Asylum Seeker Shelter Services – Daily Shelter Site Report

- Total Guest number? ☐

- How many total discharges? (Provide G-IDs) * big text box

  - Did you make a note in Host about them? ☐ Yes ☐ No

- How many guests were processed for intake? ☐

- Total numbers of Cot Declinations? ☐

- How many guests were unaccounted for? (Provide G-IDs)

  - Did you make a note in Host about them? ☐ Yes ☐ No

- How many guests requested reconnection? (Provide G-IDs)

  - Did you make a note in Host about them? ☐ Yes ☐ No

- How many Breakfasts were served? ☐
(This should coincide with what was reported on the Asylee Seeker Shelter – Daily Shift Report.)

- How many Dinners were served? ☐
(This should coincide with what was reported on the Asylee Seeker Shelter – Daily Shift Report.)

- How many guests have upcoming exit dates in the next 7 days? (Provide G-IDs)

- How many total security and fire guards were on duty? ☐

- How many MetroCards were given out? ☐   How many MetroCards remain? ☐

- Are there any facility issues that require corrective action? (if yes, provide description) ☐ Yes ☐ No

Site Staff:

Name (Print): _____   Title: _____

Date/Time: _____