

INSTRUCTIONS FOR RUNNING THE 2007 GPRA REPORT

These instructions provide specific information about the menu options you must choose in order to generate the correct output for this reporting requirement. (Please note that you will not be able to generate this report unless you have installed CRS Version 7.0.)

To run your GPRA "quarterly" report:

1. At the IHS/RPMS Clinical Reporting System menu, select **CI07** (CRS 2007).

```
*****
**      IHS/RPMS CLINICAL REPORTING SYSTEM (CRS)      **
*****
                          Version 7.0

                          DEMO INDIAN HOSPITAL

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: CI07 CRS 2007
```

2. At the CRS Reports Menu, select **RPT** (Reports).

```
*****
**      IHS/RPMS CRS 2007      **
**      Clinical Reporting System  **
*****
                          Version 7.0

                          DEMO INDIAN HOSPITAL

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

Select CRS 2007 Option: RPT Reports
```

3. At the Reports Menu, select **NTL** (National GPRA Reports).

```
*****
**   IHS/RPMS CRS 2007   **
**   Reports Menu       **
*****
Version 7.0

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

Select Reports Option: NTL National GPRA Reports
```

4. At the National GPRA Reports menu, select **GP** (National GPRA Report).

```
*****
**   IHS/RPMS CRS 2007   **
**   National GPRA Reports **
*****
Version 7.0

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GP    National GPRA Report
XP    Comprehensive National GPRA Export
CMP   Comprehensive National GPRA Patient List
LST   National GPRA Report Patient List
NST   Create Search Template for National Patient List

Select National GPRA Reports Option: GP National GPRA Report
```

5. At the next screen, information about the report is displayed and the taxonomies are checked. if the message "The following taxonomies are missing or have no entries" is displayed, you can exit by typing a (^) at any prompt until you return to the main menu and then follow the directions for taxonomy setup in the CRS User Manual. If the message "All taxonomies are present" appears, press **ENTER**.

IHS 2007 National GPRA Report

This will produce a National GPRA report. You will be asked to provide the Community taxonomy to determine which patients will be included. This report will be run for the time period July 1, 2006 through June 30, 2007 with a baseline period 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.

Checking for Taxonomies to support the National GPRA Report...

All taxonomies are present.

End of taxonomy check. PRESS **ENTER**:

6. Type the name of your community taxonomy or press Enter to accept the default taxonomy if it is the taxonomy used for GPRA reporting purposes. (If you don't know the community taxonomy, type two question marks (??) to see the entire list; for GPRA reporting purposes, the community should be the same as the site CHSDA, except in Oklahoma.)
7. Type **Y** at the "Do you wish to export this data to Area?" prompt.
8. Type **Y** at the "Do you wish to create a HEIGHT/WEIGHT Output file?" prompt if you do want to create the local file for your facility's use; otherwise, type **N**. If you choose to create the file, you will then choose whether to store the data in one or multiple files. If you want to review the data in Microsoft Excel, choose the multiple files option. This option will ensure no records are truncated in the event there are more than 65,536 records, and it will create additional file(s) for the remaining data.

If you do not create the local file, the height/weight data will still be exported to the Area Office unless the new site parameter for exporting height/weight data is set to "N." This site parameter should only be set to "N" for Tribal facilities that do not want to export their height/weight data.

Specify the community taxonomy to determine which patients will be included in the report. You should have created this taxonomy using QMAN.

Enter the Name of the Community Taxonomy: **GPRA Community**

Your HOME location is defined as: HOME asufac: 999989

Do you wish to export this data to Area? y **YES**

Height and Weight data is contained in this report. Do you wish to create a file of all the heights and weights in this file? You can use this file to upload to another system like SAS or Microsoft ACCESS.

WARNING: This file can be very large as it contains 1 record for each height and weight taken on the patients in the active clinical population. This file may be too large for EXCEL. If you don't plan on using this data for a study some kind, please answer NO to the next question.

Do you wish to create a HEIGHT/WEIGHT Output file? N// **NO (if you don't want to create the file.)**

9. At the next prompt, you can select either **D** or **B**, depending on your Area preference.

SUMMARY OF NATIONAL GPRA REPORT TO BE GENERATED

The date ranges for this report are:

Report Period: Jul 01, 2006 to Jun 30, 2007

Previous Year Period: Jul 01, 2005 to Jun 30, 2006

Baseline Period: Jul 01, 1999 to Jun 30, 2000

The COMMUNITY Taxonomy to be used is: DEMO GPRA COMMUNITIES

The HOME location is: HOME 999989

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 **Both a Printed Report and Delimited File**

DEVICE: HOME// 0;P-OTHER80 VT Right Margin: 80//

10. Select output type: S// **FILE** - delimited output will be written to a file in pub.

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 FILE - delimited output will be written to a file in pub. Enter a filename for the delimited output (no more than 40 characters): DemoHosp0702

When the report is finished your delimited output will be found in the D:\PUB directory. The file name will be DemoHosp0702.txt

NOTE: When you select Y at Export, the CRS software will automatically create a file that begins with "BG07" in the PUB directory. This file is different from any files you may create, such as a delimited file. You will need to transmit this file to your Area Office for inclusion in the Area Aggregate report.

If you chose to create the height/weight file, it will automatically create a file that begins with "HW" in the PUB directory. Do not export this file to the Area Office.