**Change Request Form for Data Governance**

**This form should be used to request changes or additions to the data being collected by TCMHCC. All requested changes will be reviewed by the Data Governance Committee for impact and level of effort/cost before a decision is made regarding implementation of the request.**

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| **HRI Submitting Request** |  |
| **Individual Submitting Request** |  |
| **Email Address for Questions Related to this Request** |  |
| **Date of Request** |  |
| **Suggested Target Date for Change** |  |

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| **Change type (dropdown)** |
| Add option(s) to existing field/question  Remove option(s) from existing field/question  Modify option(s) in existing field/question  Create new field/question  Remove field/question  Modify field name/question  Move placement /location of field name/question  Change field type  Create new questionnaire / data source |
|  |
| **Impacted data sets (Checkbox)** |
| TCHATT-Trayt  CPAN-Trayt  CPAN- Lantana  CPWE Data  Evaluation Survey TCHATT  Evaluation Survey CPAN  Evaluation Survey CPWE  Other |
|  |
| **Please describe the change you are requesting** |
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|  |
| **Why is this change being requested?** |
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| **\*\*Allow User to upload screenshots** |

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| Fields for Data Governance Committee |
| **Expected impact of Change** |
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| **Expected Level of Effort to Implement the Change** |
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| **Change plan – details on how the change would be rolled out, when, etc.** |
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| **Change communications required** |
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| **Date Change Request was Reviewed** |  |
| **Review Decision** |  |
| **Review Comments** |  |
| **Change Request Number** | (Autopopulated by SharePoint list) |