

Oak Tree Shelter Software

The Diocese of Las Cruces, New Mexico developed the Oak Tree program for use by the border shelters in Las Cruces and Deming, New Mexico and allows each shelter to customize its own intake form and user privileges. This specialized platform combines the intake process with travel services into one program. After completion of the intake process, the program automatically contacts the guest's sponsor via a text message to notify them that their loved one has been registered at a migrant shelter and that they will be contacted shortly to arrange travel. The software allows transportation to be coordinated within the platform so that staff can efficiently assist sponsors in purchasing air and bus tickets. There is an optional \$10 service fee to ensure the sustainability of this software program. The Oak Tree software is a comprehensive tool that satisfies the informational needs for intake, travel arrangements, and statistics for reports. To find out more about Oak Tree, please refer to the following contact information at the Roman Catholic Diocese of Las Cruces: <https://rcdlc.org/people/deacon-leonel-briseno>.

Examples of the Oak Tree Shelter Software interface:

Initial Check-In Screen:

Check-In
Check-Out
Travel
Departures
Statistics
Reports
Payments
Travel Funds
Travel Docs
Doc Packages
Transport
Child Spaces

Travel > Migrant Details - Deming
Logged in as **Jon Blazak** - [Log Out](#)

Family Details

Shelter	Luna County - Deming	Final Destination City	Indianapolis
Family Number	1606	Final Destination State	IN
Migrant Name	John Smith	Sponsor Name	Jane Smith
DOB	09/06/1988	Sponsor Phone	(602) 850-1559
Number in Family	2	Record Initial Sponsor Contact	

[Edit Family Information](#)

Migrant Children

Child Name	DOB	Gender	Age	Edit Migrant Child
Tessa Blazak	02/04/2014	Female	5	edit

[Add Shelter Notes](#)
[Add Travel Details](#)
[Add Travel Charges](#)
[Charge Travel](#)
[Finalize](#)

Sponsor Contact Notes

Coordinator	Sponsor Contact	Contact Notes
Jon Blazak	01/14/2020 6:50pm	Sponsor contacted and will begin to arrange travel.
Jon Blazak	01/14/2020 6:50pm	Sponsor gets off of work at 10PM will call back.

Finalized Travel Plans

Departure City	Departure	Required Check-Out	Travel Method	Confirmation Code	Payment Processed	View Travel Details
Las Cruces	01/15/2020 6:00am	01/15/2020 4:00am	Bus	XYZCZ	No	view

Travel Charges

Transportation Fee	Shelter Fee	Travel Assistance Fee	Travel Tickets	Meal Funds	Cell Phone	Credit Card Fees	Total Charge	Edit Travel Charge
\$25.00	\$10.00	\$25.00	\$500.00	\$100.00	\$50.00	\$20.60	\$730.60	edit

Family Details Page:

Project Oak Tree Shelter Software

Check-In Check-Out Travel Departures Statistics Reports Payments Travel Funds Travel Docs Doc Packages Transport Child Spaces

Logged in as **Jon Blazak** - [Log Out](#)

Migrant Family Check-In

Shelter <input type="text" value="Select"/>	Family Members Traveling * <input type="text"/>
Shelter Number: <input type="text"/>	Sponsor Name * <input type="text" value="First"/> <input type="text" value="Last"/>
Migrant Name * <input type="text" value="First"/> <input type="text" value="Middle"/> <input type="text" value="Last"/>	Sponsor Phone * <input type="text"/>
Migrant Parent DOB * <input type="text"/>	Check In * <input type="text" value="01/14/2020"/> <input type="text" value="7:07pm"/>
Country of Origin * <input type="text" value="Select..."/>	Travel Priority <input type="text" value="Select..."/>
Final Destination City * <input type="text"/>	Immigration Paperwork <input type="button" value="Choose File"/> No file chosen
Final Destination State * <input type="text" value="Select..."/>	Identification Type <input type="text" value="Select..."/>
	Check-In Notes: <input type="text"/>

Travel Coordination:

Add Travel Details

Add Travel Details

Shelter Select	Travel Method Select...
Departure City Select...	Airline Select...
Final Destination City * <input type="text"/>	Bus Company Select...
Travel Departure Date <input type="text"/>	Confirmation Code <input type="text"/>
Schedule Shelter Check Out <input type="text"/>	Arrival Address <input type="text"/>
	Street Address <input type="text"/>
	Street Address 2 <input type="text"/>
	<input type="text"/> <input type="text"/> <input type="text"/>
	City State Zip
	Transportation to Air/Bus: Select...
	Travel Confirmation Documents Choose File No file chosen

Sample Statistics

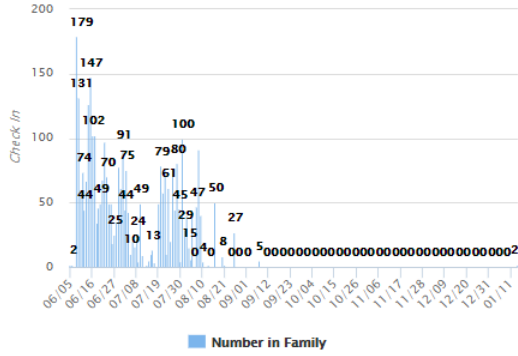
Current Shelter Population

Family Number	Migrant Name	Check In	Number in Family
No Data			

Migrant Check-Ins

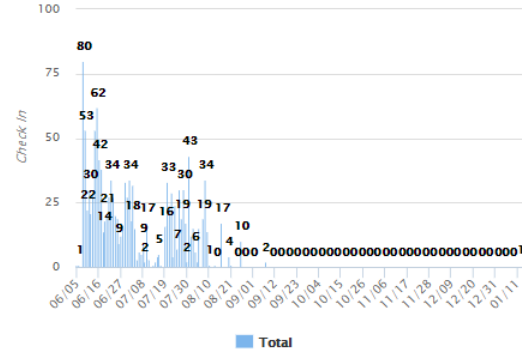
Total Migrants Checked-In

[print](#) [download](#)



Total Families Checked-In

[print](#) [download](#)



Departure City	06/08	06/09	06/10	06/11	06/12	06/13	06/14	06/15	06/16	06/17	06/18	06/19	06/20	06/21	06/22	06/23	06/24	06/25	06/26
Deming	1	6	30	25	12	16	17	19	36	24	37	10	14	14	18	16	5	13	12
El Paso	0	6	28	25	12	17	17	27	12	15	20	23	8	8	10	15	19	9	8
Las Cruces	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sum	1	12	58	50	24	33	34	46	48	39	57	33	22	22	28	31	24	22	20