**Template for Annual QUANTITATIVE REPORT OF THE SHELTER FOR THE HOMELESS**

*Name of organization/institution*

*Date*

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| **NAME OF THE SHELTER AND ORGANIZATION**  |
| Shelter type:(e.g. night shelter, specialist shelter, social reintegration shelter, long term shelter etc.)  |
| GOALS OF THE SHELTER  |
| SHORT DESCRIPTION OF THE DATA COLLECTION SYSTEM:Data collection tool:Data collection procedures:  |
| REPORTING PERIOD: |
|  |

**PART 1. SCALE OF THE SERVICE AND SUPPORT PROVIDED**

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| **Number of places**/beds | **#** |
| **Avarage stock** for the year (number of inhabitants on each day of the year - Mean*)* | **#** |
| Number of **stays** which began in 2013 | **#** |
| Number of **stays** which ended in 2013 | **#** |
| Avarage **lenght of stay** which ended in 2013  | **#** |

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| Number of **rejections** | **#** |
| - including rejections due to lack of available place/beds  | **#** |
| - including number of unique people who were rejected  | **#** |

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| **Support provided to inhabitants and important events in their life****according to classification used by the shelter staff. For example:** | **Total number of services/events** |
| Motivation and support talk with inhabitant  | **#** |
| Registration for Temporary Stay under Pension’s address | **#** |
| Written request for access to personal data in other institution | **#** |
| Getting a job by inhabitant | **#** |
| Registration at Local Employment Office  | **#** |
| Contact with Local Welfare Centre | **#** |
| Referral to CMSA Work Counselor | **#** |
| Getting Personal Identification Card by inhabitant | **#** |
| Contact with health services  | **#** |
| Contact with a doctor (general, psychologist, psychiatrist) | **#** |
| Support in writing a letter to bailiff, Social Security Office, Local Communal Housing Office | **#** |
| Taking pictures to Personal Identification Card  | **#** |
| Contact with potential employer (support in looking for a job)  | **#** |
| Inhabitant begins alcohol treatment  | **#** |
| Inhabitant is placed at hospital, sanatorium | **#** |
| Inhabitant losses a job | **#** |
| Contact with probation officer | **#** |
| Support in getting important documents e.g. work certificate  | **#** |
| Support in filling forms to Employment Office, Communal Housing Office, Tax forms, etc.  | **#** |
| Contact with court of law | **#** |
| Making an appointment with a specialist doctor  | **#** |
| Getting a place in Residential Welfare Home for inhabitant | **#** |
| Other | **#** |

**PART 2: CLIENT PROFILE: CORE VARIABLES ON HOMELESSNESS (MPHASIS)**

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| **Annual Flow** (number of unique people who were inhabitants for at least one day regardless of the number of stays and length of stay): | **#FLOW** |

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| **Age**  | **#FLOW** |  | **Sex** | **#FLOW** |
| Mean | **#** |  | Female | **#** |
| Median | **#** |  | Male | **#** |

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| Number of people with **Disability Status** | **#** |

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| **Highest educational attainment (ISCED 2011)** | **#FLOW** |
| Unfinished primary school and/or gymnasium (Unfinished lower secondary education  | **#** |
| Primary school and/or gymnasium (Lower Secondary/Compulsory education) | **#** |
| Vocational education (Short-cycle tertiary education) | **#** |
| High school/technical school (Upper secondary/Post-secondary non-tertiary) | **#** |
| Unfinished higher education (not sufficient for Master or equivalent) | **#** |
| Higher education (Master or equivalent) | **#** |
| Missing data | **#** |

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| **Marital Status** | **#FLOW** |
| Never married/available | **#** |
| Married  | **#** |
| Divorced  | **#** |
| Separated  | **#** |
| Informal relationship | **#** |
| Widowed | **#** |
| Missing data | **#** |

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| **Geographical/territorial origin**  | **#FLOW** |
| Number of inhabitants born in the local *gmina* (community): Municipality of Warsaw | **#** |
| Number of inhabitants born outside of Poland  | **#** |
| Number of inhabitants with non-Polish or undeclared citizenship | **#** |
| Missing data | **#** |

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| **Administrative origin – registration for permanent stay** | **#FLOW** |
| Number of inhabitants currently registered for permanent stay in local *gmina* (Warsaw) | **#** |
| Number of inhabitants with no current registration but lastly registered for permanent stay in the local *gmina* (Warsaw)  | **#** |
| Number of inhabitants currently or previously/lastly registered for permanent stay in one of the *gminas* from local *voivodship* (Mazovia) | **#** |
| Missing data | **#** |

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| **Support needs/problems** *(several answers possible)**(measured at the end of the last stay finished in 2013)* | **#FLOW** |
| Lack of occupation (school/work/supported employment… ) | **#** |
| Alcohol dependency (suspected or diagnosed) | **#** |
| Hopelessness, helplessness in life | **#** |
| Nicotine (cigarettes) dependency  | **#** |
| Long term health problems/diseases | **#** |
| Disability | **#** |
| Other physical health problems | **#** |
| Debts due to unpaid alimonies | **#** |
| Mental problems (suspected or diagnosed) | **#** |
| Rent arrears  | **#** |
| Debts due to unpaid credits  | **#** |
| Other substance dependency e.g. drugs (suspected or diagnosed) | **#** |
| Dependency on gambling (suspected or diagnosed) | **#** |
| Experience of domestic abuse/violence | **#** |
| None of the above  | **#** |

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| **Declared length of homelessness – how long have you been homeless?** | **#FLOW** |
| Less than 2 months | **#** |
| 2 to 6 months | **#** |
| 6 months – one year | **#** |
| 1 to 3 years | **#** |
| 3 - 5 years | **#** |
| More than 5 years | **#** |
| Missing data | **#** |

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| **Reasons for homelessness**  *(measured at the beginning of the last stay finished in 2013)* | **#FLOW** |
| Personal (diseases, dependencies) | **#** |
| Loss of job/employment | **#** |
| Conflict in a family/household, relationship breakdown | **#** |
| Financial | **#** |
| Institutional discharge (hospital, penitentiary, foster care) | **#** |
| Failure to find work outside the place of residence (during migration) | **#** |
| Landlord action (eviction, cancellation of the rent contract) | **#** |
| Termination of the rent contract  | **#** |
| Violence in a family/household | **#** |
| Immigration | **#** |
| Force majeur  | **#** |
| None of the above  | **#** |

**PART 3. CHANGE – SITUATION OF SERVICE USERS BEFORE AND AFTER: ETHOS AND MPHASIS**

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| **Number of inhabitants who ended their stays in 2013** – regardless of the number of stays | **# ENDED STAY** |
| - including number of inhabitants who went through Discharge Interview with social worker while leaving the service | **#** |

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| **Leaving the Pension**  | **# ENDED STAY** |
| Leaving without contacting the Staff, so called „no return”  | **#** |
| Planned, „with good bye”, including: resignation and being taken by the Police | **#** |
| Removed due to breaking the regulation/Statute of the Pension  | **#** |
| Death | **#** |
| Missing data | **#** |

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| **Former stays** (back to 2008) | **# ENDED STAY** |
| First stay | **#** |
| Second stay  | **#** |
| Third stay | **#** |
| Forth stay  | **#** |
| Fifth and following stay | **#** |

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| **Housing situation according to ETHOS 2008** *(based on declaration of inhabitant and the best knowledge of the social worker)* | The night before stay at the Pension | The night after stay at the Pension |
| 1. Living in public space  | **#** | **#** |
| 2. Emergency accommodation: Night shelter, warming up facility  | **#** | **#** |
| 3. Accommodation for the homeless: shelter, specialist shelter, training and supported apartments, other ...  | **#** | **#** |
| 4. Women’s Shelter |  |  |
| 5. Accommodation for immigrants | **#** | **#** |
| 6. Released from institutions: hospital, penitentiary, foster  | **#** | **#** |
| 7. Longer term support due to homelessness | **#** | **#** |
| 8. Insecure accommodation | **#** | **#** |
| 9. Under threat of eviction | **#** | **#** |
| 10. Under threat of violence | **#** | **#** |
| 11. Living in temporary non-conventional structures: abandoned buildings, gardening allotments, self-made structures, mobile… | **#** | **#** |
| 12. Unfit housing  | **#** | **#** |
| Home: communal/public housing, privately owned housing, family home, legal long term rent contract for an apartment/home  | **#** | **#** |
| Missing data | **#** | **#** |
| Total number of inhabitants | **# ENDED STAY** | **# ENDED STAY** |

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| **Main activity** *(several answers possible)* | First day of stay | Last day of stay |
| Unemployment | **#** | **#** |
| Long term sick/disable | **#** | **#** |
| Pension | **#** | **#** |
| Paid employment | **#** | **#** |
| Voluntary work | **#** | **#** |
| Supported employment | **#** | **#** |
| School or training | **#** | **#** |
| Missing data | **#** | **#** |
| Total number of inhabitants | **# ENDED STAY** | **# ENDED STAY** |

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| **Source/type of income** *(several answers possible)* | First day of stay | Last day of stay |
| No income | **#** | **#** |
| Pension or long term welfare benefits  | **#** | **#** |
| Long term legal employment  | **#** | **#** |
| Short term legal employment | **#** | **#** |
| Unemployment benefits | **#** | **#** |
| Employment with no contract/illegal  | **#** | **#** |
| Registered self-employment | **#** | **#** |
| Income from begging, collecting garbage, sex working…  | **#** | **#** |
| Alimonies | **#** | **#** |
| Educational grants | **#** | **#** |
| Support from the family | **#** | **#** |
| Missing data | **#** | **#** |
| Total number of inhabitants | **# ENDED STAY** | **# ENDED STAY** |