HMIS Data Request

The HMIS Lead Agency, the Coalition for the Homeless (CFTH), at times receives requests for raw or aggregate data from academic institutions, government entities, agencies, individuals, etc. for the purpose of research or funding applications. The HMIS Lead Agency team will make every effort to accommodate these requests but will follow a priority level when responding to inquiries, depending on staff capacity, deadlines, and demand.

Stakeholders will be required to complete an HMIS Data Request Form. Stakeholders requesting data will provide a minimum of 7 business days lead time for the HMIS team to be able to review and respond. Request will be completed within 7 business days upon return of the response by the HMIS Lead Team. This policy will allow for these requests provided they adhere to the following:

- **Priority 1** –
    - Reports or data related to projects required to use HMIS, including those funded by: Continuum of Care grant (CoC), Emergency Solutions Grant (ESG), Veterans Administration (VA), Runaway Homeless Youth (RHY), Housing Opportunities for Person with AIDS (HOPWA), and Projects for Assistance in Transition from Homelessness (PATH).
- **Priority 2** –
    - Reports related to grant applications for homeless and housing services with an imminent funding deadline. This includes Federal, State government, local government, foundations, or other funding sources.
- **Priority 3** –
    - Ad-hoc queries for media, marketing such as annual reports, campaigns, legislation, or research. CFTH may require a Data Sharing Agreement depending on the nature of the reporting request.

Finally, requests for data may be denied or significantly delayed if the request is made during times that required annual reports are due to HUD and during preparations for the Notice of Funding Availability (NOFA) which typically occurs August – September. Examples of these reports include System Performance Measures (SPM) in late May, Longitudinal Systems Analysis (LSA) early December, Point in Time (PIT) late April, and Housing Inventory Count (HIC) late April.

HMIS Data Request Form

Name:	
Organization:	
Position/Role:	

Telephone:		Email:	
Request Date:		Needed Date:*	

Please provide a description of your data request and intended use of the data. *Data requests with less than 7 business days lead time will not be honored.

- Data Needed: Include date ranges, households vs individuals, subpopulation, etc.

- What will this data be used for?

My signature below indicates an understanding of the HMIS Data Standardization Policy, and that the data above will only be used for the indicated purpose.

_____   _____

Signature   Date