

Area Office Instructions for Running the FY 2016 4th Quarter National GPRA/GPRAMA Report

Task Summary:

Step	Action	For details, see page
1.	Run the Area Aggregate 4 th Quarter National GPRA/GPRAMA 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 FY 2016 4th quarter data for the *National GPRA/GPRAMA Report*. Tribal facilities are encouraged to export their National GPRA/GPRAMA data for national reporting.

Notes: To generate the correct FY 2016 reports, **CRS Version 16.1** must be installed. CRS Version 16.1 was released in March 2016.

To generate the Area reports, you must have the BGPZAREA security key assigned to you. If you do not have this key, please ask your site manager to assign it to you OR ask someone at your facility who has the security key to perform this step for you.

Step 1: Run the Area Aggregate 4th Quarter National GPRA/GPRAMA Report

Note: These instructions assume that all FY 2016 National GPRA/GPRAMA 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. At the “Select IHS Clinical Reporting System (CRS) Main Menu Option” prompt, type **CI16** and press Enter. An example is shown in Figure 1.

```

*****
**      IHS/RPMS CLINICAL REPORTING SYSTEM (CRS)      **
*****
                          Version 16.1

                          DEMO INDIAN HOSPITAL

CI16  CRS 2016 ...
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:  CI16 <Enter>  CRS 2016

```

Figure 1: CRS Main Menu Option prompt

2. At the “Select CRS 2016 Option” prompt, type **AO** and press Enter to display the Area Office Options menu. An example is shown in Figure 2.

```

*****
**      IHS/RPMS CRS 2016      **
**      Clinical Reporting System      **
*****
                          Version 16.1

                          DEMO INDIAN HOSPITAL

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

Select CRS 2016 Option:  AO <Enter>  Area Options

```

Figure 2: CRS 2016 Option prompt

At the “Select Area Options” option prompt, type **AGP** and press Enter to run the Area National GPRA/GPRAMA Report.

```

*****
**   IHS/ RPMS CRS 2016   **
** Area Office Options **
*****

Version 16.1

DEMO INDIAN HOSPITAL

UPL   Upload Report Files from Site
AGP   AREA National GPRA/GPRAMA Report-Includes GPRA Dev
ASUM  AREA National GPRA/GPRAMA Report Perf Summaries
GPUA  AREA GPRA/GPRAMA Performance Report
ADSH  Naitonal GPRA Dashboard
AONM  AREA Other National Measures Report
AELD  AREA Elder Care Report
APCM  AREA Patient Education Rpt w/Community Specified
LSTF  List files in a directory

Select Area Options Option:  AGP <Enter>  Run AREA National GPRA/GPRAMA
Report

```

Figure 3: Area Options prompt

The date ranges that have been pre-defined for the report are displayed, including Reporting Period (current), Previous Year, and Baseline as shown in Figure 4.

```

[Area Office] Area Aggregate National GPRA/GPRAMA Report

The date ranges for this report are:
Reporting Period:      Jul 01, 2015 to Jun 30, 2016
Previous Year Period:  Jul 01, 2014 to Jun 30, 2015
Baseline Period:      Jul 01, 2009 to Jun 30, 2010

```

Figure 4: Date Ranges

- At the “Run Report for” prompt, type **A** and press Enter to run an Area Aggregate report, which combines the data for all sites as shown in Figure 5.

```

Select one of the following:
  A      Area Aggregate
  F      One Facility

Run Report for: A// A <Enter>  Area Aggregate

```

Figure 5: Run Report prompt

- At the “Press Enter to Continue” prompt, press Enter to select which facilities to include in the report.

All facilities that have had their data files uploaded for the selected time periods and patient population are displayed.

- Review the list of files for completeness. To navigate a multi-page list:

- Type a plus sign (+) to view the next page
 - Type a minus sign/hyphen (-) to return to the previous page.
6. Select the facilities to be included in your report as follows at the “Select Action” prompt:
- Type **A** to select all facilities for the report.
 - Type **S** and then the number of the facility you want to select, to select one facility at a time.
 - Type **S** and then the corresponding numbers (e.g., 4,6,11) to select multiple facilities.
 - Type **R** and then the number of the facility to remove the facility from the list.
- When finished, press Enter. All of the facilities you selected will be marked with an asterisk before its number. An example is shown in Figure 6.

```

You will now be able to select which sites to use in the
area aggregate/facility report.

Press Enter to Continue: <Enter>

AREA AGGREGATE SITE SELECTION Jul 20, 2016 16:47:43          Page:    1 of    1
Area Aggregate Site Selection
* indicates the site has been selected
+ after the facility name denotes a CHS Only Site

#      SU          FACILITY          BEG DATE   END DATE   BASE BEG   BASE END   DATE RUN
*1)    DEMO SU 1    DEMO HOSPITAL    07/01/15   06/30/16   07/01/09   06/30/10   07/19/16
*2)    DEMO SU 2    DEMO HOSP 2+    07/01/15   06/30/16   07/01/09   06/30/10   07/19/16

          Enter ?? for more actions
A      Area Aggregate  All Facilities      R      Remove (unselect) Facility
S      Select Facility
Select Action:+//

```

Figure 6: Facilities selected

7. When you have completed selecting facilities, type **Q**, and press Enter at the “Select Action” prompt.

The names of eight delimited text files and the network directory to which they will be saved are displayed on the screen as shown in Figure 7.

```
A file will be created called CRSGPRANT1505901201606300000000020160133151244_000
002.TXT
and will reside in the Q:\ directory. This file can be used in Excel.

A file will be created called CRSGPRANT2505901201606300000000020160133151244_000
002.TXT
and will reside in the Q:\ directory. This file can be used in Excel.

A file will be created called CRSGPRANT3505901201606300000000020160133151244_000
002.TXT
and will reside in the Q:\ directory. This file can be used in Excel.

A file will be created called CRSGPRANT4505901201606300000000020160133151244_000
002.TXT
and will reside in the Q:\ directory. This file can be used in Excel.

A file will be created called CRSGPRADEVNT1505901201606300000000020160133151244_000
002.TXT
and will reside in the Q:\ directory. This file can be used in Excel.

A file will be created called CRSGPRADEVNT2505901201606300000000020160133151244_000
002.TXT
and will reside in the Q:\ directory. This file can be used in Excel.

A file will be created called CRSGPRADEVNT3505901201606300000000020160123151244_000
002.TXT
and will reside in the Q:\ directory. This file can be used in Excel.

A file will be created called CRSGPRADEVNT4505901201606300000000020160123151244_000
002.TXT
and will reside in the Q:\ directory. This file can be used in Excel.
```

Figure 7: Example of delimited text file names

These text files provide a summary of the National GPRA/GPRAMA Report results for each facility in the aggregate report and can be used in Excel to create graphs and other summary reports. Ask your Site Manager for assistance in locating these files.

All of the files must be transmitted to the National GPRA Support Team (NGST). Please send these files in their original format. However, do not send the files to the NGST until the Area Aggregate report has been run for ALL facilities within your Area. If *any* facilities are missing, *do NOT send* the delimited files to the NGST.

8. At the “Include Measure Logic Text in the Output Report” prompt, type **Y** (Yes) and press Enter.

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

Figure 8: Include Measure Logic Text in Output Report prompt

9. Because you will need to send a delimited file of the aggregate report to the NGST, at the “Select an Output Option” prompt, type one of the following and press Enter:

- **D** (delimited output file for use in Excel), or
- **B** (both a printed report and delimited file)

For example,

```
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 9: Selecting Output Option

10. At the “Select output type” prompt, type **F** (File) and press Enter.
11. At the prompt to enter a filename (maximum 40 characters), type a name for the file, and press Enter.

The location and name of the Area Aggregate National GPRA/GPRAMA report file is displayed. An example is shown in Figure 10.

```
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> FILE - delimited output will be written to a file
in pub. Enter a filename for the delimited output (no more than 40 characters):
DemoAreaGPRA072016 <Enter>

When the report is finished your delimited output will be found in the D:\PUB
directory. The file name will be DemoAreaGPRA072016.txt
Won't you queue this ? Y// YES
Requested Start Time: NOW//
```

Figure 10: Location and name of Area Aggregate National GPRA/GPRAMA report

Step 3: Send Files to the National GPRA Support Team

Send the following files to the *National GPRA Support Team* (caogpra@ihs.gov) no later than **July 22, 2016**.

1. CRSGPRANT1.txt, file 1 of 8 containing National GPRA/GPRAMA data.
2. CRSGPRANT2.txt, file 2 of 8 containing National GPRA/GPRAMA data.
3. CRSGPRANT3.txt, file 3 of 8 containing National GPRA/GPRAMA data.
4. CRSGPRANT4.txt, file 4 of 8 containing National GPRA/GPRAMA data.
5. CRSGPRADEVNT1.txt, file 5 of 8 containing National GPRA/GPRAMA data.
6. CRSGPRADEVNT2.txt, file 6 of 8 containing National GPRA/GPRAMA data.
7. CRSGPRADEVNT3.txt, file 7 of 8 containing National GPRA/GPRAMA data.
8. CRSGPRADEVNT4.txt, file 8 of 8 containing National GPRA/GPRAMA data.
9. Delimited Area Aggregate National GPRA/GPRAMA Report file, text file for the National GPRA/GPRAMA Area Aggregate Report with the name you assigned to it.