

Standardized System Wide Shelter Service Restriction Form

Client Name: _____

Date of Incident: _____

Client CSP Number: _____

Date Restriction Start: _____

Shelter Name: _____

Date Restriction Ends Shelter: _____

Shelter Staff Involved: _____

Check All Boxes that Apply:

- Client informed of restriction/ban
- Service restriction entered into CSP/ CPOA Provider Informed
- Client informed of Appeals Process

Incident Narrative:

Restriction Type: (Check one box in the table on page 2 or one of the 2 following sex offender categories)

- Client is a Tier III Sex Offender
- Client is a Sex Offender with Community Notification Designation

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<p>Shelter Rule Violation Shelter Restrictions <i>*Shelter Directors or Specified Shelter Position (non-transferable) must sign off on all Rule Violation Service Restrictions.</i> <i>* All service restrictions are system-wide.</i></p>	<p>Shelter & Navigator Program Restrictions <i>*Length of restriction can be appealed</i> <i>*If there are empty system beds, service restrictions will be waived and client admitted.</i> <i>* CSB recommends progressive service restriction process in this classification of service restrictions of 15-days, 30-days and 45-days.</i> <i>* All service restrictions are system-wide.</i></p>
<p>Shelter Director's Box: (Ban does not fit into one of the below. Must specify duration and rationale. Must be signed off by Shelter Director.)</p>	<p>Up to 45 day shelter restriction</p> <ul style="list-style-type: none"> • Positive Housing exit without DCA with lease in the file (Individual has a lease in his/her name.) • Continue to be eligible for Navigator Services
<p>Greater than 90 day shelter restriction (must specify duration and rationale)</p> <ul style="list-style-type: none"> • Property Damage in excess of \$10,000 • Assault involving a weapon or severe bodily injury • Firearm on shelter property 	<p>30 day shelter restriction</p> <ul style="list-style-type: none"> • Positive Housing exit without DCA and without a lease • Continue to be eligible for Navigator Services
<p>Up to 90 day shelter restriction</p> <ul style="list-style-type: none"> • Property damage in excess of \$5,000 • Assault • Theft of significant property • Weapons (non-firearm) on property 	<p>No progress towards stated goals with shelter stay greater than 30 days as evidenced by documentation in client file (progressive service restriction process) shelter and navigator program restriction</p> <ul style="list-style-type: none"> • 45-days (3rd occurrence) • 30-days (2nd occurrence) • 15-days (1st occurrence) <p>Not eligible for Navigator or Shelter Services</p>
<p>Up to 60 day shelter restriction</p> <ul style="list-style-type: none"> • Property damage below \$5000 • Possession/use/selling drugs/alcohol within shelter or on shelter property • Smoking in non-designated areas (safety risk) • Harassment/Threats 	
<p>Up to 30 day shelter restriction</p> <ul style="list-style-type: none"> • Non compliance with lawful requested searches • Disruption of Operations 	

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Client has received a copy of this form

Client Signature: _____

Date: _____

Staff Signature: _____

Date: _____

Shelter Director Signature required for Rule Violations Ban:

Director Signature: _____

Date: _____