



Data Request Form

The [Office of Analytics](#) (OOA) provides DHHS programs, the Governor's Office, the Legislature, the media, and other stakeholders a consistent location to request data to better understand and improve upon the performance of DHHS programs, support grant funding, drive policy, and inform the public. Under the technical guidance of the Chief Biostatistician, the OOA serves as a single point of accountability for continual improvements to the consistency and quality of analytic products being produced and disseminated by DHHS.

The OOA is funded by transfers from various State programs to carry out core analytical duties required to support and inform those programs. Although all staff carry full workloads, OOA also allows for external agencies, researchers, community partner, and citizens to request ad-hoc data reports. All data requests received are evaluated individually and are fulfilled contingent on available resources.

Because DHHS values transparency, the OOA also hosts an array of publicly available data, which can be found in the [Data Dashboards and Report Catalog](#). Before requesting an ad-hoc data request, please review these resources for your data needs.

Please fill out this form to request data from the Office of Analytics. Upon receipt of the request, a ticket will be created in our data request tracking system and reviewed by management. Someone will reach out to you via your contact information to acknowledge the request, ask follow-up questions to clarify the request, and will discuss other details of the request as relevant. Then the request will be reviewed according to priorities and current workload to determine next steps including estimated time to completion, etc.

Note: The Office of Analytics is always working on multiple complex projects in support of our stakeholders. Short turnaround times for data requests (less than two weeks) may not be feasible given the nature of our work and priorities. Efforts will be made to accommodate desired timeframes for data request completion, but depending on overall workload, may not be possible. Please allow a minimum of 2 – 4 weeks for the completion of data requests.

Request Date: Desired Completion Date:

Requestor Name and Organization:

Requestor Phone Number: Requestor Email Address:

Request Description (e.g. the overall aim of the project that this analysis is a part of, the intended purpose and audience of the analysis, the group or population of interest, the relevant geographic area(s), the period under review (timeframe)):

Is this request:

- | | | |
|---|-----------------------------|------------------------------|
| • Related to legislation or legislatively mandated | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| • Related to a policy change | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| • Part of a larger or public-facing report | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| • Similar to a request completed in the past | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| • Something that will be posted publicly | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| • Something that may require a data-sharing agreement | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

If 'Yes' is selected on any of the items above, please explain:

Any additional details you would like to share about the request:

Please email the completed form to: data@dhhs.nv.gov