

Center for Medicare & Medicaid Services
Enterprise Databases Group
Request for Data Administration Services

Section I - General Information

Request Number		Date	
Requestor:		Phone#/ Email:	
Component/Group/Division:			
Email Address:			

Section II - Data Administration Specific Information

General Project Information:

Project Name:			
Project Manager/GTL:		Phone#/ Email:	
Name and organization of Local DA (if assigned):		Phone#/ Email:	

Section III - Data Design Information

Business SME:		Phone#/ Email:	
Brief Application Description:			
Business Driver - Regulation Compliance:			
Estimated Project Initiation Date:			
Estimated Start Date for Development:			
Estimated Date for Production Deployment:			

Additional Information:
 (For example, other application interfaces or dependencies)

Section IV - Tracking Information (For EDG Use Only)

Assigned To:		Date Assigned:		Date Due:	

Date Completed:		Comments:	
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Note: After completing this form, email the request to CMS EDG_DataRequests_Intake@cms.hhs.gov