



EDDIE BAZA CALVO
GOVERNOR

RAY TENORIO
LIEUTENANT GOVERNOR

GOVERNMENT OF GUAM

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



JAMES W. GILLAN
DIRECTOR

LEO G. CASIL
DEPUTY DIRECTOR

MAR 22 2017

Lynwood McDaniel, Jr., MPP
Social Services Program Specialist
Social Services Block Grant
Division of Social Services
Office of Community Services
Administration for Children and Families
U.S. Department of Health and Human Services
330 C Street, SW, 5th Floor
Washington, DC 20201

Dear Mr. McDaniel:

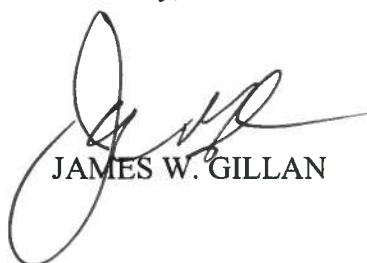
Enclosed is the Guam Department of Public Health and Social Services fiscal year 2016 Post-Expenditure Report for the Title XX, Consolidation of Grants Program for the period October 1, 2015 to September 30, 2016.

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

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

We sincerely appreciate your continued support.

Sincerely,



JAMES W. GILLAN

Enclosure

**Fiscal Year 2016 Title XX,
Consolidation of Grants Program
Post-Expenditure Report**

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

TABLE OF CONTENTS

	Pages
CERTIFICATION	
I. PROGRAM INTRODUCTION	2-3
II. DEFINITION OF A CHILD	3
III. PROGRAM OUTLINES	3-26
CPS Section: Intake, Crisis, Investigation & Case Management	4-8
Home Evaluation & Placement Services Section: Adoption & Custody Unit and Licensing Unit	8-10
Family Services Section	10-12
Administrative Services Section	12-14
Program Management Section	14-22
Other Accomplishments	22-26
Significant Trainings/Conferences Attended	26-30
Other Trainings	30
Program Application to Title XX Goals	30-32
IV. BUDGET	Appendices
Composition of the Title XX (SSBG) Consolidated Block Grants Program for Fiscal Year 2016	A
Fiscal Year 2016 Expenditure of Fiscal Year 2015 Title XX (SSBG) Carry Over Funds	B
Fiscal Year 2016 Expenditure of Fiscal Year 2016 Title XX (SSBG) Grant	C
Fiscal Year 2016 Expenditure of Foster Care Program Funds	D
Total Funds Received by BOSSA for Fiscal Year 2016	E
Fiscal Year 2016 Expenditure of Title XX (SSBG) Funds	F
Fiscal Year 2016 Staffing Pattern	G

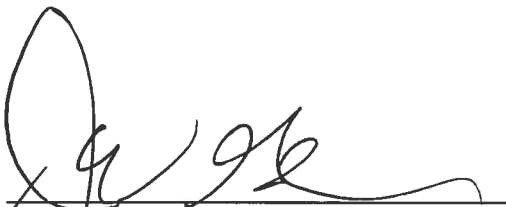
Fiscal Year 2016 Social Services Block Grant (SSBG) Post-Expenditure Report Form	H
--	---

Organizational Chart	I
----------------------	---

CERTIFICATION

I hereby submit to the people of Guam and the Federal Government the Title XX, Consolidation of Grants Program Post-Expenditure Report for Fiscal Year 2016, covering the period October 1, 2015 to September 30, 2016.

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

A handwritten signature in black ink, appearing to read 'J. Gillan', written over a horizontal line.

JAMES W. GILLAN

Director,

Department of Public Health & Social Services

3-22-17

Date

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

October 1, 2015 through September 30, 2016



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

TITLE XX SOCIAL SERVICES BLOCK GRANT

POST-EXPENDITURE REPORT

This report covers the period October 1, 2015 through September 30, 2016 summarizing the activities and programs supported with Title XX funds.

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

Department of Public Health & Social Services
Bureau of Social Services Administration
194 Hernan Cortez Avenue, Suite 309
Hagatna, Guam 96910-5052

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

I. PROGRAM INTRODUCTION

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

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

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

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

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

The SSBG funds are available for a two-year period of which unspent funds in the current fiscal year are carried over to the following fiscal year. The actual SSBG award for this period was \$2,951,171.00. Guam spent \$3,494,432.48 for program operations. This includes expenditure of both carry over and current year funds. Local funds were also used in support of the Title XX goals. Expenditures from the local Foster Care program funds was \$2,082,725.72 during fiscal year 2016.

II. DEFINITION OF A CHILD

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

III. PROGRAM OUTLINES

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

CHILD PROTECTIVE SERVICES SECTION

The Child Protective Services (CPS) Section is made up of the Intake Unit, the Crisis Intervention Unit, the Investigation Unit and the Case Management Unit. The workers continue to partner and collaborate with government, non-government, and non-profit organizations with their assigned cases.

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

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

Public Law 24-239, the *Guam Family Violence Act of 1998* outlines mandates for the agency to cross-screen CAN referrals for family violence. If family violence has

occurred in the household, CPS is required to seek the removal of the alleged perpetrator(s) from the home if the child is in danger of abuse or neglect. Appropriate services to address family violence and prevent recurrence must be coordinated for the child and family through community resources.

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

CPS Intake Unit Accomplishments:

For fiscal year 2016, the CPS Intake Unit received 1,389 referrals. Of these referrals, there were 2,148 children that were referred to CPS of abuse and neglect.

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

CPS Crisis Intervention Unit Accomplishments:

Workers within the Intake/Crisis Unit continue to foster educating the public on child abuse and neglect prevention, as well as mandated reporting. This is done through informal and formal contacts with the public, either in person, via telephone calls, mandated reporter presentations, and other outreach activities. As a result of this, there appears to be a lesser number of inappropriate referrals being made to CPS. The unit workers, as well, are more versed, competent, and assertive, in dealing with persons wanting to make referrals to CPS.

Late this year, of the four Social Worker III (SWIII) in the Crisis Unit, one remained on extended sick leave throughout the fourth quarter. In August 2016, one SWIII transferred out of the unit to the Home Evaluation and Placement Services (HEPS) Section. For the remainder of the quarter, the Crisis Unit functioned with two SWIII with support from the social workers in the Intake Unit.

The Bureau has been using a Child Welfare Information system since January of 2015. This system is named the Public Health Professional system or PH/pro system. Since the implementation of this PH/pro system, workers within the unit have become more versed in the use of it numerous features. There have been some slight issues with the program, but none so profound that the vendor or the Program Management Section could not correct. Having a computerized database has made it so much easier for workers to search for persons involved with the Bureau. In addition, various statistical reports can now be generated much more easily than before.

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

The CPS Investigation Unit:

1. Interviews and assesses child and family members and other relevant parties.
2. Obtains necessary medical evaluation.
3. Collects relevant social data.
4. Determines whether or not abuse occurred.
5. Assesses risk to the child.
6. Seeks police or court authority as necessary and ensures the safety of the child, and executes protective custody authority if indicated.
7. Ensures necessary legal documents are prepared for subsequent court proceedings for those children requiring substitute care.
8. Participates in court hearings, wrap plans, treatment teams, and case reviews.
9. Prepares narratives and reports for documentation of interviews conducted for investigation.
10. Ensures that once a case is validated, a Services Plan Agreement (SPA) is developed. The case is then transferred for action to the Case Management Unit.

CPS Investigation Unit Accomplishments:

Within the Investigation Unit, there were 495 referrals received and assigned to investigators. There were 482 referrals that were investigated and closed as follows:

- 28 – transferred to Case Management Unit
- 31 – determined “Indicated”
- 346 – determined “Terminated to Suspect”
- 77 – determined “Terminated”

The remaining 13 referrals are ongoing cases with the Investigation Unit.

The Investigation Unit had a decrease in Summons received from the court compared to last fiscal year as follows:

- FY2016 1st Quarter – 0 summons
- FY2016 2nd Quarter – 1 summons
- FY2016 3rd Quarter – 1 summons
- FY2016 4th Quarter – 2 summons
- FY2015 1st Quarter – 4 summons
- FY2015 2nd Quarter – 3 summons
- FY2015 3rd Quarter – 3 summons
- FY2015 4th Quarter – 0 summons

There were Summons to Appear orders by judges, due to judges determining that CPS involvement was necessary, or CPS was summoned to attend the minor's Juvenile Delinquency (JD) cases.

In FY2016, the Investigation Unit did not received any Subpoenas from the court.

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

The CPS Case Management Unit:

1. Ensures that the service plan agreement process and goals are understood by the child and family during the interview.
2. Implements the SPA, monitors progress of case, and coordinates ongoing services as needed.
3. Prepares timely permanency plans to secure placements for children who have been removed from their homes.
4. Ensures support services are activated immediately thereafter. On-going services include, but are not limited to, the coordination and the provision of psychological counseling or other interventions aimed at improving parenting and strengthening the family's capacity for resolving conflict and stress in a non-violent way.
5. Participates in court proceedings.

CPS Case Management Unit Accomplishments:

The unit started out in fiscal year 2016 with 45 ongoing cases.

- Adults: 40 females (mothers)
43 males (fathers)
- Children: 67 females
69 males

There were no individuals 60 years and above.

Throughout the year, the unit received an additional 22 new cases from the Crisis and Investigation Units. Of these 22 cases, the following were:

- Adults: 25 females (mothers)
26 males (fathers)
- Children: 32 females
30 males

There were no individuals 60 years and above.

The unit was able to successfully close 17 cases. Of these 17 cases, the following were:

- Adults: 17 females (mothers)
14 males (fathers)
- Children: 14 females
20 males

The unit closed the year with 50 ongoing cases. Of these 50 cases, the following were:

- Adults: 48 females (mothers)
55 males (fathers)
- Children: 68 females
67 males

For fiscal year 2016, the unit permanently placed a total of 51 foster children.

Parental rights were terminated for 3 parents.

Adoptions were finalized with the court for 2 children (a female and male).

A total of 22 foster children were placed under the legal guardianship of relative caregivers or foster parents.

No foster children were placed under long term foster care. They will remain under CPS legal custody until they reach the age of majority.

For fiscal year 2016, the unit reunified 27 children with one of both of their biological parents.

The social workers in the unit attended 278 court hearings during fiscal year 2016.

The social workers in the unit attended the following meetings:

1. Case Staffing Meetings - 21
2. Individual Education Plan (IEP) meetings – 41
3. Treatment Team Meetings – 54
4. Wrap Meetings – 38

HOME EVALUATION AND PLACEMENT SERVICES SECTION

The Home Evaluation and Placement Services (HEPS) Section consists of the Adoption and Child Custody Unit, and the Licensing/Certification of Child Care Facilities and Family Foster Homes Unit.

The Adoption and Custody Unit conducts individual and family assessments for adoption, child custody cases, family foster care placements, termination of parental rights and guardianship. The unit also provides post placement services (monitoring) in adoption cases. The U.S. Department of State provides guidance that the DPH&SS is considered a “public domestic authority” to conduct adoption social studies 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 BOSSA will continue in order to protect and promote the welfare of children, natural parents and prospective adoptive parents.

The Licensing Unit provides the certification of family foster homes for children requiring substitute care in foster homes, and the certification of child care facilities.

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

The Home Evaluation and Placement Services section:

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

Home Evaluation and Placement Services Section Accomplishments:

Within the Adoption and Custody Unit, there were 9 Post Placement Adoption completed, 25 Adoption Home Studies received, 37 Adoption Studies completed, 19 Custody Home Studies received, 25 Custody Home Studies completed, 4 Other Home Studies received and completed. For Adoption and Custody Unit, HEPS was able to generate statistics on the PH/pro system during the 2nd and 3rd quarter in FY 2016.

Inside the Child Care Licensing Unit, there were 36 licensed child care, 32 foster homes, 4 licensed group homes, and 2 licensed therapeutic homes in FY 2016.

- All licensing application packets were updated this fiscal year to reflect changes in Public Law 31-73, Standards for Child Care Facilities and Group Child Care Homes.
- Licensing Social Worker updated the Child Care Inspection and Monitoring Checklist to reflect the requirements of Public Law 31-73, Standards for Child Care Facilities and Group Child Care Homes.
- HEPS staff met weekly with the Program Management Section Program Coordinator to continue work on the Standard Operating Procedures. Drafts were created for Child Care Licensing of Child Care Facilities, Group Child Care Homes and Family Day Care Homes. These procedures were reviewed and finalized.
- The BOSSA Administrator and Licensing Social Worker attended the National Association for Regulatory Administration (NARA) conference in Oregon from September 19-23, 2016.

- All Child Care Facility providers employed in centers who were issued a new or renewal license this year underwent professional development validation through the Guam Early Learning Council's Professional Development Subcommittee as required by Public Law 31-73.
- BOSSA staff provided input to the Guam Legislature on issues with Public Law 31-73 during a status hearing. The BOSSA recommended that the law include a provision for graduated penalties, as the only recourse at present is to close a facility that does not meet the standards.
- Childcare Licensing Social Worker developed a form for reporting injuries and accidents in Child Care Facilities. This was disseminated to all licensed facilities.

Within the Foster Care Licensing Unit, there were 84 foster care service providers for a total of 230 foster children.

- The Foster Home Licensing Social Worker continued to participate in monthly support meetings for foster parents throughout the year. These meetings provide a venue for foster parents to meet, socialize, exchange information and provide support to each other.
- There are currently 32 licensed Family Foster Homes.
- HEPS continued its work with community partners such as Harvest House, Rigalu Foundation and Foster Families Association to provide support to foster families and training to foster parents.
- A Social Worker II from the Adoption/Custody unit underwent training to assume the role of the Foster Home Licensing Social Worker. This transition was completed successfully without any interruption in service.

FAMILY SERVICES SECTION

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

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

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

Family Support Services Unit focuses primarily on prevention activities such as curriculum development, and strategies for the prevention and intervention of child abuse

and neglect. Other efforts are targeted at strengthening the family support services in existence in order to enhance family functioning.

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

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

The Family Services Section:

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

Family Services Section Accomplishments:

Promoting Safe and Stable Families Program provides family preservation services. The Family Preservation Unit, also known as the Family Support Services for uses on prevention activities.

- A. The FP Social Worker provides short term FP services with a minimum timeframe of 45 days, not to exceed 90 days. In FY 2016, one family preservation service was provided.
- B. Family Support Services focuses on activities such as curriculum development and strategies for the prevention and intervention of child abuse and neglect. The following in FY 2016, were Family Support Services activities:
 - 1. Parent Module Presentation:
These presentations were provided to parents on how to discipline their children as requested by schools. Of the two presentations provided to schools, 71 individuals attended.
 - 2. Mandated Reporters Presentation:
Mandated Reporters Presentations are made when requested by the community to ensure that professionals and mandated reporters, especially law enforcement, school officials, doctors, nurses, etc. understand how and when to make a referral to CPS. There were 21 presentations provided to government agencies, a private hospital, public/private schools, non-profit organizations, etc. A total of 438 individuals attended the presentations.
 - 3. Outreaches and Awareness:
A total of 37 outreaches were provided to BOSSA partners and the general public. Of those 37 outreaches, approximately 2,143 participants attended.
 - 4. Personal Safety Skills Presentation:
In this presentation, the children are provided safety tips that can help them avoid becoming a victim of child abuse and neglect or even crime. By taking a few simple precautions, they can reduce the risk of being a victim and also discourage perpetrators and those who commit crimes.
 - 5. Donations:
The Government of Guam, private businesses, individuals and other civic organizations were very instrumental in supporting foster children needs. Through their donations, our foster children were able to receive generous items.

ADMINISTRATIVE SERVICES SECTION

The Administrative Services Unit (ASU) supports the programs and facility of the agency. The ASU provides administrative services for program staff, foster care providers and the community at large. The Administrative Assistant works closely with the Program Management Section on fiscal matters.

The ASU is responsible for the following:

- 1. Fiscal Support
- 2. Records Management
- 3. Personnel Support
- 4. Office Management
- 5. Procurement
- 6. Inventory Control
- 7. Mail Operations
- 8. Receptionist Duties

Administrative Services Section Accomplishments:

Equipment/Agreements:

Leased Equipment

Asset Description	Make/Model	Acquisition Date/	Acquisition Value	Document Number
Copier (ASU area)	Xerox Model WC7556PC	10/01/15	\$10,012.92 12-months	P166A00201
Copier	Xerox Model WC7775PG	10/01/15	\$2,425.62 2-months	P166A00162
2 Copier (CPS & PMS area)	Xerox Model WC7845	1 st machine 08/31/16 2 nd machine 09/29/16	\$2,644.48 2-months	P166A04907

Vehicles

License Number	Model/Type	Year	Leased/Owned	Condition
6138	KIA Sedona Van	2012	Owned	Satisfactory
6139	KIA Sedona Van	2012	Owned	Satisfactory
6140	KIA Sedona Van	2012	Owned	Satisfactory
6142	KIA Sedona Van	2012	Owned	Satisfactory
6145	KIA Sedona Van	2012	Owned	Satisfactory
6146	KIA Sport age SUV	2013	Owned	Satisfactory
6147	KIA Sport age SUV	2013	Owned	Satisfactory
6148	KIA Sport age SUV	2013	Owned	Satisfactory

Agreements

Item	Vendor	P.O. Number	Effective Date	Expiration Date
NComputing PM	3D Industries	P166A00946	11/16/15	09/30/16
Foster Care Health Insurance	Calvo's Insurance	Direct Payments	10/01/15	09/30/16
PH/pro system	DMR	P166A00036 – local P166A01784 – Federal	10/01/15	09/30/16
Drinking Water	Island Choice	P166A01046	11/19/15	09/30/16
Cell Phones (4)	IT&E	P166E002017	12/10/15	09/30/16
Oil Change	One Stop Auto Repair	P166A05073	08/15/16	09/30/16
Access Control PM	SecureSafe Solutions	P166A00982	11/17/15	09/30/16
IFB Advertising	Guam Times	P166A04824	08/01/16	09/30/16
Metro Ethernet	GTA	P166E00137	10/27/16	09/30/16
Metro Ethernet	GTA	P166E00307	08/31/16	09/30/16
Telephone	GTA	P166E00133	10/27/16	09/30/16
Telephone	GTA	P166E00306	08/31/16	09/30/16

The total Foster Care Maintenance payments to include clothing allowance in FY 2016 was \$813,375.51.

PROGRAM MANAGEMENT SECTION

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

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

The PMS is responsible for the following:

1. Develops Policies and Procedures
 - Develops standard operating procedures (SOPs) for the Child Protective Services, Family Services and Home Evaluation and Placement Services Sections. Develops SOPs for the administrative programs of the Bureau.
2. Monitors and Evaluates Federally and Locally Funded Programs

3. Manages Service Contracts

- Conducts quarterly monitoring of the service contracts with Catholic Social Services. These service contracts include the *Alee* I and II and the *Guma San Jose* shelters. The *Alee* I shelter provides 24-hour emergency shelter and support services for women and children who are victims of family violence. The *Alee* II shelter provides 24-hour shelter and support services for children who are victims of abuse and neglect. The *Guma San Jose* shelter provides 24-hour shelter and support services for individuals and families who are homeless
- Ensures that services provided are adequate and facilities are well maintained. Evaluates the effectiveness of services and prepares report on findings and recommendations.
- Participates in contract preparation, budget negotiations, and contract renewals with service providers.
- Prepares the office space lease agreement and other contracts, as necessary.

4. Maintains Computer Equipment, and other Automation of Information Systems

- Identifies automation needs of programs.
- Assists in training all staff on the use of the system.
- Monitors the operation of the system. Maintains contact with system technicians when problems occur so that corrective actions are taken immediately.
- Manages and updates reference files, when necessary.
- Assists system technicians in taking security measures.
- Conducts backup activities for files, if necessary.
- Coordinates with the court to monitor, maintain and get technical assistance on their information systems.

5. Assists in Management Research Projects and Other Special Projects

6. Conducts Fiscal Management and Grant Writing.

- Prepares quarterly and annual progress reports for grant programs.
- Prepares the annual Title XX Pre- and Post- expenditure reports.
- Prepares annual financial status reports (SF 425).
- Prepares program statistical reports.
- Prepares federal and local budgets.
- Prepares response to audit findings on fiscal and program matters.

7. Analyzes Federal and Local Legislation and its impact on Child and Family Welfare Programs

8. Develops and Implements the Bureau's Corrective Action Plans

9. Develops Contingency Plans

10. Identifies Staff Training and Conducts Training Needs Analysis.

Program Management Section Accomplishments:

The Program Management Unit is responsible for the development of policies and procedures and the monitoring and evaluation of programs, coordination of staff training and development, and fiscal operations.

- A. The PMS requested and justified the need for **\$2,951,171** in federal Title XX funds and **\$2,447,211.00** in local Foster Care program funds to continue program operations for FY 2016. These funds were used primarily to provide direct services for children and families on Guam, foster care maintenance payments, emergency payments for foster children needs, fund the Child Welfare Management Information System, fund the Alee I and II Shelters for victims of child abuse and neglect and victims of family violence, fund the Guma San Jose Shelter (GSJ) for homeless individuals and families, fund the GSJ Homeless Expansion Program, office building rental, and other program operations.
- B. The PMS completed the annual State Plan and request for FY 2017 Title XX grant and a preliminary copy was emailed to the federal grantor agency on September 1 2016. This report was then submitted to the Guam State Clearinghouse (GSC), Bureau of Statistics and Plans, and the Bureau of Budget and Management Research for review and approval. Upon approval on October 18, 2016, the final report was sent to the federal grantor agency. The total budget request contained in this report is **\$3,211,731.00**.
- C. The FY 2015 Title XX, Consolidation of Grants Post-Expenditure Report was completed and submitted to the grantor agency in March 2016. Title XX is also known as the Social Services Block Grant (SSBG) program. This is a report on the actual expenditure of Title XX (SSBG) funds, total population served, and activities carried out through the grant funds. During FY 2015, Title XX expenditures was **\$3,395,064.00** which include expenditures for services and administrative costs.
- D. The Foster Children Health Insurance was funded through P.L. 32-189, which became law on October 13, 2014, in which foster children are included in the

Government of Guam Group Health Insurance Contract. As a result, the total of \$596,142.43 in insurance premium payments was processed during FY 2016 to provide health coverage for foster children with a private carrier. However, children continue to have Medicaid as a secondary provider, while some children are under the Medically Indigent Program.

- E. The PMS provided quarterly monitoring of the Alee I and II, the main GSJ, and the GSJ Homeless Expansion Program shelters to ensure that all clients needing temporary emergency shelters were provided with their basic needs for food, shelter, and safety, and that support services and links to community resources were provided to clients in order that they may become self-sufficient.

The Alee I shelter provides 24-hour emergency shelter and support services for women who are victims of family violence, and their children. During FY 2016, the shelter served 167 adults and children. The Alee II shelter provides 24-hour emergency shelter and support services for children who are victims of abuse and neglect. During FY 2016, the shelter served 47 children.

The main GSJ shelter provides 24-hour emergency shelter and support services for families and individuals who are homeless, for up to 60 days. During FY 2016, the shelter served 602 adults and children.

The GSJ Expansion Program provides 24-hour emergency shelter and support services for families with children who are homeless, for up to 6 months. During FY 2016, the shelter served 68 adults and children. The emergency shelters are funded through 100% local foster care funds, while the GSJ Expansion Program is funded through 100% federal Title XX funds.

- F. The PMS completed two Invitation for Bid (IFB) packages for emergency shelter and support services for women who are victims of domestic violence, and their children, for children who are victims of abuse and neglect, and for individuals and families who are homeless. The bid packages were reviewed and approved by the General Services Agency and the Office of the Attorney General prior to advertising in the Guam Daily Post for a public offering on August 8, 2016. Only one vendor submitted a bid for both projects. As a result, emergency shelter services will continue to be provided to the community for another 8 years beginning in FY 2017. The cost to run the shelter for victims of domestic violence and child abuse and neglect is

\$1,018,734.60 per year, and the cost to run the shelter for the homeless is \$684,255.24 per year.

- G. The PMS completed the FY 2015 Annual Impact of the Compact of Free Association Report on October 30, 2015. This is a report on statistics and costs to provide foster care, protective services, and emergency shelter services that the Bureau funds or administers to citizens of the Federated States of Micronesia (FSM), Republic of Palau and the Republic of Marshall Islands. The total population count for the citizens from the FSM, Republic of Palau and the Republic of the Marshall Islands who availed of services during FY 2015 is 921. Total population count for all ethnic groups is 3,534. The total costs due to the Compact of Free Association for the above social services programs was \$341,480.65. The total program costs for all programs is \$1,947,101.35. This report will be combined with other departmental program reports and will be submitted to the Bureau of Statistics and Plans, pursuant to U.S. Public Law 108-88.
- H. The PMS continues to work with Data Management Resources (DMR) whenever there is a need to make slight changes in the functionality or capabilities of the software application on the AS/400 PH/Pro system, or when there are clarifications to be made or questions arise when processing cases or navigating the program application. The vendor has been very responsive and helpful to the Bureau's needs. The DMR also provided a presentation and quotation on the On-base software application program, specifically on what processes or functions can be streamlined or accessed quicker through this document imaging software.
- I. The PMS PCIII provided the mandatory Information Security training to all staff on November 4, 2015 during the General Staff Meeting.
- J. The PMS PCIII is a member of the Guam Homeless Coalition (GHC) and attends monthly meetings held every third Wednesday of the month at the Department of Labor's conference room in Hagatna. The GHC is committed to the provision of housing and supportive services for individuals and families who become homeless.

The Guam Housing and Urban Renewal Authority partnered with the GHC and the rest of the nation on January 15, 2016 in identifying those individuals and families who are homeless on Guam. This annual Point in Time (PIT) count is

required by the U.S. Department of Housing and Urban Development for jurisdictions who receive federal funds that support services to the homeless population. Volunteers and enumerators gathered information on the number of homeless individuals and families and assessed their housing, healthcare, and social needs.

The PCIII, PMS Management Analyst I (MAI), and a Homemaker joined hundreds of other volunteers in conducting this annual count. The BOSSA team was assigned to the Dededo 2A landmark sites which included the Dededo flea market, Payless Supermarket and surrounding area, (Mayor's Office, Santa Barbara Church, Circle K, Kentucky Fried Chicken, Bank of Guam, and the public park areas). The BOSSA team counted 15 individuals who were homeless in this area. As a result of the annual 2016 PIT project, Guam had a total of 973 unsheltered homeless persons whose primary nighttime residence is a public or private place not designed or ordinarily used as a regular sleeping accommodation for human beings, which included a car, park, abandoned building, bus, and other sites, as per the U.S. Department of Housing and Urban Development's (HUD's) homeless definition.

- K. Pursuant to §3130, Division 1, Chapter 3, Title 5 GCA, the PMS staff conducted the Annual Public Hearing Requirements on Fee Schedules on March 18, 2016 at the BOSSA conference room. The current fee schedules presented were for the various types of applications to operate child care facilities and group child care homes. The HEPS Section staff were also present at this hearing to answer any questions about the fees.
- L. The PMS PCIII continues to meet with supervisors and program staff to work on Standard Operating Procedures (SOP). The group completed the procedures for the licensing of child care facilities and group child care homes.
- M. The PMS collects, tabulates, and analyzes the Customer Satisfaction Surveys (CSS) that are filled out and completed at the BOSSA reception area by clients who walk in for appointments, information, or other services. The CSS are in accordance with the Governor's Customer Service Guideline issued on April 7, 2011. The CSS will allow BOSSA to achieve the following: Reduce customer wait time, receive customer feedback on services received, and obtain opinion on ways to improve services.

- N. The PMS MAI provided assistance to the Bureau of Management Support (BMS) through attendance in meetings every Tuesday of each month with child care facilities and the BMS PCIV to receive and validate the Guam Plan for Professional Development (GPPD) applications, and then forwarding the documents to the GPPD subcommittee for certification. The MAI assisted with the GPPD meetings from April 2015 through May 2016 due to the shortage of staff within the BMS.
- O. Pursuant to Public Law 31-73, the PMS submitted monthly Child Care Revolving Fund Reports to the Guam Legislature via the Office of the Governor. The fund generates revenues from new or renewal application fees and fines from child care facilities and group care homes. The fund was established to cover expenses that support the child care activities and needs of the Division of Public Welfare. The fund balance at the close of FY 2016 was \$30,550.
- P. The PMS continues to provide notary services due to the numerous Power of Attorneys, Legal Guardianship documents, and off-island adoption reports that need to be notarized.
- Q. The PMS provided direct supervision to staff of the Administrative Support Unit (ASU) due to a lateral transfer of the Administrative Assistant (AA) to the BMS. The PMS will continue to supervise ASU until the AA is hired.
- R. The PMS continues to update the Child Profile Binder for Foster Children. This binder contains pictures of every foster child, along with pertinent information about the child. Photos and information are updated as necessary.
- S. The PMS PCIV continues to attend monthly Quality Improvement (QI) Council meetings. The council completed the QI Plan on June 22, 2016. The council continues to work on analyzing the department's procurement and recruitment data, conducts time studies for these processes, and analyzes costs of these processes in order to determine streamlining efforts or creating procedures to improve efficiencies in procurement and recruitment. The council receives technical assistance and tremendous support from the Association of State and Territorial Health Officials (ASTHO) staff in these efforts.

- T. The PMS PCIV attends monthly meetings of the Emergency Medical Services (EMS) Commission. She is a non-voting member of this commission. The PCIV is also a member of the EMS for Children advisory subcommittee. The EMS Commission duties are contained in 10 Guam Code Annotated, Chapter 84, § 84106. On May 10, 2013, Public Law 32-031, the Responsible Boards and Commissions Education Act, was enacted which requires Board members to attend educational training on rules and regulations, procurement, etc. As a result, EMS commission members took part in a 2-hour training on October 2, 2015. The PCIV also attended the 2016 Emergency Medical Services for Children Conference on “Improving Emergency Preparedness for Pediatric Disasters” on February 11, 2016 at the Guam Army National Guard Readiness Center.
- U. The PMS staff attended the mandatory HIPAA Training on January 6, 2016 at the Health Professional Licensing Office Conference Room.
- V. The PMS staff is the Division of Public Welfare (DPW) Coordinator for the department’s website. All bureaus within the division will coordinate with the PCIII to post information on the website. The PCIII also posts all department press releases on the website.
- W. The PMS PCIII attends monthly meetings of the Guam Criminal Justice Automation Commission (CJAC). Meetings are held every first Thursday of each month at the Judiciary of Guam. This group consists of representatives from the Marshall’s Office of the Superior Court of Guam, Attorney General’s office, Guam Police Department, Department of Corrections, Port Authority of Guam, Civil Defense and the Guam International Airport Authority. The PCIII is also the National Crime Information Center (NCIC) Database Coordinator. The NCIC Coordinator undergoes a fingerprint check, background check, and a 3-4 day training by the Marshalls of the Judiciary of Guam.
- X. The PMS PCIII is the Division of Public Welfare Representative for the Joint Information Center (JIC) for the Department. Meetings are called upon emergencies. Meetings are held at the PHICC room.
- Y. The PMS PCIII is the DPW representative for the Receive, Stage and Store (RSS) Team for the Department. Meetings are called upon emergencies. Meetings are held at the PHICC room.

- Z. The PMS will continue to update SOPs for the following: Child Protective Services, Suicide, Active Shooter, NCIC 2000 System, Foster Children Health Insurance, AS/400 PH/Pro, New Employee Orientation, BOSSA Typhoon Pre-operation and Post-operation, and other procedures as necessary.
- AA. The PMS, along with the BOSSA Administrator, and all program supervisors, attend monthly conference calls with Mr. James Coloma and Ms. Sherri Levesque to work on and discuss the Continuous Quality Improvement (CQI) system for BOSSA. Online CQI modules are completed by everyone prior to the monthly calls. These calls are made to guide BOSSA in the five functional components of a CQI system. Mr. Coloma visited the BOSSA from August 25-27, 2016 as part of Region IX's Capacity Building Collaborative to the region and territories. He provided an assessment summary for BOSSA on its needs in order to facilitate a plan for capacity building services.
- BB. BOSSA Foster Care Expenditures: The number of foster children in FY 2015 was 213 and in FY 2016 was 230.

	FY 2015	FY 2016
Guma San Jose	\$ 578,904.23	\$ 552,019.21
Alee Shelters I and II	\$ 581,442.69	\$ 596,750.04
Management Information System (PhPro)	\$ 41,250.00	\$ 41,250.00
Building Rental	\$ 56,340.00	\$ 56,340.00
Foster Care Maintenance Payments Court-ordered Payments for Foster Children	\$ 512,763.88	\$ 819,281.17
Petty Cash (used towards emergency needs of children and other emergency needs as postage and other necessities)	\$ 369.75	\$ 200.00
Travel Costs of Children for Placement	\$ -	\$ 9,041.25
Supplies	\$ -	\$ 7,844.05
TOTAL	\$ 1,771,070.55	\$ 2,082,725.72

Other Accomplishments:

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

- **Community Evaluation Advisory Team (CEAT):** The purpose of CEAT is to ensure that families and stakeholders input are reflected in the design and implementation of Project Karinu's evaluation plan and all evaluation activities. The Bureau's Administrator attends this quarterly meeting.
- **Project Bisita's I Familia Advisory Committee:** The purpose of Project Bisita is to provide home visitation services for children (birth – 8 years) and families who reside in at-risk communities. The services support women during pregnancy and after birth by promoting the importance of prenatal care and well-baby check-ups. It helps parents with positive parenting skills and provides information about child development, health and safety. The Bureau's Administrator attends this monthly meeting.
- **Project LAUNCH (Linking Actions for Unmet Needs in Children's Health):** The goal of this five year grant is to promote young child wellness through systems change and direct services to children from birth to age eight and their families. The Bureau's Administrator attends this monthly meeting.
- **Game Change (Transition) Committee:** This committee was formed to improve efforts to provide more comprehensive services and ensure that youth and young adults in our public system receive individualized support to plan for and complete the next steps as they transition into adulthood. The interagency Game Change Committee further aims to provide Guam's disadvantaged youth with access to a broad continuum of education, training opportunities and support services with a priority to re-engage youth who are disconnected from the education system and labor market. The Bureau's Administrator attends this monthly meeting.
- **Guam CEDDERS Advisory Council:** The Guam CEDDERS Advisory Council meets quarterly to obtain input and guidance as needs are addressed and activities are implemented. Comprised of a majority of individuals with disabilities and family members, with representation from disability-related service providers, the Council provides critical direction on key initiatives. The Bureau's Administrator attends this quarterly meeting.
- **Guam System of Care Council (GSOCC):** A Guam System of Care Council was established to create a comprehensive System of Care Plan for the treatment of children with a serious emotional disturbance (SED), and their families on Guam. The Bureau's Administrator attends this monthly meeting.
- **Guam Interagency Coordinating Council (GICC):** The Guam Interagency Coordinating Council (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. It 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 Bureau's Administrator attends this quarterly meeting.

- **Guam Human Trafficking Task Force:** The goal of the human trafficking task forces is to work with law enforcement and private agencies to discover and rescue victims of human trafficking while identifying and prosecuting offenders. This goal is achieved through heightened law enforcement and victim service presence in the community, operations to identify victims and traffickers, providing training for law enforcement officers, and outreach awareness campaigns in the community. The Bureau's Administrator attends this monthly meeting.
- **The Guam Behavioral Health & Wellness Center (GBHWC) Healing Hearts Crisis Center (HHCC):** The Bureau supervisors collaborate with GBHWC regarding sexual abuse cases and also attend monthly meetings of the Sexual Assault Steering Committee that they spearhead. Healing Hearts, Guam's only rape crisis center, responds 24-7 to victims of sexual assault.
- **West Care Pacific Islands (WCPI):** West Care is a broad-based, non-profit organization that reaches out to those most in need and offers targeted services for veterans, persons with mental illness, the homeless, youth at risk, and those who may be afflicted with HIV/AIDS and STI. The Bureau's Administrator attends this monthly meeting.
- **The Guam Memorial Hospital (GMH) Medical Social Services:** There is ongoing consultation between the Bureau and GMH regarding suspected maltreatment of their child consumers.
- **US Navy Fleet & Family Services Center (FFSC):** The Bureau conducts cross reporting of maltreatment referrals involving military dependents to their Family Advocacy Program (FAP). The Bureau also attends quarterly meetings of their Family Advocacy Committee.
- **University of Guam (UOG) Bachelor of Social Worker (BSW) Program:** Each year, the Bureau takes in student interns from the University of Guam. Each intern is assigned to a specific section and is given certain tasks. Normally, the supervisor will assign the interns to "shadow" a CPS social worker who will show what it's like to be a social worker at the Bureau. This may involve taking this intern out into the field and performs various CPS investigations.

- **Guam Department of Education (DOE):** The Bureau continues to collaborate with DOE. The CPS staff continue to provide training to teachers and staff on Child Abuse and Neglect.
- **Healing Hearts Steering Committee (aka Sexual Assault Coalition Committee):** The Social Services Supervisors from the Intake, Crisis and Investigation Units continue to participate in the monthly steering committee meetings held on the first Thursday of the month.
- **BOSSA Administrative Case Review Committee:** This committee continues to meet monthly. At least two cases will be presented at each meeting to solicit recommendations on problem cases, as well as to randomly present cases for comments and/or feedback. Participants of this committee are the Bureau's Administrator and the Social Services Supervisors.
- **Military Case Review Committees:** The Department of the Navy and Air Force each has their committees which meet monthly to discuss cases involving military members wherein child abuse and neglect and spousal abuse are to have allegedly occurred. CPS workers are invited to participate in these committees whenever it is involved with the military family whose case is being presented and to share the outcome of its investigation and its recommendations for services for the subject family. As a result of CPS' participation, services can be coordinated to ensure that the family receives the services and such services are not duplicated.
- **Guam Early Learning Council (GELC):** The Bureau continues to collaborate with GELC. The GELC has been a major supporter of the Child Care rules and regulations.
- **Sugar Plum Tree, Incorporated:** The FSS supervisor continues to participate in the Sugar Plum Tree event. With the assistance of the staff each year, the presents are delivered to the children (clients) in time for Christmas.
- **Head Start Health Advisory Committee (HSAC):** The Home Evaluation & Placement Services Section supervisor continues to collaborate with this advisory committee, which meets on a quarterly basis.
- **Guam Police Department (GPD):** The Bureau continues to collaborate with GPD. Referrals that involve out-of-home perpetrators are referred to the GPD.
- **LaniKate Task Force:** The LaniKate Task Force was created to prevent and reduce child sexual abuse from occurring on Guam. Since its enactment in September 2011, the task force, comprised of various government agencies, not-for-profit organizations, and private companies, met regularly to discuss an action plan on how to accomplish the goals of the legislation. The Bureau's Administrator attends these meetings.

- **Early Learning Initiative Council:** The Bureau Administrator attends the Early Learning Initiative Council's Early Childhood State Plan Child Maltreatment Subcommittee meeting on a quarterly basis.
- **Task Force on the Prevention of Sexual Abuse of Children:** The Bureau Administrator attends meeting of the Task Force on the Prevention of Sexual Abuse of Children at the Office of the Attorney General.

Significant Meetings, Trainings and Conferences Attended:

- A. BOSSA supervisors attended the ICS 300 and ICS 400 course training held at the Guam Hilton Resort and Spa.
- B. BOSSA staff attended the ongoing activity between the BOSSA and the Capacity Building Center for States. The teleconference was facilitated by Mr. James Coloma of Region IX. The discussion focused on the need to develop a Continuous Quality Improvement (CQI) System. At the end of the conference, the group agreed to complete modules on CQI to prepare the Bureau for this project.
- C. BOSSA staff attended the Human Trafficking Proclamation Signing held at the Government House.
- D. The CMU Supervisor attended a meeting with the Guam Advisory Panel for Students with Disabilities (GAPSD). This panel serves as an advisory panel on issues and concerns related to the education of individuals with disabilities.
- E. BOSSA staff participated in the Foster Families Association Annual Easter Egg Hunt held at the Guam International Golf Club. There were 58 foster children who attended the egg hunt.
- F. The First Lady and the Rigalu Foundation distributed 150 voucher tickets for foster children. The tickets were used by the foster children to enjoy free rides and shows at the Annual Carnival activities for the celebration of the island's Liberation Month.
- G. FSS staff attended the First Lady's and The Rigalu Foundation Annual Shoe Drive. This is an annual event for foster children each year as the First Lady and the Rigalu Foundation provide shoes and uniform vouchers to foster children. There were 141 shoes and 134 vouchers provided to foster children.

- H. The CMU and FSS staff attended a training entitled “Trauma Informed Care” sponsored by the Guam Behavioral Health and Wellness Center. It involved learning how to work with clients who have experienced trauma.
- I. Representatives from the Guam Behavioral Health & Wellness Center I Care Program came to BOSSA to present the 2016 I Care Goodwill Ambassador Award to Pamela Brewster, Crisis Worker. This is the 2nd time that a CPS worker was selected amongst workers from other child serving agencies.
- J. BOSSA staff attended the Children with Special Health Care Needs Conference, “An Overview of Shriners Hospital Services for Children” held at the Holiday Inn Resort.
- K. The PCIII started training on Module IV, Management and Administration of Procurement at Guam Community College (GCC). This training covers the management and administration of the entire procurement process, from inception to contract termination and close-out. Trainings will be every Monday, Wednesday, and Friday from 2:30 pm to 5:00 p.m.
- L. The FSS Supervisor completed the how to “Manage Conflict in the Organization” training held at the University of Guam.
- M. The University of Guam Social Work Student, Mokihana Kahele, completed her fall semester with BOSSA. She will return in January 2016 to complete the final half of her internship. She completed approximately 250 hours.
- N. The PCIII participated in the Guam Housing and Urban Renewal Authority (GHURA) Ranking and Review Committee meeting held at the Department of Labor (DOL) conference room. The committee reviews and ranks applications to qualify in receiving the Continuum of Care Funds from the U.S. Department of Housing and Urban Development (HUD).
- O. The MAI and AA attended the Procurement Module I training held at the Guam Power Authority conference room.
- P. A SWIII participated as a speaker in an event sponsored by the DPHSS Guam Launch, “Cultural Conversations on Early Childhood”. The event was held at the Guam Outrigger Hotel. Guam Launch promotes “the wellness of children from birth to 8 years of age by addressing the physical, social, emotional, cognitive and behavioral aspects of the child’s development”. This was an open discussion event where the SWIII had to respond to questions about Micronesian cultures.
- Q. The SSSI and SWs attended the Guam Criminal Interview & Interrogation Techniques Training held at the Hilton Guam Resort and Spa. The training

provided multiple techniques of interview and interrogation, including the non-confrontational methods, behavioral interviews, and other practical exercises.

- R. BOSSA staff attended the Division of Public Welfare In-service Training held at the Pacific Star Hotel. Some of the training topics included Customer Service, Stress Management, Health and Wellness, etc.
- S. BOSSA Administrator and the direct services staff attended the annual National Association of Social Workers (NASW) Conference held at Lotte Hotel in Tumon. This year's theme was "Holistic Transformation for a Healthy Micronesia."
- T. A SWIII from the HEPS Section and the AA attended a training on "The Seven (7) Habits of Successful/Effective Families".
- U. BOSSA Administrator and HEPS staff met with Assistant Attorney General Carol Sanchez from the Attorney General's Office to discuss Guam's Adoption Law particularly addressing the issue of appropriateness of home studies wherein petitioners do not reside on Guam.
- V. HEPS SWIII participated in a webinar on Parent Partner Programs and Supporting Reunification. The purpose of the webinar was to discuss the components of the Parent Partner Program that facilitate positive change. It also discussed how parent partner mentors guide and motivate parents in utilizing services in order to have constructive interactions with the child welfare system and courts and support reunification.
- W. The PCIII and Administrative Aide attended the Volunteer Registrar's Training on "Guam Voters and Native Inhabitants, Decolonization Registry" held at the Guam Army National Guard conference room. The Guam Decolonization Registry is the index of Guam Native Inhabitants who vote in a plebiscite on the political status wishes of the people of Guam.
- X. FSS SSSI attended the Project Tinituhon "The Beginning" Strategic Management Team Meeting at the Westin Resort Guam. The mission of the meeting was to support each child (birth to 8) in reaching his/her full potentials through a health care and education system that is accessible, comprehensive, integrated and responsive to diverse cultures and is developed in collaboration with families and communities.
- Y. BOSSA staff attended a workshop entitled, "Home and Community Based Services Program Model Training Embracing Youth and Families" held at the Pacific Star Hotel. The participants for this training were able to identify the values, principles, and components of the program model, develop a common

understanding of how to utilize a components-based framework to ensure comprehensive and recovery-oriented services occur, enhance their skills in engaging and retraining families in services and the capacity to help families.

- Z. CMU SWIII attended a training entitled “Connect Suicide Posttension Training.” The training teaches participants the importance and the steps in developing posttension protocols in order to properly and safely respond to suicide.
- AA. The SWIIIs attended the 2nd annual training “One Community Guam” Conference Earning Freedom and Reentry.” The 2-day training teaches participants about issues and services for those individuals who are released from incarceration and how they can reenter the community.
- BB. BOSSA Administrator and staff attended a meeting with Mr. Bob Garcia, the Region IX Regional Administrator of the Administration for Children and Families. The purpose of the meeting was to establish a direct communication to understand and define the challenges and issues of programs encountered by the seven (7) state jurisdictions and territories.
- CC. A Homemaker attended the Project Karinu Stakeholder Evaluation Summit held at Westin Hotel. The Project Karinu Stakeholder Evaluation Summit was to celebrate Project Karinu successes, reviews and validate evaluation findings, and discuss next steps as federal funding for this initiative ends September 30, 2016.
- DD. The SWIIIs attended the 2016 Pacific Judicial Council Domestic Violence Conference held at the Sheraton Laguna Guam Resort. This conference was geared for judges, probation officers, law enforcement officers, social workers, mental health providers, and therapists. It provided a clear vision and added awareness of the importance of how to identify the signs of victims, and of an aggressor’s reactions in the midst of a domestic dispute. In addition, this conference provided beneficial Information to the men and women who encountered situations in the field, as well as in the clinic, office setting, or courtrooms. One of the many areas the conference focused on was child sexual abuse.
- EE. A SSSI attended the monthly meeting of the Child Death Review Committee. There were 5 death cases presented. Two cases involved children under the age of 10 years who had congenital conditions. One case involved a 22-year-old who died from hanging himself in his prison cell. Another case involved an 18-year-old whose death was undetermined, but as a result of a puncture wound to his foot while at the beach that caused a fatal allergic reaction. The final case was a CPS case involving a 3-month-old female who died of a skull fracture. There was lively discussion throughout the meeting as Dr. Maria

Hernandez was present and was able to ask many thought provoking questions. For each case, the group was able to come up with at least one recommendation as to how such death could have been prevented or mitigated. The involvement of CPS worker at these meetings was very beneficial as specific questions can be asked by CPS of the different disciplinary team members involved. Being the 2nd meeting attended by the SSSI, this has conceptualized some ideas to improve the CPS response and investigation processes.

- FF. BOSSA SWs and Homemakers attended I Famagu'on-ta's Wrap Around Program, A Trauma Informed Process Training held at the Pacific Star Hotel. Wrap Around is an intensive, holistic method of engaging with individuals with complex needs (most typically children, youth, and their families) so that they can live in their homes and communities and realize their hopes and dreams.
- GG. BOSSA Administrator continues to facilitate a general staff and supervisor's meetings once a month, or as needed. These meetings are held to disseminate information pertinent to the Bureau's mission, as well as to inform staff of upcoming events.

Other Trainings: The BOSSA staff continue to build their skills and knowledge by attending numerous trainings within and outside of the department. The following are some examples of these trainings:

- A. Health Insurance Portability and Accountability Act (HIPAA) Compliance
- B. Information Security Presentation to new staff, and for those staff who did not attend the last presentation
- C. On-line ICS Courses

PROGRAM APPLICATION TO TITLE XX GOALS

The BOSSA subscribes to the following goals:

- To ensure the safety and well-being of children and their families.
- To minimize unnecessary separation of children from their families and to ensure permanency by strengthening the quality of services.

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

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

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

State Program	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5
Child Welfare Services	X	X	X		X
Adoption, Custody, Guardianship, Termination of Parental Rights and other Home Studies		X	X		
Child Care Licensing and Family Foster Home Certification			X		

Family Preservation and Support Services	X	X	X		
Contractual Services for Women and Children who are Victims of Family Violence, Victims of Child Abuse and Neglect, and Individuals and Families who are Homeless	X	X	X		

IV. BUDGET

COMPOSITION OF THE TITLE XX (SSBG)
CONSOLIDATED BLOCK GRANTS PROGRAM
FISCAL YEAR 2016

PROGRAM	AMOUNT
Social Services Block Grant	\$ 273,172
Child Abuse and Neglect	\$ 65,008
Child Welfare Services	\$ 323,691
Children's Justice	\$ 59,468
Community Services Block Grant	\$ 924,348
Family Resource	\$ 200,000
Family Violence Prevention	\$ 126,875
Low Income Home Energy Assistance Program	\$ 610,742
Family Preservation and Support Services	\$ 350,010
Family Preservation and Support Services (Caseworker Visits)	\$ 17,857
Total:	\$ 2,951,171

TITLE XX (SSBG) CONSOLIDATED BLOCK GRANTS PROGRAM

Fiscal Year 2016 Expenditure (of Fiscal Year 2015 Carry Over Funds)

Account Number: 5101H151726SE134

Grant Period: 10/01/15 - 09/30/16

Object Code	Object Category	FY 2016 Appropriation	Encumbrance +	Outstanding Encumbrances	Total Adjusted Expenditure	Expenditure (90-day Liquidation Period)	Total Adjusted Expenditure	Adjustment to Expenditure (FY 2015 Indirect Cost Charge)	Adjustment to Expenditure (FY 2016 Indirect Cost Charge)	Total Adjusted Expenditure
111	Regular Salary	\$ 943,721.08	\$ 908,812.36	\$ -	\$ 908,812.36	\$ -	\$ 908,812.36	\$ -	\$ -	\$ 908,812.36
112	Overtime Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
113	Fringe Benefit	\$ 346,324.87	\$ 329,879.71	\$ -	\$ 329,879.71	\$ -	\$ 329,879.71	\$ -	\$ -	\$ 329,879.71
220	Travel	\$ 33,643.41	\$ 26,869.95	\$ 424.00	\$ 26,445.95	\$ 424.00	\$ 26,869.95	\$ -	\$ -	\$ 26,869.95
230	Contract	\$ 341,638.00	\$ 314,777.88	\$ 18,406.86	\$ 296,371.02	\$ 1,786.97	\$ 298,157.99	\$ -	\$ -	\$ 298,157.99
233	Building Rental	\$ 112,680.00	\$ 112,680.00	\$ -	\$ 112,680.00	\$ -	\$ 112,680.00	\$ -	\$ -	\$ 112,680.00
240	Supplies	\$ 31,348.71	\$ 13,989.20	\$ 1,893.97	\$ 12,095.23	\$ 962.97	\$ 13,058.20	\$ -	\$ -	\$ 13,058.20
250	Equipment	\$ 54,032.00	\$ 49,230.21	\$ 4,610.01	\$ 44,620.20	\$ 4,610.01	\$ 49,230.21	\$ -	\$ -	\$ 49,230.21
271	Drug Testing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
363	Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
363	Telephone	\$ 36,847.52	\$ 33,518.80	\$ 1,294.45	\$ 32,224.35	\$ -	\$ 32,224.35	\$ -	\$ -	\$ 32,224.35
450	Capital Outlay	\$ 18,705.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
701	Indirect Cost - Federal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 148,028.46	\$ 148,028.46
Total:		\$ 1,918,941.23	\$ 1,789,758.11	\$ 26,629.29	\$ 1,763,128.82	\$ 7,783.95	\$ 1,770,912.77	\$ -	\$ 148,028.46	\$ 1,918,941.23

Note: Indirect cost rate for fiscal year 2016 is 26.00%. However, only \$148,028.46 was charged to indirect costs for fiscal year 2016.

TITLE XX (SSBG) CONSOLIDATED BLOCK GRANTS PROGRAM

Fiscal Year 2016 Expenditure (of Fiscal Year 2016 Grants)

Account Number: 5101H161726SE134

Grant Period: 10/01/15 - 09/30/16

Object Code	Object Category	Fiscal Year 2016 Appropriation	Fiscal Year 2016 Expenditure	Funds Available (Carry Over to Fiscal Year 2017)
111	Regular Salary	\$ 1,215,000.00	\$ 1,016,338.67	\$ 198,661.33
112	Overtime Salary			\$ -
113	Fringe Benefit	\$ 450,000.00	\$ 364,891.20	\$ 85,108.80
220	Travel	\$ 12,500.00	\$ 88.02	\$ 12,411.98
230	Contract	\$ 350,437.00	\$ 143,495.73	\$ 206,941.27
233	Building Rent	\$ 112,680.00	\$ -	\$ 112,680.00
240	Supplies	\$ 500.00	\$ -	\$ 500.00
250	Equipment	\$ 40,000.00	\$ 39,960.00	\$ 40.00
271	Drug Testing Charges	\$ 300.00	\$ -	\$ 300.00
363	Telephone	\$ 40,500.00	\$ 6,422.63	\$ 34,077.37
450	Capital Outlay	\$ 500.00		\$ 500.00
701	Indirect Cost - Federal Program	\$ 4,295.00	\$ 4,295.00	\$ -
Total:		\$ 2,226,712.00	\$ 1,575,491.25	\$ 651,220.75

Note: Federal indirect cost rate for fiscal year 2016 is 26.00%.
Total fiscal year 2016 funds received is \$2,951,171.

Fiscal Year 2016 Expenditure of Foster Care Program Funds

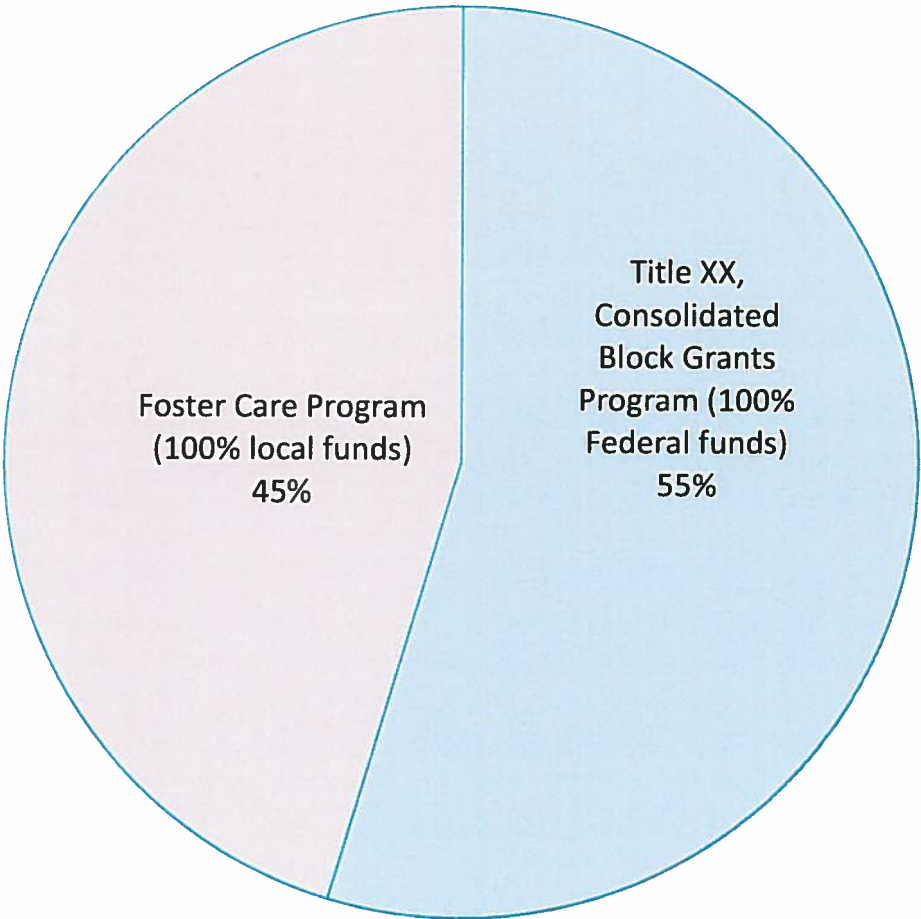
Account Number: 5100A161726MA001

Expense Period: 10/01/15 - 09/30/16

								Expenditure (90-day Liquidation Period)	Funds Available
Object Code	Object Category	FY 2016 Appropriation	FY 2016 Allotments	Encumbrance Expenditure	+	Oustanding Encumbrances	Adjusted Expenditure		
111	Regular Salary	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
112	Salary	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
113	Fringe Benefit	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
220	Travel	\$ 26,340.00	\$ 11,500.00	\$ 9,041.25		\$ -	\$ 9,041.25	\$ -	\$ 2,458.75
230	Contract	\$ 1,192,973.00	\$ 1,192,973.00	\$ 1,191,473.04		\$ 1,453.79	\$ 1,190,019.25	\$ -	\$ 2,953.75
233	Building Rent	\$ 56,340.00	\$ 56,340.00	\$ 56,340.00		\$ -	\$ 56,340.00	\$ -	\$ -
240	Supplies	\$ 15,648.00	\$ 13,300.00	\$ 7,844.05		\$ -	\$ 7,844.05	\$ -	\$ 5,455.95
250	Equipment Drug Testing	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
271	Charges	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
290	Miscellaneous	\$ 1,155,910.00	\$ 847,516.00	\$ 837,408.06		\$ 17,926.89	\$ 819,481.17	\$ -	\$ 28,034.83
363	Telephone	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
450	Capital Outlay	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Total:		\$ 2,447,211.00	\$ 2,121,629.00	\$ 2,102,106.40		\$ 19,380.68	\$ 2,082,725.72	\$ -	\$ 38,903.28

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

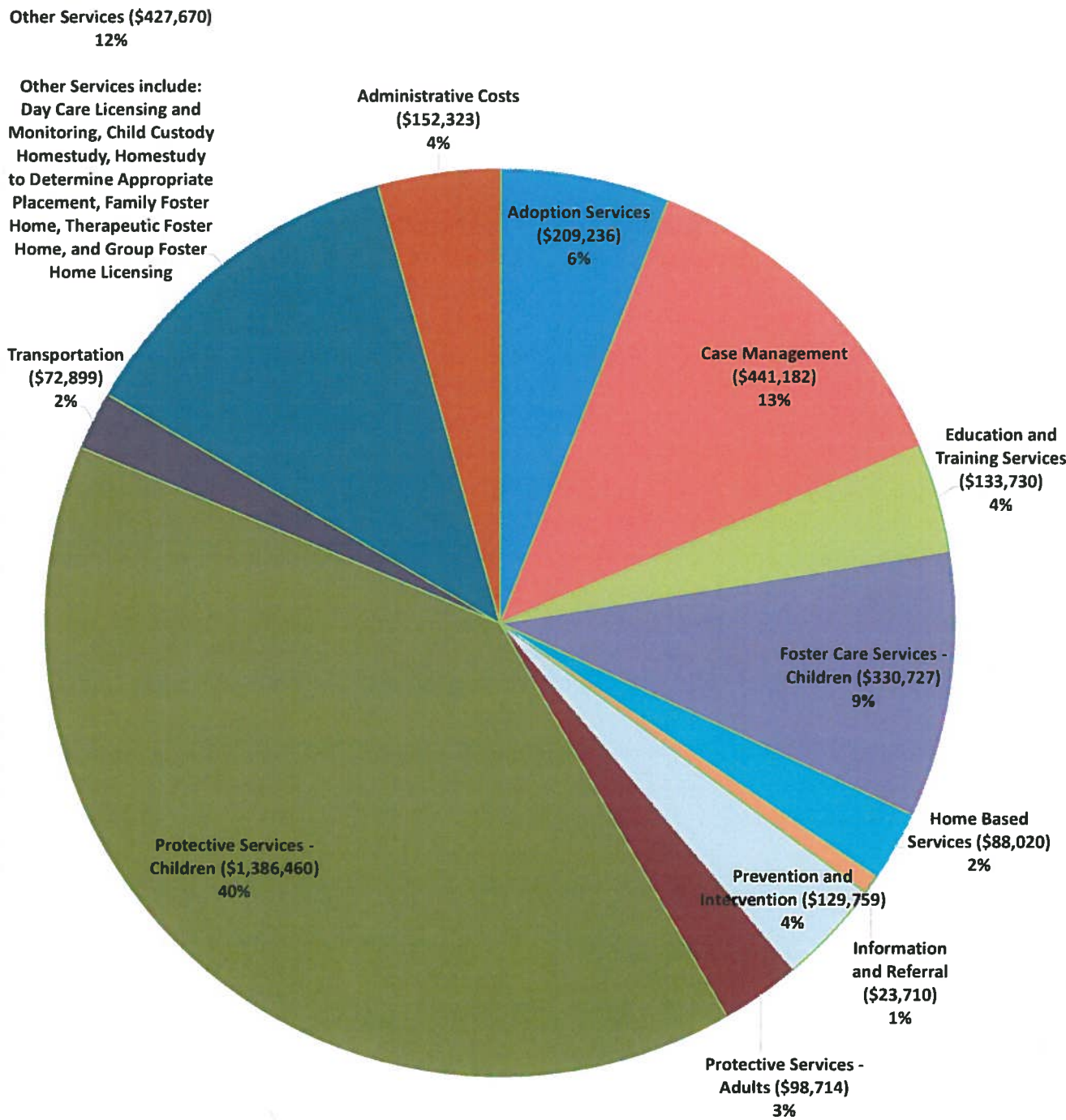
**Total Funds Received by the Bureau of Social Services
Administration
FY 2016**



Foster Care Funds: \$2,447,211
Title XX Funds: \$2,951,171

FY2016 Expenditure of Title XX (SSBG)

Funds



Sum of Expenditures for Services and Administrative Costs: \$3,494,430

FUNCTIONAL AREA: Social Services
DEPARTMENT/AGENCY: DPH&SS / BOSSA
PROGRAM: Title XX, Consolidation of Grants
FUND: 100% Federal

Input by Department															Input by Department																						
(A)		(B)		(C)		(D)		(E)		(F)		(G)		(H)		(I)		(J)		(K)		(L)		(M)		(N)		(O)		(P)		(Q)		(R)		(S)	
No.	Position Title	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Increment		(E+F+G+I) Subtotal	Retirement (J * 27.41%)	Retire (DDI) \$19.01*26PP	Social Security (6.2% * J)	Medicare (1.45% * J)	Life (I/)	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL																			
							Date	Am't.																													
1	6869	HS Program Administrator	R03	\$70,690			09/02/16	223	70,913	19,437	494	1,028	846	178	2,583	224	23,944	94,857																			
2	6894	Social Services Supervisor I	N08	\$58,053			08/26/16	307	58,360	15,996	494	846	178	3,176	404	21,094	79,454																				
3	6922	Social Services Supervisor I	N06	\$54,214			03/21/16	1,198	55,412	15,188	494	803	178	0	0	16,663	72,075																				
4	6849	Social Services Supervisor I	N04	\$50,328			02/24/17	0	50,328	13,795	494	730	178	0	0	15,197	65,525																				
5	6975	Social Services Supervisor I	N05	\$52,235			02/24/17	0	52,235	14,318	494	757	178	1,465	224	17,436	69,671																				
6	6958	Social Services Supervisor I	N03	\$48,490			05/01/16	766	49,256	13,501	494	714	178	1,465	224	16,576	65,832																				
7	6734	Program Coordinator IV	O06	\$60,094			05/02/16	949	61,043	16,732	494	885	178	1,465	224	19,978	81,021																				
8	6976	Program Coordinator III	N05	\$52,235			05/01/17	0	52,235	14,318	494	757	178	1,465	224	17,436	69,671																				
9	6971	Program Coordinator III	N04	\$50,328			08/01/16	318	50,646	13,882	494	734	178	3,176	404	18,868	69,514																				
10	6796	Management Analyst I	K03	\$36,530			12/03/16	0	36,530	10,013	494	530	178	3,940	224	15,379	51,909																				
11	6877	Social Worker II	M03	\$43,910			05/05/17	0	43,910	12,036	494	637	178	6,510	404	20,259	64,169																				
12	6896	Social Worker II	M03	\$43,910			11/13/16	0	43,910	12,036	494	637	178	0	0	13,345	57,255																				
13	6872	Social Worker II	M02	\$42,307			10/06/16	0	42,307	11,596	494	613	178	3,940	240	17,061	59,368																				
14	6016	Social Worker III	N01	\$45,014			03/09/16	995	46,009	12,611	494	667	178	2,583	224	16,757	62,766																				
15	6690	Social Worker III	N01	\$45,014			03/23/16	995	46,009	12,611	494	667	178	0	0	13,950	59,959																				
16	6686	Social Worker III	N04	\$50,328			05/27/16	795	51,123	14,013	494	741	178	4,688	299	20,413	71,536																				
17	6868	Social Worker III	N05	\$52,235			02/26/17	0	52,235	14,318	494	757	178	1,924	240	17,911	70,146																				
18	6874	Social Worker III	N08	\$58,053			09/23/17	0	58,053	15,912	494	842	178	0	0	17,426	75,479																				
19	6878	Social Worker III	N05	\$52,235			12/11/16	0	52,235	14,318	494	757	178	6,510	404	22,661	74,896																				
20	6968	Social Worker III	N07	\$56,268			07/10/17	0	56,268	15,423	494	816	178	1,924	240	19,075	75,343																				
21	6969	Social Worker III	N05	\$52,235			08/11/16	330	52,565	14,408	494	762	178	2,583	224	18,649	71,214																				
22	6015	Social Worker III	N07	\$56,268			03/23/17	0	56,268	15,423	494	816	178	3,940	240	21,091	77,359																				
23	6860	Social Worker III	N03	\$48,490			09/30/16	0	48,490	13,291	494	703	178	6,510	404	21,580	70,070																				
24	6889	Social Worker III	N04	\$50,328			06/03/17	0	50,328	13,795	494	730	178	1,465	224	16,886	67,214																				
25	6880	Social Worker III	N05	\$52,235			08/05/16	330	52,565	14,408	494	762	178	0	0	15,842	68,407																				
Sub Total:				\$1,282,027	\$0	\$0	---	\$7,206	\$1,289,233	\$353,379	\$12,350	\$0	\$18,691	\$4,450	\$5,295	\$455,477	\$1,744,710																				

* Night Differential / Hazardous / Worker's Compensation / etc.
1/ FY 2015 GovGuam contribution for Life Insurance is \$178 per annum

FUNCTIONAL AREA: Social Services
DEPARTMENT/AGENCY: DPH&SS / BOSSA
PROGRAM: Title XX, Consolidation of Grants
FUND: 100% Federal

Input by Department												
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)				
No.	Position Title	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Increment					
							Date	Amt.				
26	6687 Social Worker III		N02	\$46,720			09/30/16	0				
27	6017 Social Worker III		N03	\$48,490			02/13/16	1,225				
28	6692 Social Worker III		N08	\$58,053			10/01/16	0				
29	6693 Social Worker III		N03	\$48,490			03/28/16	1,072				
30	6884 Social Worker III		N03	\$48,490			04/01/16	919				
31	6881 Social Worker III		N02	\$46,720			11/17/16	0				
32	6882 Social Worker III		N03	\$48,490			08/03/16	306				
33	6691 Social Worker III		N03	\$48,490			03/25/16	1,072				
34	6688 Social Worker II		M01	\$40,762			08/10/16	258				
35	6972 Homemaker		G03	\$26,638			07/11/16	253				
36	6973 Homemaker		G04	\$27,648			02/07/16	698				
37	6974 Homemaker		G03	\$26,638			11/05/16	0				
38	6959 Homemaker		G03	\$26,638			12/10/16	842				
39	6891 Homemaker		G03	\$26,638			10/21/16	0				
40	6694 Homemaker		G01	\$24,729			11/16/16	0				
41	6870 Clerk III		E01	\$21,095			04/20/16	400				
42	6970 Administrative Aide		F03	\$24,960			12/10/16	0				
43	6797 Customer Services Representative		H03	\$28,568			06/15/16	361				
44	6733 Administrative Assistant	Vacant	J01	\$31,076								
45	6820 Word Processing Secretary II	Vacant	H01	\$26,520								
46	6879 Social Services Supervisor II	Vacant	P01	\$55,488								
47	6867 Program Coordinator I	Vacant	L01	\$37,100								
48	6875 Social Worker II	Vacant	M01	\$40,762								
49	6018 Social Worker II	Vacant	N01	\$45,014								
50	6876 Social Worker III	Vacant	N01	\$45,014								
		Sub Total:	----	\$949,231	\$0	\$0		\$7,406				

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2015 GovGuam contribution for Life Insurance is \$178 per annum

FUNCTIONAL AREA: Social Services
DEPARTMENT/AGENCY: DPH&SS / BOSSA
PROGRAM: Title XX, Consolidation of Grants
FUND: 100% Federal

Input by Department																				
Input by Department																				
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)		(Q)	(R)	(S)
No.	Position Number	Position Title	Name of Incumbent	Grade/Step	Salary	Overtime	Special*	Increment		(E+F+G+I) Subtotal	Retirement (J * 27.41%)(2/)	Retire (DDI)*26PP (\$19.01)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life (1/)	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL	
								Date	Amt.											
51	6956	Program Coordinator II	Vacant	M01	\$40,762					\$40,762	\$11,173	\$494		\$591	\$178	\$6,510	\$404	\$19,350	\$60,112	
52	6954	Administrative Assistant	Vacant	J01	\$31,076					\$31,076	\$8,518	\$494		\$451	\$178	\$6,510	\$404	\$16,555	\$47,631	
53	6957	Word Processing Secretary I	Vacant	H01	\$26,520					\$26,520	\$7,269	\$494		\$385	\$178	\$6,510	\$404	\$15,240	\$41,760	
54	6897	Public Health & Soc. Svs. Aid	Vacant	E01	\$21,095					\$21,095	\$5,782	\$494		\$306	\$178	\$6,510	\$404	\$13,674	\$34,769	
55																				
56																				
57																				
58																				
59																				
60																				
61																				
62																				
63																				
64																				
65																				
66																				
67																				
68																				
69																				
70																				
71																				
72																				
73																				
74																				
			Sub Total:	----	\$119,453	\$0	\$0	-----	\$0	\$119,453	\$32,742	\$1,976	\$0	\$1,733	\$712	\$26,040	\$1,616	\$64,819	\$184,272	
			Grand Total:	----	\$2,350,711	\$0	\$0	-----	\$14,612	\$2,365,323	\$648,334	\$26,676	\$0	\$34,297	\$9,612	\$193,764	\$13,838	\$926,521	\$3,291,844	

* Night Differential / Hazardous / Worker's Compensation / etc.
1/ FY 2015 GovGuam contribution for Life Insurance is \$178 per annum

FUNCTIONAL AREA: Social Services
DEPARTMENT/AGENCY: DPH&SS / BOSSA
PROGRAM: Foster Care
FUND: 100% Local

Input by Department															Input by Department					
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)	(O)		(P)	(Q)	(R)	(S)
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Increment		E+F+G+I Subtotal	Retirement (J * 27.41%)	Retire (DDI) \$19.01*26PP	Social Security (6.2% * J)	Medicare (1.45% * J)	Life (1/)	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL	
								Date	Amt.											
1	6794	Social Worker III	Vacant	M1																
2	6795	Social Worker III	Vacant	M1																
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
13																				
14																				
15																				
16																				
17																				
18																				
19																				
20																				
21																				
22																				
23																				
24																				
25																				
			Grand Total:	----	\$0	\$0	\$0	----	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

* Night Differential / Hazardous / Worker's Compensation / etc.
1/ FY 2015 GovGuam contribution for Life Insurance is \$178 per annum

Part A. Estimated Expenditures and Proposed Provision Method

OMB NO.: 0970-0234

EXPIRATION DATE: 11/30/2017

STATE: Guam	FISCAL YEAR: 2016	REPORT PERIOD: 10/01/15 - 09/30/16
Contact Person: Linda B. Rodriguez	Phone Number: (671) 475-2653/2672	
Title: Human Services Program Administrator	E-Mail Address: linda.rodriguez@dphss.guam.gov	
Agency: Department of Public Health & Social Services	Submission Date:	

Service Supported with SSBG Expenditures	SSBG Expenditures		Expenditures of All Other Federal, State and Local funds**	Total Expenditures	Provision	
	SSBG Allocation	Funds transferred into SSBG*			Public	Private
1 Adoption Services	209,237		10,550	219,787	X	
2 Case Management	441,182		14,777	455,959	X	
3 Congregate Meals						
4 Counseling Services						
5 Day Care--Adults						
6 Day Care--Children						
7 Education and Training Services	133,730		3,167	136,897	X	
8 Employment Services						
9 Family Planning Services						
10 Foster Care Services--Adults						
11 Foster Care Services--Children	330,727		838,964	1,169,691	X	X
12 Health-Related Services						
13 Home-Based Services	88,020		0	88,020	X	
14 Home-Delivered Meals						
15 Housing Services						
16 Independent/Transitional Living Services						
17 Information & Referral	23,710		527	24,237	X	
18 Legal Services						
19 Pregnancy & Parenting						
20 Prevention & Intervention	129,759		5,277	135,036	X	
21 Protective Services--Adults	98,714		322,411	421,125	X	X
22 Protective Services--Children	1,386,460		741,127	2,127,587	X	X
23 Recreation Services						
24 Residential Treatment						
25 Special Services--Disabled						
26 Special Services--Youth at Risk						
27 Substance Abuse Services						
28 Transportation	72,899		28	72,927	X	
29 Other Services***	427,671		18,463	446,134	X	
30 SUM OF EXPENDITURES FOR SERVICES	3,342,109		1,955,291	5,297,400		
31 Administrative Costs	152,323		127,435	279,758		
32 SUM OF EXPENDITURES FOR SERVICES AND	3,494,432		2,082,726	5,577,158		

* From which block grant(s) were these funds transferred?	N/A
** Please list the sources of these funds:	Foster Care Program (100% Locally Funded)
*** Please list other services:	See Below

Other Services***	SSBG Expenditures		Expenditures of All Other Federal, State and Local funds**	Total Expenditures	Provision Method	
	SSBG Allocation	Funds Transferred into SSBG			Public	Private
Day Care Licensing and Monitoring	67,132		3,693	70,825	X	
Child Custody Homestudy	209,188		10,550	219,738	X	
Homestudy to Determine Appropriate Placement for Children	13,640		527	14,167	X	
Family Foster Home, Group Home & Therapeutic Foster Home Certification	137,711		3,693	141,404	X	
TOTAL FOR OTHER SERVICES:	427,671		18,463	446,134		

Part B. Estimated Recipients

STATE: Guam
FISCAL YEAR: 2016

Service Supported with SSBG Expenditures	Children	Adults			Total Adults	Total
		Adults Age 59 Years & Younger	Adults Age 60 Years & Older	Adults of Unknown Age		
1 Adoption Services	42	46	24	0	70	112
2 Case Management	198	134	0	0	134	332
3 Congregate Meals						
4 Counseling Services						
5 Day Care--Adults						
6 Day Care--Children						
7 Education and Training Services	4771	1747	0	0	1747	6518
8 Employment Services						
9 Family Planning Services						
10 Foster Care Services--Adults						
11 Foster Care Services--Children	230	0	0	0	0	230
12 Health-Related Services						
13 Home-Based Services	220	29	0	0	29	249
14 Home-Delivered Meals						
15 Housing Services						
16 Independent/Transitional Living Services						
17 Information & Referral	2	12	0	0	12	14
18 Legal Services						
19 Pregnancy & Parenting						
20 Prevention & Intervention	1	2	0	0	2	3
21 Protective Services--Adults		377	5	0	382	382
22 Protective Services--Children	1318	0	0	0	0	1318
23 Recreation Services						
24 Residential Treatment						
25 Special Services--Disabled						
26 Special Services--Youth at Risk						
27 Substance Abuse Services						
28 Transportation	279	63	0	0	63	342
29 Other Services***	65	175	19	0	194	259
30 SUM OF RECIPIENTS OF SERVICES	7126	2585	48	0	2633	9759

	Children	Adults			Total Adults	Total
		Adults Age 59 Years & Younger	Adults Age 60 Years & Older	Adults of Unknown Age		
Other Services***						
Day Care Licensing and Monitoring	0	30	10	0	40	40
Child Custody Homestudy	59	66	2	0	68	127
Children	6	11	0	0	11	17
Family Foster Home, Group Home & Therapeutic Foster Home Certification	0	68	7	0	75	75
TOTAL FOR OTHER SERVICES:	65	175	19	0	194	259

