

Animal Facilities Inspection Program

Navigating to updating and editing fosters:

1. Navigate to the Kansas Department of Agriculture website. agriculture.ks.gov
2. Under Divisions & Programs, Division of Animal Health, click on Animal Facilities Inspections.



3. Click on Online licensing on the left-hand side of the screen.



- Navigate to Animal Shelters and Fosters, and click on Update your contact and foster information.

- Login to your account using your company number and password.
- When logging in, you'll get to your main account home page. Scroll down and click on add and view animal fosters.

- This will bring up your foster list window.

License #	Name	Start Date	Lic. Exp. Date	Status	Select
FH03570	nikki test 2/13			Active	Delete Update
FH03577	tyler kauer			Inactive	Delete Update

When you are done, please exit this window and return to the main screen where you clicked on "add and view animal fosters", scroll down and click "save changes" to go to the payment window.

Updating Foster Accounts and determining if they are available to utilize

1. You can update your foster accounts by clicking on update, edit the information, and click submit. You can delete the fosters by clicking delete.
2. Notice, there are two fosters. One is active and the other is inactive under status. Active means the foster is currently active with your shelter and has foster animals in their possession. The inactive foster is licensed with your facility but does not currently have foster animals in their possession and could potentially be fostering for another shelter. You can check if they are or not by clicking on Update.

Registered Fosters					
License #	Name	Start Date	Lic. Exp. Date	Status	Select
FH03570	nikki test 2/13			Active	Delete Update
FH03577	tyler kauer			Inactive	Delete Update

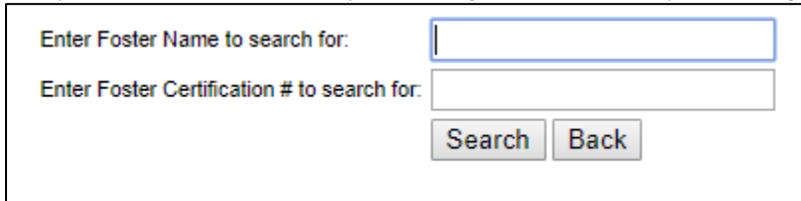
When you are done, please exit this window and return to the main screen where you clicked on "add and view animal fosters", scroll down and click "save changes" to go to the payment window.

When you click on update, you will see the prompt stating "This person is actively fostering for another company. That company will need to de-activate the foster in order for you to add." This means the foster cannot be utilized by your facility until they have returned all animals in their possession to the other shelter and made inactive on their account, before you can utilize this foster.

Add Foster Information	
Full Name:	<input type="text" value="tyler kauer"/> *
Address 1:	<input type="text" value="1320 Research Park dr"/> *
Address 2:	<input type="text"/>
City:	<input type="text" value="Manhattan"/> *State: <input type="text" value="KS"/> *Zip: <input type="text" value="66502"/> *- <input type="text"/>
Phone:	<input type="text" value="785-564-6605"/> *
Email Address:	<input type="text" value="tyler.kauer@ks.gov"/>
Number of Animals on Foster Premise:	<input type="text" value="5"/>
Species Fostered:	<input checked="" type="checkbox"/> Cats and/or Dogs <input type="checkbox"/> Other
Initial Inspection Date:	<input type="text" value="3/6/2018"/> (ex. mm/dd/yyyy)
Annual Inspection Date:	<input type="text"/> (ex. mm/dd/yyyy)
Currently Fostering?	(This person is actively fostering for another company. That company will need to de-activate the foster in order for you to add.)
	<input type="button" value="Submit"/>

How to add a foster to your list:

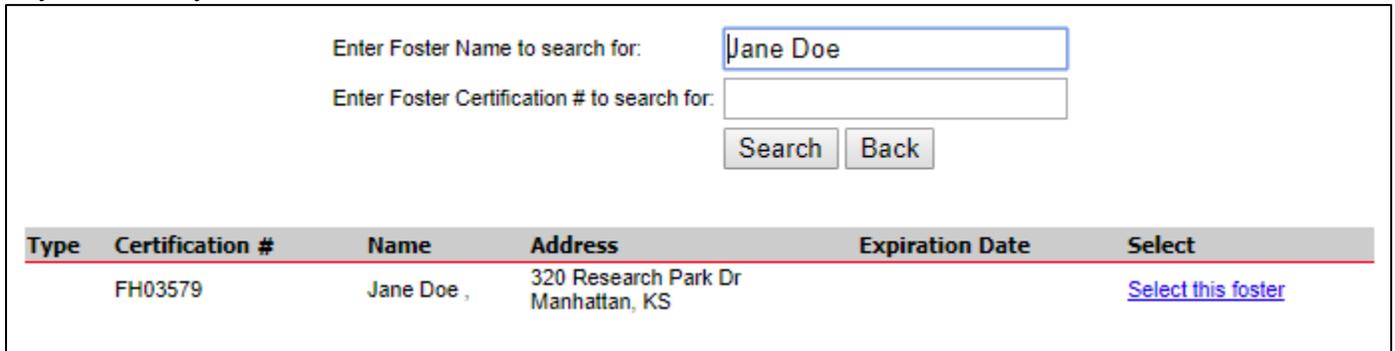
1. Best practice when adding a foster, is to search all fosters to determine if they already have a license account in the system. You can do this by searching their name or by searching their foster license number.



Enter Foster Name to search for:

Enter Foster Certification # to search for:

2. When you search for a name and if they have a license, they will appear as the picture below. You can now select this foster. This will add them to your list and allow for you to pay for their license through your shelter. You can also click on update when you add them to your list to view if they are currently fostering for another shelter or if they are currently inactive and can be utilized.



Enter Foster Name to search for:

Enter Foster Certification # to search for:

Type	Certification #	Name	Address	Expiration Date	Select
	FH03579	Jane Doe	320 Research Park Dr Manhattan, KS		Select this foster

3. To pay for your added foster(s), simply exit out of the foster list. This will take you to your home screen account. Scroll down and hit submit. You will then be able to pay for the foster(s).
4. If you need to add a foster that does not have a license, simply click on create a new foster not listed. If they are found that they do have a license, you will be prompted to go back to the search all fosters screen to select the license to add to your list.

How to make a foster inactive or active

Best practice will be when a foster returns all foster animals in their possession to the shelter and you are no longer utilizing them, you should keep your database up to date and make that foster inactive for your facility. If you no longer want to be able to utilize the foster, you will be required to delete the foster. (Note: when you delete the foster, you will have to pay for them again to re-add them)

1. To make a foster inactive, click on update by the foster you want to edit.

Registered Fosters					
License #	Name	Start Date	Lic. Exp. Date	Status	Select
FH03570	nikki test 2/13			Active	Delete Update
FH03577	tyler kauer			Inactive	Delete Update

When you are done, please exit this window and return to the main screen where you clicked on "add and view animal fosters", scroll down and click "save changes" to go to the payment window.

2. Scroll down to currently fostering? And click no. Then click Submit. This changes the status to inactive.

Add Foster Information	
Full Name:	<input type="text" value="nikki test 2/13"/> *
Address 1:	<input type="text" value="12"/> *
Address 2:	<input type="text" value="12"/>
City:	<input type="text" value="12"/> *State: <input type="text" value="nd"/> *Zip: <input type="text" value="1"/> - <input type="text" value="1"/>
Phone:	<input type="text" value="12"/> *
Email Address:	<input type="text" value="Enter a valid email address"/>
Number of Animals on Foster Premise:	<input type="text" value="1"/>
Species Fostered:	<input checked="" type="checkbox"/> Cats and/or Dogs <input type="checkbox"/> Other
Initial Inspection Date:	<input type="text" value="02/01/2018"/> (ex. mm/dd/yyyy)
Annual Inspection Date:	<input type="text" value="02/28/2018"/> (ex. mm/dd/yyyy)
Currently Fostering?	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="button" value="Submit"/>	

3. To make the foster active, click yes on the currently fostering questions. If you cannot select either yes or no and there is an error, the foster will need to contact the shelter they are currently active with and have them change their status before you can utilize them.

Reminder: If an inspector performs an inspection on a foster and the foster is housing dogs for more than one shelter or dogs for a shelter they are not currently active at, the foster and shelter may face violations and fees.