

Today's Date: \_\_\_\_\_

Please e-mail completed form to  
[data@caresny.org](mailto:data@caresny.org)

## Data Analysis Plan

### Part I (Completed by requestor)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                           |
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| <p><b>Stakeholder Name:</b><br/><small>(Person submitting the request)</small> _____</p> <p><b>CoC/Agency/Unit:</b> _____</p> <p><b>Objective:</b> _____</p> <p><b>Key Questions:</b> _____<br/>         _____<br/> <i>What are you trying to learn? What are the key outcomes of interest?</i></p> <p><b>Target Subgroup:</b><br/><small>(e.g. People in ES Projects)</small> _____</p> <p><b>Time Frame:</b> _____</p> <p><small>(report intervals)</small>    <input type="checkbox"/> Yearly    <input type="checkbox"/> Quarterly    <input type="checkbox"/> Monthly    Other: _____</p> <p><b>Frequency:</b> _____</p> <p><small>(How often would you like this report?)</small>    <input type="checkbox"/> One Time    <input type="checkbox"/> Yearly    <input type="checkbox"/> Quarterly    Other: _____</p> <p><b>Deliverables:</b> _____</p> <p><i>E.g. word doc, PDF, Dashboard, Excel file</i></p> <p style="text-align: right;"><b>Deliver by:</b> _____</p> <p><b>Contact Information:</b>    E-mail: _____    Phone: _____</p> <p><small>(provide your contact information so we can schedule some time to review the request and discuss results from our data discovery.)</small></p> | <p><b>Target Audience:</b><br/><small>(e.g. Community members, CoC, Region, Internal)</small> _____</p> <p><b>Geographic Location:</b><br/><small>(e.g. County, Region)</small> _____</p> |
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\*Please allow up to 5 business days for us to research and review the request before follow up meeting.\*

### Part II (Completed by CARES Data team) Request# \_\_\_\_\_ Completed: \_\_\_\_\_

|                                                                                                                                                                                     |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p><b>Data Elements:</b></p> <p><i>Data elements needed as part of the analysis project</i></p>                                                                                     |  |
| <p><b>Data Prep:</b>    <i>Scope of work needed to clean and De-Dupe the data. Describe the data source and any data transformations used as part of the analysis strategy.</i></p> |  |

**Stakeholder Name:** Who is this data analysis for? This is usually the name of the person submitting the form.

**Target Audience:** Who will be reviewing the analysis? This can be community members, board members, CoC's, internal teams, public communities

**CoC/Agency/Unit:** The name of the CoC, Agency, Unit (internal request only) requesting

**Geographic Location:** If any, what geographic location should this analysis focus on i.e. City of Albany vs Albany County?

**Objective:** Why are you requesting this analysis? What is the goal?

**Key Questions:** What questions are you trying to answer regarding your data?

**Target Subgroup:** What group of people should this analysis focus on? E.g. Clients in homeless shelters, Homeless Youth, Women.

**Time Frame:** What date range should be used to limit the number of records in your analysis.

**Intervals:** For trends or reports based on time, please select how points in time should be measured. By year, Month, weeks, days etc.

**Frequency:** How often would you like this analysis. Is this a one time request or would you like to setup a schedule on how often you receive this analysis.

**Deliverables:** How would like the analysis presented to you? Data table (excel, csv), dashboard, PDF, Power-Point, Word Doc?