



Comitis  
Crisis  
Center

Program of  
Mile High Behavioral Healthcare

## Cold Weather Extended Shelter

### OBJECTIVE:

- Provide life-saving shelter so that people experiencing homelessness in Aurora do not suffer from frostbite or hypothermia or die due to inclement weather
- This process is initiated for weather that poses a threat to the well-being and/or lives of people sleeping or living outdoors

### Initiation process:

- The MHBHC Housing Support Team (HoST) leadership team reviews forecast on Sundays for the upcoming week
- Based on weather forecasts, the MHBHC HoST leadership team under the direction of the Cold Weather Coordinator puts a plan in place for staffing and food needs for the week if there is potential extended shelter activation
- The MHBHC HoST CEO makes the final call regarding extended shelter activation—typically on a day-to-day basis as the actual vs. forecasted weather unfolds. The determination to activate is based on the combination of temperature, precipitation and wind-chill.

### Site-based policies and procedures:

Site	Policy	Procedure
Comitis	Comitis will activate extended shelter operations for families and single women when there is extreme cold or wet weather <b>Capacity: 30</b>	<ul style="list-style-type: none"> <li>▪ The CEO alerts HoST management that extended shelter operations are in effect</li> <li>▪ Comitis staff suspends the family lottery and allows in all single women and families for the night</li> <li>▪ Comitis chefs are alerted so that they can prepare additional food for dinner</li> <li>▪ Comitis staff provide guests with food, blankets, and a mat and overflow families/single women will stay on the 3<sup>rd</sup> floor</li> <li>▪ During the day, Aurora Street Outreach can bring families from Comitis to CCN, during multi-day activations</li> <li>▪ Aurora Street Outreach will transport women and disabled guests from the ADRC to Comitis at 4:30</li> </ul>

Site	Policy	Procedure
<b>Aurora Day Resource Center (ADRC)</b>	ADRC will activate overflow shelter operations, for up to 160 guests or couples when there is extreme cold or wet weather <b>Max Capacity: 160</b>	<ul style="list-style-type: none"> <li>▪ The CEO alerts HoST management that extended shelter operations are in effect</li> <li>▪ The Cold Weather Coordinator will work with ADRC management staff, volunteers, Pioneers and Peers to ensure coverage for overnight activation</li> <li>▪ All ADRC guests will go through intake at ADRC. All nightly guests are tracked on a sign in sheet, which is also used for assigning blankets and mats</li> <li>▪ ADRC staff will conduct HMIS intakes and VI-SPDATs to capture data on clients who are new to the HoST system</li> <li>▪ ADRC will shelter single males, females or couples only, no persons under the age of 18.</li> <li>▪ Extended shelter at ADRC will provide dinner and overnight shelter only—no other services (computer lab, laundry, etc.) will be provided at night</li> <li>▪ Comitis chef will prepare extra food for guests who will be at the ADRC and will work with staff to transfer food to ADRC for all meals. Breakfast and lunch service will also be increased.</li> </ul>
<b>Colfax Community Network (CCN)</b>	CCN will activate for family day sheltering during Comitis activation days as much as possible.	<ul style="list-style-type: none"> <li>▪ The CEO alerts HoST management that extended shelter operations are in effect</li> <li>▪ CCN will work with Comitis family case managers to provide extra support and services for families staying at Comitis, including kid’s activities, when there is extended family shelter at Comitis.</li> </ul>

**Collaboration and referrals:**

- HoST site managers will accept referrals and drop-offs for extended shelter from APD, ACOT, AUMHC, AWTN, Aurora Public Library, and UCHealth and other providers.
- HoST will provide connection to motel vouchers for guests who cannot stay in congregate shelter through AWTN
- HoST will refer families who cannot fit into the Comitis extended shelter to the AWTN church-based shelter options when they are activated