**Technical Assistance Request Form**

*Please complete this form in its entirety.*

The Rocky Mountain Tribal Leaders Council, Epidemiology Center (RMTEC), in its commitment to empowering American Indian Nations and Urban Indian communities by building community-driven public health and epidemiological capacity, will provide the following technical assistance services:

* Coordinate data-related activities between RMTEC and external entities;
* Develop and disseminate statistical summaries of tribal health status priorities;
* Offer training to tribal health programs on use of tools for working with the data;
* Provide statistical consultation to tribal health programs;
* Assist with project evaluation;
* Review public health products, protocols, and documents; and
* Connect tribal health programs with Subject Matter Experts (SMEs)

‘Technical assistance’ (TA) encompasses a professional relationship between RMTEC and the individual/program/organization requesting the assistance in which RMTEC will work to understand and respond to the needs of those making the request. Technical assistance will necessarily involve a commitment on the part of both RMTEC staff (most frequently in terms of time) and the individual/program/organization making the request.

If you need assistance with while filling out this form, please do not hesitate to contact Helen Tesfai, RMTEC Senior Epidemiologist, at 406-252-2550, ext. 116, or [Helen.Tesfai@rmtlc.org](mailto:Helen.Tesfai@rmtlc.org).

***Contact information***

Name, Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Request Details**

Date of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which of the following describes the type of technical assistance you are requesting from RMTEC?

Training  Product/Protocol/Document Review  Input from/Collaboration with RMTEC Staff

Completion of Tasks/Project by RMTEC Staff  Connection to Subject-Matter Experts

Connection to Resources/Tools/Best Practices  Access to Data

Program/Product Development or Support  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which of the following describes the topic of technical assistance you are requesting from RMTEC?

Research  Data Management & Use  Data Collection  Data Analysis

Data Translation & Dissemination  Data Sharing  Prioritization and/or Action Planning

Community Assessment  Development of Health Messaging  Evaluation

Quality Assurance/Performance Improvement  Response to Outbreaks/Concerns

Surveillance  Community Education/Outreach  Sustainability  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe, in detail, the technical assistance you would like to receive from RMTEC: \_\_\_\_\_\_\_\_\_\_\_\_

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Please describe the program or project that this technical assistance will support. Descriptions should include the program/project’s target audience/population, the geographic area served, funding source, and other details. If these details have not been established at this time, please provide any preliminary information on these topics that is available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Which tribes will benefit from this technical assistance?

Blackfeet  Chippewa Cree of Rocky Boy  Crow  Eastern Shoshone

Assiniboine or Gros Ventre of Fort Belknap  Assiniboine or Sioux of Fort Peck

Little Shell Chippewa  Northern Arapaho  Northern Cheyenne

Salish, Kootenai, or Pend ‘Oreille of Flathead  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How will the technical assistance benefit your organization/program(s)/community(ies)? \_\_\_\_\_\_\_\_\_\_\_\_

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When does the technical assistance need to be completed? Please note that the nature of the assistance requested will determine the timeline involved. We recommend that requests be made well in advance (minimum of two weeks) of any deadlines. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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By signing below, I certify all information in this request is true and correct to the best of my knowledge. I will notify RMTEC of any changes.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

Thank you for filling out the Technical Assistance Request Form. All requests for technical assistance are subject to the availability and existing obligations of RMTEC staff. RMTEC will make every effort to fulfill requests, and in a timely manner. RMTEC retains the right to deny requests for any reason.