Occupancy Reports

Department: Emergency Shelter

Approved By: Planning Team

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Policy

Gateway of Hope program staff will document daily occupancy and report to Residential Services Manager, BC Housing, and the Emergency Shelter Supervisor as appropriate.

Procedure

Transitional Housing (Opportunities & First Step)

Transitional Housing staff will maintain and up-to-date participant list that highlights program occupancy, bed availability, and waitlists.

* + - This document is emailed to the Residential Services Manager and other support staff each time there is a change in occupancy.
		- An electronic file of this document can be found anytime in the online Housing folder, under ‘Participant Lists.’

Emergency Shelter

Emergency Shelter staff keeps a daily record of occupancy on our internal bed list. This bed list is used to determine availability, total bed nights per guest, and provides staff with real-time data for inquires. Emergency Shelter staff also update the BC Housing database to reflect occupancy, per guest.

This bed list is available in paper copy in the emergency shelter and is forwarded to the Emergency Shelter Supervisor daily.