On Intake

* The person completing the intake procedure will make a note under “Kennel Observation” on the Behavior Assessment page of the dog’s profile. The note should be dated and initialed, and should be one of two things. Either:
  + No worrisome behavior noted
  + Dog appeared (followed by brief description of concerning behavior, such as being very fearful or aggressive)
* The dog’s name and Shelterbuddy ID number should be added to the “Awaiting Assessment” list on the whiteboard near Dog ISO/OBS with the date of intake
* Dogs will be automatically listed as a Level 3

Within Three Days of Intake

* Kennel staff will complete a Dog Behavior Survey using an AAHS tablet for each dog on the Awaiting Assessment list.
  + Once complete, the dog should be removed from the Awaiting Assessment list by kennel staff
* Medical staff will complete the following questions after their intake exam. This information should be entered into the “Reaction to Tester” box on the Behavior Assessment page of the dog’s profile
  + How does the animal respond to restraint?
    - Resistance level (1-5) where
      * 1: easy to handle, only 1-2 people needed
      * 2: minor resistance, 2 people needed
      * 3: average resistance, 2-3 people needed
      * 4: challenging, multiple people needed
      * 5: does not like restraint, bite risk and requires many people to hold
  + Animal behavior during treatments and/or exam (calm, anxious, very strong, bite risk, etc)
  + Recommend decompression time or okay to continue assessment?
* The Animal Enrichment Coordinator (AEC) will be the point person to:
  + Ensure assessments are completed within 3 days of the dog’s arrival
  + Copy assessment data from the Dog Behavior Response sheet and enter it into the “Assessment” box on the Behavior Assessment page of the dog’s profile
  + Work with appropriate staff to complete a dog to dog introduction, which should be entered into the “Reaction to Other Dogs” box on the Behavior Assessment page of the dog’s profile
* Once Survey and a Dog to Dog have been completed, three of the following people should review the assessments: Kennel Manager, Kennel Team Lead, Adoption Manager, Adoption Team Lead, Medical Manager, Medical Team Lead, Veterinarian, and/or Animal Enrichment Coordinator.
  + The assessments can be reviewed in person or coordinated through an email initiated by the AEC.
* The review should be noted in the “Other” box on the Behavior Assessment page of the dog’s profile. The review should note:
  + Reviewed by (Initials), recommend:
    - Proceed into Adoption Program (with or without training plan)
    - Hold from Adoption Program (create training plan)
  + The dog’s status should be updated appropriately (under behavior modification, awaiting exam, etc) to indicate next steps
  + The dog’s Level should also be updated if necessary.
  + If a training plan is created, the dog should be added to the Critter Team discussion and an email should be sent to the Veterinarian and the Medical Manager notifying them of the plan and concerning behaviors.
* For ongoing safety and behavior monitoring, the existing Dog Level system should be used.