



Department of Correction Data Request Form

FOIA: This form and the attending process are not used for Freedom of Information Act (FOIA) requests. Please submit a request to Freedom of Information Unit through FOI portal, <https://docct.govqa.us/WEBAPP/rs/> for FOIA requests.

DOC Operations Data Unit Use Only	
Request ID Number:	Date Received:
Assigned ODU Staff:	Date Completed:
Resolution:	

Instructions: Please respond to all questions; type or select NA if a question is not applicable. Please return completed form via e-mail to DOC.OperationsData@CT.GOV. Data requests must be submitted at least **10 business days** in advance of when the data is needed. Incomplete information is likely to result in delays.

Title: <i>(Project/Data/Report Name)</i>			
Requestor Name:		Today's Date: <i>(Date request submitted)</i>	
Requestor Role/Title:		Date Required¹: <i>("Needed by" date)</i>	
Requestor Email:		Requestor Unit/Organization:	
Data Distribution <i>(please select one): (To whom will this data and/or information be distributed?)</i> <input type="checkbox"/> DOC Internal Use <input type="checkbox"/> External Use Only <input type="checkbox"/> Both DOC and External Use <input type="checkbox"/> Not Applicable			
What client level data is required to fulfill this request? <i>(please select one):</i> <input type="checkbox"/> None <input type="checkbox"/> Non-identifiable <input type="checkbox"/> Identifiable			
If any client-level data is required, will the detail contain Protected Health Information (PHI) ? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA			
Is the intent of your request to develop or contribute to generalizable/scholarly knowledge? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, has the requester's Institutional Review Board (IRB) approved the request? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable			

¹ Certain data, or combinations of data, may not be disclosable under current state/federal law and/or DOC Policy. Data requests must be submitted at least **10 business days** in advance of when the data is needed. In processing your request, Operations Data Unit will evaluate the best means by which your request can be fulfilled. The scope, complexity, periodicity and type of technological solution necessary to complete the request may require additional time, steps and documentation for completion, and will be prioritized within available resources.

Purpose of your Request: *(please select one):*

- | | |
|--|--|
| <input type="checkbox"/> Performance Expectation | <input type="checkbox"/> Research Support |
| <input type="checkbox"/> Legislative/Regulatory/Statutory Compliance | <input type="checkbox"/> Other External Requests: <i>(please specify):</i> |
| <input type="checkbox"/> Grant Application/Compliance | <input type="checkbox"/> Other <i>(please specify):</i> |

Explanation for Purpose of Request: *(Please identify the business need that this request will support, e.g., This data will be used in testimony before the legislature; this data is for a study or evaluation; or, this information is for an RFP/grant to be issued/submitted on [date].)*

Project Deliverables *(please check all that apply):*

- | | |
|--|--|
| <input type="checkbox"/> Ad Hoc Data/Report | <input type="checkbox"/> Program/Contract Development |
| <input type="checkbox"/> Analysis Results | <input type="checkbox"/> Program/Contract Fidelity Evaluation |
| <input type="checkbox"/> Automated Data Collection | <input type="checkbox"/> Program/Contract Outcome Evaluation |
| <input type="checkbox"/> Automated Reporting | <input type="checkbox"/> Study Methodology |
| <input type="checkbox"/> Data Sets | <input type="checkbox"/> SharePoint <i>(data collection or site/page creation)</i> |
| | <input type="checkbox"/> Other <i>(please specify)</i> |

Request Summary: *(Please describe what is needed. Be as specific and precise as possible. Examples of things to include but are not limited to hypothesis or question(s), method of counting, either by prisoner or by episode, definition of terms, such as sentenced or un-sentenced/pretrial only; timeframe needed, and data quality considerations. Please include specific data fields and elements to be queried. Note: additional information may also be required based on complexity and resource demand of the request)*