

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: July 28, 2021

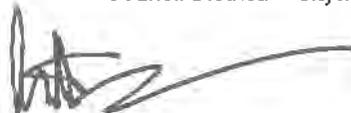
CAO File No. 0220-05151-0281

Council File No. 20-1376

Council District: Citywide

To: The City Council

From: Matthew W. Szabo, City Administrative Officer



Reference: Street Outreach

Subject: **REPORT BACK: STREET ENGAGEMENT STRATEGY**

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### SUMMARY

This report outlines a proposed Street Engagement Strategy (Strategy) as directed by Motion 55A, (Krekorian – Martinez - Ridley-Thomas - O'Farrell – Blumenfield – De Leon, C.F. 20-1376), approved on June 29, 2021. In developing the proposed Strategy, the City Administrative Officer (CAO), coordinated with key partners including, the Chief Legislative Analyst (CLA), the Bureau of Sanitation (LASAN), the City Attorney, the Los Angeles Homeless Services Authority (LAHSA), the County of Los Angeles Chief Executive Office Homeless Initiative (CEO-HI), and the United Way of Greater Los Angeles.

As directed by the City Council, this Street Engagement Strategy (Strategy) proposes a targeted outreach approach, which provides people experiencing homelessness (PEH) with a suitable offer of shelter, interim, or permanent housing. The proposed Strategy takes the best practices currently implemented by the City and County outreach teams and Council Offices' engagement efforts, which at the core are to assess people's needs and connect them to housing and services.

Although this proposed Strategy outlines the procedures that outreach teams generally follow in their everyday outreach efforts, we recommend that these procedures also be implemented for concentrated engagements (10-15 tents, 30 people or more, or site is a public health and safety hazard) and for the implementation of the recently amended Los Angeles Municipal Code (LAMC) Section 41.18, c.1-4 and d, which specifies designated uses, if homeless encampments prevent these designations. This proposed Strategy would not apply if a proposed designated use site is not encamped.

The use of these procedures would help ensure:

- a. Prioritization and management of the City's and the homeless system limited resources;
- b. Prioritization of encampments;
- c. Consistency in procedures; and
- d. The collection of data and metrics to measure the Strategy's success.

The proposed Strategy's core components include: strong coordination; providing ample time for engagement; the availability of housing resources; transparency and adequate notice; and consistency. We recommend that this Strategy be implemented as a pilot and reviewed after each engagement.

## RECOMMENDATIONS

That the City Council, subject to the Mayor's approval:

1. APPROVE the proposed Street Engagement Strategy as a pilot;
2. APPROVE the use of the proposed Street Engagement Strategy for all outreach efforts in the City of Los Angeles, including:
  - a. Day-to-day outreach;
  - b. Concentrated engagements (10-15 tents, 30 or more people, or site is a public health and safety hazard); and
  - c. The implementation of the Los Angeles Municipal Code 41.18, c.1-4, and d, if encampments are present at a proposed designated use site;
3. REQUEST that the Los Angeles Homeless Services Authority (LAHSA) use the 17 City-funded Homeless Engagement Teams (HETs) for this effort;
4. APPROVE the transfer of the \$4,224,465 from the Unappropriated Balance, Fund No. 100/58, Account No. 580325 Homeless Engagement Teams to the General City Purposes, Fund No. 100/56, Account No.000826 Homeless Shelter Program, and appropriate therefrom to the Los Angeles Housing Department Fund No. 10A/43, Account No. 43V686 Homeless Engagement Teams to fund the remaining nine (9) months of the Los Angeles Homeless Services Authority's Homeless Engagement Teams (HETs) for Fiscal Year 2021-22;
5. INSTRUCT the General Manager, Los Angeles Housing Department, or designee, to amend the City's 2021-22 General Fund Contract with the Los Angeles Homeless Services Authority to add \$4,224,465 for nine (9) months of salaries and expenses for the 17 Los Angeles Homeless Services Authority's Homeless Engagement Teams (HETS) through June 30, 2022;
6. DIRECT the City Administrative Officer to report back on:
  - a. Recommendations on alternative models to support voluntary compliance of Los Angeles Municipal Code (LAMC) Section 41.18, c.1-4 and d.;
  - b. Additional resources needed for the street engagement strategy;
  - c. Need for additional data system to report outcomes and accomplishments; and
  - d. Assessment of the outreach engagement strategy, and whether the City should issue a Request for Proposals (RPF) for outreach services, and

7. AUTHORIZE the City Administrative Officer to prepare Controller instructions or make necessary technical adjustments, including to the names of the Special Fund accounts recommended for this report, to implement the intent of these transactions, and authorize the Controller to implement these instructions.

**BACKGROUND**

Council File 20-1376, Motion 55A, approved on June 29, 2021, directs the City Administrative Officer (CAO), in coordination with appropriate providers and stakeholders to develop a Street Engagement Strategy within 30 days, which is inclusive of an offer of suitable and available overnight shelter, interim housing, or permanent housing, consistent with Council Files, 21-0329 (Krekorian-Price-Raman-Ridley-Thomas), and 21-0031 (Bonin-Raman-Harris-Dawson-Rodriguez -De Leon).

As noted above, the proposed Strategy is based on the practices by City and County outreach teams, and Council Offices outreach efforts, which prioritize assessing people’s needs to connect them to housing and services. As such, the Strategy outlines procedures for every day outreach and for concentrated engagements of encampments of 10-15 tents, 30 people or more, or site is a public health and safety hazard. We also recommend that it be used for the recently amended LAMC Section 41.18, c.1-4 and d, if encampments prevent a use designation. If the proposed designated use site is not encamped, this proposed Strategy would not apply.

The proposed Strategy would apply as follows:

| Engagement and/or Site Use Designation  | Proposed Strategy Applies: Yes/No         |
|---|---|
| Day-to-day outreach activities provided by LAHSA  | Yes (Council motion <u>not</u> necessary) |
| Concentrated Engagement   | Yes with Council Motion                   |
| Implementation of LAMC Section 41.18, c.1-4 and d. (if proposed designated site is encamped)            | Yes with Council Motion                   |
| Implementation of LAMC Section 41.18, c.1-4 and d. (if proposed designated site is <u>not</u> encamped) | No  |

The LAMC Section 41.18, c. 1-4 and d, prohibits siting, lying, sleeping or storing, using, maintaining, or placing personal property in the public right of way within the distance slated on the posted signage for the following:

1. A property designated as a sensitive use; a “sensitive use” must be a school, day care center, public park or public library(up to a maximum of 500 feet) ;
2. A designated overpass, underpass, freeway ramp, tunnel, bridge, pedestrian bridge, subway, wash, spreading ground, or active railway, where the City Council determines in a designating resolution, that the public health and safety is served by this prohibition and that

- sleeping or lodging within the stated proximity to the designated area is unhealthy, unsafe, or incompatible with safe passage;
3. A designated facility opened after January 1, 2018, that provided shelter, safe sleeping, or safe parking to homeless persons, or that serve as a homeless services navigation center (up to a maximum of 1,000 feet); and
  4. A section of street, sidewalk, or other public right of way as prohibited, the City Council shall determine, in a designating resolution and based on specific documentation, that the circumstances of continued sitting, sleeping, lying, storing of personal property, or otherwise obstructing the public right of way, at the located poses a particular and ongoing threat to public health or safety. These circumstances may include, but not limited to: death or seriously bodily injury of any person at the location due to a hazardous condition; repeated serious violent crime, including human trafficking, at the location; or the occurrence of fires that resulted in a fire department response to the location.
  - d. Enforcement of the above may not occur until the City Council has taken action by resolution to designate a specified area or areas for enforcement, and after at least 14 calendar days have passed since the City posted signage at the designated area(s) set forth in the resolution. The signage must include reference to any required finding adopted in the resolution, and providing notice of the date after which no sitting, lying, sleeping, or storing, using, maintaining, or placing personal property, or otherwise obstructing the public right of way will be allowed.

## PROPOSED STREET ENGAGEMENT STRATEGY

The proposed Street Engagement Strategy (Strategy) includes the best practices on targeted, place-based outreach as practiced by service providers, outreach workers, and Council Offices, which provided lessons learned from their various engagements. These best practices have been compiled by LAHSA in its "Best Practices for Addressing Street Encampments" guidance, and by the United States Interagency Council on Homelessness, "Core Elements of Effective Street Outreach to People Experiencing Homelessness," (June 2019). The County CEO-HI also shared its Homeless Encampment Protocol, which provided a template for the attachments to this report.

Some of the key lessons learned and best practices shared by outreach teams and Council Offices are listed below.

1. Allow for ample time for comprehensive engagement.
2. Understand the population at the site and their needs (number of men, women, children, people with disabilities, pets, transition age youth, number of people living in cars).
3. Document outreach consistently to assess needs and interests in housing and/or services.
4. Understand the laws/regulations in the area (streets, sidewalks, parks, private property, and other public land).
5. Identify resources that can be offered, housing, storage, trash disposal, transportation, hygiene trailers, safe need drops, COVID testing and vaccinations.
6. Understand the community's (members of the encampment) informal leadership to facilitate buy-in on housing options.
7. Identify members of the community that want to stay together (i.e. shared housing, 2-4

- bedroom apartments).
8. Start identifying the housing options available before the engagement begins.
  9. Once a site is cleared, the outreach teams should conduct regular checks and outreach to anyone who has settled in the previously cleared site.
  10. Ensure that an after-action report is written that provides data on overall housing placements, service offered, other accomplishments, effective best practices used, and lessons learned.

The proposed Strategy's is based on the following core components.

1. **Strong Coordination:** Street outreach requires collaboration among multiple stakeholders. Depending on the target site, either LAHSA or the Service Planning Area (SPA) lead, would be the engagement lead (lead). The SPA lead is the major service provider in the area that has strong ties to the community. The designated lead and team members should develop an outreach plan and schedule for each team. This coordination requires the following elements:
  - a. Regular check-in times and daily check-in points as the outreach proceeds.
  - b. Coordination with outreach teams and service providers on the assessed needs of the PEH needs on the site.
  - c. Collect and share data.
  - d. Debrief regularly to determine process improvement.
2. **Provide ample time for engagement:** Depending on the size of an encampment, an engagement could take up to four (4) months. The estimated timeframe for each encampment/outreach effort should be determined by the engagement lead and team once the PEH on the site and available housing resources have been assessed. Ample time is required to ensure the following:
  - a. Outreach workers and other providers to build a rapport and trust with the PEH on the site.
  - b. The assessment of every individual and the documentation of their needs, including, mental and other health services.
  - c. The identification of housing resources, interim or permanent housing, and matching these based on people's needs as resources become available.
  - d. Outreach workers to communicate in a trauma-informed approach; communicating in the easiest to understand form. The information provided must be accurate and repeated consistently for the best results.
3. **Availability of housing resources:** The goal of outreach is to connect PEH to stable housing with tailored services, such as health and behavioral health care, transportation, access to benefits, etc. A housing focused outreach effort is key to help stabilize homeless households. An encampment cannot be cleared if the PEH living at the site are not offered a suitable housing and services resources. These housing resources include shelter and interim housing (i.e., A Bridge Home site, or other congregate shelters, Tiny Home Villages, Project Homekey sites), or permanent housing (i.e., permanent supportive or affordable housing, rapid rehousing, shared housing), and other

options outside the homelessness service system, such as reunification with family.

4. **Transparency and Adequate Notice:** Once notices are ready to be posted at a cleared site, these notices must clearly inform unhoused residents about the rules governing overnight sleeping at the location at least 14 days prior to the effective date.
5. **Consistency:** The Strategy process and procedures should be consistent throughout the City, and enhancements should be clearly identified and communicated to lead outreach teams, service providers, Council Offices and other key partners.

## STRATEGY PROCEDURES

### 1. *Initiating an engagement*

As noted above, the proposed Strategy is similar to the everyday practice of outreach teams – assessing and connecting PEH to housing and services. We recommend that the Strategy be initiated by a Council motion for a concentrated engagement to address encampments (10-15 tents, 30 people or more, or site is public health or safety hazard) and/or to implement LAMC Section 41.18 c.1-4 and d, if sites are encamped. The process would proceed as noted below:

- Motion is introduced by Council Office (if concentrated engagement and/or engagement to implement LAMC Section 41.18, c.1-4 and d, on encamped sites).
- CAO Homeless Team outreach coordinator notifies LAHSA Homeless Engagement Team (HET) to initiate the Encampment Assessment Form (EAF) (See Attachment 2). This form will provide the encampment description, population description, behavior/activity/health issues/concerns, an overall situation assessment, as well as immediate needs (debris and hazardous waste removal, hygiene, COVID-19 testing/vaccinations, etc.).
- LAHSA HET coordinates with the appropriate City and County departments to address the immediate needs identified.
- Based on the site, LAHSA, with the SPA lead, determines the engagement lead. The lead begins the planning process with the outreach team. (The SPA lead is the service provider in the area that has deep expertise in both outreach strategies and the system resources available.)

### 2. *Engagement: Lead/Outreach/identifying housing resources/need for mental and other services from County MDTs /LASAN*

- The lead and LAHSA will begin identifying housing and services resources. Based on the geographic location of each site the CES outreach coordinator will compile a list of identified agencies with potential housing opportunities and local community based organizations.
- Lead/Team develops the outreach plan.
- Lead/LAHSA will determine if it is safe to begin assessment/outreach and outreach begins.
- HETs complete Coordinated Entry System (CES) assessment for all PEH at site, when possible, and connect people to the appropriate CES Outreach Coordinator.
- HETs identify the individuals in the encampment who may need mental and other health

resources and communicate with the appropriate SPA Coordinator for engagement of the County Multi-disciplinary Teams (MDT).

- The MDT initiate support and services for the identified encampment dwellers. (LAHSA and the County Department of Health Services (DHS), and the Department of Mental Health (DMH), coordinate the MDT effort.)
- Based on the initial assessments, the lead will make a recommendation on the engagement's timeframe and communicate it to the engagement team, the Council District and the CAO Homeless Team outreach coordinator.
- During the outreach period, the lead will coordinate with LASAN on as needed clean-ups, disposal of unwanted belongs, and storage as PEH are placed in housing options
- At any time during the engagement period, LAHSA/lead will communicate with the CAO Homeless Team outreach coordinator if additional City resources are needed.
- (LAHSA/lead may request a LAPD escort to an encampment or homeless activity location at any time during the engagement effort.)

Team Members: The other team members include the Council Office, LASAN, MDTs, homeless service providers, community organizations, the CAO Homeless Team outreach coordinator, other public agencies, and the Los Angeles Police Department (if necessary).

### *3. Data and Reporting*

The U.S. Department of Housing and Urban Development requires that a Continuum of Care (CoC) document outreach program activities using the Homeless Information Management System (HMIS). All outreach team members and service providers in the Los Angeles CoC use HMIS to track and deliver services. LAHSA and service providers are able to provide performance data regarding client contacts, engagements, services and referrals offered, and other housing-related outcomes for outreach services. In accordance with federal standards, however, they cannot release or disclose client-level personal protected information (PPI) contained in HMIS with non-HMIS participating agencies, including the City of Los Angeles, without expressed client consent.

Given the limitations on data, LAHSA will provide a declaration at the end of an engagement, confirming that all PEH living at the site have been offered a housing option ("offer of housing").

Data that will be provided during and after the engagement will include:

- The engagement lead will provide daily reports that provide data on specific services offered and accepted, and the number of housing placements.
- At the end of the engagement:
  - Final after-action report outlining final data on housing placements, services provided, the best practices used during the engagement, and lessons learned.
  - LAHSA provides the "offer of housing" declaration.

### *4. Engagement Completion/Final Clean-up*

- Lead coordinates with the engagement team on final engagement/move-in date.
- Final clean-up date is confirmed with LASAN.

- Engagement team in consultation with the Council Office recommends whether the site should be fenced, etc. If a barrier is suggested for the site, the CAO coordinates with the Council Office and appropriate City Departments on fencing or other type of barrier.
- Lead submits the final after-action report two-weeks after final clean up.
- LAHSA provides the “offer of housing” declaration.
- Lead/HET completes the after-action summary on the EAF and submits it to the CAO Homeless Team outreach Coordinator.

#### 5. *Maintenance*

- Once a site is cleared, the LAHSA HETs will continue to check on the site. If PEH have remained or repopulated the site, LAHSA should continue outreach/engagement and identify housing opportunities that can be offered to these households.
- HETs will notify LASAN of additional clean-up needed at the site.

#### 6. *Resolution and Posting (LAMC Section 41.18, c.1-4 and d)*

- If implementing LAMC Section 41.18, c. 1-4 and d, the CLA will draft resolution for Council approval.
- The after-action report and LAHSA’s “offer of housing” declaration should be attachments to the resolution.
- Once the resolution is approved, the City will post signage at the designated area or areas set forth in the resolution, giving notice of the date after which sitting, lying, sleeping, or storing, etc., will not be allowed.

#### 7. *Compliance (LAMC Section 41.18, c.1-4 and d)*

As the City Council’s goal is to minimize the engagement between law enforcement and PEH, we recommend that the HETs provide outreach after the designated area posting to promote voluntary compliance. This Office will report back on available alternative models to support voluntary compliance. In the meantime, we recommend the following:

- LAHSA HETs start check-in on site 14 days after posting. If PEH have moved to the site in violation of the Posting, additional outreach should be conducted to promote voluntary compliance.
- LAHSA HETs will notify LASAN if additional clean-ups are needed at the site.
- A bi-weekly check-in should continue for three (3) months.

The above procedures are outlined in the Attachment 1, DRAFT City of Los Angeles Street Engagement Strategy Procedures.

## RESOURCES FOR THIS EFFORT

This Office recommends that we use the currently available resources for this effort, including the Fiscal Year (FY) 2021-22 resources provided for the LAHSA HETs and LASAN. We will report back on additional resources needed for these engagements after the proposed Strategy has been tested.

### **FISCAL IMPACT STATEMENT**

There is no impact to the General Fund as a result the recommendations in this report. The remaining nine (9) months of funding for the LAHSA Homeless Engagement Teams (HETs) was included in the Unappropriated Balance of the FY 2021-22 Adopted Budget.

### **FINANCIAL POLICIES STATEMENT**

The recommendations in this report comply with the City's Financial Policies.

#### **Attachments**

1. Proposed City of Los Angeles Street Engagement Strategy Procedures
2. Encampment Assessment Form

MWS:YC

## PROPOSED City of Los Angeles Street Engagement Strategy Procedures

| Steps   | Tasks   | Responsible Party/Entity/Comments  |
|---|---|--|
| <b>1. Council Member introduces Motion for a concentrated engagement and/or to implement 41.18, c.1-4 and d</b> | <ul style="list-style-type: none"> <li>• Councilmember introduces motion (if concentrated engagement and/or LAMC Section 41.18, c. 1-4 and d. implementation for encamped sites).</li> <li>• City Administrative Officer (CAO) informs the Los Angeles Homeless Services Authority (LAHSA) Homeless Engagement Team (HET) on Motion introduction.</li> <li>• LAHSA HET completes the Encampment Assessment Form (EAF) and submits a copy to CAO Homeless Team outreach coordinator.</li> <li>• EAF includes encampment information, including population description, behavior/activity/health issues/concerns, immediate needs (debris and hazardous waste removal, hygiene, COVID 19 testing/vaccinations).</li> <li>• HET coordinates with appropriate City and County departments on immediate needs.</li> <li>• LAHSA with the Service Planning Area (SPA) lead determines the engagement lead (lead).</li> <li>• Outreach planning process begins.</li> </ul>   | Council Member<br>CAO<br>LAHSA HET<br>LAHSA and SPA lead   |
| <b>2. Engagement: LAHSA/LEAD identifies housing and other resources/Outreach begins/MDTs/LASAN</b>              | <ul style="list-style-type: none"> <li>• Lead and LAHSA begin identify housing and services resources.</li> <li>• Based on the geographic location of each site the CES outreach coordinator will compile a list of identified agencies with potential housing opportunities and local community based organizations.</li> <li>• Lead/Team develops outreach plan.</li> <li>• Lead/LAHSA will determine if it is safe to begin assessment/outreach and outreach begins.</li> <li>• Coordinated Entry System (CES) assessment for all dwellers present, when possible, and connect clients to the appropriate CES Outreach Coordinator.</li> <li>• HETs identifies persons with mental and other health needs and contact SPA Coordinator for County MDT support.</li> <li>• The MDT initiates support and service for identified encampment dwellers.</li> <li>• Based on initial assessments, the lead makes a recommendation for the engagement's timeframe and communicates it to the team, Council Office and the CAO Homeless Team outreach coordinator.</li> <li>• During the outreach period, the lead will coordinate with LASAN on as needed clean-up, disposal of unwanted belongings and storage as PEH are placed in housing options.</li> <li>• At any time during the engagement period, LAHSA/lead will communicate with the CAO Homeless Team outreach coordinator if additional City resources are needed.</li> </ul> <p style="margin-top: 10px;">Note: LAHSA/lead may request a LAPD escort to an encampment or homeless activity location at any time during the engagement effort.</p> | Lead<br>LAHSA<br>CES outreach coordinator<br>HET<br>SPA Coordinator<br>MDTs<br>Council Office<br>CAO Homeless Team-outreach coordinator<br>LASAN |

Attachment 1

|   |   |  |
|---|---|--|
| <p><b>3. Data and Reporting</b></p>                                       | <ul style="list-style-type: none"> <li>• The engagement lead will provide daily reports that provide data on specific services offered and accepted, and the number of housing placements.</li> <li>• At the end of the engagement:             <ul style="list-style-type: none"> <li>○ Final after-action report outlining final data on housing placements, services provided, the best practices used during the engagement, and lessons learned.</li> <li>○ LAHSA provides the “offer of housing” declaration.</li> </ul> </li> </ul>  | <p>Lead<br/>LAHSA<br/>HET</p>  |
| <p><b>4. Engagement Completion/Final Clean up</b></p>                     | <ul style="list-style-type: none"> <li>• Lead coordinates with the engagement team of final engagement/move-in date.</li> <li>• Final clean-up date is confirmed with LASAN.</li> <li>• Engagement team in consultation with the Council Office recommends whether site should be fenced. etc. If a barrier is suggested for the site, the CAO coordinates with the Council Office and appropriate City Departments on fencing or other type of barrier.</li> <li>• Lead submits the final after action report two-weeks after final clean up.</li> <li>• LAHSA provides the “offer of housing” declaration.</li> <li>• HET completes the after-action summary on the EAF and submits to the CAO Homeless Team outreach coordinator.</li> </ul> | <p>Lead<br/>LASAN<br/>Council Office<br/>CAO<br/>Other City Departments<br/>HET</p>            |
| <p><b>5. Maintenance</b></p>  | <ul style="list-style-type: none"> <li>• Once a site is cleared, the LAHSA HETs will continue to check the site. If PEH have remained or repopulated the site, LAHSA should continue outreach/engagement and identify housing opportunities that can be offered to these households.</li> <li>• HETs will notify LASAN of additional clean-up needed at the site.</li> </ul>  | <p>Lead<br/>LAHSA HET<br/>LASAN</p>  |
| <p><b>6. Resolution and Posting (LAMC Section 41.18m c.1-4 and d)</b></p> | <ul style="list-style-type: none"> <li>• If implementing LAMC 41.18, c. 1-4 and d, the CLA will draft resolution for Council approval.</li> <li>• The after-action report and LAHSA’s “offer of housing” declaration should be attachments to the resolution.</li> <li>• Once the resolution is approved, the City will post signage at the designated area or areas set forth in the resolution, giving notice of the date after which sitting, lying, sleeping, or storing, etc., will not be allowed.</li> <li>• CAO Homeless Team outreach coordinator will work with the appropriate City Department on posting.</li> </ul>  | <p>CLA<br/>LAHSA<br/>TBD City Dept. to Post<br/>CAO Homeless Team<br/>outreach coordinator</p> |
| <p><b>7. Compliance (LAMC Section 41.18, c.1-4 and d)</b></p>             | <ul style="list-style-type: none"> <li>• LAHSA HETs start check-in on sites 14 days after posting. If PEH have moved to the site in violation of the Posting, the HETs should provide additional outreach to support voluntary compliance.</li> <li>• LAHSA HETs will notify LASAN if additional clean-ups are needed at the site.</li> <li>• A bi-weekly check-in should continue for three (3) months.</li> </ul>   | <p>LAHSA HET<br/>LASAN</p>   |

**Note:** These procedures apply to the City of Los Angeles. A Council motion in Step 1 above, only applies for concentrated engagements (10-15 tents, 30 people or more, or site is a public health or safety hazard) and/or the implementation of LAMC Section 41.18, c.1-4 and d, if sites are encamped. Steps 6 and 7 apply only to the implementation of LAMC Section 41.18, c.1-4 and d.

**CITY OF LOS ANGELES HOMELESS ENCAMPMENT ASSESSMENT FORM (EAF)**

| ENCAMPMENT LOCATION |                               | SPECIFIC LOCATION DETAILS <i>(short description 50 or less)</i> |
|---------------------|-------------------------------|---|
| Date Submitted:     | Street Address:               |   |
| Submitted By:       | City:                         |   |
| Phone:              | Zip Code:                     |   |
| Email:              | Council/Supervisory District: |   |

**ENCAMPMENT(S) DESCRIPTION**

|   |  |                                     |   |
|---|--|-------------------------------------|---|
| <input type="checkbox"/> Debris               | <input type="checkbox"/> Tarps/Pallets | <input type="checkbox"/> Furniture  | <input type="checkbox"/> Shopping Carts     |
| <input type="checkbox"/> Abandoned Vehicle(s) | <input type="checkbox"/> Animals/Pets  | <input type="checkbox"/> Mattresses | <input type="checkbox"/> Bedding/blankets   |
| <input type="checkbox"/> Vehicles (In Use)    | <input type="checkbox"/> Tents         | <input type="checkbox"/> Bikes      | <input type="checkbox"/> Abandoned Building |

**ALL SECTIONS BELOW TO BE COMPLETED BY LAHSA HET**

| POPULATION AND SITUATION DESCRIPTION |  | BEHAVIOR/ACTIVITY/HEALTH ISSUES/CONCERNS     |   |
|--------------------------------------|--|--|---|
| Initial Visit/Contact Date           |  | <input type="checkbox"/> Drugs/Alcohol       | <input type="checkbox"/> Combative Behavior   |
| # of Single Adults                   |  | <input type="checkbox"/> Gang Activity       | <input type="checkbox"/> Prostitution         |
| # of Families                        |  | <input type="checkbox"/> Mental Health Risks | <input type="checkbox"/> General Health Risks |
| # of Children                        |  | <input type="checkbox"/> Hazardous Waste     | <input type="checkbox"/> Domestic Violence    |

| SITUATION ASSESSMENT/DESCRIPTION <i>(short description 50 or less)</i> |
|--|
|  |

**AFTER ACTION SUMMARY TO BE COMPLETED BY LEAD or LAHSA HET**

|                    |  |  |   |
|--------------------|--|--|---|
| Follow up Date     |  | <input type="checkbox"/> Drugs/Alcohol       | <input type="checkbox"/> Combative Behavior   |
| # of Single Adults |  | <input type="checkbox"/> Gang Activity       | <input type="checkbox"/> Prostitution         |
| # of Families      |  | <input type="checkbox"/> Mental Health Risks | <input type="checkbox"/> General Health Risks |
| # of Children      |  | <input type="checkbox"/> Hazardous Waste     | <input type="checkbox"/> Domestic Violence    |

| FOLLOW UP ASSESSMENT/DESCRIPTION <i>(short description 50 or less)</i> |
|--|
|  |

| RECOMMENDED ACTION                          |  | DATE   |   |
|---|--|--|---|
| <input type="checkbox"/> Ready for Outreach | <input type="checkbox"/> Continue Collaborative Engagement | <input type="checkbox"/> Estimated Engagement Completion Date Determined | <input type="checkbox"/> Final Clean-up Date Determined |
|   |  | <input type="checkbox"/> Engagement Completed                            |   |
| Comments:                                   |  |  |   |

|               |             |        |
|---------------|-------------|--------|
| Submitted By: | Cell Phone: | Email: |
|---------------|-------------|--------|

Submit to: CAO Homeless Team Outreach Coordinator at (TBD)