Title XX funds to administer child and family welfare programs and services. The total budget request contained in this report is \$3,131,929.00.

- E. BOSSA Reports and Statistics: The PCIII continues to prepare the BOSSA weekly, monthly, quarterly reports and annual accomplishments. These include the programs goals and objectives, and statistics. Also, stats are provided to students from the University of Guam, BOSSA student interns, private organizations and other government agencies such as the Governor's Office, Department of Youth Affairs, Department of Education, etc.
- F. BOSSA Customer Service Survey: BOSSA continues to monitor the effectiveness of services that are provided to the public through its Customer Service Surveys. Customers who come in to meet with their caseworkers, or who come in to inquire about or seek services, are encouraged to complete the survey. PMS developed these surveys in accordance with the Governor's Customer Service Guideline issued on April 7, 2011. BOSSA then implemented its Customer Service Standards on April 22, 2011. Customer Service Surveys continue to be collected, tabulated and analyzed in order to continually meet the public's need for excellent customer service. These surveys indicate how long customers wait for services, and their level of satisfaction with services received. This will allow BOSSA to achieve the following: 1. Reduce customer wait time; and 2. Receive customer feedback and opinions on ways to improve services. On January 28, 2014, a client completed a survey who waited for 0-15 minutes with outstanding services provided by CPS staff.
- G. Title XX, Consolidated Block Grant Funds: These funds are used in support of child welfare services that are administered by BOSSA. States shall use the funds to obtain the national objectives in accordance with Section 2001 of the Title XX Rule (42 U.S.C. § 1397), of which includes the goal of "preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or reuniting families". As of September 9, 2014, the grant award received is \$2,900,004.00, of which unspent funds shall be expended up to FY 2015. The PCIII establishes and modifies accounts for the Title XX and ensures that funds are available in all categories.
- H. Public Law 26-111: The PMS staff continues to coordinate document with local, federal and fiscal reporting, to work on Public Law 26-111, the Wage Determination Act of the U.S. Department of Labor which reflects from FY 2002 up to the current fiscal year. The law mandates that contractors providing services to agencies must pay employees prevailing wages based from the Wage Determination Register. The Wage Determination Register is applicable

to Catholic Social Services (CSS), the service provider for children under the custody of BOSSA.

- I. Standard Operating Procedures and Guidelines: The PMS PCIII and the HEPS staff meet weekly to work on standard operating procedures (SOPs). The group currently works on completing the draft procedures for the licensing of child care facilities and group child care homes. Among the accomplishments thus far is the development of an initial inspection checklist and revisions to the existing document checklist for applicants.
- J. The PCIII created an electronic log book for the CPS Intake Unit. This log book will tally the statistics needed for the unit's reports.
- K. The PCIII drafted the Information for Bid (IFB) for the BOSSA Office Space Lease. The current lease expired at the end of fiscal year 2014.
- L. The PCIII completed the CPS Section of the PHpro System Manual. CPS Supervisors are currently reviewing the manual. Meetings are being held on Saturdays and after hours to avoid disruptions. The trainings are facilitated by the PCIII.
- M. The computer network wiring within the Bureau was upgraded for better network connectivity.
- N. The National Crime Information Center (NCIC) database is currently working. The Deputy Marshal in charge of the maintenance of this database was able to correct the connection problem. The Deputy Marshal plans to send the PCIII for more extensive training on the NCIC database.
- O. Effective August 6, 2014, the PCIII has been identified to be the new Division of Public Welfare representative for the Joint Information Center for the Department of Public Health & Social Services. Each division within the department will have a representative for the JIC Team. The primary duty involves gathering and distributing information to the public and to the Division Heads of the department.
- P. The PCIII provides statistical data based on the following charts and trackers: Tracker for Foster Children within BOSSA, Organizational Chart and Functional Chart for BOSSA.

- Q. There were two (2) PMS staff commissioned as the Government Notary Public.
- R. The procurement and installation of a Public Announcement (PA) system for BOSSA was completed. With this PA system, the Bureau can make important announcements throughout the office in case of an emergency.
- S. The procurement and installation of a Closed Caption TV (CCTV) system for BOSSA was completed.
- T. Child Care Revolving Fund: Pursuant to Public Law 31-73, the Administrative Rules and Regulations of the Department of Public Health and Social Services relative to Child Care Facilities and Group Care Homes. The PCIV submits monthly Child Care Revolving Fund reports to the Guam Legislature via the Office of the Governor.
- U. Intake Coverage: The PMS staff continues to cover the intake referrals when social workers and homemakers attend scheduled trainings, workshops or conferences. This is to ensure that received referrals are disseminated properly for the welfare of the children.
- V. PMS Staff participated in the 2014 Quality Improvement Survey and Training conducted by the Quality Improvement (QI) Team. The purpose of the survey is to assess the level of employee knowledge on QI. The results of this survey will establish the Department's QI/PM baseline and assist in the planning and coordination of future QI training that will help reach the QI goals.
- W. The Program Management Section PCIV and PMS III attended the 2014 National Conference on Ending Homelessness from July 29 - 31, 2014 held at Renaissance Hotel in Washington, DC. The National Alliance to End Homelessness is a nonprofit, non-partisan, organization committed to preventing and ending homelessness in the United States.
- X. Project Bisita I Familia Data Focus Group: The PMS PCIII is a member of the Project Bisita I Familia Data Focus Group. Meetings are held quarterly. This focus group meets to discuss the project's database development plan.
- Y. Guam Homeless Coalition: The PCIII is a member of the Guam Homeless Coalition (GHC) and attends monthly meetings held every third Wednesday of

the month at the Guam Housing and Urban Renewal Authority's (GHURA) conference room in Hagatna.

The GHURA partnered with the GHC and the rest of the nation on January 24, 2014 in identifying those individuals and families who are homeless on Guam. The annual Point in Time (PIT) count is required by the U.S. Department of Housing and Urban Development for jurisdictions who receive federal funds that support services to the homeless population. There were 324 households and 1230 total individuals who are unsheltered this FY 2014.

On April 25, 2014, the PMS PCIII and Family Services Section Homemakers took part in the GHC Passport to Services outreach held at the Agana Shopping Center in Hagatna from 9:00 a.m. to 3:00 p.m. They manned the BOSSA display table that focused on information to the public on parenting tips and child abuse and neglect. There were a total of 245 individuals that were provided with services, representing 121 households and 124 dependents.

Z. Emergency Medical Services Commission: The PCIV attends monthly meetings for the Emergency Medical Services (EMS) Commission. The EMS Commission members consist of representatives from the Department of Public Health and Social Services, Guam Memorial Hospital Authority, Guam Police Department, Guam Fire Department, St. Joseph Medical Transport, Department of Public Works, Guam Community College, Office of Senator Rodriguez, United States Navy, Guam Homeland Security, Office of Civil Defense, a parent advocate and many others. The BOSSA representative is a non-voting member of this commission. Meetings are held at the Health Professional Licensing Office conference room in Hagatna.

AA. GHURA Grant Review Committee: The PCIII is a member of the committee to review grant application to receive funds from the Continuum of Care (CoC) from the U.S. Department of Housing and Urban Development (HUD). Some of the applicants were CSS, Oasis Empowerments, The Salvation Army, Sanctuary, Inc., etc. These funds are used to provide services to individuals who are categorized as chronic homeless among the veterans, adults, and children and their families who are victims of domestic violence, substance abuse or with disabilities.

BB. Foster Care Funds: The total amount BOSSA received in Foster Care program funds during fiscal year 2014 was \$2,079,072.00. The total expenditures were \$1,854,463.02. Breakdown of expenditures is as follows:

	Expenditure:
Guam San Jose Shelter	\$ 553,473.00
Alee I and II Shelters	\$ 584,460.04
Building rental	\$ 58,355.20
Foster care maintenance payments & foster care direct payments	\$ 591,908.71
Petty cash (used towards emergency needs of children, and for other emergency needs such as phone cards, notary supplies, postage stamps, etc.)	\$ 322.24
TOTAL:	\$1,788,519.19

CC. Guam San Jose (GSJ) Shelter: The GSJ shelter was monitored quarterly. This shelter is operated by Catholic Social Services, a private, non-profit organization. Guma San Jose shelter provides 24-hour emergency shelter and support services for families and individuals who are homeless. The main shelter for families and single women is located in Dededo, while the shelter for single men is located in Ordot. BOSSA provides funds for the shelters through its Foster Care funds that are 100% locally appropriated.

For Unduplicated Cases: 154 total number of cases, 419 total number of clients served at GSJ.

DD. The PCIV completed the sole source procurement request for the Guam San Jose (GSJ) Homeless Expansion Program. This GSJ expansion program is a pilot program operated by Catholic Social Services (CSS). Five renovated single family homes adjacent to the main GSJ shelter in Dededo are used for this project. The CSS held interviews for the Social Worker and Shelter Worker positions. One Social Worker, and 2 Shelter Workers were hired and began training and orientation in August 2014. The workers, Shelter Manager, and the Program Manager conducted an inspection of the 5 units on August 18, 2014. Problems were discovered that include cracks in the ceilings, water bubbles, and mildew in some areas. The workers moved in beds and other household furniture. The Guam Housing and Urban Renewal Authority (GHURA) brought in a contractor to repair the damages. The homes were recently stripped of its copper wires on 3 different occasions. A police report was made by the GHURA. Repairs to the homes continue and to date, one of the homes is not ready for occupancy. Four families are taking part in this pilot project.

EE. Alee Shelter I and II: The PCIV conducted the quarterly monitoring of the Alee I and II shelters. Alee I is located in Dededo and provides 24-hour emergency

shelter and support services for women and children who are victims of family violence. This shelter, also known as Catherine's Home, is operated by Catholic Social Services, which is a private, non-profit organization. The shelter has 10 bedrooms, each with a bathroom. The rooms are furnished with beds, cribs, lamps and clothing racks.

For FY 2014, Alee I shelter for abused women served 48 unduplicated adult clients and 10 returning clients. There were 33 children served at the Alee Shelter II. The caseworkers have found homes through locating foster homes or returned to parents.

- FF. BOSSA participated the 2014 Quality Improvement Survey and Training conducted by the Quality Improvements (QI) Team. The purpose of the survey is to assess the level of employee knowledge on QI. The results of this survey establishes the Department's QI baseline and assists in the planning and coordination of future QI training that will help reach the QI goals.

Other Accomplishments:

The Bureau continues to collaborate with other committees and organizations, government, non-government, and non-profit. Some such committees and organizations are as follows:

- **The Guam Behavioral Health & Wellness Center (GBHWC) Healing Hearts Crisis Center (HHCC):** The Bureau supervisors collaborate with GBHWC regarding sexual abuse cases and also attend monthly meetings of the Sexual Assault Steering Committee that they spearhead.
- **The Guam Memorial Hospital (GMH) Medical Social Services:** There is ongoing consultation between the Bureau and GMH regarding suspected maltreatment of their child consumers.
- **Sanctuary Case Review Committee:** Monthly case reviews for CPS clients are discussed in this meeting. Members of the committee are the Bureau's Administrator, CPS Social Services Supervisors and Sanctuary Casework Supervisors.
- **US Navy Fleet & Family Services Center (FFSC):** The Bureau conducts cross reporting of maltreatment referrals involving military dependents to their Family Advocacy Program (FAP). The Bureau also attends quarterly meetings of their Family Advocacy Committee.
- **University of Guam (UOG) Bachelor of Social Worker (BSW) Program:** Each year, the Bureau takes in student interns from the University of Guam. Each intern is assigned to a specific section and is given certain tasks. Normally, the supervisor will assign the interns to "shadow" a CPS social worker who will show

what it's like to be a social worker at the Bureau. This may involve taking this intern out into the field and performs various CPS investigations.

- **Guam Department of Education:** The Bureau continues to collaborate with DOE.
- **Healing Hearts Steering Committee (aka Sexual Assault Coalition Committee):** The Social Services Supervisors from the Intake, Crisis and Investigation Units continue to participate in the monthly steering committee meetings held on the first Thursday of the month.
- **BOSSA Administrative Case Review Committee:** This committee continues to meet monthly. At least two cases will be presented at each meeting to solicit recommendations on problem cases, as well as to randomly present cases for comments and/or feedback. Participants of this committee are the Bureau's Administrator and the Social Services Supervisors.
- **Military Case Review Committees:** The Department of the Navy and Air Force each has their committees which meet monthly to discuss cases involving military members wherein child abuse and neglect and spousal abuse are to have allegedly occurred. CPS workers are invited to participate in these committees whenever it is involved with the military family whose case is being presented and to share the outcome of its investigation and its recommendations for services for the subject family. As a result of CPS' participation, services can be coordinated to ensure that the family receives the services and such services are not duplicated.
- **Guam Early Learning Council (GELC):** The Bureau continues to collaborate with GELC. The GELC has been a major supporter of the Child Care rules and regulations.
- **Sugar Plum Tree, Incorporated:** The Home Evaluation & Placement Services Section supervisor continues to participate in the Sugar Plum Tree event. With the assistance of the staff each year, the presents are delivered to the children (clients) in time for Christmas.
- **Head Start Health Advisory Committee (HSAC):** The Home Evaluation & Placement Services Section supervisor is a member of this advisory committee, which meets on a quarterly basis.
- **Guam Police Department (GPD):** The Bureau continues to collaborate with GPD.
- **Lani Kate Task Force:** The Bureau Administrator attends the Lani Kate Task Force meeting at the Attorney General's (AG) Office. In addition to representative from the AG's office, there are representatives from the Departments of Education and Youth Affairs and the Guam Army National Guard.
- **Early Learning Initiative Council:** The Bureau Administrator attends the Early Learning Initiative Council's Early Childhood State Plan Child Maltreatment Subcommittee meeting on a quarterly basis.
- **Task Force on the Prevention of Sexual Abuse of Children:** The Bureau Administrator attends meeting of the Task Force on the Prevention of Sexual Abuse of Children at the Office of the Attorney General.

PROGRAM APPLICATION TO TITLE XX GOALS

The BOSSA subscribes to the following goals:

- To ensure the safety and well-being of children and their families.
- To minimize unnecessary separation of children from their families and to ensure permanency by strengthening the quality of services.
- To minimize trauma for children who require substitute care by ensuring they are placed in the most familial environment.
- To improve the child and family assessment process in order to accurately determine the risk to children.
- To improve the ability of parents to care for their children and empower them to take control of their problems.
- To ensure the best interest of children by providing adoption and custody services that are child-focused.
- To prevent incidences of child abuse and neglect through public education and community outreach.

As described in Section 2001 of the Title XX rule, States are encouraged to provide services directed at the following goals:

- Goal 1: Achieving or maintaining economic self-support to prevent, reduce, or eliminate dependency.
- Goal 2: Achieving or maintaining self-sufficiency, including reduction or prevention of dependency.
- Goal 3: Preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or reuniting families.
- Goal 4: Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care.
- Goal 5: Securing referral or admission for institutional care when other forms of care are not appropriate; or providing services to individuals in institutions.

State Program	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5
Child Welfare Services	X	X	X		X
Adoption, Custody, Guardianship, Termination of Parental Rights and other Home Studies		X	X		
Child Care Licensing and Family Foster Home Certification			X		
Family Preservation and Support Services	X	X	X		
Contractual Services for Women and Children who are Victims of Family Violence, Victims of Child Abuse and Neglect, and Individuals and Families who are Homeless	X	X	X		X

IV. BUDGET**COMPOSITION OF THE TITLE XX (SSBG)
CONSOLIDATED BLOCK GRANTS PROGRAM
FISCAL YEAR 2014**

PROGRAM	AMOUNT
Social Services Block Grant	\$ 272,000
Child Abuse and Neglect	65,809
Child Welfare Services	323,023
Children's Justice	59,973
Community Services Block Grant	865,386
Family Resource	200,000
Family Violence Prevention	133,521
Low Income Home Energy Assistance Program	614,279
Family Preservation and Support Services	348,279
Family Preservation and Support Services (Caseworker Visits)	17,734
Total:	\$ 2,900,004

TITLE XX (SSBG) CONSOLIDATED BLOCK GRANTS PROGRAM

Fiscal Year 2014 Expenditure (of Fiscal Year 2013 Carry Over Funds)

Account Number: 5101H131726SE134

Grant Period: 10/01/13 - 09/30/14

Object Code	Object Category	FY 2014 Appropriation	Encumbrance + Expenditure	Outstanding Encumbrances	Total Adjusted Expenditure	Expenditure (90-day Liquidation Period)	Total Adjusted Expenditure	Adjustment to		Total Adjusted Expenditure
								2013 Indirect Cost Charge)	2014 Indirect Cost Charge)	
111	Regular Salary	\$ 1,153,341.21	\$ 1,153,341.21	\$ -	\$ 1,153,341.21	\$ -	\$ 1,153,341.21	\$ -	\$ -	\$ 1,153,341.21
112	Overtime Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
113	Fringe Benefit	\$ 445,353.40	\$ 445,353.40	\$ -	\$ 445,353.40	\$ -	\$ 445,353.40	\$ -	\$ -	\$ 445,353.40
220	Travel	\$ 47,201.95	\$ 47,201.95	\$ -	\$ 47,201.95	\$ -	\$ 47,201.95	\$ -	\$ -	\$ 47,201.95
230	Contract	\$ 199,172.91	\$ 184,404.70	\$ -	\$ 172,589.03	\$ 2,580.00	\$ 175,169.03	\$ -	\$ -	\$ 175,169.03
233	Building Rental	\$ 116,710.40	\$ 116,710.40	\$ -	\$ 116,710.40	\$ -	\$ 116,710.40	\$ -	\$ -	\$ 116,710.40
240	Supplies	\$ 31,974.35	\$ 31,956.40	\$ 2.91	\$ 31,953.49	\$ -	\$ 31,953.49	\$ -	\$ -	\$ 31,953.49
250	Equipment	\$ 10,389.31	\$ 10,376.11	\$ 566.60	\$ 9,809.51	\$ 566.60	\$ 10,376.11	\$ -	\$ -	\$ 10,376.11
271	Drug Testing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
271	Charges	\$ 240.00	\$ 240.00	\$ -	\$ 240.00	\$ -	\$ 240.00	\$ -	\$ -	\$ 240.00
363	Telephone	\$ 41,073.01	\$ 37,869.25	\$ 4,564.89	\$ 33,304.36	\$ 2,293.12	\$ 35,597.48	\$ -	\$ -	\$ 35,597.48
450	Capital Outlay	\$ 6,294.36	\$ 6,294.36	\$ 6,294.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
701	Indirect Cost - Federal Program	\$ 113,778.32	\$ 113,778.32	\$ -	\$ 113,778.32	\$ -	\$ 113,778.32	\$ -	\$ -	\$ 149,586.15
Total:		\$ 2,165,529.22	\$ 2,147,526.10	\$ 23,244.43	\$ 2,124,281.67	\$ 5,439.72	\$ 2,129,721.39	\$ -	\$ 35,807.83	\$ 2,165,529.22

Note: Indirect cost rate for fiscal year 2014 is 21.17%. However, only \$149,586.15 was charged to indirect costs for fiscal year 2014.

TITLE XX (SSBG) CONSOLIDATED BLOCK GRANTS PROGRAM

Fiscal Year 2014 Expenditure (of Fiscal Year 2014 Grants)

Account Number: 5101H141726SE134

Grant Period: 10/01/13 - 09/30/14

Object Code	Object Category	Fiscal Year 2014 Appropriation	Fiscal Year 2014 Expenditure	Funds Available (Carry Over to Fiscal Year 2015)
111	Regular Salary	\$ 1,536,835.00	\$ 332,923.10	\$ 1,203,911.90
112	Overtime Salary	\$ 500.00	\$ -	\$ 500.00
113	Fringe Benefit	\$ 583,129.00	\$ 124,188.66	\$ 458,940.34
220	Travel	\$ 25,500.00	\$ 90.72	\$ 25,409.28
230	Contract	\$ 456,956.00	\$ 6,995.36	\$ 449,960.64
233	Building Rent	\$ 116,711.00	\$ -	\$ 116,711.00
240	Supplies	\$ 25,500.00	\$ -	\$ 25,500.00
250	Equipment	\$ 40,500.00	\$ 27,928.00	\$ 12,572.00
271	Drug Testing Charges	\$ 450.00	\$ -	\$ 450.00
363	Telephone	\$ 105,500.00	\$ -	\$ 105,500.00
450	Capital Outlay	\$ 5,000.00	\$ -	\$ 5,000.00
701	Indirect Cost - Federal Program	\$ 3,423.00	\$ 3,100.00	\$ 323.00
Total:		\$ 2,900,004.00	\$ 495,225.84	\$ 2,404,778.16

Note: Federal indirect cost rate for fiscal year 2014 is 21.17%.
Total fiscal year 2014 funds received is \$2,900,004.

Fiscal Year 2014 Expenditure of Foster Care Program Funds

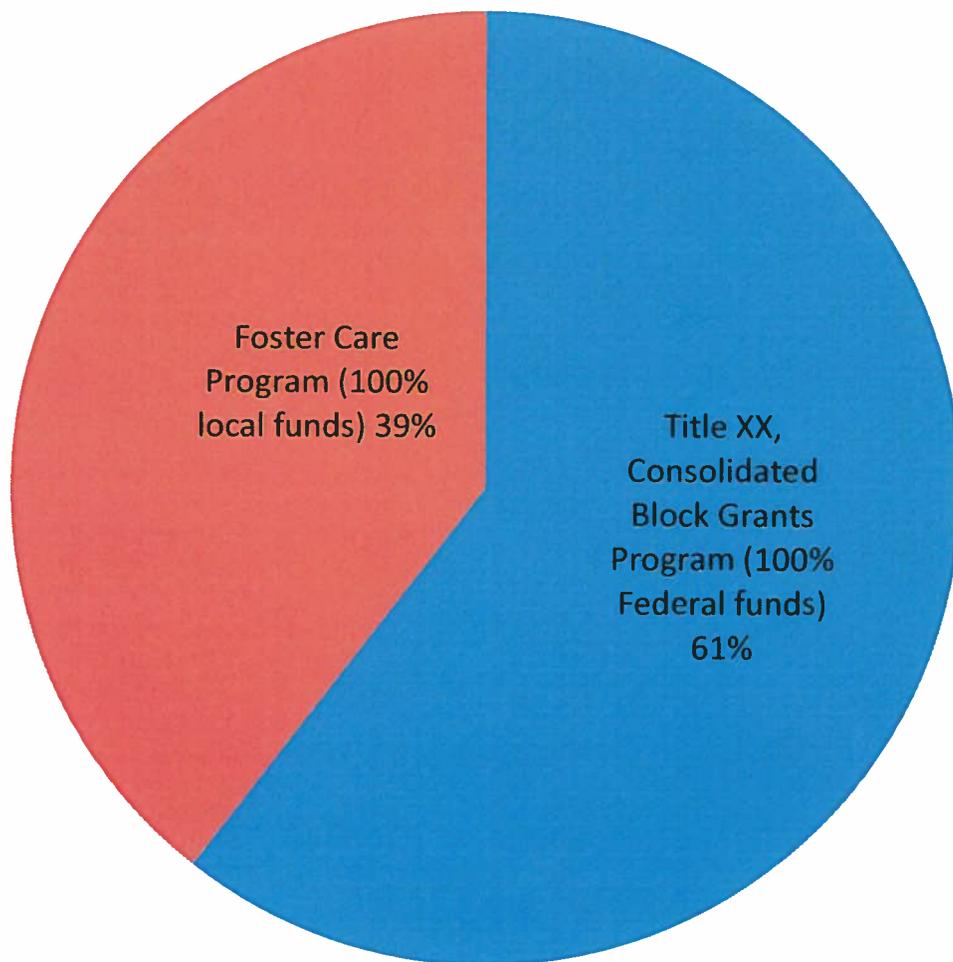
Account Number: 5100A141726MA001

Expense Period: 10/01/13 - 09/30/14

Object Code	Object Category	FY 2013 Appropriation	Encumbrance + Expenditure	Ousting Encumbrances	Adjusted Expenditure	Expenditure (90-day Liquidation Period)	Funds Available
111	Regular Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
112	Overtime Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
113	Fringe Benefit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
220	Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
230	Contract	\$ 1,164,353.50	\$ 1,150,223.04	\$ 12,290.00	\$ 1,137,933.04	\$ -	\$ 26,420.46
233	Building Rent	\$ 58,356.00	\$ 58,355.20	\$ -	\$ 58,355.20	\$ -	\$ 0.80
240	Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
250	Equipment Drug Testing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
271	Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
290	Miscellaneous	\$ 670,647.00	\$ 592,230.95	\$ -	\$ 592,230.95	\$ -	\$ 78,416.05
363	Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
450	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:		\$ 1,893,356.50	\$ 1,800,809.19	\$ 12,290.00	\$ 1,788,519.19	\$ -	\$ 104,837.31

Note: Foster Care program funds are 100% locally funded.

**Total Funds Received by the Bureau of Social Services
Administration
FY 2014**



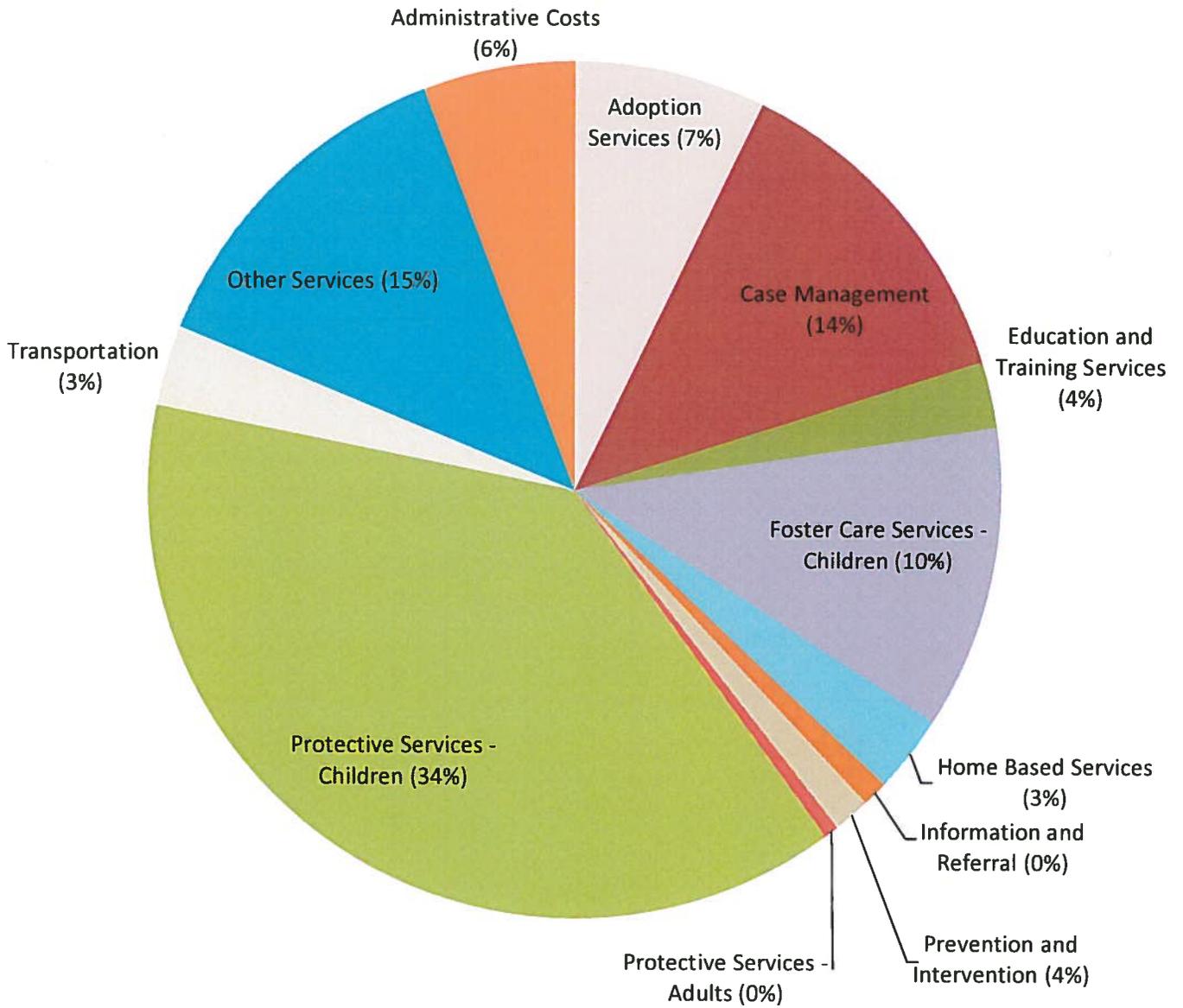
Foster Care Funds: \$1,893,357

Title XX Funds: \$2,900,004

FY2014 Expenditure of Title XX (SSBG) Funds

- | | |
|---|---|
| <ul style="list-style-type: none"> ■ Adoption Services (\$192,278) ■ Education and Training Services (\$66,783) ■ Home Based Services (\$78,984) ■ Prevention and Intervention (\$37,640) ■ Protective Services - Children (\$1,017,558) | <ul style="list-style-type: none"> ■ Case Management (\$343,299) ■ Foster Care Services - Children (\$303,424) ■ Information and Referral (\$25,441) ■ Protective Services - Adults (\$14,410) ■ Transportation (\$80,816) |
|---|---|

Other Services include: Day Care Licensing and Monitoring, Child Custody Homestudy, Homestudy to Determine Appropriate Placement for Children, and Family Foster Home, Group Home, and Therapeutic Foster Home Certification



Sum of Expenditures for Services and Administrative Costs: \$2,660,755

Bureau of Social Services Administration
Staffing Pattern
Fiscal Year 2015

POSITION NO.	POSITION TITLE	NAME OF EMPLOYEE	PAY GRADE/STEP	SALARY	INCREMENT DATE	INCREMENT AMOUNT	BENEFITS	TOTAL
ADMINISTRATION								
6869	Human Services Program Administrator	Rodriguez, Linda B.	R 02	68,110	09/2/15	-	24,113	92,223
6879	Social Services Supervisor II	Ada, Narcissa P.	P 04	62,037	09/30/15	-	22,272	82,045
ADMINISTRATIVE SERVICES UNIT								
6733	Administrative Assistant	Barcinas, Angelina Rose B.	J 02	32,253	10/07/15	-	13,238	45,491
6954	Administrative Assistant	Vacant	J 01	-		-	-	0
6820	Word Processing Secretary II	Carman, Rosemary D.	H 09	35,287	04/20/15	-	15,336	50,623
6957	Word Processing Secretary II	Vacant	H 01	-		-	-	0
6970	Administrative Aide	Paulino Jr., Jaime D.S.	F 03	24,960	12/10/15	-	14,856	39,816
6870	Clerk III	Vacant	E 01	-		-	-	0
6897	Public Health and Social Service Aide	Vacant	E 01	-		-	-	0
6797	Auxiliary Worker	Borja, Chaz Joel C.	B 03	17,983	05/01/15	-	8,105	26,088
SUBTOTAL:				240,630		-	97,920	338,550
PROGRAM MANAGEMENT SECTION								
6734	Program Coordinator IV	Ignacio, Elizabeth I.	O 05	57,900	05/02/15	-	20,671	78,571
6976	Program Coordinator III	Duerosan, Lerna G.	N 03	48,490	05/01/15	-	17,709	66,199
6971	Program Coordinator III	Willsey, James A.	N 03	48,490	08/01/15	-	18,935	67,425
6956	Program Coordinator II	Vacant	M 01	-		-	-	0
6867	Program Coordinator I	Vacant	L 01	-		-	-	0
6796	Management Analyst I	Vacant	K 01	-		-	-	0
SUBTOTAL:				154,880		-	57,315	212,195

Bureau of Social Services Administration
Staffing Pattern
Fiscal Year 2015

CHILD PROTECTIVE SERVICES SECTION

6894	Social Services Supervisor I	Gadia, Arlene T.	N 07	56,268	02/26/15	-	20,525	76,793
6922	Social Services Supervisor I	Carbullido, Tecla MP.	N 04	50,328	02/24/15	-	16,491	66,819
6849	Social Services Supervisor I	Santos, Geraldine R.	N 02	46,720	02/24/15	-	15,355	62,075

CPS Intake Unit

6878	Social Worker III	Olkerill, Shirley	N 03	48,490	12/11/15	-	19,535	68,025
6896	Social Worker II	Roduk, Wilbert	M 03	43,910	11/13/15	-	13,966	57,876

CPS Crisis Intervention Unit

6886	Social Worker III	Reyes, Rosalind S.	N 03	48,490	05/27/15	-	20,342	68,832
6889	Social Worker III	Delgado, Maeleen D.	N 03	48,490	12/03/15	-	16,614	65,104

CPS Investigation Unit

6693	Social Worker III	Brewster, Pamela B.	N 02	46,720	03/28/15	-	15,355	62,075
6017	Social Worker III	Roberto, Norma J.	N 02	46,720	02/13/15	-	15,355	62,075
6691	Social Worker III	Tommy, Rockhudson B.	N 02	46,720	03/25/15	-	22,269	68,989
6884	Social Worker III	Chapa, Mona Ramona	N 02	46,720	04/01/15	-	18,162	64,882
6882	Social Worker III	Vacant	N 01	-	-	-	-	0
6876	Social Worker III	Vacant	N 01	-	-	-	-	0
6692	Social Worker III	Vacant	N 01	-	-	-	-	0
6877	Social Worker II	Marquez, Craig Alan M.	M 01	40,762	05/05/15	-	20,394	61,156
6688	Social Worker II	Quinto, Doris M.	M 01	40,762	05/19/15	-	20,394	61,156
6875	Social Worker II	Vacant	M 01	-	-	-	-	0
6872	Social Worker II	Vacant	M 01	-	-	-	-	0

CPS Case Management Unit

6968	Social Worker III	Quinata, Sandra G.	N 05	52,235	01/10/15	-	19,256	71,491
6015	Social Worker III	Fausto, Lydia M.	N 05	52,235	09/23/15	-	21,272	73,507
6018	Social Worker III	Gaba, Rhoda C.	N 03	48,490	09/15/15	-	18,162	66,652
6860	Social Worker III	Nagal, Vanessa L.	N 02	46,720	03/30/15	-	20,342	67,062
6687	Social Worker III	Vacant	N 01	-	-	-	-	0

Bureau of Social Services Administration
Staffing Pattern
Fiscal Year 2015

*6794	Social Worker III	Vacant	N 01	-	-	-	0
SUBTOTAL:				810,780	-	313,789	1,124,569
HOME EVALUATION AND PLACEMENT SERVICES SECTION							
6958	Social Services Supervisor I	San Nicolas, Mara L.	N 02	46,720	06/20/15	-	63,871
Licensing Unit							
6969	Social Worker III	Senior, Sarah T.	N 04	50,328	08/11/15	-	69,048
6868	Social Worker III	Chugrad, Cynthia L.	N 03	48,490	02/26/15	-	66,567
6690	Social Worker III	Vacant	N 01	-		-	0
*6795	Social Worker III	Vacant	N 01	-		-	0
Adoption/Custody Unit							
6874	Social Worker III	Escalera, Crispina N.	N 07	56,268	03/23/16	-	73,983
6880	Social Worker III	Iwashita, Grace G.	N 04	50,328	08/05/15	-	66,241
6016	Social Worker III	Vacant	N 01	-		-	0
SUBTOTAL:				252,134	-	87,576	339,710
FAMILY SERVICES SECTION							
6975	Social Services Supervisor I	Muyco, Mae Fe D.	N 03	48,490	02/01/15	-	71,317
Family Preservation Unit							
6881	Social Worker III	Vacant	N 01	-		-	0
Family Support Services Unit							
6973	Homemaker	Salas, Norma J.	G 03	26,638	02/07/15	-	41,876
6959	Homemaker	Quitugua, Rita B.	G 03	26,638	12/10/15	-	40,058
6972	Homemaker	Quinene, Julia S.A.	G 02	25,666	07/11/15	-	34,099
6694	Homemaker	Aguon, Jenai A.	G 02	25,666	06/18/15	-	37,679

Bureau of Social Services Administration
 Staffing Pattern
 Fiscal Year 2015

6974	Homemaker	Dungca, Victoria A.	G 02	25,666	11/05/15	-	8,433	37,679
6891	Homemaker	Roberto, Territa S.	G 02	25,666	10/21/15	-	8,433	34,099
SUBTOTAL:				204,430		-	88,797	293,227
TOTAL:				1,662,854		-	645,397	2,308,251

Notes:

* Positions funded under the local Foster Care Program account.

Part A. Estimated Expenditures and Proposed Provision Method

OMB NO.: 0970-0234

EXPIRATION DATE: 11/30/2017

STATE: Guam	FISCAL YEAR: 2014	REPORT PERIOD: 10/01/13 - 09/30/14
Contact Person: Linda B. Rodriguez	Phone Number: (671) 475-2653/2672	
Title: Human Services Program Administrator	E-Mail Address: linda.rodriguez@dphss.guam.gov	
Agency: Department of Public Health & Social Services	Submission Date:	

Service Supported with SSBG Expenditures	SSBG Expenditures		Expenditures of All Other Federal, State and Local funds**	Total Expenditures	Method	
	SSBG Allocation	Funds transferred into SSBG*			Public	Private
1 Adoption Services	192,278		5,851	198,130	X	
2 Case Management	343,299		8,189	351,487	X	
3 Congregate Meals						
4 Counseling Services						
5 Day Care--Adults						
6 Day Care--Children						
7 Education and Training Services	66,783		1,753	68,536	X	
8 Employment Services						
9 Family Planning Services						
10 Foster Care Services--Adults						
11 Foster Care Services--Children	303,424		597,811	901,235	X	X
12 Health-Related Services						
13 Home-Based Services	78,984		0	78,984	X	
14 Home-Delivered Meals						
15 Housing Services						
16 Independent/Transitional Living Services						
17 Information & Referral	25,441		292	25,733	X	
18 Legal Services						
19 Pregnancy & Parenting						
20 Prevention & Intervention	37,641		2,926	40,566	X	
21 Protective Services--Adults	14,410		323,612	338,022	X	X
22 Protective Services--Children	1,017,558		693,725	1,711,282	X	X
23 Recreation Services						
24 Residential Treatment						
25 Special Services--Disabled						
26 Special Services--Youth at Risk						
27 Substance Abuse Services						
28 Transportation	80,816		4	80,820	X	
29 Other Services***	346,564		10,239	356,803	X	
30 SUM OF EXPENDITURES FOR SERVICES	2,507,197		1,644,401	4,151,598		
31 Administrative Costs	153,558		144,118	297,676		
32 SUM OF EXPENDITURES FOR SERVICES AND ADMINISTRATIVE COSTS	2,660,755		1,788,519	4,449,274		

* From which block grant(s) were these funds transferred?

N/A

** Please list the sources of these funds:

Foster Care Program (100% Locally Funded)

*** Please list other services:

See Below

Other Services***	SSBG Expenditures		Expenditures of All Other Federal, State and Local funds**	Total Expenditures	Provision Method	
	SSBG Allocation	Funds Transferred into SSBG			Public	Private
Day Care Licensing and Monitoring	98,578		2,048	100,626	X	
Child Custody Homestudy	200,875		5,851	206,727	X	
Homestudy to Determine Appropriate Placement for Children	10,870		292	11,163	X	
Family Foster Home, Group Home & Therapeutic Foster Home Certification	36,240		2,048	38,288	X	
TOTAL FOR OTHER SERVICES:	346,564		10,239	356,803		

Part B. Estimated Recipients

OMB NO.: 0970-0234

EXPIRATION DATE: 11/30/2017

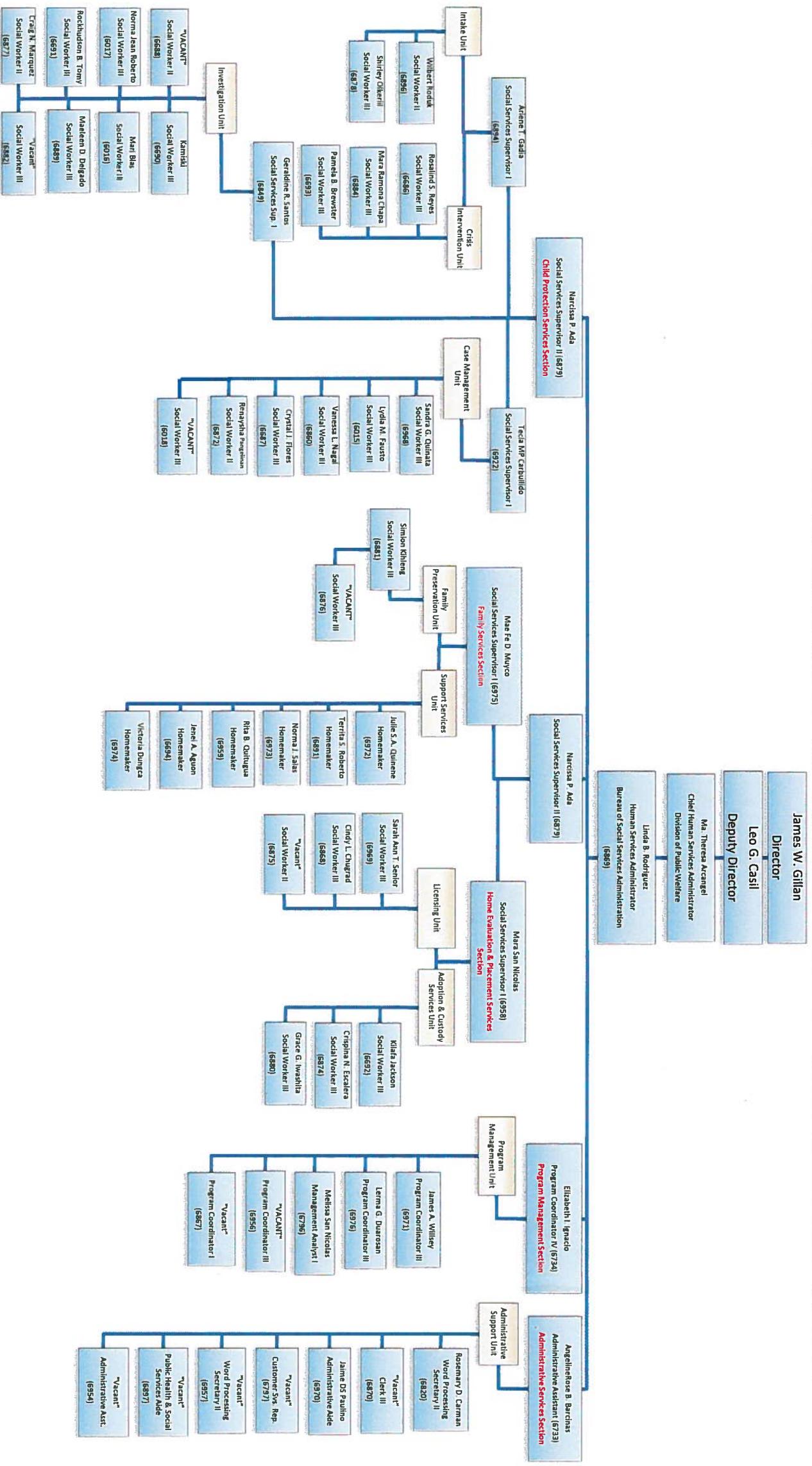
STATE: Guam
FISCAL YEAR: 2014

Service Supported with SSBG Expenditures	Children	Adults			Total Adults	Total
		Adults Age 59 Years & Younger	Adults Age 60 Years & Older	Adults of Unknown Age		
1 Adoption Services	64	73	19	0	92	156
2 Case Management	239	159	0	0	159	398
3 Congregate Meals						
4 Counseling Services						
5 Day Care--Adults						
6 Day Care--Children						
7 Education and Training Services	3004	2190	0	0	2190	5194
8 Employment Services						
9 Family Planning Services						
10 Foster Care Services--Adults						
11 Foster Care Services--Children	236	0	0	0	0	236
12 Health-Related Services						
13 Home-Based Services	238	31	0	0	31	269
14 Home-Delivered Meals						
15 Housing Services						
16 Independent/Transitional Living Services						
17 Information & Referral	0	54	0	0	54	54
18 Legal Services						
19 Pregnancy & Parenting						
20 Prevention & Intervention	0	0	0	0	0	0
21 Protective Services--Adults	0	241	13	0	254	254
22 Protective Services--Children	749	0	0	0	0	749
23 Recreation Services						
24 Residential Treatment						
25 Special Services--Disabled						
26 Special Services--Youth at Risk						
27 Substance Abuse Services						
28 Transportation	309	28	0	0	28	337
29 Other Services***	85	201	12	0	213	298
30 SUM OF RECIPIENTS OF SERVICES	4924	2977	44	0	3021	7945

Other Services***	Children	Adults			Total Adults	Total
		Adults Age 59 Years & Younger	Adults Age 60 Years & Older	Adults of Unknown Age		
Day Care Licensing and Monitoring	0	39	4	0	43	43
Child Custody Homestudy	79	97	4	0	101	180
Homestudy to Determine Appropriate Placement for Children	6	6	0	0	6	12
Family Foster Home, Group Home & Therapeutic Foster Home Certification	0	59	4	0	63	63
TOTAL FOR OTHER SERVICES:	85	201	12	0	213	298

ORGANIZATIONAL CHART: BUREAU OF SOCIAL SERVICES ADMINISTRATION (BOSSA)

Appendix I



100% Federally Funded (Title XX) Positions Above

Unfunded Local (Foster Care) Positions: 1) Social Worker III (6794) 2) Social Worker III (6795) not shown above

Updated by: jaw

