

Schedule for Production of FY 2008 User Population Estimates

Deadline	Task	Responsible Party
January		
January 25, 2008	NPIRS begins posting regular monthly FY 2008 Workload reports, based on all data exported in the proper format to NPIRS by January 17, 2008 (to accommodate special, high priority ORAP reports).	NPIRS
February		
February 15, 2008	NPIRS begins posting regular monthly FY 2008 Workload reports, based on all data exported in the proper format to NPIRS by February 7, 2008	NPIRS
March		
March 14, 2008	NPIRS posts monthly Workload reports, based on all data exported in the proper format to NPIRS by March 6, 2008	NPIRS
March 31, 2008	Complete development and testing of NPIRS/NDW exports from those sites that did not send a compliant format for the FY 2007 reports.	Areas, sites
April		
April 11, 2008	NPIRS posts monthly Workload reports, based on all data exported in the proper format to NPIRS by April 3, 2008	
April 16, 2008	NPIRS posts first draft User Pop Reports (reporting end date of January 31, 2008) based on all data exported in the proper format to NPIRS by April 3, 2008	NPIRS
May		
May 9, 2008	NPIRS posts monthly Workload reports, based on all data exported in the proper format to NPIRS by May 1, 2008	NPIRS
May 23, 2008	Complete all the exports for the initial NPIRS/NDW loads[1] from those sites that did not complete initial loads for the FY 2007 reports.	Areas, sites
June		
June 5, 2008	Complete initial loads for all those sites that met the May 23 deadline.	NPIRS
June 13, 2008	NPIRS posts monthly Workload reports, based on all data exported in the proper format to NPIRS by June 5, 2008	NPIRS
July		
July 11, 2008	NPIRS posts monthly Workload reports, based on all data exported in the proper format to NPIRS by July 3, 2008	NPIRS

July 18, 2008	NPIRS posts second draft User Pop Reports (reporting end date of April 30, 2008) based on all data exported in the proper format to NPIRS by July 3, 2008	NPIRS
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August

August 15, 2008	NPIRS posts monthly Workload reports, based on all data exported in the proper format to NPIRS by August 7, 2008	NPIRS
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September

September 12, 2008	NPIRS posts its last 'monthly' Workload reports, based on all data exported in the proper format to NPIRS by September 4, 2008	NPIRS
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September 19, 2008	NPIRS posts third draft User Pop Reports (reporting end date of June 30, 2008) based on all data exported in the proper format to NPIRS by September 4, 2008	NPIRS
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October

October 2, 2008	First three quarters of FY 2008 encounter and registration data exported to NPIRS	Areas, sites
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October 2, 2008	Last day to notify the Division of Program Statistics about data problems that would significantly affect workload submission and user population.	Areas, sites
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October 3, 2008	NPIRS begins posting 'weekly' Workload reports every Friday - Oct 3, Oct 10, Oct 17, Oct 24, Oct 31, and Nov 7, based on all data exported in the proper format to NPIRS by 8 days prior to the report post date.	NPIRS
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October 10, 2008	Area Officers certify the FY 2008 Workload numbers for the first three quarters.	Areas, sites
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October 15, 2008	DPS Provides Workload Status Report to Senior IHS management. The data is from the work load reports run on October 10, 2008 from data received by October 2, 2008.	DPS
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October 17, 2008	NPIRS posts forth draft User Pop Reports (reporting end date of July 31, 2008) based on all data exported in the proper format to NPIRS by the October 2nd deadline	NPIRS
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<i>October 30, 2008</i>	<i>Final deadline for exporting data to NPIRS</i>	
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October 31 thru November 13, 2008	This time period is reserved for resolving problems, if possible, with data that was already exported by the October 30 deadline.	NPIRS, Areas, sites
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November

November 14, 2008	NPIRS processes the regular November 2008 CHS FI export file	NPIRS
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November 21, 2008	NPIRS generates official FY 2008 Workload Reports for distribution to Areas based on all data exported in the proper format to NPIRS by October 30, and any corrections that could be made between October 31 and November 13.	NPIRS
November 28, 2008	Area Offices certify Final FY 2008 Workload numbers	Areas, sites
December		
December 4, 2008	NPIRS posts official FY 2008 User Population Reports for distribution to Areas based on all data exported in the proper format to NPIRS by October 30, and any corrections that could be made between October 31 and November 13.	NPIRS
December 4, 2008	HQ generates official memo transmitting user population numbers by Area and Service Unit to the respective Areas for Area and Tribal review.	HQ
December 5, 2008	NPIRS posts special user population reports for the Areas. For example: <ul style="list-style-type: none"> User Population by Tribe (various areas) 	NPIRS
December 12, 2008	Requests for user population adjustments from IHS Areas are due to the Division of Program Statistics. The completed form, "Documentation for Official FY 2008 User Population Adjustment Requests from Area Offices", must be received for documenting the requested adjustment.	Areas, sites
December 29, 2008	HQ releases the Official FY 2008 IHS User Populations	HQ
January		
January 12, 2009	Start processing exports into the NDW. Necessary to meet IHPES quarterly reporting.	NPIRS

1 All registration data, as well as all encounter data at least from October 1, 2005 thru the present (preferably October 1, 2000 thru the present).