

Area Office Instructions for Running the FY 2012 2nd Quarter National GPRA & PART Report

Task Summary

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Requirements

All direct IHS facilities are required to run and export their FY 2012 2nd quarter data for the National GPRA & PART Report. Tribal facilities are encouraged to export their National GPRA & PART data for national reporting.

- | |
|---|
| <p>Note 1: To generate the correct FY 2012 reports, CRS Version 12.0 must be installed. CRS Version 12.0 is due for release in early January 2012.</p> <p>Note 2: To generate the Area reports, you must have the BGPZAREA security key assigned to you. If you do not have this key, please ask your site manager to assign it to you OR ask someone at your facility who has the security key to perform this step for you.</p> |
|---|

Step 1: Run the Area Aggregate 2nd Quarter National GPRA & PART Report

Note: These instructions assume that all FY 2012 National GPRA & PART Report files have been uploaded from the sites. If this is not the case, select the **UPL** Area Option and upload all files first.

1. At the “Select IHS Clinical Reporting System (CRS) Main Menu Option” prompt, type **CI12** and press Enter; for example:

```

*****
**      IHS/RPMS CLINICAL REPORTING SYSTEM (CRS)      **
*****
                          Version 12.0

                          DEMO INDIAN HOSPITAL

CI12  CRS 2012 ...
CI11  CRS 2011 ...
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:
CI12 <Enter> CRS 2012

```

2. At the “Select CRS 2012 Option” prompt, type **AO** and press Enter to display the Area Office Options menu; for example:

```

*****
**      IHS/RPMS CRS 2012      **
**      Clinical Reporting System      **
*****
                          Version 12.0

                          DEMO INDIAN HOSPITAL

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

Select CRS 2012 Option:  AO <Enter> Area Options

```

3. At the “Select Area Options” option prompt, type **AGP** and press Enter to run the Area National GPRA & PART Report.

```

*****
**   IHS/ RPMS CRS 2012   **
**   Area Office Options  **
*****
                        Version 12.0

                        DEMO INDIAN HOSPITAL

UPL   Upload Report Files from Site
AGP   AREA National GPRA & PART Report-Includes GPRA Dev
ASUM  AREA National GPRA & PART Report Perf Summaries
GPUA  AREA GPRA & PART Performance Report
AONM  AREA Other National Measures Report
AEO   AREA EO Quality Transparency Measures Report
AELD  AREA Elder Care Report
APCM  AREA Patient Education Rpt w/Community Specified
AHW   AREA Height and Weight Data File
LSTF  List files in a directory

Select Area Options Option:  AGP <Enter>  Run AREA National GPRA
& PART Report
    
```

The date ranges that have been pre-defined for the report are displayed, including Reporting Period (current), Previous Year, and Baseline; for example:

```

[Area Office] Area Aggregate National GPRA Report

The date ranges for this report are:
Reporting Period:      Jul 01, 2011 to Jun 30, 2012
Previous Year Period:  Jul 01, 2010 to Jun 30, 2011
Baseline Period:      Jul 01, 1999 to Jun 30, 2000
    
```

- At the “Run Report for” prompt , type **A** and press Enter to run an Area Aggregate report, which combines the data for all sites; for example:

```

Select one of the following:
A           Area Aggregate
F           One Facility

Run Report for: A// A <Enter>  Area Aggregate
    
```

- At the “Press Enter to Continue” prompt, press Enter to select which facilities to include in the report.

All facilities that have had their data files uploaded for the selected time periods and patient population are displayed.

- Review the list of files for completeness. To navigate a multi-page list:
 - Type a plus sign (+) to view the next page
 - Type a minus sign/hyphen (-) to return to the previous page.

7. Select the facilities to be included in your report as follows at the “Select Action” prompt:

- Type **A** to select all facilities for the report.
- Type **S** and then the number of the facility you want to select, to select one facility at a time.
- Type **S** and then the corresponding numbers (e.g., 4,6,11) to select multiple facilities.
- Type **R** and then the number of the facility to remove the facility from the list.

When finished, press Enter. All of the facilities you selected will be marked with an asterisk before its number; for example:

```

You will now be able to select which sites to use in the
area aggregate/facility report.

Press Enter to Continue: <Enter>

AREA AGGREGATE SITE SELECTION Jan 26, 2012 16:47:43          Page:    1 of    1
Area Aggregate Site Selection
* indicates the site has been selected
+ after the facility name denotes a CHS Only Site

#    SU          FACILITY          BEG DATE  END DATE  BASE BEG  BASE END  DATE RUN
*1)  DEMO SU 1  DEMO HOSPITAL  07/01/11  06/30/12  07/01/99  06/30/00  01/19/11
*2)  DEMO SU 2  DEMO HOSP 2+  07/01/11  06/30/12  07/01/99  06/30/00  01/19/11

          Enter ?? for more actions
A  Area Aggregate  All Facilities      R  Remove (unselect) Facility
S  Select Facility
Select Action:+//

```

8. When you have completed selecting facilities, type **Q**, and press Enter at the “Select Action” prompt.

The names of four delimited text files and the network directory to which they will be saved are displayed on the screen; for example:

```

A file will be created called
CRSGPRANT1505901201006300000000020100623151244_000002.TXT
and will reside in the Q:\ directory. This file can be used in Excel.

A file will be created called
CRSGPRANT2505901201006300000000020100623151244_000002.TXT
and will reside in the Q:\ directory. This file can be used in Excel.

A file will be created called
CRSGPRADEVNT1505901201006300000000020100623151244_000002.TXT
and will reside in the Q:\ directory. This file can be used in Excel.

A file will be created called
CRSGPRADEVNT2505901201006300000000020100623151244_000002.TXT
and will reside in the Q:\ directory. This file can be used in Excel.

```

These text files provide a summary of the National GPRA & PART Report results for each facility in the aggregate report and can be used in Excel to create graphs and other summary reports. Ask your Site Manager for assistance in locating these files.

All of the files must be transmitted to the National GPRA Support Team (NGST). Please send these files in their original format. However, do not send the files to the NGST until the Area Aggregate report has been run for ALL facilities within your Area. If *any* facilities are missing, *do NOT send* the delimited files to the NGST.

9. Because you will need to send a delimited file of the aggregate report to the NGST, at the “Select an Output Option” prompt, type one of the following 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. At the “Select output type” prompt, type **F** (File) and press Enter.
11. 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 Area Aggregate National GPRA & PART report 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): **DemoAreaGPRA012712** <Enter>

When the report is finished your delimited output will be found in the D:\PUB directory. The file name will be
DemoAreaGPRA012712.txt

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

Step 2: Send Files to the National GPRA Support Team

Send the following files to the **National GPRA Support Team** (caogpra@ihs.gov) no later than **January 27, 2012**.

1. **CRSGPRANT1.txt**, file 1 of 4 containing National GPRA & PART data.
2. **CRSGPRANT2.txt**, file 2 of 4 containing National GPRA & PART data.
3. **CRSGPRADEVNT1.txt**, file 3 of 4 containing National GPRA & PART data.
4. **CRSGPRADEVNT2.txt**, file 4 of 4 containing National GPRA & PART data.
5. **Delimited Area Aggregate National GPRA & PART Report file**, text file for the National GPRA & PART Area Aggregate Report with the name you assigned to it.