

Indian Health Service
Rockville MD 20852**FEB 10 2009**

TO: See Below

FROM: Director
Office of Public Health Support

SUBJECT: Timeline for Transmittal of Fiscal Year 2009 Workload Data and Production of User Population Estimates

The Indian Health Service has made great progress over the last eight years in improving the annual user population estimate process. We receive data from 650 feeder sites across the Indian health system and 99% now transmit data electronically. Per the Director's letter from December 2003 which stated, "*Effective for FY 2004 and for subsequent years, the user counts will be based on individually identifiable registration and encounter data received in the National Patient Information Reporting System (NPIRS) repositories in Albuquerque.*" This provided specific direction and challenges that helped to improve the process. The progress made illustrates the high level effort by all. In accordance with the letter, we have reached the year when no further adjustments will be allowed except for new Tribes. The FY 2009 user populations will solely be based on data submitted in one of the two standard formats (HL7 or simplified) to the National Data Warehouse (NDW).

We are working to support everyone in the process and it is important for everyone to know, as early as possible, all of the critical milestones to continue to improve the process. This memorandum provides the deadlines for the submission of data for producing the fiscal year (FY) 2009 user population estimates by December 18. This timeline was reviewed by the Area Statistical Officers, and the team involved with producing the user population table has incorporated all suggestions wherever possible. The final deadlines for transmission of FY 2009 direct and contract inpatient, ambulatory care, and dental data to NPIRS/NDW and Workload & User Population Data Mart (WLUPDM) and for production of the user population estimates are on the following page.

This schedule will maintain and support the results of the collaborative effort among the Tribes, the Areas, Office of Information Technology (OIT), and Office of Public Health Support (OPHS) to improve the quality and accuracy of the national data repositories. NPIRS is processing workload files received from the Areas daily as well as posting reports on the website. Monthly workload reports and workload progress reports began January 23 and beginning April 17, the first of four year-to-date user population reports will be posted for review by the Area Statistical Officers. This process provides the Area Statistical Officers the opportunity to review and identify gaps or missing workload data in a timely and continual manner for their respective Areas. NPIRS will begin producing workload reports more frequently as we move closer to the October 29th deadline.

We strongly encourage the Areas to continue to have ongoing communication throughout the year with Tribes and Service Unit Directors in their respective Area on the monthly workload progress and the draft quarterly user population reports for their consultation, review, and feedback. During the Statistical Officers' monthly conference calls, the Division of Program Statistics (DPS) will ask for a report from each Area Statistical Officer regarding the transmission status of registration and encounter data and quarterly ask for a report on their consultation with Tribes and Service Unit Directors on the user populations. This allows for the early identification of any data problems and their timely resolution.

This ongoing communication with Tribes and Service Unit Directors is extremely important because as stated previously for FY 2009 there will be no adjustments allowed except for new Tribes. For new Tribes, an agreed upon user population will be determined when the Tribe comes into the Indian health system and will be used for the first three years. After three years, all user population determinations will be based on the registration and workload data in the National Data Warehouse (NDW). We encourage the Areas to continue to work with the Tribes without three years (FY 2007, FY 2008, and FY 2009) of data to export their data in the proper format so their data can be loaded into the NDW.

In order to meet our goal of completing workload transmission by October 29, 2009 (see below the agreed upon schedule for production of the FY 2009 User Population), we are requesting each area to submit all regular workload and registration data by this date. Areas that meet this deadline will be in a better position to research and resolve data anomalies and other problems in those transmissions by November 12.

From the following schedule, please note that the key deadlines are highlighted in green:

Deadline	Task	Responsible Party
JANUARY		
January 23, 2009	NPIRS posts monthly FY 2009 Workload reports, based on all data received at NPIRS in the proper format by January 15, 2009) (to accommodate special, high priority Office of Resource Allocation and Programs (ORAP) reports).	NPIRS
FEBRUARY		
February 13, 2009	NPIRS posts monthly FY 2009 Workload reports, based on all data received at NPIRS in the proper format by February 5, 2009 ¹ .	NPIRS
MARCH		
March 13, 2009	NPIRS posts monthly Workload reports, based on all data received at NPIRS in the proper format by March 5, 2009 ¹ .	NPIRS
March 31, 2009	Complete development and testing of NPIRS/NDW exports is recommended for those sites that did not send a compliant format for the FY 2008 reports or whose format may be changed ²	Areas, Sites
APRIL		
April 10, 2009	NPIRS posts monthly Workload reports, based on all data received at NPIRS in the proper format by April 2, 2009 ¹	NPIRS
April 17, 2009	NPIRS posts first draft User Pop Reports (reporting end date	NPIRS

Deadline	Task	Responsible Party
	of January 31, 2009) based on all data received at NPIRS in the proper format by April 2, 2009 ¹ .	
April 30, 2009	Areas complete Tribal and Service Unit Consultation regarding first draft User Pop Report.	Areas
April 30, 2009	Midyear Review of Workload Memorandum to be produced using data from Workload Report released April 10, 2009.	HQDPS
MAY		
May 15, 2009	NPIRS posts monthly Workload reports, based on all data received at NPIRS in the proper format by May 7, 2009 ¹	NPIRS
May 22, 2009	Complete all the exports for the initial NPIRS/NDW loads ¹ from those sites that did not complete initial loads for the FY 2008 reports.	Areas, Sites
JUNE		
June 4, 2009	Complete initial NPIRS/NDW loads for all those sites that met the May 22, 2009 deadline.	NPIRS
June 12, 2009	NPIRS posts monthly Workload reports, based on all data received at NPIRS in the proper format by June 4, 2009 ¹ .	NPIRS
JULY		
July 10, 2009	NPIRS posts monthly Workload reports, based on all data received at NPIRS in the proper format by July 2, 2009 ¹ .	NPIRS
July 17, 2009	NPIRS posts second draft User Pop Reports (reporting end date of April 30, 2009) based on all data received at NPIRS in the proper format by July 2, 2009 ¹ .	NPIRS
July 31, 2009	Areas complete Tribal and Service Unit Consultation regarding second draft User Population Report.	Areas
AUGUST		
August 14, 2009	NPIRS Posts monthly Workload reports, based on all data received at NPIRS in the proper format by August 6, 2009 ¹ .	NPIRS
SEPTEMBER		
September 11, 2009	NPIRS posts its last 'monthly' Workload reports, based on all data received at NPIRS in the proper format by September 3, 2009 ¹ .	NPIRS
September 18, 2009	NPIRS posts third draft User Pop Reports (reporting end date of June 30, 2009) based on all data received at NPIRS in the proper format by September 3, 2009 ¹ .	NPIRS
OCTOBER		
October 1, 2009	Ensure that NPIRS has received all encounter and registration data for the first three quarters of FY 2009.	Areas, Sites
October 1, 2009	Last day to notify the Division of Program Statistics about data problems that would significantly affect workload submission and user population.	Areas, Sites
October 2, 2009	NPIRS begins posting 'weekly' Workload reports every Friday - Oct 2, Oct 9, Oct 16, Oct 23, Oct 30, and Nov 6, based on all data received at NPIRS in the proper format by 8 days prior to the report post date.	NPIRS
October 2, 2009	Areas complete Tribal and Service Unit Consultation regarding third draft User Population Report.	Areas

Deadline	Task	Responsible Party
October 9, 2009	Area Offices certify that FY 2009 Workload numbers for the first three quarters.	Areas, Sites
October 16, 2009	NPIRS posts fourth draft User Pop Reports (reporting end date of July 31, 2009) based on all data received at NPIRS in the proper format by the October 1 st deadline ¹ .	NPIRS
October 19, 2009	NPIRS provides DPS counts for the Workload Status Report from the work load reports run on October 16, 2009 from data received by October 8, 2009	NPIRS
October 22, 2009	DPS Provides Workload Status Report to Senior IHS Management. The data is from the work load reports run on October 16, 2009 from data received by October 8, 2009.	HQDPS
<i>October 29, 2009</i>	<i>Final Deadline. All data must be received at NPIRS, by 11:59p.m. on this day, local Albuquerque time, and must be in proper format so that NPIRS can load them without modification.</i>	<i>Areas, Sites</i>
October 30 thru November 12, 2009	This time period is reserved for resolving problems, <i>only if possible and as time allows</i> , with data <i>that is already received at NPIRS</i> by the October 29 th deadline.	NPIRS, Areas, Sites
NOVEMBER		
November 13, 2009	NPIRS processes the regular November 2009 CHS FI Export file.	NPIRS
November 20, 2009	NPIRS generates official FY 2009 Workload Reports for distribution to Areas based on all data received at NPIRS in the proper format by October 29 ¹ , and an corrections that could be made between October 30 and November 12.	NPIRS
November 27, 2009	Area Offices certify Final FY 2009 Workload numbers.	Areas, Sites
DECEMBER		
December 3, 2009	NPIRS posts official FY 2009 User Population Reports for distribution to Areas based on all data received at NPIRS in the proper format by October 29 ¹ , and any corrections that could be made between October 30 and November 12.	NPIRS
December 4, 2009	HQ generates official memo transmitting user population numbers by Area and Service Unit to the respective Areas for Area and Tribal review.	HQ
December 4, 2009	NPIRS posts any new special user population reports that were previously identified, coordinated, and developed for this fiscal year.	NPIRS
December 16, 2009	Areas certify User Population counts to HQ DPS.	Areas
December 18, 2009	HQ releases the Official FY 2009 IHS User Populations	HQ

¹ By 11 :59 P.M. on this day local Albuquerque time.

² Those sites who cannot confirm that their current export is formatted exactly as previously year's successful exports should complete testing of this year's format by this date (and then not change it until all this year's exports are completed). We strongly urge all sites to export their data at regular intervals (ideally monthly) throughout this year.

³ All registration data, as well as all encounter data at last from October 1, 2006 thru the present (preferably October 1, 2000 thru the present).

We appreciate your assistance to continue the results of the enormous collaborative effort and the progress that has been achieved to improve the quality and accuracy of the national data repositories and the annual user population estimate process.



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Addressees:

Area Directors

Area Statistical Officers

Area Planning Officers

Area Information Systems Coordinators

Area Dental Officers

Director, OIT

Program Manager, NPIRS