



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 26 2016

MEMORANDUM

TO: Director
Department of Public Health and Social Services

VIA: Chief Human Services Administrator
Division of Public Welfare

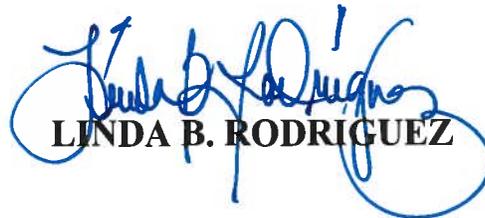
FROM: Human Services Program Administrator
Bureau of Social Services Administration

**SUBJECT: FISCAL YEAR 2015 TITLE XX, CONSOLIDATION OF GRANTS
POST-EXPENDITURE REPORT**

Please find attached the fiscal year 2015 Title XX, Consolidation of Grants Program Post Expenditure Report for your review and approval. As established in the Title XX Statute, states receiving funds under the Social Services Block Grant Program are required to submit an annual report on expenditures and on the number of clients served.

Should you have any questions, you may contact me at 475-2653/2672.

We sincerely appreciate your assistance and support.


LINDA B. RODRIGUEZ

Attachments



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JAMES W. GILLAN
DIRECTOR

LEO G. CASIL
DEPUTY DIRECTOR

MAR 29 2016

Mr. Lynwood McDaniel, Jr., Program Specialist
U.S. Department of Health and Human Services
Administration for Children and Families
Division of State Assistance, Office of Community Services
370 L'Enfant Promenade, S.W., 5th Floor West
Washington, D.C. 20447

Dear Mr. McDaniel:

Enclosed is the Guam Department of Public Health and Social Services 2015 Post-Expenditure Report for the Title XX, Consolidation of Grants Program for the period October 1, 2014 to September 30, 2015.

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



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JAMES W. GILLAN
DIRECTOR

LEO G. CASIL
DEPUTY DIRECTOR

MAR 29 2016

Ms. Marsha Werner, Program Manager
U.S. Department of Health and Human Services
Administration for Children and Families
Division of State Assistance, Office of Community Services
370 L'Enfant Promenade, S.W., 5th Floor West
Washington, D.C. 20447

Dear Ms. Werner:

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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

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

October 1, 2014 through September 30, 2015



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

**Fiscal Year 2015 Title XX,
Consolidation of Grants
Post-Expenditure Report**

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

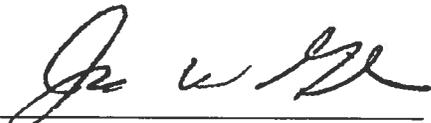
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CERTIFICATION

I hereby submit to the people of Guam and the Federal Government the Title XX, Consolidation of Grants Post-Expenditure Report for Fiscal Year 2015, covering the period October 1, 2014 to September 30, 2015.

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



JAMES W. GILLAN

Director, Department of Public Health & Social Services

MAR 29 2016

Date

TITLE XX SOCIAL SERVICES BLOCK GRANT

POST-EXPENDITURE REPORT

This report covers the period October 1, 2014 through September 30, 2015 summarizing the activities and programs supported with Title XX funds.

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

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

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

I. PROGRAM INTRODUCTION

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

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

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

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

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

The SSBG funds are available for a two-year period of which unspent funds in the current fiscal year are carried over to the following fiscal year. The actual SSBG award for this period was \$2,909,226.00. Guam spent \$3,395,062.94 for program operations. This includes expenditure of both carry over and current year funds. Local funds were also used in support of the Title XX goals. Expenditures from the local Foster Care program funds was \$1,947,101.65 during fiscal year 2015. Total expenditures in support of Title XX goals was \$5,342,164.59.

II. DEFINITION OF AN CHILD

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

III. PROGRAM OUTLINES

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

CHILD PROTECTIVE SERVICES SECTION

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 2015, the CPS Intake Unit received 1,492 referrals. Of these referrals, there were 2,185 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:

For fiscal year 2015, the CPS Crisis Unit responded to a total of 127 referrals. Of these referrals, 50 were classified as requiring immediate response; 28 referrals classified as requiring 24-hour response; 49 referrals classified as requiring 72-hour response. For fiscal year 2015, the Crisis Unit transferred a total of 14 referrals to the Investigation and Case Management Units.

In April of 2015, the Crisis Unit received a 3rd crisis social worker. With the help of this crisis social worker, the unit was able to respond to more referrals, to include those not only requiring immediate response, but also 24-hour responses, and even 72-hour responses.

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 155 assigned cases, 59 investigated and closed, and 22 investigated and transferred to the Case Management Unit.

The Investigation Unit had a decrease in summons received from the court as follows:

- 1st quarter – 4 summons
- 2nd quarter – 3 summons
- 3rd quarter – 3 summons
- 4th quarter – 0 summons

These are summons to appeal orders by judges due to judges determining that CPS involvement is necessary, although it was not a CPS case and CPS was not involved prior to the summons order.

In fiscal year 2015, the Investigation Unit did not received any subpoenas from the court system.

The unit exerted temporary custody 3 times in fiscal year 2015. This is significant that the unit was successful in identifying relative placements and getting these relatives to serve as placement instead of placing these children in licensed foster placements.

In August of 2015, two social workers attended the “American Professional Society on the Abuse of Children (APSAC) Forensic Interview” training in Seattle, Washington. Also in August, the Social Services Supervisor attended the “Capacity Building” training for coalitions. This training was held in Chicago, Illinois.

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 2015 with 57 ongoing cases.

- Adults: 50 females (mothers)
 60 males (fathers)
- Children: 82 females
 80 males

There were no individuals 60 years and above.

Throughout the year, the unit received an additional 25 new cases from the Crisis and Investigation Units. Of these 25 cases, the following were:

- Adults: 25 females (mothers)

25 males (fathers)

- Children: 37 females
29 males

There were no individuals 60 years and above.

The unit was able to successfully close 37 cases. Of these 37 cases, the following were:

- Adults: 35 females (mothers)
38 males (fathers)
- Children: 51 females
37 males

The unit closed the year with 45 ongoing cases. Of these 45 cases, the following were:

- Adults: 40 females (mothers)
48 males (fathers)
- Children: 68 females
71 males

For fiscal year 2015, the unit permanently placed a total of 31 foster children.

No parental rights were terminated this fiscal year.

No adoptions were finalized with the court this fiscal year.

A total of 11 foster children were placed under the legal guardianship of relative caregivers or foster parents.

There were no individuals above 60 years old.

A total of 3 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 2015, the unit reunified 26 children with one of both of their biological parents.

The social workers in the unit attended 264 court hearings during fiscal year 2015.

The social workers in the unit attended the following meetings:

1. Case Staffing Meetings - 29

2. Individual Education Plan (IEP) meetings – 23
3. Treatment Team Meetings – 53
4. Wrap Meetings - 66

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 Department of Public Health and Social Services (DPHSS) 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:

The Home Evaluation & Placement Services (HEPS) Section consists of the Adoption & Custody Unit, Child Care Licensing Unit and Foster Care Licensing Unit.

Within the Adoption and Custody Unit, there were 27 Post Placement Adoptions, 25 Adoption Home Studies, 49 Custody Home Studies, 9 Other Home Studies and 4 Termination of Parental Rights that were completed in fiscal year 2015.

Staff from the Adoption and Custody Unit met with Kristine Altwies, Executive Director and CEO of Hawaii International Child (HIC). HIC is a Hague-accredited non-profit adoption agency. During the meeting, information was exchanged on the adoption processes and ways to continue inter-agency collaboration for Guam families seeking to adopt internationally.

A social worker from the unit received training on the Structured Analysis Family Evaluation (SAFE) home study methodology on December 8-9, 2014 in Camarillo, California. SAFE is a Consortium for children's standardized home study methodology in studying and evaluating prospective adoptive, kin and foster families. It aids home study practitioners in performing a thorough, structured and uniform evaluation of families who have applied to foster or adopt.

Within the Child Care Licensing Unit, there were 44 licensed child care centers, 29 foster homes, 5 licensed group homes and 2 licensed therapeutic homes in fiscal year 2015.

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.

Two informational meetings were held at BOSSA at the beginning of this fiscal year with Child Care Facility directors and the University of Guam's Center of Excellence in Developmental Disabilities Education, Research and Service (CEDDERS) staff. CEDDERS staff provided information about the professional certification process and requirements as mandated by the Guam's Plan for Professional Development (GPPD) provision of public law 31-73.

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 213 foster children under BOSSA custody with 38 foster children between ages 0-3. There were 37 licensed foster parents this fiscal year 2015.

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 parent to meet, socialize, exchange information and provide support to each other.

Ten new Family Foster Homes were licensed this year; however, six foster homes were terminated mostly due to the families' relocation off-island. There are currently 30 Family Foster Homes.

Three outreach activities in different churches were held this quarter for "Orphan Sunday." During these events, the Foster Care Licensing Social Worker was present to provide information and answer questions on foster care to community members. These events were held on October 9, 2014 at the Navy Base Chapel; October 23, 2014 at the Bayview Baptist Church; and November 2, 2014 at the Harvest Baptist church.

The Home Evaluation and Placement Services section continued its work with community partners (Harvest House, Rigalu Foundation and Foster Families Association) to provide support to foster families and training for foster parents. The Foster Families Association set up a reimbursement fund to pay for ancillary expenses for foster children that is not otherwise covered (i.e., child care registration fees, GED testing fee).

Foster Home Licensing Social Worker Cindy Chugrad received training on the SAFE home study methodology on December 8-9, 2014 in Camarillo, California.

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:

A. MANDATED REPORTING PRESENTATION:

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

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

Below are Mandated Reporters Presentations that BOSSA conducted:

- November 17 and 26, 2014: The Guam Medical Regional Center conducted an orientation for all their new staff. Presentation on Mandated Reporting was conducted to staff. There were 71 employees who attended the presentation.
- December 2, 2014: During the “Healthy Moms, Happy Babies” conference at the Westin Hotel, the BOSSA presented on Mandated Reporting. There were 22 individuals who attended this presentation.
- January 7, 2015: BOSSA presented on Mandated Reporting to teachers, counselors and nurses at John F. Kennedy High School during their staff development meeting. There were 109 staff who attend this presentation.
- January 14-17 and 22, 2015: The BOSSA presented on Mandated Reporting to the Annual Point in Time homeless count volunteers. There were 169 volunteers who attended the presentation.
- February 12, 2015: The BOSSA presented on Mandated Reporting to students from the University of Guam and Youth at Risk Class. There were 15 students who attended the presentation.
- February 17, 2015: The BOSSA presented on Mandated Reporting to the Guam Police Department at the Dededo Precinct’s training room. There were 25 officers who attended the presentation.
- May 28, 2015: A Mandated Reporters Presentation was given at the Emergency Medical Services (EMS) conference at the Holiday Resort. There were 40 individuals at the conference.
- August 19, 2015: A Mandated Reporters Presentation was presented to staff of the Head Start Program of the Department of Education during their orientation. There were 79 employees who attended the presentation.
- August 20, 2015: A Mandated Reporters Presentation was presented to the staff of the Guam System Assistive Technology. There were 11 individuals who attended the presentation.

- September 15, 2015: A Mandated Reporters Presentation was held at the Emergency Medical Services office. There were 25 employees who attended the presentation.
- September 25, 2015: During the Women, Infants, and Children (WIC) in-service training, the BOSSA conducted a Mandated Reporters Presentation at their office. There were 25 employees who attended this presentation.

B. OUTREACH ACTIVITIES:

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

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

BOSSA staff also participated in various activities to show the collaborations with other agencies, by waving at drivers near the Paseo grounds or waving at drivers along the ITC building intersection. In addition, BOSSA staff were present during award and recognition activities.

- October 4, 2014: BOSSA participated in the Silent Witness Exhibit & Outreach fair held at the Agana Shopping Center. There were 11 individuals who visited the BOSSA display table.
- October 4, 2014: BOSSA participated in the Wettengel Elementary School Parent Fair. There were 12 individuals who visited the BOSSA display table.
- October 11, 2014: BOSSA participated in the Healthy Mothers, Healthy Babies Fair sponsored by Ambros held at the Agana Shopping Center. There were 76 individuals who visited the BOSSA display table.
- October 24, 2014: BOSSA participated in the Department of Parks and Recreation Annual Halloween Bash at the Paseo de Susana in Hagatna. This is an island wide event open to all the children of Guam. BOSSA distributed 1300 small candy bags for giveaway with a message, "It shouldn't hurt to be a child, Stop Child Abuse".
- October 25, 2014: BOSSA participated in the Healthy Mothers, Healthy Babies Fair "Promoting Parent Power, Be Your Child's Super Hero", held at the Micronesia Mall center court. There were 32 individuals who visited the BOSSA display table.
- November 26, 2014: BOSSA along with Sanctuary Inc., both held a "wave" across the Chamorro Village. A number of BOSSA staff attended the "wave".

- December 20, 2014: BOSSA staff attended the signing ceremony of Bill 332-32 also known as the Rigalu House bill. The bill allows government land to be exchanged in building the island's foster children emergency child care facility.
- February 21, 2015: BOSSA participated in the 19th Annual Children's Fitness fair at the Guam Sports Complex Gym in Dededo sponsored by the Guam Head Start Program of the Department of Education. There were 139 children who participated in the BOSSA activities.
- March 4, 2015: BOSSA staff attended the Social Workers Proclamation signing at the Governor's office. March is Social Worker's month.
- March 7, 2015: BOSSA staff participated in the 21st Annual Guam System Assistive Technology (GSAT) fair held at the Micronesia Mall. There were 18 individuals who visited the BOSSA display table.
- March 17 & 18, 2015: BOSSA direct service workers attended a 2-day National Association of Social Workers (NASW) conference held at the Hyatt Regency Hotel in Tumon. There were 35 individuals who visited the BOSSA display table.
- March 30, 2015: April is Sexual Assault Awareness month, Child Abuse Prevention month and Crime Victims' Rights week. The BOSSA attended the signing of the Proclamations & Presentation of Resolutions for Sexual Assault held at the Guam Community College, Multi-Purpose Auditorium Building.
- April 1, 2015: BOSSA participated in the "wave" held at the Skinner Plaza. April is Child Abuse Prevention Month.
- April 4, 2015: BOSSA participated in the 2015 Autism Awareness Fair "Embrace Diversity" at the Agana Shopping Center. There were 20 individuals who visited the BOSSA display table.
- April 8, 2015: The BOSSA Social Services Supervisor I was interviewed on the Patty Arroyo talk show, on K57 radio station. Discussions were made regarding the prevention of child abuse, the need for foster parents and the upcoming Rigalu Foundation telethon.
- April 8, 2015: The Anderson Air Force Base held a Health and Wellness Fair, "For the Love of Kids" held at the Anderson Air Force Base Youth Center. This event is an outreach activity to promote the prevention of Child Abuse. There were 18 individual who visited the BOSSA display table.
- April 9, 2015: UPI Elementary School 3rd Quarter Parent-Teacher Conference (PTC) and Health Fair. This health fair is to promote good health for all families and at the same time facilitate and strengthen parental engagement for better communication and interaction between families, schools

and the community. There were 41 individuals who visited the BOSSA display table.

- April 9, 2015: Finegayan Elementary School 5th Annual Parent Fair and Parent-Teacher Conference (PTC). The fair provided an opportunity for parents and families to interact and get information about different services and resources that are available to them from various agencies and organizations in our community. There were 80 individuals who visited the BOSSA display table.
- April 10, 2015: April is Sexual Abuse Prevention Month and Child Abuse Prevention Month and in collaboration with Guma Mami “The Clothesline Project”. There were 19 individuals who visited the BOSSA display table.
- April 11, 2015: Story telling time at the Hagatna Public Library. This is an activity open to the public to listen as individuals from the Governor’s Office, Bureau of Social Services Administration and Healing Hearts read stories to the children. In addition, a personal safety skills presentation was conducted. There were 18 children and 6 adults who participated in the activities.
- April 13, 2015: April 13 – 18 celebrates “The Week of the Young Child” by providing training opportunities to parents and service providers. The signing of the Proclamations and Presentation of Resolutions took place at the Governor’s Office. The BOSSA staff attended the proclamation signing.
- April 15, 2015: A public hearing for the Rigalu Foundation was held at the Guam Legislature. This hearing was in support for the resolution authorizing the land transaction to build the Rigalu House in Barrigada. Testimonies from foster families, child protective services professionals, agency leaders, village mayors and caring residents were stated. The BOSSA staff attended the hearing.
- April 15, 2015: During “The Week of the Young Child”, two Family Services Section (FSS) staff presented training opportunities to parents and service providers on “Bringing the Protective Factors Framework to Life in Your Work: Knowledge of Parenting & Child Development” (for early childhood providers and child care providers) at the Tamuning Community Center. There were 30 individuals who attended the training.
- April 18, 2015: Story telling time at the Hagatna Public Library. This is an activity open to the public to listen as staff from the Governor’s Office, Bureau of Social Services Administration and Healing Hearts read stories to the children. In addition, a personal safety skills presentation was conducted by BOSSA staff. There were 18 children and 10 adults who attended the activity.

- April 18, 2015: The Guam Interagency Coordinating Council (ICC), in collaboration with the Guam Early Intervention System, Project Karinu, Project Bisita, Project Tinutuhon and other agencies held an Early Childhood Parent Conference entitled “Building Blocks to a Stronger Family: It Takes One Block at a Time” at the Pacific Star Resort and Spa. There were 51 individuals who visited the BOSSA display table.
- April 25, 2015: A Children’s Fair took place at the Tamuning Mayor’s Office which was sponsored by Catholic Social Services. This carnival event is open to the public and its goal is to show the children a fun day and to help create an awareness to prevent child abuse. The BOSSA had a display table during the event and an information booth. Fun games and snacks for children of all ages were provided. There were 50 children with parents who visited the BOSSA display table.
- May 9, 2015: The Department of Public Works – Office of Highway Safety hosted an exhibit event at the Micronesia Mall in conjunction with the “Click It or Ticket” mobilization campaign. The exhibit provided an opportunity of information on highway safety initiatives on seat belt and car seat safety by demonstrating the proper use of it. There were 35 individuals who visited the BOSSA display table.
- May 23, 2015: Western Pacific Association of Fire Chiefs, EMS Office/Emergency Medical Services for Children Program and the Bureau of Social Services Administration held a health fair at the Agana Shopping Center. There were 25 individuals who visited the BOSSA display table.
- May 30, 2015: Since May is Foster Care Month, the Foster Families Association (FFA) held an awareness and outreach fair at the Agana Shopping Center. There were 29 individuals who visited the BOSSA display table.
- June 12, 2015: Governor Calvo, Governor of Guam signed bill 79-33 at the Governor’s Conference room in Adelup at 9:00am. This was a bill that the legislature unanimously passed on May 29, 2015 commonly referred to as the Victim-Advocate Communication Privilege. The BOSSA staff attended the signing.
- June 27, 2015: BOSSA participated in the 2015 Parent Interactive Fair: “Power of Play” at the Agana Shopping Center. There were 99 children who participated in the BOSSA “Power of Play” activities.
- July 11, 2015: BOSSA participated in “Project Kid Care” annual event at the Agana Shopping Center. Project Kid Care is a child photo-identification and safety program used nationwide to help prevent kidnappings and locate missing children. There were 30 individuals who visited the BOSSA display table.

- August 29, 2015: The Breastfeeding Committee in partnership with the Non-Communicable Disease Consortium (NCD) held a Breastfeeding Awareness Health Fair at the Micronesia Mall. The aim of the Breastfeeding Awareness Health Fair is to further educate the island on the health benefits of breastfeeding. Information on breastfeeding support products and services were made available on display. There were 42 individuals who visited the BOSSA display table.
- September 15, 2015: Guam CEDDERS, Early Childhood Programs conducted a training called “Strengthening Families Event with Mayors and Program Presentation & Gallery Walk” at the Leo Palace Resort. There were 29 individuals who visited the BOSSA display table.

C. Family Unification Program (FUP):

There was one FUP completed this fiscal year 2015. This program is in conjunction with Guam Housing and Urban Renewal Authority.

D. Personal Safety Skills Presentation:

In the presentations, 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 to themselves, and also discourage perpetrators and those who commit crimes.

- November 21, 24-26, 2015: BOSSA presented Personal Safety Skills at Agana Heights Elementary. There were 310 students who attended the presentation.
- January 12-14 & 22, 2015: BOSSA presented Personal Safety Skills at Finegayan Elementary School. There were 775 students who attended this presentation.
- February 3 & 4, 2015: BOSSA presented Personal Safety Skills at Chief Brodie Elementary School. There were 302 students who attended this presentation.
- February 9-12, 2015: BOSSA presented Personal Safety Skills at Wettengel Elementary School. There were 649 students who attended this presentation.
- February 18 & 19, 2015: BOSSA presented Personal Safety Skills at Lyndon B. Johnson (LBJ) Elementary School. There were 220 students who attended this presentation.

- March 9 – 12, 2015: BOSSA presented Personal Safety Skills at Adacao Elementary School. There were 398 students who attended this presentation.
- March 17, 18, 23, 24, 2015: BOSSA presented Personal Safety Skills at Maria Ulloa Elementary School. There were 461 students who attended this presentation.
- March 25, 2015: BOSSA presented Personal Safety Skills at Truman Elementary School. There were 21 students who attended this presentation.
- September 21-23, 2015: BOSSA presented Personal Safety Skills at Price Elementary School. There were 364 students who attended this presentation.

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

Administrative Services Section Accomplishments:

Equipment/Agreements:

Leased Equipment

Asset Description	Make/Model	Acquisition Date/	Acquisition Value	Document Number
Copier	Xerox Model WC7556PC	10/1/14	\$7731.80	P15A00285

Copier	Xerox Model WC4250XF	10/1/14	\$1607.84	P156A00136
Copier	Xerox Model WC7775PC	10/1/14	\$9135.60	P15A000281

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	Leased	Excellent
6147	KIA Sport age SUV	2013	Leased	Excellent
8148	KIA Sport age SUV	2013	Leased	Excellent

Agreements

Item	Vendor	P.O. Number	Effective Date	Expiration Date
Ad for Bid	Guam Times	P156A04265	7/9/15	9/30/15
Equipment Maintenance	GETS Business System	P156A04590	7/23/15	9/30/15
Equipment Maintenance	Saitech Solutions	P156A04592	7/23/15	9/30/15
Equipment Maintenance	MegaByte	P156A04594	7/23/15	9/30/15
Prepaid Cellular Cards	IT&E	P156A04932	8/4/15	9/30/15
24-hour crisis phone	Teleguam Holdings, LLC	P156A05001	8/5/15	9/30/15
Outreach Supplies	Positive Promotions	P156A04870	8/3/15	9/30/15
White Noise Machine	MegaByte	P156A04709	7/28/15	9/30/15
Computer Software	Dell	P156A04941	8/4/15	9/30/15
Workstation	Enviropros	P156A04310	7/10/15	9/30/15

Foster Care Maintenance Payments: The foster care total payment in FY 2015 was \$665,370.33.

PROGRAM MANAGEMENT SECTION

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

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

The PMS is responsible for the following:

1. Develops Policies and Procedures
 - Develops standard operating procedures (SOPs) for the Child Protective Services, Family Services and Home Evaluation and Placement Services Sections. Develops SOPs for the administrative programs of the Bureau.
2. Monitors and Evaluates Federally and Locally Funded Programs
3. Manages Service Contracts
 - Conducts quarterly monitoring of the service contracts with Catholic Social Services. These service contracts include the *Alee* I and II and the *Guma San Jose* shelters. The *Alee* I shelter provides 24-hour emergency shelter and support services for women and children who are victims of family violence. The *Alee* II shelter provides 24-hour shelter and support services for children who are victims of abuse and neglect. The *Guma San Jose* shelter provides 24-hour shelter and support services for individuals and families who are homeless
 - Ensures that services provided are adequate and facilities are well maintained. Evaluates the effectiveness of services and prepares report on findings and recommendations.
 - Participates in contract preparation, budget negotiations, and contract renewals with service providers.
 - Prepares the office space lease agreement and other contracts, as necessary.
4. Maintains Computer Equipment, and other Automation of Information Systems
 - Identifies automation needs of programs.
 - Assists in training all staff on the use of the system.
 - Monitors the operation of the system. Maintains contact with system technicians when problems occur so that corrective actions are taken immediately.
 - Manages and updates reference files, when necessary.

- Assists system technicians in taking security measures.
 - Conducts backup activities for files, if necessary.
 - Coordinates with the court to monitor, maintain and get technical assistance on their information systems.
5. Assists in Management Research Projects and Other Special Projects
 6. Conducts Fiscal Management and Grant Writing.
 - Prepares quarterly and annual progress reports for grant programs.
 - Prepares the annual Title XX Pre- and Post- expenditure reports.
 - Prepares annual financial status reports (SF 425).
 - Prepares program statistical reports.
 - Prepares federal and local budgets.
 - Prepares response to audit findings on fiscal and program matters.
 7. Analyzes Federal and Local Legislation and its impact on Child and Family Welfare Programs
 8. Develops and Implements the Bureau's Corrective Action Plans
 9. Develops Contingency Plans
 10. Identifies Staff Training and Conducts Training Needs Analysis.

Program Management Section Accomplishments:

- A. The PMS conducted quarterly monitoring of the Alee I, Alee II, and Guma San Jose shelters. The shelters are operated by Catholic Social Services (CSS), a private, non-profit organization. Alee I provides 24-hour emergency shelter and support services, up to 45 days, for women and children who are victims of family violence. During fiscal year 2015, Alee I provided services to 58 women and 114 children. Alee II provides 24-hour emergency shelter and support services to children who are victims of abuse and neglect, for up to 3 months. During fiscal year 2015, Alee II provided services to 44 children. Guma San Jose (GSJ) provides 24-hour emergency shelter and support services for families and individuals who are homeless for up to 60 days at the main shelter, and for up to 6 months at the GSJ expansion program shelter. During fiscal year 2015, Guma San Jose provided services to 231 adults and 259 children at the main shelter, and 25 adults, and 41 children at the GSJ expansion program shelter.

The shelters provide meals, transportation, counseling and referrals to community services in order to obtain employment, housing, public assistance, Supplemental Nutrition Assistance Program (SNAP benefits, GED certificate, child care, legal services, and medical care. Clients are provided opportunities to attend workshops on nutrition and other life skills. Clients are also encouraged to participate in recreational outings.

Upon exiting the shelter, case workers ensure that the individuals and families have a place to stay. The shelter receives overwhelming support from the community and receives donations of clothing, household goods, toiletries, sponsored meals, toys and other necessities.

BOSSA provides funds for the shelters through its Foster Care funds that are 100% locally appropriated.

- B. The FY2016 Title XX, Consolidation of Grants Pre-expenditure Report was completed and submitted to the Guam State Clearinghouse in September 2015 for their review and approval. This annual report is required under the Title XX grant rule. Title XX is also known as the Social Services Block Grant (SSBG) program. This is a report on the estimated population to be provided with services utilizing Title XX funds, eligibility criteria (if any) for services, and the annual budget needed for operations. This report is a prerequisite to receiving Title XX (SSBG) funds. BOSSA uses Title XX funds to administer child and family welfare programs and services. The total budget request in this report is \$3,197,254.00.
- C. The PMS Program Coordinator IV (PCIV) is a member of the department's Quality Improvement (QI) Council. The council meets once a month. Special meetings may be scheduled. Council members represent various divisions of the department. The council completed the department's QI Plan on February 14, 2014. The responsibilities of the council are to prioritize, select, monitor, and evaluate QI projects and provide technical assistance.
- D. The FY2014 Title XX, Consolidation of Grants Post-expenditure Report was completed and submitted to the grantor agency in March 2015. 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 fiscal year 2014, Title XX expenditures was \$2,660,755.06 which include expenditures for services and administrative costs.

- E. The PMS Program Coordinator III (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 30, 2015 in identifying those individuals and families who are homeless on Guam. The annual Point in Time (PIT) count is required by the U.S. Department of Housing and Urban Development for jurisdictions who receive federal funds that support services to the homeless population.

The PMS PCIII was a Team Leader for this count. Prior to the PIT homeless count, trainings to volunteers were provided. She provided a presentation on how to identify and report on incidences or suspected incidences of child abuse and neglect that may be observed during the PIT count. These presentations were held on January 9, 10, 11, 14, and 18, 2015 at the Catholic Social Services conference room in Barrigada. As a result of the annual PIT project, Guam's unofficial homeless count was 1,280.

On June 26, 2015, the PMS PCIII and Family Services Section Homemaker took part in the GHC Passport to Services outreach held at the Julale Shopping Center in Hagatna from 8:00 a.m. to 2:00 p.m. This event is designed to enhance access to mainstream services and raise awareness of the services provided to individuals and families experiencing homelessness as well as the public. Homeless individuals and families who attended the event had the opportunity to access a host of basic services made easily accessible such as health care, immunizations, mental health assessment and counseling. Information on employment and job training, housing and veterans' affairs were available. Specialty services such as haircuts and gift bags were also provided at the event. There were 58 individuals who visited the BOSSA table.

- F. The PMS PCIV attends monthly meetings for the Emergency Medical Services (EMS) Commission. The EMS Commission members consist of representatives from the Department of Public Health and Social Services, Guam Memorial Hospital Authority, Guam Police Department, Guam Fire Department, St. Joseph Medical Transport, Department of Public Works, Guam Community College, Office of Senator Rodriguez, United States Navy, GTA TeleGuam, Guam Homeland Security, Office of Civil Defense, a parent advocate and many other government agencies and private transport companies. The BOSSA representative is a non-voting member of this

commission. Meetings are held at the Health Professional Licensing Office (HPLO) conference room in Hagatna. 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, Section 84106.

On May 10, 2015, Public Law 32-031, the Responsible Boards and Commissions Education Act, was enacted. This law requires Board members to attend educational training on rules and regulations, procurement, etc. As a result of this law, EMS commission members took part in a 3-hour training. These trainings were held on September and October 2015 at the HPLO conference room.

- G. The PMS PCIV completed the draft Foster Children Health Insurance standard operating procedures in September 2015. This is the result of foster children now being provided with health insurance through a private carrier. Foster children are still covered through the Medicaid and Medically Indigent Program (MIP); however, these will provide secondary coverage. Public Law 32-189 became law on October 13, 2014 and now includes foster children in the Government of Guam group health insurance contract.
- H. The PMS PCIV and PCIII continue to provide notary services due to the numerous power of attorney documents and off-island adoption reports that need to be notarized.
- I. 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.
- J. The PMS PCIV coordinated the Adopt-A-Family event with a private donor, Coral Sea Realty (CSR). This program spreads holiday cheer to families in need. On December 22, 2014, CSR provided donations of toiletries, household goods, and gift cards to a needy family within the child welfare services families. This program has donated to foster children and their families for 7 years.

- K. The PMS PCIV took part in the meeting with the Association of State and Territorial Health Officials (ASTHO) held from October 7 – 10, 2014 at the Hyatt Regency Guam. The ASTHO facilitated this meeting in order to develop the department's Strategic Plan.
- L. The PMS PCIV took part in the School Bus Crash roundtable discussion held on October 22, 2014 at the Civil Defense training room. Various government agencies and the military who are first responders to school bus crash incidents took part in order to discuss and update procedures for response.
- M. The PMS staff attended the mandatory HIPAA training on November 21, 2014 at the Health Professional Licensing Office conference room.
- N. The PMS staff attended the Data Management Resources (DMR) training sessions that began on November 7, 2014 at the DMR training room in Barrigada.
- O. The PMS PCIV represents BOSSA for the Division of Public Welfare Request for Proposal (RFP) Committee. A RFP meeting was held at 2:00 p.m., February 11, 2015 at the Women, Infant, Children (WIC) program office in Tiyan. This was held to evaluate proposals for the RFP for WIC Banking Services.
- P. The PMS staff attended a meeting with Doug Chan to discuss the website. This was held on February 16, 2015 at the Public Health Incident Command Center (PHICC) room. The PMS PCIII is the Division of Public Welfare coordinator for the department's website. All bureaus within the division will coordinate with the PCIII to post information on the website. Meetings are held once or twice a year at the PHICC room.
- Q. In accordance with Public Law 29-02, Section 3131 Annual Public Hearing Requirements on Fee Schedules, a public hearing was held on March 21, 2015 at the BOSSA conference room at 9:00 a.m. This hearing was to inform the public on BOSSA's existing fee schedules. Public Law 29-02 requires all government agencies to hold an annual hearing on its fee schedules prior to April 1 of each year. BOSSA's current fee schedules were established through Public Law 31-73, the Administrative Rules and Regulations of the Department of Public Health and Social Services relative to Child Care Facilities and Group Care Homes. The fees charged by BOSSA are for the

various types of applications to operate child care facilities and group child care homes.

- R. The PMS continues to monitor the effectiveness of services that are provided to the public through its Customer Service Surveys. Customers who come in to meet with their caseworkers, or who come in to inquire about or seek services, are encouraged to complete the survey. The surveys are compiled on a quarterly basis. Any problems that are reported in these surveys are addressed. Staff are also acknowledged for excellent customer service.

PMS developed these surveys in accordance with the Governor's Customer Service Guideline issued on April 7, 2011. BOSSA then implemented its Customer Service Standards on April 22, 2011. Customer Service Surveys continue to be collected, tabulated and analyzed in order to continually meet the public's need for excellent customer service. These surveys indicate how long customers wait for services, and their level of satisfaction with services received. This will allow BOSSA to achieve the following:

- Reduce customer wait time
- Receive customer feedback and opinions on ways to improve services

- S. Pursuant to Public Law 31-73, the Administrative Rules and Regulations of the Department of Public Health and Social Services relative to Child Care Facilities and Group Care Homes, the BOSSA submits monthly Child Care Revolving Fund reports to the Guam Legislature via the Office of the Governor.

The Child Care Revolving Fund is a separate account that is established from new application or renewal application fees and fines collected from child care facilities and group care homes. The funds carry over year to year and are to be used solely towards expenses that support the Division of Public Welfare of the DPHSS, including but not limited to hiring child care licensing staff, professional development, training, technical assistance, tuition assistance for child care professionals and licensing staff, and quality care and education of children.

The fund balance is \$25,410.00 as of September 30, 2015.

- T. The PMS PCIII, along with the Home Evaluation and Placement Services Section Supervisor and staff meet weekly to work on standard operating procedures (SOPs). The group completed the SOP for family foster home licensing and this procedure remains in draft form. The final draft is with the

BOSSA Administrator for review. The group completed the draft procedures for the licensing of child care facilities, group child care homes, and family day care.

- U. The PMS Management Analyst I (MAI) completed the procedure for Suicide. This is in draft form. This SOP will be used by BOSSA for suicide prevention and intervention.
- V. The PMS PCIII and MAI completed procedures for NComputing Servers, Reference Files, Active Shooter, and the NCIC 2000 System. These are all in draft form and will be finalized.
- W. The PMS PCIV updated the Instructions for Child Abuse and Neglect (CAN) Referral form. She also updated the New Employee Orientation Plan.
- X. The PMS PCIV completed the FY 2014 Annual Impact of the Compact of Free Association Report. This is a report on statistics and costs to provide child and family welfare services and other social services that the bureau administers to citizens of the Federated States of Micronesia (FSM), Republic of Palau and the Republic of Marshall Islands. Programs affected include foster care, child protective services, case management, shelters for victims of domestic violence and child abuse and neglect, and the shelter for homeless individuals and families. 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 fiscal year 2014 is 1,249. Total population count for all ethnic groups is 4,203. The total cost due to the Compact of Free Association for the above social services programs is \$544,962.61. The total program cost for all programs is \$4,449,274.25. This report will be combined with other Department of Public Health and Social Services program reports and will be submitted to the Bureau of Statistics and Plans, pursuant to U.S. Public Law 108-88.
- Y. The PMS PCIII updated the BOSSA typhoon procedures.
- Z. The PMS PCIV completed the typhoon pre-operation and post-operation procedures for BOSSA. This is an attachment to BOSSA's typhoon procedures.

- AA. 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.
- BB. The PMS PCIII is the Division of Public Welfare representative for the Receive, Stage and Store (RSS) Team for the department. Meetings are called upon emergencies. Meetings are held at the PHICC room.
- CC. The PMS MAIII meets every second Tuesday of each month with child care centers and the PCIV for Child Care Development Fund program of the Bureau of Management Support. These meetings are held to receive and validate the Guam Plan for Professional Development (GPPD) applications. The applications are then certified by the GPPD subcommittee. The GPPD subcommittee meets every third Thursday of each month.
- DD. The BOSSA received Foster Care program funds of \$2,662,409 during FY 2015. Total expenditures were \$1,771,070.55. Breakdown of expenditures is as follows:

	Expenditure
Guma San Jose Shelter	\$ 578,904.23
Alee I and II Shelters	\$ 581,442.69
Management Information System (PHPro)	\$ 41,250.00
Building rent	\$ 56,340.00
Foster care maintenance payments, court-ordered payments for foster children	\$ 512,763.88
Petty cash (used towards emergency needs of children, and for other emergency needs such as postage and other necessities)	\$ 369.75
TOTAL:	\$1,771,070.55

- EE. The BOSSA Contracts / Purchase Order Agreements are as follows:

Shelter & Office Lease Contracts

	ITEM	VENDOR	EFF. DATE	EXP. DATE	AMOUNT	REMARKS
1	Shelter & Supportive Services for the Homeless	Catholic Social Services: GUMA San Jose	10/01/14	09/30/15	\$578,904.23	Locally funded under the Foster Care Program.
2	Emergency Shelter & Supportive Services for	Catholic Social Services: Alee Shelter	10/01/14	09/30/15	\$581,442.69	Locally Funded under the Foster Care

	Victims of Family Violence and Victims of Child Abuse & Neglect					Program
3	Shelter & Supportive Services for the Homeless (Expansion Services)	Catholic Social Services (GSJ Homeless Expansion Program)	10/01/14	09/30/15	\$249,516.00	Federally Funded under Title XX Program
4	Lease Agreement for Office Space	Edward & Shirley Terlaje	10/01/14	09/30/15	\$169,020.00	Federal & Locally Funded under Title XX & Foster Care Programs

FF. The PMS PCIV coordinated the completion of SOPs for those employees within the Division of Public Welfare who will be retiring or resigning within the next 5 years. The SOP document describes the duties and responsibilities of those employees' respective positions, and is a succession planning tool. The BOSSA Administrator and supervisors will be completing desk references for their positions. These activities are in line with the department's Strategic Plan. The three priority areas in the plan are:

- 1) Develop the Workforce.
- 2) Modernize IT and Support Systems.
- 3) Improve Organizational Structure and Processes.

GG. The PMS PCIV attended the Process Mapping workshop held on July 28 – 29, 2015 at the Westin Resort Guam. This was facilitated by the Association of State and Territorial Health Officials (ASTHO).

HH. The PMS PCIV attended the Public Health Improvement Training held on June 9-10, 2015 in New Orleans, Louisiana. The topic of the training was Advancing Performance in Agencies, Systems and Communities. She attended sessions on quality improvement, performance management and performance measures, and other topics.

II. The BOSSA Administrator and PMS PCIV attended the public hearing for Bill 173-33 held on September 21, 2015 at the legislative public hearing room. This bill is also known as the Homeless Assistance Act of 2015. The PCIV provided comments for the Director's testimony.

Other Accomplishments:

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

- **Community Evaluation Advisory Team (CEAT):** The purpose of CEAT is to ensure that families and stakeholders input is 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:** 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 Home Evaluation & Placement Services Section supervisor continues to participate in the Sugar Plum Tree event. With the assistance of the staff each year, the presents are delivered to the children (clients) in time for Christmas.
- **Head Start Health Advisory Committee (HSAC):** The Home Evaluation & Placement Services Section supervisor 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 Trainings/Conferences Attended:

- The BOSSA Administrator and other social worker staff attended the National Association of Social Workers (NASW) conference held at the Hyatt Regency Hotel. Staff had the opportunity to enhance and refresh their social work knowledge and skills.
- The BOSSA staff attended the Applied Suicide Intervention Skills Training (ASIST) sponsored by the Guam Behavioral Health and Wellness Center – Prevention and Training Branch at the Pacific Star Hotel.
- The direct services staff attended the 2014 Governor's Conference on the Impact of Domestic Violence, Sexual Assault, and Child Abuse.
- The direct services staff attended the "Structured Assessment of Violence Risk in Youth" (SAVRY) training sponsored by the Judiciary of Guam and conducted at the Civil Defense in Agana Heights. The training helped staff how to use the SAVRY assessment tool to assess the level of risk violence in youth and the level of risk of re-offending.
- The direct services staff attended the Social Emotional Assessment/Evaluation Measure (SEAM) training. The SEAM is a functional tool for assessing and monitoring social emotional and behavior developments in infants, toddlers and preschoolers at risk for social-emotional delays or problems.
- Deputy Attorney General, Carol Hinkle-Sanchez from the Guam Attorney General's Office provided training to BOSSA staff on legal matter and general

information on Child Protective Services (CPS) on Guam. BOSSA staff asked and discussed numerous concerns regarding their CPS cases.

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:

- Web-based courses that teaches Incident Command System (ICS). These Incident Command training is being developed and offered for a variety of disciplines, including Federal Disaster Workers, Public Works, Law Enforcement, and Public Health. These courses describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).
- Health Insurance Portability and Accountability Act (HIPAA) Compliance. Public Health employees are required to take a HIPAA Compliance class on an annual basis. Dr. Suzanne S. Kaneshiro, Chief Public Health Officer provides these trainings annually.
- Active Shooter Training/Drill: This drill provided information needed to identify gaps and shortfalls in an event of an actual Active Shooter situation. Steps have already been identify in regards to an CCTV system, key card entry, PA system and the use of SMART MEDIA aka “What’s App”.
- Stress Management training were provided to BOSSA staff. This training was provided by staff from the Guam Behavioral Health and Wellness Center in conjunction with the Department of Administration’s Training Division.
- PH/Pro (Public Health/Professional) child welfare information system training for BOSSA staff. This training is necessary for BOSSA staff to be able to navigate the system and to generate local and federal statistical reports. Training on PH/Pro is an ongoing process as the system is complex. The Program Management Section staff provides training to any staff upon request.
- Information Security Employee Awareness Training is provided to all new BOSSA employees. Information Security protects the confidentiality, integrity and availability of important data such as Social Security information and protected health information. Technology has made our lives easier in many ways, but this convenience has also increased our exposure to online threats.
- Culturally and Linguistically Competence Training is available to all Government of Guam employees who wish to attend. This training is facilitated by Public Health on an annual basis.

PROGRAM APPLICATION TO TITLE XX GOALS

The BOSSA subscribes to the following goals:

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

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

Goal 1: Achieving or maintaining economic self-support to prevent, reduce, or eliminate dependency.

Goal 2: Achieving or maintaining self-sufficiency, including reduction or prevention of dependency.

Goal 3: Preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or reuniting families.

Goal 4: Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care.

Goal 5: Securing referral or admission for institutional care when other forms of care are not appropriate; or providing services to individuals in institutions.

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

IV. BUDGET**COMPOSITION OF THE TITLE XX (SSBG)
CONSOLIDATED BLOCK GRANTS PROGRAM
FISCAL YEAR 2015**

PROGRAM	AMOUNT
Social Services Block Grant	\$ 271,707
Child Abuse and Neglect	\$ 65,802
Child Welfare Services	\$ 322,864
Children's Justice	\$ 59,968
Community Services Block Grant	\$ 873,909
Family Resource	\$ 200,000
Family Violence Prevention	\$ 135,000
Low Income Home Energy Assistance Program	\$ 614,273
Family Preservation and Support Services	\$ 347,991
Family Preservation and Support Services (Caseworker Visits)	\$ 17,712
Total:	\$ 2,909,226

TITLE XX (SSBG) CONSOLIDATED BLOCK GRANTS PROGRAM
Fiscal Year 2015 Expenditure (of Fiscal Year 2014 Carry Over Funds)

Account Number: 5101H141726SE134

Grant Period: 10/01/14 - 09/30/15

Object Code	Object Category	FY 2015 Appropriation	Encumbrance + Expenditure	Outstanding Encumbrances	Total Adjusted Expenditure	Expenditure (90-day Liquidation Period)	Total Adjusted Expenditure	Adjustment to		Total Adjusted Expenditure
								2014 Indirect Cost Charge)	2015 Indirect Cost Charge)	
111	Regular Salary	\$ 1,221,217.90	\$ 1,163,966.24	\$ -	\$ 1,163,966.24	\$ -	\$ 1,163,966.24	\$ -	\$ -	\$ 1,163,966.24
112	Overtime Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
113	Fringe Benefit	\$ 471,003.34	\$ 449,490.50	\$ -	\$ 449,490.50	\$ -	\$ 449,490.50	\$ -	\$ -	\$ 449,490.50
220	Travel	\$ 23,909.28	\$ 23,470.22	\$ -	\$ 23,470.22	\$ -	\$ 23,470.22	\$ -	\$ -	\$ 23,470.22
230	Contract	\$ 497,960.64	\$ 475,006.60	\$ 62,991.11	\$ 412,015.49	\$ 2,752.45	\$ 414,767.94	\$ -	\$ -	\$ 414,767.94
233	Building Rental	\$ 112,680.00	\$ 112,680.00	\$ -	\$ 112,680.00	\$ -	\$ 112,680.00	\$ -	\$ -	\$ 112,680.00
240	Supplies	\$ 25,500.00	\$ 20,949.47	\$ 2,271.93	\$ 18,677.54	\$ 1,329.15	\$ 20,006.69	\$ -	\$ -	\$ 20,006.69
250	Equipment	\$ 12,572.00	\$ 9,595.70	\$ 7,433.30	\$ 2,162.40	\$ 7,433.00	\$ 9,595.40	\$ -	\$ -	\$ 9,595.40
	Drug Testing									
271	Charges	\$ 450.00	\$ 240.00	\$ -	\$ 240.00	\$ -	\$ 240.00	\$ -	\$ -	\$ 240.00
363	Telephone	\$ 34,162.00	\$ 33,518.80	\$ 5,412.42	\$ 28,106.38	\$ -	\$ 28,106.38	\$ -	\$ -	\$ 28,106.38
450	Capital Outlay	\$ 5,000.00	\$ 4,995.00	\$ -	\$ 4,995.00	\$ -	\$ 4,995.00	\$ -	\$ -	\$ 4,995.00
701	Indirect Cost - Federal Program	\$ 323.00	\$ 323.00	\$ -	\$ 323.00	\$ -	\$ 323.00	\$ -	\$ 177,136.79	\$ 177,459.79
Total:		\$ 2,404,778.16	\$ 2,294,235.53	\$ 78,108.76	\$ 2,216,126.77	\$ 11,514.60	\$ 2,227,641.37	\$ -	\$ 177,136.79	\$ 2,404,778.16

Note: Indirect cost rate for fiscal year 2015 is 22.35%. However, only \$177,459.79 was charged to indirect costs for fiscal year 2015.

TITLE XX (SSBG) CONSOLIDATED BLOCK GRANTS PROGRAM

Fiscal Year 2015 Expenditure (of Fiscal Year 2015 Grants)

Account Number: 5101H151726SE134

Grant Period: 10/01/14 - 09/30/15

Object Code	Object Category	Fiscal Year 2015 Appropriation	Fiscal Year 2015 Expenditure	Funds Available (Carry Over to Fiscal Year 2016)
111	Regular Salary	\$ 1,467,105.00	\$ 696,361.87	\$ 770,743.13
112	Overtime Salary	\$ 500.00		\$ 500.00
113	Fringe Benefit	\$ 530,988.00	\$ 264,978.66	\$ 266,009.34
220	Travel	\$ 38,500.00	\$ 4,856.59	\$ 33,643.41
230	Contract	\$ 289,925.00	\$ 3,055.00	\$ 286,870.00
233	Building Rent	\$ 116,711.00		\$ 116,711.00
240	Supplies	\$ 35,000.00	\$ 3,651.29	\$ 31,348.71
250	Equipment	\$ 75,900.00	\$ 1,868.00	\$ 74,032.00
271	Drug Testing Charges	\$ 450.00	\$ 40.00	\$ 410.00
363	Telephone	\$ 60,000.00		\$ 60,000.00
450	Capital Outlay	\$ 25,000.00	\$ 6,294.36	\$ 18,705.64
701	Indirect Cost - Federal Program	\$ 9,179.00	\$ 9,179.00	\$ -
Total:		\$ 2,649,258.00	\$ 990,284.77	\$ 1,658,973.23

Note: Federal indirect cost rate for fiscal year 2015 is 22.35%.
Total fiscal year 2015 funds received is \$2,909,225.

Fiscal Year 2015 Expenditure of Foster Care Program Funds

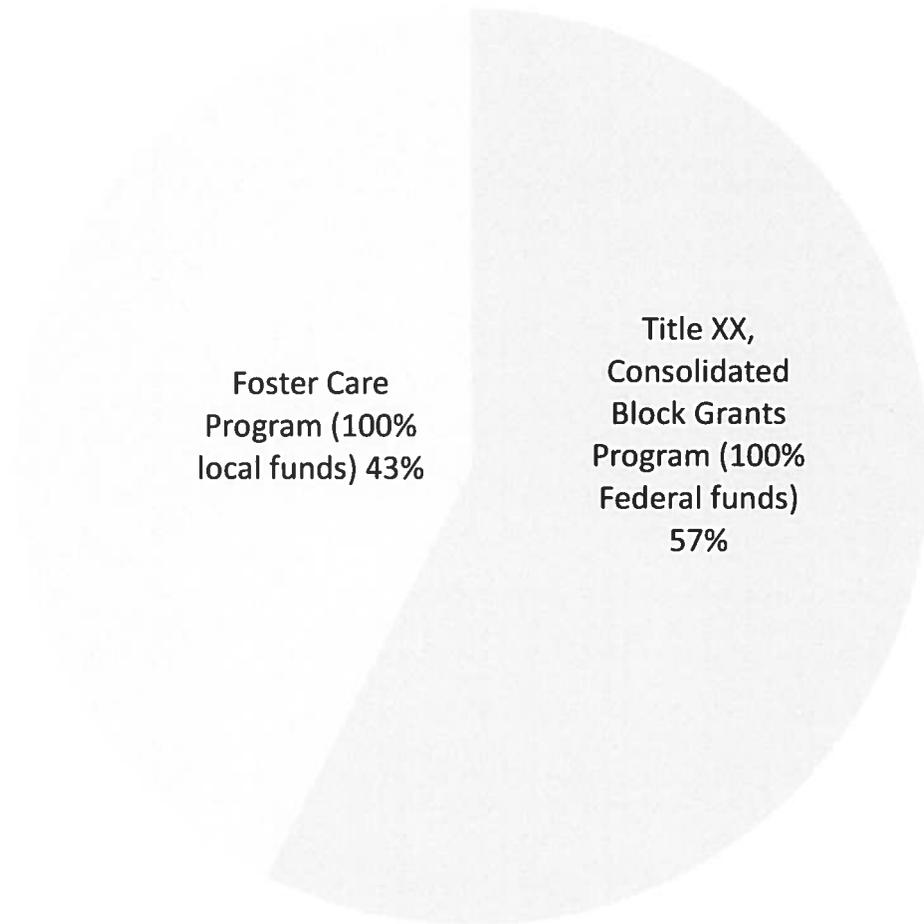
Account Number: 5100A151726MA001

Expense Period: 10/01/14 - 09/30/15

Object Code	Object Category	FY 2014 Appropriation	Encumbrance + Expenditure	Ousting Encumbrances	Adjusted Expenditure	Expenditure (50-day Liquidation Period)	Funds Available
111	Regular Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
112	Overtime Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
113	Fringe Benefit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
220	Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
230	Contract	\$ 1,226,973.00	\$ 1,216,904.27	\$ 15,307.35	\$ 1,201,596.92	\$ -	\$ 25,376.08
233	Building Rent	\$ 58,356.00	\$ 56,340.00	\$ -	\$ 56,340.00	\$ -	\$ 2,016.00
240	Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
250	Equipment Drug Testing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
271	Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
290	Miscellaneous	\$ 871,096.00	\$ 695,343.21	\$ 6,178.48	\$ 689,164.73	\$ -	\$ 181,931.27
363	Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
450	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:		\$ 2,156,425.00	\$ 1,968,587.48	\$ 21,485.83	\$ 1,947,101.65	\$ -	\$ 209,323.35

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

**Total Funds Received by the Bureau of Social Services
Administration
FY 2015**



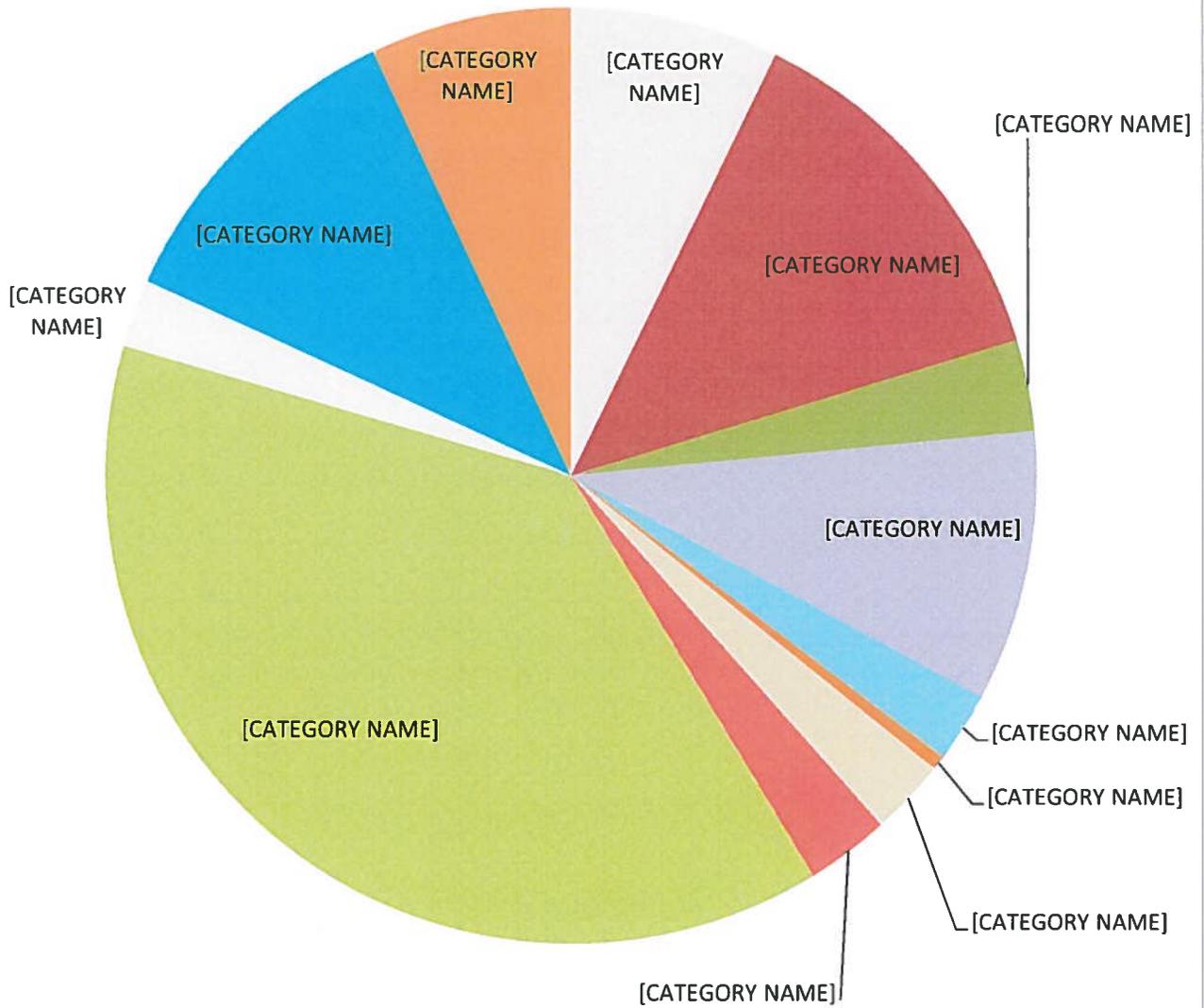
Foster Care Funds: \$2,156,425

Title XX Funds: \$2,909,226

FY2015 Expenditure of Title XX (SSBG) Funds

- Adoption Services (\$245,370)
- Education and Training Services (\$106,434)
- Home Based Services (\$83,700)
- Prevention and Intervention (\$89,920)
- Protective Services - Children (\$1,296,311)
- Other Services (\$380,408)
- Case Management (\$445,033)
- Foster Care Services - Children (\$317,807)
- Information and Referral (\$15,650)
- Protective Services - Adults (\$98,164)
- Transportation (\$79,716)
- Administrative Costs (\$236,550)

Other Services include: Day Care Licensing and Monitoring, Child Custody Homestudy, Homestudy to Determine



Sum of Expenditures for Services and Administrative Costs: \$3,395,063

Government of Guam
FY2015 Staffing Pattern

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

Appendix G

(A) No.	(B) Position Title	(C) Name of Incumbent	(D) Grade/Step	(E) Salary	(F) Overtime	(G) Special*	(H) Increment		(I) Amt.	(J) Subtotal	(K) Retirement (J * 28.16%)	(L) Retire (DDI)*26PP	(M) Benefits		(N) Medicare (1.45% * J)	(O) Life (1)	(P) Medical (Premium)	(Q) Dental (Premium)	(R) Total Benefits (K thru Q)	(S) (J + R) TOTAL	
							Date	Amt.					Social Security (6.2% * J)	Health (1.45% * J)							
1	HIS Program Administrator		R03	\$70,690			09/02/16	223	70,913	19,969	494		1,028	178	2,583	224	24,476	95,389			
2	Social Services Supervisor II		P06	\$66,828			09/30/16	211	67,039	18,878	494		972	178	2,583	224	23,329	90,368			
3	Social Services Supervisor I		N08	\$58,053			08/26/16	307	58,360	16,434	494		846	178	3,176	404	21,532	79,892			
4	Social Services Supervisor I		N06	\$54,214			03/21/16	1,198	55,412	15,604	494		803	178	0	0	17,079	72,491			
5	Social Services Supervisor I		N03	\$48,490			02/24/16	1,225	49,715	14,000	494		721	178	0	0	15,393	65,108			
6	Social Services Supervisor I		N04	\$50,328			02/24/16	1,271	51,599	14,530	494		748	178	1,465	224	17,639	69,238			
7	Social Services Supervisor I		N03	\$48,490			05/01/16	766	49,256	13,870	494		714	178	1,465	224	16,945	66,201			
8	Program Coordinator IV		O06	\$60,094			05/02/16	949	61,043	17,190	494		885	178	1,465	224	20,436	81,479			
9	Program Coordinator III		N04	\$50,328			05/01/16	795	51,123	14,396	494		741	178	1,465	224	17,498	68,621			
10	Program Coordinator III		N04	\$50,328			08/01/16	318	50,646	14,262	494		734	178	3,176	404	19,248	69,894			
11	Social Worker II		M02	\$42,307			05/05/16	668	42,975	12,102	494		632	178	6,510	404	20,311	63,286			
12	Social Worker II		M02	\$42,307			11/13/15	1,469	43,776	12,327	494		635	178	0	0	13,634	57,410			
13	Social Worker II		M01	\$40,762			10/06/15	1,545	42,307	11,914	494		613	178	3,940	240	17,379	59,686			
14	Social Worker III		N01	\$45,014			03/09/16	995	46,009	12,956	494		667	178	2,583	224	17,102	63,111			
15	Social Worker III		N04	\$50,328			03/23/16	995	46,009	12,956	494		667	178	0	0	14,295	60,304			
16	Social Worker III		N04	\$50,328			05/27/16	795	51,123	14,396	494		741	178	4,688	299	20,796	71,919			
17	Social Worker III		N03	\$48,490			03/25/16	1,072	49,562	13,957	494		719	178	6,510	404	22,262	71,824			
18	Social Worker III		N04	\$50,328			02/26/16	1,271	51,599	14,530	494		748	178	1,924	240	18,114	69,713			
19	Social Worker III		N07	\$56,268			12/1/15	1,041	57,309	16,138	494		831	178	0	0	22,959	74,876			
20	Social Worker III		N04	\$50,328			01/10/16	1,541	51,917	14,620	494		753	178	6,510	404	22,959	74,876			
21	Social Worker III		N06	\$54,214			08/1/16	330	52,565	14,802	494		808	178	1,924	240	19,345	75,100			
22	Social Worker III		N05	\$52,235			03/23/17	1,041	57,309	13,957	494		719	178	3,940	240	21,821	71,300			
23	Social Worker III		N03	\$48,490			08/05/16	330	52,565	14,802	494		762	178	6,510	404	22,262	71,824			
24	Social Worker III		N05	\$52,235															68,801		
25	Social Worker III		N05	\$52,235															68,801		
Sub Total:										\$1,292,431	\$0	\$0	\$0	\$0	\$0	\$19,071	\$4,450	\$65,000	\$5,475	\$476,775	\$1,792,223

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

Government of Guam
FY2015 Staffing Pattern

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

Appendix G

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)			(N)	(O)	(P)	(Q)	(R)	(S)
							Date	Amount					Retirement (J * 28.16%/2)	Retire (DD1) \$19,014*26PP	Social Security (6.2% * J)						
26	6889	Social Worker III	N03	\$48,490			06/03/16	613	\$49,103	\$13,827	\$494	\$712	\$1,465	\$1,465	\$178	\$1,465	\$2,583	\$224	\$16,900	\$66,003	
27	6687	Social Worker III	N02	\$46,720			09/30/16	148	\$46,868	\$13,198	\$494	\$680	\$2,583	\$2,583	\$178	\$2,583	\$0	\$224	\$17,357	\$64,225	
28	6017	Social Worker III	N03	\$48,490			02/13/16	1,225	\$49,715	\$14,000	\$494	\$721	\$0	\$0	\$178	\$0	\$0	\$0	\$15,393	\$65,108	
29	6692	Social Worker III	N08	\$58,053			10/01/16	1,842	\$59,895	\$16,866	\$494	\$868	\$1,465	\$1,465	\$178	\$1,465	\$0	\$224	\$20,095	\$79,990	
30	6693	Social Worker III	N03	\$48,490			03/28/16	1,072	\$49,562	\$13,957	\$494	\$719	\$0	\$0	\$178	\$0	\$0	\$0	\$15,348	\$64,910	
31	6884	Social Worker III	N03	\$48,490			04/01/16	919	\$49,409	\$13,914	\$494	\$716	\$2,583	\$2,583	\$178	\$2,583	\$224	\$24	\$18,109	\$67,518	
32	6881	Social Worker III	N01	\$45,014			11/17/15	1,564	\$46,578	\$13,116	\$494	\$675	\$6,510	\$6,510	\$178	\$6,510	\$224	\$24	\$17,270	\$63,848	
33	6882	Social Worker III	N03	\$48,490			08/03/16	306	\$48,796	\$13,741	\$494	\$708	\$6,510	\$6,510	\$178	\$6,510	\$404	\$404	\$22,035	\$70,831	
34	6018	Social Worker III	N01	\$45,014			08/10/16	284	\$45,298	\$12,756	\$494	\$595	\$6,510	\$6,510	\$178	\$6,510	\$404	\$404	\$20,999	\$66,752	
35	6688	Social Worker II	M01	\$40,762			08/10/16	258	\$41,020	\$11,551	\$494	\$390	\$0	\$0	\$178	\$0	\$0	\$0	\$13,245	\$35,526	
36	6972	Homemaker	G03	\$26,638			07/11/16	253	\$26,891	\$7,573	\$494	\$411	\$3,940	\$3,940	\$178	\$3,940	\$240	\$0	\$13,245	\$41,591	
37	6973	Homemaker	G04	\$27,648			02/07/16	698	\$28,346	\$7,982	\$494	\$385	\$0	\$0	\$178	\$0	\$0	\$0	\$8,535	\$35,092	
38	6974	Homemaker	G02	\$25,666			11/05/15	891	\$26,557	\$7,478	\$494	\$398	\$4,688	\$4,688	\$178	\$4,688	\$299	\$0	\$13,795	\$41,275	
39	6959	Homemaker	G03	\$26,638			12/10/15	842	\$27,480	\$7,738	\$494	\$386	\$0	\$0	\$178	\$0	\$0	\$0	\$8,559	\$35,197	
40	6891	Homemaker	G02	\$25,666			10/21/15	972	\$26,638	\$7,501	\$494	\$386	\$0	\$0	\$178	\$0	\$0	\$0	\$13,951	\$37,006	
41	6870	Clerk III	E01	\$21,095			04/20/16	400	\$21,495	\$6,053	\$494	\$312	\$6,510	\$6,510	\$178	\$6,510	\$404	\$404	\$13,951	\$35,446	
42	6970	Administrative Aide	F02	\$24,029			12/10/15	759	\$24,808	\$6,986	\$494	\$360	\$2,583	\$2,583	\$178	\$2,583	\$224	\$224	\$13,391	\$46,867	
43	6733	Administrative Assistant	J02	\$32,253			10/07/15	1,223	\$33,476	\$9,427	\$494	\$485	\$3,176	\$3,176	\$178	\$3,176	\$404	\$404	\$15,602	\$51,439	
44	6820	Word Processing Secretary II	H10	\$36,407			04/20/17	0	\$36,407	\$10,252	\$494	\$528	\$526	\$526	\$178	\$526	\$404	\$404	\$15,602	\$51,910	
45	6796	Customer Services Representative	K02	\$35,196			12/15/15	1,112	\$36,308	\$10,224	\$494	\$419	\$6,510	\$6,510	\$178	\$6,510	\$404	\$404	\$16,151	\$49,080	
46	6797	Customer Services Representative	H03	\$28,568			06/15/16	361	\$28,929	\$8,146	\$494	\$539	\$6,510	\$6,510	\$178	\$6,510	\$404	\$404	\$14,909	\$39,658	
47	6694	Homemaker	G01	\$24,729					\$24,729	\$6,964	\$494	\$494	\$538	\$538	\$178	\$538	\$404	\$404	\$18,571	\$35,671	
48	6867	Program Coordinator I	L01	\$37,100					\$37,100	\$10,447	\$494	\$591	\$6,510	\$6,510	\$178	\$6,510	\$404	\$404	\$19,656	\$60,418	
49	6875	Social Worker II	M01	\$40,762					\$40,762	\$11,479	\$494	\$653	\$6,510	\$6,510	\$178	\$6,510	\$404	\$404	\$20,915	\$65,929	
50	6876	Social Worker III	N01	\$45,014					\$45,014	\$12,676	\$494	\$653	\$6,510	\$6,510	\$178	\$6,510	\$404	\$404	\$20,915	\$65,929	
		Sub Total:		\$935,442	\$0	\$0			\$951,184	\$267,852	\$12,350	\$0	\$13,792	\$4,450	\$91,536	\$6,403	\$396,383	\$1,347,567			

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

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

Government of Guam
FY2015 Staffing Pattern

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

Appendix G

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)			(O)	(P)	(Q)	(R)	(S)
							Date	Amt.					Retire (DD)	Medicare	Life					
No.	Position Title	Name of Incumbent	Grade/Step	Salary	Overtime	Special*				(E+F+G+I) Subtotal	Retirement (J * 28.16%/2)	Retire (DD) (\$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	
51	6956	Program Coordinator II	M01	\$40,762						\$40,762	\$11,479	\$494	\$591	\$178	\$6,510	\$404	\$19,656	\$60,418		
52	6954	Administrative Assistant	J01	\$31,076						\$31,076	\$8,751	\$494	\$451	\$178	\$6,510	\$404	\$16,788	\$47,864		
53	6957	Word Processing Secretary I	H01	\$26,520						\$26,520	\$7,468	\$494	\$385	\$178	\$6,510	\$404	\$15,439	\$41,959		
54	6897	Public Health & Soc. Sys. Aid	E01	\$21,095						\$21,095	\$5,940	\$494	\$306	\$178	\$6,510	\$404	\$13,832	\$34,927		
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		Sub Total:		\$119,453	\$0	\$0			\$0	\$119,453	\$33,638	\$1,976	\$0	\$1,733	\$712	\$26,040	\$1,616	\$65,715	\$185,168	
		Grand Total:		\$2,347,326	\$0	\$0			\$0	\$2,386,085	\$671,919	\$26,676	\$0	\$34,596	\$9,612	\$182,576	\$13,494	\$938,873	\$3,324,958	

* 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: 2015	REPORT PERIOD: 10/01/14 - 09/30/15
Contact Person: Linda B. Rodriguez	Phone Number: (671) 475-2653/2672	
Title: Human Services Program Administrator	E-Mail Address: linda.rodriguez@dphss.guam.gov	
Agency: Department of Public Health & Social Services	Submission Date:	

Service Supported with SSBG Expenditures	SSBG Expenditures		Expenditures of All Other Federal, State and Local funds**	Total Expenditures	Method	
	SSBG Allocation	Funds transferred into SSBG*			Public	Private
1 Adoption Services	245,370		9,766	255,136	X	
2 Case Management	445,033		13,663	458,695	X	
3 Congregate Meals						
4 Counseling Services						
5 Day Care--Adults						
6 Day Care--Children						
7 Education and Training Services	106,434		2,928	109,361	X	
8 Employment Services						
9 Family Planning Services						
10 Foster Care Services--Adults						
11 Foster Care Services--Children	317,807		698,812	1,016,619	X	X
12 Health-Related Services						
13 Home-Based Services	83,700		0	83,700	X	
14 Home-Delivered Meals						
15 Housing Services						
16 Independent/ Transitional Living Services						
17 Information & Referral	15,650		488	16,138	X	
18 Legal Services						
19 Pregnancy & Parenting						
20 Prevention & Intervention	89,920		4,880	94,800	X	
21 Protective Services--Adults	98,164		324,570	422,734	X	X
22 Protective Services--Children	1,296,311		739,544	2,035,855	X	X
23 Recreation Services						
24 Residential Treatment						
25 Special Services--Disabled						
26 Special Services--Youth at Risk						
27 Substance Abuse Services						
28 Transportation	79,716		0	79,716	X	
29 Other Services***	380,408		17,078	397,487	X	
30 SUM OF EXPENDITURES FOR SERVICES	3,158,513		1,811,728	4,970,241		
31 Administrative Costs	236,550		135,373	371,924		
32 SUM OF EXPENDITURES FOR SERVICES AND ADMINISTRATIVE COSTS	3,395,063		1,947,101	5,342,164		

* 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	59,100		3,416	62,515	X	
Child Custody Homestudy	202,657		9,759	212,416	X	
Homestudy to Determine Appropriate Placement for Children	13,322		488	13,810	X	
Family Foster Home, Group Home & Therapeutic Foster Home Certification	105,330		3,416	108,745	X	
TOTAL FOR OTHER SERVICES:	380,408		17,078	397,487		

Part B. Estimated Recipients

OMB NO.: 0970-0234

EXPIRATION DATE: 11/30/2017

STATE: Guam
FISCAL YEAR: 2015

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	65	63	17	0	80	145
2 Case Management	228	160	0	0	160	388
3 Congregate Meals						
4 Counseling Services						
5 Day Care--Adults						
6 Day Care--Children						
7 Education and Training Services	4712	1643	0	0	1643	6355
8 Employment Services						
9 Family Planning Services						
10 Foster Care Services--Adults						
11 Foster Care Services--Children	213	0	0	0	0	213
12 Health-Related Services						
13 Home-Based Services	495	165	0	0	165	660
14 Home-Delivered Meals						
15 Housing Services						
16 Independent/Transitional Living Services						
17 Information & Referral	2	18	0	0	18	20
18 Legal Services						
19 Pregnancy & Parenting						
20 Prevention & Intervention	7	3	0	0	3	10
21 Protective Services--Adults		300	15	0	315	315
22 Protective Services--Children	897	0	0	0	0	897
23 Recreation Services						
24 Residential Treatment						
25 Special Services--Disabled						
26 Special Services--Youth at Risk						
27 Substance Abuse Services						
28 Transportation	309	28	0	0	28	337
29 Other Services***	72	171	17	0	188	260
30 SUM OF RECIPIENTS OF SERVICES	7000	2551	49	0	2600	9600

Other Services***	Children	Adults			Total Adults	Total
		Adults Age 59 Years & Younger	Adults Age 60 Years & Older	Adults of Unknown Age		
Day Care Licensing and Monitoring	0	33	9	0	42	42
Child Custody Homestudy	63	76	0	0	76	139
Homestudy to Determine Appropriate Placement for Children	9	7	0	0	7	16
Family Foster Home, Group Home or Therapeutic Foster Home Certification	0	55	8	0	63	63
TOTAL FOR OTHER SERVICES:	72	171	17	0	188	260

Department of Public Health and Social Services
 Director
 Deputy Director

Division of Public Welfare
 Chief Human Services Administrator

Bureau of Social Services Administration
 Human Services Program Administrator (6869)
 Administers the Title XX, Consolidation of Grants and the Foster Care Programs. The Bureau's mission is to provide quality protective services to children and strengthen their families.

Social Service Supervisor II (6879)

Child Protective Services Section
 Social Service Supervisor I (6894)
 Social Service Supervisor I (6922)
 Social Service Supervisor I (6849)

Receive information, assess risk to the child and investigate child abuse and neglect (CAN) referrals. Provide ongoing services for validated CAN cases.

Family Services Section
 Social Service Supervisor I (6975)

Direct, plan, coordinate and develop family preservation and support services programs. Provide training and education on the prevention of CAN. Responsible for the recruitment and training of foster homes.

Home Evaluation and Placement Services Section
 Social Service Supervisor I (6958)

Assess and evaluate suitability of placement for children in adoption, custodial and other home placements. Conduct and monitor for licensing and certification of child care centers and family foster homes.

Program Management Section
 Program Coordinator IV (6734)

Plan, develop and coordinate program policies, procedures and activities. Maintain the bureau's fiscal, program records and management information system.

Administrative Services Section
 Administrative Assistant (6733)

Supports the program and facility. Responsible for fiscal operations, records management, personnel, procurement, inventory, secretarial services and receptionist duties.

CPS Intake Unit

CPS Crisis Intervention Unit

Family Preservation Unit

Support Services Unit

Adoption/Custody Unit

Licensing Unit

CPS Investigative Unit

CPS Case Management Unit

Program Management Unit

Administrative Support Unit