



Government Animal Shelter Data Reporting Portal

ACCESSING THE PORTAL

All shelters have a default login account for the email associated with the shelter license (the primary user). These users can add alternate accounts for their shelter from within the portal by using the “Manage Users” button.

If your preset login is incorrect, please be sure to check your name and update it by using the “My Account” button.

REPORTING YOUR MONTHLY DATA

Adding Reports

Use the “Add Shelter Report” button to enter a new report. Choose the month that you want to enter from the Report Period dropdown, then enter animal counts in the fields below. You must enter starting totals manually (This is the physical on-hand count that is in the Shelter, foster homes, and other offsite facilities at the beginning of each month). When you are finished, click Submit. This will save the report and add your name and email as the signature.

Changing Data

To change your reported information, contact CAECompliance@agr.georgia.gov. You cannot change your reports directly within the system. If you need to update information, the GDA program staff will delete your existing report so that you can enter a new one.

Viewing Reports

Use the “Previous Reports” button to view and print your shelter’s previously submitted reports.

DEFINITIONS

Report Fields

Beginning Animal Counts: Dogs and cats in the shelter and in foster care or other offsite facilities.

Intake

- **Stray/at large:** Stated to be unowned or free-roaming.
- **Relinquished by owner:** Admitted by owner, including adoption returns. All returns should be tracked as owner relinquishment.
- **Owner Intended euthanasia:** Limited to this definition: Admission of pets whose owner brought the pet to the shelter with the INTENT of requesting euthanasia.
- **Transferred in from agency:** An admission from another agency, for adoption, large scale seizure support, etc.
- **Other intakes:** Impounds for cruelty cases & protective custody. Also, pets born while in care, and other types of admission not captured above.

Outcomes

- **Adoption:** Final adoptions only, having permanently left the agency's possession. For example, it does NOT include animals placed in foster care or on overnight 'trial' stays.
- **Returned to owner:** Stray or Owner Relinquished animals returned to their owner.
- **Transferred to another agency:** Transferred out of the agency's possession to another entity.
- **Returned to field:** Animals included in intake, altered and returned to stray capture location to be released. The shelter must have a sufficient outgoing record that provides a name, address and contact information of the future caretaker of these animals.
- **Other live outcome:** Barn cat programs, etc.
- **Died in care:** Animals who die, unassisted, while sheltered.
- **Lost in care:** Animals whose outcome is unknown (may have escaped the shelter, outcome was not recorded and unknown).
- **Shelter euthanasia:** All euthanasia other than that performed by the definition below as owner intended euthanasia.
- **Owner Intended euthanasia:** Limited to this definition: Euthanasia of pets whose owner brought the pet to the shelter with the INTENT of utilizing euthanasia services.

Live Admissions Only

For the purposes of this report, we are tracking LIVE admissions only, i.e. animals who are alive when they come into an agency's possession. Animals that are dead when taken into an agency's possession may be a data point to track, but that information is not tracked by this matrix.

Defining Owner Intended Euthanasia

Some shelters offer pet euthanasia to the public as a service whose cost may be subsidized and therefore more affordable than local veterinary clinics, thus ensuring access to this service. Defining when euthanasia should be recorded as “at the request of the owner”, or not, is the subject of much discussion. For the purposes of this document, we are choosing to define owner INTENDED euthanasia as the

euthanasia of a pet whose owner brought the pet to the shelter for that service. In other words, the owner brought the pet in specifically for that service – it was their intent before arriving. Any other definition of “owner requested” euthanasia leaves much up to interpretation and therefore a great deal of variation among organizations and their reporting. We believe the simplicity of this definition helps to ensure consistent application and record keeping.

What is Possession?

"Adoption" and "Transferred to another agency" both refer to possession. The primary concept here is one of ownership. For example, in foster care, the agency still has possession or ownership. If adopted or transferred to another agency, possession is now with the new owner, or with another agency.

QUESTIONS?

Please contact CAECompliance@agr.georgia.gov if you have any questions.