



GAP ANALYSIS WORKSHEET – FIELD SERVICES

SHELTER DATA

Shelter Name: _____

Live Release Rate (LRR): _____

YEAR	POPULATION	ANNUAL INTAKE (DOG + CAT)	QUOTIENT (POP./100)	ANNUAL IPC (INT. / QUO.)

ANNUAL DOG INTAKE	QUOTIENT (POP./100)	DOG IPC

ANNUAL CAT INTAKE	QUOTIENT (POP./100)	CAT IPC

% OVER-THE-COUNTER	% FIELD or OTHER

INTAKE TYPE	% OF ANNUAL POPULATION IMPOUNDED BY AC	
	DOG	CAT

ANIMAL CONTROL/FIELD PROGRAM DATA

Number of calls received annually: _____

% of calls responded to annually: _____

Size of jurisdiction: _____ Number of ACOs on staff: _____

CALL TYPE	% OF VOLUME	PRIORITY LEVEL	MANDATE



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What is your goal? (i.e. improve call time, reduce recidivism, save money, etc.):

What is your community’s greatest challenge? (i.e. rabies exposure, loose dogs, feral cats):

Are you providing a public service outside of any mandate or policy? YES NO

If yes, please describe:

What resources do you need to address the community’s needs? Do you have these resources? Where can you find the resources, how much do they cost, and how can you pay for it?

ACTION PLAN SAMPLE

Program Goal	Action Item	Resource Needed	Implementation Date
Reduce the number of complaint calls about tethered/tied animals by 10% annually	Complete data analysis on tethering complaint calls; identify community trends, if any	Compile data and complete analysis	June 1
	Determine, if possible, most common cause for tethering	Review demographic data; initiate community survey for ACOs to share	June 7
	Determine how to define need; develop process to connect pet owners to supplies/resources	Define need as an organization. (What is your role in the community?); develop SOPs	June 30
	Collect supplies/resources to deliver to pet owners in need	Partnerships with building supply stores, non-profit organizations ; grants	June 30