Fax 98- 153
Field Operations Memo 98-48
October 7, 1998

TO: Transitional Assistance Office Staff

FROM: Joyce Sampson, Assistant Commissioner for Field Operations

RE: Temporary Emergency Shelter Placement Tracking Form

Background

Recent legislation stated that an EA household needing temporary emergency shelter must be placed within 20 miles of its home community unless the EA household requests otherwise or such shelter is unavailable or inappropriate. The Department must report to the legislature the number of EA households placed beyond the 20-mile limit. Field Operations Memo 98-32 described the procedures for logging the data about an EA household which is placed in a Department-approved temporary emergency shelter beyond 20 miles from the EA household's home community. A determination has been made to **centrally** track shelter placements beyond the 20-mile limit.

Tracking Form

Attached to Field Operations Memo 98-32 was a log entitled *Temporary Emergency Shelter Placement Beyond 20 Miles*. As an interim log, it collected limited data.

A new *Temporary Emergency Shelter Placement Beyond 20 Miles* tracking form, Attachment A, collects additional information. **Do not enter information about a temporary emergency shelter placement beyond the 20-mile limit that occurs at the request of the EA household.**

**Tracking
Form
(continued)**

The Homeless Coordinator or Transitional Assistance Worker enters the following information on the revised *Temporary Emergency Shelter Placement Beyond 20 Miles* (TES-20 10/98) tracking form.

Field	Enter
TAO and CAN	name of the Transitional Assistance Office and CAN of worker
Recipient Name	name of the EA head of household
SSN	social security number of the EA head of household
City/Town Requested	city or town <u>within the 20-mile limit</u> where the EA household requested placement
Name of Shelter and Address	name and address of the shelter where the EA household was placed
Reason Placed Cd- if more than one reason applies, use reason listed first	two-letter code describing why the EA household was placed beyond the 20-mile limit (codes also listed on bottom of tracking form): No vacancies within 20 miles **NV** Household size **HS** Household composition **HC** Needs battered women's shelter **BW** Needs substance abuse shelter **SA** Other **specify reason**
Placement Date	date the EA household was placed in the shelter beyond the 20-mile limit
Exit Placement Address	new address, if known, of the EA household when it left the shelter

Reason Exited Cd- if more than one reason applies, use reason listed first	two-letter code describing why the EA household left the shelter that was beyond the 20-mile limit (codes also on bottom of tracking form):
	 Found shelter within 20 miles **SH**
	 Found permanent housing **PH**
	 Shelter terminates family **ST**
	 Becomes EA ineligible **IN**
	 Voluntarily leaves shelter **VL**
	 Household requests to remain **HR**
	    in this shelter - tracking of
	    EA household no longer required
	 Other **specify reason**

Exit Date	date the EA household left the shelter that was beyond the 20-mile limit
Notes	space to write information, if desired

Homeless Coordinator Reporting on Placements Beyond 20 Miles

By the fifth calendar day of each month, the Homeless Coordinator or the Transitional Assistance Worker:

- makes a copy of his or her original *Temporary Emergency Shelter Placement Beyond 20 Miles* tracking form and retains the copy to record the EA household exit information;

- submits the original tracking form to the Transitional Assistance Office Director or designee;

- annotates the copy of the tracking form with the exit information and files a copy of the tracking form in the EA household's case record;

- submits a copy of the tracking form with exit information to the Transitional Assistance Office Director or designee.

When the EA household has been placed for 30 days in a temporary emergency shelter or in a substance abuse treatment shelter, and the shelter is in a community serviced by another Transitional Assistance Office, the Transitional Assistance Worker:

- annotates his or her copy of the tracking form with the name of the Transitional Assistance Office where the case will be transferred and files the copy in the EA household's case record; and

- transfers the case to the appropriate Transitional Assistance Office that covers the area in which the shelter is located.

The receiving Transitional Assistance Office will be responsible for recording exit information and submitting the tracking form to Central Office.

Transitional Assistance Office Director/ Designee Responsibilities

By the tenth calendar day of each month, the Transitional Assistance Office Director or designee must fax the office's tracking forms with placement and/or exit information to:

Julie Noble   Fax # 617 348-8575

If there are no temporary emergency placements beyond the 20-mile limit for the month, the Transitional Assistance Office Director or designee must fax one tracking form with the name of the TAO entered in the top left corner and "None" written across the tracking form.

Questions

If you have any questions on this memo, please have your Hotline designee call the Policy Hotline at 617-348-8478.

Temporary Emergency Shelter Placement
Beyond 20 Miles (Not at household's request)

Transitional Assistance Office: _____ **CAN:** _____

2nd Transitional Assistance Office: _____

Recipient Name	SSN	City/Town Requested

Name of Shelter and Address	Reason Placed Code	Placement Date

Exit Placement Address	Reason Exited Code	Exit Date

Notes:

Reason Placed (beyond 20 miles) Codes:

No vacancies	NV
Household size	HS
Household composition	HC
Needs battered women's shelter	BW
Needs substance abuse shelter	SA
Other	specify reason

Reason Exited Shelter Codes:

Found shelter within 20 miles	SH
Found permanent housing	PH
Shelter terminates family	ST
Becomes EA ineligible	IN
Voluntarily leaves shelter	VL
Remain at household's request	HR
Other	specify reason

(TES-20 (10/98))