Guide Dogs for the Blind

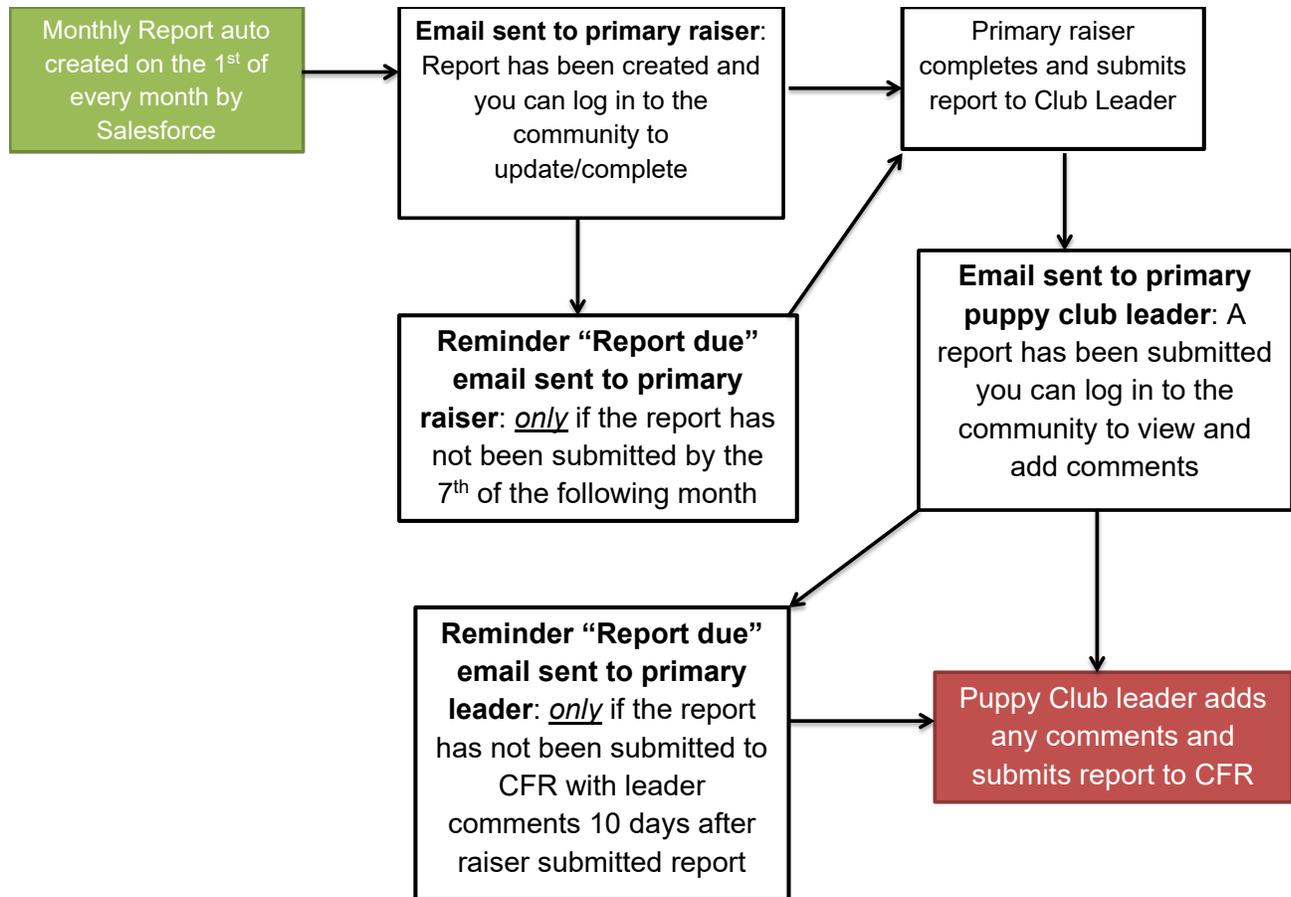# Puppy Raiser Reports
(Monthly & Final)

As the primary puppy raiser for your Household, GDB asks that you fill out a report each month that details the puppy's health, training, socialization progress, and behaviors. This form is to be filled out electronically each month through the [Community](#) and the primary leader of your club will receive an email alert letting them know once a report's status has been updated to "Ready for Club Leader" i.e. monthly report has been submitted. Each monthly report is then saved in the GDB database for future review by your Community Field Representative (CFR) and other staff as needed.

These reports are very important to us, not only for the information we learn about each individual puppy, but also for information that helps us evaluate other aspects of our program. Some of the information we learn from these monthly reports includes:

- CFRs learn how an individual puppy is doing at a given time and progressing over a period of time. If we are alerted to how a puppy is doing, we can offer help to either you or your leader.
- CFRs and Canine Resources Managers learn about trends in behaviors amongst many puppies and can adjust our training and socialization education to address such needs.
- In order to evaluate the success of breedings and determine whether to continue breeding certain dogs or their relatives, the Breeding Department evaluates intact puppies at the time they are returned to one of our campuses for training. Your monthly reports help us to continually evaluate our success to determine if we use parents, half-siblings, or other relatives in our program.
- We also use breeding stock from other service dog schools; other schools may use our stock as well. These schools, like GDB, are dependent on the information you give us when they make their breeding choices.
- The Training Department refers to monthly reports in a puppy's file to help assist them in training the puppy to become a guide dog.

As you can see, the monthly reports are very important. Thank you very much for taking the time each month to fill them out completely and carefully!

Monthly Puppy Report Process in the Community:

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┌──────────────────┐      ┌──────────────────────┐      ┌──────────────────────┐
│ Monthly Report   │      │ Email sent to        │      │ Primary raiser       │
│ auto created on  │─────▶│ primary raiser:      │─────▶│ completes and submits│
│ the 1st of every │      │ Report has been      │      │ report to Club Leader│
│ month by         │      │ created and you can  │      └──────────────────────┘
│ Salesforce       │      │ log in to the        │
└──────────────────┘      │ community to         │
                          │ update/complete      │
                          └──────────────────────┘
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┌──────────────────────┐      ┌──────────────────────┐
│ Reminder "Report     │      │ Email sent to primary│
│ due" email sent to   │      │ puppy club leader: A │
│ primary raiser: only │      │ report has been      │
│ if the report has    │      │ submitted you can log│
│ not been submitted   │      │ in to the community  │
│ by the 7th of the    │      │ to view and add      │
│ following month      │      │ comments             │
└──────────────────────┘      └──────────────────────┘
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┌──────────────────────┐      ┌──────────────────────┐
│ Reminder "Report     │      │ Puppy Club leader    │
│ due" email sent to   │─────▶│ adds any comments    │
│ primary leader: only │      │ and submits report   │
│ if the report has    │      │ to CFR               │
│ not been submitted to│      └──────────────────────┘
│ CFR with leader      │
│ comments 10 days     │
│ after raiser         │
│ submitted report     │
└──────────────────────┘
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Here is how the online monthly report form system works:
1. The primary raiser of the Household will receive an email on the 1st of every month letting them know a report has been created and they can log in to the Community to update/complete it.
2. To fill out the monthly reports, you must log in to the [Community](#) and go to the Puppy Reports tab and change the list view from "Recently Viewed" to "Dogs I'm Raising: In Progress Reports".
3. Once the primary raiser has completed a monthly report, they need to change the "Report Status" from "In Progress" to "Ready for Club Leader" and click save.
4. A reminder "Report Due" email will be sent to the primary raiser **only** if the report has not been submitted by the 7th of the following month.
5. The primary leader of the raiser's puppy club will be sent an email letting them know that a report has been submitted and they can log in to the Community to view and add any comments.
6. Once leader comments have been made on a raiser submitted monthly report, the leader updates the report status to "Ready for CFR" and click save.
7. Prior to recall, or when requested by your CFR, a Final Report and Fun Things should be completed. Your leader/CFR will let you know when the puppy is expected to be recalled. To access and create Fun Things and/or Final Reports in the Community:
   - Go to the Dogs I'm Raising tab in Community.
   - Click on the dog's name, about halfway down on the righthand side you will see the "New Fun Things" and "New Final Report" buttons to start either/both.
   - After you have finished and are ready to submit either the Fun Things and/or Final Report, change the report status' from "In Progress" to "Ready for CFR" and click save.
   - You will have access to them and any other monthly reports on the Dogs I'm Raising tab for 45 days after recall or transfer.

A few things you need to know:

1. Raisers can work on their monthly reports all month long until they are ready to submit. As long as the report status is "In Progress" they can edit it. Once they change the status to "Ready for Club Leader" and "Save" the report is submitted.
2. Edits/changes cannot be made once a monthly report has been submitted. If a report was submitted by accident, please email ipuppy@guidedogs.com for assistance.
3. Only Primary Puppy Raisers can complete reports. There can only be one Primary Raiser per dog in each Household and they need to have an email address on file that is not associated with anyone else in the Household.
4. Your Community login will time out after a while of no activity, please make sure to save your work often and before stepping away.
5. Puppy raisers can view dog details and monthly reports in the Community 7 days after the puppy they are raising is assigned to them in GDB's system.

Here are some tips to help you:

- Please refer to the Final Goal Behaviors document for a description of Acceptable/Ideal regarding the questions about puppy skills and behavior. If the puppy is 'Acceptable/Ideal' in that area, other options should NOT be chosen. If the puppy is not 'Acceptable/Ideal' in that area, you may choose as many of the other choices as are appropriate for the puppy's current behavior and add comments in the space provided.
    - Let us know how often the puppy displayed a behavior or action and the degree/intensity of the behavior or action. Review the guidelines within the report for completing comments for each category (e.g., "Defecation or urination accidents? Please include date of relieving accident and context in which it occurred")
- Review the document on Recognizing and Reporting Negative Behaviors for definitions of concerning behaviors that must be documented in monthly reports and should be communicated to your leader as soon as they occur.
- Make sure that all sections are completed fully and accurately.
- The handling and training information should reflect a puppy's health and behavior at the end of the month for which you are reporting.
- In the socialization section, list the places the puppy has gone each month. Activities that occur every week can be summarized at the top (e.g. "work in office setting 5x a week"). You may prefer to fill these in as the month goes, rather than trying to recall everything at the end of the month.
- If you are unsure if a behavior should be selected, please do so anyway, and describe your uncertainty in the space provided.
- Please make sure to let your leader know if a puppy is having a problem. Do not wait for the monthly report to bring your concerns to the leader. A challenging behavior or reaction may be easily resolved through the advice of your leader or CFR. The best time to influence an inappropriate behavior or reaction is when it initially starts. You should document the problem on the monthly report as well, but do not rely on the monthly report alone for communication.
- We also love to celebrate progress and improvements! Remember to share what the puppy does the best! In order for us to evaluate not just the puppy you are raising but also our programs, we need to know what puppies are doing well, as much as we need to know where they may need help.
- Monthly report automated emails will come from the sender "GDB Salesforce System" with the email address gdbsalesforce@guidedogs.com. Please make sure to add the email to your contacts to prevent emails being sent to your spam folder.

If you run into trouble navigating the online system, please let your leader know and email ipuppy@guidedogs.com for assistance. If you have questions on the content and how to document progress and challenges, please contact your leader. If they are also uncertain, they can contact your CFR.

Thank you again for ensuring thorough and detailed records are maintained for the puppy you are raising!