

Residential Programs – Bednights And Occupancy Rate

I. Report Date:
Month/Year

<p>II. <u>Program Information</u></p> <p>Program Code: _____</p> <p>Program Name: _____</p>	<p>III. <u>Program Type</u> (check only one)</p> <p><input type="checkbox"/> DV Shelter - Pgm # _____</p> <p><input type="checkbox"/> Safe Dwelling - Pgm # _____</p> <p><input type="checkbox"/> Safe Home Network</p>
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IV. <u>DV Bednights</u>						
<u>Calendar Month</u>						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	V. Total			

Instructions: Complete a separate form for each residential program your agency operates. **I. Reporting Date:** Enter the reporting month and year. **II. Program Code:** Assigned and pre-entered by NYS OCFS. **III. Program Name:** Pre-entered by NYS OCFS. **III. Program Type:** Pre-entered by NYS OCFS. **IV. DV Bednights:** All residential programs will complete this section. For each night in the calendar month, enter the total number of persons who slept over in the facility – including both adults and children. If no beds were filled on any given night, enter a zero (-0-) for those nights. **V. Total:** Add and total the number of beds occupied each night in the reporting month. **VI. Occupancy Rate Formula:** All but Safe Home Networks may fill in this section. The formula for calculating monthly occupancy rates is: (Number of bednights occupied) divided by (licensed bed capacity multiplied by the number of days in the month). For example: (248 bednights) divided by (capacity of 9 multiplied by 31 days) = 248 ÷ 279 = 89%. Completion of this section is optional and is provided for your use only. OCFS will compute actual occupancy rates.

VI. Occupancy Rate Formula (optional) (not SHNs)

Total Bednight	Capacity	Total Calendar Night	Occupancy Rate
<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
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