

Multnomah County Bed Capacity FY 2018 Data Collection Instructions

Proposed County Provision of Beds

Purpose: Quantify the number of proposed beds to be provided by Multnomah County or third-party contractors funded through Multnomah County for FY 2018.

The Chair's Office has requested that the Budget Office collect the data necessary to quantify the number and type of proposed beds provided by the county. The related spreadsheet should be filled out by each department as part of this year's budget process. The spreadsheet is due with your departmental budget submission on February 10, 2017.

- Definition of Beds:
 - Beds provided directly by department. A bed should be counted if it is available for use for the full year, unless otherwise noted. Examples include beds in warming shelters, beds in jails, beds in rehabilitation facilities, etc.
 - Beds provided by third party contractors funded through Multnomah County. This should include only beds paid for through the county, not the total number of beds provided by the contractor.
 - For funds provided directly to target population, only beds resulting from funds intended to be spent directly on beds should be counted. As an example, if a renter received rental assistance the beds in their apartment *would* count. If a renter received utility bill assistance, the beds in their apartment *would not* count.
- Data Entry Notes:
 - Data is organized by type of bed.
 - Make multiple entries for the program offer, using a separate row for each entry, if the portion of the program offer dedicated to providing beds uses more than one of any of the following:
 - Revenue Source Other Than GF,
 - Cost Object,
 - Bed/Facility Type, or
 - Expected Third Party Vendor Providing Beds.
 - For Revenue Source Other Than GF, please specify if the funding is Federal, State, Local, or Other and specify the program providing funding if available.
 - If the daily bed capacity fluctuates, please report an annual daily average.
 - Under population served, please make entries only if the program offer directly targets certain populations. The spreadsheet helps in defining target populations.
 - If the program offer provides beds to multiple, discrete groups, please list the groups with entries separated by a comma (e.g. low-income families, homeless adults)
 - If the program offer specifically targets an underserved population, please list that in the "Underserved Populations..." column.

For questions or assistance, please contact Jeff Renfro in the Budget Office at 503-988-9788 or Anna Plumb at 503-988-5836.