

# Site Instructions for Running the FY 2015 Fourth Quarter National GPRA/GPRAMA Report

## Task Summary

Step	Action	See Page:
1.	Run the National GPRA/GPRAMA Fourth Quarter Report	1

## Requirements:

All direct IHS facilities are **required** to run and export their FY 2015 fourth 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 2015 report, **CRS Version 15.1** must be installed. CRS 15.1 was released in June 2015.

## Run the National GPRA/GPRAMA Fourth Quarter Report

1. Open the IHS/RPMS CLINICAL REPORTING SYSTEM (CRS) main menu (Figure 1).

```

*****
**      IHS/RPMS CLINICAL REPORTING SYSTEM (CRS)      **
*****
                          Version 15.1

                          DEMO INDIAN HOSPITAL

CI15  CRS 2015 ...
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:  CI15 <Enter>
CRS 2015

```

Figure 1: CRS Main Menu

2. At the “Select IHS Clinical Reporting System (CRS) Main Menu Option” prompt, type **CI15** and press Enter. The CRS 2015 Options menu (Figure 2) displays.

```

*****
**      IHS/RPMS CRS 2015      **
**  Clinical Reporting System  **
*****

                Version 15.1
                DEMO INDIAN HOSPITAL

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

Select CRS 2015 Option:  RPT <Enter> Reports

```

Figure 2: CRS 2015 Options menu

- At the “Select CRS 2015 Option” prompt, type **RPT** and press Enter to display the Reports menu (Figure 3).

```

*****
**      IHS/RPMS CRS 2015      **
**      Reports Menu          **
*****

                Version 15.1

                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: Reports menu

- At the “Select Reports option” prompt, type **NTL** and press Enter to display the National GPRA Reports menu (Figure 4).

```

*****
**      IHS/RPMS CRS 2015      **
**      National GPRA Reports  **
*****
                          Version 15.1

                          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: National GPRA Reports menu

- At the “Select National GPRA/GPRAMA Reports Option” prompt, type **GP** and press Enter to run the National GPRA/GPRAMA Report. Information about the report is displayed as shown in Figure 5.

```

                          IHS 2015 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, 2014 through June 30, 2015
with a Baseline Year of July 1, 2009 through June 30, 2010. 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

- At the prompt, press Enter to continue. The system checks the taxonomies (Figure 6).

```

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

- If the message, “All taxonomies are present. End of taxonomy check.” is displayed; press Enter.
- 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*.

7. If you receive the message in Figure 7, 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

8. At the “Do you wish to continue to generate this report?” prompt, do one of the following:
  - Type **No** to cease the report generation and make the Demo Patient Template updates.
  - Type **Yes** to continue 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, 2014 to Jun 30, 2015
Previous Year Period:  Jul 01, 2013 to Jun 30, 2014
Baseline Period:    Jul 01, 2009 to Jun 30, 2010
```

Figure 8: Date Ranges

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

Figure 9: “Enter the Name of the Community Taxonomy” prompt

9. At the “Enter the Name of the Community Taxonomy” prompt, do one of the following:
  - Press Enter to accept the default taxonomy if it is your official GPRA community taxonomy.
  - 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.

**Note:** For GPRA reporting purposes, the community taxonomy should be the same as the site Contract Health Services Delivery Area (CHSDA), except in Oklahoma.

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

Figure 10: “Do you wish to export this data to Area?” prompt

10. At the “Do you wish to export this data to Area?” prompt, type **Y** and press Enter. A summary of the report to be generated is displayed as shown in Figure 11.

```

SUMMARY OF NATIONAL GPRA/GPRAMA REPORT TO BE GENERATED

The date ranges for this report are:
  Report Period:           Jul 01, 2014 to Jun 30, 2015
  Previous Year Period:    Jul 01, 2013 to Jun 30, 2014
  Baseline Period:        Jul 01, 2009 to Jun 30, 2010

The COMMUNITY Taxonomy to be used is: GPRA Community

```

Figure 11: Example of Summary of National GPRA/GPRAMA Report to be generated

```

The COMMUNITY Taxonomy to be used is: GPRA Community

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

```

Figure 12: “Include Measure Logic Text in the Output Report” prompt

11. At the “Include Measure Logic Text in the Output Report” prompt, type **Y** (Yes) and press Enter. The following sequence (Figure 13) displays:

```

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 13: Selecting Output option

12. 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).
- **B** (both a printed report and delimited file).

```

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>

```

Figure 14: "Select output type" prompt

13. At the "Select output type" prompt, type **F** (File) and press Enter.

```

Select output type: S// F FILE - delimited output will be written to a file in
pub.  Enter a filename for the delimited output (no more than 40 characters):
DemoHospGPRA061615 <Enter>

When the report is finished your delimited output will be found in the D:\PUB
directory.  The file name will be DemoHospGPRA061615.txt

```

Figure 15: Example of location and name of the file

14. At the "Enter a filename for the delimited output..." prompt, type a name for the file, and press Enter. The location and name of the output file is displayed.

Because you are exporting the data to your Area office, CRS creates a file that begins with "BG151" in the PUB directory (e.g. BG151505901.14). This is the file you must transmit to your Area Office for inclusion in the Area Aggregate report.

```

A file will be created called BG151505901.14 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 16: Area Export File location

15. It is recommended that you queue the report and run it at night rather than running it during the day.

```

Won't you queue this ? Y// YES
Requested Start Time: NOW//

```

Figure 17: Queue report prompt

- a. To queue the report, type **Y** and press Enter at the "Won't you queue this?" prompt.
- b. To queue the report to run at a specified date/time, type two question marks (??) and press Enter for instructions or press Enter to start the report now.