

Child/Family Services
Planning & Information Management (PIM)
Data Report/Map Request Form
(Hot Sheet)

The Data Report/Map Request Form should be used by any Child/Family Services staff member that is requesting internal program or external data that will be used or distributed outside of the Division. All request forms should be emailed to the PIM group. The requestor will be contacted if additional information is needed or if the requested completion date cannot be met. Instructions on how to complete the form are as follows.

1. Name: Enter the requestor's name
2. Priority: Indicate the level of priority that the request should be completed
Choose one:
 - a. Urgent (Same Day)
 - b. High
 - c. Medium
 - d. Low
3. Date of Request: Enter the date the request is submitted to PIM Work Group.
4. Requested Completion Date: Enter the date request should be completed and given back to requestor.
5. How would you like to receive your data? Indicate method that completed request should be given to requestor. Choose one:
 - a. Email
 - b. Hard Copy
 - c. Other (Specify method)
6. Program(s) to include: Indicate one or more programs that data/map should include.

a. RHS (Regional Head Start)	g. R&R (Resource & Referral)	m. LPC(Local Planning Council)
b. RHS/ARRA	h. AP (Alternative Payment)	n. CCIP(California Child Care Initiative Project)
c. EHS (Early Head Start)	i. CCTR (General Child Care)	o. ICTP(Informal Care Training Project)
d. EHS/ARRA	j. CMIG (Migrant Child Care)	p. Health & Safety
e. MSHS (Migrant and Seasonal Head Start)	k. CSPP (California State Preschool Program)	q. Other (Specify program)
f. EMSHS ARRA (Early Migrant and Seasonal Head Start)	l. CEL (Centralized Eligibility List)	
7. Agency(ies) to include: Indicate one or more agencies that data/map should include
8. Site(s) to include: Indicate one or more sites that data/map should include
9. Time period for data: Indicate time frame data should be pulled, using "From" and "To" to indicate beginning and ending.

10. Data Report/Map Name (from Frequently Requested Data Reports/Maps or Standard Reports/Maps lists): Indicate the name of the report you are requesting.
11. If data report/map is not listed, please provide a description below of the data report/map: Describe, in detail, the data elements you want included in the report. If you want data IN ADDITION to what is included as part of what is listed, please indicate the additional data elements you want included.