

Single Men Shelter Matrix – Update 1/16

Criminal background (Look back period, open warrants, open cases without plea, sex offenders)	Open Warrants: Yes Open Cases without plea: Yes Sex offenders: No	Open Warrants: Yes Open Cases without plea: Yes Sex offenders: No	Look back period: Gathers all historical data, no period. Open warrants: Okay Open cases: Okay, sexual offenses handled on case by case basis. Sex offenders: No for those listed on sex offender registry. Case by case review of non-sex registry sexual offenses.	Look back period: Must have felony level violence clean record for past 5 years. Open warrants ok, open cases ok but must be willing to work with Case Manager to address those issues. No sex offences at any time in the past. Registered or non-registered.
Documentation Required (ID required, Social Security Card, Birth Certificates)	ID, SS card, Birth Certificate: Not required for entry. Will work with client to obtain if needed. SS number: Will work with client to obtain.	ID, SS card, Birth Certificate: Not required for entry. Will work with client to obtain if needed. SS number: Will work with client to obtain.	ID: Will work with client to obtain. SS Card: Will work with client to obtain. Birth Certificate: Will work with client to obtain.	ID/SS: Must have some sort of identification (can be piece of mail, pay check stub, etc.) Will not take undocumented immigrants if required by funding source.
In-take Hours (Referral acceptance hours, hours have to arrive until)	Referrals: Daily 9:00am-5:00pm, 6:00pm-9:00pm Referrals from the morning must arrive at 6pm. Evening referrals must arrive by 9:00pm.	Referrals: Daily 9:00am-5:00pm, 6:00pm-9:00pm Referrals from the morning must arrive at 6pm. Evening referrals must arrive by 9:00pm.	Referrals: M-F, 9:00am-5:30pm Weekends: Staff will notify 2-1-1 of openings as needed.	Referrals: Sun-Sat, 9:00am-10:00 pm Preferable for them to arrive for intake between 5pm and 7pm. Will work with folks who can't make this time.
DI Accessible (Wheelchair, Service Animals, Hear/Visual Impairment, Elevator)	Wheelchair: Coming 1/2016 Service Animals: Yes-must have certification or documentation. Therapy Animals: no Hear/Visual Impairment: Both ok as long as client has full self mobility Elevator: Coming 1/2016	Wheelchair: Coming 1/2016 Service Animals: Yes-must have certification or documentation. Therapy Animals: no Hear/Visual Impairment: Both ok as long as client has full self mobility Elevator: Coming 1/2016	Wheelchair: Yes Service Animals: Yes Hear/Visual Impairment: Yes Elevator: Yes	Wheelchair: Yes Service Animals: Yes Hear/Visual Impairment: Yes Elevator: Yes
Gender Identification (Transition/Transgendered Individuals)	Transition/Transgendered okay. However the client identifies is how shelter will identify them.	Transition/Transgendered okay. However the client identifies is how shelter will identify them.	Discuss with the client and find where they would feel most comfortable. Able to house as they identify.	Transitioning/Transgendered okay.
Sobriety (Under the influence)	If they are currently intoxicated they will be sent to detox. Their	If they are currently intoxicated they will be sent to detox. Their	If they are currently intoxicated, they are allowed as long as no	Will be turned away if they show up for intake and have been

	bed will be held for a maximum of 24 hours if proper discharge paperwork is provided. Client is to meet with their case manager by noon the next business day. Would offer a referral to internal AODA program if not already involved.	bed will be held for a maximum of 24 hours if proper discharge paperwork is provided. Client is to meet with their case manager by noon the next business day. Would offer a referral to internal AODA program if not already involved.	violence/aggressive behavior. May be sent to detox, if necessary but will not lose their bed.	drinking. If this happens twice, or they get discharged for drinking we will require proof of AODA treatment to return.
Ban/Out Until Staffed List	Ban list for those that have threatened staff, acts of violence, drug use on premises. No expiration date for removal from ban list.	Ban list for those that have threatened staff, acts of violence, drug use on premises. No expiration date for removal from ban list.	None – a contract may be required for re-entry. For fmr. clients that made violent threats, they must speak to staff prior to entry.	Red Flag list for those that have threatened staff, acts of violence, drug use on premises. No expiration date for removal from ban list. This is listed in ServicePoint
Average Length of Stay (Extensions Permitted & Reasons)	30, 60, or 90 days max. Extensions within those time frames are reviewed at mark and determined by behavior while in shelter and progress of case plan.	9 months. If client is severely in need of treatment and services, client is able to stay a maximum of 2 yrs. However, this is information is not shared with clients up front. This is a case by case basis and is determined by staff.	30 days, Extension:W-2 paycheck, SS check, pending referral to permanent housing.	90 days, Extension is reviewed at 30/60 mark and determined by behavior while in shelter and progress of case plan.
Bed count	41 beds	38 beds	20 beds	13 beds
Unable to self-care	Not eligible	Not eligible	Not eligible	Not eligible
30 day out of programs policy	Must not have been at GH in the past 30 days prior to entry.	Must not have been at GH in the past 30 days prior to entry.	None	None
24 Hour Shelter & 3rd Shift Workers	24 Hr Shelter: No, exceptions are made for those in tx, medical needs and 3rd shift workers Takes 3rd Shift Workers: Yes, requires work verification	24 Hr Shelter: No, exceptions are made for those in tx, medical needs and 3rd shift workers Takes 3rd Shift Workers: Yes, requires work verification	24 Hr Shelter: Yes Takes 3rd Shift Workers: Yes	24 Hr Shelter: Yes Takes 3rd Shift Workers: Yes
Extra Criteria	Those typically making \$700 a month or more will be placed in GATES. Those with the most severe mental health (which may require Safe Haven) should be in GATES. Frequent utilizers (more than 2 stays) at ■ shelter should be sent to GATES. Veterans should be sent to GATES.	Those with either a mental health or AODA issue that are currently untreated but are interested in treatment should be sent to LEADS.	May deny client on the basis of having income.	