Data Request Guidelines

Policy

246.27 Any person who wishes information, assistance, records or other public material shall request such information from the State agency, or from the FNS Regional Office serving the appropriate State.

73.18 Completion of grant applications, budgets, expenditure reports and written responses to the department's monitoring for the WIC program shall be conducted by contract agencies in compliance with the formats and procedures outlined by the department in the Iowa WIC Policy and Procedure Manual, as specified in the contract entered into by the department and the contract agency.

Authority

7 CFR Part 246.27 *excerpt*
IAC 641—73.18(135)

Procedures

I. Requesting Data
If the data in need is not available in any of the data system reports, fill out the Local Agency Data Request Form found in the WIC Portal to request data. This completed form should be e-mailed to your assigned nutrition consultant. Information completed on this form should be as detailed as possible.

II. Estimated Completion Timeline
Once the data request has been received, your assigned nutrition consultant will review the request and enter it into the IDPH internal TrackIt system and provide you with an estimated completion date. This date is based on the type of data request, prioritization with other workload, and complexity of the request.

New data requests that have not been pulled before may take 6-8 weeks.

Data requests that have been pulled before and are not changing generally take 2 weeks.

Best Practices

Verify Data is Not Available via Focus Reports
Prior to requesting data to the state office, determine if the data in need can be found in any of

the reports found in the data system.

Data Request Consult

When requesting data that has not previously been provided as requested, the requestor may be invited to attend a Data Request Consult prior to the request being entered. The consult process is intended to help the requestor identify the information needed, or clarify how the data is to be organized and formatted. This step also ensures that the data request has been reviewed for adherence to Data Management policies, and contains all information necessary to build the extract. After the consult meeting has occurred, the assigned nutrition consultant will enter the request.