



www.hhccny.org
housingandhomelesscoalition@gmail.com
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315-435-2985 X 7162

Data Request Form

Date of Request: _____ Requesting Agency: _____

Contact Details:

Name & Title of Contact Person: _____

Email address _____ Phone number: _____

Please indicate what geographic region you are requesting data for:

- Continuum of Care (Onondaga, Cayuga, and Oswego Counties)
- County Specific (list name of county): _____
- Other (Please specify) _____

Time frame you are requesting:

- Calendar Year (January 1 to December 31)
- Specific time frame: _____ to _____
- Two years of comparable data: _____ to _____
- Graphics needed: ____ Yes ____ No

Please give a brief explanation of the reason you are requesting this data:

Please give a description of the data you are requesting:

Date data is needed by: _____

HHC Staff person receiving request: _____

Date Data request was completed: _____ Time taken to complete _____



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Data Request Policy

The Housing and Homeless Coalition of Central NY (HHC) is the overseeing body of the Homeless Management Information System (HMIS) where most of the homeless data for our 3 county region is stored (Syracuse/ Onondaga, Auburn/ Cayuga, and Oswego). This personal identifying data is protected by federal and state confidentiality laws for its release to outside agencies and entities, but all federal reports of aggregate data are located on our website, www.hhccny.org. Any other data requests must go through the process of approval via the HHC.

Types of Data Requests

1. Counts Only

These requests must be submitted at least one week (7 days) prior to the date needed. More complicated data requests, which include specific population types or comparisons of multiple years, could require more time to prepare. The HMIS staff person filling the request will notify the request party of the assessed time frame changes. The requesting party must fill out the form completely, leaving no blanks. The reason for the request needs to also be fully explained in the narrative section of the form. Reasons for data request include, but are not limited to, applications for funding, research, press, etc.

2. All Other Request

Requests for data beyond counts (de-identified data/ anonymous or identifiable data) must be requested through the policy established in our HMIS Policies and Procedures. These requests go to the HMIS Administrator and HHC Director first before being sent for further approval to the HMIS Data Administrator Committee and finally the HHC Advisory Board.

Security of Data Transfers

All di-identified and identifiable data will be transmitted in a secure way via CSV, encrypted, and/ or Protected upload method that is established between the two bodies of the data transfer. These will be subject to change due to updates in systems and/or technological abilities of the two points of transfer. All precautions will be taken to ensure the confidentiality of the client information being requested, including but not limited to password protection, direct data uploads into protected share drives, and Data Sharing MOUs.