

**Instructions:** Please provide the information in the two pages as completely as possible. Within one week of your request, a member of the HASA reporting team will contact you for additional information or discussion, so that we may be able to fulfill your request in a timely manner.

## AD HOC REPORT REQUEST

### Requestor Information

Requestor's Name: Example Mary J  
*Last First M.I.*

Organization: Health Clinic Title: Program Coordinator

Email: example@healthclinic.org Phone: (210)555-5555 ext.: 555

Address: 1 Health Clinic Lane San Antonio, TX 78229

Date of Request: 4/26/2018 Date Required: 7/1/2018

Purposed use for data (*Grant funding, patient care, etc.*):

We will be using this information for XYZ grant funding, and will continue to require quarterly reports throughout the timeline for the 3 year XYZ project.

What clinical question(s) are you trying to answer?

We are needing to follow children in San Antonio with either diagnosis of uncontrolled diabetes or any tests that indicate they have diabetes and a mental illness comorbidity. Furthermore, we are wanting to find hotspots within San Antonio where we can take action and provide educational or other supplemental outreach.

Protected Health Information identified?  YES  NO

INPUT PARAMETERS				
Field	Filter Criteria	Return	Group Data by	Exclude/Range
<input type="checkbox"/> Gender				
<input checked="" type="checkbox"/> Age Range	>18 <66			
<input type="checkbox"/> Payer Type				
<input type="checkbox"/> Procedure Code				
<input checked="" type="checkbox"/> Date of Service Range	1/1/2018- 3/31/2018	Include Date of Service		
<input type="checkbox"/> Treatment Location (i.e. Inpatient/ER/ Clinic)				
<input type="checkbox"/> Facility Name				
<input checked="" type="checkbox"/> Test/ Results	A1C>9	Count of A1C >9		
<input checked="" type="checkbox"/> Public Health Groups	Diabetes	Count of Diabetes patients		
<input type="checkbox"/> Reason for Visit				
<input type="checkbox"/> Intake Date				
<input type="checkbox"/> Census tracts				
<input type="checkbox"/> Social Determinants				
<input checked="" type="checkbox"/> Zip Codes		Include Zip Codes	All	Outside San Antonio
<input checked="" type="checkbox"/> Percentage		Percent of Diabetes with A1C>9		
<input type="checkbox"/> Other				

\*\*\*All parameters on the table are optional. If preferred, please use the previous page to describe, in detail, your desired report.

#### OUTPUT FORM

Frequency:  Ongoing  One-time only  
 Report Display Type:  Downloadable CSV  Dashboard Report

## Glossary

**Field:** Broad categories of data types your organization is interested in following.

**Filter criteria:** How you want the data set to be limited. For example, females, A1C over 9 including a diagnosis grouper. Indicate if you want these criteria to be on a pick-list or built into the query.

**Return:** Fields you want in the output. For example: race, sex, zip code, and/or specific types of lab values.

**Group Data by:** Indicate if you want the output to have summary or a systematic data grouping. For example, a count by facility, as you would in a Pivot Table, or grouped by zip code.

**Exclude/Range:** Secondary criteria that you would like to follow. For example, patients with hyperlipidemia, excluding those taking a statin.

### HASA's Current Public Health Groups

The current public health groups are available based on popularity, and are available for guidance. You may request reports on public health groups that are not listed below.

#### High-Alert Infectious Diseases

- Legionnaires' disease
- Pertussis
- Measles
- Mumps
- Salmonella
- Typhoid Fever
- Tularemia
- Anthrax
- Brucella
- Influenza

#### Common Conditions

- Asthma
- Diabetic amputations
- Chronic obstructive pulmonary disease
- Neonatal Abstinence
- Chronic Kidney Disease
- End Stage Renal Disease
- Coronary heart disease
- Stroke
- Opioid Overdose
- BMI
- Hypertension
- Diabetes
- Smoking (demographic)
- Nicotine dependence
- Heat stroke

<b>EXAMPLE REPORT</b>				
<b>ZIP CODE</b>	<b>REPORTING PERIOD</b>	<b>COUNT OF DIABETES PATIENTS</b>	<b>COUNT OF A1C&gt;9</b>	<b>% of Diabetics with A1C&gt;9</b>
78227	1/1/2018-3/31/2018	4589	1025	22.3
78228	1/1/2018-3/31/2018	5818	2548	43.8
78229	1/1/2018-3/31/2018	3689	528	14.3
78238	1/1/2018-3/31/2018	2252	259	11.5
78236	1/1/2018-3/31/2018	1561	950	60.9
78249	1/1/2018-3/31/2018	780	525	67.3

Please note that this report is only an example, and its sole purpose is to illustrate the organization of the input parameters.