



One Fifty Otis Shelter and Drop In Center Informing Notice for Shelter Reservations

Effective 3/31/08 at 3:00 pm, each resource center and reservation station will be allowed access to 32 beds added to CHANGES for shelter reservations at 150 Otis Street Shelter. The reservations will be for seven days, beginning April 1 at 8:00 am.

The groups of beds are labeled according to specific access. However, any beds not used by 5:00 pm, will be released to the Resource Centers and Reservation Station for one night only reservations.

Here are additional guidelines shelter users will be expected to follow:

1. Each shelter guest must provide current TB test documentation. Evidence of TB test **within the past year** from current date is acceptable as current.
2. Each shelter guest will be allowed to bring some personal belongings. Space is limited to the drawer underneath their assigned bed.
3. Other items may be stored with Homeless Storage, Monday through Friday, from 9am to 4pm. Please see Homeless Storage Rules and Regulations at 150 Otis Street.
4. St. Vincent DePaul Society will conduct an orientation for shelter guests on April 1 to explain Rules and Regulations for this facility.

Here are additional guidelines drop in center guests will be expected to follow:

5. Each drop in center guest must provide current TB test documentation. Evidence of TB test **within the past year** from current date is acceptable as current.
6. Each drop in center guest will be allowed to bring some personal belongings. Space is limited to the space underneath the chair being used
7. No large carts will be allowed in the facility.
8. Other items may be stored with Homeless Storage, Monday through Friday, from 9am to 4pm. Please see Homeless Storage Rules and Regulations at 150 Otis Street.
9. St. Vincent DePaul Society will conduct an orientation for drop in center guest on April 1 to explain Rules and Regulations for this facility.
10. Maximum capacity at the drop in center is up to 40 chairs. Drop in center guests will sign in and will be given a colored ticket with a number to identify their enrollment for the day.

See additional page for additional guidelines...



One Fifty Otis Shelter and Drop In Center Outreach Plan

Revised...Effective March 31, 2008

1. Human Services Agency will contract with St. Vincent De Paul Society to manage the drop in center and provide access to shelter at One Fifty Otis Shelter and Drop In Center for 24/7 from April 1, 2008 through June 30, 2008 **exclusively for homeless men. However, Homeless Storage and CHANGES Reservations will continue to be available to both women and men.**
2. These services will be available in CHANGES on March 31, 2008 after 3:00 pm.
3. Access to the facility will be Tuesday, April 1, 2008 at 8:00 am.
4. There will be 30 – 40 chairs available on a first come, first serve basis for **homeless men only.**
5. There will be 32 shelter beds will be available for homeless men.
6. During the transition period, 3/17/08-3/31/08, two SFHOT workers will conduct outreach at Buster's Place at least once daily.
7. Intensive Case Management and shelter will be provided to those engaged by SFHOT, both men and women.
 - Men will be offered a shelter bed in a shelter with beds designated to SFHOT: MSC South, Sanctuary or 150 Otis Street.
 - Women will be offered a shelter bed in a shelter with beds designated to SFHOT: Next Door, MSC South and Sanctuary.
 - 10 women who are both interested in case management services and deemed eligible will be able to be sheltered at Next Door and, if space permits, Sanctuary.
8. Mobile Assistance Patrol (MAP) will assist with Citywide transportation from 11:00 pm to 6:00 am.
9. Others not engaged by SFHOT or other providers, will be given a Muni token for transportation to a Resource Center.
10. Storage of clothes and shoes is available at 150 Otis Homeless Storage during the hours of 9am – 4pm. As shelter and drop in center users will be allowed to keep belongings that fit under their seat/bed, during non storage hours, all excess personal belongings will be tagged, bagged and stored temporarily until storage staff is available.

City and County of San Francisco



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