



DEC 20 2013

TO: See Below

FROM: Chief Medical Officer
Director, Office of Public Health Support

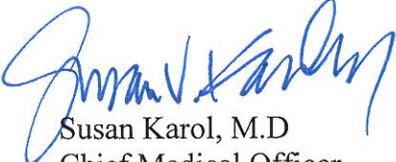
SUBJECT: Timeline for Transmittal of Fiscal Year 2014 Workload Data and Production of User Population Estimates

Attached is the timeline for transmitting workload data to the National Data Warehouse (NDW) and for producing final user-population estimates (see tab A). Estimates are based on registration and encounter data received in National Patient Information Reporting System (NPIRS) repositories. The IHS staff will use essentially the same statistical concept as in prior years to produce the estimates unduplicated count by residence of Indian registrants who have had direct or contracted encounters for IHS inpatient, ambulatory, or dental services during the last three years). Following Tribal consultation and Area review, the IHS releases the estimates, the result of our collaboration with Tribes to reconcile and validate data. Reviewed by Area statistical officers and including their suggestions wherever possible, the attached timeline begins with the January 17 deadline for posting monthly workload reports and progress reports. On April 11, the first of four year-to-date user population reports will be posted. These dates allow officers time to review and identify gaps or missing data in a timely and continual manner for their Areas. The NPIRS will produce workload reports more frequently as we approach the October 23 data submission deadline.

We strongly encourage the Areas to communicate monthly progress and distribute draft quarterly user reports to Tribes and Chief Executive Officers, consulting with them and soliciting their feedback. Sharing this information with the Division of Program Statistics (DPS) during monthly statistical officer conference calls allows for early identification and timely resolution of any data problems. Ongoing communication with Tribes and Chief Executive Officers is extremely important because adjustments to final user population estimates are only made for new Tribes. An estimate agreed upon by the new Tribe and the Area Director will be determined and user for the first three years following the date the new Tribe joins the Indian health system. After three years, all user population determinations for the new Tribe will be based on registration and workload data in the National Data Warehouse (NDW). Please continue working with Tribes which do not have data for three years (FY 2012, FY 2013, and FY 2014), assisting them with exporting their information in the proper format so that it can be loaded into the NDW. To aid this effort, we encourage the dissemination of the attached timeline to the parties associated with developing, changing and submitting new formatted exports for their data to the NDW. Please note that there is a final period of October 24 through October 31, 2014 reserved for resolving problems in data already submitted to the NDW prior to it, however, this period is prioritized for data which originates from new Tribes, or other data systems which are not in production, and only if possible and as time allows. October 31, 2014 will be the deadline where all issues concerning the data files submitted by October 23, 2014 will be resolved.

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Thank you for helping to improve the quality and accuracy of data essential for determining final user population estimates. If you have any questions about this process, please contact Kirk Greenway, Director, Division of Program Statistics by email at kirk.greenway@ihs.gov or by phone at (301) 443-6704.



Susan Karol, M.D.
Chief Medical Officer



Richard M. Church, Pharm.D.
Director, Office of Public Health Support

Attachment:

Timeline for FY 2014 Workload Data and User Population Estimates

Addressees:

Executive Staff

Area Directors

Area Statistical Officers

Area Planning Officers

Area Information Systems Coordinators

Area Dental Officers

Director, OIT

Program Manager, NPIRS

TIMELINE

For

FY 2014 Workload Data and User Population Estimates

***Estimates, determined by December 19, will be based solely on data submitted to NDW in either HL7 or simplified format.** Please submit all regular workload and registration data in the proper format by October 23 to ensure Areas are in a better position to research and resolve data anomalies and other problems in those transmissions by November 5.

<i>Due</i> <i>*key deadlines are highlighted in GREEN</i>	<i>Task</i>	<i>Who</i>
January		
January 17, 2014	Post monthly workload reports based on all data received by January 9 ¹ <i>*necessary to accommodate special, high priority ORAP reports.</i>	NPIRS
February		
February 14	Post monthly workload reports based on all data received by February 6 ¹	NPIRS
March		
March 14	Post monthly workload reports based on all data received by March 6 ¹	NPIRS
March 27	Complete development and testing of NPIRS/NDW exports from those sites that did not send a compliant format for the FY 2013 reports or whose format may be changed ² .	Areas, sites
April		
April 11	Post monthly workload reports based on all data received April 3 ¹	NPIRS
April 11	Post first draft user-population reports (reporting January 31 end date) based on all data received by April 3 ¹	NPIRS
April 14	Distribute first draft user-population reports for Tribal and Service Unit consultations.	Areas
April 25	Send Midyear Review of Workload <i>*data from the NPIRS Workload Status Report run on April 11 from data received by April 3.</i>	DPS
April 25	Complete Tribal and Service Unit consultations for first draft user-population report	Areas
May		
May 9	Post monthly workload reports based on all data received by May 1 ¹	NPIRS
May 15	Complete all the exports for the initial NPIRS/NDW loads ³ from those sites that did not complete initial loads for the FY 2013 reports.	Areas, sites

<i>Due</i> <i>*key deadlines are highlighted in GREEN</i>	<i>Task</i>	<i>Who</i>
June		
June 5	Complete initial loads for all those sites that met the May 15 deadline.	NPIRS
June 13	Post monthly workload reports based on all data received by June 5 ¹	NPIRS
July		
July 11	Post monthly workload reports, based on all data received by July 3 ¹	NPIRS
July 11	Post second draft user-population reports (reporting April 30 end date) based on all data received by July 3 ¹	NPIRS
July 14	Distribute second draft user-population reports for Tribal and Service Unit consultations	Areas
July 25	Complete Tribal and Service Unit consultations regarding second draft user-population report	Areas
August		
August 15	Post monthly workload reports based on all data received by August 7 ¹	NPIRS
September		
September 12	Post the last monthly workload reports based on all data received by September 4 ¹	NPIRS
September 12	Post third draft user-population reports (reporting June 30 end date) based on all data received September 4 ¹	NPIRS
September 15	Distribute third draft user-population reports for Tribal and Service Unit consultations	Areas
September 25	Ensure that NPIRS has received all exports for the first three quarters of FY 2014 encounter and registration data	Areas, sites
September 30	Last day to notify the Division of Program Statistics about data problems that would significantly affect workload submission and user population.	Areas, sites
September 30	Complete Tribal and Service Unit consultations regarding third draft user-population report	Area
October		
October 3	Begin posting weekly workload reports every Friday - Oct 3, Oct 10, Oct 17, Oct 24, and Oct 31 based on all data received up to 8 days prior to the report post date ¹ .	NPIRS
October 3	Post fourth draft user-population reports (reporting July 31 end date) based on all data received by September 25	NPIRS
October 3	Distribute fourth draft user-population reports for Tribal and Service Unit consultations	Areas
October 3	Certify the FY 2014 workload numbers for the first three quarters.	Areas, sites
October 10	Provide Workload Status Report to Senior IHS management. Report data are from the work load reports run on October 3 based on data received by September 25.	DPS
October 23	<i>Final deadline. All data must be received at NPIRS by 11:59 PM on this day, local NPIRS time, and must be in proper format so that NPIRS can load them without modification.</i>	Areas, sites

<i>Due</i> <i>*key deadlines are highlighted in GREEN</i>	<i>Task</i>	<i>Who</i>
October 24 thru 31	This time period is reserved for resolving problems, <i>only if possible and as time allows</i> , with data <i>that was already received at NPIRS</i> by the October 23rd deadline.	NPIRS, Areas, sites
October 31	Issue Resolution Deadline. The remaining time is reserved for the preparation of final official Workload and User Population.	NPIRS Areas, sites
November		
November 3 thru 6	Prepare and process exports received in proper format from the October 31 resolution deadline.	NPIRS
November 7	Process the regular November 2014 CHS FI export file.	NPIRS
November 14	Generate official FY 2014 workload reports for distribution to Areas based on all data received by October 23, and any corrections that could be made between October 24 and November 5.	NPIRS
November 21	Certify final FY 2014 workload numbers	Areas, sites
November 26	Post official FY 2014 user-population reports for distribution to Areas based on all data received by October 23, and include any corrections that could be made between October 24 and November 5.	NPIRS
November 28	Provide draft official memorandum to NPIRS for review any time between now and December 9.	DPS
November 28	Distribute official memo transmitting user population numbers by Area and Service Unit to the respective Areas for Area and Tribal review.	HQ
November 28	Post any special user-population reports that were previously identified, coordinated and developed for this fiscal year.	NPIRS
December		
December 10	Areas certify User Population counts to HQ DPS.	Areas
December 10	Provide DPS with comments on draft official memorandum.	NPIRS
December 12	Send official memorandum to Office of the Director of IHS for review and approval.	DPS
December 19	Release the Official FY 2014 IHS user populations	HQ

¹ By 11:59 PM on this day local NPIRS time.

² Those sites who cannot confirm that their current export is formatted exactly as previously year's successful exports need to 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 (ideally monthly) throughout the year.
By 11:59 PM on this day local NPIRS time.

³ All registration data, as well as all encounter data at least from October 1, 2011 thru the present (preferably October 1, 2000 thru the present).