

Residential DV Programs – Bednights And Occupancy Rate

I. Report Date:
Month/Year

<p>II. Agency Information</p> <p>Program Code: _____</p> <p>Program Name: _____</p>	<p>III. Program Type (check only one)</p> <p><input type="checkbox"/> DV Program Pgm # _</p>
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IV. DV Bednights							
Calendar Month							
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31	V. Total				

VI. Non-DV Bednights							
Calendar Month							
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31	VII. Total				

VIII. Occupancy Rate Formula (optional)

Total Bednights	Capacity	Total Calendar Night	Occupancy Rate
[]	[]	[]	[]
$[] \div ([] \times []) = []$			

Instructions: Complete a separate form for each residential DV Program your agency operates. **I. Reporting Date:** Enter the reporting month and year. **II. Program Code:** Assigned and pre-entered by NYS OCFS. **Program Name:** Pre-entered by NYS OCFS. **III. Program Type:** Pre-entered by NYS OCFS. **IV. DV Bednights:** For each night in the calendar month, enter the total number of persons who slept over in the facility – including both adults and children. If no beds were filled on any given night, enter a zero (-0-) for those nights. **V. Total:** Add and total the number of beds occupied each night in the reporting month. **VI. Non-DV Bednights:** For each calendar night, enter the total number of non-DV persons that slept over in the facility. If no beds were occupied by non-DV persons on any given night, enter a zero (-0-) for those nights. A child that is admitted with a family being serviced due to domestic violence, is considered a DV victim and should be recorded under Section IV (DV Bednights). **VII. Total:** Add and total the number of beds occupied each night in the reporting month by other than domestic violence victims and their children. **Occupancy Rate Formula:** The formula for calculating monthly occupancy rates is: (Number of bednights occupied) divided by (licensed bed capacity multiplied by the number of days in the month). For example: (248 bednights) divided by (capacity of 9 multiplied by 31 days) = 248 ÷ 279 = 89%. Completion of this section is optional and is provided for your use only. OCFS will compute actual occupancy rates.