



SAN DIEGO
**Regional Task Force
 on Homelessness**

HMIS REPORT/DATA REQUEST FORM

This form must be completed and submitted to the HMIS team through support@rtfhdsd.org to request data from the RTFH. Request for research projects must be approved by the HMIS Lead Agency. Should the HMIS Lead Agency determine that additional review is required, the request will be forwarded to the Evaluations Committee for a final determination. Review the Privacy Use and Disclosures section of the [HMIS Policies and Procedures](#) for more information.

Requester's Name:	
Requester's Organization (if applicable):	
E-mail address:	Date of request:
Phone Number:	Desired completion date:
<p>Description of the report/data request:</p> <p>Purpose of the report/data request:</p> <p>Requested report period: From: _____ through _____</p> <p>How often will data be needed? (Once, monthly, quarterly, yearly...)</p> <p>When is the data needed by?</p> <p>What data elements should be included in the report? (Examples: Gender, Ethnicity, Race, Age, Employment Status, Income). Please refer the HMIS Data Dictionary for a complete list of data elements collected in HMIS.</p> <p>Will the data be published? If yes, please describe.</p> <p>Please specify if you have any additional information about this data request?</p>	

Clients requesting their HMIS record should request their record from an agency that they have been served by.

There is an estimated cost of \$500/hour for report requests. E-mail this form to support@rtfhdsd.org with Subject: Report/Data Request.

Name _____ Signature _____ Date _____