



HCDD Data and Information Request Form

** Please complete this form with as much information and detail as possible. Return to HMISAdmin@Clackamas.us. A Quality and Data team member will respond within **3-5 business days**. If you need a sooner response put **"URGENT"** in the subject of your email. Thank you for your request!*

* This form will record your name, please fill your name.

General

1. Title of Data or Information Request *

2. Priority *

- ☐ Critical
- ☐ High
- ☐ Normal
- ☐ Low

3. Type of Request *

- ☐ Information (Data or Report)
- ☐ SAP BO Development

Functional Design

4. What business question(s)/business process(s) or goal will this data help support / help you understand? *

5. Are there specific workflows, forms, or documents related to this request? If so, please describe them and attach any relevant copies at the end of this form. *

- ☐ Yes
- ☐ No

6. If "Yes", please name the source of the report and attach a copy to this request. *

7. What is the source of the data required for your request? *

- ☐ HMIS (Homeless Management Information System)
- ☐ YARDI (software solutions for property management, affordable housing, senior living, and other real estate industries-used by the Housing Authority of Clackamas County)

8. Do similar reports already exist? *

- ☐ Yes
- ☐ No
- ☐ I don't know

9. Are there specific agency guidelines or definitions that this report must follow (e.g., HUD definitions of homelessness or unsheltered status)? If so, please describe them and attach any relevant documentation at the end of this form. *

- ☐ Yes
- ☐ No
- ☐ I don't know
- ☐ Other

10. How often do you need this report? *

- ☐ One time
- ☐ Ad-Hoc [as needed]
- ☐ Scheduled

11. Please specify the frequency at which the output is to be produced? *

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Quarterly
- ☐ Yearly

12. Please provide the names and email addresses of the people who should receive this report. *

13. Are there any legal or regulatory requirements for how long this report needs to be kept? For example, requirements for public requests or HUD audits? *

- ☐ Yes
- ☐ No
- ☐ I don't know

General Report Layout and Content

This section describes what should be included in the report, like key data items (e.g., demographics, percentages, or total numbers for a specific time period). Please list the important data you want to see or attach an example report

14. Please specify the reporting period for each report, especially if you're requesting multiple reports (e.g., last full week, last full month, year-to-date, last 12 months, or a custom date range like January 1st to March 31st). *

15. Please list all the specific data points you want included in the report (e.g., First Name, Last Name, Client Unique ID, Relationship to Head of Household). If there are more detailed data points that aren't as obvious (e.g., information from HMIS), please attach screenshots to show exactly what you need. *

16. Are you needing any totals, percentages, or averages in the report, such as by program, city, or year? If yes, please list all. *

17. What file type would you like the data to be delivered in? *

- ☐ Excel – Best for detail data. Allows user to sort, filter, and combine with other data.
- ☐ CSV – Excel “equivalent”. Used for file transfer protocols.
- ☐ Word – More “formatted” data.
- ☐ PDF – Best for printing. Data cannot be easily be copied or manipulated.

18. Please list the person or people who will be the main contact for report details and who can make decisions about development, testing, and final approval. *

19. When do you need the final report or product? *

20. Include Additional Files

File types could be Word, Excel, PPT, PDF, Image, Video, Audio