

How To Write A Behavior Report Outline

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- I. What situations call for a behavior report?
 - A. Private consultation report to veterinarian
 - B. Owner requested evaluation/risk assessment
 - C. Court ordered evaluation
 - D. Service animals
 - E. Other agencies
- II. The value of good reports
- III. Reports to veterinarians or others following a referred consult
 - A. Why do them?
 - B. Components of good referral reports
 - 1. Client's name, signalment and presenting problem
 - 2. What you did and what you saw, including potential medical symptoms
 - 3. Your conclusions and concerns
 - 4. Your recommendations
 - 5. Plan for future follow-ups with client
 - 6. Be objective and clear
 - 7. What to avoid
 - 8. Updates to veterinarian on animal's progress
- IV. Evaluation reports
 - A. Why do them?
 - B. Components of good evaluation reports
 - 1. Client's name, case number & legal description if available
 - 2. Signalment
 - 3. Who requested report or how you came to do it
 - 4. Who you are and your credentials (may not be necessary)
 - 5. Basis for the report
 - 6. Summary of history of animal
 - 7. Summary of history of problem
 - 8. What you did and what you saw
 - 9. Suggestions of causes and/or motivations
 - 10. Suggestions of contributing factors
 - 11. Conclusions and recommendations
- V. Review of sample reports
- VI. Case study of referred case and report
- VII. Critique of student reports