

## **ASSIGNMENT PROTOCOL FOR VISITING CANINES THERAPY DOG HANDLERS**

1. When WFIA receives a request for a Visiting Canine team, the Program Coordinator will first conduct a phone interview with the care receiver to determine eligibility.
2. The Program Coordinator will then complete an in-home assessment to determine needs, preferences if any, and to determine the best match.
3. A tentative time and date for the first visit will be set.
4. The Program Coordinator will contact the handler of the team determined to be the best match and to discuss the first meeting date/time. A follow up email will be sent with the pertinent information about the care receiver, location and first visit date and time.
5. The Program Coordinator will accompany teams on all first visits to ensure the best match has been made.
6. An evaluation of the first visit will take place by talking with the volunteer and the client.
7. The volunteer will then set up dates/times for future visits with the care receiver, preferably on a weekly or every other week basis. This should be an on-going relationship.
8. If possible, be consistent with the day and time so the care receiver will remember.
9. Call the care receiver the day before the visit to ensure they remember and are up for the visit, no emergencies have occurred, etc.
10. Log your miles and time (including time driving to and from) in Assisted Rides system. You will be given a Login ID. Please keep this updated at least monthly.
11. For liability reasons, please keep WFIA up to date on when your visits are occurring and feedback on each through the Assisted Rides or via email.

