



City and County of San Francisco
Shelter Monitoring Committee

Announced

Unannounced

Example Staff Interview Form

Date: _____

Committee Members conducting the site visit: 1: _____ 2: _____ 3: _____

Staff member interviewed: _____

S.O.C.#	Areas of Inquiry:	Yes	No
31	Has the staff received training in 'Cultural Competency'? Date and Type of last 'Cultural Competency' training: _____	<input type="checkbox"/>	<input type="checkbox"/>
31	Has the staff received De-Escalation training? Date of escalation training? _____	<input type="checkbox"/>	<input type="checkbox"/>
8	Is there a refrigerator for client medication? If YES , Location of the refrigerator: _____	<input type="checkbox"/>	<input type="checkbox"/>
8	Is there an ADA liaison for this site? Name of ADA liaison: _____	<input type="checkbox"/>	<input type="checkbox"/>
8	Is the ADA information posted in English AND Spanish?	<input type="checkbox"/>	<input type="checkbox"/>
8	Are 'Reasonable Accomodation Forms' in English AND Spanish?	<input type="checkbox"/>	<input type="checkbox"/>
8	Are policies on animals* posted or shared in writing with all guests? *Animals may be: (1) service, (2) emotional support, or (3) pets.	<input type="checkbox"/>	<input type="checkbox"/>
9	What are the meal times at the site: Breakfast: _____ Dinner: _____		
10	Are there alternative meals available for clients based on health, religious, or disability preferences?	<input type="checkbox"/>	<input type="checkbox"/>
11	Are 'Smoking Prohibited' signs posted in English AND Spanish?	<input type="checkbox"/>	<input type="checkbox"/>
13	Are 8 hours of sleeping time allotted per night? 'Lights On' time: ____ 'Lights Out' time: ____	<input type="checkbox"/>	<input type="checkbox"/>
15	Is storage available to each client ? <i>* If the site does not offer lockers/drawers, please ask to see the plastic bags provided to clients.</i>	<input type="checkbox"/>	<input type="checkbox"/>
18	Is there access to free local calls to clients during lights on? If Yes , location of phone: _____	<input type="checkbox"/>	<input type="checkbox"/>
18	Is 'TTY' available?	<input type="checkbox"/>	<input type="checkbox"/>
18	If No , is there signage where to access 'TTY'?	<input type="checkbox"/> N/A	<input type="checkbox"/>
20	All City and shelter printed materials are in English/Spanish <i>* Please verify that the posted rules and the copy of the rules provided to the clients are in English AND Spanish</i>	<input type="checkbox"/>	<input type="checkbox"/>
21	Does site have Language Link? If No , how does staff communicate in languages other than English or Spanish: _____ <i>* sites must have a language link line to be in compliance with this Standard</i>	<input type="checkbox"/>	<input type="checkbox"/>
22	Are there Bilingual, English AND Spanish, speaking staff member employed by this site? Name(s) of the Bilingual staff member(s) : _____	<input type="checkbox"/>	<input type="checkbox"/>

23 Is there an Emergency Disaster plan in place?

** The plan must include how to evacuate the building in an emergency and meet up locations for clients and staff.*

Where is the plan posted or kept: _____

23 Are 'Emergency Drills' practiced on a monthly basis?

Date of the last Emergency Drill: __December

** To be in compliance a drill has to have happened within the last 30 days*

24 What does the site do if a client is DOS'ed after 5 pm? _____

25 Identification badges worn by all staff

If NO, staff witnessed without identification badges: _____

26 Are transportation services available to clients?
NOTE:

Please list available transportation services: __Van_____

27 Is there signage, in English AND Spanish, stating when the next community meeting will be?

Date of last meeting: _____

29 How can a client get a late pass? _____

30a Is there signage in English AND Spanish that states: "The site respects ALL diversities, including LGBT clients"?

32 How many beds are at this site? _____

Additional Notes: