DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Indian Health Service
Rockville MD 20852

FEB 27 2008

TO: See below

FROM: Director
Office of Public Health Support

SUBJECT: Timeline for Transmittal of Fiscal Year 2008 Workload Data and Production of User Population Estimates

The Indian Health Service has made great progress over the last seven years in improving the annual user population estimate process. We receive data from 650 feeder sites across the Indian health system and 98% now transmit data electronically. Per the Director's December 2003 letter 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 and Tribes without three years of patient registration and workload data in 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) 2008 user population estimates by December 18. This timeline was reviewed by the Area Statistical Officers and has incorporated all suggestions wherever possible. The final deadlines for transmission of FY 2008 direct and contract inpatient, ambulatory care, and dental data to NPIRS/NDW and Workload & User Population Data Mart (WUPDM) 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 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 25 and beginning April 30, 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 30th deadline.

We strongly encourage the Areas to have ongoing communication throughout the year with their Tribes and Service Unit Directors 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 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 2008 there will be no adjustments allowed. The only exceptions for adjustments this year are new Tribes and Tribes without three years of patient registration and workload data in the NDW. 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 NDW. For Tribes without three years of data in the NDW, we will use the FY 2007 user population adjustment number for FY 2008 with no additional adjustments. We also encourage the Areas to continue to work with the Tribes without three years 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 30, 2008, 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, resolve data anomalies, and other problems in those transmissions by November 13.

Please note the key deadlines highlighted in GREEN.

Schedule for Production of FY 2008 User Population Estimates

Deadline	***Task***	***Responsible Party***
January		
January 25, 2008	NPIRS began posting regular monthly FY 2008 Workload reports, based on all data exported in the proper format to NPIRS by January 17, 2008 (to accommodate special, high priority ORAP reports).	NPIRS
February		
February 15, 2008	NPIRS posted regular monthly Workload reports, based on all data exported in the proper format to NPIRS by February 7, 2008	NPIRS
March		
March 14, 2008	NPIRS posts monthly Workload reports, based on all data exported in the proper format to NPIRS by March 6, 2008	NPIRS
March 31, 2008	Complete development and testing of NPIRS/NDW exports from those sites that did not send a compliant format for the FY 2007 reports.	Areas, sites

April		
April 11, 2008	NPIRS posts monthly Workload reports, based on all data exported in the proper format to NPIRS by April 3, 2008	NPIRS
April 16, 2008	NPIRS posts first draft User Pop Reports (reporting end date of January 31, 2008) based on all data exported in the proper format to NPIRS by April 3, 2008. Special reports (UP 8, APC 1A AI/AN workload) for the Portland Area will be included.	NPIRS
April 30, 2008	Areas complete Tribal and Service Unit Consultation regarding first draft User Pop Report	Areas
April 30, 2008	Midyear Review of Workload Memorandum to be produced using data from Workload Report released April 11, 2008	HQ DPS
May		
May 9, 2008	NPIRS posts monthly Workload reports, based on all data exported in the proper format to NPIRS by May 1, 2008	NPIRS
May 23, 2008	Complete all the exports for the initial NPIRS/NDW loads [1] from those sites that did not complete initial loads for the FY 2007 reports.	Areas, sites
June		
June 5, 2008	Complete initial loads for all those sites that met the May 23 deadline.	NPIRS
June 13, 2008	NPIRS posts monthly Workload reports, based on all data exported in the proper format to NPIRS by June 5, 2008	NPIRS
July		
July 11, 2008	NPIRS posts monthly Workload reports, based on all data exported in the proper format to NPIRS by July 3, 2008	
July 18, 2008	NPIRS posts second draft User Pop Reports (reporting end date of April 30, 2008) based on all data exported in the proper format to NPIRS by July 3, 2008. Special reports (UP 8, 1A AI/AN workload) for the Portland Area will be included.	NPIRS
August		
August 1, 2008	Areas complete Tribal and Service Unit Consultation regarding second draft User Pop Report	Areas
August 15, 2008	NPIRS posts monthly Workload reports, based on all data exported in the proper format to NPIRS by August 7, 2008	NPIRS

[1] All registration data, as well as all encounter data at least from October 1, 2005 through the present (preferably October 1, 2000 through the present).

September		
September 12, 2008	NPIRS posts its last 'monthly' Workload reports, based on all data exported in the proper format to NPIRS by September 4, 2008	NPIRS
September 19, 2008	NPIRS posts third draft User Pop Reports (reporting end date of June 30, 2008) based on all data exported in the proper format to NPIRS by September 4, 2008. Special reports (UP8, APC 1A AI/AN workload) for the Portland Area will be included.	NPIRS
October		
October 2, 2008	First three quarters of FY 2008 encounter and registration data exported to NPIRS	Areas, sites
October 2, 2008	Last day to notify the Division of Program Statistics (DPS) about data problems that would significantly affect workload submission and user population.	Areas, sites
October 3, 2008	NPIRS begins posting 'weekly' Workload reports every Friday - Oct 3, Oct 10, Oct 17, Oct 24, Oct 31, and Nov 7, based on all data exported in the proper format to NPIRS by 8 days prior to the report post date.	NPIRS
October 3, 2008	Areas complete Tribal and Service Unit Consultation regarding third draft User Pop Report	Areas
October 10, 2008	Area Officers certify the FY 2008 Workload numbers for the first three quarters.	Areas, sites
October 15, 2008	DPS Provides Workload Status Report to Senior IHS management. The data are from the work load reports run on October 10, 2008 from data received by October 2, 2008.	DPS
October 17, 2008	NPIRS posts fourth draft User Pop Reports (reporting end date of July 31, 2008) based on all data exported in the proper format to NPIRS by the October 2nd deadline. Special reports (UP 8, APC 1A AI/AN workload) for Portland Area will be included.	NPIRS
October 30, 2008	*Final deadline for exporting data to NPIRS*	*NPIRS*
October 31 through November 13, 2008	This time period is reserved for resolving problems with data that was already exported by the October 30 deadline.	NPIRS, Areas, sites
November		
November 14, 2008	NPIRS processes the regular November 2008 CHS FI export file	NPIRS

November 21, 2008	NPIRS generates official FY 2008 Workload Reports for distribution to Areas based on all data exported in the proper format to NPIRS by October 30, and any corrections that could be made between October 31 and November 13.	NPIRS
November 28, 2008	Area Offices certify Final FY 2008 Workload numbers	Areas, sites
December		
December 3, 2008	NPIRS posts official FY 2008 User Population Reports for distribution to Areas based on all data exported in the proper format to NPIRS by October 30, and any corrections that could be made between October 31 and November 13.	NPIRS
December 3, 2008	HQ generates official memo transmitting user population numbers by Area and Service Unit to the respective Areas for Area and Tribal or Service Unit review.	HQ DPS
December 4, 2008	NPIRS posts special reports for the Portland Area (UP 8, APC 1A AI/AN workload report)	NPIRS
December 15, 2008	Areas certify user population counts to HQ DPS.	Areas
December 18, 2008	HQ releases the Official FY 2008 IHS User Populations	HQ DPS

We appreciate your assistance to maintain the results of the enormous collaborative effort that the Agency undertook during FY 2001 to improve the quality and accuracy of the national data repositories.

Richard M. Church

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Addressees:

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