

**Title XX
Consolidated Block Grants Program
FY 2014 Pre-expenditure Report**

**Start Date: October 1, 2013
End Date: September 30, 2014**



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CERTIFICATION

I HEREBY SUBMIT TO THE PEOPLE OF GUAM AND THE FEDERAL GOVERNMENT A REPORT OF OUR INTENDED USE OF THE TITLE XX, CONSOLIDATED BLOCK GRANTS PROGRAM FUNDS FOR THE PERIOD OF 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 TITLE XX, CONSOLIDATED BLOCK GRANTS PROGRAM WITHIN THE ISLAND OF GUAM.



James W. Gillan, Director

Guam Department of Public Health and Social Services

8.23.13
Date

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GUAM'S TITLE XX CONSOLIDATED BLOCK GRANTS PROGRAM

REPORT OF SERVICES FOR FISCAL YEAR 2014

INTRODUCTION

This annual Pre-expenditure Report, submitted by the Guam Department of Public Health and Social Services (DPHSS), is the report on the intended use of 100% federal grant funds in accordance with Section 2004 of the Title XX Social Services Block Grant (SSBG) Rule. Guam's Title XX, Consolidated Block Grants State Plan for fiscal year 2014 will continue to focus on the provision of comprehensive services for Guam's vulnerable children and their families. Grant funds will be spent in accordance with Section 2002 of the SSBG Rule.

The Title XX, Consolidated Block Grants program is funded through the consolidation of various block grants. This is authorized in 45 CFR Part 97.10 – 97.16, Consolidation of Grants to the Insular Areas. The nine (9) block grants included in the consolidation include the following: Child Abuse and Neglect, Child Welfare Services, Children's Justice, Community Service Block, Community-Based Family Resource, Family Violence Prevention, Family Preservation and Family Preservation Caseworker Visits, Low Income Home Energy Assistance, and Social Services Block Grant Programs.

These block grants, with the exception of the Social Services Block Grant, shall serve merely as funding sources. **No Community Services Block Grant funds will be expended by Guam for the fiscal year 2014**, as it is the intent of the Guam Department of Public Health and Social Services to consolidate the above block grants and spend the amount of \$3,422,066.00 under the authority of the Social Services Block Grant (Tile XX) rule.

In the anticipation of the implementation of pay adjustments as recommended by the Government-wide Position, Classification, Compensation and Benefits Study Plan, pursuant to Public Law 30-196, an increase on the personnel wages and benefits is included in the estimated budget proposal. Another significant change within the new pay system is the salary increment schedule. An employee whose performance evaluation is conducted after 18 or 24 months will now be evaluated on a yearly basis in accordance with the revised pay policies. The P.L. 30-196 was signed as law by the Governor of Guam on September 1, 2010.

Guam's Title XX State Plan incorporates protective services for children (to include foster care and case management), adoption social studies, child custody case assessments, family preservation and support services, child care licensing and monitoring, family foster home certification, and child abuse and neglect prevention, education and community outreach. To meet the needs of children and families, all available service resources will be explored. This will include public and private agencies, and the local community. Increased collaboration with community partners has been an important function for effective service delivery. These services are all provided by the Bureau of Social Services Administration (BOSSA) of the DPHSS. The mission of BOSSA is **to provide protective services to children and strengthen their families.**

The California/Nevada Community Action Partnership (Cal/Neva) and the Guam Community Services Block Grant (CSBG) agreed to formalize their working relationship as member of the Region IX Performance and Innovation Consortium (RPIC). The Cal/Neva will serve as the fiscal agent and coordinate for Region IX (RPIC), collaborate with CSBG Guam to support capacity building and exemplary practices and provide funds to Guam for capacity building efforts.

Guam's population is expected to increase due to plans by the U.S. Military to relocate an estimated 5,000 U.S. Marines and their dependents from Okinawa to Guam. This relocation is expected to occur in the future. According to the Guam Demographics Profile 2013, there were an estimated 159,914 people on Guam as of July 2012, 183,286 in 2011 and were approximately 178,000 in 2010. The number of school-age children on Guam is more than 34,000.

In the anticipation of the Military build-up on Guam, a budget estimate was completed that reflects the increase in the number of children and families that will be served as well as the increase in operational costs as a result of this massive move. This budget will be updated as new information is received.

The Bureau has been without an automated management information system since late 1999 and has operated on a contingency mode for many years. As a result of the DPHSS Request for Proposal (RFP) 2004-01, the RFP committee had selected Data Management Resources (DMR) to be the most qualified vendor to develop a system for BOSSA and other DPHSS programs. Bureau staff attended a series of system application training sessions with the vendor that began in September 2005. Testing of this system continued in 2010 up to the present time.

The Bureau held a scheduled meeting with the System Administrator to discuss concerns with the newly developed software for the Child Welfare Management Information System. Plans were made to meet with the vendor to find solutions to minimize the number of screens that must be completed before a new referral can be processed for Child Protective Services reports. Problems encountered with the other programs will be addressed. To date, no solutions have been offered by the vendor to minimize the screens.

To date, no payments have been made to the vendor until the system is accepted.

To continue to protect our children, the Acting Bureau Administrator has been very active in meetings and discussions with different government entities and organizations on the child welfare and other legislation during the past few months. The following laws were achieved under the 31st Guam Legislature in previous years:

- 1) Public law 31-7 – This law is relative to the statute of limitations for civil actions involving child sexual abuse. This law was signed on March 9, 2011.

- 2) Public Law 31-9 – This law is relative to bullying, cyber bullying and sexting. This law was signed on March 9, 2011.
- 3) Public Law 31-62 - This law is relative to establishing the Guam Early Learning Council for Guam’s Early Childhood Comprehensive System. This law was signed on May 24, 2011.
- 4) Public Law 31-69 – This law is relative to the statute of limitations on crimes of first or second degree criminal sexual conduct. This law was signed on May 24, 2011.
- 5) Public law 31-73 – This law is relative to Child Care Facilities and Group Child Care Homes. This law was signed on June, 2011.
- 6) Public law 31-97 - This law is relative to creating a Task Force on the Prevention of Sexual Abuse of Children within the Child Protective Act. The law was signed on September 30, 2011.
- 7) Public Law 31-250 – This law is relative to the creation of the “Guam Social Work Practice Act”. This law was signed into law on December 10, 2012.

To ensure that Guam’s children are safeguarded, the Bureau had developed a pandemic influenza and continuity of operations plan. For the pandemic influenza plan, the target population will be those children who become abandoned, orphaned or displaced and whose parents or other caregivers are unavailable or will no longer be able to care for them as a result of a pandemic. These plans will be updated as necessary.

Additionally, the Department continues to partner with different organizations to maintain vigilance with the latest updates from the Centers for Disease Control (CDC) and the World Health Organization (WHO) to keep residents informed with the latest information about H1N1 (Swine) flu and other conditions. The public is urged to continue to monitor official public health releases via television, radio, and print information.

The number of child abuse and neglect (CAN) referrals had increased and compelled the Bureau to seek recruitment for additional workers to fill positions that have been vacated by staff in the past years. The Bureau received 1,988 CAN referrals for fiscal year 2012, 1,897 CAN referrals for fiscal year 2011 and 1,403 referrals for fiscal year 2010. In previous years, the Bureau received 1,171 referrals for fiscal year 2009, and 1,176 referrals for fiscal year 2008.

In keeping with its mission, BOSSA aims to prevent staff burnout by providing them with manageable caseloads. This can only be accomplished with an adequate complement of staff. During the year of 2013, the Bureau Administrator, two (2) Social Service

Supervisor IIs (SSSII), one (1) SSSI, one (1) Program Coordinator III, and one (1) Management Analyst III retired from the Department. Bureau Supervisors alternate as the Bureau Acting Administrator in addition to their duties performed within their sections. Other staff was given additional duties to engage to accomplish the goals and objectives of their respective programs.

The Administrative Assistant and one (1) Homemaker were promoted to another section within the Division. There are four (4) vacant Social Workers III and one (1) Social Worker II positions. Nonetheless, two (2) Homemakers were selected and reported to work last year and two (2) Social Workers this year.

Recruitment of vacant BOSSA positions is ongoing with the Department of Administration (DOA). The DOA is responsible for certifying eligible applicants for various positions for the agencies of the Government of Guam. On August 6, 2013, interviews were held for the Human Services Program Administrator (position no. 6869). This position was vacated on December 28, 2012. To date, 10 other BOSSA positions are pending recruitment with DOA and awaiting the certified list of applicants. Some of these have been vacant since fiscal year 2011. The positions include the following: 2 Social Services Supervisor II (position nos. 6879 and 6958), 2 Social Services Supervisor I (position nos. 6975 and 6692), 1 Management Analyst III (position no. 6796), 1 Program Coordinator II (position no. 6956), 1 Administrative Assistant (position no. 6733), and 1 Homemaker (position no. 6891).

Other state resources will be utilized to achieve the Title XX State Plan goals. One hundred percent local funds (Foster Care Program) are appropriated annually to BOSSA in support of the Bureau goals. The Bureau was awarded \$2,139,021.00 for fiscal year 2013 under this local funding.

This Pre-expenditure Report describes the services provided by the Bureau of Social Services Administration and its plans to administer the fiscal year 2014 Title XX grant in order to accomplish its primary mission. The grant period begins October 1, 2013 to September 30, 2014.

STATE AGENCY

I. OVERVIEW OF STATE AGENCY

The Bureau of Social Services Administration of the Department of Public Health and Social Services is headed by a Human Services Program Administrator. The Human Services Program Administrator oversees five Bureau sections. The five sections are Child Protective Services, Home Evaluation and Placement Services, Family Services, Program Management and Administrative Services Sections.

To accomplish its mission, BOSSA formulated the following goals that are in concert with the SSBG goals:

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

II. SERVICES PROVIDED BY THE AGENCY

A. 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 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 preserve family stability to the maximum extent possible.

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.

Public Law 31-97, the new article to Chapter 13 of Title 19, Guam Code Annotated (GCA), relative to creating a task force on the prevention of sexual abuse of children within the Child Protective Act is to gather information concerning child sexual abuse throughout Guam, and receive reports and testimony from individuals, Government of Guam agencies, community-based organizations, and any other public and private organizations create goals for local policy that would prevent child sexual abuse and to submit report with its recommendations.

The individuals served by CPS include children reported for abuse and neglect 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.

CPS Section is comprised of four Units: Intake, Crisis Intervention, Investigation and Case Management Units.

- a) The **Intake Unit** receives information of child maltreatment, screens reports, 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 consists of Social Workers who conduct risk assessment over the child and determines the immediacy of the response based on information received. All reports are registered into the Child Abuse and Neglect Registry. The Social Workers also assist in the Crisis Unit and are alternates for on-call for crisis response.
- b) The **Crisis 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). The Social 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, power

of attorney, declarations and notifications of removal to parents. The Unit responds to crisis twenty-four hours a day, seven days a week. The CPS Supervisors and Social 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 Intake and Investigation Units during non-crisis periods. The Social Workers assist with Intake and may also be assigned cases to conduct court-ordered risk assessments.

- c) The **Investigation Unit** conducts case investigations to determine if child abuse and 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 for validated cases and appearance at court hearings.

The Investigation Unit consists of Social Workers who conduct the following:

- 1) Interview and assess child and family members and other relevant parties.
- 2) Obtain necessary medical evaluation.
- 3) Collect relevant social data.
- 4) Determine whether or not abuse occurred.
- 5) Estimate risk to the child.
- 6) Seek police or court authority as necessary and ensure the safety of the child, and execute protective custody authority if indicated.
- 7) Ensure necessary legal documents are prepared for subsequent court proceedings for those children requiring substitute care.
- 8) Ensure that once a case is validated, a Service Plan Agreement (SPA) is developed and will be implemented by the Case Management Unit.

- d) The **Case Management Unit** receives those cases designated as needing continuing services. This Unit is accountable for the implementation and monitoring of service plan agreements, 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, and the coordination and participation in Case Review Treatment Team meetings with other agencies.

The Case Management Unit consists of Social Workers who conduct the following:

- 1) Ensure that the service plan agreement process and goals are understood by the child and family during interview.
- 2) Prepare timely permanency plans to secure placements for children who have been removed from their homes.
- 3) Ensure support services are activated immediately thereafter. Ongoing 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 nonviolent way.

B. HOME EVALUATION AND PLACEMENT SERVICES SECTION

The Home Evaluation and Placement Services (HEPS) Section is comprised of two units: Adoption and Custody, and the Licensing Units.

This section conducts individual and family assessments for adoption, child custody cases, family foster care placements, termination of parental rights and guardianship. Off-island requests from other agencies are received to conduct home assessments for placements to determine suitability. The HEPS provides post placement services (monitoring) in adoption cases. In addition, this section provides the certification of family foster homes for children requiring substitute care in foster homes. The section also monitors and licenses child care facilities within the provisions mandated by law.

The individuals served by HEPS 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. Services are available to all. There are no income eligibility criteria. However, applicants must meet specific program and licensing requirements.

The Home Evaluation and Placement Services Section consist of the Social Service Supervisor II who oversees the section and Social Workers who conduct the following:

- 1) Receive and evaluate applications for individuals and families interested in adoption and foster care.
- 2) Receive court orders to conduct social studies for petitions or cases filed in court for Adoption, Termination of Parental Rights, Guardianship and Custody.
- 3) Safeguard the “best interest” concept of children by providing thorough and comprehensive individual and family assessments.
- 4) Provide shelter and supportive services to children in the Department’s legal custody in accordance with an established permanency plan.
- 5) Match children with foster families and adoptive applicants.
- 6) Recruit, orient, obtain training, support and monitor family foster homes.
- 7) Conduct staff qualifications and facility evaluation for the issuance or renewal of child care licenses.
- 8) Monitor all licensed child care facilities annually.
- 9) Update the standards for licensed child care facilities to ensure the protection and well-being of children being served.
- 10) Work with the Program Management Section Program Coordinator in the development of the standard operating procedures and forms for the section.

C. FAMILY SERVICES SECTION

The Family Services Section (FSS) is divided into two Units: Promoting Safe and Stable Families Program and Family Support Services.

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

Family Support Services 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. In addition, this program develops and implements a foster home recruitment program and training of foster families.

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 CPS Section for suspected abuse and neglect.
- 2) Referrals to FSS can come from any source within the CPS 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.
- 7) Work with the Program Management Section Program Coordinator in the development of the standard operating procedures, update and develop forms for the section.

The FSS consists of Social Workers and Para-professional Homemakers. In addition to working with children and families, they also conduct the following activities:

- 1) Deliver child abuse prevention training presentations upon request.
- 2) Participate in and support community events affecting children and families.
- 3) Develop and implement activities for child abuse and neglect prevention throughout the year.
- 4) Conduct education and community awareness activities for the prevention of child abuse and neglect.
- 5) Develop a volunteer program for the Bureau to assist in community efforts for recruitment of foster families and child abuse and neglect prevention activities.
- 6) Develop and implement annual activities for Child Abuse Prevention Month in April.

- 7) Collaborate and coordinate efforts with community agencies and organizations.
- 8) Provide Homemaker services that are Para-professional services in the home to assist families in caring properly for their children. Homemaker services include budgeting, nutrition, basic parenting skills, parental support, transportation, supervised visitations, cooking, etc.
- 9) Increase recruitment efforts for foster families.
- 10) Create culturally relevant curriculum to address child abuse and neglect issues, including training modules for community and staff presentations.
- 11) Support the Foster Families Association.
- 12) Compile statistical data on family preservation and support service cases.

D. PROGRAM MANAGEMENT SECTION

The Program Management Section (PMS) consists of Program Coordinators and Management Analyst personnel who oversee the planning, monitoring and evaluation of programs. The goal of PMS is to maintain a viable grants management system that supports the continuity of human services. Individuals served by PMS are program staff, foster care service providers, service contract providers and the community at large. There are no eligibility criteria as services are available to all.

The Program Management Section:

- 1) Develop policies and procedures. Continue to develop procedures for the Bureau.
- 2) Monitor and evaluate the programs.
- 3) Manage service contracts.
- 4) Maintain the Child Welfare Management Information System.
- 5) Assist in management research projects and other special projects.
- 6) Analyze federal and local legislation and its impact on child and family welfare programs.
- 7) Develop and implement the Bureau corrective action plans.

- 8) Conduct fiscal management, grant writing and prepare reports.
 - a) Prepare quarterly and annual progress reports
 - b) Prepare the annual Title XX Pre-expenditure and Post expenditure Reports
 - c) Prepare annual financial reports (SF 425)
 - d) Prepare program statistical reports
 - e) Prepare federal and local budgets
- 9) Prepare contingency plans.
- 10) Conduct staff training needs analysis.
- 11) Provide notary services.
- 12) Develop the new employee orientation plan.
- 13) Provide assistance to the Administrative Services Section when necessary.

E. ADMINISTRATIVE SERVICES SECTION (ASS)

The Administrative Services Section supports the programs, personnel and facility of the agency. Personnel working within ASS include the following positions: Administrative Assistant, Word Processing Secretary II, Administrative Aide, Public Health and Social Services Aide, Clerk III and Auxiliary Worker. ASS also utilizes participants from the Community Work Experience Program and other work training programs to perform various clerical works.

ASS provides services for program staff, foster care providers and the community at large. There are no eligibility criteria as services are available to all. Listed below are the service activities of ASS:

- 1) Fiscal operation
 - a) To process foster care maintenance payments to licensed foster families, relative foster families, therapeutic foster families and group foster homes.

- b) Maintain the petty cash account that is used for disbursement of cash to fund the emergency needs of children upon removal from their home and who must come into the agency's protective custody.
 - c) Establish the overtime plan for the Bureau.
 - d) Process mileage reimbursement claims for workers who must use their private vehicles for official purposes, in the absence of government vehicles.
 - e) Procure necessary materials, equipment, public vehicle, travel authorizations, and various contractual services utilizing local and federal accounts as outlined in the budget summary.
 - f) Assist in the preparation of the local and federal budgets.
- 2) Records management
- a) Ensure that confidentiality is maintained for all client case files.
 - b) Maintain of the child abuse and neglect registry.
 - c) Ensure adherence to records management procedures outlined by the Guam General Services Agency.
- 3) Personnel management
- a) Prepare personnel plans for all staff and ensure that annual work plans and performance evaluation reports are completed.
 - b) Conduct bi-weekly payroll services.
 - c) Prepare and submit justifications and other documents for recruitment of staff.
 - d) Coordinate staff training and development.
- 4) Maintain administrative case files
- Ensure completeness of all files in order to sustain tracking and accountability.
- 5) Maintain office and property management

- a) Prepare the annual lease agreement for the office building and assure the upkeep of the building so that the office environment is conducive for work and is pleasant for clients who seek services.
 - b) Conduct weekly maintenance of vehicles that are needed for transporting minors in need of counseling services, foster care placements, visitations with parents, and for use in providing Homemaker services, and in-home intensive family preservation services for children and their families.
- 6) Inventory control
- 7) Conduct periodic inventory of all government equipment.
- 8) Mail operations
- 9) Secretarial services
- a) Provide typing and formatting of court reports necessary for cases of Juvenile Special Proceedings.
 - b) Ensure that essential documents are routed timely.
- 10) Receptionist duties
- a) Link telephone referrals to the appropriate program Intake staff.
 - b) Guide clients who walk in for services to the respective program staff.

SERVICE GOALS AND ACTIVITIES FOR FISCAL YEAR 2014

I. CHILD PROTECTIVE SERVICES

The number of school aged children on Guam is estimated to be a little over 34,000. The CPS Section provides services to protect children of all ages whose physical, mental and emotional well-being is at risk due to actions of people responsible for the child's care.

The number of CAN referrals received by the CPS Section in the last fiscal year had increased from the previous fiscal year. For 3rd quarter of this fiscal year FY 2013, there were 1,518 CPS referrals received which involved 2,133 children who were subject of a CPS report. There were 85 referrals received by the Crisis Unit and 117 children involved in crisis cases.

The CPS Intake Unit received 1,988 referrals in fiscal year 2012, which involved 3,064 children subject of CPS report and 4,434 maltreatment reports. In fiscal year 2011, there were 1,897 CPS referrals received which involved 2,512 children and 3,294 maltreatment reports. There were 1,403 referrals received in fiscal year 2010 which involved 2,032 children and 1,991 maltreatment reports.

For the 3rd quarter of the fiscal year 2013, there were 17 cases involving service members or their dependents, for 2nd quarter of fiscal year 2013, CPS received 29 cases involving service members or their dependents and for 1st quarter, there were 10 military cases received. For fiscal year 2012, CPS received 151 cases involving military service members or their dependents. In fiscal year 2011, there were 107 referrals received of military dependents.

CPS received a total of 569 referrals for the 1st, 2nd and 3rd quarter of FY 2013 that involves the Freely Associated States (FAS). The United States ties to the three FAS - the Federated States of Micronesia (FSM), the Republic of Marshall Islands (RMI), and the Republic of Palau through the Compacts of Free Association.

The CPS Section is responsible for mobilizing all resources to ensure that all children whose families are unable to care for them are provided a safe environment. After care services are provided to all children and their families who require a little more time for case resolution.

It is the goal of the agency to provide greater stability, security and permanency for all children under the agency's protective custody. Although much effort will be made to ensure that children return home safely and reunify with their families, the complexity, nature and circumstance of many cases do not guarantee this outcome. For those children who cannot be reunited with their families, the agency will find ways to ensure the most appropriate permanency plans for them.

Youth in foster care will be provided the emotional, financial and other support they need to become self-sufficient and responsible adults.

The Bureau will continue to get involved in the development of policy and legislation related to the improvement of services to children and their families. Various round table discussions have been coordinated by respective Senators and their staff as it impacts direct services. The Acting Bureau Administrator, Supervisors and staff are also involved in workgroups for collaboration and coordination of services.

II. FAMILY PRESERVATION AND SUPPORT SERVICES

The Social Worker III provides short-term family preservation (FP) services with a minimum timeframe of 45 days, not to exceed 90 days. However, an extension for services may be granted. Another FP Social Worker will be mobilized should the need arise. The Social Worker III carries a maximum caseload of two (2) families, which is necessary for high quality and intensive service provision. For families in crisis, the Social Worker III is available seven days a week, throughout a 24-hour period to alleviate any crisis. The FSS services focus on families currently in the child welfare system and in need of preventive or reunification services. Families usually have conditions or concerns, which if not addressed may result in the removal of the child/ren from home and into foster care. Services are designed to be flexible and tailored to fit the unique needs of the family. The FP Social Worker III, who is trained in crisis management, becomes a role model and assists families, and ensures they learn new skills to stay together. Service goal is to ensure the safety of children through enhancement of family capabilities.

The FSS aims to strengthen and support families to become self-sufficient. All reasonable efforts will be made to reunify children with their families, prevent family disunity, and promote self-sufficiency.

The Title IV-B, Subpart 2 program has been consolidated under the Title XX (SSBG) program since fiscal year 2002, so Guam is not required to submit any new State Plan. With the consolidation in place, the Title IV-B, Subpart 2 funds are used to accomplish the goals established for the Title XX programs.

These goals and objectives focus on the following areas: staff skill development and training (professional and paraprofessional); broadening community awareness of available resources; enhancing the foster care program; and increasing family preservation and support services to families in crisis.

The following FP goals and activities listed below aim to achieve each objective and remain ongoing:

Goal 1: To heighten the awareness of services available to children and families

Objective A: To increase the housing resources of child welfare families to prevent the separation of children from their parents because of inadequate housing and to facilitate and expedite access to housing and supportive services through agency collaboration.

The Bureau will continue to work with Guam Housing and Urban Renewal Authority (GHURA) and the Family Unification Program (FUP) in certifying referrals received to increase housing services. A signed Memorandum of Understanding (MOU) between GHURA and the Department was submitted with the grant application for seventy-five (75) FUP vouchers to make it available to the children and families,

Objective B: Increase the community's awareness of services available to families at various family settings.

Families need to become aware of existing services that serve children and families. The Bureau proposes to access the religious, educational and family support programs in order to increase the community's awareness of services.

The Bureau will continue to solicit volunteers at community outreach events. The FSS program staff had identified materials for volunteer training and orientation as well as other ways to recruit volunteers.

Objective C: Expand and/or improve delivery of services to children and families

The Bureau continues to partner with Rural Host Homes (RHH) of the Sanctuary, Inc. through supportive counseling to the youth and families, coaching and mentoring, training and supervision by Social Workers when placement occurs. In addition, assistance to the youth and the families to become independent, self-sufficient and contributing members of the society will be provided. RHH promotes the social and mental wellness of the children by providing healthy alternatives to living on the streets.

FSS remains committed to identifying resources both public and private to expand and improve delivery of services to children and families. Linkages with various public and private agencies and

organizations will strengthen referral networks and service coordination and will also help families to use resources effectively.

Activities to be undertaken by the program to strengthen interagency collaboration in the area of information, referral and coordination can be found in the Network and Collaboration section of this report.

Goal 2: To increase efforts for community education and outreach in the prevention of child abuse and neglect

Objective A: Increase the capacity to provide child abuse and neglect prevention, education and outreach in the community

The Bureau often receives requests for presentations from the community. The Bureau will continue to meet the demands for child abuse and neglect presentations and community outreach requests. Community outreach activities aim at increasing public education and foster recruitment. They are held at various malls, village mayor's community centers and educational conference sites. The CAN community outreach will also coincide with various activities from different private and non-profit organizations and other agencies.

The pool of trainers developed within the Bureau will conduct training presentations throughout the year focusing on specific areas of knowledge and expertise. The Social Workers, section Supervisors and the Acting Bureau Administrator assist with education in the area of CPS, Guam's *Child Protective Act*, and legal issues. The attorney for CPS is also available for more technical legal issues. Target populations for these presentations are usually mandated reporting persons. The FSS Homemakers and other staff conduct presentations on indicators, prevention strategies, available resources and personal safety skills. Target populations for these presentations are parents and school-aged children.

Goal 3: Increase the knowledge, skills and competence of child welfare workers and individuals serving children and families

Objective A: Reclassify paraprofessionals (family service worker) positions to better reflect current job performance

Desk audit interviews were conducted two (2) times on January 30, and 31, 2012. The audits were conducted by the Department of

Administration Personnel Specialist III. The Bureau is awaiting the results of these audits.

Objective B: Continue to participate in the American Professional Society on the Abuse of Children (APSAC), Child Forensic Interview Clinic

This is a 40-hour of intensive training on investigative interviewing of children specifically designed for child interviewers who have the responsibility for investigative/forensic interviews with children in suspected abuse cases. The Social Workers will experience immersion in the latest forensic interviewing techniques, developed by top national experts; APSAC's curriculum emphasizes state of the art principles of forensically sound interviewing.

Two Social Workers attended training held in Seattle, Washington in July, 2013. Staff participation is combined with the Healing Hearts Rape Crisis Center staff to build capacity.

Objective C: Increase staff awareness on child welfare issues

Training is an ongoing priority of the Bureau as all staff members are afforded many opportunities to upgrade their skills on child welfare issues through participation in training, seminars, conferences, workshops and affiliations in professional organizations.

Goal 4: Upgrade recruitment and increase family foster homes on Guam

Objective A: Increase inquiries for family foster homes by twenty percent (20%) and increase recruitment of family foster homes by ten percent (10%)

Foster recruitment activities are ongoing at various mall displays, conferences, presentations, and coordination with the local print and radio media outlets. The in-house foster care workgroup identifies recruitment activities to pursue.

Objective B: Increase coordination with community based organizations that support foster care activities

Community based organizations are instrumental in facilitating our need to expand public awareness within the area of foster family homes, as well as to provide recruitment efforts amongst its affiliated members.

Guam's First Lady launched her new initiative to help find homes for our foster children in recognition of the month of May as National Foster Care Month. These activities include proclamation signing, Foster Families Association (FFA) "WAVE" outreach, Foster Parents orientation presentations and Foster Care and Rural Host Homes (RHH) recruitment and training workshop.

Partnerships have been formed with the following civic and community organizations to support foster care activities: Lions Club of Guam, Sugar Plum Tree Project, Harvest Baptist Church Activities and FFA. In addition, the Bureau receives overwhelming support from various privately-owned establishments and the general public for foster children activities. More public awareness on foster care activities will be made in fiscal year 2014.

Goal 5: To enhance services to foster families

Objective A: Increase the skill level of foster parents

FFA members will continue to attend the National Foster Parent Conference, a nationally-sponsored conference that allows participants to focus on advocacy, networking and skill development.

The conference participants will then share information on the training received to other foster parents and plan for other needed training.

Objective B: Maintain the coordination and support of the Foster Families Association (FFA)

Bureau personnel continue to attend Guam's FFA meetings. Representation in this meeting by staff is meant to reflect the Bureau commitment to offer support and act as a liaison between the association and the Bureau.

The FFA and the Bureau will work together in identifying foster care activities for fiscal year 2014.

Goal 6: To evaluate and strengthen family preservation and support services to Guam's families

Objective A: Measure the strengths and weaknesses of family preservation and support services

The Family Exit Survey(s) tool is used to profile families served.

Objective B: Build the capacity to improve the family preservation and support services.

The Client Satisfaction Survey is provided to families served and is analyzed to provide the program with information and insight into direct service outcomes and effectiveness.

The survey is divided into four categories: Overall Satisfaction with Services; Satisfaction of Goals Set; Satisfaction with Staff; and Satisfaction with the Program.

III. FOSTER CARE

Foster care services will be provided to an estimated 314 children for fiscal year 2013. A total of 285 foster children were under the agency's care throughout fiscal year 2012, 272 in fiscal year 2011 and 185 in the fiscal year 2010. At the close of September 30, 2012, placements for foster children were as follows:

No. of foster children in group homes	13
No. of foster children in licensed foster homes	31
No. of foster children in parents' physical custody	35
No. of foster children who ran away	1
No. of foster children in relative placement	95
No. of foster children in non-relative placement	17
No. of foster children in treatment facilities (on and off-island)	3
No. of foster children in youth correctional facilities	2
No. of foster children in mental health facility	2
No. of foster children in medical facility	1

Foster care maintenance payments are made to foster families with 100% local funds under the Foster Care program. Annual clothing allowances and court-ordered payments for emergency necessities are disbursed to families under this funding program.

Foster care maintenance payments made to families who provide care for foster children have increased since fiscal year 2005 due to increases in foster care stipends and fees that were outlined in the fiscal year 2005 Guam Budget Law. Foster care payments for previous years include the following:

Fiscal Year	Foster Care Maintenance Payments
2012	\$765,345
2011	\$640,901
2010	\$652,029

2009	\$609,072
2008	\$629,137
2007	\$562,219
2006	\$570,031
2005	\$419,081
2004	\$279,162
2003	\$241,778
2002	\$290,231
2001	\$357,938
2000	\$353,454
1999	\$365,544

Children with special needs are placed in specialized placements and their cases were managed by the CPS CMU Social Workers.

During the close of 2nd quarter of fiscal year 2013, there were thirty (30) cases of foster children with special needs. There was only one (1) foster child in relative placement and foster parent in Texas with a learning disability. The court granted legal guardianship to foster parents and case remains active with the court. There was another one (1) foster child in a residential placement in Utah with a mental disability.

The Bureau receives overwhelming support from the community for foster children through monetary and other in-kind donations. Food, clothing, toiletries, school supplies and Christmas presents are the items commonly donated by the community and non-profit organizations throughout the year for foster children.

Foster recruitment activities are ongoing at various mall displays, conferences, presentations and coordination with local print and radio media outlets.

The Sugar Plum Tree program holds annual fundraising events to raise funds to provide holiday cheer for foster children, individuals with disabilities, the elderly, and others in need. Every year in December, this organization holds its "Big Wrap" event. Bureau staff along with other volunteers from different organizations will once again volunteer for this event to ensure that Christmas gifts will be distributed to all foster children.

IV. NETWORKING AND COLLABORATION

Collaboration is essential to effective case assessment, planning and services. The needs of children and families are constantly changing and have become more complex and multi-dimensional. As a result, a multi-disciplinary approach to

cases is necessary to solve and alleviate the widespread problem of child abuse and neglect. Establishing community links is vital for the coordination of effective service delivery. The Bureau is committed to identifying resources both public and private to expand and improve service delivery to children and families. Partnerships are formed with various agencies, organizations, and special committees who are involved in child protection. Continued collaboration with the following community resources remains a high priority and is essential to support the needs of children and their families:

A. Air Force FMCMT Committee, Andersen Air Force Base

The CPS Supervisors serve as a civilian consultant for child abuse cases. Meetings are monthly. Social Workers who are actively managing cases involving military service members or their dependents participate in the case review committee meeting.

B. Breastfeeding Coalition

A Homemaker from FSS is assigned to represent the Bureau in the Department's breastfeeding coalition. The purpose of this coalition is to promote and spread the awareness of the importance of breastfeeding. Plans and activities for the coalition will be continued in fiscal year 2014.

C. Case Review Committee, Naval Hospital

There is ongoing involvement with this committee that reviews Navy military cases of alleged child abuse and neglect and spousal abuse. A joint Memorandum of Understanding (MOU) exists between the Commander of the U.S. Naval Forces in the Marianas and CPS of the Department.

The CPS Social Service Supervisors serve as civilian consultant for child abuse cases. Meetings are held bi-monthly. Social Workers who manage cases involving military personnel are also present at these meetings. The CPS is invited to these meetings 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.

D. Catholic Social Services

Catholic Social Services (CSS) provides various services that are vital for children, families, individuals with disabilities, elderly citizens, and individuals in need of emergency food, shelter and support services.

The CSS operates the Alee Shelter I for female family violence victims and their children, Alee Shelter II for child abuse and neglect victims, and the *Guma San Jose* Shelters for homeless individuals and families.

Due to the retirement of the Management Analyst III, the Program Coordinator IV from the Program Management Section continues to monitor the shelters. The purpose of this is to ensure that the shelters are in compliance as stated in the scope of work outlined in Request for Proposal.

E. “The Art of Healing”

A Homemaker from the Family Services Section collaborates with the Guam Behavior Health and Wellness Center (GBHWC) on the annual Art Show. This program promotes art as a healthy medium of expression and an outlet to release pent-up emotions. The art work is displayed during April's Child Abuse Prevention and May's GBHWC Awareness Month at various community locations.

F. Early Childhood Care and Education Initiatives and Groups

The Early Childhood Care and Education Committee (ECCEC) was established in 2004 by the Department in response to President George Bush's “Good Start, Grow Smart” early childhood initiative that is aimed to help young children acquire adequate skills needed to succeed in school. It is the objective of this committee to formulate and implement “Guam's Comprehensive Plan for the Care and Education for Young Children.” This plan aims to strengthen and improve the quality of early childhood programs on Guam, thus ensuring that more children will be prepared to excel in school. There are over 16,000 young children on Guam ages birth to age 5, of which 57% have both parents in the workforce. As a result, the responsibility of care and education to these young children falls on other family members, friends and childcare providers.

The ECCEC is comprised of public and private organizations along with family and center-based childcare providers. Representative members include the Department, Guam Department of Education, Department of Mental Health and Substance Abuse, University of Guam, Guam Community College, Department of Youth Affairs, Guam Caregivers Association, Family Home providers, private and federal preschools, legislature and parents.

The ECCEC is comprised of the following four subcommittees:

- Early Learning Guidelines, completed and now being implemented
- Professional Development, completed and now being implemented
- Program Coordination, completed

- Child Care Licensure and Standards, completed on June 2, 2011 and now being implemented as Public law 31-73

The Acting Bureau Administrator and other staff were members of the various subcommittees and played an active part in the ongoing workgroup meetings for these initiatives. These meetings are facilitated by the University of Guam's Center for Excellence in Developmental Disabilities Education, Research and Service (CEDDERS). Various Early Childhood case initiatives will continue to be developed and implemented.

G. Guam Early Learning Council

The vision of the Guam Early Learning Council is to ensure that "All of Guam's young children will have healthy minds, bodies, and spirits as the foundation for lifelong success." The focus of the Council is to enhance, improve, support, and strengthen coordination and collaboration of agencies and organizations serving young children, birth to five and their families, with one outcome being to facilitate the development and enhancement of high-quality systems of early childhood and care designed to improve school readiness. The Acting Bureau Administrator attends scheduled meetings and the Supervisors as alternates.

H. Head Start Health Advisory Committee (HSAC)

Head Start promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services. The Social Services Supervisor I (SSSI) attends quarterly meeting.

I. Family Advocacy Committee (FAC) with the Navy

The Acting Bureau Administrator is a member of this group that conducts oversight on the coordination and administration of all CPS matters between the Navy and civilian communities. Meetings are held quarterly.

J. Family Violence Task Force – Information Network Consortium

This task force was created to support the facilitation of services related to family violence. This task force acts as an oversight body, which meets on a monthly basis to improve service delivery among providers.

K. Foster Families Association

A Bureau staff attends monthly meetings of Guam's Foster Families Association (FFA). Representation in this meeting by staff is meant to reflect

the Bureau commitment to offer support and act as a liaison between the association and the Bureau. The FFA is the only non-profit support group that addresses the needs of foster families.

Bureau personnel will put time and effort in coordinating support for all activities of this association for the upcoming fiscal year. Two (2) Bureau staff takes very active roles in providing needed assistance for the FFA. They network with the community, military and corporate donors in garnering support. The Bureau will continue to become involved in the various fundraising events of this association.

The FFA receives generous donations of food, school supplies, baby items and clothing from the community. These goods are made available to clients of the Bureau. Monetary donations are also received from the community, many of which are corporate donors from private businesses, as well as civic and church organizations.

L. Guam Homeless Coalition (GHC)

The GHC is committed to the provision of housing and supportive services for individuals and families who become homeless. The GHC believes and recognizes that quality housing should be tailored to meet the needs of the homeless individuals and families.

The GHC will ensure that homeless individuals and families regain housing stability through the expansion and implementation of a comprehensive community based housing delivery system to prevent and end homelessness. This includes:

- Coordinating and/or interpreting homeless-related programs for smooth transition throughout our continuum of care system.
- Implementing an effective and efficient delivery system of services to prevent homelessness and to move homeless families into permanent housing.
- Developing an accessible and comprehensive system which receives individuals and families in need of care and moves them through a system toward independent living and sustainability, and
- Developing strong homeless programs and services through the involvement of different entities that may include both public and private organizations.

The Program Management Section Program Coordinator III represents the Bureau in this coalition, which meets on a monthly basis. Meetings have

focused on sharing collaboration efforts between agencies to identify ongoing services available for homeless families on Guam.

On January 25, 2013, the Guam Housing and Urban Renewal Authority (GHURA) in partnership with GHC joined the rest of the nation in identifying those individuals and families who are homeless on Guam. This activity was accomplished with the process where volunteers and enumerators will gather information on the number of homeless individuals and families and assess their housing, health care and social needs.

The U.S. Department of Housing and Urban Development (HUD) mandates all jurisdictions receiving federal funds that provide supportive services to the homeless population must conduct a Point in Time (PIT) homeless count. The results of the PIT count, which are reported within Guam's federal grant application and is submitted to HUD each year, determine existing resources, identify gaps, and highlight progress towards ending homelessness. The results of the count were shared with the members of GHC, the community, and policy makers to use in developing programs and facilities to assist homeless families.

The BOSSA PMS PC III participated on the Annual PIT Homeless Count on January 25, 2013. The PMS PC III is a team leader during the count with one (1) Homemaker from the Bureau of Family Support Services Section, one Nursing Student from University of Guam and a Nursing Assistant student from the Guam Community College. The assigned areas of the group are around the Dededo Payless Market, Santa Barbara Church and Micronesia Mall surroundings, Ligan Terrace Park, Ligan Terrace Elementary School Park and other nearby areas. There were a total of 1143 individuals who are counted homeless. Also, a debriefing and appreciation luncheon for PIT count volunteers was held at the Salvation Army Conference room on Friday, February 1, 2013.

Prior to the PIT homeless count, trainings to volunteers were conducted on January 9, 10, 11 and January 14, 18, 2013 from 8:30 a.m. to 12:30 p.m. The PMS PC III provided a presentation on CPS on how to make a report on CAN of any suspicion of CAN during the count. The trainings were held at the CSS conference room in Barrigada.

On April 19, 2013, the GHC outreach awareness was held and participated by different government agencies, private business and non-profit organizations. The Bureau PC III and Homemakers manned the display table during the outreach that focused on parenting skills and CPS information. The services provided were health care, immunization, dental assessments, needs assessments, free haircuts, give-away bags with canned goods, toiletries, and other personal needs.

M. Guam Police Department

The CPS caseworkers work closely with the officers from the Guam Police Department in the investigation of reported cases of CAN.

N. Healing Hearts (Rape Crisis Center) Steering Committee

The Acting Bureau Administrator and SSSIs from the CPS Intake & Crisis and Investigation Units are the Department's representatives to this committee. This committee is also comprised of representatives from the Guam Police Department, U.S. Naval Hospital, Victims' Advocates Reaching Out, Adult Protective Services of DPHSS, Healing Hearts, and the Prosecution and Family Divisions of the Attorney General's Office. This committee meets to discuss program issues and concerns related to victims of sexual abuse. Various protocols and guidelines are also developed for service delivery. In addition, training opportunities are provided and shared among agencies. Meetings take place every Thursday of the month.

O. Healthy Mothers, Healthy Babies Task Force

The goal of this task force is to promote healthy practices by increasing public awareness and education on the following:

- The importance of early and continuous prenatal care
- Management of pregnancy
- Child birth preparation
- Immunizations
- Nutrition during pregnancy
- Infant feeding, including breastfeeding
- Parenting skills
- Accident and injury prevention
- Substance abuse prevention
- STD/HIV prevention

This annual event draws in a large crowd because various health-related services are available to the public such as free immunization and health screening. Daddies too were involved in this event.

P. *I Famagu'on-ta* Program

The goals of *I Famagu'on-ta* (our children) are to develop and implement a child-centered, family-focused system of care that delivers effective, comprehensive, community-based, culturally competent mental health and related services for children and adolescents with serious emotional

disturbances and their families, and to ensure longitudinal studies of service system outcomes.

I Famagu'on-ta seeks a return to tradition, culture, and family values to empower families and reclaim responsibilities by island leaders. Our community's commitment is to live true to our island heritage of "taking care of our own" and filling gaps by providing supports on the island, rather than sending children thousands of miles away to off-island placements or not serving them at all.

The Bureau maintains close collaboration with this program. The Acting Bureau Administrator or the SSSI serves as an Ombudsman who is representative of CPS as a child serving agency. This role is to act as a liaison for the programs that refer cases and also communicate the information related to the planning for the Systems of Care program.

The Bureau refers cases to the program who determines eligibility. Upon enrollment, the cases are facilitated through a wraparound process.

Q. Guam Behavioral Health and Wellness Center (GBHWC) Planning Council

The Acting Bureau Administrator is an appointed member of this council. This council meets once a month at GBHWC to discuss issues related to mental health needs and services. The council serves as an advocate for adults with a serious mental illness, children with a serious emotional disturbance, and other individuals with mental illnesses. Council members monitor, review and coordinate, not less than once each year, the allocation and adequacy of mental health services.

R. Guam Coalition Against Sexual Assault and Family Violence (GCASAFV)

The Guam Coalition against Sexual Assault & Family Violence is a group of non-profit organizations, Government allies, and community individuals who want to stop sexual assault and family violence. The purposes of the coalition are as follows:

- To address sexual assault and family violence issues with one united voice.
- To provide education, outreach and training regarding sexual assault and family violence
- To identify gaps in services to victims of sexual assault and family violence and to make suggestions for changes

- To speak out so that victims of sexual assault and family violence on Guam can easily get the services that they need.
- To work with community organizations and networks to strengthen them through training and education so that they can meet Guam's sexual assault and family violence needs.
- To be sure those voices of survivors of sexual assault and family violence guide the work of the coalition.
- To develop, put into practice, and monitor laws and regulations regarding service and rights of sexual assault and family violence survivors.

The Acting Bureau Administrator and CPS SSSI attend scheduled meetings of the GCASAFV. One of the topics discussed in the last meeting was to talk about ways to build a domestic violence response team.

S. Project Bisita I Familia

Guam's Maternal, Infant, and Early Childhood Home Visiting Program also known as Project Bisita I Familia is a collaborative project designed to plan, implement and sustain an effective evidence-based home-visiting program for at-risk children and their families. Guam's vision is "Our children and families will have healthy minds, bodies and spirits for lifelong success." The Department administers the program and scheduled meetings are attended by the PMS PC III.

T. National Association of Social Workers, Guam Chapter

The National Association of Social Workers (NASW) provides training conferences and other opportunities for its members, non-members and anyone interested in the social work field. The Bureau is an active participant in this organization.

U. The Salvation Army

The Salvation Army is serving more people in the US than ever before. There is an increasing number of Americans seeking the basic necessities of life – food, shelter and warmth.

The Salvation Army offers various classes for adults and teens, including parental skills, anger management, and treatment for chemical dependency.

V. Sanctuary, Inc.

The Bureau works with Sanctuary, Inc. to provide services to improve the lives of children and families. Sanctuary, Inc. is a private, non-profit organization that has been in existence since 1971. This organization

provides an array of services for youth and their families. Services include crisis intervention, counseling and support, temporary emergency shelter, independent living skills, anger management, parenting skills, a parent support group and many others. Meetings will continue in fiscal year 2014.

The core team composed of Bureau representatives: SSSII and SSSI, Licensing Social Worker, Homemaker and RHH Project Coordinator from Sanctuary, Inc. They continue to meet in planning, future training for foster care recruitment and outreach. The team meets to define the roles of both entities every quarter of the fiscal year.

W. Sugar Plum Tree Project

The Sugar Plum Tree Project is held annually to spread holiday cheer to children and adults in need. This event is made possible through a concerted effort by community volunteers and private donors. Bureau staff actively takes part in this project in December to ensure that all children who come into the agency's care are provided with the traditional holiday gifts.

The Social Service Supervisor I has served as board members since fiscal year 2000 and will continue to serve in this capacity for the 2013 and 2014 project year. The staff coordinates all efforts on behalf of children under the temporary legal custody of the agency.

X. Guam Systems of Care Council

The Acting Bureau Administrator is a council member for the Systems of Care (SOC). Public Law 25-141 first created the Systems of Care Council to develop a comprehensive care plan for children with serious emotional disturbances. Guam Public Law 27-47 created a new Systems of Care Council to implement and expand the Guam System of Care Plan, to seek federal and/or foundation funding for its sustainability, to ensure continued collaboration among families, public and private service providers, and other stakeholders, and to act as the governing body for the Child Mental Health Initiative cooperative grant.

This planning committee is comprised of families and professionals of various disciplines and consumers who meet regularly to accomplish its mission, which had been completed.

The Acting Bureau Administrator is a member of the Policy and Planning sub-committee, and the Finance and Budget sub-committee of the SOC.

Y. University of Guam's Social Work Program

Every semester, students from the University of Guam (UOG) take on their practicum placement with the Bureau. Supervisors serve as field instructors for UOG's Bachelor of Social Work, Psychology and Guidance Counseling programs. This affiliation is an opportunity to give input to the educational institution to enhance the skills of students as they venture into the field of human services. The student interns are placed with CPS, HEPS and FSS programs for one semester or more. Following the placement, the student's evaluations are completed and forwarded to the Field Coordinator/Liaison at UOG.

The social work students worked with licensing, foster and CPS Social Workers for fiscal year 2013. The Bureau staff will continue to assist these students for fiscal year 2014.

Z. Human Trafficking Coalition Building

The coalition is comprised of federal and local government representatives, as well as representatives from private non-profit and for profit-organizations. It is spearheaded by the US Attorney Office and meetings have been called to discuss human trafficking and its overall effect on Guam's community. As the group continues the meetings, additional organizations are being identified and invited to participate in the coalition. Scheduled meetings were attended by CPS Supervisors and will continue on in fiscal year 2014.

AA. Law Revision Commission on Juvenile Justice

The commission is spearheaded by the Office of the Vice Speaker of the 31st Guam Legislature, B.J. Cruz. Membership is comprised of representatives from the various child serving Government of Guam agencies. Efforts of the community are currently focused on reviewing existing Guam laws involving juveniles and making a determination as to whether they are current or in need of revision. The Acting Bureau Administrator and SSSI have been attending meetings as scheduled.

AB. Office of the Public Guardian

The Office of the Public Guardian is to serve as guardian of the person or estate of an adult in our community who by reason of age, disease, or disability is unable or unassisted to properly manage and take care of him or herself or his or her property, and for whom no alternate guardian among family and friends can be identified. The SSSI has been attending meetings as scheduled to represent the Bureau.

AC. Project Karinu (Loving Our Families) Community Advisory Team (CEAT)

The “Project Karinu“, an Early Childhood System of Care is a cooperative agreement awarded to the Department and funded by the Center for Mental Health Services (CMHS) of the GBHWC.

The purpose of the program is to promote young children age infant to five in their mental health, prevent disruptions in young children’s social/emotional development and provide direct intervention for young children and their families. Its vision will focus on our children and families to have healthy minds, bodies, and spirits for lifelong success. The Bureau continues to play an important role to help meet the mission of the program through involvement in various workgroups of the program. The Acting Bureau Administrator attends monthly meetings of the CEAT. This is held at the Project Karinu conference room. The purpose of the team is to ensure that family and stakeholders input is reflected in the design and implementation of Project Karinu’s Evaluation Plan and all evaluation activities.

AD. Rigalu Foundation

Rigalu, the First Lady’s foundation is a non-profit organization promoting awareness and advocacy for foster care and early childhood development on Guam. Her foster care initiatives and public campaign gave rise to an increase in inquiries and applications for foster care. This fiscal year 2013, the First Lady conducted a school uniform and shoe drive. The Bureau provided the listing of foster children and there were 152 foster families who received school uniform and 175 school shoe vouchers.

The foundation sponsored a Carnival night for foster children held on July 11, 2013 at 6:00 p.m. at the main carnival stage area. Foster children were provided with vouchers for free rides, food and game booths. In July celebrates the Guam Liberation Day.

AE. Region IX Performance and Innovation Consortium (RPIC)

The Acting Bureau Administrator represents the Department on this consortium. The Region IX RPIC includes the states of California, Arizona, Nevada, Hawaii and territories of Guam, Saipan and American Samoa. The territories have worked with a consultant, the California Community Economic Development Association, on the draft strategic plan for an Exemplary Practice Project. This plan was incorporated in the RPIC’s application for technical assistance funds from the US Department of Health and Human Services.

AF. DPHSS Quality Assurance and Improvement Council

The PMS PC IV represents the Division of Public Welfare for this council. Meetings are held monthly. This group currently works on the draft Quality Assurance Plan and Policy for the Department. Council members and other Department employees recently completed a 40-hour course on Quality Improvement/Management in Health. Course topics included quality assurance and quality control tools, leadership, change and developing teams.

AG. Guam Interagency Coordinating Council (GICC)

GICC advocates for the rights of children with disabilities and the parents who care for them. GICC is a federally mandated statewide interagency group that advises and assists agencies providing early intervention services to young children birth to 5 years old, with or at risk for disabilities and their families. GICC further advises and assists the lead agency in the development and implementation of policies constituting the island-wide system of coordinated services, participating public and private agencies who are involved with early intervention services for children, birth through five years old and their families. The Acting Bureau Administrator attends the scheduled meetings.

AH. Child Fatality Review Planning Team

The purpose of the planning team is to conduct a comprehensive, multidisciplinary review of child deaths, to better understand how and why children die, and use the findings to take action that can prevent other deaths and improve the health and safety of children. This was attended by the CPS SSSI.

AI. Guam Center for Excellence in Developmental Disabilities Education, Research, and Service (CEDDERS) Advisory Council

Guam CEDDERS meets quarterly with the Advisory Council to obtain input and guidance as needs were addressed and activities were implemented. Comprised of a majority of individuals with disabilities and family members, and representation from disability-related service providers, the Council provided critical direction in key initiatives, including transportation, emergency preparedness, and self-advocacy. The Acting Bureau Administrator attended an orientation meeting on May 23, 2013 and a meeting on June 7, 2013.

AJ. Sustaining Appropriate Fair Environment (SAFE)

SAFE Think Tank started meeting with the members of which the Acting Bureau Administrator and the Social Services Supervisor II attended. The

discussion will result in policies, practices, procedures and are needed to be revised, introduced, or deleted that will help ensure that all people of diversity which include abilities, language and culture are SAFE especially during times of duress.

AK. System of Care Expansion Planning Grant

The purpose of these grants is to develop a comprehensive strategic plan for improving and expanding services provided by systems of care for children and youth with serious emotional disturbances and their families.

A “system of care” is an organizational philosophy and framework that is designed to create a network of effective community-based services and supports to improve the lives of children and youth with or at risk of serious mental health conditions and their families. Systems of care build meaningful partnerships with families and youth, address cultural and linguistic needs, and use evidence-based practices to help children, youth and families function better at home, in school, in the community and throughout life.

Throughout the development of the grant, the former Bureau Administrator played an important role in the success of the grant. The program will provide up to 24 grants between \$300,000 to \$800,000 for up to one year. The actual amounts of the grants will depend on the availability of funds and the performance of the grantees. Guam first received \$500,000.

AL. Guam Criminal Justice Information System (CJIS)

The CJIS is a shared management concept regarding local criminal history database. It allows the sharing of information to authorize users for the protection of their communities. The Guam court requires the Department to enter into a user agreement to gain access to this database. The Bureau Program Coordinator III has been attending scheduled trainings and provided guidelines to access the database.

The database would be utilized by the Bureau to assist Social Workers, Social Services Supervisors, and the Administrator by allowing access to the local crime databases to conduct background checks of clients.

AM. Emergency Medical Services for Children (EMSC)

The EMSC program is a federally funded program established to ensure that all children and adolescents receive appropriate medical care in a health emergency conditions no matter where they live, travel, or attend school. Services provided under this program include pediatric care training to

emergency medical technicians and nurses and procurement of pediatric emergency equipment.

The Acting Bureau Administrator attends the EMSC meetings. The meetings include reports from the various EMSC subcommittees and work groups that include information on the Disaster Team Management Plan, EMSC Rules and Regulations, Emergency Medical Technicians Practice Act, the EMSC non-competitive grant and data collection.

AN. People's Garden

The Guam People's Garden is an effort by the United States Department of Agriculture (USDA), Guam Housing and Urban Renewal Authority (GHURA), Inter-agency on Homelessness, Guam Homeless Coalition, government agencies and non-profit organizations.

This project challenges organizations to establish People's Gardens to help communities create gardens for self-sufficiency and daily consumption (i.e. fruits and vegetables). People's Gardens vary in size and type, but all have a common purpose - to help the community they're within and the environment. The organization that participated in this effort continues to maintain their people's garden.

AO. Team Guam T4 Task Force

The Program Coordinator III of the Bureau represents the Division of Public Welfare (DPW) of the Department for this task force. A scheduled bi-weekly meeting is held to engage in the United States Department of Homeland Security (USDHS) conference calls and status meetings bearing in mind the frequency of such meetings will increase as the exercise approaches. A national exercise commenced in 2007.

AP. DPHSS Community Health Assessment (CHA) Core Planning Group

The PMS PCIV is a member of the CHA core planning group. The purpose of this group is to ensure the completion of the Guam CHA. CHA is a critical public health function and a national strategic priority for the health department. The Guam CHA is an informational report on the health issues and status for the island. The report will include health indicators and priorities which shall be analyzed to provide a basis for the Guam Community Health Improvement Plan (CHIP). The completion of the Guam CHA has been awarded to a local doctor. She will provide information on this report to the community stakeholders in August 2013.

AQ. Advisory Council to Secure Healthcare for Foster Children and Children under the Care of CPS

The Acting Bureau Administrator and CPS CMU SSSI attend meetings for this council. This council was formed by a Guam Senator to address the issue of inadequate healthcare and health insurance for foster children under the care of CPS.

AR. Other Organizations

Each year, the FFA, Lion's Club of Guam, Thunder Roads, Mayor's Council and the Tamuning Mayor's Office and other private and non-profit groups and businesses sponsor the Annual Foster Children Easter Egg Hunt in April. Bureau staff participates in the coordination of various event activities. This is the day foster children, foster families, club members, Bureau staff and their families get together for a day of fun and relaxation and to show appreciation for families who take in foster children.

Other civic organizations and families that have been instrumental in supporting foster children needs and activities include the Harvest Christian Community, Coral Sea Realty, Guam Association of Realtors, Office of the First Lady, Centro-Escolar University Alumni Association, Rigalu Foundation, Catholic community and other religious organizations. Other social organizations, private businesses and individuals continue to support foster children needs through generous donations of clothing, beds, infant formulas, school supplies, toys and various other goods and services.

The Bureau works with other government agencies and all become partners in the overall child protection system. These agencies include the Guam Public School System, Guam Memorial Hospital, Department of Youth Affairs, Guam Legal Services, Office of the Public Guardian, Attorney General's Office, Victim Advocates Reaching Out and many others.

V. ADOPTION

The HEPS Section provides services for individuals who wish to adopt. The HEPS Section conducts individual and family assessments for adoption.

The United States Department of State provided guidance that the Department is considered a "public domestic authority" to conduct adoption social study and post placement monitoring reports. However, reports will still have to follow the Hague Convention and country-specific requirements on these types of reports.

Partnership with Hawaii International Child (HIC) and other adoption service providers and the Bureau will continue to protect and promote the welfare of children, natural parents and prospective adoptive parents. The HEPS Section

anticipates receiving 151 adoption referrals involving children and adults for the upcoming fiscal year 2014.

These requests come from the family court, United States Citizenship and Immigration Services (USCIS), attorneys, and off-island adoption agencies. These cases will include adoption social studies and post-placement adoption social study requests. The HEPS Section Social Workers provide the social study and assessment report on the adoption petitioners/applicants. The HEPS Section Social Workers also conduct the adoption pre- and post-placement monitoring activities for those children in adoption placements.

The Adoption Selection Committee is made up of Bureau staff who meets when necessary to determine adoption placements for foster children or those children relinquished to the agency.

VI. CHILD CUSTODY CASE EVALUATIONS

The HEPS Section expects to provide custody evaluation home studies for 86 children and adults in fiscal year 2014. Requests for custody case evaluations come from the court. The HEPS Section Social Workers prepare the social study report for the courts that are based on observational and factual data received during interviews and home visits made to families.

VII. SOCIAL STUDIES TO DETERMINE APPROPRIATE PLACEMENT FOR CHILDREN

Other social study requests are received by the agency to determine placement for children where allegations of child abuse or neglect exist in the home. Social study requests also come from the mainland for those cases of families that reside on Guam who may be potential placement providers or who are involved in custodial disputes. For fiscal year 2014, HEPS section expects an estimate of 6 individuals and families to conduct social studies to determine appropriate placement for children

VIII. CHILD CARE LICENSING, STANDARDS FOR CHILD CARE FACILITIES, AND GROUP FOSTER HOME AND FAMILY FOSTER HOME CERTIFICATION

Licensing and monitoring of day care centers ensures quality of child care on island. For the 2nd quarter of fiscal year 2013, the HEPS Section licensed 43 child care centers and group day care homes for fiscal year 2013. Child care centers serve 13 or more children, while group day care homes serve at least 7 but not more than 12 children. The HEPS Section Social Worker licenses the centers and homes as required in the Standards for Child Care Centers. For fiscal year 2014, an estimate of 45 child care centers will be licensed and monitored by the Bureau.

The HEPS Section also licenses group foster homes, therapeutic foster homes, and certifies family foster homes. The HEPS Section has twenty eight (28) licensed family foster homes, five (5) group homes, and one (1) therapeutic foster home.

The Bureau and its active workgroup finally updated and established the new Standards for Child Care Facilities. The current standard was created in 1978. Guam has specific licensing standards for child care centers and group day care homes that were created to protect children. These standards outline the basic procedures for program and staff in the areas of location, health, safety, maintenance, policy and administration. This has required a concerted effort among Bureau staff, child care providers and the University of Guam's Center for Excellence in Developmental Disabilities Education, Research and Services (CEDDERS).

The specific changes to the standards include the child to staff ratios, professional development, licenses fees and effective dates of license, the provisions for appeal and hearing, and the licensing of early childhood educational-type facilities. The enactment on the changes of the standards was announced on June 2, 2011 that would reflect in Public Law 31-73, an Act to Establish the Administrative Rules and Regulations of the Department of Public Health and Social Services relative to Child Care Facilities and Group Homes.

The Bureau continues to implement the new provisions of the Public Law 31-73 (professional development, Americans with Disabilities compliance and pre-kindergarten compliance to new licensing requirements, in educational facilities).

The proposed administrative rules and regulations of Guam's Professional Development Plan are for review at the AG's Office pursuant to the Administrative Adjunction Law. The American with Disabilities Act (ADA) Committee continues to meet to gather information with ADA compliance. The new child care law provides that educational type facilities serving early childhood children below kindergarten must be licensed by the Department to meet accreditation which does not include the early childhood classroom. To date, all pre-school programs in educational-type facilities have complied with the provision.

IX. CHILD ABUSE AND NEGLECT PREVENTION, PUBLIC EDUCATION AND COMMUNITY OUTREACH

Program staff will continue to work together to successfully meet the demands of the community relative to the education and prevention of CAN. The public perception of the type of cases that we respond to needs to be clarified. There is a need for the public to be educated and informed on what is abuse and neglect as defined in PL 20-209, the Guam *Child Protective Act*. It is important for the public to clearly understand what constitutes child abuse and neglect. It is the agency's goal to ease circumstances that could lead to child maltreatment before it occurs.

The FSS plans and develops CAN prevention and strategies. Child Abuse Prevention Month activities are held in April each year. All FSS program staff takes a major role in coordinating activities for this labor-intensive event. The Bureau partners with other child serving agencies and collaborations often involve concurrent implementation of public awareness campaigns for Child Abuse Prevention Month, Sexual Assault Awareness Month and Crime Victims' Rights Week. The FSS workers also take the lead role in the annual Art of Healing Exhibit with GBHWC.

Healthy Mother, Healthy Babies and the Family Violence Awareness Month activities are held in October every year. During this event, the Bureau will be involved with host agencies to increase CAN public education and foster home recruitment. Prevention, education and foster home recruitment efforts are also made at the health fairs held every month at the main malls.

The CAN prevention and community education will be provided at schools, conferences, and to parents and professional groups upon request.

The Bureau's public education activities are conducted by the Social Service Supervisors and Social Workers and divided into six components. The FSS Homemakers conduct joint public education presentations with VARO and Healing Hearts on the following: Personal Safety Skills Presentation for School Aged Children, School Presentation for Post-Secondary Students, Mandated Reporters Presentation, Parenting Presentations, Family Violence Date Rape Presentations and Community Youth Presentations. Joint presentations may be conducted with the Victim Advocates Reaching out (VARO) and Healing Hearts program representatives.

During the month of February and March, 2013, the FSS Supervisor spearheaded the planning for the Child Abuse Prevention Month which the Bureau celebrates every year. The committee met every week during the month of March to help plan the events for the year. The Child Abuse Prevention Month was held on April 2013, "Preventing Child Maltreatment and Promoting Well-Being. The public was invited.

X. ADMINISTRATIVE ACTIVITIES

A. Contracts Management

Some services that are vital for children and families are provided by non-profit organizations. The Department of Public Health and Social Services contracts with Catholic Social Services (CSS) to operate the Alee I and II, and Guma San Jose Shelters.

Alee I provides 24-hour emergency shelter and support services for women and children who are victims of family violence. Alee II provides 24-hour emergency

shelter and support services for children who are victims of abuse and neglect. Guma San Jose provides 24-hour emergency shelter and support services for individuals and families who are homeless.

The Bureau is involved in the contract preparation, renewals and budget negotiations with service providers. Program staff conducts quarterly monitoring of these shelters to evaluate the effectiveness of services and maintenance of the facilities. A report on the findings and recommendations are prepared and submitted to the Executive Director of CSS.

B. Training and Development

Social Workers are faced with the most difficult and complex jobs because of the multiple roles they play in the interventional treatment of child abuse. It is also a challenging job because of resistance and other obstacles they face when intervening in the lives of families.

The knowledge and skills utilized by child welfare workers are vital to responding appropriately to reports of abuse and neglect and intervening effectively to vulnerable children and families in crisis. A better understanding of the dynamics of maltreatment will guide workers in many of their decisions regarding assessment and risk.

It is necessary for workers to consistently update skills in providing timely intervention, and in conducting quality investigations, thorough case assessments, court testimonies, case management and follow-up services.

Training will continue to be identified and provided for all workers to gain more specialized skills in their individual positions and to enhance professionalism among all workers.

C. Child Welfare Management Information System

The Bureau's Child Welfare Management Information System (CW MIS) will go on line as soon as all scanners, other software and hardware are in place. Data Management Resources (DMR) is the local vendor who was awarded the contract to develop information systems for the Divisions of Public Welfare and Environmental Health, and the Vital Statistics Section of DPHSS, as specified in the DPHSS Request for Proposal 2004-001.

A manual system of program case tracking, transition and data collection continues to be in place. The development of a CW MIS is important as this will increase the capacity and reliability to track performance and disposition of cases, assist management in staff caseload activity, provide ease in transfer of cases, quicker access for cross-reference of cases, and more accurate data for statistical reporting.

The Program Management Section submits all systems service request (SSR) forms and assist in troubleshooting problems for all personal computers. The SSRs are sent via the Track-it software to the DPHSS Systems Group. The Systems Group is in charge of the repair and maintenance of personal computers and the network for the Department. The Program Management Section will also be responsible for ensuring that all staff are trained in the new CW MIS and will manage reference files.

Meetings were held with DMR and an On Base software representative to discuss the On Base document imaging and content management software. The Bureau will determine if this software will streamline the current manual cardex system used for cross-reference of CPS cases.

D. Standard Operating Procedures

The development of the Standard Operating Procedures (SOP) for the Bureau continued during fiscal year 2013 and will continue into the 2014 fiscal year. The Program Coordinator III is responsible for completing this task. The SOPs will provide a standardized approach in determining and assessing safety and risk of all children.

The Custody and the Foster Care Unit under the HEPS section are now finalized. The workgroup is in progress in the development of the Child Care Unit SOP. Existing HEPS forms utilized by staff are revised and updated, as well.

All staff from the HEPS section participate in a weekly work session with the Bureau Program Coordinator III in formulating SOP for the section. This is an ongoing process that focuses on streamlining and standardizing social study processes and forms for adoption, custody and fosters homes. The SOPs will also provide guidance and uniformity of performance for all program staff in their specific job functions

E. Bureau Pandemic influenza Plan for the Bureau

In support of the overall Department of Public Health and Social Services Guam Pandemic Influenza Plan, all programs have been tasked to develop their own program operation plans in response to an influenza pandemic. Therefore, the Bureau has developed a Pandemic Influenza Plan for BOSSA.

The Bureau plan focused on emergency operations that will serve the population of children that are abandoned, orphaned or displaced as a result of a pandemic. The population of children to be served will be all children on Guam, ages 0 – 17, whose parents or caregivers are unavailable or no longer

able to properly care for them as a result of a pandemic. This plan will continue to be enhanced and updated.

F. Military Build-up Budget

In anticipation of the United States military's plans to relocate 5,000 Marines and their dependents to Guam, all the Department's programs were required to submit a Military Build-up Budget in April 2008.

The Bureau made an analysis of its current caseload level for direct and administrative services. The analysis indicated that for some of the Bureau programs, there is still an insufficient number of staff available to meet the demand for direct services if staff were provided with the ideal caseload numbers. Caseloads for some programs still remain very high. The Bureau then determined how much additional staff would be needed to perform at its maximum level, as well as other operational requirements such as vehicles, office space, supplies, equipment, and communication needs, among other things. This budget will be periodically updated and enhanced as more information is received.

G. Bureau Continuity Operations Plan

The Continuity of Operations Plan had been developed and is in place in the event of a disaster. This plan includes all facets of operations that include plans for crisis operations and employees' roles and responsibilities. This plan will be updated by PMS as needed.

H. Information Technology

Since the implementation of the N-computing system, the Bureau experienced challenges and lock-up or freeze of the Bureau computer system. The Data Management Resource (DMR), Department system staff and the IT Chief continued to work together to resolve these problems to ensure that child welfare information are secured and available to the community at all times. There is still a lot of a continued downtime utilizing this system by Bureau staff.

XI. OTHER ACTIVITIES

A. Government of Guam Worksite Wellness Program (WWP)

This program is ongoing which is available to all employees government-wide. The purpose of the program is to promote health where we work, live, and learn. The Bureau Auxiliary Worker is tasked to coordinate the program with staff to ensure participation of Bureau staff.

In the early part of last year, the Department launched the WWP. The WWP is a comprehensive program that focuses on both physical fitness and medical wellness of our staff. This program is designed to help staff improve their health by looking at several key health indicators such as weight, body mass index, body fat percentage blood pressure, blood cholesterol and blood sugar. In joining this program, staff may improve their health or reduce risks from developing health problems.

GUAM'S TITLE XX CONSOLIDATED BLOCK GRANTS PROGRAM

**POPULATION TO BE SERVED FOR
FISCAL YEAR 2014**

**POPULATION TO BE SERVED
FISCAL YEAR 2014
(ESTIMATED)**

Service Activity	Eligibility Criteria	Estimated Number of Adults or Children to be Served	Funding Source	
			Title XX Consolidated Block Grants Program (100% Federal)	Foster Care Program or Other Local Funds (100% Local)
Adoption Services (Adoption promotion and support, adoption social studies)	Children and adults who will be referred for adoption services. Adults are 59 years old and younger or adults are 60 years old and older.	94 adults 57 children	X	X
Case Management Services (Services are for children under the agency's legal and protective custody and their families; children and their families or caregivers who are in need of reunification services; all foster children in need of permanency; and foster children with special needs or who are in residential treatment centers)	Children on Guam ages 0-17 and their families, who have been referred for alleged child abuse and neglect. Court may extend jurisdiction to the agency for those children beyond 17 years of age. Adults are 59 years old and younger or Adults are 60 years old and older.	97 adults 103 children	X	X
Education and Training Services (Child abuse and neglect prevention and education, community outreach and awareness)	Children and their families who will be provided with education and training on CPS related information or other direct services information) i.e., school presentations conducted by Social Workers and Homemakers. Adults are 59 years old and younger or adults are 60 years old and older.	1125 adults 1971 children	X	X
Foster Care Services – Children	Children on Guam ages 0-17 who have been referred for alleged abuse and neglect. Court may extend jurisdiction to the agency for those children beyond 17 years of age.	314 children 0 adults	X	X
Home Based Services	Children on Guam ages 0-17 and their families who have been referred to provide home-based services. This is to assist them with household and personal care activities that improve or maintain adequate family well-being. Adults are 59 years old and younger or adults are 60 years old and older.	24 adults 37 children	X	X
Information and Referral Services	Information and referral services are provided in the community. Adults are 59 years old and younger or adults are 60 years old and older.	44 adults 0 children	X	X

Prevention and Intervention Services (Family preservation and support services)	Children on Guam ages 0-17 (who have been referred for alleged child abuse and neglect) and their families. Children were provided with family preservation services.	0 adults 20 children	X	X
Protective Services – Adults and Protective Services – Children (24-hour emergency shelter and support services for individuals and families who are homeless)	(1) Children 0-17 years of age who lack a fixed, regular, and adequate nighttime residence. (2) Children 0-17 years old who have a primary nighttime residence that is: a supervised publicly or privately operated shelter designed to provide temporary living accommodations; an institution that provides a temporary residence for children intended to be institutionalized; or a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings. (3) Children 0-17 years of age who require emergency shelter due to unusual circumstances. Services shall be made available to children who are in need of emergency shelter EXCEPTIONS: Persons wanted by law, minors unaccompanied by parents, persons with psychiatric problems disabling them from independent living, persons abusing alcohol or drugs, and persons who are disabled to the extent that they cannot function independently.	453 adults 314 children	X	X
Protective Services – Adults and Protective Services – Children (24-hour emergency shelter and support services for women and children who are victims of family violence)	Determination that female adult is a victim of family violence. Client has no available or appropriate resources among family and friends. Adult must be working toward living outside of the shelter after the allotted time (45 days). Non-eligible clients will be: minors unaccompanied by a parent, persons with psychiatric problems, persons who are active drug or alcohol abusers, persons who cannot function independently, persons with histories of violence, theft or other significant criminal records. Adults are 59 years old and younger or adults are 60 years old and older.	41 adults 94 children	X	X
Protective Services - Children (Children referred for child abuse and neglect (CAN) allegations for which an assessment and/or investigation was conducted.)	Children on Guam ages 0-17 years who have been referred for alleged abuse or neglect.	920 children		
Transportation	Children 0-17 years of age that were provided with transportation services, usually by the Homemaker. Transportation services include medical care, employment, etc. Children on Guam and their families who have been referred for alleged child abuse and neglect. Court may extend jurisdiction to the agency for those children beyond 17 years of age. Adults	210 adults 501 children	X	X

	are 59 years old and younger or adults are 60 years old and older.			
Other Services: Day Care Licensing and Monitoring	Licensed day care owners who are adults 59 years old and younger or adults are 60 years old and older.	54 adults 0 children	X	
Child Custody Home Study	Children and adults involved for new referrals received for child custody home study. Adults are 59 years old and younger or adults are 60 years old and older.	47 adults 39 children	X	X
Home Study to Determine Appropriate Placement for Children	Children and adults involved which requires a home study to determine appropriate placement. Adults are 59 years old and younger or adults are 60 years old and older.	4 adults 2 children	X	
Family Foster Home, Group Home and Therapeutic Foster Home Certification	Licensed foster parents and foster homes that provide foster care to children. Adults are 59 years old and younger or adults are 60 years old and older.	36 adults 0 children	X	

GUAM'S TITLE XX CONSOLIDATED BLOCK GRANTS PROGRAM

**BUDGET PROPOSAL FOR
FISCAL YEAR 2014**

BUDGET JUSTIFICATION

111 REGULAR SALARY

\$ 2,129,745

Regular salary and increment for fifty-one (51) full-time equivalent (FTE) positions.
(See appendix A)

112 OVERTIME SALARY

\$ 1,000

Overtime salary for thirty-nine (39) Social Services Supervisors, Social Workers and Homemakers in the CPS Intake, Crisis Intervention, Investigation, and Case Management Units, and the Home Evaluation and Placement Services and Family Services Sections. This is essential as workers must remain on an on-call status in order to comply with Guam PL 20-209, which mandates the agency to respond to child abuse and neglect reports seven days a week on a twenty-four hour basis. Family Preservation workers provide intensive and other support services at all hours of the day for families in crisis.

113 FRINGE BENEFIT

\$ 852,549

Fringe benefits for 51 FTE positions which include retirement, life, medical and dental insurance.
(See Appendix A)

220 TRAVEL

\$ 67,300

Travel cost for four (4) staff who will attend training sessions not available on the island on areas of child abuse and neglect, family preservation, adoption and child custody. This will provide opportunities to gather and share information with other states in the assessment and treatment of child abuse and neglect. Airfare, per diem and conference registration fee amount to \$5,650 per seminar.

$\$5,650 \times 4 = \$22,600$

Cost for foster children who will travel off-island for medical evaluations and for foster care, relative foster care, guardianship or adoptive placements. This also includes cost for workers who must accompany these children.

$\$3,800 \times 7 \text{ children} = \$26,600$ $\$4,700 \times 3 \text{ workers} = \$14,100$

To cover mileage reimbursement of the use of privately-owned vehicle (POV) by Bureau staff in case lease vehicles or official vehicle are not available to continue to provide child welfare services **\$4,000**

230 CONTRACTUAL

\$ 316,210

Lease of eight (8) vehicles \$90,000

Annual cost of eight (8) lease vehicles inclusive of maintenance services, towing, and loaner vehicle services.

Vehicle Repair/Towing/Maintenance Agreements \$3,000

Annual cost for maintenance of owned vehicle through a blanket purchase agreement that includes safety inspection. The license number of the vehicle is 3130.

Vehicle Cleaning \$500

Annual cost for wash, vacuum, and spot cleaning services for the owned vehicle #3130. This is a blanket purchase agreement with three vendors.

Management Information System \$123,750

Procurement of Management Information System for child welfare, family preservation, and administrative services. Cost is \$13,750 per month for 12 months. The local Foster Care Program funds will cover 3 months of this cost.

$\$13,750 \times 9 \text{ months} = \$123,750$

Please note: Payments for this cost have not been made in the previous years.

Lease of Office Copier \$21,500

Cost for one year lease of Xerox Machine Work Centre 7556/XKP065524: \$9,000

Cost for one year lease of Xerox Machine 7775/RFX000797: \$10,000

Cost for one year lease of Xerox Machine 4250/MAC600084: \$2,500

Office Typewriter, Copier, Laptop Computer, Desktop Computer/Ncomputing, Scanner, Preventive Maintenance of Access Control Doors, Printer Maintenance Service Agreements \$20,000

Maintenance services agreements for office typewriters, copiers, laptop computers, desktop computers/Ncomputing, preventive maintenance of access control doors, scanners and printers.

Cell Phone Service \$3,060

Annual rental service for three (3) cell phones owned by the Bureau. This includes voice mail.

$\$85/\text{month} \times 3 \times 12 \text{ months} = \$3,060$

Staff Training and Development \$14,000

Cost for various staff training and development programs.

Foster Parent Training \$3,000

Postage Meter/Installations Rental \$1,900

\$900 per year including two (2) refill charges

Postage = \$1,000

Long Distance Carrier \$1,000

Toll charges for calls and fax services made to clients and other agencies in reference to foster care placements, case plans for children on/off-island residential treatment facilities, and calls to federal officials relating to financial and other programmatic matters.

Office Uniforms \$15,000

To purchase office uniforms for BOSSA staff.

Staff Business/Calling Cards \$1,000

To cover staff business/calling cards for BOSSA Staff.

Office Water Bottle \$2,000

Annual cost of Office Water Bottle that includes rental of water dispenser/cooler, water bottle, delivery and rental other water services per year. Water is offered to foster children and their families during parenting skills training, Mother read/Father read, family visitation held at the BOSSA conference room. It is also serve during meetings at BOSSA. This is a blanket purchase agreement.

Steam Cleaning of Office Fixtures \$1,500

To cover the office steam cleaning of office fixtures which includes chairs, love seats, couch, office dividers and other BOSSA fixtures.

Miscellaneous 15,000

Printing, advertising, and subscriptions. To pay for court-ordered publications with Pacific Daily News, Marianas Variety, and Agana Cathedral Basilica. To purchase radio shows, banners and other supplies for Child Abuse Prevention Month, as necessary. Advertisements and radios shows will be with Sorensen PAC Broadcasting (Power-98 and News talk K-57), Moy Communications, Inc./Hit Radio-100 and KUAM.

233 BUILDING RENTAL

\$ 116,711

Cost of annual lease agreement for lease of office building located on the third floor of the Union Bank Building at 194 Hernan Cortes Avenue in Hagatna. The total square feet occupied by BOSSA is 7,760 square feet. Cost is \$1.88 per square foot. This cost is inclusive of utilities and janitorial services. Building Rental of \$58,356 (4 months) is paid for by the Foster Care Program, which is 100% locally appropriated.

7,760 s.f. x \$1.88/s.f. = \$ 14,588.80 per month
\$14,588.80 x 8 months = \$116,711.00 per annum

240 SUPPLIES

\$ 39,000

General Supplies \$30,000

To purchase basic office supplies and materials, postage meter supplies, emergency supplies for children who are at substantial risk of harm and must be immediately removed from their homes, public awareness materials, equipment and personal computer parts and supplies, vehicle parts, and fuel charges of eight (8) leased and Government of Guam owned vehicles and that will include lubricant services.

Blanket Purchase Order for Sundries \$3,000

Blanket purchase order to cover the cost of sundries, over-the-counter medication, and other emergency supplies for foster children.

Blanket Purchase Order for Office Supplies \$6,000

Blanket purchase order to cover the cost of office supplies not available at the Guam General Services Agency.

250 EQUIPMENT

\$ 40,659

Desk Computers \$30,000

To purchase ten (10) new computers at \$3,000 per computer

Refrigerator \$659

To purchase a standard refrigerator to store medicines, infant formula, drinks and other food of foster children when needed.

To purchase basic office equipment that include shredders, fans, copiers and other office equipment. **\$10,000**

271 DRUG TESTING CHARGES

\$ 750

Drug testing charges cost \$75.00 per employee.
10 employees x \$75.00 = \$750.00

363 UTILITIES/TELEPHONE

\$ 108,000

For internet access, fax services, and fixed monthly telephone expenses.

450 CAPITAL OUTLAY

\$ 5,000

Upgrading of the filing system at the Bureau Records Room.

To purchase other equipment with cost in excess of \$5,000.00.

701 INDIRECT COST - FEDERAL PROGRAM

\$ 379,060

Indirect cost is computed at the indirect cost rate of 17.79% of total salary.

Regular Salary \$2,129,745
Overtime Salary +1,000
Total Labor Cost \$2,130,745

Indirect Cost: 17.79% x \$2,130,745 = \$379,060

Please note: Indirect cost rate for fiscal year 2013 is 17.79%. There is no rate for fiscal year 2014.

TOTAL PROPOSED BUDGET:

\$ 4,055,984

**TITLE XX, CONSOLIDATED BLOCK GRANTS PROGRAM BUDGET
FISCAL YEAR 2014
OCTOBER 1, 2013 - SEPTEMBER 30, 2014**

OBJECT CODE	OBJECT CATEGORY		AMOUNT
111	Regular Salary	\$	2,129,745
112	Overtime Salary	\$	1,000
113	Fringe Benefit	\$	852,549
220	Travel	\$	67,300
230	Contractual	\$	316,210
233	Building Rental	\$	116,711
240	Supplies	\$	39,000
250	Equipment	\$	40,659
271	Drug Testing Charges	\$	750
363	Utilities/Telephone	\$	108,000
450	Capital Outlay	\$	5,000
701	Indirect Cost - Federal Program	\$	379,060
Total:			\$ 4,055,984

**TITLE XX, CONSOLIDATED BLOCK GRANTS PROGRAM
ESTIMATED ALLOCATIONS
FISCAL YEAR 2014**

PROGRAMS	AMOUNT
Social Services Block Grant	\$ 743,954
Child Abuse and Neglect	\$ 52,500
Child Welfare Services	\$ 748,826
Children's Justice	\$ 63,374
Community Services Block	\$ 862,910
Community Based Child Abuse Prevention (Family Resource)	\$ 210,000
Family Violence Prevention	\$ 127,286
Low Income Home Energy Assistance Program	\$ 167,751
Family Preservation and Support Services Program (Promoting Safe and Stable Families)	\$ 395,919
Family Preservation and Support Services Program (Promoting Safe and Stable Families) Caseworker Visits	\$ 49,546
Sub-total:	\$ 3,422,066
Estimated Carryover of Fiscal Year 2013 Title XX, Consolidated Block Grants Funds	\$ 633,918
Gand Total:	\$ 4,055,984