

ANNUAL REPORTING GUIDELINES

Required Forms:

1. **ADMISSIONS/DISPOSITIONS YEAR-END REPORT** - a chronology of rehabilitation activity listed by individual animal.
2. **PRIORS Report Form** - a current year disposition report for those animals held over from the prior year.
3. **ANNUAL SUMMARY Report Form** - a recap of the entire year's activity listed by species.

GENERAL INSTRUCTIONS

- The Annual Report consists of three separate reports, all of which are **due by January 31**.
- Report formatting must be the same as the standard CPW report forms attached here.
- Standard CPW report forms are available online for download as hard copy OR as a fillable 3 page electronic Excel file.
- Accurate, legible, and fully complete forms are to be submitted with your Renewal Application.
- If no rehabilitation occurred, all three forms are to be marked "None" with all three submitted as that year's Annual Report.

SPECIFIC INSTRUCTIONS

Individual Records: List only ONE single animal per line. Multiple animals in a clutch or litter must still be recorded individually but ditto marks may be used to fill subsequent blanks common to them all.

Species: Be specific as possible (e.g. Red Fox rather than fox). If the species is not known, then enter the family (e.g. sparrow or vole). Common names are preferred, but scientific names or USFWS 4-character codes are acceptable. Do NOT list domestic or exotic animals such as domestic rabbits/geese, non-native herptiles, or pigeons.

Acquisition date: Enter the date on which the animal admitted to YOU in a MM/DD/YY format.

Origin location: Enter an identifiable specific location. IF an address is not available, enter a major road intersection, city/town, or miles from such an identifiable specific location. Include the county if it is different than yours. A person's name or "public" is NOT acceptable as a location entry. IF the animal is left or delivered for rehabilitation without specific source location information, then enter "unknown". IF transferred from another rehabilitator, then enter the original source location information and the transferring rehabilitator's name. IF the animal was tranquilized during capture, then note that. IF someone was injured or exposed to disease during capture, then note that.

Cause of admission and treatment: Enter why the animal requires rehabilitation (injured, orphaned, poisoned etc.). Enter a brief summary of treatment rather than daily treatment or feeding details.

Final Disposition Codes:

D - died

DOA - dead on arrival

E - euthanized

EOA - euthanized on arrival

P - pending as of Dec 31

R - released

T - transferred

TOA - triage on arrival

(euthanized on arrival for non-medical reasons such as capacity or CPW direction)

Disposition date: Enter the date the animal ceased to be in your possession for any of the above coded reasons. For any animal still in possession at year's end, enter the disposition date as "Hold over".

Disposition location: Enter as described in "Origin location" above. IF transferred, enter to whom and their location (city/town or county). IF the animal died or was euthanized, no disposition location is needed (disposition does not mean where the carcass was disposed of).

Other comments: Enter reason and approval details for animals released beyond the 10 mile limit from origin location. IF an animal is still pending at year's end, enter the reason why. IF a veterinarian other than the one on record assisted, enter that DVM's name. Enter any other pertinent comments (e.g. tested positive for rabies, suspected distemper case).

Rehabilitator: Enter initials of the Full Rehabilitator assigned responsibility for that animal at intake and, when appropriate, the initials of the Provisional(s) involved with that animal's rehabilitation.

Call 720.660.1001 with questions