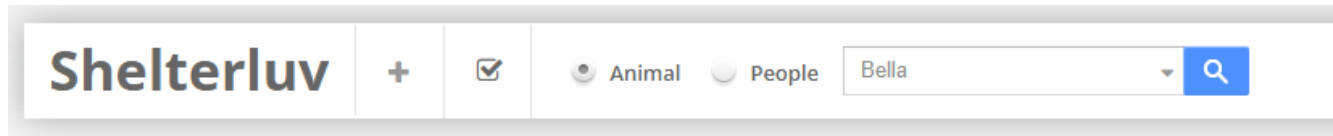


ShelterLuv Foster Moves Procedure

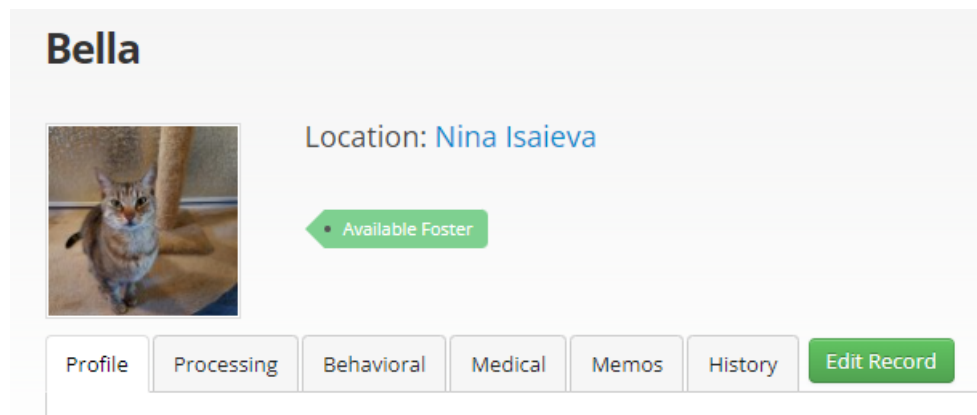
This procedure can be used to transfer between established fosters, moving a cat from an established foster to a foster to adopt, and returning cats from foster back into the shelter.

Find the Foster Animal and Foster

- Search for the cat you wish to transfer. Be sure that the Animal bubble is selected.


The image shows the top navigation bar of the Shelterluv website. It includes the Shelterluv logo, a plus sign, a checkmark icon, and two radio buttons labeled 'Animal' (selected) and 'People'. To the right is a search input field containing the text 'Bella' and a blue search button with a magnifying glass icon.

- Click on the animal's name to open the animal's full profile. Then click on the foster's name located next to "Location" This brings you to the foster's profile.

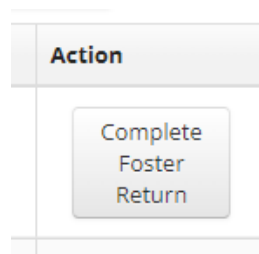
The image shows the profile page for an animal named Bella. At the top is the name 'Bella' in large blue font. Below it is a photo of a brown and white cat. To the right of the photo, it says 'Location: Nina Isaieva' in blue text. Below the location is a green button that says 'Available Foster'. At the bottom of the profile are several tabs: 'Profile' (selected), 'Processing', 'Behavioral', 'Medical', 'Memos', and 'History'. To the right of these tabs is a green button that says 'Edit Record'.

Transferring or Returning the Animal

- Once on the person's profile, click on the **Animals** tab
- Find the animal(s) you want to transfer or return to the shelter and on the far right, click **Select** and then **Return Foster**. You can do this for all animals you wish to return to save time.

Photo	Date	Species	Name	Breed	Color	Animal ID	Event	By	Action
	04/17/2023	Cat	Bella	Domestic Shorthair	Brown/--	ASAP-A-5338	Foster	asap_elizabeth	<div>Select Return Foster</div>

- Once all desired animals are selected, Click **Complete Foster Return** on any one of the animals.

The image shows a button labeled 'Action' at the top. Below it is a larger button that says 'Complete Foster Return'.

- Fill in all required information (sections marked with a red asterisk ^{*})
 - Date returned
 - Intake into.
 - If returning to the shelter or transferring to a foster to adopt home, select **Shelter**
 - If transferring to an established foster, select **Foster**
 - Returned location site
 - If returning to the shelter select **Shelter** > **Main Room** > **Row** or **Condo** (select which row or condo location the cat is going into) If transferring to a foster to adopt home, select **Foster** > **Foster to Adopt**
 - If transferring to an established foster, under Foster Parent start typing the foster's name. Select the name from the list when it pops up.
 - Status upon return
 - If returning to the shelter or transferring to an established foster, use the equivalent shelter status to what they were in foster, example: **Unavailable Foster** > **Unavailable** or **Available Foster** > **Adoptable** unless you are told otherwise by staff.
 - If transferring to a foster to adopt home, use **Adoptable**

Intake into

Shelter

Returned to location ^{*}

Shelter

Main Room

Row C

Status Upon Return ^{*} [Why this list?](#)


Adoptable

- or -

Intake into

Foster

Foster Parent ^{*}

Crystal Godwin 

463 Pacific Oaks Road, Goleta, CA, 93117

Current Status ^{*}

Available Foster

- If moving multiple cats to the same place, click the box on the bottom left to apply the move to all animals you had selected.

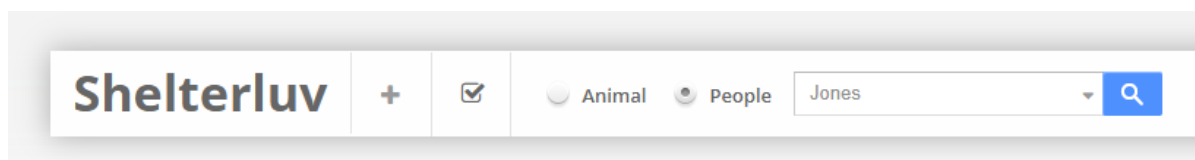
☒ Apply this form to all foster animals being returned

If moving an animal between established foster homes or returning to the shelter, you are finished.

If moving an animal to a foster to adopt home, continue.

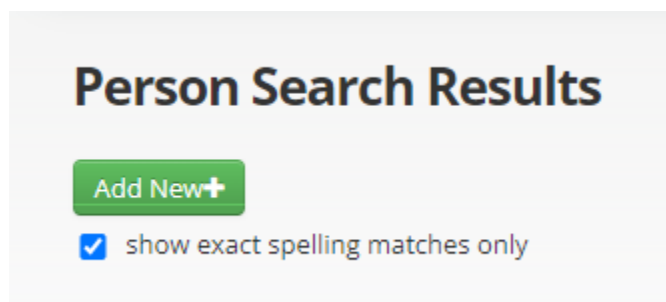
Moving Animal to Foster to Adopt

- Search for the person who is the foster to adopt. (I suggest only their first name or last name to lessen the chance for typos) Be sure that the Person bubble is selected.



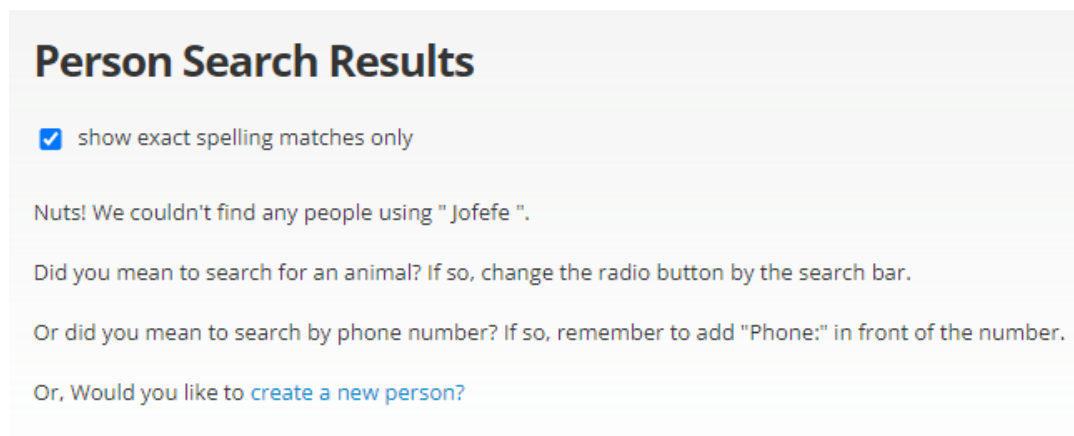
The image shows the Shelterluv search bar. It has a logo 'Shelterluv' on the left, followed by a '+' icon, a checkmark icon, and two radio buttons labeled 'Animal' and 'People'. The 'People' radio button is selected. To the right of the radio buttons is a search input field containing the text 'Jones' and a blue search button with a magnifying glass icon.

- If the person is not there, create a person by clicking either **Add New+**



The image shows a modal titled 'Person Search Results'. It features a green button labeled 'Add New+' and a checked checkbox labeled 'show exact spelling matches only'.

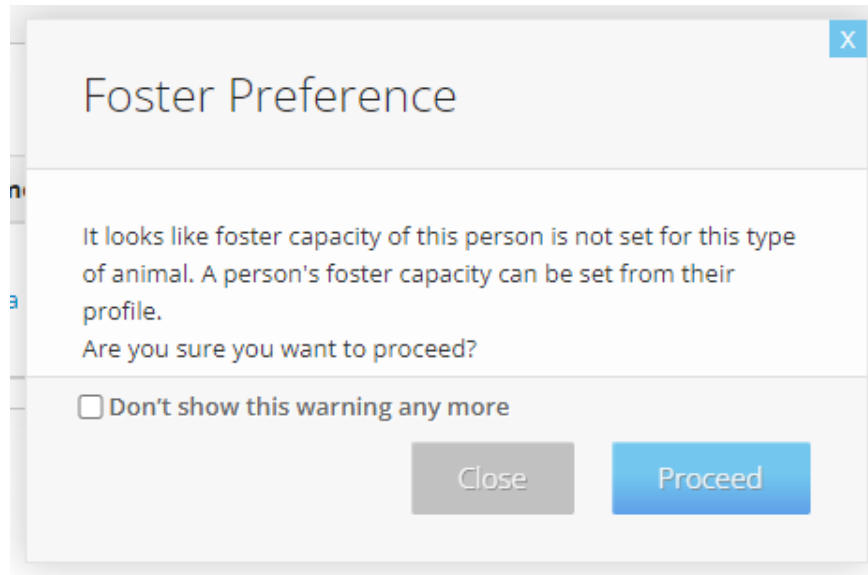
or **create a new person**



The image shows the 'Person Search Results' modal with a message: 'Nuts! We couldn't find any people using "Jofefe ".' Below this, it provides suggestions: 'Did you mean to search for an animal? If so, change the radio button by the search bar.', 'Or did you mean to search by phone number? If so, remember to add "Phone:" in front of the number.', and 'Or, Would you like to [create a new person?](#)'

- Create a Person

- Fill in all required fields with the red asterisk * and any additional information you may have
 - Click **Save**
- Once on the person's profile, click on the **Animals** tab
 - Click **Add Animal** dropdown and select **Foster**
 - Search for the animal moving to foster to adopt, once found click the **Foster** dropdown and select **Foster to Adopt**
 - The following pop up may show, if it does simply click **Proceed**. All this means is we are putting an animal into a home that is not one of our regular established foster homes



- Click **Complete Foster**
- If moving multiple animals, search for the next animal and repeat.
- Go back to each animal's profile to add a review date for their adoption completion check in.
 - Search for the animal, click on the **Processing** tab
 - It should open up to the **Status** section where you see the cat's status is **Foster to Adopt**
 - Next to that status click the blue text **+Add Review Date**, select the review date for two weeks from when the cat goes home and click **Update**
 - ***Do Not*** write a memo in the memo section, rather use the **Memos** tab under the animals profile. A memo in the review date section will not get saved long term.
 - Complete this for all animals going into Foster to Adopt

Profile

Processing

Behavioral

Medical

Memos

History

Status

Attributes

Asilomar Tracking

Condition at Intake

Aggre Uplo

Update

Current Status :

Adoptable

+Add Review Date

Status Review

X

Review date

MM/DD/YYYY

Review date memo

Memo

Cancel

Update