December 17, 2021

Los Angeles Homeless Services Authority (LAHSA)

811 Wilshire Boulevard, 6th Floor

Los Angeles, CA 90017

Dear Ms. Marston,

Pursuant to the California Public Records Act (CPRA) (Cal. Gov't Code Secs. 6250 through 6276.48), Human Rights Watch (HRW) seeks records (both data and documents) pertaining to the agency’s policies and practices regarding homelessness.

Human Rights Watch specifically requests records under the CPRA that are in the LAHSA’s possession or control in the following categories:

1. Data on each LAHSA outreach activity by RoadMap, CARE+, and Homeless Engagement (“HET”) teams between 1/1/2019 and the date this request is fulfilled. We request this data in a machine-readable, flat file format (e.g. csv file) or in the original format. We request the following data associated with each engagement:
   1. Location of deployment (address and/or lat/long)
   2. Date
   3. Number of LAHSA staff deployed
   4. Number of distinct clients encountered
   5. Type of service provided and number of clients provided to
   6. For housing placements, type of housing and number of clients provided to
   7. For shelter placements, type of shelter and number of clients provided to
2. Data on homeless engagements (e.g.: number of LAHSA staff deployed, number of distinct clients encountered, types of services provided and number of clients provided to, types of housing placements and number of clients provided to, types of shelter placements and number of clients provided to.) for each of the following dates and locations, including all communications in any format related to those locations and to the cleaning operations:
   1. Naomi Street, between 16th and 17th Streets, in Los Angeles on August 18, 2021
   2. 6th Street near Towne Street, in Los Angeles on September 23, 2021
   3. Cedros Avenue, between Calvert Street and Bessemer Street in Van Nuys on September 2, 2021
   4. Hampton Drive, between Rose Avenue and Sunset Avenue, in Venice on September 16, 2021
   5. E. 31st Street, between Main Street and Broadway, in Los Angeles on October 19, 2021
3. Data on all temporary and permanent housing placements between 1/1/2019 and the date this request is fulfilled. We request this data in a machine-readable, flat file format (e.g. csv file) or in the original format. We request the following data associated with each housing placement:
   1. Date of placement
   2. Location of housing
   3. Housing type, including shelter type
   4. Number of clients placed, disaggregated by race, ethnicity, age, gender and acuity score.
   5. Length of time client stayed in this placement, including documentation of outcomes after leaving the placement (i.e. placed in permanent housing; returned to streets; etc.)
4. Disaggregated data from the annual Homelessness Count from 2016 through to the date this request is fulfilled. We request the data disaggregated beyond what is provided in the public [dashboards,](https://www.lahsa.org/data?id=44-2020-homeless-county-by-city-council-district) so that for any given year/location, we have the count of each distinct sub-population. We request this data in a machine-readable, flat file format (e.g. csv file) or in the original format. For each geographic area (e.g. community/city, service planning area (SPA), city council district) and year, we request the count disaggregated by:
   1. Shelter type (Unsheltered: street, car, tents, vans, RVs/campers, makeshift shelters; Sheltered: safe havens, emergency shelters, transitional shelters)
      * 1. Adult/youth
           1. Race

Family status (individual, family, unaccompanied minor)

Subpopulation characteristics (e.g. mental health issue, HIV/AIDS, physical disability, etc.)

1. Data on encampments. We request the data used in the encampment [dashboard](https://app.powerbi.com/view?r=eyJrIjoiYjc0ZjVmMTctMzFmYi00MjY5LWI0YjUtMzBlMTBjMzNkMDUyIiwidCI6IjBiYWU1NDliLTUyZDgtNGEzYi1hYTE5LWQ1MDY2MmIzMDg5NyIsImMiOjZ9&pageName=ReportSection) but disaggregated daily, from the initial date through to the date this request is fulfilled. We request this data in a machine-readable, flat file format (e.g. csv file) or in the original format.
   1. Date
   2. Encampment
   3. Location of encampment (address or lat/long)
   4. Disaggregated by age, gender, ethnicity, race, and acuity score.
      1. The numbers for each indicator in the dashboard (e.g. distinct individuals, number of participants engaged, number of active individuals, number of services and referrals, provided and referred to substance abuse treatment, placed in permanent housing, exit back to streets, etc.)
2. Data on housing use and availability. We request data used in each LAHSA [dashboard](https://app.powerbi.com/view?r=eyJrIjoiYjM2MDE2NWYtYzgzNy00YTlkLTlkOTMtNjkxYzkyMDZjODhkIiwidCI6IjBiYWU1NDliLTUyZDgtNGEzYi1hYTE5LWQ1MDY2MmIzMDg5NyIsImMiOjZ9) but disaggregated daily from the initial date through to the date this request is fulfilled. We request this data in a machine-readable, flat file format (e.g. csv file) or in the original format.
   1. A Bridge Home Dashboard
      1. Date
      2. Number of Occupied Beds
      3. Number of Active Beds
   2. Project Homekey Dashboard
      1. Date
      2. Agency
      3. Program
      4. SPA
      5. City or County
      6. Number of contracted rooms
      7. Disaggregated by age, gender, ethnicity, race, and acuity score.
         1. Number of actively enrolled clients and households
         2. Number of Exits (temporary and permanent)
   3. Tiny Homes Dashboard
      1. Date
      2. Program name
      3. Location (address or lat/long)
      4. Beds available
      5. Beds used disaggregated by gender, race, ethnicity, age, and prior living situation
      6. Active enrollment disaggregated by gender, race, ethnicity, age, and prior living situation
      7. Exits (temporary/permanent/other) disaggregated by gender, race, ethnicity, age, and prior living situation
      8. Average length of stay
   4. Safe Parking Dashboard
      1. Date
      2. Program Name
      3. Location (address or lat/long)
      4. Lot capacity (number of spots)
      5. Active enrollment disaggregated by gender, race, ethnicity, age, and acuity group
      6. Parking spots used disaggregated by gender, race, ethnicity, age, and acuity group
      7. Exits (temporary/permanent/other) disaggregated by gender, race, ethnicity, age, and acuity group
      8. Average length of stay
   5. Winter Shelter Dashboard
      1. Date
      2. Program Name
      3. Location (address or lat/long)
      4. SPA and council district
      5. Bed capacity
      6. Active enrollment disaggregated by gender, race, ethnicity, age, and acuity group
      7. Beds used disaggregated by gender, race, ethnicity, age, and acuity group
      8. Exits (temporary/permanent/other) disaggregated by gender, race, ethnicity, age, and acuity group
      9. Average length of stay
3. Monthly counts of the number of A Bridge Home clients transferred to permanent housing.
4. Emails or communication between LAHSA staff, including officers and directors, and the Mayor’s office or City Council members, between 1/1/2019 and the date this request is fulfilled, containing information about housing availability.
5. Any and all policies, procedures, guidelines or other documents from January 1, 2018 until the date this request is fulfilled, describing rules and regulations for A Bridge Home residents.
6. Any and all policies, procedures, guidelines, training materials or other documents from January 1, 2018 until the date this request is fulfilled, describing criteria for eligibility for housing assistance.
7. Policies related to outreach: Any and all policies, procedures, regulations, protocols, manuals, training documents or guidelines from January 1, 2018 until the date this request is fulfilled, related to homeless outreach during CARE+ and Special Enforcement and Cleaning Zone (SECZs) engagements.
8. Any and all policies, procedures, guidelines, training materials or other documents from March 1, 2020 until the date this request is fulfilled, about Covid-19 and encampments.
9. Data and documents detailing Covid-19 infections or outbreaks in shelter housing.
10. Any and all records from January 1, 2018 until the date this request is fulfilled, reflecting interactions with Urban Alchemy including, but not limited to, agreements, contracts,  and memorandums relating to Urban Alchemy.
11. Data on Project Room Key (“PRK”) from the inception of the program until the date this request is fulfilled including the following:
    1. Location of each PRK facility, with the dates that facility was in operation, the number of units available at each facility, the entity contracted to administer the facility, the number of people housed at each facility, the number of people placed into permanent housing from each facility, rules and regulations for each facility.
    2. Data on each person placed in a PRK facility, including the facility in which they were placed, dates of entry and exit of that facility, whether or not they were placed in permanent housing, race, ethnicity and gender.
    3. Policies, regulations, memoranda, directives and rules related to placing people in PRK facilities.

As provided in the open records law, Sec. 6253(c), I will expect your initial response within ten (10) business days.

If you choose to deny this request, please provide a written explanation for the denial including a reference to the specific statutory exemption(s) upon which you rely. Also, please provide all segregable portions of otherwise exempt material.

Please do have the analyst or data manager call me to discuss any questions they may have.

Thank you and we look forward to your response.

Sincerely,

Brian Root

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CC: Thomas R. Burke, Davis Wright Tremaine LLP