Foster Care Coordinator Training Module
Checklist

The MPA Basics

- ☐ MPA FAQ:
    https://www.maddiesfund.org/mpa-faq.htm
- ☐ About the App 1-pager:
    https://www.maddiesfund.org/assets/maddies-pet-assistant/MPA-about-the-app.pdf
- ☐ Overview Video(s):
    https://www.maddiesfund.org/mpa-learn-more.htm
- ☐ Test the Mobile App as a Foster Caregiver by filling out this form at the bottom of this webpage:
    https://www.maddiesfund.org/mpa.htm

How Data Is Imported

- ☐ One of the following for Automatic Import:
    - For Animal Shelter Manager users: https://www.maddiesfund.org/assets/maddies-pet-assistant/how-to-integrate-ASM-with-MPA.pdf
    - For PetPoint users: https://www.maddiesfund.org/assets/maddies-pet-assistant/how-to-integrate-petpoint-with-MPA.pdf
    - For Shelterluv users: https://www.maddiesfund.org/assets/maddies-pet-assistant/how-to-integrate-shelterluv-with-MPA.pdf
    - For Shelter Buddy users: https://www.maddiesfund.org/assets/maddies-pet-assistant/how-to-integrate-shelter-buddy-with-MPA.pdf

The Pet Data

- ☐ Basic Pet Information – How to Add a Pet to the MPA Website:
    https://www.maddiesfund.org/assets/maddies-pet-assistant/how-to-add-a-pet-to-the-MPA-website.pdf
- ☐ All About Vaccinations:
    https://www.maddiesfund.org/assets/maddies-pet-assistant/all-about-vaccinations-in-MPA.pdf
- ☐ All Weight Tracking:
    https://www.maddiesfund.org/assets/maddies-pet-assistant/all-about-weight-tracking.pdf

About Surveys & Submissions

- ☐ MPA Survey Schedule:
    https://www.maddiesfund.org/assets/maddies-pet-assistant/MPA-survey-schedule.pdf
- ☐ Survey Questions and Advice Examples:
    - Foster Dog over 8 weeks: https://www.maddiesfund.org/assets/maddies-pet-assistant/survey-questions-advice-day1-foster-dogs.pdf

- Foster Cat over 8 weeks: https://www.maddiesfund.org/assets/maddies-pet-assistant/survey-questions-advice-day1-foster-cats.pdf
- Foster Kitten under 8 weeks: https://www.maddiesfund.org/assets/maddies-pet-assistant/survey-questions-advice-day1-foster-kittens.pdf
- ☐ How to View Photos and Videos on MPA Website: https://www.maddiesfund.org/assets/maddies-pet-assistant/how-to-view-photo-or-video-submissions.pdf

Reviewing Surveys

- ☐ How to Add a New Website User: https://www.maddiesfund.org/assets/maddies-pet-assistant/how-to-add-new-MPA-website-user.pdf
- ☐ How to Change a Survey Reviewer: https://www.maddiesfund.org/assets/maddies-pet-assistant/how-to-change-survey-reviewer.pdf
- ☐ How to Review Submitted Surveys: https://www.maddiesfund.org/assets/maddies-pet-assistant/reviewing-survey-submissions-guide.pdf

My Favorites

- ☐ All About My Favorites and the Manage Documents Function: https://www.maddiesfund.org/assets/maddies-pet-assistant/all-about-my-favorites.pdf

Resources for You

- ☐ How to Promote the App to Foster Caregivers
  - See our Promotional Toolkit here: https://www.maddiesfund.org/mpa-tools.htm
  - Notable items:
    - Foster Caregiver Video: https://youtu.be/tufPycJd8no
    - Postcard/E-card: https://www.maddiesfund.org/assets/maddies-pet-assistant/pet-assistant-foster-ecard.pdf
    - Jpeg: https://www.maddiesfund.org/assets/maddies-pet-assistant/pet-assistant-foster-email-cats.jpg
    - Cheat Sheet for Foster Coordinators: https://www.maddiesfund.org/assets/maddies-pet-assistant/pet-assistant-cheat-sheet-fosters.pdf
- ☐ MPA Group in the Maddie's Pet Forum for YOUR questions: https://maddiespetforum.org/group/maddie-s-pet-assistant/

Questions? Email us directly at any time at mpa@maddiesfund.org.