

## Forms

**Phone Intake Form:** Two per sheet. These handy forms can be hole-punched to fit into a notebook binder, or cut in half and stacked near the phone.

**Client Intake Form:** This one-page form is designed to be hole-punched and inserted into a binder to be taken along to sessions. (You can, of course, use it without hole-punching as well.) The form may be used instead of sending an advance Client Information Form—although it is not as detailed—or in addition to it.

If you wish, delete the words Client Intake Form at the top and insert your company name and logo—there is ample space.

The “Notes” section is where you can jot down what was covered at the session, what you plan to cover at the next session, assigned homework, and other important data.

**Homework/Activities/Progress Chart:** This versatile form can be used in a variety of ways:

**Homework:** Write each exercise your client is to practice in the Exercise/Behavior column. The client should then fill in details each day after the practice is completed. For example, if the exercise you taught was down-stay, under Monday, the client might write “two practice sessions, two three-minute down-stays each.” Another entry might read, “ten minutes while we ate dinner, and when I opened the door for a visitor.”

**Activities:** Another way to use the form is for recommended activities. For example, you have suggested that your client take the dog out for two walks per day. In the first box of the Exercise/Activities column you could write Morning Walk, and in the one under that, Evening Walk. Your client would then fill out, for each day, who took the dog for a walk, how long the walk lasted, and any other pertinent details.

The chart provides a handy way for families to keep track of who is doing what. It can be used, for example, to keep track of who took the puppy out to potty and at what time. To keep track of kids’ dog-related chores, post the chart in a central location, such as on the refrigerator. Each child’s name should be listed in the first column. Each day after the child’s task is done, that child places a check mark in the corresponding box; for example, Billy checks off Monday after he’s played with Buddy, or scooped poop. Used in this way, the chart allows families to communicate and work together, and to better comply with your instructions.

**Progress Chart:** Let’s say you have a puppy who is having potty accidents. You write “urination” in the first box of the first column, and under that, “defecation.” The family then notes, under each day, each time the pup has a potty accident, and which kind. Over time, they will be able to see the notations become fewer. They will also be able to keep track of approximately what times the pup defecates each day, which will enable them to

notice a pattern, and take him outside just before those times. Another example of how The Progress Chart can be used is for a puppy who is nipping—the family would simply jot down how many times the pup nips each day (making sure the time frames are comparable, for example, 6-9 p.m. on weekdays). Over time, the numbers will decrease. By keeping track, your clients become accountable, and progress becomes obvious to all.

**This Folder Contains:**

**Phone Intake Form**

**Client Intake Form**

**Homework/Activities/Progress Chart**