Good Morning –

This e-mail is meant to remind folks who may have forgotten about it, and to introduce newer analysts who may not know about it, to the Health Surveillance Request Log. Filling data requests is a significant portion of our work as analysts here in Health Surveillance and it is useful to both management and analyst alike to keep track of these tasks. To that end, a request tracking system was built in Access for analysts to record data requests. However, that system was built over 15 years ago and is long past due for a redesign. A first step – as part of the AIM project (AIM = Agency Improvement Model, learn more here) I am hoping to increase use of the current system, and to improve the quality of data collected in a few small but measurable ways. What we learn from this process will help inform a broader update and redesign of the request tracking system in the near future.

The request log can be found here: \\Nessie\Hsurv\Stats\REQUESTS.mdb - adding a shortcut to your desktop will make it easy to find when you need it.

When the request log was first implemented, it was intended for external requests. All external requests for data should be entered in the log. More recently there has been interest in tracking internal requests as well (for example, a program asking for data from BRFSS or PRAMS), so these data requests may be entered in this system as well. While some fields are mandatory (highlighted in blue on the form), it is not necessary to fill in all the fields – just enter what you think is useful in the optional fields. If you do not see your name in the staff dropdown list – please contact Katie Jones and she can add your name to the list. Later in the summer we will be modifying the form slightly – with the goal of reducing the number of records with "other" selected from the various dropdown fields. To that end, as you are using the form, if you have suggestions for additional categories (or for streamlining the existing choices) in the dropdown choices, please send me your ideas.

Thank you in advance for your help in improving the utility of our request tracking system.