

## **Procedure for Requesting Data from SEWRPC Using the EMSI Software**

Requestor will request information by submitting the attached form to the Southeastern Wisconsin Regional Planning Commission (SEWRPC) with all required information completed. Requests may be submitted by a city, town, village, or county, including a municipal or county economic development organization, or a school district or technical college located in the SEWRPC Region.

SEWRPC staff will review and follow up with requestor if missing information and/or additional clarification is needed. This follow up will occur within two business days of received request.

If no additional information or clarification is needed, SEWRPC will confirm that the request is being processed.

SEWRPC will strive to fulfill requests within five business days of receiving a complete request. Except for required reporting to WEDC, EMSI requests and responses will be kept confidential.

Filling in the EMSI Request Form:

1. **Date Submitted:** Fill in the date you sent the completed form to SEWRPC.
2. **Requested By:** Complete name of the organization requesting data, the name of one contact person to be used for all contacts regarding the request, and that person's phone and email information.
3. **Mailing Address:** Mailing address of the requester.
4. **Scope of Project:** Name of project, for recording purposes, and a description of uses for the data collected.
5. **Time Frame of Requested Data:** The specific years from which the data should be drawn (e.g.; number of jobs in 2014 and 2016.)
6. **Area to be analyzed:** Choose an area(s) to be analyzed and assign a name to each one. The software permits areas comprised of one or more Metropolitan Statistical Areas (MSAs), counties, or zip codes to be analyzed. Data for the United States or State of Wisconsin can also be analyzed. Please list the MSAs, counties, or zip codes you would like to include in each analysis. SEWRPC staff may suggest modifications to the area based on known conditions (e.g. commuting patterns). Any suggested modification will be discussed with the requestor prior to conducting the analysis.

If requesting an analysis for more than one area, indicate whether you would like reports for each area separately, all areas combined, or both.

7. Data Requested: Please provide the highest level of detail possible relative to your request. Include North American Industrial Classification System (NAICS) and/or Standard Occupational Classification (SOC) codes if known. For example: the number of jobs in the Metal Stamping industry (NAICS 332116), or median hourly earnings for Occupational Therapy Assistants (SOC 31-2011). If requesting an economic impact, please indicate the information needed (i.e. loss or gain in jobs, sales, or earnings in an industry).

Link to NAICS codes: <http://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2012>

Link to SOC codes: <http://www.bls.gov/soc/#classification>

8. Deliverable format: Please select the desired format. If “other” is chosen, please write in the desired format (eg- “Access.”)

Submit request to SEWRPC via email to [EMSI@sewrpc.org](mailto:EMSI@sewrpc.org), or by fax to (262) 547-1103.

Contact Chris Parisey at (262) 953-3236 with any questions.

**EMSI DATA REQUEST**

***This information is provided to you from the Southeastern Wisconsin Regional Planning Commission (SEWRPC) through a contract with Economic Modeling Specialists International (EMSI). The data, reports, forecasts, and/or services provided by EMSI are generated using government data and proprietary processes. EMSI uses estimates when there are missing data points, and such estimates are subject to varying degrees of error. EMSI's data, reports, forecasts, and services may differ significantly from actual outcomes and are provided "as is" without warranty for a particular purpose or project. EMSI assumes no liabilities for any losses or damages that may result from the use of EMSI data.<sup>1</sup>***

1. Date Submitted: \_\_\_\_\_
  
2. Requested by: Organization: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_
  
3. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
  
4. Scope of Project:  
Project Name: \_\_\_\_\_  
  
Brief Description of Proposed Use: \_\_\_\_\_  
\_\_\_\_\_
  
5. Time Frame of Requested Data. Indicate range by year(s) and indicate all years desired (beginning and ending years only or all years in range): \_\_\_\_\_
  
6. Area to be Analyzed (complete next page to request same analysis for additional areas):
  - a. Geographic Area (select one)  
Nation \_\_\_\_\_; State of WI \_\_\_\_\_;  
MSA or MSAs (identify by name) \_\_\_\_\_;  
County or Counties (identify by name) \_\_\_\_\_;  
Zip Code or Multiple Zip Codes (list zip codes needed) \_\_\_\_\_;
  - b. Choose a name for the area to be analyzed: \_\_\_\_\_
  - c. If requesting an analysis for more than one MSA, County, or zip code, do you want to receive reports for each geographic area separately, all areas combined, or both?  
Separate \_\_\_\_\_  
Combined \_\_\_\_\_  
Both \_\_\_\_\_
  
7. Data Requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup> Data disclaimer required by EMSI contract with SEWRPC.

If your data request involves a specific industry or occupation, please provide the North American Industry Classification System (NAICS) or Standard Occupational Classification (SOC) code(s), respectively (see links in instructions):

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8. Deliverable Format:  MS Word  MS Excel  PDF  Other

If "Other," please specify desired format: \_\_\_\_\_

*For more than one area, please complete the following (copy for additional areas):*

Area to be Analyzed (Area 2):

a. Geographic Area (select one)

Nation \_\_\_\_\_; State of WI \_\_\_\_\_;

MSA or MSAs (identify by name) \_\_\_\_\_;

County or Counties (identify by name) \_\_\_\_\_;

Zip Code or Multiple Zip Codes (list zip codes needed) \_\_\_\_\_;

b. Choose a name for the area to be analyzed: \_\_\_\_\_

c. If requesting an analysis for more than one MSA, County, or zip code, do you want to receive reports for each geographic area separately, all areas combined, or both?

Separate \_\_\_\_\_

Combined \_\_\_\_\_

Both \_\_\_\_\_

Area to be Analyzed (Area 3)

a. Geographic Area (select one)

Nation \_\_\_\_\_; State of WI \_\_\_\_\_;

MSA or MSAs (identify by name) \_\_\_\_\_;

County or Counties (identify by name) \_\_\_\_\_;

Zip Code or Multiple Zip Codes (list zip codes needed) \_\_\_\_\_;

b. Choose a name for the area to be analyzed: \_\_\_\_\_

c. If requesting an analysis for more than one MSA, County, or zip code, do you want to receive reports for each geographic area separately, all areas combined, or both?

Separate \_\_\_\_\_

Combined \_\_\_\_\_

Both \_\_\_\_\_