



DWEL -AZ Data Management Plan and Request

Data Request Form – Updated 9/18/26

The purpose of this form is to collect information about your organization's request to access and use data from the Data Warehouse Enterprise for Linkages - Arizona (DWEL-AZ) program. This Data Management Plan and Request (DMPR) form provides guidance on what information is needed for DWEL-AZ to review your request.

Any data sharing will be subject to eligibility, use requirements, and restrictions, including user access levels, imposed by DWEL-AZ. And, are subject to compliance with the DWEL-AZ Data Security Policy and the DWEL-AZ Privacy Notice and Practices.

This request will be reviewed for approval by the Collaborative. The Collaborative will consider the request in full, however, may approve limited data sets or seek additional information. We strive to review requests within 30 calendar days.

For additional technical assistance or questions about your request, please contact the Administrative Operator at dwel-az@solari-inc.org.

REQUESTOR INFORMATION

1. Point of Contact Full name: _____

2. Point of Contact Email address: _____

3. Organization legal name: _____

4. Organization address(s):

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5. Does your organization have a Terms of Use Agreement with DWEL-AZ?

☐

Yes

☐

No

☐

Not Sure

6. Does your organization have a data sharing/Use agreement or business agreement with DWEL-AZ?

☐

Yes

☐

No

☐

Not sure

PROJECT INFORMATION

7. Project title (please pick a brief title that can be used to reference this project).

8. When will the project begin? Estimated date the overall project will begin.

**The date range for the reporting period of any data requested will be asked later in the form*

9. When will the project end? Estimated date the project will conclude.

10. Please share any deadlines, funding requirements, reporting obligations, or other time-sensitive needs related to this request. This information helps us prioritize and schedule data requests appropriately.

11. Are there any partners involved in your project? Include details - briefly describe the roles of each partner. Include any DWEL data contributors that you're partnering with.

Please read each option carefully and mark the most appropriate category or categories that describe your data request. **Select all that apply*

☐ **Care Coordination**

Care Coordination requests involve the use of client information to support the coordinated delivery of housing, healthcare, and supportive services. According to HHS Care coordination is the deliberate organization of patient care activities between two or more participants (including the patient) involved in a patient's care to facilitate the appropriate delivery of health care services. Organizing care involves the marshalling of personnel and other resources needed to carry out all required patient care activities and is often managed by the exchange of information among participants responsible for different aspects of care.

Care Coordination activities include:

- Confirming or reviewing eligibility for programs and services.
- Identifying individuals who may qualify for available resources.
- Understanding service utilization patterns and care needs.
- Identifying unmet needs and service gaps.
- Facilitating communication and collaboration across partner agencies.
- Aligning services to reduce duplication and improve efficiency.
- Supporting continuity of care and successful service transitions.
- Enhancing service delivery while maintaining compliance with privacy and security requirements.

When submitting a DMPR explain thoroughly how the data being requested will be utilized to improve service coordination for individuals experiencing homelessness:

- How the requested data will be used to coordinate services.
- The populations that will benefit from the data sharing activity.
- Specific workflows or processes that will be improved through data access.
- How the request will support housing stability, healthcare access, and supportive service delivery.
- The anticipated impact on outcomes for individuals and families experiencing homelessness.
- Safeguards that will be used to protect client privacy and maintain data security.

The requester shall work with the Operator to determine if the DMPR shall suffice as the written agreement, or the requestor will work within their organization and the Operator to determine if a written agreement is needed for the Care Coordination data being requested.

Administrative Functions

Administrative Function requests involve the use of identified or de-identified data to support the management, oversight, accountability, and operational effectiveness of programs. These activities are necessary to ensure organizational requirements while promoting responsible stewardship of resources and continuous program improvement.

Appropriate administrative uses of data may include:

- Conducting program oversight and monitoring activities.
- Performing audits, compliance reviews, and quality assurance assessments.
- Evaluating adherence to funding requirements, contractual obligations, regulatory standards.
- Monitoring performance measures, program outcomes, and operational efficiency.
- Supporting grant management, fiscal accountability, and reporting requirements.
- Identifying service delivery gaps, operational risks, and areas for improvement.
- Managing system performance and ensuring consistency in program implementation.
- Supporting strategic planning, resource allocation, and decision-making processes.
- Reviewing data quality, completeness, and accuracy across participating programs.
- The recipient of the data is performing a legitimate administrative function on behalf of the entity that has authority to administer the program.

When submitting a DMPR, provide a thorough explanation of:

- The administrative purpose for which the data is being requested.
- The specific program, funding source, compliance requirement, or oversight function being supported.
- Reason the requested data must be obtained from the DWEL-AZ Data Warehouse rather than directly from the originating system, including a description of the business need, reporting requirement, or analytical purpose that necessitates use of warehouse-level data.
- How the requested data elements will be used to monitor, manage, or improve program operations.
- The anticipated outcomes or actions resulting from the review or analysis.
- How the activity supports accountability, compliance, quality improvement, or effective program administration.
- Measures that will be implemented to protect client privacy, confidentiality, and data security.

The justification should clearly demonstrate how the data will support responsible program administration, strengthen oversight and accountability, improve operational performance, and ensure compliance. Administrative Function requests do not include research activities intended to generate new knowledge or conduct formal program evaluation beyond routine administrative review and oversight responsibilities.

☐ Research and Evaluation

Research and Evaluation requests involve access to identified or de-identified client data for the purpose of conducting research, analysis, or program evaluation activities that examine populations, outcomes, service delivery, or system performance. These requests may support the development of evidence to inform policy decisions, improve programs and services, measure effectiveness, identify trends, or contribute to academic and organizational research initiatives.

All research-related data requests should include a clearly defined study purpose, research questions, methodology, anticipated outcomes, and any required approvals. When applicable, projects must undergo Institutional Review Board (IRB) review and receive appropriate authorization before data access is granted.

According to HHS, “research” is defined as a “systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” Any data request which falls within this description and/or includes the request of PII or PHI, requires a data use, data sharing, or other business agreements (DUA, DSA, BAA).

When submitting a DMPR, provide a thorough explanation of:

- The specific research or evaluation objectives,
- How the requested data elements will be used,
- The methodology and analytical approach,
- Expected deliverables and outcomes,
- How the project will contribute to overall population health improvement, health equity, service quality, system performance, or policy development, and
- Measures that will be implemented to ensure client privacy, confidentiality, and data security, and
- Attach any relevant documents including a Publication Plan, demonstrating alignment with DWEL-AZ Publication Review and Approval Policy, for any research and evaluation data request regardless of whether it is identified, deidentified, or aggregate data.

When the request requires a review from a qualified registered Institutional Review Board (IRB), the approval or exemption shall be submitted as an attachment to the DMPR. Data security must be encompassed as part of the IRB process.

When the request involves deidentified data the Operator will de-identify the data in accordance with industry standards and as detailed in the DWEL-AZ Data Validation & De-Identification Procedure.

Reporting

Reporting requests involve the use of aggregated and/or summarized data, to communicate performance, outcomes, trends, and system impacts across various geographic or programmatic levels. Reporting is used to monitor progress, demonstrate accountability, support decision-making, inform stakeholders, and fulfill public, funding, or organizational reporting requirements.

Reporting may occur at multiple levels, including:

- **Statewide Reporting:** Aggregated information summarizing outcomes, service utilization, trends, and system performance across the entire state.
- **Regional or Continuum of Care (CoC) Reporting:** Aggregated information summarizing data for a specific region or CoC to track local performance, identify trends, assess community needs, and compare outcomes across geographic areas.
- **Organization and Stakeholder Reporting:** Aggregated information summarizing data used for public communication, funding reports, dashboards, presentations, strategic planning, or performance reviews.

When submitting a DMPR, provide a detailed explanation of:

- The reporting purpose and intended audience,
- The level of reporting requested (statewide, regional/CoC, program level or other),
- Specific metrics, outcomes, or trends that will be analyzed and reported,
- How the information will be used to support decision-making, accountability, performance monitoring, or public communication, and
- Measures that will be implemented to ensure confidentiality and prevent inappropriate disclosure of client information.

The justification should demonstrate how the requested information will be used to monitor performance, communicate outcomes, identify trends, support transparency, inform stakeholders, and strengthen program and system effectiveness while maintaining appropriate privacy and data security protections, and

The Operator will de-identify all data used for reporting purposes following the DWEL-AZ Data Validation & De-Identification Procedures, therefore the DMPR can serve as the “written agreement” for requests within the category of Reporting.

12. Based on the selected, permissible categories listed in the previous question, describe the purpose of your request. What questions and/or impact do you hope to answer or understand using the data?

13. Is this project subject to IRB review? If yes, please submit the Institutional Review Board (IRB), Privacy Board, or other applicable human subjects' protection institution approval to dwel-az@solari-inc.org.

☐ Yes

☐ No

14. Do you anticipate any project publications in connection with your use of the data? If so, please describe the intended publication. *Publications shall be reviewed by the Collaborative prior to publication. It is the responsibility of the requester to seek approval of the Collaborative prior to using the data for any publication. This includes outcome documents, reports, presentations/materials, visuals, dashboards, etc. Publications shall not include any Personally Identifiable Information (PII) or Personal Health Information (PHI). Publications may not refer by name to programs or organizations without permission from DWEL-AZ.*

☐ Yes

☐ No

Explanation of anticipated publications:

***If you are requesting a report with aggregate/summarized data only -
you may skip questions 15 and 16***

15. Briefly describe the procedures and methods that will be used for data processing or analysis for this project. Please include any use of artificial intelligence (AI) tools.

16. Do you intend to merge the data with any other datasets? Note that if merging of data sets is anticipated later in your projects; an amendment to this request will be required.

☐

Yes

☐

No

Explanation:

DESCRIPTION OF DATA

17. What level(s) of data are included in this request? **Select all that apply*

- ☐ Program level
- ☐ CoC level
- ☐ Countywide
- ☐ Statewide

18. What level of data sensitivity is required for this request?

- ☐ Aggregate (summary only)
- ☐ Client de-identified
- ☐ Client identified

19. What type of data is included in this request?

- ☐ Homeless Management Information System (HMIS) data

Medicaid (healthcare) data – Coming Soon!

20. List/describe the specific data elements and variables requested from DWEL-AZ (e.g., HMIS tables, demographics, disabling conditions, annual performance report, system performance measures, service history).

21. Describe the date range(s) of the reporting period for which the data is being requested?

22. Is this a one-time request or will this report require ongoing refreshes of the data? If ongoing refreshes are needed, please describe the frequency or cadence desired. Please also provide an end date for when the last refresh is needed, this cannot exceed a twelve-month period.

23. If you are requesting summarized or aggregated data, how would you like the data to be summarized, grouped, or aggregated? For example, by program, location, time-period, population, housing status, healthcare enrollment status.

24. Which format is best for you to receive the requested data? For example, file formats like .csv or a .xlsx excel file are commonly used. Include any information on secure transfer methods you prefer.

DATA SECURITY

***If you are requesting a report with aggregate/summarized data only –
you may skip questions 25 thru 29***

25. Does your organization have user access protocols and data privacy and security policies?
Please provide a brief description. *You may provide relevant documents as a follow up to
this request.* Please state who will have access to the data being shared.

☐ Yes

☐ No

Explanation:

26. Is your organization subject to compliance with HIPAA?

☐ Yes

☐ No

27. Has your organization had any data breaches in the last 5 years?

☐ Yes

☐ No

If so, please provide a description of the resolution:

28. Where and how will the dataset(s) be stored?

29. Please describe your plan for destruction after use.

DATA REQUEST AND DISCLOSURE ACKNOWLEDGMENT

By signing this request, I acknowledge and agree to the following conditions regarding access to and use of the requested data:

Data Use and Confidentiality

DWEL-AZ does not guarantee the accuracy of analysis/output created by the requesting entity, and such content may not represent the views of DWEL-AZ.

I understand that all data provided is to be used solely for the purposes described in this request and must be handled in compliance with DWEL applicable data privacy, confidentiality, and security requirements. Data shall not be shared, distributed, or disclosed to any third party without prior written authorization.

If at any point, one or more individuals gain access or are suspected of having gained access to sensitive or confidential information that they are not authorized to access, I will take immediate action to alert DWEL staff and mitigate the impact of the breach.

If this request is an academic research project, I have submitted or will submit it to the Institutional Review Board (IRB), Privacy Board, or other applicable human subjects' protection institution for approval.

Research Results and Publication

I acknowledge that any product intended for publication, such as data analysis, summary findings, reports, presentations, or other documentation derived from the requested data will be reviewed by the DWEL Collaborative prior to final publication.

Regardless of intent to publish, I will provide a summary of findings from any research or analysis to the DWEL Collaborative within 90 days of project completion. DWEL reserves the right to utilize summaries and findings to support DWEL functions.

Email dwel-az@solari-inc.org towards the end of your project to discuss findings and publications. Publication requests shall be submitted at least 30 days prior to publication.

Attribution and Transparency

It is encouraged that any approved publication or presentation acknowledge the data source(s) as specified by the data provider and include the approved data use statement.

Compliance and Oversight

I agree not to use the requested data with any artificial intelligence (AI) tool, system, or service unless such use is explicitly described in and approved through the DMPR. If AI use is proposed after initial approval, I agree to submit an amendment to obtain approval before using the data for that purpose.

I agree to adhere to all applicable data sharing agreements, privacy notices, and governance policies established by DWEL. Failure to comply with these requirements may result in revocation of data access and/or additional administrative action.

As indicated above, data requests are valid for a 12-month period. I agree to submit and amended request if data is sought beyond 12 months.

By signing your full name below, I acknowledge that I have read, understood, and agree to the terms and conditions outlined in this disclosure of acknowledgement.

Date: _____

Please type your full name: _____

Signature: _____

Please enter an alternative contact (name and email address):

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SUBMIT THIS REQUEST

1. Save this request for your records.
2. Email request to dwel-az@solari-inc.org
3. Please **include the title of your data request** in the content or subject line of your email submission.
4. Please **include any supporting documentation** like data security protocols, IRB approval, data analytic plan, or other information.
5. Amendments can be submitted to the dwel-az@solari-inc.org email inbox anytime. Please include the title of the associated data request.

ADMINISTRATIVE OPERATOR RESPONSE SECTION

To be completed by the Administrative Operator

COMPLIANCE REVIEW

Date of Review: _____

Reviewer(s): _____

Administrative Operator Review of the DMPR:

Compliance and alignment with program goals, policies and procedures

- ☐ DWEL-AZ program goals
- ☐ DWEL- AZ Privacy Notice and Practices
- ☐ DWEL- AZ Data Security Policy
- ☐ Data element and technical specification review

Notes, if applicable:

Time and Cost Estimate:

ADMINISTRATIVE OPERATOR RESPONSE SECTION

To be completed by the Administrative Operator

RESPONSE TO REQUESTOR

Date of Response to the Requestor: _____

Date of DWEL-AZ Determination: _____

DWEL-AZ Response:

☐

Approved

☐

Approved with Conditions

☐

Denied

Reason/Explanation:

Next steps and when to expect your request: