

Instructions for Running the National GPRA Report for the December 2010 Measure of the Month Challenge

Requirements:

To participate in the December 2010 Measure of the Month Challenge for the Depression Screening GPRA measure, sites must use the instructions below to run two GPRA reports. Each report **MUST** be run during the timeframes specified below*:

1st Report: December 1-3, 2010

2nd Report: January 5-7, 2011

Both reports must be submitted to the GPRA Team at the California Area Office (caogpra@ihs.gov) no later than Friday, January 7th at 4:00p.m.

*Non-RPMS sites must run and submit their reports during the same timeframes

To run the National GPRA & PART Report

1. At the “Select IHS Clinical Reporting System (CRS) Main Menu Option” prompt, type **CI10** and press Enter; for example,

```
*****
**      IHS/RPMS CLINICAL REPORTING SYSTEM (CRS)      **
*****
                          Version 10.0 Patch 1

                          DEMO INDIAN HOSPITAL

CI10  CRS 2010 ...
CI09  CRS 2009 ...
CI08  CRS 2008 ...
CI07  CRS 2007 ...
CI06  CRS 2006 ...
CI05  CRS 2005 ...
GP04  GPRA+ FY04 ...
GP03  GPRA+ FY03 ...
GP02  GPRA+ FY02 ...

Select IHS Clinical Reporting System (CRS) Main Menu Option:  CI10 <Enter>  CRS 2010
```

2. At the “Select CRS 2010 Option” prompt, type **RPT** and press Enter to display the Reports menu; for example,

```
*****
**      IHS/RPMS CRS 2010      **
**    Clinical Reporting System  **
*****
                        Version 10.0 Patch 1

                        DEMO INDIAN HOSPITAL

RPT  Reports ...
SET  System Setup ...
AO   Area Options ...

Select CRS 2010 Option:  RPT <Enter>  Reports
```

3. At the “Select Reports option” prompt, type **NTL** and press Enter to display the National GPRA Reports menu; for example,

```
*****
**      IHS/RPMS CRS 2010      **
**      Reports Menu           **
*****
                        Version 10.0 Patch 1

                        DEMO INDIAN HOSPITAL

NTL  National GPRA & PART Reports ...
LOC  Reports for Local Use: IHS Clinical Measures ...
OTH  Other National Reports ...
TAX  Taxonomy Reports ...

Select Reports Option:  NTL <Enter>  National GPRA & PART Reports
```

4. At the “Select National GPRA & PART Reports Option” prompt, type **GP11** and press Enter to run the National GPRA & PART Report; for example,

```
*****
**      IHS/RPMS CRS 2010      **
**      National GPRA Reports  **
*****
                          Version 10.0 Patch 1

                          DEMO INDIAN HOSPITAL

GP11  2011 National GPRA & PART Report
GP     National GPRA & PART Report
LST   National GPRA & PART Patient List
SUM   National GPRA & PART Clinical Perf Summaries
DPRV  National GPRA & PART Report by Designated Provider
HW    National GPRA Height and Weight Local Data File
NST   Create Search Template for National Patient List
FO11  2011 GPRA & PART Forecast Patient List
FOR   GPRA & PART Forecast Patient List
FORD  GPRA & PART Forecast Denominator Definitions
CMP   Comprehensive National GPRA & PART Patient List

Select National GPRA & PART Reports Option:  GP11 <Enter>  National GPRA &
PART Report
```

Information about the report is displayed; for example:

```
                          IHS 2011 National GPRA & PART Report

This will produce a National GPRA & PART report for the 2011 GPRA year using the
same performance measure definitions from CRS Version 10.0.

You will be asked to provide the community taxonomy to determine which patients will
be included. This report will be run for the Report Period July 1, 2010 through
June 30, 2011 with a Baseline Year of July 1, 1999 through June 30, 2000. This
report will include beneficiary population of American Indian/Alaska Native only.

You can choose to export this data to the Area office. If you answer yes at the
export prompt, a report will be produced in export format for the Area Office to use
in Area aggregated data. Depending on site specific configuration, the export file
will either be automatically transmitted directly to the Area or the site will have
to send the file manually.
```

5. At the prompt, press Enter to continue.
6. Next, the system checks the taxonomies.
 - If the message, “All taxonomies are present. End of taxonomy check.” is displayed, press Enter, as shown in the example below.

- If the message, “The following taxonomies are missing or have no entries” is displayed, your report results for the measure that uses the taxonomy specified are likely to be inaccurate.

Exit from the report to edit your taxonomies by typing a caret (^) at any prompt until you return to the main menu, and then follow the directions for taxonomy setup in the *Clinical Reporting System User Manual*.

```
Checking for Taxonomies to support the National GPRA & PART Report...
All taxonomies are present.
End of taxonomy check.  PRESS ENTER: <Enter>
```

The date ranges for the report are displayed; for example,

```
The date ranges for this report are:
Report Period:      Jul 01, 2010 to Jun 30, 2011
Previous Year Period:  Jul 01, 2009 to Jun 30, 2010
Baseline Period:     Jul 01, 1999 to Jun 30, 2000
```

7. At the “Enter the Name of the Community Taxonomy” prompt,
 - Press Enter to accept the default taxonomy if it is your official GPRA community taxonomy, as shown in the example below, or
 - Type the name of your official GPRA community taxonomy and press Enter.

To display all of the available community taxonomies, type two question marks (??) and press Enter at the prompt.

Note: For GPRA reporting purposes, the community taxonomy should be the same as the site Contract Health Services Delivery Area (CHSDA), except in Oklahoma.

8. At the prompt to export the data to your Area office, type **Y** and press Enter. For example:

```
Enter the Name of the Community Taxonomy: GPRA Community// <Enter>
Do you wish to export this data to Area? Y <Enter>
```

A summary of the report to be generated is displayed; for example,

```
SUMMARY OF NATIONAL GPRA & PART REPORT TO BE GENERATED

The date ranges for this report are:
  Report Period:           Jul 01, 2010 to Jun 30, 2011
  Previous Year Period:    Jul 01, 2009 to Jun 30, 2010
  Baseline Period:        Jul 01, 1999 to Jun 30, 2000

The COMMUNITY Taxonomy to be used is: GPRA Community
```

9. At the “Select an Output Option” prompt, type one of the following, depending on your preference, and press Enter:

- **D** (delimited output file for use in Excel), or
- **B** (both a printed report and delimited file)

For example,

```
Please choose an output type. For an explanation of the delimited
file please see the user manual.

Select one of the following:

  P          Print Report on Printer or Screen
  D          Create Delimited output file (for use in Excel)
  B          Both a Printed Report and Delimited File

Select an Output Option: P// B <Enter> Both a Printed Report and Delimited File
```

10. Continue to respond to the prompts, as follows:

- a. At the “Select output type” prompt, type **F** (File) and press Enter.
- b. At the prompt to enter a filename (maximum 40 characters), type a name for the file, and press Enter.

The location and name of the output file is displayed; for example,

```
You have selected to create a delimited output file. You can have this
output file created as a text file in the pub directory,
OR you can have the delimited output display on your screen so that
you can do a file capture. Keep in mind that if you choose to
do a screen capture you CANNOT Queue your report to run in the background!!
```

Select one of the following:

```
  S  SCREEN - delimited output will display on screen for capture
  F  FILE  - delimited output will be written to a file in pub
```

```
Select output type: S// F <Enter> FILE - delimited output will be written to a file
in pub. Enter a filename for the delimited output (no more than 40 characters):
```

```
DemoHospGPRA072710 <Enter>
```

```
When the report is finished your delimited output will be found in the D:\PUB
directory. The file name will be DemoHospGPRA072710.txt
```

Because you are exporting the data to the California Area office, CRS creates a file that begins with “BG10” in the PUB directory (e.g. BG10505901.14), as shown in the example below. This is the file you must transmit to the California Area Office for inclusion in the Measure of the Month Challenge.

```
A file will be created called BG10505901.14 and will reside
in the q:\ directory.
```

```
Depending on your site configuration, these files may need to be manually
sent to your Area Office.
```

It is recommended that you queue the report and run it at night rather than running it during the day. To queue the report, type **Y** and press Enter at the “Won’t you queue this?” prompt.

To queue the report to run at a specified date/time, type **??** and press Enter for instructions or press Enter to start the report now.

```
Won't you queue this ? Y// YES
Requested Start Time: NOW//
```

Send the following 4 files to the California Area GPRA Team at caogpra@ihs.gov no later than 4:00 p.m. on Friday January 7th:

1. BG10 file and text file for report run the week of December 1-3
2. BG10 file and text file for report run January 5-7