

Area: Management Systems

Subject: MS29 – Data Report/Map Requests

Reference:

Policy: Internal program and external community data that will be used or distributed outside of the Child/Family Services Division will be requested through the Planning & Information Management Work Group (PIM). Data requests can be raw data or data in the form of a report or map.

Procedure:

1. C/FS staff member will utilize the PIM Data Report/Map Request Form. Form can be retrieved from *G:\Division Procedure Manual\Related Forms* (H St. on CDP Server).
2. Request form must be filled out completely and based upon hot sheet instructions.
3. Request forms will be emailed to PIM@stancoe.org (note Data/Map Request in subject line). Originator of request will be contacted if the form is not complete, if clarification is needed, or if requested task or completion date cannot be met.
4. PIM staff will send an email acknowledging receipt of request.
5. C/FS Planning Coordinator will review request and will assign request to appropriate PIM staff member for completion.
6. When data report or map has been completed, PIM staff member will scan backup into CDP and return the request form and completed report/map and to C/FS Planning Coordinator for review to ensure report/map meets all criteria indicated on request form.
7. C/FS Planning Coordinator will approve report/map, and forward to Child Development Supervisor II for final review and approval.
8. When final approval has been made, completed data report/map will be forwarded to PIM staff to complete bottom half of request form, enter into tracking database, file in appropriate location, and forward final report/map to originator of request.
9. If C/FS Planning Coordinator and Child Development are both out PIM staff will forward completed request to requestor and cc C/FS Planning Coordinator and Child Development Supervisor.

Supervised by: Child Development Supervisor, CFS Planning Coordinator

Performed by: Child Care Specialist II, Senior Data Entry Technician

Forms needed: PIM Data Report/Map Request Form

Frequency: As needed