

SHELTER MONITORING COMMITTEE

2nd Quarter Report

October 1, 2018 through December 31, 2018



2nd Quarter Facts and Figures

SITE VISITS

Completed site visits at 14 of 20 assigned sites

Sites with 0 infractions



Hospitality House | Mission Neighborhood Resource Center |
MSC South Drop-In | St. Joseph's

Sites with most infractions:

A Woman's Place Drop In, Bethel AME, First
Friendship (3 total infractions each)

Top 4 Site Visit Infractions

No MUNI tokens or other
transportation available



First aid kits needed to be
restocked



Insufficient phone or TTY
access



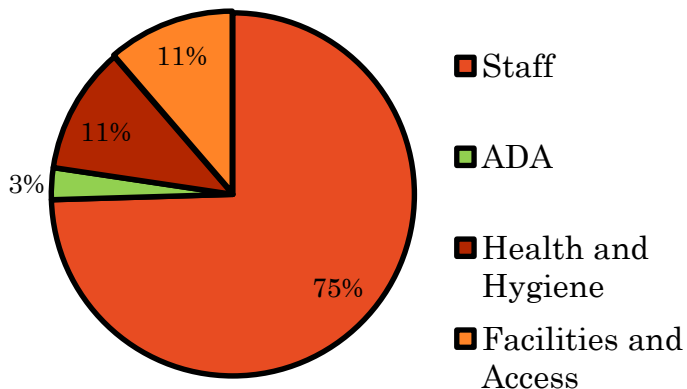
Insufficient bedding or linens



CLIENT COMPLAINTS

44 total complaints filed by
32 unduplicated clients

Client Complaint Categories



Status of Complaints

3 Satisfied

1 Not Satisfied

39 Closed

0 Open

INTRODUCTION

Who We Are

The Shelter Monitoring Committee (The Committee) is a governmental agency established by the Board of Supervisors to document the conditions and operations of shelters that are publicly funded. Established by Board of Supervisor's Ordinance 283-04, the Committee is composed of thirteen voluntary members drawn from a wide spectrum of stakeholders including shelter providers, formerly homeless individuals, shelter employees and representatives of DSHS, and the Mayor's office. The Committee is supported by two full-time staff from the Department of Public Health.

What We Do

The Committee is responsible for documenting the conditions of San Francisco shelters and resource centers with the aim of providing the Mayor, the Board of Supervisors, the Local Homeless Coordinating Board, the public and other appropriate agencies with accurate, comprehensive information about the conditions and operations of shelters.

The Committee reviews San Francisco's city policies that have an impact on shelter clients or affect shelter operations to recommend changes and/or best practices in the provision of shelter service. Additionally, the Committee monitors shelters to ensure they are complying with the Standards of Care (The Standards), a set of 32 shelter operating standards adopted by the Board of Supervisors in 2008.

How We Do It

Unannounced and announced Site Visits

The Committee conducts four unannounced visits per shelter and/or resource centers (sites) per year to verify compliance with the Standards of Care. During a site visit, Committee teams note and submit Standard of Care infractions to shelter management who are given 7 days to investigate and resolve the infractions. The Committee also makes two announced site visits each year to conduct shelter surveys and provide shelter clients an opportunity to discuss shelter conditions with the Committee.

Investigation of Client complaints

The Committee investigates all Standards of Care violations in the shelters and/or resource center. Clients can submit shelter complaints to Committee staff by email, phone or in person. Committee staff submit client Complaints to shelter management, who have 7 days to investigate the allegations and respond to the client's complaint in writing. Clients not satisfied with the site's response can request an independent investigation by Committee staff. Staff investigate the client's allegations and determines if the site follows the Standards of Care. Committee staff then submit their findings the client, the site and the Department of Homelessness and Supportive Housing. Committee staff also submit recommendations for corrective action if the investigation determines that the site was not in compliance with the Standards of Care.

Shelter Trainings

The Committee conducts Standard of Care trainings for shelter staff which provide an overview of the Standards of Care as well as how the Committee checks the sites to see if they are in compliance with the Standards of Care through site visits and client complaints.

2nd QUARTER REPORT

I. SITE VISITS

For the quarter starting on July 1 and ending September 30, 2018, the Committee completed unannounced site visits at 14 of 20 assigned sites, 70% of the mandated total. There were four sites that did not receive a single Standard of Care infraction during this quarter's visits, those sites were Hospitality House, Mission Neighborhood Resource Center, MSC South Drop In and St. Joseph's. The infractions that were noted during visits to the other sites this quarter are listed below:

The four Standards that shelters had the most difficulty meeting this quarter were:

Standard 26 (Facility and Access)



Ensure clients receive ADA compliant transportation to attend medical, permanent housing, substance abuse treatment...etc.

4 sites: A Woman's Place Drop In, Next Door, Providence, Sanctuary

Standard 6 (Health)



Ensure that first aid kits, CPR masks, disposable gloves and AEDs are available to staff at all times

3 sites: A Woman's Place Drop In, First Friendship

Standard 18 (Health and Hygiene)



Provide clients with access to free local calls and TTY

3 sites: Compass, Bethel AME, MSC South

Standard 12 (Facilities and Access)



Provide clients with pillows and pillowcases




2 sites: Bethel AME, MSC South

Summaries of the site visits completed by the Committee this quarter can be found in Appendix B on (pages 3-4 of the Appendices section). The Committee also conducted 6 announced site visits to survey shelter clients. Client survey results are available in Appendix C (Pages 5-7 of the Appendices section).

II. CLIENT COMPLAINTS

The Committee received 44 Standard of Care complaints filed by 32 unduplicated clients during the reporting period. The Standards that came up in the most client complaints this quarter are listed below:

Client Complaints – Top 3 Allegedly Violated Standards

Standard of Care	Category	# of complaints alleging violations of this Standard	# of unduplicated complainants submitting complaints	# sites receiving complaints about this Standard
Standard 1: Treat clients equally, with respect and dignity, including in the application of shelter policies and grievance process	Staff 	35	22	7
Standard 2: Provide shelter services in an environment that is safe and free from physical violence; by ensuring safety protocols are in place that include training to shelter staff regarding de-escalation techniques	Staff 	11	11	6
Standard 15: Provide pest free, secure property storage inside each shelter.	Health and Hygiene 	4	4	2

Please note that each complaint can include alleged violations of more than one Standard or multiple alleged violations of the same Standard.

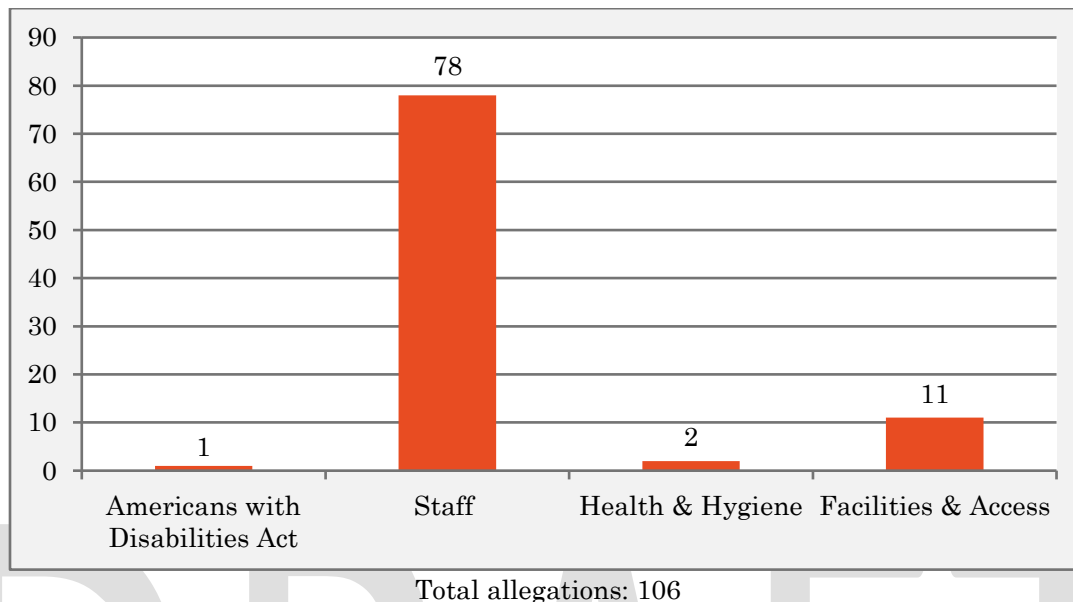
The table below provides a breakdown of the number of complaints received at each site during the reporting period and the status of the complaints themselves. A complaint can include allegations of non-compliance for one Standard or multiple Standards. The Standards of Care complaints fall into five status categories¹: Open, Pending, Satisfied, Not Satisfied, or Closed.

Standard of Care Complaints Tally 1st Quarter 2018-2019

Site	Site Capacity	# of Complainants	# of Complaints filed	Status of Complaints	Investigations
A Woman's Place Drop In	63 chairs	2	2	Closed (2)	N/A
Bethel AME	30 mats	5	7	Closed (5) Satisfied (1) Not Satisfied (1)	Pending (1)
Mission Neighborhood Resource Center	75 chairs	1	1	Closed (1)	N/A
MSC South Drop In	70 chairs	2	2	Closed (1) Not Satisfied (1)	Pending (1)
MSC South Shelter	340 beds	7	7	Closed (7)	N/A
Next Door	334 beds	8	14	Satisfied (1) Closed (13)	N/A
Sanctuary	200 beds	8	10	Closed (8) Satisfied (1) Not Satisfied (1)	Pending (3)
United Council	48 chairs	1	1	Closed (1)	N/A
Totals		34 (32 unduplicated clients)	44	Closed (38) Satisfied (3) Not Satisfied (3)	Pending (3)

¹ Complaint Status Categories: Open - Site has not responded to the complaint filed by the client; Satisfied – Client who filed the complaint is satisfied with the response; Not Satisfied – Client did not agree with the site response and has requested an investigation; Pending – Site had responded to the complaint and the Committee is waiting for the client to review the response; Closed – Complaint closed after 45 days of No Contact from the client or if the client was neither satisfied or not satisfied with the response

Standard of Care Complaints: Allegations by Category 2nd Quarter, 2018-2019



The *Standard of Care Complaints: Allegations by Category, 2nd Quarter 2018-2019*, provides an overview of the types of complaints that were filed with the Committee. There are four Standard of Care complaint categories:

Staff

The staff category refers to four Standards [1, 2, 25 & 31] that focus on how the client is treated at the site. This category includes complaints alleging staff being unprofessional, not maintaining a safe shelter environment or not receiving required trainings.

Americans with Disabilities Act (ADA)

The ADA category refers to Standard 8 and the majority of complaints in this category focus on either a lack of or a denial of access through an accommodation request or a facility problem.

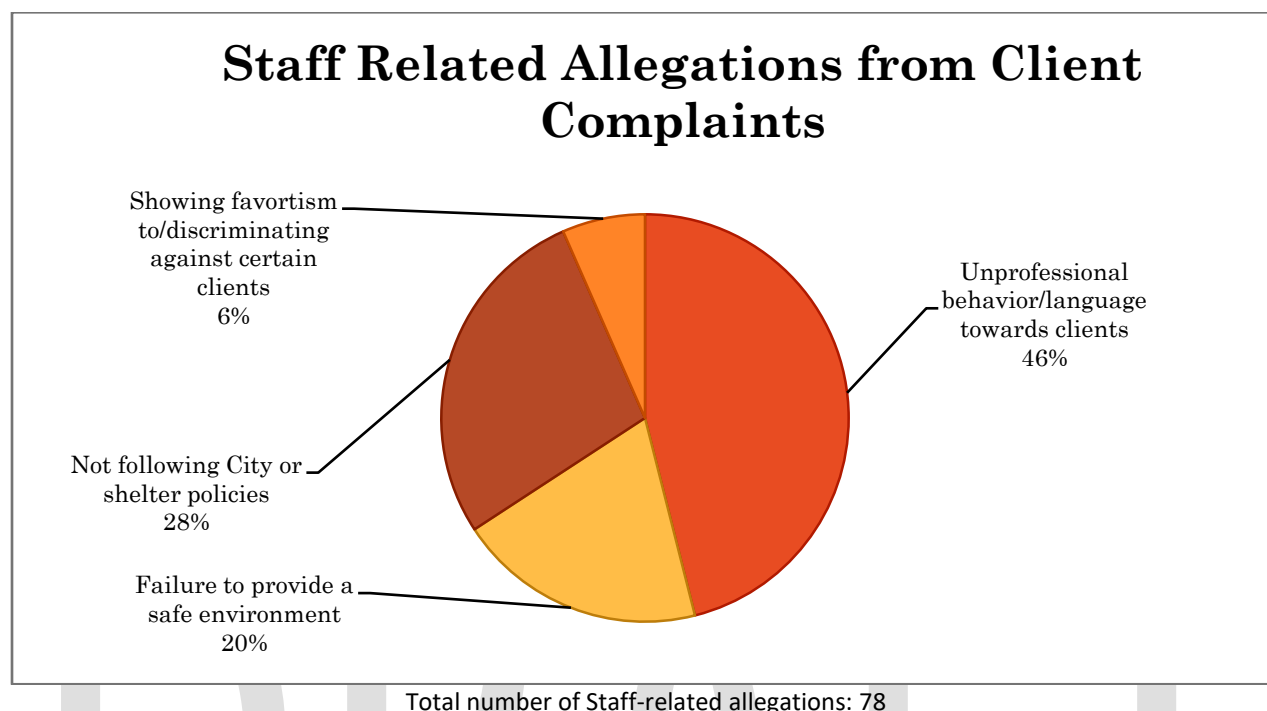
Health & Hygiene

This category refers to 11 Standards focusing on meals, access to toiletries, shelter cleanliness and stocked first aid kits. The 11 Standards include Standards 3, 4, 5, 6, 7, 9, 10, 11, 13, 19, and 30.

Facility & Access

The sixteen Standards in this category focus on whether shelter facilities are accessible and providing clients with items and services such as property storage, bedding and transportation. The Standards that make up this area are 12, 14, 15, 16, 17, 18, 20, 21, 22, 23, 24, 26, 27, 28, 29, and 32.

Breakdown of Staff-related allegations in client complaints



Out of the four Standards of Care categories, the Staff category consistently receives the most client complaints and allegations. Chart II breaks down the Staff-related allegations in client complaints into more specific categories.

With 35 allegations this quarter, the most common allegation of staff misconduct listed in client complaints are allegations of unprofessional or disrespectful behavior or language towards shelter clients. This category contains allegations of staff speaking to clients using profanity, disrespectful language or other unprofessional behavior.

The second most common allegation of staff misconduct are allegations of staff not following City or shelter policies. The Committee received 21 allegations of this type this quarter. These allegations involve staff not providing reasonable accommodations, late passes, MUNI tokens or other shelter services to clients.






The third most common allegation of staff misconduct is related allegations of staff failing to provide a safe environment for shelter clients. These include allegations of not properly addressing instances of verbal threats or physical violence taking place inside shelters. The Committee received 15 allegations of this type during the reporting period.

The categories with the fewest allegations of staff misconduct this quarter were complaints about staff showing favoritism to clients. This quarter, the Committee received 5 allegations from clients about staff giving preferential treatment to other clients.

Client Complaint Investigations

Clients who receive unsatisfactory responses to complaints can request a Committee investigation. Committee staff completed one investigation into a complaint submitted about the Next Door shelter.

The following table provides an overview of the investigation that was conducted this quarter including findings and any recommendations for the site:

Site	Alleged Standard Violation	Category	Findings	Recommendations for Site
Bethel AME	Standard 1: Allegation #1: Staff was rude and yelled at a client for an alleged rule violation Allegation #2: Staff purposely gave the client a write-up that was intentionally vague	Staff 	Inconclusive	N/A
Bethel AME	Standard 19: Allegation: Less than 22 inches of space between sleeping mats	Facility and Access 	Inconclusive	N/A
Bethel AME	Standard 1: Allegation: Staff are following shelter procedures to cleaning mats before putting them away for storage for the day	Staff 	Inconclusive	N/A
Next Door	Standard 1: Allegation #1: Staff were rude to the client when they confiscated the cleaning spray she was using Allegation #2: Staff kept the client in the shelter lobby for over two hours as a de-escalation technique	Staff 	Inconclusive	N/A
Next Door	Standard 1: Allegation #1: The police made her leave the shelter after a security officer falsely accused her of using racial slurs Allegation #2: Shelter staff told police that they wanted the client to leave the shelter for 10 minutes but actually kept her outside for several hours	Staff 	Inconclusive	N/A

III. MEMBERSHIP

Member Charlie Morimoto stepped down from Mayor's Seat #3 during the 2nd Quarter of FY18-19. As a result, the Shelter Monitoring Committee had 8 active members and one support staff at the end of the reporting period.

The Committee has been recruiting new members for the remainder of the 2017-2018 Committee term as well as new members for the upcoming 2018-2019 Committee term beginning on January 1st, 2019.

SHELTER MONITORING COMMITTEE COMMITTEE MEMBERS | 2018-2019 Term



Mwangi Mukami, Chair



Jonathan Adler, Member



Loretta Gaines, Member



Lauren Kahn, Member



Traci Watson, Member



Gavin James, Member



Stephen Irwin, Member

Photo Unavailable: Nicholas Kimura, Policy Subcommittee Chair

APPENDICES

The Standards of Care

Standard	Category
1. Treat clients equally, with respect and dignity, including in the application of shelter policies and grievance process	STAFF
2. Provide shelter services in an environment that is safe and free of physical violence; by ensuring safety protocols are in place that include training to shelter staff regarding de-escalation techniques	STAFF
3. Provide, liquid soap with a dispenser permanently mounted on the wall in the restrooms; small individual packets of liquid soap, or small bar soap for use by one individual only, paper/hand towels, hand sanitizers, at least one bath-size (24"x48") towel to shelter clients and staff in each bathroom; if hand-dryers are currently installed they shall be maintained in proper working condition; in addition, shelters shall provide toilet paper in each bathroom stall and hire janitorial staff clean shelters on daily basis	HEALTH
4. Provide feminine hygiene and incontinence supplies	HEALTH
5. Comply with current City policy set forth in the San Francisco Environment Code, including the requirements set forth in Chapter 3 (the Integrated Pest Management Code) and Chapter 2 (the Environmentally Preferable Purchasing Ordinance) to ensure that shelter operators use products that are least harmful to shelter clients, staff, and the environment	HEALTH
6. Ensure that first aid kits, CPR masks, and disposable gloves are available to staff at all times and make Automatic External Defibrillators (AED) available to staff in compliance with all regulatory requirements of state and local law relating to the use and maintenance of AEDs.	HEALTH
7. Supply shelter clients with fresh cold or room temperature drinking water at all times during normal operating hours	HEALTH
8. Provide shelter services in compliance with the Americans with Disabilities Act (ADA), including but not limited to: (i) appropriate and secure storage of medication, (ii) the provision of accessible sleeping, bathing and toileting facilities in previously designated as accessible shall comply with federal and state law requiring a minimum of 36 inches between sleeping units and sleeping surface height between 17-19 inches above the finished floor. In consultation with the contracting City department, and based on a history of previous usage, shelter operators shall designate an adequate number of accessible sleeping units to meet the needs of shelter clients requiring such facilities due to a mobility disability; and (iii) reasonable modifications to shelter policies, practices, and procedures; (iv) In addition, shelters shall provide orientation to new shelter clients that includes information on shelter rules and how to access case management services, and shall ensure case management services go to those shelter clients most in need of case management services. This information shall be made accessible to shelter clients with disabilities through the use of appropriate auxiliary aid and/or services, such as large print for clients with visual impairments or ASL interpreting for Deaf clients. The City shall provide equal access to shelter clients with disabilities without regard to whether they accept auxiliary aids.	ADA
9. Engage a nutritionist, who shall develop all meal plans, including meal plans for children and pregnant women; and post menus on a daily basis.	HEALTH
10. Make dietary modifications to accommodate request from clients based on religious beliefs and practices; health or disability reasons	HEALTH
11. Comply with Article 19F of the San Francisco Health Code that prohibits smoking in homeless shelters.	HEALTH
12. Provide shelter clients with one clean blanket; two clean sheets, or, if clean sheets are unavailable, two clean blankets; and one pillow enclosed in a plastic or vinyl sleeve with a clean pillowcase; and to clean all sheets at least once per week and upon client turnover;	FACILITY
13. Make the shelter facility available to shelter clients for sleeping at least 8 hours per night	HEALTH
14. Provide daytime access to beds in all 24-hour shelters	FACILITY
15. Provide shelter clients with pest-free, secure property storage inside each shelter. Shelter staff shall provide closable bags to clients for storage purposes. If storage inside a shelter is unavailable, the shelter operator may provide free, pest-free storage off-site as long as the off-site storage is available to the shelter client up until the time of evening bed check	FACILITY

16. Provide shelter clients with access to electricity for charging cell phones; and other durable medical equipment for clients with disabilities	FACILITY
17. Note in writing and post in a common areas in the shelter when a maintenance problem will be repaired and note the status of the repairs	FACILITY
18. Provide access to free local calls during non-sleeping hours; including TTY access and amplified phones for clients who are deaf and hearing-impaired	FACILITY
19. Provide a minimum of 22 inches between the sides of sleeping units, excluding the designated ADA-accessible sleeping units and sleeping units separated by a wall	HEALTH
20. Provide all printed materials produced by the City and shelters in English and Spanish and other languages upon and ensure that all written communications are provided to clients with sensory disabilities in alternate formats such as large print, Braille, etc., upon request	FACILITY
21. Communicate with each client in the client's primary language or provide professional translation services; including but not limited to American Sign Language interpretation; however, children or other clients may be asked to translate in emergency situations	FACILITY
22. Provide at least one front line staff at each site that is bilingual in English and Spanish	FACILITY
23. Ensure that each shelter has an emergency disaster plan that requires drills on a monthly basis and that, in consultation with the Mayor's Office on Disability, includes specific evacuation devices and procedures for people with disabilities	FACILITY
24. Locate alternate sleeping unit for a client who has been immediately denies services after 5:00 PM, unless the denial was for acts or threats of violence	FACILITY
25. Require all staff to wear a badge that identifies the staff person by name and position badges	STAFF
26. Ensure all clients receive appropriate and ADA-compliant transportation to attend medical, permanent housing, substance abuse treatment, job-search, job interview, mental health, shelter services (etc)	FACILITY
27. Provide public notification at least 24 hours in advance of on-site, community meetings	FACILITY
28. Provide clients with access to free laundry services with hot water and dryer that reaches a temperature between 120-130 degrees Fahrenheit, on or off site	FACILITY
29. To the extent not inconsistent with Proposition N, passed by the voters on November 5, 2002, ensure all single adult shelter reservations be for a minimum of 7 nights.	FACILITY
30. Agree to comply with the California Department of Industrial Relations, Division of Occupational Safety and Health (Cal-OSHA) General Industry regarding Blood borne Pathogens (8 CCR 5193) and its injury and illness Prevention Program (8CCR 3203), including but not limited to applicable requirements regarding personal protective equipment, universal precautions, and the development of an exposure control plan, as defined therein,	HEALTH
31. Annual all-staff mandatory trainings: (1) hand washing requirements and other communicable disease prevention; (2) proper food handling and storage; (3) emergency procedures in case of disaster, fire, or other urgent health or safety risk, including but not limited to CPR requirements; (4) safe and appropriate intervention with violent or aggressive shelter clients, including training on the harm reduction model in dealing with substance abuse; (5) safe and appropriate interaction with shelter clients who suffer from mental illness or substance abuse; (6) On-the-job burn-out prevention; (7) requirements under the ADA, in collaboration with the Mayor's Office on Disability and the City Attorney's Office; (8) policies and procedures explained in shelter training manuals; (9) cultural humility, including sensitivity training regarding homelessness, the lesbian, bisexual, gay, and transgender communities, people with visible and invisible disabilities, youth, women, and trauma victims	STAFF
31. Maximize the space for sleeping in the shelter to the fullest extent possible.	FACILITY

Site Visit Infractions

The Committee completed 14 total unannounced site visits during the 2nd Quarter of FY18-19. The Committee did not visit A Woman's Place, Next Door, Providence, Sanctuary, United Council or the Interfaith Winter Shelter during the reporting period. Summaries of the completed visits at each site are listed below:

A Woman's Place Drop In

Site Visit Date: 10/11/18

The Committee completed one visit to A Woman's Place Drop In during the reporting period and noted that the showers needed additional cleaning, one shower stall was missing a showerhead, there were no CPR masks available for clients and that it had been more than a month since the last emergency drill. All noted infractions were remedied by the site.

Bethel AME

Site Visit Date: 11/14/18

The Committee completed one visit to Bethel AME and noted that clients were not being given pillows and pillowcases, there were no phones available for clients to use during "Lights On" and that there were no MUNI tokens available for clients. The Committee did note that there was a van service available to transport clients to other Providence Foundation shelters. and were being given four blankets instead and that the site had run out of MUNI tokens. The site has requested additional MUNI tokens and there is an alternate phone for clients to use while the usual phone is being repaired, however the issue with the pillows and pillowcases is ongoing.

Compass

Site Visit Date: 12/6/18

The Committee visited the site once during the reporting period and noted that there was no signage posted noting where clients could access a TTY machine. This issue has been remedied by the site.

Dolores St. Shelter (Santa Marta/Maria/Ana/Jazzie's Place)

Site Visit Date: 12/6/18

The Committee visited the Dolores St. Shelter location once during the 2nd Quarter and noted that not all staff were wearing ID badges and that the site had run out of MUNI tokens. All noted infractions were addressed by the site.

First Friendship

Site Visit Date: 11/26/18

The Committee completed one visit to First Friendship during the reporting period and noted that the site had no MUNI tokens, Language Link or another professional translation service. The Committee also noted that there was no AED on site, which was an ongoing infraction from the 1st Quarter. The site reported that they have replaced the AED and now have MUNI tokens in stock. The site stated that although they have access translators available in a few language, the lack of Language Link is an ongoing issue.

Hamilton Family and Emergency Shelters

Site Visit Date: 10/9/18

The Committee completed one visit to Hamilton Family and Hamilton Emergency shelters and noted that there were no signs stating who the ADA liaison was or where clients could access a TTY machine. All issues have been remedied by the site.

Hospitality House

Site Visit Date: 10/30/18, 12/4/18

The Committee completed two visits to Hospitality House during the second quarter. On the first visit, the Committee noted that there were no bilingual Spanish speaking staff on-duty and the site reported that they are actively recruiting new Spanish speaking staff. There were no infractions noted during the 2nd visit to the site.

Lark Inn

Site Visit Date: 11/13/18

The Committee completed one visit to Lark Inn during the reporting period and noted that the AED was not working and that there were no MUNI tokens available. The site stated that they have MUNI tokens located behind the staff desk and that they are actively searching for a replacement AED.

Mission Neighborhood Resource Center

Site Visit Date: 11/29/18

The Committee completed one visit to Mission Neighborhood Resource Center during the reporting period and didn't note any SOC infractions.

MSC South

Site Visit Date: 11/28/18

The Committee completed one visit to MSC South during the reporting period and noted that not all clients were given pillows and pillowcases and that there was no working TTY machine or signage stating where clients could access a TTY machine. The site reported that all infractions had been remedied.

MSC South Drop In

Site Visit Date: 10/18/18

The Committee completed one visit to MSC South Drop In during the reporting period and didn't note any SOC infractions.

St. Joseph's

Site Visit Date: 11/15/18

The Committee completed one visit to St. Joseph's during the reporting period and didn't note any SOC infractions.

Client Survey Results:

A Woman's Place Shelter

Survey date: 10/22/18

Clients surveyed: 15

Survey Question	Yes	No	Sometimes
Do staff treat you with respect?	13	1	1
Do you feel discriminated against because of your age, disability, gender, race, religion, sexual orientation or transgender status?	2	12	1
Do you feel safe at this shelter?	12	2	1
Does staff de-escalate arguments and help to break up verbal fights between clients?	11	0	2
Are sleeping areas quiet at night?	11	2	2

Compass

Survey date: 10/2/18

Clients surveyed: 5

Survey Question	Yes	No	Sometimes
Do staff treat you with respect?	4	1	0
Do you feel discriminated against because of your age, disability, gender, race, religion, sexual orientation or transgender status?	1	4	0
Do you feel safe at this shelter?	5	0	0
Does staff de-escalate arguments and help to break up verbal fights between clients?	2	0	0
Is the sleeping area quiet at night?	3	1	0

Dolores St. Shelter (Santa Marta/Maria/Ana/Jazzie's Place)

Survey date: 12/13/18

Clients surveyed: 12

Survey Question	Yes	No	Sometimes
Do staff treat you with respect?	12	0	0
Do you feel discriminated against because of your age, disability, gender, race, religion, sexual orientation or transgender status?	1	11	0
Do you feel safe at this shelter?	12	0	0

Does staff de-escalate arguments and help to break up verbal fights between clients?	7	1	1
Is the sleeping area quiet at night?	9	0	3

MSC South Drop In

Survey date: 11/9/18

Clients surveyed: 13

Survey Question	Yes	No	Sometimes
Do staff treat you with respect?	11	1	1
Do you feel discriminated against because of your age, disability, gender, race, religion, sexual orientation or transgender status?	3	9	1
Do you feel safe at this shelter?	10	1	2
Does staff de-escalate arguments and help to break up verbal fights between clients?	5	0	1

Next Door

Survey date: 11/15/18

Clients surveyed: 26

Survey Question	Yes	No	Sometimes
Do staff treat you with respect?	14	6	6
Do you feel discriminated against because of your age, disability, gender, race, religion, sexual orientation or transgender status?	7	16	2
Do you feel safe at this shelter?	16	7	1
Does staff de-escalate arguments and help to break up verbal fights between clients?	5	11	5
Is the sleeping area quiet at night?	15	10	1

Sanctuary

Survey date: 12/18/18

Clients surveyed: 19

Survey Question	Yes	No	Sometimes
Do staff treat you with respect?	13	3	3
Do you feel discriminated against because of your age, disability, gender, race, religion, sexual orientation or transgender status?	9	10	0
Do you feel safe at this shelter?	12	7	0

Does staff de-escalate arguments and help to break up verbal fights between clients?	10	4	1
Is the sleeping area quiet at night?	10	8	1

FY2018-2019 Unannounced Site Visit Tally

Site	1 st Quarter July – Sept.	2 nd Quarter Oct. – Dec.	Total (FY18-19)
A Woman's Place	2	0	2
A Woman's Place Drop In Center	1	1	2
Bethel AME	1	1	2
Compass	0	1	1
First Friendship	1	1	2
Hamilton Emergency	1	1	3
Hamilton Family	1	1	4
Hospitality House	0	1	1
Interfaith Winter Shelter	*Closed	0	0
Lark Inn	1	1	2
Mission Neighborhood Resource Ctr.	0	1	1
MSC South Shelter	1	1	2
MSC South Drop In Center	1	1	2
Next Door	2	0	2
Providence	1	0	1
Sanctuary	2	0	2
Santa Ana* incorporated into Santa Marta/Maria/Jazzie's Place location in 2 nd Quarter	1	N/A	1
Santa Marta/Maria/Jazzie's Place	1	1	2
St. Joseph's	1	1	2
United Council	1	0	1
Site Visits Completed:	19	14	33
Assigned Site Visits:	19	20	39
Compliance:	100%	75.0%	84.6% (Compliance through 2 nd Quarter FY18- 19 only)

The Shelter Monitoring Committee is required to complete four unannounced visits to each site on an annual basis.

FY2018-2019 Announced Site Visit Tally

Site	1st Quarter	2nd Quarter	FY18-19
A Woman's Place	0	1	1
A Woman's Place Drop In Center	1	0	1
Bethel AME	1	0	1
Compass	0	1	1
First Friendship	1	0	1
Hamilton Emergency	1	0	1
Hamilton Family	1	0	1
Hospitality House	1	0	1
Interfaith Winter Shelter	-	0	-
Lark Inn	1	0	1
Mission Neighborhood Resource Ctr.	1	0	1
MSC South Shelter	1	0	1
MSC South Drop In Center	0	1	1
Next Door	0	1	1
Providence	0	0	0
Sanctuary	0	1	1
Santa Ana	0	0	0
Santa Marta/Maria/ Jazzie's Place	0	1	1
St. Joseph's	1	0	1
United Council	0	0	0
Total	10	6	16

The Committee is required to make two announced site visits to each site each year to survey clients.

Client Complaint Process Flowchart

• Committee staff screens complaint, and if valid, complaint is written up and emailed to site director and site manager

• Copy of the complaint given to client

Note: HSH is immediately notified of all allegations involving staff or incidents of violence, fraud, and/or assault



- Sites have 48 hours to acknowledge receipt of complaint
- Sites investigate complaints/allegations and are required to send a formal response to the Committee along with its findings 7 days after complaint is submitted to site



When the Committee receives site's response, the client is notified and is provided with a copy of the site's response for their review



If the client is satisfied with the site's response, the process stops here.



If the client is not satisfied with the site's response, the complaint is investigated by Committee staff. Clients must inform staff that they are not satisfied with the complaint within 45 days of receiving the site's response otherwise the complaint is closed.



Committee staff will investigate the client's allegations at the site and determine whether or not site is in compliance with the Standards of Care.

- If Committee staff are able to verify the client's allegations, then the site is not in compliance
- If Committee staff are unable to verify the client's allegations, then the site is in compliance

Committee staff will compile their findings in an Investigation Report (which includes any recommendations for corrective actions) which will be sent to the client, site management and HSH

Site Visit Infraction Process Flowchart

The Committee notes any Standards of Care infractions during site visits and submits them to shelter management

Note: HSH is immediately notified for all incidents of violence, fraud, and/or assault that take place during a site visit



- Sites have 48 hours to acknowledge receipt of the infractions
- Sites investigate infractions and are required to send a formal response to the Committee along with its findings and corrective actions 7 days after they are submitted to the site



When the Committee receives site's response, Committee staff will review site's response and check for completion of corrective actions



If Committee staff are satisfied with the site's response, the process stops



If Committee staff are not satisfied with the site's response, the infractions will be investigated by Committee staff



Committee staff will conduct an investigation at the site and determine whether or not the site has addressed the infractions.

- If the site has addressed the infractions, the site is now in compliance
- If the site has not addressed the infractions, the site is not in compliance

Committee staff will compile their findings in an Investigation Report (which includes any recommendations for corrective actions) which will be sent to site management and HSH