

The Florida Shelter Animal Census

This guide and worksheet will help you collect your shelter information before submitting the official Florida Shelter Animal Census survey.

Part 1 will describes the Shelter Animals Count *Basic Animal Data Matrix*, for reporting your shelter data for calendar year 2016 (1/1/2016 to 12/31/2016).

Part 2 will describes basic informational questions about your shelter.

If you have any questions please email us at shelter-census@ufl.edu.

Part 1: Shelter Data

Part 1 of the Florida Shelter Animal Census involves submitting your shelter data for **CALENDAR YEAR 2016** (1/1/2016 to 12/31/2016).

The Florida Shelter Animal Census uses classifications based on the [Basic Animal Data Matrix by Shelter Animals Count](#).

In order to simplify reporting, separation of adult and juvenile populations is not required for the census.

IMPORTANT NOTES FOR THE BASIC DATA MATRIX

Introduction to the Basic Matrix:

The basic matrix was designed to serve as a tool for basic data collection. It is a simple matrix containing what many (including Asilomar, ASPCA, National Federation of Humane Societies, American Humane, UC Davis, Maddies Fund, PetSmart Charities, HSUS and Shelter Animals Count) have agreed are the minimum data points (along with definitions) an organization should gather. Whether organizations already gather a great deal of data or have only gathered the basics, this matrix should facilitate the roll up or merging of data at the local, regional or national level by providing a common framework. This matrix does not reflect any preference in data analysis or the calculation of rates but is rather simply a tool for data collection.

Beginning and Ending Shelter Counts:

These numbers help frame the population of the animals sheltered and cared for by the organization, including those animals who have been admitted but who are not currently within the shelter (foster care, in the care of a veterinary hospital, etc).

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.

Live Admissions Only:

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

What is Possession?

"Adoption" and "Transferred Out" both make reference 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.

Submitting Your Shelter's Data

Now that you know more about the Basic Animal Data Matrix, it is time to submit your shelter data for 2016!

Use the matrix form found on the next page to compile and enter your shelter data 2016 (1/1/2016 - 12/31/2016). This can then be used to quickly enter your shelter data in the official Florida Shelter Animal Census survey. (can you revise the BDM form in this worksheet so that it has only one column for dogs and one column for cats? – no age breakdown)

If you do not have complete data for calendar year 2016, or do not have data for all sections of the data entry portion of the survey, THAT'S OK. Please provide as much data as you can and then leave a comment in the box at the end of the data entry section, or send us an email at shelter-census@ufl.edu. We will be happy to help!

You may also fill out the Basic Animal Data Matrix on your own and email it to shelter-census@ufl.edu as an attachment. [Click here](#) to download a fillable copy of the matrix form.

****NOTE** - For shelters using Chameleon, PetPoint or Shelterluv software, you can easily run a shelter data report based on the Basic Animal Data Matrix. Just visit the Shelter Animals Count website to learn more, at shelteranimalscount.org/get-involved/resources.

SHELTER ANIMALS COUNT
BASIC ANIMAL DATA MATRIX
(vrs 06-2016)

Species By Age		Canine		Feline		Total	
A	Beginning Animal Count (date:)						Age at Intake Should include animals in shelter and animals admitted but currently in foster care or other offsite facility.
Live Intake							
B	Stray/At Large						Admitted through animal control/stated to be unowned or free-roaming
C	Relinquished by Owner						Admitted by owner
D	Owner Intended Euthanasia						Limited to this definition: Admission of pets whose owner brought the pet to the shelter with the INTENT of requesting euthanasia
E	Transferred In						An admission from another agency - for adoption, large scale seizure support, etc.
F	Other Intakes						Impounds for cruelty cases & protective custody. Also, pets born while in care, and other types of admission not captured above.
G	TOTAL LIVE INTAKE						Sum of B, C, D, E and F
Outcomes							
H	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.
I	Returned to Owner						Stray or Owner Relinquished animals returned to their owner
J	Transferred Out						Transferred out of the agency's possession to another entity
K	Returned to Field						Animals included in Intake, altered and returned to stray capture location to be released
L	Other Live Outcome						Barn cat programs, etc
M	Subtotal: Live Outcomes						Sum of H, I, J, K and L
N	Died in Care						Animals who die while sheltered
O	Lost in Care						Animals whose outcome is unknown (may have escaped the shelter, outcome was not recorded and unknown)
P	Shelter Euthanasia						All euthanasia other than that performed by the definition below as Owner Intended Euthanasia.
Q	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
R	Subtotal: Other Outcomes						Sum of N, O, P and Q
S	TOTAL OUTCOMES						Sum of M and R
T	Ending Shelter Count (date:)						Should include animals in shelter and animals admitted but currently in foster care or offsite facility

Note: To check your statistics and calculations: A plus G should equal S plus T

Total A + Total G =

Total S + Total T =

Part 2: Basic Shelter Information

In Part 2 of the Florida Shelter Animal Census, you will answer some basic questions about your shelter or facility.

Use the following worksheet to learn more about the questions and plan out your responses before submitting the official Florida Shelter Animal Census survey.

Question 1

What is the shelter's service area? Please include the names of cities or counties included in the service area as well as any exceptions (for example "All of ABC County with the exception of XYZ City")

Question 2

Does your shelter have a facility in which animals are continuously housed?

- Yes
- No
- Other

Question 3

How would you classify your shelter's intake policies?

- Limited Admission
- Open Admission
- Unsure

Question 4

What kind of shelter do you have?

- Municipal Government Shelter
- Private Nonprofit Shelter
- Private Nonprofit Shelter with Government Contract
- Other

Question 5

What system do you use to record shelter data?

- PetPoint
- Chameleon
- Shelterluv
- Shelter Buddy
- In-House Software
- Paper
- No Records
- Other

Question 6

What was your total agency budget for Fiscal Year 2016?

(this should include the total agency expenses, including field and shelter services)

Question 7

What months were included in Fiscal Year 2016?

(for example, July 2015-June 2016)

Question 8

How many full-time staff equivalents (FTE) are employed at your shelter, including shelter and field services?

Question 9

Does your shelter respond to field service calls?

- Yes
- No