



Dear Prospective Client:

Thank you for your interest in the Assistance Dogs of the West Owner/Self-Training Program. Owner/self-training your own service dog is an in depth process requiring great discipline and commitment. Please review all the information carefully to determine whether it is something you feel you and your dog would really like to pursue.

Enclosed is everything required for the ADW Owner/Self Training Application. Please return your completed packet to ADW at P.O. Box 31027, Santa Fe, NM 87594. If you have any questions about the application, please feel free to call us at 505-986-9748 or email us at info@assistedogsofthewest.org.

A COMPLETED APPLICATION MUST INCLUDE ALL OF THE FOLLOWING:

1. Completed Program Application.
2. Completed Pre-Interview Form.
3. Medical History Form to be completed by your physician or primary care specialist.
4. A letter of personal reference from a friend, co-worker, or someone other than a family member.
5. A professional letter of reference from a therapist, social worker, teacher, or other professional with whom you have contact.
6. A picture of yourself, your dog and a short autobiography.
7. Completed Financial Aid Form
8. A signed copy of ADW's Privacy Practices
9. Completed Dog Profile Form
10. Dog Medical History Health Statement Form to be completed by your veterinarian
11. Once we receive a completed application packet, we will ask that you set an appointment for an ADW trainer to meet with you and your dog to conduct assessments and evaluations. Both you and your dog must demonstrate the appropriate interests, temperaments and attributes to be successful candidates.
12. Finally, we will advise you to make an appointment for a Functional Evaluation with Occupational Therapist, Melissa Winkle.

Once you have completed these steps and a successful review has been made, you would be eligible to enroll in an owner/self training class with your dog. Classes take place once a week in Santa Fe for a minimum of forty hours. The tuition for the owner/self training course is \$5,000*, though that can increase if additional training is required. Tuition is due **before** the training process begins. ADW can help with research for government funding, grants, scholarships and other financial support. Occasionally new information identified during the interview process can change client acceptance status if a need is found that ADW cannot meet. You should also know that your dog is not guaranteed to succeed and receive public access certification, as unacceptable behaviors and attitudes occasionally are identified through the training.

Thank you again for your inquiry and interest. Please do not hesitate to call with any specific questions you may have.

Sincerely,

Carolyn Clark Beedle
Executive Director

**Subject to change.*



ADW Owner/Self Training Program Frequently Asked Questions

ADW Owner Self Training has been designed to help clients train their own dog for service work and gain necessary assistance dog handling skills. While this may be a good choice for some people with disabilities needing the help of an assistance dog, it is not for everyone.

Here are some very important points to consider in deciding whether ADW Owner Self Training may be the right choice:

- **How is the Owner Self Training Course structured?**

When enrolled, the self trainer and dog meet with an ADW Instructor once a week for one hour, for a minimum of 40 weeks. During these sessions, self trainers are taught how to train their dogs to perform a variety of tasks that have been identified to support the specific disability, along with the obedience skills and behaviors necessary for public access.

Self trainers are assigned homework training each week, along with suggestions for socialization activities. Additional resources for training information are provided as needed. Throughout the course, self trainer/dog team progress is assessed at 90-day intervals; to be sure training is achieved at the expected rate, as well as to provide final assessments of task training and public access skills.

- **What is the time commitment needed for this training?**

The time commitment required for Owner Self Training is considerable. It is expected that the Self Trainer will work with their dog (and document in a log) every day, a minimum of two 15 minute formal sessions. In addition, self trainers should plan on spending 3-5 hours per week training and socializing their dog in public settings. Of course, dogs learn constantly, so ongoing attention to appropriate behavior at home and away are also required.

- **With all this work, is it guaranteed that an Owner Self Trained dog will become an assistance dog with public access?**

Unfortunately, there is no guarantee that a self trainer/dog team will “graduate”. The standards for behavior for public access are very high, and most dogs do not have the correct temperament for this type of work. (Two out of ten ADW program dogs that have been carefully chosen and trained by professional trainers do not graduate from the program.)

While ADW will make every effort to evaluate each dog's suitability before training begins, behavior issues may emerge during the course that will prevent achieving public access. This is particularly true if the dog is a puppy, as it is difficult to assess a dog's true temperament at an early age.

- **What sorts of clients are most successful in the Owner Self Training Course?**

Because of the time and effort involved in training, it is crucial that the process be enjoyable for both self trainer and dog. If you have already trained dogs, and know that you will enjoy daily training sessions, then the chances of successfully completing the course are better. If you have no previous training experience, we strongly suggest that you try a class with your dog at an obedience school, to see if training is something you both like doing. ADW can make recommendations on how to select a good obedience training school.

- **What sorts of dogs are most successful in the Owner Self Training Course?**

While the assistance dog industry uses predominantly Labrador and Golden Retrievers, many different breeds of dog have gone through the Owner Self Training Course. There are specific temperaments and characteristics that increase the chance for training a successful assistance dog, and dogs should ideally start training no later than the age of two. Since it takes at least one year to train an assistance dog, and the dog will want to work the longest amount of time possible, younger is better. ADW can share more specific details upon request.

- **Can ADW help find a dog or breeder?**

ADW can suggest certain breeders we know, and if a Self Training Client wants dog evaluation support, ADW can provide that for a fee.

- **Is this a better deal than getting a trained assistance dog from ADW?**

No, not necessarily. The cost for Client Services is the same (\$5,000) and the time to get the trained assistance dog is similar. The effort required on the part of the Owner Self Training Client is much greater, and the chances of a successful outcome are lower.

Unless the dog already has substantial skill, solid temperament and extensive socialization and would really respond well to a year-long dog training course, and you as the self trainer have great personal focus and discipline, Owner Self Training is probably not the best choice.

POLICY NAME: Owner Self Training Dog Minimum Health Requirements

POLICY LEVEL: Assistance Dogs of the West

APPLICABILITY: All Owner Self Training (OST) Candidates

EFFECTIVE DATE: January 2010

1. In accordance with ADI standards, all dogs placed as assistance dogs must be neutered or spayed before receiving public access. Dogs in training under the age of 13 months are exempt.
2. ADW does not accept an “assistance” dog of a person with a disability into the training process until or unless the dog is neutered or spayed. If the dog passes the evaluation for acceptance it must be neutered or spayed before the training begins. Exceptions are made if the dog is younger, but by 13 months of age this must be completed.
3. OST puppies must complete the puppy vaccinations series (three DA2PP).
4. OST puppies must have rabies vaccination between 6 and 9 months of age.
5. Depending upon OST area of residence, heartworm and flea medications must be given at appropriate times of year.
6. Due to high incidence of kennel cough in NM, no dog exposed to kennel cough or exhibiting persistent cough will be allowed into any ADW facility until the cough is gone and/or the incubation period is over.



DOG MEDICAL HISTORY HEALTH STATEMENT FORM

Please complete this form and have your veterinarian sign it.

Owner's Name: _____

Address:

Phone: (home) _____ (work) _____

Dog's Name: _____

Birth date: _____ Sex: M F Neutered: Yes _____ No _____

Veterinarian Clinic and Veterinarian: _____

Address: _____

Phone: _____

Date of last physical exam: _____

Date of last fecal exam: _____

Problems noted:

Vaccination Record:

Please provide date of the most recent inoculations.

Attach a copy of vaccination certificates.

	Date
Rabies	_____ (36-month vaccine: yes no)
DHLPP	_____
Bordetella	_____
Corona virus	_____

Medical History:

Has this dog ever been diagnosed as having:

	YES	NO
Campylobacteriosis	_____	_____
Yersiniosis	_____	_____
	YES	NO
Salmonellosis	_____	_____
Canine brucellosis	_____	_____
Leptospirosis	_____	_____
Cutaneous dematophytes	_____	_____

Has this dog ever been diagnosed as having a staphylococcus infection which was resistant to multiple antibiotics?

YES NO

Has this dog ever been diagnosed as having a nematode infestation which could cause larva migrans in people?

YES NO

If yes, was successful treatment implemented for this infestation?

YES NO

Has this dog routinely had problems with fleas or ticks?

YES NO

Has this dog ever bitten anyone?

YES NO

Please describe this dogs general state of health and any major or recurrent problems you have noted:

Veterinarian's signature: _____ Date: _____

Name: _____

Address: _____

Vet's Telephone: _____



ADW Owner/Self-Training Program Dog Profile

Complete this section only if you are applying for Assistance Dogs of the West's Owner/Self-Training Program. Prospective clients looking to receive a dog from ADW may skip this section.

Client name: _____

Dog's name: _____

Breed: _____

Age: _____

How long have you owned your dog? _____

Where did you get your dog? (Animal shelter, breeder, etc.) _____

Do you currently take your dog out in public with you? Always Sometimes Never

Does your dog have any obedience training? Please explain:

What service tasks would like your dog to perform for you? _____



Program Application

It is the policy of Assistance Dogs of the West that all applicants receive equal consideration and treatment. All evaluations and reviews will be on the basis of ADW ability to successfully provide resources to identified client needs, regardless of race, color, religion, sex, marital status, age, national origin, physical handicap, disability, medical condition or ancestry. This commitment applies to all persons involved in the operations of the company and prohibits unlawful discrimination by any employee of ADW.

First Name _____ Last Name _____

Address _____ Apt. Number _____

City _____ State/ Zip Code _____

Home Phone () _____ Fax () _____

Email _____ Cell phone () _____

Date of birth _____ Approx. weight _____ Approx. height _____

Place of Employment or Student's Current School:

Address _____ Suite Number _____

City _____ State/ Zip Code _____

Work Phone () _____ Fax () _____

Nearest Relative:

Address _____ Apt. Number _____

City _____ State/ Zip Code _____

Home Phone () _____ Work Phone () _____

Sex: Male _____ Female _____

Marital Status: _____ Single _____ Married _____ Separated _____ Divorced _____

Other (*please explain*) _____

With whom do you live? (Check all that apply)

Alone with Parent(s) with Spouse or Significant Other

with Attendant with Roommate(s) Other: _____

Do you have children? _____ yes _____ no

If yes, how many and what are their ages?

What type of home do you live in?

Private home/House Apartment Dorm

Single Room Group Home Mobile Home

Other (*please explain*):

Do you have a fenced yard or an enclosed outside area?

What is the general size and location of the area?

Have you ever had a dog or dogs before? Please describe your experience with your dog/s.

Do other animals live with you or visit you frequently? If so, please describe them, including the breed, sex, and age. Who is responsible for the care of these animals?

Does anyone in your household have concerns or worries about having an assistance dog in your/his/her home? Does he/she not want to have a dog in the house? If so, please describe.

What is your primary disability?

Do you know the cause of your disability? If so, please explain:

Please list any secondary disabilities:

At what age were you disabled? _____

Is your disability progressive? _____ Yes _____ No

What are the effects of your disability in your daily living? (Check all that apply)

- Deafness Speech Impairment Reduced Stamina Hearing Loss
- Coordination Problems Limited Mobility Memory Loss Spasticity
- Slowed Development Vision Impairment Muscular Weakness
- Other:

Do you have any problems with: (Check all that apply)

- Allergies Chronic Pain Heightened Emotions Depression
- Seizures Skin Sensitivity Balance Brittle Bones
- Heat/Cold Sensitivity

Do you use an aid or assistive device? (Check all that apply)

Prosthesis Leg Brace Manual Wheelchair Electric Wheelchair

Wrist Brace Hearing Aid Crutch/Cane Walker

Do you have any of the following psychological conditions or disorders as diagnosed by a psychiatrist or psychotherapist? (Check all that apply)

Agoraphobia Anxiety Bipolar Depression (chronic or clinical)

Dissociative Tendencies Obsessive Compulsive Disorder

Panic Disorder Post Traumatic Stress Disorder Schizophrenia

Social Phobia Other (please describe) _____

Do you have frequent or persistent problems with any of the following, even if not diagnosed by a psychiatrist or psychotherapist? (Check all that apply)

Anger Apathy Crying Disorientation Fearfulness Forgetfulness

Insomnia/Difficulty Sleeping Moodiness Nervousness Nightmares Panic

Restlessness Sadness Social Withdrawal

Other (please describe) _____

What kind of assistance dog are you looking for? (Check all that apply)

Service Social Therapy Seizure Alert/Response Psychiatric Support

Facility Medical Alert Other: _____

Are you able to travel to the Assistance Dogs of the West office for your interview?

_____ Yes _____ No

If no, please explain:

Applicant Signature

Date

Please Note: ADW has a broad profile of the successful candidate for placement of an assistance dog. The more information that you can share with us, the better ADW will be able to determine the type of assistance/support you require. Occasionally, after acceptance in our program, new information is

identified through the interview process that can change the client acceptance status. If a critical client need is identified that an ADW dog cannot meet, ADW reserves the right to change the acceptance status. This is done with careful consideration of the client needs and ADW dog abilities and the mutual desire for a successful outcome for all.

If the applicant is a minor or under guardianship or conservatorship or a ward of the court, the parent or duly authorized representative is required to sign below pursuant to state and federal law.

Name

Relationship to applicant

Address

City _____ State/ Zip Code _____

Home Phone () _____ Fax () _____

Parent or Guardian Signature

Date



Pre-Interview Form

Assistance Dog Applicant:

Please Print Name

Please include the following information along with this form:

1. A short autobiography to help us know you better

2. A recent photo of yourself

1. How did you learn about our program?

2. What are you interested in having an assistance dog do for you? Why?

3. Do you need an assistance dog backpack for: [Check all that apply]

Pulling Carrying items Balance Won't use Identification

Other:

4. Please rate your ability in the following areas.

How well do you:

Normal

Some
Difficulty

Much Difficulty

Unable

A. Pick up items off the floor?

B. Push elevator buttons?

C. Turn lights on and off?

D. Push a manual wheelchair?

E. Flex your wrist?

F. Make a fist?

5. Please check all that apply to you:

A. What, if any, assistance devices do you use?

Manual chair Electric chair Scooter Walker/Crutches

B. Check the types of transfer that you use:

Standing Pivoting Slide board With help Other:

C. How is your speech?

Clear-rapid Clear-slow Slurred Difficult to understand

D. How do you best communicate verbally?

Voice Letter board Interpreter Other:

E. How developed are your walking skills?

Short distances Only with support On level ground Not at all

F. How high can you lift your arms?

Above your head To your shoulders Only slightly

6. Please rate your ability in the following areas.

- | | | | | |
|-----------------------------|------------------------------------|---|---------------------------------------|--|
| A. Voice | <input type="checkbox"/> Normal | <input type="checkbox"/> Somewhat Limited | <input type="checkbox"/> Very Limited | <input type="checkbox"/> Unable to Speak |
| B. Lung capacity | <input type="checkbox"/> Normal | <input type="checkbox"/> Somewhat Limited | <input type="checkbox"/> Very Limited | |
| C. Hearing | <input type="checkbox"/> Normal | <input type="checkbox"/> Somewhat Limited | <input type="checkbox"/> Very Limited | <input type="checkbox"/> Deaf |
| D. Balance | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |
| E. Endurance | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |
| F. Mobility | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |
| G. Physical strength | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |
| H. Speed of reaction | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |
| I. Vision (with correction) | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |

7. Are you: (Circle your answer)

- A. Extra sensitive to heat? Yes No
- B. Extra sensitive to cold? Yes No
- C. Extra sensitive to pain? Yes No
- D. Socially active? Yes No

8. What kind of activities are you involved in? (Check all that apply) Hours Per Week

- Work (paid or volunteer) outside the home _____
- Work (paid or volunteer) from within the home _____
- School _____
- Shopping _____
- Formal Exercise _____
- Recreational/entertainment activities outside the home _____

9. In general, please describe your home life, social activities, hobbies, lifestyle, and the type of community in which you live:

10. Do you belong to any clubs, groups, or community organizations? (Check all that apply)

Lions Veterans Civitans Rotary Kiwanis Elks Soroptimists

Alumni Association(s) Other: _____

11. Please check the boxes below that describe your living situation.

Animals in the household (Dogs # _____ Cats # _____ Other: _____)

Fenced yard Enclosed outside area Park or yard nearby

Neighbors in close proximity Busy streets nearby Neighborhood dogs running loose

12. Which of the following words best describes the dog personality that might suit you best? (Check all that apply)

- serious indifferent distracted slow calm
- playful manipulative stubborn willing attentive
- energetic sensible no-nonsense responsible smart
- protective resistant dependable stable confident
- happy sweet easy-going jealous fearful
- independent assertive devoted submissive friendly
- dependent loving trusting excitable joking
- communicative foolish

13. Which of the following words describe traits you would **not** want your dog to have? (Check all that apply)

- | | | | | |
|--|---------------------------------------|--------------------------------------|--------------------------------------|------------------------------------|
| <input type="checkbox"/> serious | <input type="checkbox"/> indifferent | <input type="checkbox"/> distracted | <input type="checkbox"/> slow | <input type="checkbox"/> calm |
| <input type="checkbox"/> playful | <input type="checkbox"/> manipulative | <input type="checkbox"/> stubborn | <input type="checkbox"/> willing | <input type="checkbox"/> attentive |
| <input type="checkbox"/> energetic | <input type="checkbox"/> sensible | <input type="checkbox"/> no-nonsense | <input type="checkbox"/> responsible | <input type="checkbox"/> smart |
| <input type="checkbox"/> protective | <input type="checkbox"/> resistant | <input type="checkbox"/> dependable | <input type="checkbox"/> stable | <input type="checkbox"/> confident |
| <input type="checkbox"/> happy | <input type="checkbox"/> sweet | <input type="checkbox"/> easy-going | <input type="checkbox"/> jealous | <input type="checkbox"/> fearful |
| <input type="checkbox"/> independent | <input type="checkbox"/> assertive | <input type="checkbox"/> devoted | <input type="checkbox"/> submissive | <input type="checkbox"/> friendly |
| <input type="checkbox"/> dependent | <input type="checkbox"/> loving | <input type="checkbox"/> trusting | <input type="checkbox"/> excitable | <input type="checkbox"/> joking |
| <input type="checkbox"/> communicative | <input type="checkbox"/> foolish | | | |

14. Rate yourself in the following areas:

- | | Very High | High | Average | Low | Very Low |
|-----------------------------------|-----------|------|---------|-----|----------|
| a. Enjoys people contact | | | | | |
| b. Likes to take risks | | | | | |
| c. Easily expresses emotions | | | | | |
| d. Likes to be in charge | | | | | |
| e. Easily bored with people | | | | | |
| f. Determined to accomplish goals | | | | | |

15. Rate yourself in the following areas:

- | | Very High | High | Average | Low | Very Low |
|---|-----------|------|---------|-----|----------|
| a. Assertiveness | | | | | |
| b. Self-confidence | | | | | |
| c. Ability to respond rationally to crisis | | | | | |
| d. Ability to accept criticism or correction | | | | | |
| e. Willing to learn new concept (even if different from previous beliefs) | | | | | |
| f. Ability to laugh at oneself | | | | | |
| g. Shyness | | | | | |
| h. Sensitive to other's emotions | | | | | |
| i. Exuberance | | | | | |
| j. Responsibility | | | | | |
| k. Ability to control feelings/emotions | | | | | |
| l. Desire to please others | | | | | |
| m. Creativity | | | | | |
| n. Independence | | | | | |

16. Please describe personal/physical care management practices that you have which you think might affect your Assistance dog placement:

17. Please describe how you think will handle the following areas of dog care:

A. Feeding _____

B. Grooming _____

C. Toileting _____

D. Veterinarian care _____

E. Financial costs _____

F. If you are hospitalized _____

G. Flea problems _____

H. Family/friend involvement _____

I. Public Access issues _____

J. Dog behavior problems _____

18. Assistance dog training program:

A. What specific difficulties might you have with a physically rigorous, emotionally demanding training program?

B. What suggestions can you make to personally accommodate this training?

C. What modifications might the training program make to accommodate your specific difficulties?

D. How will you handle costs and time required to attend the Client Placement Training class?

19. Do you currently receive any government benefits? Yes No

If yes, please identify: SSI _____ Veterans _____ Dept of Voc Rehab _____

Other: _____

20. Please check the highest level of formal education completed:

- Elementary school
- Junior high
- High school
- Some post secondary classes
- AA/AS degree
- BA/BS degree
- Master's degree
- Doctorate
- Other _____

21. If you have any identified learning disabilities, please list them below:

Applicant Signature

Date

Signature of Parent or Guardian

Date



Assistance Dogs of the West
Applicant Medical History Form
P.O. Box 31027 Santa Fe, New Mexico 87594 505-986-9748
info@assistedogsofthewest.org

This form is to be completed by your physician and sent together with your other application materials

Dr.

Please release the requested information regarding my condition to the above identified organization. This information will help determine my abilities in regards to the placement of an assistance dog.

Applicant's Name (please print):

Applicant's Signature:

Doctor's Name:

Type of Practice:

Address

City _____ State _____ Zip _____

Phone () _____ Fax () _____

Patient Information:

What is this patient's primary disability?

What was the cause of the disability?

Are there significant secondary disabilities? Yes _____ No _____

If so, please describe:

At what age was (s) he disabled? _____ Is this disability progressive?

Yes ___ No ___

Is there incapacity due to or affected by alcoholism or drug abuse? Yes ___ No ___

What are the effects of patient's disability? (Circle all that apply)

Deafness Speech Impairment Reduced Stamina Hearing Loss Coordination
Problems Limited Mobility Memory Loss Spasticity Slowed Development
Vision Impairment Muscular Weakness Other: _____

Does patient have any problems with: (Circle all that apply)

Allergies Chronic Pain Heightened Emotions Depression Seizures Skin
Sensitivity Balance Brittle Bones Heat/Cold Sensitivity
Other: _____

Does patient use an aid or assistive device? (Circle all that apply)

Prosthesis Leg brace Wheelchair (Electric) Wheelchair (Manual)
Wrist Brace Hearing Aid Crutch/Cane Walker
Other: _____

Does patient have any of the following psychological conditions or disorders? (Circle all that apply)

Agoraphobia Anxiety Bipolar Depression (chronic or clinical)
Dissociative Tendencies Obsessive Compulsive Disorder
Panic Disorder Post Traumatic Stress Disorder Schizophrenia
Social Phobia Other (please describe) _____

Does patient have frequent or persistent problems with any of the following? (Check all that apply)

Anger Apathy Crying Disorientation Fearfulness Forgetfulness
Insomnia/Difficulty Sleeping Moodiness Nervousness Nightmares
Panic Restlessness Sadness Social Withdrawal O Other (please describe)

Does patient: (Check all that apply)

Drive Ride Bus Fly Driven By Others Travel Distances On Foot/Wheels
Other:

Current number of hours of attendant care per week: _____

ADL: Activities of Daily Living

Is This Patient: (Please Circle Below)

- A. Able to exercise judgment and make decisions necessary for ADL?
Yes Minimally No
- B. Able to sustain attention span?
Yes Minimally No
- C. Manifesting inappropriate behavior beyond his/her control?
Yes Minimally No
- D. Able to control physical and motor movement sufficient to sustain ADL?
Yes Minimally No
- E. Capable of perception and memory to the degree necessary to sustain ADL?
Yes Minimally No
- F. Able to follow directions and learn to the degree necessary to sustain ADL?
Yes Minimally No
- G. Under medication which impairs physical or mental functioning?
Yes Minimally No
- H. Capable of decisions concerning self and others needs and safety?
Yes Minimally No

Can you recommend this individual for an assistance dog?
Yes No

Do you feel the Assistance Dogs of the West might benefit from consultation with you about this patient?
Yes No

Comments:

Physician Signature: _____

Date: _____

Potential Funding Sources

ADW clients pay a one time fee for the client services and training related to the placement of their assistance dog. The \$5,000 in-state/\$7,500 out-of-state fee covers a portion of the ADW cost for client services. The total cost for preparing a dog for placement is approximately \$15,000. This money is raised by ADW. ADW allows and encourages clients to participate in additional fund raising activities if they are interested and able. Our most successful clients are those who play an active role in the entire placement process and the search for increased independence and self-reliance.

If you are seeking financial assistance to pay for your client services fee, there are numerous local community service organizations that may offer resources. ADW has sample fundraising letters available for your use. Some organization examples are:

- Kiwanis International
- Rotary Club
- Civitans Club
- Lions Club
- Other Community Service Organizations

ALSO (as appropriate)

- Religious organizations (especially those you are associated with).
- Corporate Matching Funds: larger businesses frequently have a matching fund if an employee makes a donation to a non-profit through work, so if you have anyone that can contribute through work, have them check for a matching fund.
- Corporate Foundations: many large organizations have foundations that make grants. If you have family or friends employed by large firms, have them check with their Human Resources or Benefits departments.
- Healthcare contacts that you have: your doctor's office, dentist, etc.
- Local businesses that you interact with: your bank, your dry cleaners, your favorite restaurants, your barbershop or hair dresser, etc.
- Local Veterinarians: many will let people put up flyers requesting support
- NM Division of Vocational Rehab (check other states) if applicable
- NM Aging and Long Term Services Dept (check other states) if applicable
- NM Department of Health, Developmental Disabilities Supports Division (check other states) if applicable

There are specific funds available through the 'Voucher Program' at the Assistance Dog United Campaign. Applications must be requested through ADUC, filled out and returned to them between April 1 and May 31 each year.

Assistance Dog United Campaign
Cathy Condon, Administrator
1221 Sebastopol Road
Santa Rosa, CA 95407
(800) 284-3647
www.assistancedogunitedcampaign.org



ADW FINANCIAL FORM INSTRUCTIONS

Please read this information before filling out the Financial Form sheet

ADW has a fee for service of \$5,000 in-state/\$7,500 out-of-state for an assistance dog. This fee represents the costs attached to the Client Placement Training course, client interviews and post placement follow up. Each dog actually costs ADW over \$15,000 in training and expenses; financial and in-kind donations help to defray those costs for recipients.

Some external agencies provide assistance with funding assistance dogs. If you receive services from the NM Division of Vocational Rehabilitation (DVR), contact your counselor to initiate the process to obtain payment through their office. ADW will provide any necessary paperwork, but you must initiate the process. It helps to be persistent; they may say no at first, but all ADW NMDVR recipients have had success in the past if they persevered.

If you have limited income, you can apply for a voucher to pay the full cost of your dog through the Assistance Dogs United Campaign (ADUC). Applications are available each year *only* during the months of April and May, and must be received by May 31 for consideration. You must apply directly to ADUC; ADW cannot provide the paperwork for this process. More information can be found at <http://www.assistedogunitedcampaign.org/>

If you would like to find other funding for your dog, ADW can offer suggestions. Some individuals have done fund raising for their fee raising the entire amount and more and others have written for grants. There are many options. The more money ADW receives, the more it helps us place dogs with people. ADW does not require you to do fundraising, but you are responsible for the \$5,000 fee.

ADW has a **limited** amount of scholarship money available each year to offset the cost of an assistance dog. These funds are available **only** to residents of New Mexico. Individuals who live outside, or who are not legal residents, of the state of New Mexico must pay the full \$7,500 fee for service.

To request scholarship funds, you must complete the financial form included in this application. Scholarships are available in amounts up to \$2,500. All individuals must pay at least \$2,500 toward the cost of a dog.

It is assumed that individuals applying for a scholarship have exhausted all other avenues for funding.

FINANCIAL INFORMATION

Name of Applicant: _____

I understand that I am responsible for at least \$2,500 towards the dog. Yes _____ No _____

I will find the full funding of \$5,000/\$7,500 out-of-state for my service through DVR, my insurance, grants, fund raising, and/or personal assets; however, I am not required personally to fundraise.

_____ **Yes**, I will be responsible for the full \$5,000 / \$7,500 out-of-state
*If yes, sign below and do **not** complete the rest of the form*

Signature of Applicant _____

_____ **No**, I am unable to pay the full \$5,000 and need to request scholarship money from ADW (New Mexico residents only)

Please complete the rest of the form

ANNUAL INCOME AND EXPENSES

	200_	EST. 200_
1. TOTAL TAXABLE INCOME BEFORE DEDUCTION:		
Salaries and wages: Applicant.....	_____	_____
Spouse.....	_____	_____
Salaries and wages (if living with parent)		
Mother, stepmother, female guardian.....	_____	_____
Father, stepfather, male guardian	_____	_____
Dividend and/or interest income.....	_____	_____
Alimony received	_____	_____
Net profit/loss from business and/or farm. If loss, use parentheses.	_____	_____
Other taxable income. If loss, use parentheses.	_____	_____
2. TOTAL NONTAXABLE INCOME		
Untaxed portion of payments to IRA.....	_____	_____
Keogh play payments and self-employed SEP deduction	_____	_____
Other IRS allowable adjustments to taxable income	_____	_____
Child support received.....	_____	_____
Social Security benefits.....	_____	_____

RETURN THIS PAGE TO ADW

Other nontaxable income (specify): _____

- 3. IRS total itemized deductions from IRS Schedule A..... _____
- 4. Total federal income tax paid _____
 Self-employment tax paid _____
- 5. Total state and property tax paid..... _____
- 6. Total medical and dental expenses not covered by insurance..... _____

ASSETS AND LIABILITIES

Enter dollar amounts. Enter a zero (0) if an item does not apply.

- 1. Home (if owned)
 - Year purchased: _____
 - Present Market Value _____
 - Total Unpaid Principal on all mortgages and equity Loans..... _____
 - Total Annual Payments _____
- 2. Other Real Estate
 - Year purchased: _____
 - Present Market Value _____
 - Total Unpaid Principal on all mortgages and equity Loans..... _____
 - Total Annual Payments _____
- 3. Total of all interest-bearing checking and savings accounts..... _____
 Other Investments – Net Value..... _____
- 4. Indebtedness (excluding mortgages, business, farm, and credit cards)..... _____
 Consumer indebtedness (credit cards) _____
- 5. BUSINESS/FARM (complete only if you own a business and/or farm)
 - Percent of ownership _____
 - Assets..... _____
 - Liabilities..... _____

**PLEASE USE THIS SPACE TO EXPLAIN ITEMS AND ANY UNUSUAL CIRCUMSTANCES.
 IF MORE SPACE IS NEEDED, PLEASE USE ADDITIONAL PAPER.**

Certification and Authorization of Applicant and Parents (if applicant is Under 18 years of age)

We declare that the information reported on this form, to the best of our knowledge and belief, is true, correct, and complete. If asked, we agree to send an official photo copy of our latest income tax return or a signed IRS form 4506 directly.

I understand that it costs approximately \$15,000 to complete the training of an ADW service dog of which \$15,000 is covered by ADW funding and donations so that my Client Placement Training fee is \$5,000 /\$7,500 out-of-state.

I feel that I can reasonably contribute \$ _____ of the \$5,000 fee for a service dog and request an ADW scholarship to cover the remainder. I understand that ADW scholarships are available to residents of New Mexico and are based on need and availability of funds.

Signature of Applicant _____

Date _____

Signature of Parent or Guardian _____

Date _____

NOTICE OF PRIVACY PRACTICES

(KEEP FOR YOUR RECORDS)

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal program that requires that all medical records and other individually identifiable health information used or disclosed by us in any form, whether electronically, on paper or orally are kept properly confidential. This Act applies to all health care providers, it is intended to standardize health care information as well as ensure privacy and security of patient information. As a result of this act, this business would like to advise you of how we will protect the privacy of your or your child's medical record.

As required by "HIPAA", we have prepared this explanation of how we are required to maintain the privacy of your health information and how we may use and disclose your health information.

If you sign a consent form, we may use and disclose your medical records only for each of the following purposes: treatment, payment and health care operations

- **Treatment** means providing, coordinating or managing health care and related services by one or more health care providers. An example of this would be disclosure of your Protected Health Information (PHI) to providers outside this business such as your outside case manager, treatment team members, doctors, nurses and other health care providers in connection with your health care treatment.
- **Payment** means such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities and utilization review. An example for this would be telling your health plan about treatment you are going to receive to determine whether your plan will pay for the treatment.
- **Health Care Operations** includes the business aspects of running our practice, such as conducting quality assessment and improvement activities, auditing functions, cost-management analysis and customer services. For example, we may also disclose PHI to doctors, nurses, therapists, students and other health care personnel for teaching purposes.

We may also create and distribute de-identified health information by removing all references to individually identifiable information.

Legal Authority to make health care decisions for minors or others Usually, the health information rights described in this Notice may be given to a person with legal authority to make health care decisions for a child or other person (for example, a parent or legal guardian). There are exceptions. For example, in New Mexico some health care services can be provided to a minor without the consent of a parent, guardian or other person. In these cases, the minor has the rights described in this Notice for health information related to the health care service provided.

We may without prior consent use or disclose protected health information to carry out treatment, payment or health care operations in the following circumstances:

- In emergency treatment situations, if we attempt to obtain such consent as soon as reasonably practicable after delivery of such treatment;
- If we attempt to obtain your consent but are unable to do so due to substantial barrier so communicating with you and we determine that in our professional judgment, your consent to receive treatment is clearly inferred from circumstances.

We may contact you to provide appointment reminders or information about treatment alternatives or other health related benefits and services that may be of interest of you.

Any other uses and disclosures will be made only with your written authorization. You may revoke such authorization in writing and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization.

You have the following rights with respect to your protected health information, which you can exercise by presenting a written request to our Privacy Officer or your therapist.

- The right to request restrictions on certain uses and disclosures of PHI including those related to disclosures to family members, close personal friends, or any other person identified by you. We are however, not required to agree to a requested restriction. If we do agree to a restriction, we must abide by it unless you agree in writing to remove it.
- The right to reasonable requests to receive confidential communication of PHI from us by alternative means or at alternative locations.
- The right to inspect and copy your PHI.
- The right to amend your PHI
- The right to receive an accounting of disclosures of PHI.
- The right to obtain a paper of this notice from us upon request.

PERMITTED USE OR DISCLOSURE WITH AN OPPORTUNITY FOR YOU TO AGREE OR OBJECT

- **Research** as a professional medically based therapeutic center, we may use and disclose PHI about you for research purposes. We will only use and disclose your information for a research project if we obtain your permission or if the need to obtain your permission has been waived by a designated review committee that meets Federal requirements.

Return a signed copy of this page to Assistance Dogs of the West

RECEIPT of PRIVACY PRACTICES

I have received a notice of privacy practices for my records. I understand that information regarding clients is privileged and not shared or distributed to anyone without my signed authorization.

Client/Guardian

Date

CLIENT COPY