

Monthly shelter operations report

Summarize the operating month and agree on next actions. Use the accompanying workbook and review missing nights before transferring totals.

Make a copy. Replace bracketed text and change the tasks for your shelter.

Facility: [Shelter name] Month: [Month and year] Prepared by: [Name]

Reporting basis

Count time: [Time] Nights entered / expected: [Count] / [Count]

Capacity and hold rule: [Confirm the definitions used in your workbook]

Monthly activity

Measure	This month	Context
Occupied bed-nights		
Available bed-nights		
Occupancy		
Unavailable bed-nights		
Admissions		Events, not unique people
Departures		Events, not unique people
Turnaway attempts		Events, not unique people

Changes and operational issues

[Explain capacity changes, turnaway patterns, and operational issues. State any missing nights or unresolved count differences.]

Next actions

Action	Owner	Due date

Occupancy = occupied ÷ available bed-nights. Turnaways are attempts unless separately deduplicated. This operations summary does not replace official HMIS or funder reporting.