

CRS GUI (Visual CRS) Area Office Instructions for Running the FY 2015 Fourth Quarter ONM Report

Task Summary:

Step	Action	For details, see page
1.	Run the Area Aggregate Fourth Quarter Other National Measures (ONM) Report	2
2.	Send the files to the National GPRA Support Team	7

Requirements

All direct IHS facilities are required to run and export their **2015 fourth quarter** data for the **Other National Measures (ONM)**. Tribal facilities are encouraged to export their data for this report for national reporting.

Note: To generate the correct 2015 reports, CRS Version 15.1 must be installed. CRS 15.1 was released early June 2015.

Fourth Quarter Other National Measures (ONM) Report

The Other National Measures (ONM) Report primarily reports non-GPRA measures for which national data is needed and includes some GPRA measures to provide context to the non-GPRA measures.

For more information, see the letter that IHS distributed to Area Directors on July 28, 2008, titled "Other National Measures Report Release in RPMS Clinical Reporting System Version 8.0 - For Your Information," which is available at the CRS internet web site:

<http://www.ihs.gov/cio/crs/documents/IHSONMandGPRAREportsMemoFYI.pdf>

Step 1: Run the Area Aggregate Fourth Quarter Other National Measures (ONM) Report

Note: These instructions assume that all 2015 ONM Report files have been uploaded from the sites. If this is not the case, select the **UPL Area Option** and upload all files first.

1. Login to Visual CRS 15.1.
2. In the main CRS window, click on **Area Reports** in the **Area Options** group.

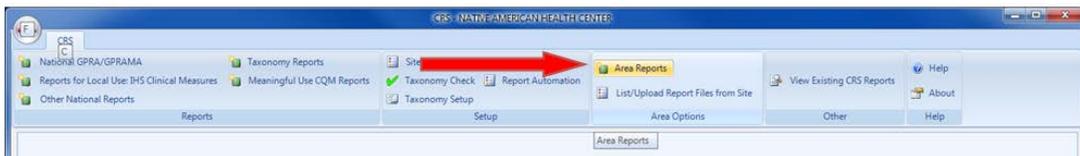


Figure 1: Area Reports

3. Click the **AREA Other National Measures Report** tab.

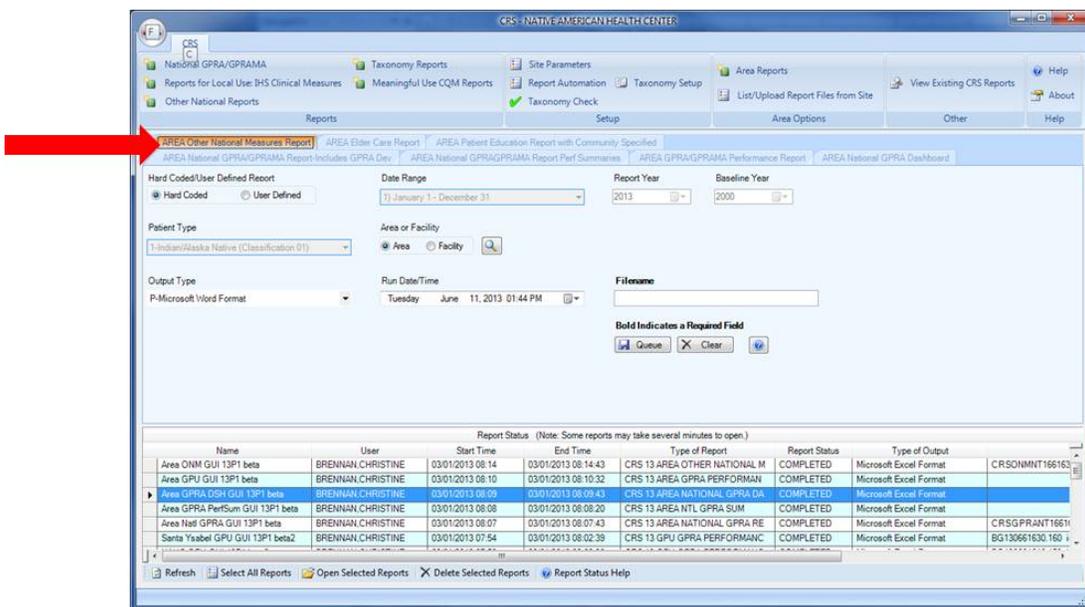


Figure 2: Selecting the **AREA Other National Measures Report**

4. Under **Hard Coded/User Defined Report**, select **Hard Coded**.

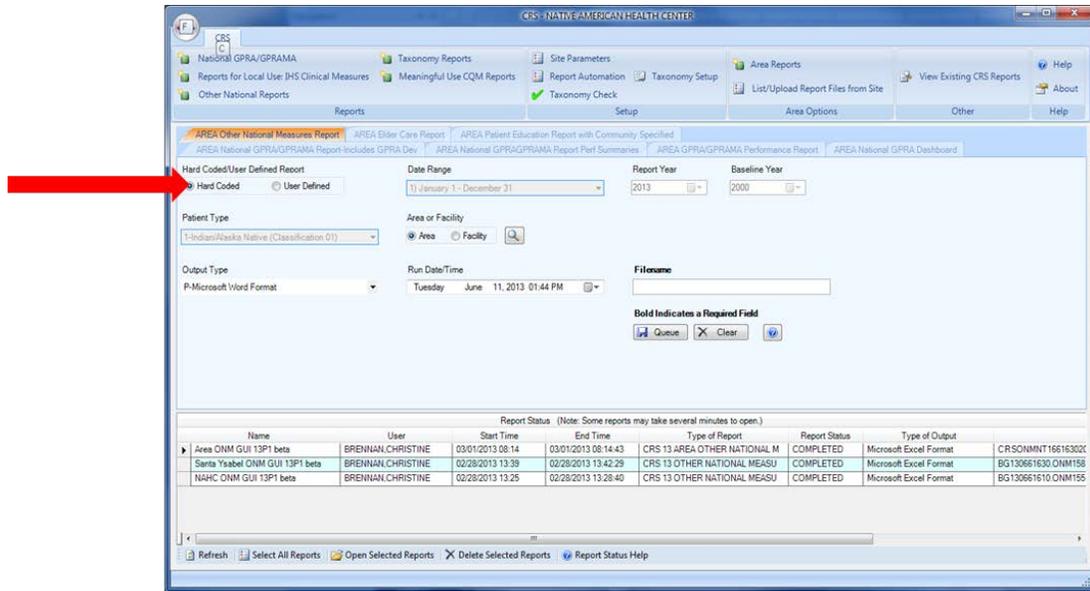


Figure 3: Hard-coded or User Defined option

- Under **Area or Facility**, select **Area** and click the search button to the right of the **Area or Facility** selection window.

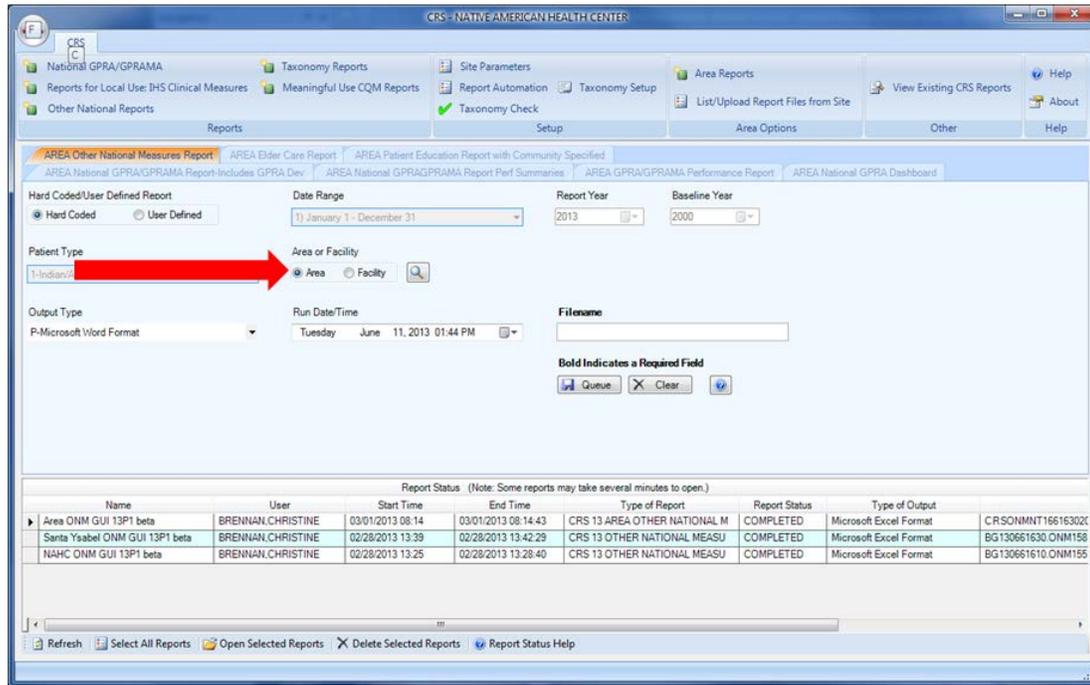


Figure 4: Area or Facility option

- Click on the facilities to include in the Area aggregate and click the right arrow button to move the facilities to the **Items Selected** section. Once all the correct facilities have been selected, click **OK**.

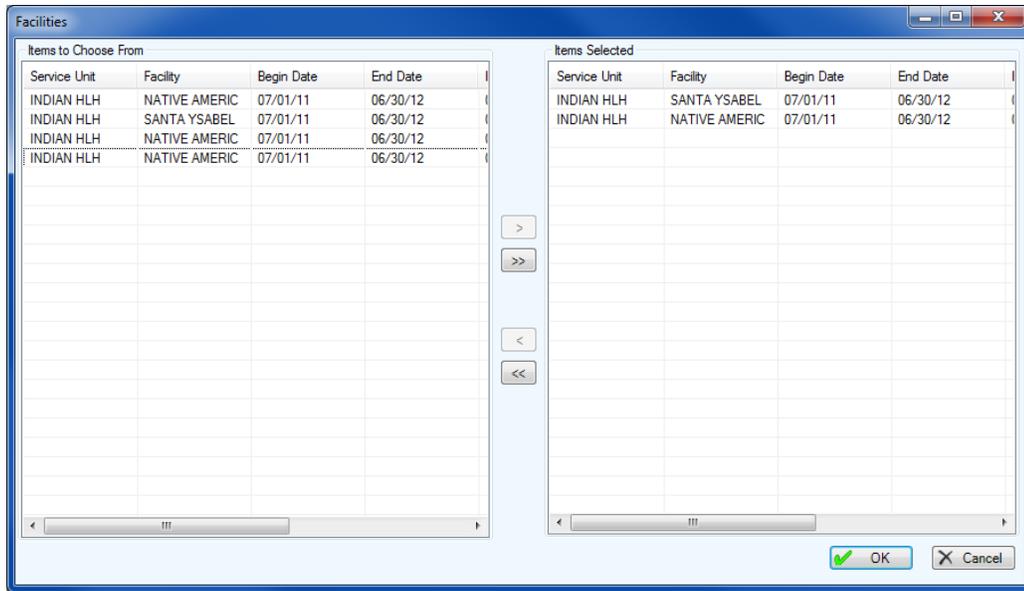


Figure 5: Facilities dialog

- Under **Output Type**, select either **D-Microsoft Excel Format** or **B-Both Microsoft Word and Excel**.

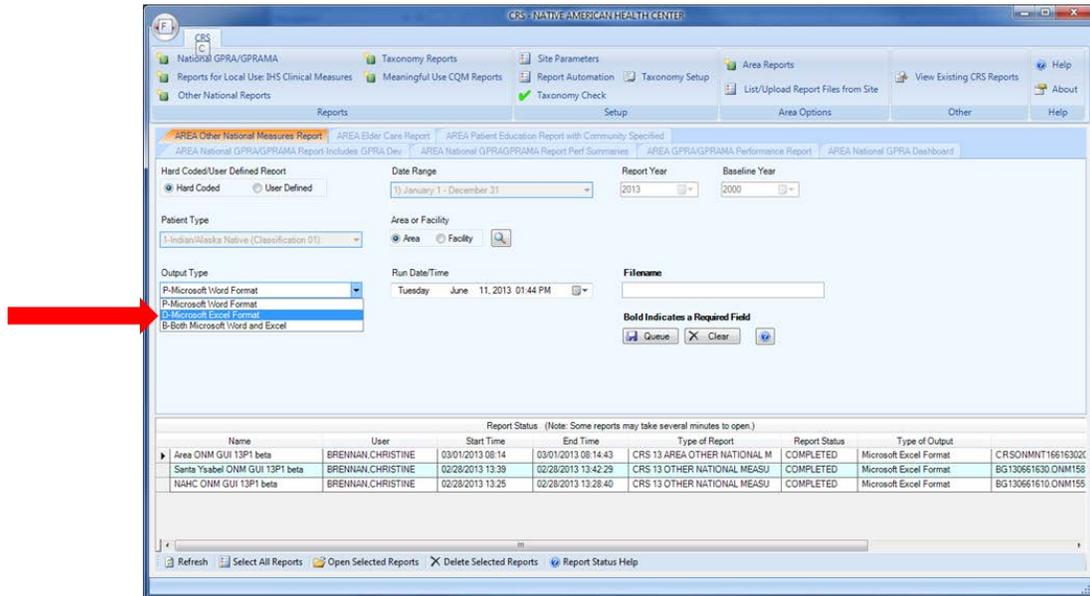


Figure 6: Output Type selection

- Under **Run Date/Time**, select the date and time for the report to run.

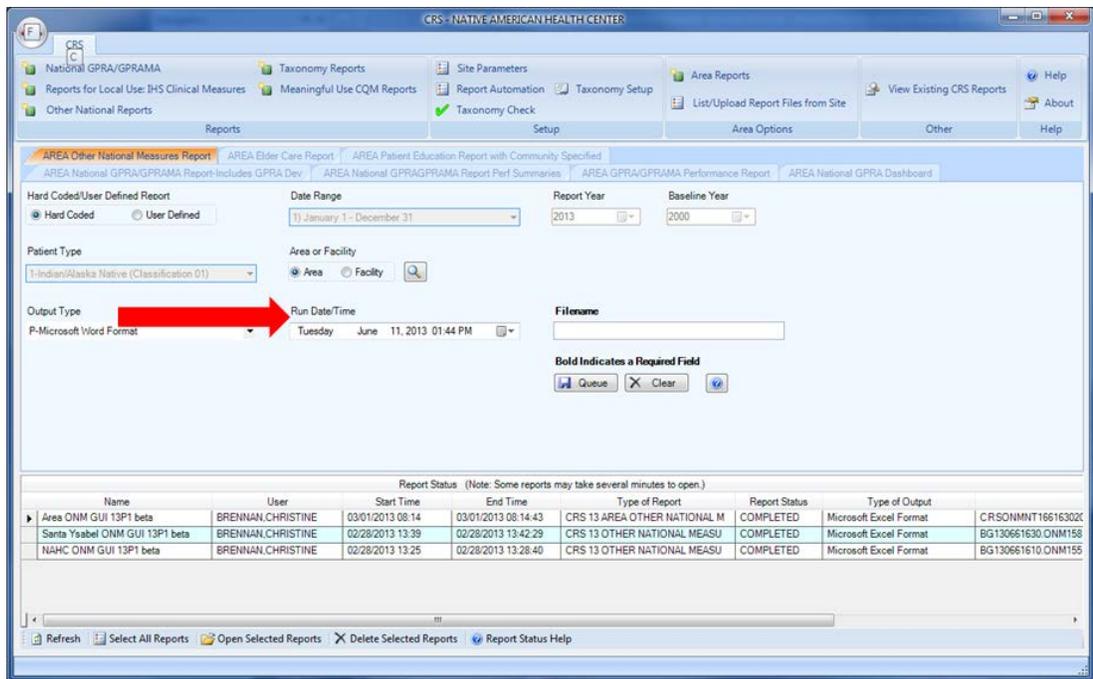


Figure 7: Selecting the **Run Date/Time**

- To include the measure logic in the GPR/GPRAMA Report, make sure the **Include Measure Logic in Report** box is checked. If you do not want the measure logic included, uncheck the box.

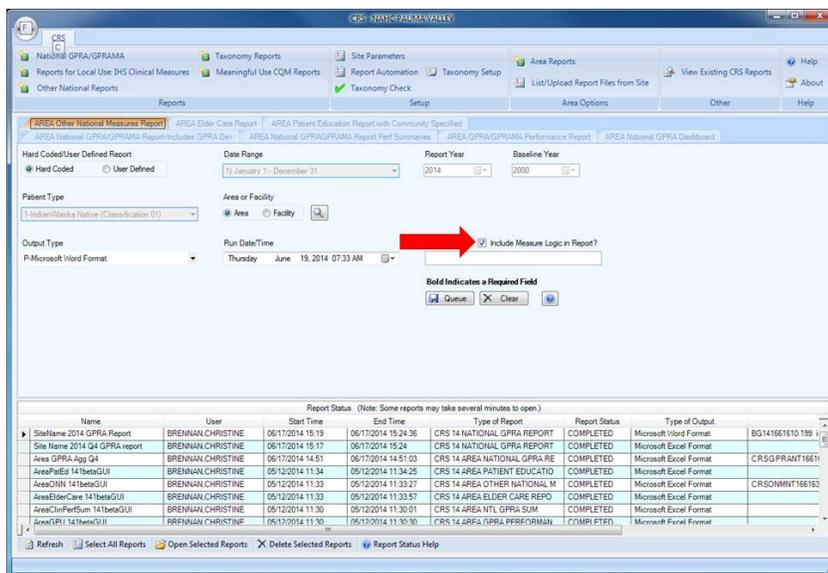


Figure 8: **Include Measure Logic in Report** checkbox

- In the **Filename** text box, type the name of the summary text file to be created to accompany the CRSONMNT files.

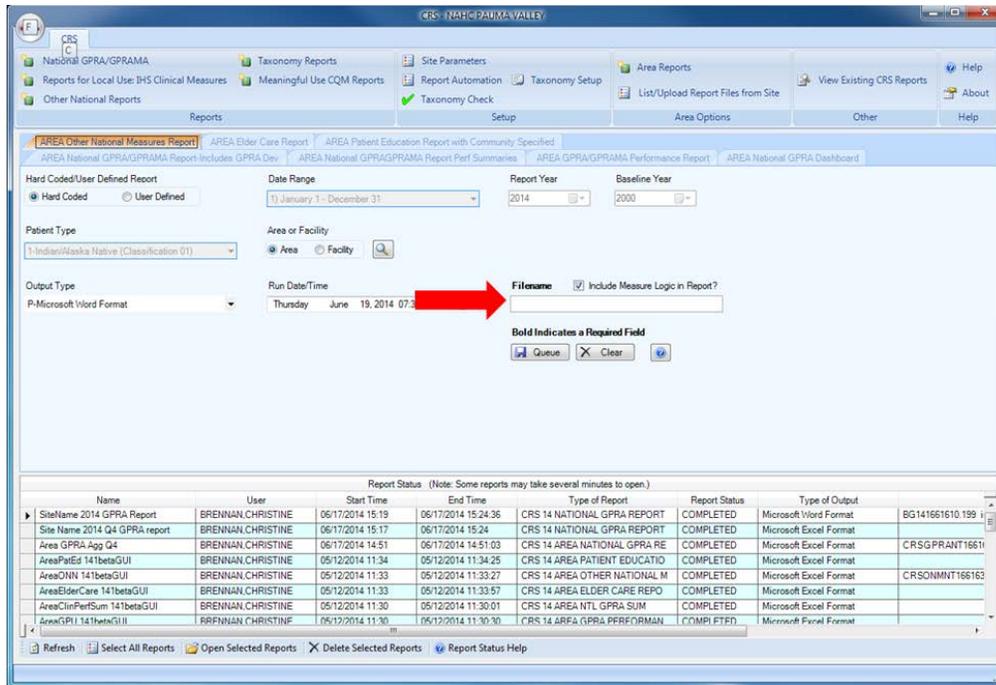


Figure 9: Selecting the **Filename**

11. Click **Queue** to run the report.

12. A pop-up window will appear stating that the report has been queued.

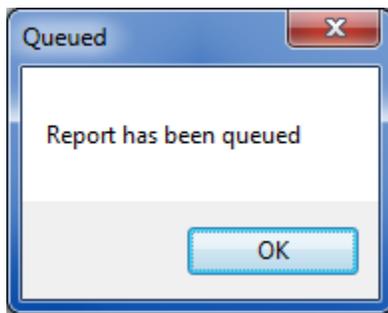


Figure 10: **Queued** dialog

13. Check the status of the report in the **Report Status** window at the bottom of the screen. Once completed, double click on the report to open it.

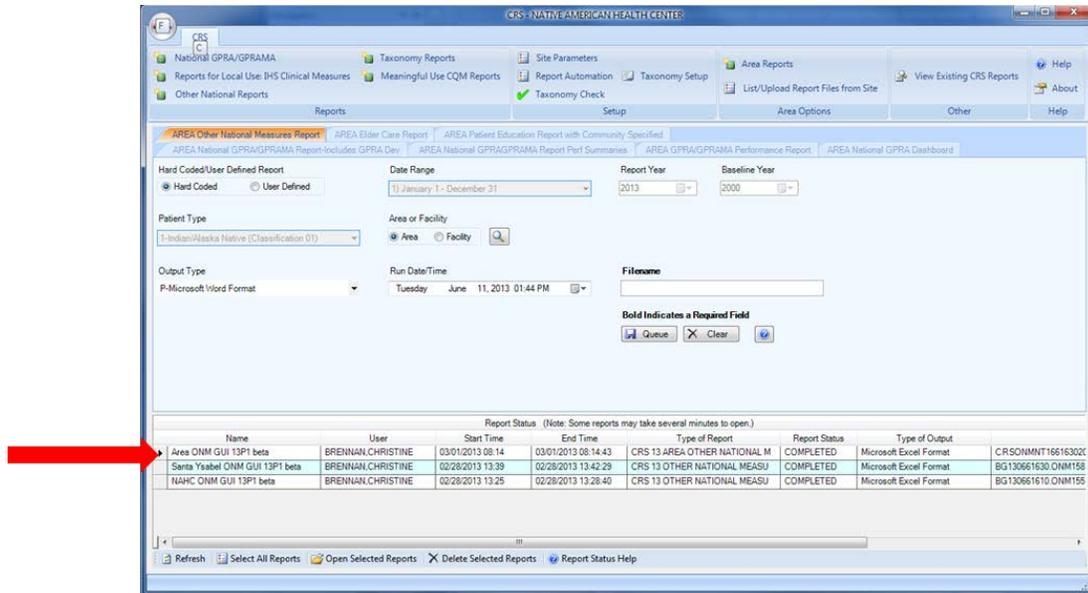


Figure 11: Report Status window

Step 2: Send Files to the National GPRA Support Team

Send the following five files to the **National GPRA Support Team** (caogpra@ihs.gov) no later than **July 24, 2015**.

1. **CRSONMNT1....txt**, File 1 of 4 containing other national measure data.
2. **CRSONMNT2....txt**, File 2 of 4 containing other national measure data.
3. **CRSONMNT3....txt**, File 3 of 4 containing other national measure data.
4. **CRSONMNT4....txt**, File 4 of 4 containing other national measure data.
5. **Delimited Area Aggregate ONM Report file**, ONM Area Aggregate Report with the name you assigned.