

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

Task Summary:

Step	Action	See page:
1.	Run the National GPRA & PART 2nd Quarter Report	2

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 Report data for national reporting.

Note: To generate the correct 2012 report, CRS Version 12.0 must be installed. CRS 12.0 is due for release in early January 2012.

To run the 2nd Quarter National GPRA & PART Report

Note: Height/weight data will not be reported this quarter.

Before running the National GPRA & PART Report, go into the System SetUp Menu and set the 'Do you want to export Height/Weight data to the Area/National Programs?' parameter to NO.

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 **RPT** and press Enter to display the Reports 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:  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 2012   **
**   Reports Menu       **
*****
Version 12.0

DEMO INDIAN HOSPITAL

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

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

```

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

```

*****
**   IHS/RPMS CRS 2012   **
**   National GPRA Reports   **
*****
Version 12.0

DEMO INDIAN HOSPITAL

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
DSH   National GPRA Dashboard
HW    National GPRA Height and Weight Local Data File
NST   Create Search Template for National 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:  GP <Enter>  National GPRA & PART
Report

```

Information about the report is displayed; for example:

```

IHS 2012 National GPRA & PART Report

This will produce a National GPRA & PART report.
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, 2011
through June 30, 2012 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>
```

7. If you receive the following message, you will need to update the RPMS Demo/Test Patient Search Template (DPST option located in the PCC Management Reports, Other section) if you have any demo patients in your system that you do not want included in your reports. Note: The APCLZ security key needs to be assigned to access this template.

```
Your RPMS DEMO PATIENT NAMES Search Template does not exist.
If you have 'DEMO' patients whose names begin with something
other than 'DEMO,PATIENT' they will not be excluded from this report
unless you update this template.
Do you wish to continue to generate this report? Y//
End of taxonomy check.  PRESS ENTER: <Enter>
```

8. Type No to cease the report generation and make the Demo Patient Template updates. Otherwise, to continue, type Y and press Enter.

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

```
The date ranges for this report are:
Report 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
```

9. 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.

10. 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>
```

11. If the Height and Weight parameter is set to “No”, the following warning will appear, select **Y** at the prompt asking “Do you wish to continue with generating this report?”

```
***WARNING*** Because your site parameter for exporting height and weight data to
the Area Office is set to "No" your Area Office export file (file beginning with
"BG12") will not contain height and weight data. This data is sent to the IHS
Division of Epidemiology to track and analyze BMI data over time. All IHS and
Urban facilities should have the site parameter set to "Yes" and only Tribal
facilities have the option of setting it to "No". If you want to include the
height and weight data in your Area Office export file, please change the site
parameter export option to "Yes" in Setup and then run your National GPRA & PART
Report.
Do you wish to continue with generating this report? Y//
```

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, 2011 to Jun 30, 2012
Previous Year Period: Jul 01, 2010 to Jun 30, 2011
Baseline Period: Jul 01, 1999 to Jun 30, 2000

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

12. At the “Select an Output Option” prompt, type one of the following, depending on your Area 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
```

13. 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): DemoHospGPRA012712 <Enter>
```

```
When the report is finished your delimited output will be found in the D:\PUB
directory. The file name will be DemoHospGPRA012712.txt
```

Because you are exporting the data to your Area office, CRS creates a file that begins with “BG12” in the PUB directory (e.g. BG12505901.14), as shown in the example below. This is the file you must transmit to your Area Office for inclusion in the Area Aggregate report.

```
A file will be created called BG12505901.14 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//
```

Note: Make sure you double check the date of the file and select the most current file before sending.