HMIS REPORT/DATA REQUEST FORM

Please provide at least 14 business days advanced notice for all requests. The RTFH will respond to all requests, including estimated time and cost, within three business days from receipt of the request.

Please type or print

Requester's Name:	
Requester's Organization (if applicable):	
E-mail address:	Date of request:
Phone Number:	Desired completion date:

Description of the report/data request:

Purpose of the report/data request:

Requested report period: From: through

Would you like this to be a System-wide Data/Report?

If not, what programs and program types should be included in the report? (Example: HUD funded programs only)

What data elements should be included in the report? (Examples: Gender, Ethnicity, Race, Age, Employment Status, Income). If possible, please attach an example of how you would like the report to look. **A Statement of Work outlining details may be required by the RTFH.**

Would you like unduplicated data or all records collected?

☐ Unduplicated ☐ All records

How would you like the data?

☐ Custom adhoc report (for program staff only) ☐ Excel file (individual or aggregate data) ☐ Other

Official Use Only	
Date received:	Request approved? ☐ Yes ☐ No Date:
Estimated hours/Estimated Delivery Date:	Actual hours:
Date Draft Completed:	Final Date completed/delivered:
Name of file/report created:	Delivery/Location of file/report created:
Estimated Cost:	Actual Cost:

Requests for client and aggregate data will be submitted to the RTFH utilizing this form. There is an estimated cost of $150/hour for report requests. E-mail this form to support@rtfhsd.org Subject: Report/Data Request or Fax Request to: 858.282.7989.