

Cat Assessment Team AAC Attention List Procedure

On a daily basis, C.A.T. (Cat Assessment Team) volunteers from Austin Pets Alive! will visit Austin Animal Center and help put together an assessment of the AAC Cat Attention List as well as other cats not on the ATTN list who we may elect to monitor more closely. This helps Austin Pets Alive! keep a close watch on cats at Austin Animal Center that may need extra care or attention, typically due to medical or behavior issues. If Austin Animal Center can no longer provide care for these cats, they will get transferred to Austin Pets Alive! for further care and/or treatment.

Procedure during visit at Austin Animal Center (AAC)

- Prior to visiting Austin Animal Center, volunteers should print a copy of the most recent Attention List to bring to their shift.
- Upon arrival to Austin Animal Center, volunteers will visit the cashier desk and ask for the current AAC Attention List. They make their own attention list which differs from APA's, and therefore it is important to use it as a reference. Many times the cats on AAC's attention list are cats approaching a deadline. The deadline is the date and time an animal needs to leave with rescue or the pet may be euthanized.
- Some important things to note when looking over both Attention Lists:
 - It is important to check the kennel locations of cats on the lists and confirm them with the AAC cashier desk prior to starting a shift. Cats will oftentimes get moved to other kennels, have gone to surgery, or have already been transferred to another rescue like APA! or have been adopted. This is important to know so that the location of these cats can be updated, if it hasn't been already.
 - If a cat that is on the Attention List is in surgery during a shift, that cat should be left on the list to be looked over during the next shift.
 - If a cat that is on the Attention List has been transferred to another rescue or to APA! that should get recorded on the Attention List. There is a specific location where it will be recorded.
 - Prior to starting a shift, it is also important to note the specific area in which the cats are located, preventing the potential spread of illnesses between the different areas in the shelter .
- Once the Attention Lists have been reviewed, the volunteer may begin their walk through of the shelter. The order that is taken through the shelter is very important, to prevent spread of illnesses. Cats will be looked at in the following order of rooms:
 - H - Main cat room, and mostly healthy cats
 - F - Overflow cats
 - L - Kitten Nursery
 - M - Young kittens and SNR cats
 - E - Overflow cats
 - K - Quarantine cats
 - J - Injured or ill cats on treatment
 - G - Ringworm cats
 - C - ISO cats

- I - Suspicious hairless room
- For every cat that is seen, it is important to make sure they seem bright, alert and responsive.
- Be sure to look over all cats kennel cards, as there can be important information recorded on them.
- Every cats condition should be accessed according to the area of the shelter they are in. For example, most cats in G are ones that have ringworm, and noting that they have hair loss in their notes may not be pertinent information, as it is expected. But noting that they have fresh looking lesions, litter box issues, or appetite issues would be important information to note. Also, a cat that has feline calicivirus will most likely have eye discharge or be sneezing, and including a lot of detail about this information in a report would not necessarily be helpful. Detail is very important in Attention List reports, however it should not be overdone.
- When coming across a cat that is on the Attention Lists or looks concerning, the volunteer should attempt to look the cat over more closely. This can be done by opening the kennel door the cat is in, if it is a single cat enclosure, or getting close to a cat that is in a group room. If the cat allows it, the volunteer should attempt to feel the cats spine and abdomen to note whether the cat seems underweight or dehydrated. It is also important to take note of the behavior of the cat, their use of the litter box and whether or not it appears to be eating. The behavior of the cat can be recorded with the colors Yellow or Red, or simply recording Feral. Yellow would be used for a cat that is timid and hissing. Red would be used for a cat that can't be touched, but was known to have a previous owner. Feral would be used for a cat that can't be touched, and is known to have no previous owner.
- Any cats that are of concern to the volunteer or are already on the Attention Lists, should be made note of. Their name, A#, kennel number, and any notes that would be included in an Attention List should be recorded. A picture of them should also be taken.
- Once the walk through of the shelter has been completed, the volunteer should return to the cashier desk. Here the volunteer will report any concerns about specific cats to the AAC staff member, who will be able to record it in their database so that action can be taken by AAC staff. Here the volunteer will also be able to ask a staff member for paperwork for the cats that are to be added to the Attention List. This paperwork is usually notes compiled by veterinary or technician staff about the cat. The last thing volunteers will be able to ask the cashier staff for is an updated kennel count. This count will be the number of kennels that are empty in each cat area of the shelter that was walked through. This updated kennel count will be recorded by the volunteer and updated on the Attention List.
- Attention List reports will be typed up by volunteers the evening of their completed shift, and emailed to APA! Cat Rescue staff to be reviewed.

The following is a basic template for the Attention List report:

AAC UPDATE - [Date] - [Name of Volunteer]

This top section is typically where notes of concern are put for a specific cat, so as to know to keep a close eye on them.

EMPTY KENNEL COUNT

H - [?] of 40 kennels in main cat room

F - [?] of 14 — overflow cats □ L - [?] of 11 — kitten nursery □ M - [?] of 16 — young kittens and SNR kitties □ E - [?] of 23 — overflow cats

K - [?] of 9 — quarantine cats □ J - [?] of 9 — injured or ill cats on treatment □ G - [?] of 11 — RINGWORM kittens and cats □ C - [?] of 21 — ISO cats □ I - [?] of 9 — suspicious hairloss room □

ATTN/DEADLINE (means deadline)**

Cats in this section of the report, are cats on AAC's attention list. Typically these are cats who have a deadline at AAC. If they do have a deadline, it should be noted in their report.

This format should be followed for every cat added in to the list:

[Name of Cat], [Kennel Number], [A#], [Gender and if spayed/neutered], [Age], [Color and breed], [Behavior color]

Old notes from previous shifts will be listed first with the date, and notes added from the current shift will be listed last and be underlined. This makes it easy to see what was most recently noted about the cat.

MEDICAL WATCH LIST CATS

Cats in this section, are cats who have been noted to have medical issues or concerns by volunteers during their walk through at AAC.

- The same format as above will be followed for every cat added to the list
- Cats should be sorted by room

BEH WATCH LIST CATS

Cats in this section, are cats who have been noted to have behavioral issues by volunteers during their walk through at AAC.

- The same format as above will be followed for every cat added to the list
- Cats should be sorted by room
- Code to "Yellow", "Red" or "Feral"

OTHER WATCH LIST CATS

WENT TO APA

Cats in this section, are cats who were previously on the attention list, but were sent to Austin Pets Alive! that day.

- The same format as above will be followed for every cat added to the list.

ERRORS ON LIST

Any errors that were on the previous attention list will be added in this section.

- The same format as above will be followed for every cat added to the list.

EUTHANIZED/DIED

In this section, cats who were on the previous attention list and died or were euthanized by AAC that day will be added.

- The same format as above will be followed for every cat added to the list.

LEFT WITHOUT GOING TO APA

Cats who were previously on the attention list and were transferred to another rescue or adopted that day will be added to this section.

- The same format as above will be followed for every cat added to the list.

MOVED OFF LIST

Cats who were previously on the attention list but have shown improvements and therefore no longer need to be on the list will be added here.

- The same format as above will be followed for every cat added to the list.