

# 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.)*

**\*\*If you have a mock-up of how you would like the report to be displayed, please send it as an attachment in the e-mail request.\*\***

Please email your request to [DWS\\_Data@utah.gov](mailto:DWS_Data@utah.gov)

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