



# **How to Use the ADHS Data Request Submission Form**

The purpose of the Data Request Submission Form is to aid in the process of efficiently routing data requests to the appropriate data owners within ADHS. This will help ADHS to understand the volume and frequency of data requests that we receive, provide assistance for those who are not familiar with how to request data, and will ultimately help to turn public health data into action.

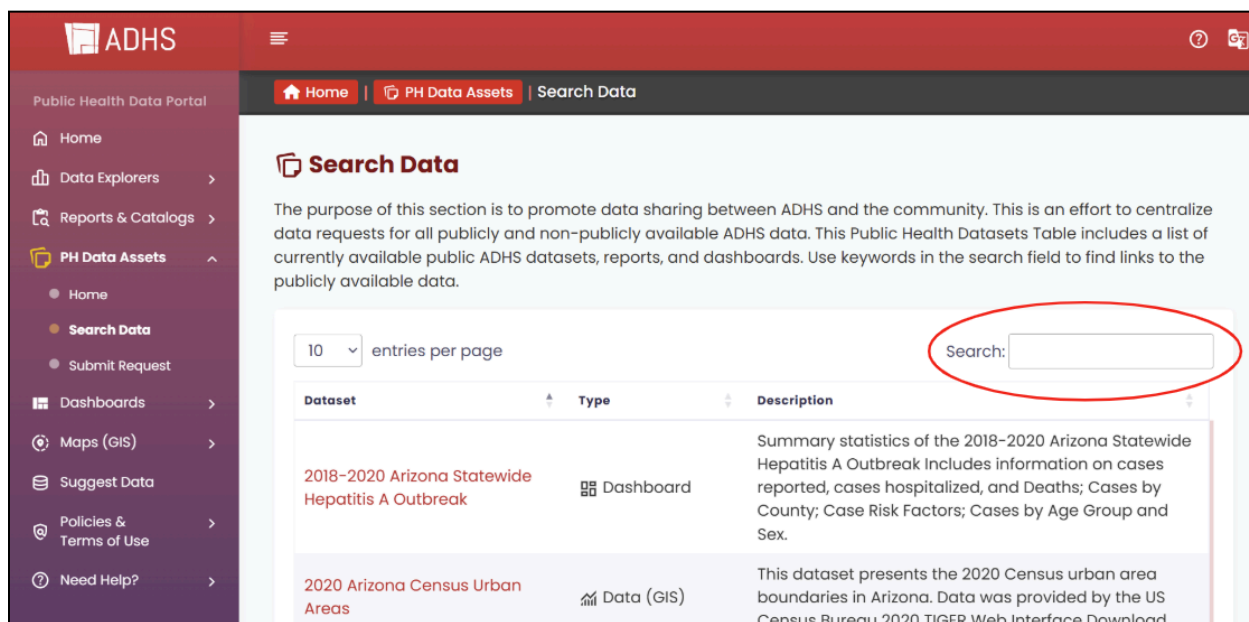
Please note, the Form will populate new fields depending on your selections in previous fields. You must complete all fields marked with a red asterisk (\*) before moving on to the next section.

The Form has this flow:

- **Confirm whether you can find what you need in our Publicly Available Resources**
- **Specify if this is a New or a Follow-up Request**
- **Provide Your Contact Information**
- **Describe your Data Request**
- **Optional Feedback**

## Confirm whether you can find what you need in our Publicly Available Resources

ADHS publishes many aggregated datasets and data reports on our webpage and the Public Health Data Portal. Prior to submitting a request, please search the publicly available [data asset table](#) on the Public Health Data Portal. You can type a keyword into the search bar or scroll through the list of Data Assets that have been cataloged in the table.



The screenshot shows the ADHS Public Health Data Portal. The top navigation bar includes 'Home', 'PH Data Assets', and 'Search Data'. The left sidebar lists various options: Home, Data Explorers, Reports & Catalogs, PH Data Assets (expanded), Home, Search Data (selected), Submit Request, Dashboards, Maps (GIS), Suggest Data, Policies & Terms of Use, and Need Help?. The main content area is titled 'Search Data' and contains a paragraph explaining the purpose of the section. Below the text is a search bar with a dropdown menu set to '10 entries per page'. The search bar is circled in red. Below the search bar is a table with three columns: Dataset, Type, and Description.

Dataset	Type	Description
2018-2020 Arizona Statewide Hepatitis A Outbreak	Dashboard	Summary statistics of the 2018-2020 Arizona Statewide Hepatitis A Outbreak Includes information on cases reported, cases hospitalized, and Deaths; Cases by County; Case Risk Factors; Cases by Age Group and Sex.
2020 Arizona Census Urban Areas	Data (GIS)	This dataset presents the 2020 Census urban area boundaries in Arizona. Data was provided by the US Census Bureau 2020 TIGER Web Interface Download.

## Specify if this is a New or a Follow-up Request

We hope to respond to all requests within 10 business days, but if for some reason you have not yet received a response, please indicate here that this is a **Follow-up Request**. Otherwise, select **New Request** to begin your submission.

**ADHS Data Request Submission Form**

\*Please **Do Not** submit any Personal Identifiable Information (PII) or Protected Health Information (PHI) in your request.

The intention of this form is to aid in the process of efficiently routing data requests to the appropriate data owners within ADHS.

Kindly give ADHS at least 10 business days to respond to your request. Someone may reach out to you for more information. If you don't hear back within 10 business days, please submit a Follow-Up request and include the Data Request ID you received with your initial submission.

**Disclaimer:** Fulfillment of data requests are at the discretion of ADHS data owners as they consider factors such as confidentiality, feasibility, and allowable purposes of the public health data. This webpage and the material contained herein are provided as a public service for informational purposes only. It should not be considered legal advice or opinion, and, unless expressly noted it does not reflect official ADHS policy.

Please visit the [ADHS Data Requests website](#) for additional information about this form or data requests.

Welcome to the Data Request Submission Form

First, please look for the data you need in our [Public Health Data Portal](#), which contains all publicly available ADHS datasets.

If you do not find the data you need there, then please complete this form to submit a request for a curated dataset.

Are you submitting a new data request or following up on a previously submitted request?

Select

**New Request**

Follow up on a prior submitted request

Submit

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This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

## Provide Your Contact Information

Entering your contact information will allow for a copy of the data request to be sent to your email. Each form submission that is emailed to you will have a unique identifier that can be used for follow up. A copy of the form submission questions and responses will also be included in the email.

When indicating which entity description (e.g. County or Tribal Health Department, Student/Researcher, Public/Other, etc.) applies best to you, new questions will populate on the form that are relevant to that entity. This helps us understand the context of your request and other pertinent information (e.g., whether you already have a data sharing agreement with ADHS, whether you are working on a research project, etc.)



## **Describe your Data Request**

Including some details will help us to better understand where to send your request within ADHS. This is also where you can indicate the urgency of your request, the other stakeholders that you are working with, or any additional questions you have about the data that might affect your request. This information will be sent to the subject matter expert of that data at ADHS to help them respond appropriately to your request based on the details you provide.

## **Optional Feedback**

Please share any suggestions of how to improve this form or the data request process at ADHS in general. We appreciate your insight into how we can better connect you with the public health data you need.