Form A01 (Rev. 12/00)

Residential Admission And Discharges

I. Report Date:
Month / Year

II. Agency Information

Program Code: _____

Program Name: _____

III. Program Type

☐ DV Program Pgm # _____ ☐ Safe Dwelling(s) Pgm # _____

☐ DV Shelter Pgm # _____ ☐ Safe Home Network

IV. Admissions/Discharges

Family Unit ID	Num. of Adults Admitted	Num. of Children Admitted	Date Entered	Date of Discharge	Length of Stay

V. Totals

	Total Adults Admitted	Total Children Admitted	Total Families Discharged	Total Length of Stay
Sub				
Grand				

Instructions: **I. Reporting Date**: Enter the reporting month and year. **II. Program Code**: Assigned and pre-entered by NYS OCFS. **Program Name**: Pre-entered by NYS OCFS. **III. Program Type**: Pre-entered by NYS OCFS. Complete a separate form(s) for each program type. **IV. Admissions/Discharges**: For each family that enters and/or is discharged from the facility during the reporting month, complete columns one through six as follows: *Column One* – Family Unit ID – Enter a discreet family unit identification code. *Column Two* – Adults – Enter the number of adults in the family unit that were admitted to the facility during the reporting month. *Column Three* – Children – Enter the number of children in the family unit that were admitted to the facility during the reporting month. *Column Four* – Date Entered – Enter the date the family first slept over in the facility. *Column Five* – Date of Discharge – Enter the date the family left the facility, if applicable. If a family has been admitted and discharged during the same reporting month, use the same line to complete columns one through six. If a family leaves the facility and is readmitted during the same reporting month, use the same family unit code but complete the relevant information on two separate lines. *Column Six* – Length of Stay – For discharged families only, enter the total length of stay (in days) for each family discharged by counting the number of days from the date entered through the date discharged. For example, if a family was admitted on 1/2/00 and left 1/10/00, the length of stay would be 8 days. **V. Totals**: At the end of the month, complete the totals by adding the figures of those families/individuals who were admitted and/or discharged during the reporting month. If using multiple forms for one program type, please staple forms together, only include the *Grand Total* on one form and make sure the Grand Total page is on top of all other forms for the one program.