# HMIS REPORT REQUEST FORM

Organization Name:

Date

# Contact Information:

Name:

Phone Number:

E-mail Address:

Person responsible for Beta testing report

Report Title:

Purpose of the Report:

Project(s) included in the report (List HMIS Project ID Number):

Client Universe (active clients, clients entering project, clients exiting project etc)

Data Elements to be used for data source

Reporting Categories (counts of clients by gender, race, or other factors etc)

Time Period:

From (MM / DD / YY) to (MM / DD / YY)

* [ ]  One time only
* [ ]  Monthly
* [ ]  Quarterly
* [ ]  Bi-annual
* [ ]  Annual

Requested Completion Date: (Specify the date on which the report is needed)

# Report Content:

State in detail what you want in your report. (Write Below or Attach)

Attach this request to your ticket submitted to the Help Desk at: <https://hmisaz.org/submit-a-ticket>