

MIS Reporting Request Form

Date _____

User(s)/Requestor(s) _____ E-mail _____ Phone _____

Division/Department _____ Other: _____ Program (TANF, FS, WIA, UI, etc.) _____

QUESTION ONLY (No Report), explain:

New/Ongoing Report Ad-hoc Report Existing Report Modification - Report Name: _____

If New/Ongoing, what is the frequency of the report?

Weekly Monthly Quarterly Yearly Other _____

Report Reason/Motivation: *(Example: Legislative Request, Policy Change, etc.)*

Has this request been made previously? Yes No NOTE: You may attach the original request to this e-mail

If yes, to whom and when?

TIME FRAME - What date is the data needed? _____ *Draft* When will the report first be used? _____ *Final*

REPORT CRITERIA (If this is a question only and no report is requested, enter N/A in the remaining required fields)

1. What data or changes would you like to see? *(Examples: 1) How many UI Claimants were in Salt Lake County within the past 3 months? 2) How many children are receiving CHIP in the state of Utah? 3) How many TANF recipients have a HS diploma/GED?)*

2. Across what time period do you want the data to cover? *(Example: Most recent quarter, State Fiscal Year, Federal Fiscal Year, Calendar Year, etc.)*

3. How will the data be used? *(Example: Program Evaluation, Trend Reports, Public Information, etc.)*

4. Who will be using the data? *(Example: Managers, Supervisors, Line Staff, Public, etc.)*

5. How do you want the data displayed? *(Examples: 1) Case, worker, program level; 2) Sorted by program type and ESA, programs per customer by month, etc.)*

Note: If this form is not filled out completely, the form may be returned to you for completion.