

**FEB 11 2016**

TO: See Below

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

SUBJECT: Timeline for Transmittal of Fiscal Year 2016 Workload Data and Production of User Population Estimates

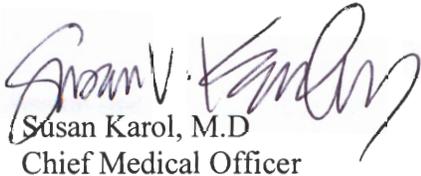
Attached is the timeline for transmitting workload data to the National Data Warehouse (NDW) and for producing final user-population estimates (see attached table). Estimates are based on registration and encounter data received in National Patient Information Reporting System (NPIRS) repositories. The IHS staff will use essentially the same statistical concept as in prior years to produce the estimates (area-wide 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 21 deadline for posting monthly workload reports and progress reports. On April 21, the first of five 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 27 data submission deadline.

We strongly encourage the Areas to communicate monthly progress and distribute draft user reports as they are issued 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 used 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 2014, FY 2015, and FY 2016), assisting them with exporting their information in the proper format so that it can be loaded into the NDW. Please note that there is a final period of October 28 through November 4, 2016 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. It is crucial sites follow the recommended test deadlines for new files throughout the year.

Page 2 – See Below

November 4, 2016 will be the deadline where all issues concerning the data files submitted by October 27, 2016 will be resolved.

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 phone at (301) 443-6704.



Susan Karol, M.D.
Chief Medical Officer



Francis Frazier
Director (Acting), Office of Public Health Support

Attachment:
Timeline for FY 2016 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 2016 Workload Data and User Population Estimates

***Estimates, determined by December 23, 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 27 to ensure Areas are in a better position to research and resolve data anomalies and other problems in those transmissions by November 4.

<i>Due</i> <i>*key deadlines are highlighted in GREEN</i>	<i>Task</i>	<i>Who</i>
January		
January 21, 2016	Post monthly workload reports based on all data received by January 14 ¹ . <i>*necessary to accommodate special, high priority ORAP reports.</i>	NPIRS
February		
February 18	Post monthly workload reports based on all data received by February 11 ¹ .	NPIRS
March		
March 17	Post monthly workload reports based on all data received by March 10 ¹ .	NPIRS
March 31	Complete development and testing of NPIRS/NDW exports from those sites that did not send a compliant format for the FY 2015 reports or whose format may be changed ² .	Areas, sites
April		
April 21	Post monthly workload reports based on all data received April 14 ¹ .	NPIRS
April 21	Post first draft user-population reports (reporting January 31 end date) based on all data received by April 14 ¹ .	NPIRS
April 22	Distribute first draft user-population reports for Tribal and Service Unit consultations.	Areas
May		
May 6	Send Midyear Review of Workload. <i>*data from the NPIRS Workload Status Report run on April 21 from data received by April 14.</i>	DPS
May 6	Complete Tribal and Service Unit consultations for first draft user-population report.	Areas
May 19	Post monthly workload reports based on all data received by May 12 ¹ .	NPIRS
May 26	Complete all the exports for the initial NPIRS/NDW loads ³ from those 5 reports.	Areas, sites
June		
June 9	Complete initial loads for all those sites that met the May 26 deadline.	NPIRS
June 16	Post monthly workload reports based on all data received by June 9 ¹ .	NPIRS

<i>Due</i> <i>*key deadlines are highlighted in GREEN</i>	<i>Task</i>	<i>Who</i>
July		
July 21	Post the last monthly workload reports, based on all data received by July 14 ¹ .	NPIRS
July 21	Post second draft user-population reports (reporting April 30 end date) based on all data received by July 14 ¹ .	NPIRS
July 22	Distribute second draft user-population reports for Tribal and Service Unit consultations.	Areas
August		
Aug 4	Begin posting weekly workload reports every Thursday - Aug 4, Aug 11, Aug 18, Aug 25, Sep 1, Sep 8, Sep 15, Sep 22, Sep 29, Oct 6, Oct 13, Oct 20, Oct 27, and Nov 3 based on all data received up to 7 days prior to the report post date ¹ .	NPIRS
August 5	Complete Tribal and Service Unit consultations regarding second draft user-population report.	Areas
August 18	Post an additional draft user-population reports (reporting May 31 end date) based on all data received by August 11 ¹	
September		
September 15	Post third draft user-population reports (reporting June 30 end date) based on all data received September 8 ¹ .	NPIRS
September 16	Distribute third draft user-population reports for Tribal and Service Unit consultations.	Areas
September 29	Ensure that NPIRS has received all exports for the first three quarters of FY 2016 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 6	Post fourth draft user-population reports (reporting July 31 end date) based on all data received by September 29.	NPIRS
October 7	Distribute fourth draft user-population reports for Tribal and Service Unit consultations.	Areas
October 14	Certify the FY 2016 workload numbers for the first three quarters.	Areas, sites
October 27 ⁴	<i>Final deadline. All data must be received at NPIRS by midnight on this day, local site time, and must be in proper format so that NPIRS can load them without modification.</i>	Areas, sites
October 28 thru 4 Nov	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 27nd deadline.	NPIRS, Areas, sites
November		
November 4	Issue Resolution Deadline. The remaining time is reserved for the preparation of final official Workload and User Population.	NPIRS Areas, sites

<i>Due</i> <i>*key deadlines are highlighted in GREEN</i>	<i>Task</i>	<i>Who</i>
November 7 thru 10	Prepare and process exports received in proper format from the November 4 resolution deadline.	NPIRS
November 11	Process the regular November 2016 CHS FI export file.	NPIRS
November 18	Post official FY 2016 workload reports for distribution to Areas based on all data received by October 27, and any corrections that could be made between October 28 and November 4.	NPIRS
November 18	Post preliminary official FY 2016 user-population reports for distribution to Areas based on all data received by October 27, and include any corrections that could be made between October 28 and November 4.	NPIRS
November 25	Certify final FY 2016 workload numbers.	Areas, sites
November 30	If required: Re-post official FY 2016 user-population reports for distribution to Areas based on all data received by October 27, and include any corrections that were required to be made after November 18.	NPIRS
December		
December 2	Provide draft official memorandum to DPS for review.	NPIRS
December 2	Distribute official memo transmitting user population numbers by Area and Service Unit to the respective Areas for Area and Tribal review.	HQ
December 2	Post any special user-population reports that were previously identified, coordinated and developed for this fiscal year.	NPIRS
December 14	Areas certify User Population counts to HQ DPS.	Areas
December 16	Send official memorandum to Office of the Director of IHS for review and approval.	DPS
December 23	Release the Official FY 2016 IHS user populations.	HQ

¹ By midnight of the day specified – local time at the sending site.

² Those sites who cannot confirm that their current export is formatted exactly as the previous year’s successful exports will 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.

³ All registration data, as well as all encounter data at least from October 1, 2013 thru the present (preferably October 1, 2000 thru the present).

⁴ Due to the cyclical nature of the annual timeline scheduling, the below chart is provided for on-going years for planning purposes.

Fiscal Year	Final Deadline	Day of Week	Comments
2017	10/26/2017	THURSDAY	Deadline decreases during the five year cycle.
2018	10/25/2018	THURSDAY	
2019	10/24/2019	THURSDAY	
2020	10/22/2020	THURSDAY	
2021	10/21/2021	THURSDAY	
2022	10/27/2022	THURSDAY	Reverts to gaining a week before deadline. Restart cycle.