

# CRS GUI (Visual CRS) Site Instructions for Running the FY 2012 2<sup>nd</sup> Quarter National GPRA & PART Report

## Task Summary

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

## Requirements

All direct Indian Health Service facilities and urban 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 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, click **Site Parameters** in the Setup section in CRS and set the **Export Height and Weight Data?** parameter to NO.

1. Log on to Visual CRS. The Visual **CRS** window (Figure 1) displays.

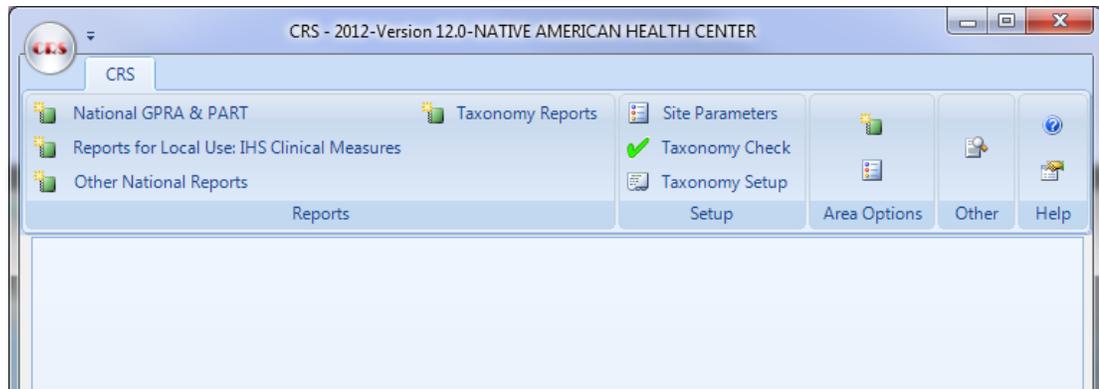


Figure 1: Visual **CRS** window

2. Verify that you are using CRS -2012- Version 12.0 (the CRS version is listed at the top of the Visual **CRS** window as shown in Figure 2).



Figure 2: Visual **CRS** window with **National GPRA & PART** selection highlighted

3. In the **Reports** section of the ribbon select **National GPRA & PART**. The **National GPRA & PART** pane (Figure 4) displays below the ribbon.

4. If the **Demo Patients** dialog message (Figure 3) displays:

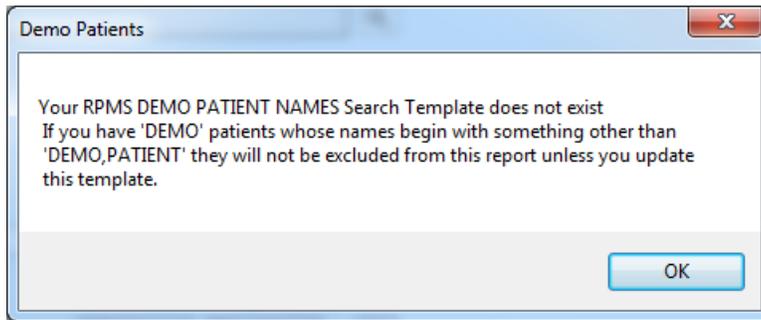


Figure 3: **Demo Patients** dialog

...and you have any demo patients in your system that you do not want included in your reports:

- a. Click **OK** and exit Visual CRS.
- b. Update the RPMS Demo/Test Patient Search Template (DPST option located in the PCC Management Reports, Other section).

**Note:** The APCLZ security key needs to be assigned to access this template.

Otherwise, click **OK** to close the dialog and continue at Step 0.

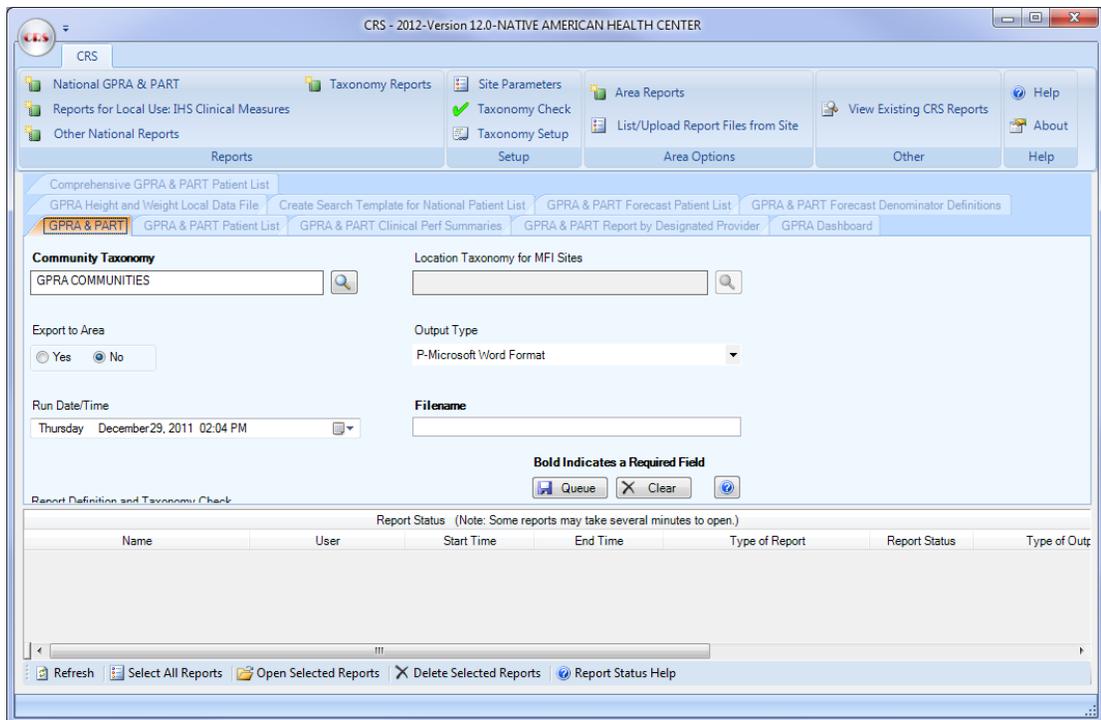


Figure 4: **National GPRA & PART** pane with the **GPRA & PART** tab highlighted

5. If not already selected, select the **GPRA & PART** tab.

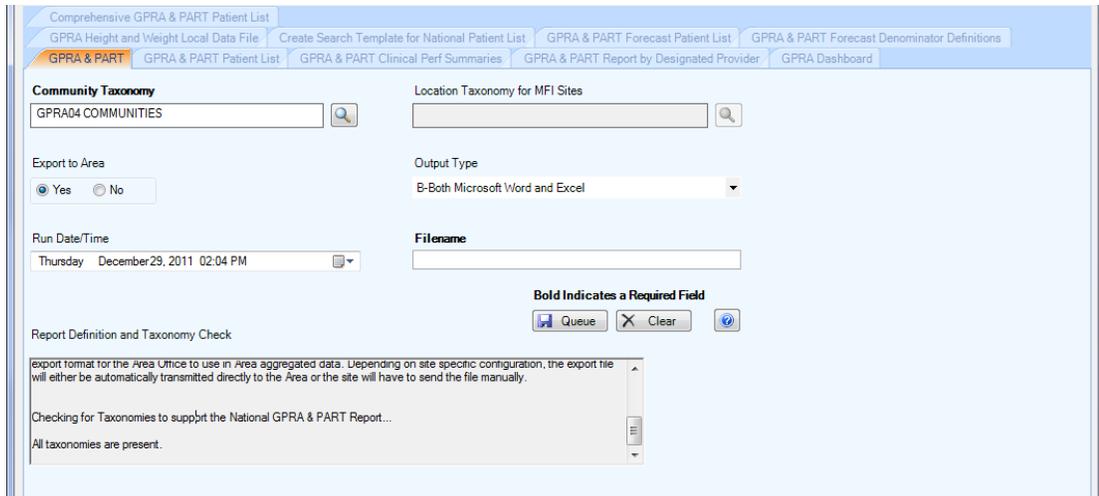


Figure 5: National GPRA & PART pane with Report Definition and Taxonomy Check scrolled to the bottom of the field

6. Scroll to the end of the **Report Definition and Taxonomy Check** field (Figure 5) to see if the medication and lab taxonomies are up to date:
  - If the message, “All taxonomies are present.” is displayed, all taxonomies are present and no action is needed, continue selecting the report options.
  - 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. Select **Taxonomy Setup** from the **Setup** section, and follow the directions for taxonomy setup in the *Clinical Reporting System User Manual* located at: [http://www.ihs.gov/cio/crs/documents/crsv12/bgp\\_120u.pdf](http://www.ihs.gov/cio/crs/documents/crsv12/bgp_120u.pdf).
7. If the correct GPRA community is not listed in the **Community Taxonomy** field:
  - a. Click the search button (🔍) to the right of the **Community Taxonomy** field to display the **Taxonomy** dialog (Figure 6).



Figure 6: Taxonomy dialog

- b. Select the name of the correct community taxonomy from the list and click **OK** to close the dialog and return to the GPRA & PART pane (Figure 7).

Figure 7: **National GPRA & PART** pane in the process of being completed

8. At **Export to Area**, select **Yes**.
- a. If your site parameter for exporting height and weight data is set to “No”, the **Warning** dialog (Figure 8) will appear. Height and weight data is not being collected this quarter.

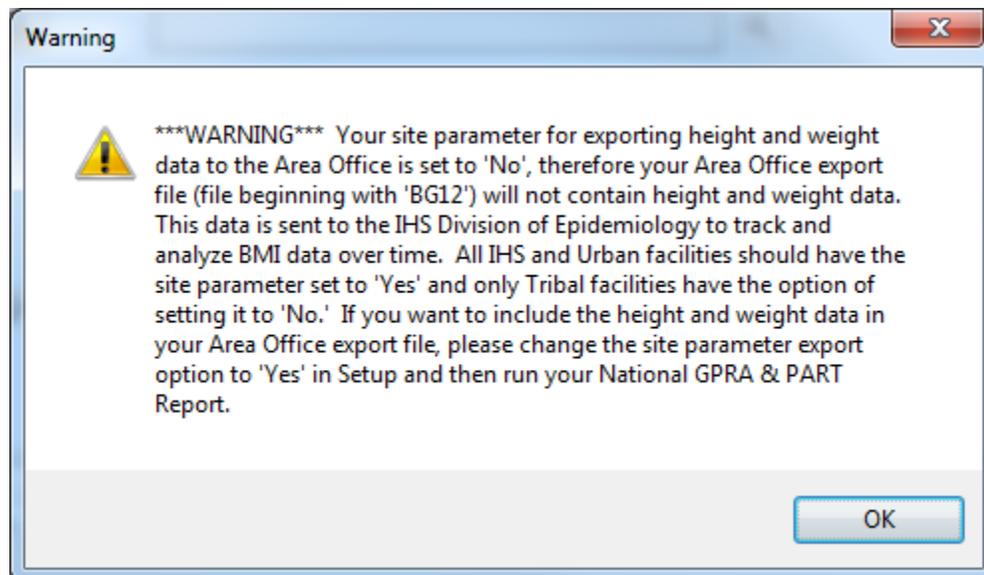


Figure 8: **Warning** dialog

- b. Click **OK** to close the dialog and continue.

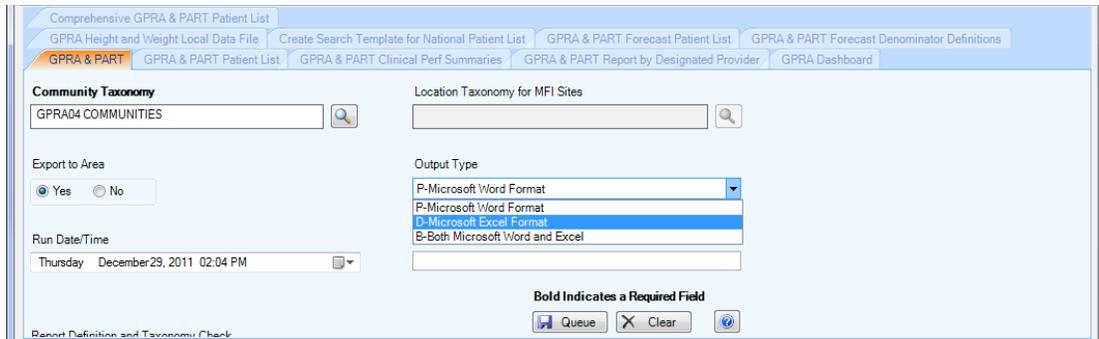


Figure 9: National GPRA & PART pane in the process of being completed

9. At **Output Type**, select either **D-Microsoft Excel Format** or **B- Both Microsoft Word and Excel**.
10. At **Run Date/Time**, it is recommended that you set the date/time to run the export at night or on the weekend as the output file may be very large.

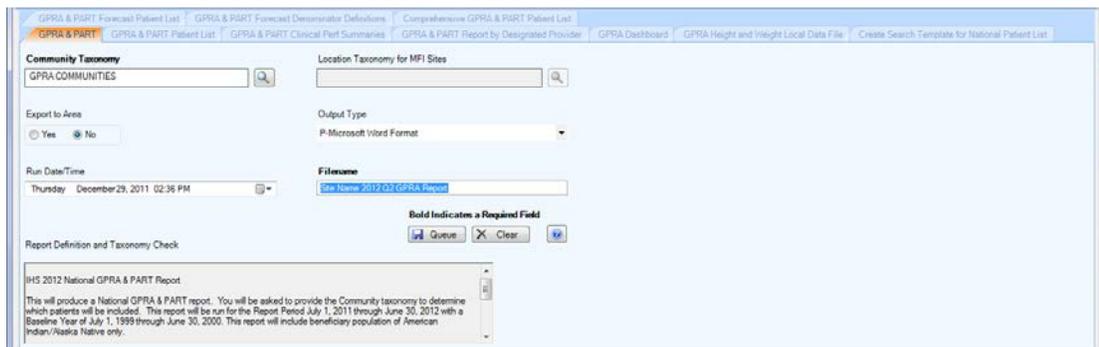


Figure 10: National GPRA & PART pane in the process of being completed

11. In the **Filename** field, type the name of the text file to be created to accompany the GPRA report.
12. Click **Queue** to run the report. The **Queued** dialog (Figure 11) displays.

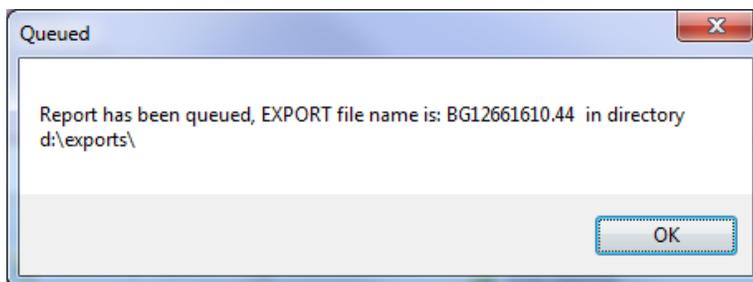


Figure 11: Queued dialog

The filename and location appear in the dialog text.

13. Click **OK**. The CRS window with the **National GPRA & PART** pane redisplay (Figure 12).

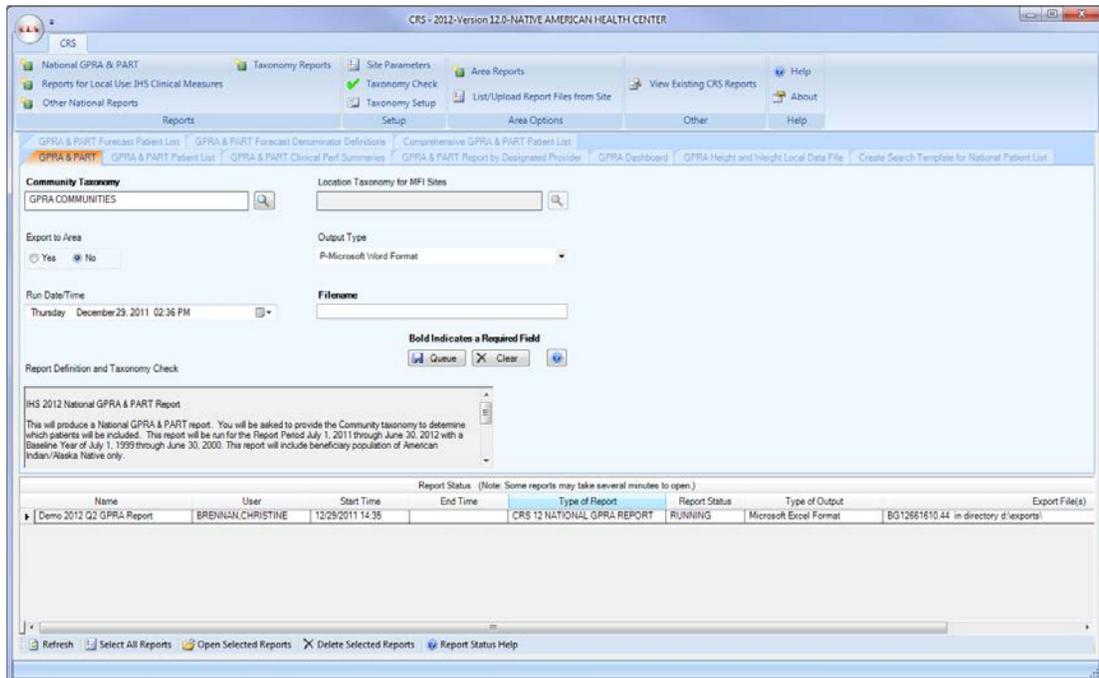


Figure 12: **CRS** window containing the **National GPRA & PART** and the **Report Status** panes

14. Check the status of the report in the **Report Status** pane at the bottom of the window. The location of the files, once completed, will also be listed.