Site Instructions for Running the FY 2014 3rd Quarter National GPRA/GPRAMA Report

Task Summary:

Step	Action	See page:
1.	Run the National GPRA/GPRAMA 3rd Quarter Report	2

Requirements:

All direct IHS facilities are *required* to run and export their FY 2014 3rd quarter data for the *National /GPRAMA Report.* Tribal facilities are *encouraged* to export their National GPRA/GPRAMA Report data for national reporting.

> **Note:**   To generate the correct 2014 report, **CRS Version 14.0** must be installed. CRS 14.0 was released in early December 2013.

To run the 3rd Quarter National GPRA/GPRAMA Report

1. At the "Select IHS Clinical Reporting System (CRS) Main Menu Option" prompt, type **CI14** and press Enter; for an example see Figure 1.

```
           *****************************************************
           **    IHS/RPMS CLINICAL REPORTING SYSTEM (CRS)    **
           *****************************************************
                             Version 14.0

                          DEMO INDIAN HOSPITAL

   CI14   CRS 2014 ...
   CI13   CRS 2013 ...
   CI12   CRS 2012 ...
   CI11   CRS 2011 ...
   CI10   CRS 2010 ...
   CI09   CRS 2009 ...
   CI08   CRS 2008 ...
   CI07   CRS 2007 ...

Select IHS Clinical Reporting System (CRS) Main Menu Option:  CI14 <Enter>  CRS 2014
```

Figure 1: CRS Main Menu Option prompt

2. At the "Select CRS 2014 Option" prompt, type **RPT** and press Enter to display the Reports menu. An example is shown in Figure 2.

```
           *********************************
           **       IHS/RPMS CRS 2014      **
           **  Clinical Reporting System  **
           *********************************
                      Version 14.0
                   DEMO INDIAN HOSPITAL


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

Select CRS 2014 Option:  RPT <Enter>  Reports
```

Figure 2: CRS 2014 Option prompt

3. At the "Select Reports option" prompt, type **NTL** and press Enter to display the National GPRA Reports menu. An example is shown in Figure 3.

```
                         **************************
                         **   IHS/RPMS CRS 2014  **
                         **     Reports Menu     **
                         **************************
                                Version 14.0

                             DEMO INDIAN HOSPITAL


   NTL    National /GPRAMA Reports ...
   LOC    Reports for Local Use: IHS Clinical Measures ...
   OTH    Other National Reports ...
   TAX    Taxonomy Reports ...
   MUR    Meaningful Use Clinical Quality Measure Reports...

Select Reports Option:  NTL <Enter>  National GPRA/GPRAMA Reports
```

Figure 3: Select Reports Option

4. At the "Select National GPRA/GPRAMA Reports Option" prompt, type **GP** and press Enter to run the National GPRA/GPRAMA Report as shown in Figure 4.

```
                   ********************************
                   **       IHS/RPMS CRS 2014       **
                   **    National GPRA Reports    **
                   ********************************
                            Version 14.0

                         DEMO INDIAN HOSPITAL


   GP     National GPRA/GPRAMA Report
   LST    National GPRA/GPRAMA Patient List
   SUM    National GPRA/GPRAMA Clinical Perf Summaries
   DPRV   National GPRA/GPRAMA Report by Designated Provider
   DSH    National GPRA Dashboard
   NST    Create Search Template for National Patient List
   FOR    GPRA/GPRAMA Forecast Patient List
   FORD   GPRA/GPRAMA Forecast Denominator Definitions
   CMP    Comprehensive National GPRA/GPRAMA Patient List

Select National GPRA/GPRAMA Reports Option:  GP <Enter>  National
GPRA/GPRAMA Report
```

Figure 4: Selecting the National GPRA/GPRAMA Reports Option prompt

Information about the report is displayed as shown in Figure 5.

```
                  IHS 2014 National GPRA/GPRAMA Report

This will produce a National GPRA/GPRAMA 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, 2013 through June 30, 2014 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.
```

Figure 5: Report information

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 Figure 6.

    - 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/GPRAMA Report...

All taxonomies are present.

End of taxonomy check.  PRESS ENTER: <Enter>
```

Figure 6: Taxonomy check

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>
```

Figure 7: Demo Patient Search Template warning

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 as shown in Figure 8.

```
The date ranges for this report are:
    Report Period:         Jul 01, 2013 to Jun 30, 2014
    Previous Year Period:  Jul 01, 2012 to Jun 30, 2013
    Baseline Period:       Jul 01, 1999 to Jun 30, 2000
```

Figure 8: Date Ranges

8. 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.

9. At the prompt to export the data to your Area office, type **Y** and press Enter. An example is shown in Figure 9.

```
Enter the Name of the Community Taxonomy: GPRA Community// <Enter>

Do you wish to export this data to Area? Y <Enter>
```

Figure 9: Export to Area prompt

A summary of the report to be generated is displayed as shown in Figure 10.

```
              SUMMARY OF NATIONAL GPRA/GPRAMA REPORT TO BE GENERATED

The date ranges for this report are:
      Report Period:           Jul 01, 2013 to Jun 30, 2014
      Previous Year Period:    Jul 01, 2012 to Jun 30, 2013
      Baseline Period:         Jul 01, 1999 to Jun 30, 2000


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

Figure 10: Example of Summary of National GPRA/GPRAMA Report to be generated

10. At the "Include Measure Logic Text in the Output Report" prompt, type **Y** (Yes) and press Enter.

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

Include Measure Logic Text in the Output Report?  Y// Y <Enter>
```

Figure 11: Include Measure Logic Text in Report prompt

11. 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
```

Figure 12: Selecting Output option

12. 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 as shown in Figure 12.

```
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):
DemoHospGPRA012714 <Enter>

When the report is finished your delimited output will be found in the D:\PUB
directory.  The file name will be DemoHospGPRA012714.txt
```

Figure 13: Example of location and name of the file

Because you are exporting the data to your Area office, CRS creates a file that begins with "BG140" in the PUB directory (e.g. BG140505901.14), as shown in Figure 14. This is the file you must transmit to your Area Office for inclusion in the Area Aggregate report.

```
A file will be created called BG140505901.14 and will reside
in the q:\ directory.

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

Figure 14: Area Export File location

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//
```

Figure 15: Queue report prompt

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