

Procedure for Hospital Warm-Handoff

- Hospitals are to call our Office Phone at (916) 447-3268 and ask to speak to a supervisor for a hospital warm handoff.
- Office hours: Monday Thursday, 8 am 4 pm; Friday, 9 am 12 pm. Phones are not answered for lunch between 12 pm - 1 pm.
- After office hours, call (916) 447-3268 and press 4. This will forward the hospital staff to the house phone where they will speak with the supervisor on duty.
- The homeless man you are referring must be lucid, coherent, ambulatory, and in proper clothing (not a hospital gown). He must be able to walk up a flight of stairs.
- He must have a Photo ID Card, current TB Card or negative result by way of chest x-ray. If they do not have some of these items, the hospital needs to fax the patient's information sheet to verify these requirements. Our Fax # is (916) 447-2921
- To reserve a bed, the man must be here no later than 5:30 pm, and it must be verified with one of our staff members.
- For those who **arrive after 5:30 pm** will have to wait until the final call at 6:45 pm to see if there are any bed openings. If there are no bed openings, they are welcome to stay for Chapel Service at 7:30 pm and then dinner at 8:30 pm, but will have to leave after dinner.
- The attached **Mission Resources** must be read and agreed to by the man staying here. It also helps hospital staff understand how we offer our services to men, women, and children.
- Our **Warming Center** is for men, women, and children from November to the end of February (conditional on weather). Hours are 10 pm – 5 am. Located in our Dining Room with no beds, but to stay out of the cold, get a warm blanket, light snacks, and hot drinks.

For a quick reference of our services, below are the front and backside of our **Handout Card**:



DINNER: Nightly 8:30 PM, must attend Chapel Service SUNDAY: Chapel 11 AM, Lunch 12 PM MEN'S CLOTHING & SHOWERS: Mon.-Thurs. 9-11 AM, 1-2:45 PM, Fri. & Sat. 9-11 AM. Closed Sundays & Holidays. MEN'S SHELTER: Reopening end of December 2021 MEN'S HAIRCUTS: Reopening soon MAILROOM: For Men & Women; Mon.-Thurs. 9-11 AM, 1-2:45 PM. Fri. 9-11 AM only. LOCKERS: Fee \$4.00 week / \$16.00 month FOOD BOXES: Tues, & Thurs, 1-2 PM, Call at least one day before. Must have proof of residence and ID. Families and Seniors allowed one per month. WOMEN'S CLOTHING CLOSET: Thursdays 9:00 AM-12 PM. No late arrivals. Bible Study first 1/2 hr. MEN'S REHAB. PROGRAM: Free, nine month, in-house. Must interview Mon.-Thurs. 10-11 AM or 1-2:00 PM.