

Procedure: Shared Use Report Requests

Responsible Person: Tom Martin/Subir Purkayashtha

Step	Description	Responsible Person/Area
1	Requestor will complete report request form and submit to Supervisor for review. Request to include: <ul style="list-style-type: none"> Requestor Type of Report Requested Completion Date Purpose Detailed Description/Specifications 	Requestor
2	Once approved, Supervisor will forward the request to the area's Vice President for review and approval.	Supervisor
3	Once approved, area's Vice President will forward request to the Chair of the Data Standards & Quality Assurance (DS&QA) Committee for evaluation by the Committee. Committee Chair will send a copy of the request to Administrative Programming for inclusion on the Reporting web site.	Data Standards and Quality Assurance Committee
4	If DS&QA Committee agrees to the need for the Shared Use report, the chair will update the request with additional information provided by the committee and proceed to Step 5. If denied, the Chair will notify Administrative Programming to remove from the Reporting web site.	Chair of the Data Standards and Quality Assurance Committee
5	Request will be forwarded to Prioritization subcommittee of the DS&QA Committee for prioritization.	Prioritization Subcommittee of the Data Standards and Quality Assurance Committee
6	Once prioritized, it will be returned to Administrative Programming to be placed in the queue and the priority updated on the Reporting web site. The requestor will be notified of the estimated completion date.	Administrative Programming
7	As the status changes, the Reporting web site will be updated.	Administrative Programming
8	Once the request has been completed, the requestor will be notified and the request will be removed from the Reporting web site.	Administrative Programming