

DV Shelter Occupancy Client Number and Bednight Report Instructions

- A. Enter month and year data is being submitted for.
- B. Enter shelter name and location.
- C. Enter the number of unduplicated clients that:
- were not in families and how many bednights they stayed in your shelter for the month data is being submitted for.
 - were in families and how many bednights they stayed in your shelter for the month data is being submitted for AND the number of families the clients represent.
- “Unduplicated clients” total should match items E, F & H**
“# of Bednights” total should match item H.
- D. Enter the number of unduplicated clients by gender and total.
“Unduplicated clients” total should match totals in items D, F & H.
- E. Enter the number of unduplicated clients in each age range and total.
“Unduplicated clients” total should match totals in items D, E & H.
- F. Enter the number of veterans that were sheltered.
- G. List the Client Number:

The client number is composed of a “Code” that your agency would use to track a client without using personally identifiable information. What follows is a model of a code that would not include personally identifiable information and would be in compliance with the Violence Against Women Act and Family Violence Prevention Services Act that could be used by your agency.

Agency Code:

AWA	Abused Women’s Advocacy
BWP	Battered Women’s Project
CU	Caring Unlimited
FCS	Family Crisis Services
FVP	Family Violence Project
NS	The Next Step
SR	Spruce Run
W	Womancare

Number:

During the month of January a family of three, a single individual and a family of two are helped by the Family Violence Project. They would be assigned the following numbers:

Family of 3:	FVP1, FVP2, FVP3.
Single individual:	FVP4
Family of 2:	FVP5, FVP6

The client number needs to be maintained and tracked by your agency and used for the same individual each time they stay at your shelter.

“Unduplicated Clients” and “# of Bednights” totals should be entered at the bottom of Section G.

“Unduplicated Clients” total should match the totals given in items C, D, & E.

“# of Bednights” total should match the total given in item D.

