

## Area Office Instructions for Running the FY 2016 Fourth Quarter ONM Report

### Task Summary:

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### Requirements

*All direct IHS facilities* are required to run and export their 2016 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 2016 reports, CRS Version 16.1 must be installed. CRS 16.1 was released March 2016.

### 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." To request a copy of this letter, please email the National GPRA Support Team at [caogpra@ihs.gov](mailto:caogpra@ihs.gov).

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

**Note:** These instructions assume that all 2016 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. At the “Select IHS Clinical Reporting System (CRS) Main Menu Option” prompt, type **CI16** and press Enter; for an example see 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

3. At the “Select Area Options Option” prompt, type **AONM** and press Enter to run the Area Other National Measures Report. An example is shown in Figure 3.

```

*****
**   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:  AONM <Enter>  Run AREA Other National Measures
Report

```

Figure 3: Area Options prompt

4. At the “Select a Report Option” prompt, type **H** and press Enter to run the hard-coded report as shown in Figure 4.

```

[Area Office] Area Aggregate Other National Measures Report

Please select the type of report would you like to run:

H  Hard-coded Report:  Report with all parameters set to the
   same as the National GPRA Report (report period of
   July 1, 2015 - June 30, 2016, baseline period of July 1, 2009
   - June 30, 2010, and AI/AN patients only)

U  User-defined Report:  You select the report and baseline
   periods and beneficiary population

Select a Report Option: H//  H <Enter>

```

Figure 4: Running the Other National Measures Report: report options

The hard-coded date ranges and the beneficiary population are displayed; for example see Figure 5.

```
The date ranges for this report are:
  Report 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

Beneficiary Population is set to American Indian/Alaskan Native Only.
```

Figure 5: 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. For an example, see Figure 6.

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

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

Figure 6: 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.
- 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; for an example see Figure 7.

```

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 26, 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 7: Facilities selected

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

The names of four delimited text files and the network directory to which they will be saved are displayed on the screen as shown in Figure 8.

```

A file will be created called CRSONMNT1505901201606300000000020160622125401_0000
01.TXT
and will reside in the Q:\ directory. This file can be used in Excel.

A file will be created called CRSONMNT2505901201606300000000020160622125401_0000
01.TXT
and will reside in the Q:\ directory. This file can be used in Excel.

A file will be created called CRSONMNT3505901201606300000000020160622125401_0000
01.TXT
and will reside in the Q:\ directory. This file can be used in Excel.

A file will be created called CRSONMNT4505901201606300000000020160622125401_0000
01.TXT
and will reside in the Q:\ directory. This file can be used in Excel.

```

Figure 8: Examples of delimited text file names

These text files provide a summary of the ONM 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 these 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.

10. 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 9: Include Measure Logic Text in Report prompt

11. 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 an example, see Figure 10.

```
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 10: Selecting Output Option

12. At the “Select output type” prompt, type **F** (File) and press Enter.
13. 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 ONM report file are displayed. An example is shown in Figure 11.

```

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):
DemoAreaONM072716 <Enter>

When the report is finished your delimited output will be found in the D:\PUB
directory.  The file name will be DemoAreaONM072716.txt

```

Figure 11: Location and name of Area Aggregate National Other National Measures report

14. To queue the report, type **Y** and press Enter at the “Won’t you queue this?” prompt.

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.

```

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

```

Figure 12: Queue report

15. Locate the output file for the Area Aggregate ONM Report and send it and the four files beginning with “CRSONMNT” to the NGST no later than July 22, 2016.

## Step 2: Send Files to the National GPRA Support Team

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

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 Report File**, file you named when running report.