



TO: See Below

FROM: Chief Medical Officer  
Director, Office of Public Health Support

SUBJECT: Timeline for Transmittal of Fiscal Year 2011 Workload Data and  
Production of User Population Estimates

**FEB 10 2012**

Attached is the timeline for transmitting workload data to the National Data Warehouse (NDW) and for producing final user-population estimates (see tab A). Estimates are based on registration and encounter data received in National Patient Information Reporting System (NPIRS) repositories. The IHS staff will use essentially the same statistical concept as in prior years to produce the estimates (nationwide unduplicated count by residence of Indian registrants who have had direct or contracted encounters for IHS inpatient, ambulatory, or dental services during the last three years). Following Tribal consultation and Area review, the IHS releases the estimates, the result of our collaboration with Tribes to reconcile and validate data.

Reviewed by Area statistical officers and including their suggestions wherever possible, the attached timeline begins with the January 20 deadline for posting monthly workload reports and progress reports. On April 13, the first of four year-to-date user population reports will be posted. These dates allow officers time to review and identify gaps or missing data in a timely and continual manner for their Areas. The NPIRS will produce workload reports more frequently as we approach the October 27 deadline.

We strongly encourage the Areas to communicate monthly progress and distribute draft quarterly user reports to Tribes and Chief Executive Officers, consulting with them and soliciting their feedback. Sharing this information with the Division of Program Statistics (DPS) during monthly statistical officer conference calls allows for early identification and timely resolution of any data problems.

Ongoing communication with Tribes and Chief Executive Officers is extremely important because adjustments to final user population estimates are only made for new Tribes. An estimate agreed upon by the new Tribe and the Area Director will be determined and used for the first three years following the date the new Tribe joins the Indian health system. After three years, all user population determinations for the new Tribe will be based on registration and workload data in the National Data Warehouse (NDW). Please continue working with Tribes which do not have data for three years (FY 2010, FY 2011, and FY 2012), assisting them with exporting their information in the proper format so that it can be loaded into the NDW.

Page 2 - See Below

Thank you for helping to improve the quality and accuracy of data essential for determining final user population estimates. If you have any questions about this process, please contact Kirk Greenway, Patient Care Statistics Team Leader at (301) 443-6704.



Susan Karol, M.D.  
Chief Medical Officer



Richard M. Church, Pharm.D.  
Director, Office of Public Health Support

Attachment:

Tab A - Timeline for FY 2012 Workload Data and User Population Estimates

Addressees:

Executive Staff  
Area Directors  
Area Statistical Officers  
Area Planning Officers  
Area Information Systems Coordinators  
Area Dental Officers  
Director, OIT  
Program Manager, NPIRS

**TIMELINE**  
for  
**FY 2012 Workload Data and User Population Estimates**

**\*Estimates, determined by December 21, will be based solely on data submitted to NDW in either HL7 or simplified format.** Please submit all regular workload and registration data in the proper format by October 25 to ensure Areas are in a better position to research and resolve data anomalies and other problems in those transmissions by November 7.

<b>Due</b> <small>*key deadlines highlighted</small>	<b>Task</b>	<b>Who</b>
<b>January</b>		
January 20, 2012	Post monthly workload reports based on all data received by January 12 <sup>1</sup> <i>*necessary to accommodate special, high priority ORAP reports.</i>	NPIRS
<b>February</b>		
February 10	Post monthly workload reports based on all data received by February 2 <sup>1</sup>	NPIRS
<b>March</b>		
March 9	Post monthly workload reports based on all data received by March 1 <sup>1</sup>	NPIRS
March 29	Complete development and testing of NPIRS/NDW exports from those sites that did not send a compliant format for the FY 2011 reports or whose format may be changed <sup>2</sup> .	Areas, Sites
<b>April</b>		
April 13	Post monthly workload reports based on all data received by April 5 <sup>1</sup>	NPIRS
April 13	Post first draft user-population reports (reporting January 31 end date) based on all data received by April 5 <sup>1</sup>	NPIRS
April 16	Distribute first draft user-population reports for Tribal and Service Unit consultations	Areas
April 27	Send Midyear Review of Workload <i>*data from the NPIRS Workload Status Report run on April 13 from data received by April 5.</i>	DPS
April 27	Complete Tribal and Service Unit consultations for first draft user- population report	Areas
<b>May</b>		
May 11	Post monthly workload reports based on all data received by May 3 <sup>1</sup>	NPIRS
May 17	Complete all the exports for the initial NPIRS/NDW loads <sup>3</sup> from those sites that did not complete initial loads for the FY 2011 reports.	Areas, Sites
<b>June</b>		
June 7	Complete initial loads for all those sites that met the May 17 deadline.	NPIRS
June 15	Post monthly workload reports based on all data received by June 7 <sup>1</sup>	NPIRS



Page 2 – Timeline

<b>Due</b> *key deadlines highlighted	<b>Task</b>	<b>Who</b>
<b>July</b>		
July 13	Post monthly workload reports, based on all data received by July 5 <sup>1</sup>	NPIRS
July 13	Post second draft user-population reports (reporting April 30 end date) based on all data received by July 5 <sup>1</sup>	NPIRS
July 13	Distribute second draft user-population reports for Tribal and Service Unit consultations	Areas
July 27	Complete Tribal and Service Unit consultations regarding second draft user-population report	Areas
<b>August</b>		
August 10	Post monthly workload reports based on all data received by August 2 <sup>1</sup>	NPIRS
<b>September</b>		
September 14	Post the last monthly workload reports based on all data received by September 6 <sup>1</sup>	NPIRS
September 14	Post third draft user-population reports (reporting June 30 end date) based on all data received by September 6 <sup>1</sup>	NPIRS
September 14	Distribute third draft user-population reports for Tribal and Service Unit consultations	Areas
September 27	Ensure that NPIRS has received all exports for the first three quarters of FY 2012 encounter and registration data.	Areas, Sites
<b>October</b>		
October 1	Last day to notify the Division of Program Statistics about data problems that would significantly affect workload submission and user population.	Areas, Sites
October 1	Complete Tribal and Service Unit consultations regarding third draft user-population report	Areas
October 5	Begin posting weekly workload reports every Friday - Oct 5, Oct 12, Oct 19, Oct 26, and Nov 2, based on all data received up to 8 days prior to the report post date <sup>1</sup>	NPIRS
October 5	Post fourth draft user-population reports (reporting July 31 end date) based on all data received by September 27	NPIRS
October 5	Distribute fourth draft user-population reports for Tribal and Service Unit consultations	Areas
October 5	Certify the FY 2012 workload numbers for the first three quarters.	Areas, Sites
October 11	Provide Workload Status Report to Senior IHS management, Report data are from the work load reports run on October 5 based on data received by September 27.	NPIRS

<b>Due</b> *key deadlines highlighted	<b>Task</b>	<b>Who</b>
October 25	<i>Final deadline. All data must be received at NPIRS by 11:59 PM on this day, local NPIRS time, and must be in proper format so that NPIRS can load them without modification.</i>	Areas, Sites
October 26 thru November 7	This time period is reserved for resolving problems, <i>only if possible and as time allows</i> , with data <i>that were already received at NPIRS</i> by the October 25th deadline.	NPIRS, Areas, Sites
<b>November</b>		
November 8	Process the regular November 2012 CHS FI export file.	NPIRS
November 16	Generate official FY 2012 workload reports for distribution to Areas based on all data received by October 25 <sup>1</sup> , and any corrections that could be made between October 26 and November 7.	NPIRS
November 23	Certify final FY 2012 workload numbers	Areas, Sites
November 29	Post official FY 2012 user-population reports for distribution to Areas based on all data received by October 25, and include any corrections that could be made between October 26 and November 7.	NPIRS
November 30	Provide draft official memorandum to NPIRS for review any time between now and December 11.	DPS
November 30	Distribute official memo transmitting user population numbers by Area and Service Unit to the respective Areas for Area and Tribal review.	HQ
November 30	Post any special user-population reports that were previously identified, coordinated and developed for this fiscal year.	NPIRS
<b>December</b>		
December 12	Areas certify User Population counts to HQ DPS.	Areas
December 12	Provide DPS with comments on draft official memorandum.	NPIRS
December 14	Send official memorandum to Office of the Director of IHS for review and approval.	DPS
December 21	Release the Official FY 2012 IHS user populations	HQ

<sup>1</sup> By 11:59 p.m. on this day local NPIRS time.

<sup>2</sup> Those sites who cannot confirm that their current export is formatted exactly as previously year's successful exports need to complete testing of this year's format by this date (and then not change it until all this year's exports are completed). We strongly urge all sites to export their data at regular (ideally monthly) throughout the year.  
By 11:59PM on this day local NPIRS time.

<sup>3</sup> All registration data, as well as all encounter data at least from October 1, 2009, thru the present (preferably October 1, 2000, thru the present).