Daily Animal Health Monitoring Program – Quick and Easy Guide

1. Enter the facility at the dog intake door.
   a. If it is locked find a staff member and ask them to unlock the outside door to intake and the inside door from the intake room to dog stray.
2. Turn lights on in intake room.
3. Get the “DAHMP” master binder from the wall file and place it on the exam table in intake - pull out a daily monitoring summary sheet. You can leave the binder on the table while you are in the shelter- so you can access supplies while you are monitoring.
   ** Remember to enter health/behavioral concerns on the summary sheet.
   - For each dog marked on the summary sheet – place a laminated yellow monitoring card prominently on that dog's kennel.
   
   **Health and behavior concerns have been updated and are highlighted on the key of the daily monitoring sheet and attached to the clipboards.
4. You will need a minimum of 2 team members in the shelter. (If your team member does NOT show you can work alone given you have told the shelter kennel staff member that you are in the dog area (this is important).)
5. Work together to get everything done.
6. Grab a clipboard, pen and the adoption binder from the wall file.
   i. Wear ear plugs (keep your ear plugs-reuse them).
7. Start monitoring in the dog adoption area.
8. Go into stray/holding- turn lights on if they are not already on. See map.
9. Have the first volunteer that is ready start monitoring the “North” isle in adoption (try to do this within first 5 minutes or so of arrival or by 7:05am), then head to the south isle.
   a. If dogs have been moved out of their kennels - enter "NA" for those things you cannot assess- and score those things you can- usually eating, fecal and urine scores can be marked.
   b. *Dogs newly moved up to adoption - should already have a monitoring card with their kennel card. Look for their card under their kennel card. Move their daily monitoring card to the adoption binder.
   c. If you cannot find a dog in adoption but it has a card in the binder...
      i. Check to see if you can see the dog in stray holding and isolation- if you find the dog put the monitoring card with the dog.
      ii. If you do not find the dog it has likely been adopted- pull the card from the binder and put in monitoring card folder on wall file "Save these Here”.
10. Return the adoption binders to the wall file in the intake room when finished with adoptable dogs.
11. Next- monitor dogs in stray holding - collect a few new monitoring cards - proceed with your clipboard, summary sheet and yellow laminated cards into the stray/holding area.
12. New arrivals to the shelter will need to be given a new monitoring card.
   a. Fill in the ID# and intake date, add weight and age of dog if available.
   b. First day of shelter stay will be the first day after the intake day.
      i. Ex: Intake day 3/12/12(found on kennel card), first day in shelter is 3/13/12 for monitoring purposes.
13. Monitoring cards should be located either inside the plastic pockets behind the kennel cards or simply behind the kennel card.
   a. Remove, score and replace cards(behind kennel card).
14. Do not forget to do the juveniles (puppies) behind the gate.
15. Do not enter the Quarantine area - those dogs will be monitored by staff.
16. Close the gate to juveniles when you are done.
17. Finally - do the dogs in Isolation last.
18. Enter and turn on lights - just inside on the wall as you enter.
19. Use hand sanitizer on entry and exit.
20. Monitor/score all dogs in Isolation.
21. Double check that all health concerns have been entered on your daily monitoring summary sheet - (you should have been entering them as you went along as well as marking the dogs kennel with a yellow laminated card.)
22. Double check that you have put the date and your name on the daily monitoring summary sheet. (Initial your entries).
   a. Consolidate the day’s summary sheets into one sheet. Initial entries accordingly and add volunteer names to the top.
23. Place the summary sheet in the clear folder labeled “Daily Monitoring Summary Sheets” on the wall file.
24. Replace the “DAHMP” master binder to the wall file if not already done so.

**Thanks a bunch!**

Reminders:

1. If you come to an animal that has any one or more of the following: bloody diarrhea, watery diarrhea, has vomited or looks ill, painful, or unresponsive - stop what you are doing and find a staff member. Ask them to look at the dog you are concerned about. The staff member will assess the next step to take. Record the incident/information onto the daily summary sheet and then return to monitoring.

2. If you are in adoption and a dog is showing signs of aggression- growling at you, approaching aggressively, snapping at you, stop what you are doing and find a staff member. Ask them to look at the dog you are concerned about. The staff member will assess the next step to take. Record the incident/information onto the daily summary sheet and then return to monitoring.

A map of the shelter layout for the dog kennels with light locations and doors is on the following page.
L = light locations  W = wall folder with DAHMP binders