

# CRS GUI (Visual CRS) 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. Login to Visual CRS 16.1.
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.

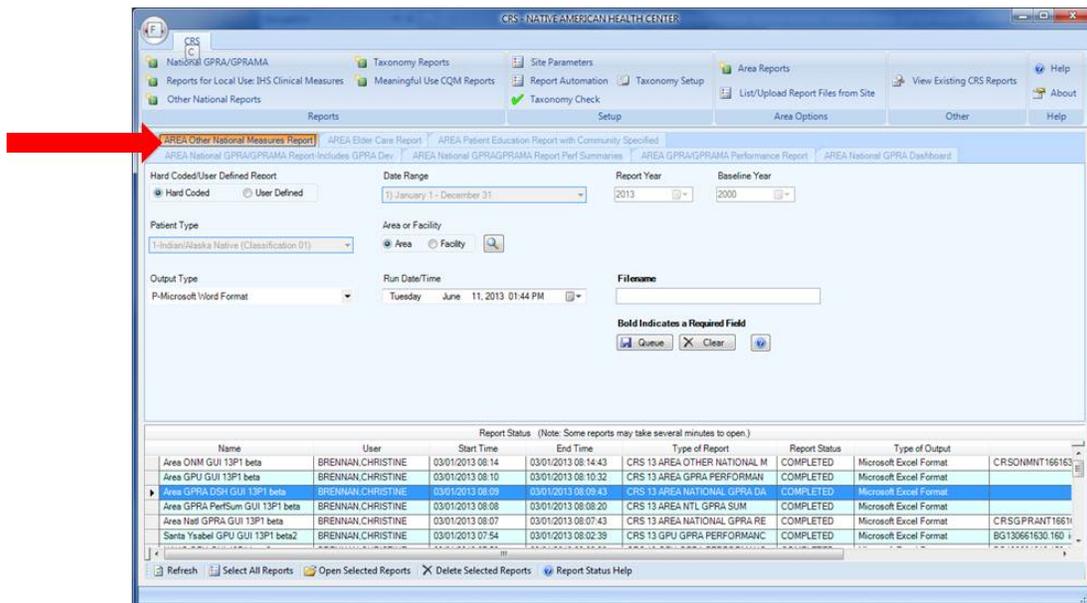


Figure 2: Selecting the **AREA Other National Measures Report**

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

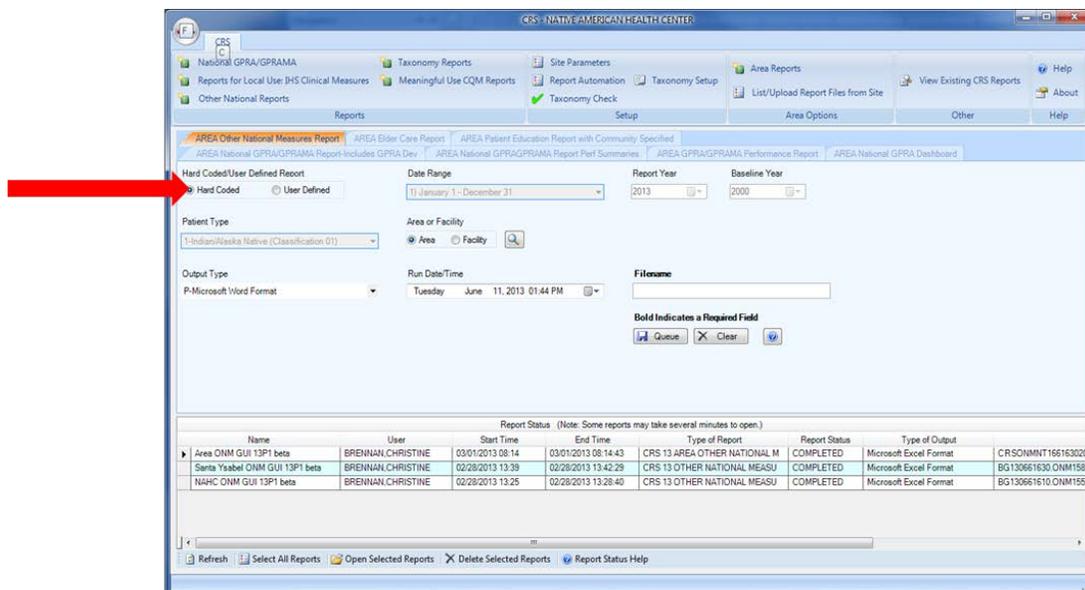


Figure 3: Hard-coded or User Defined option

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

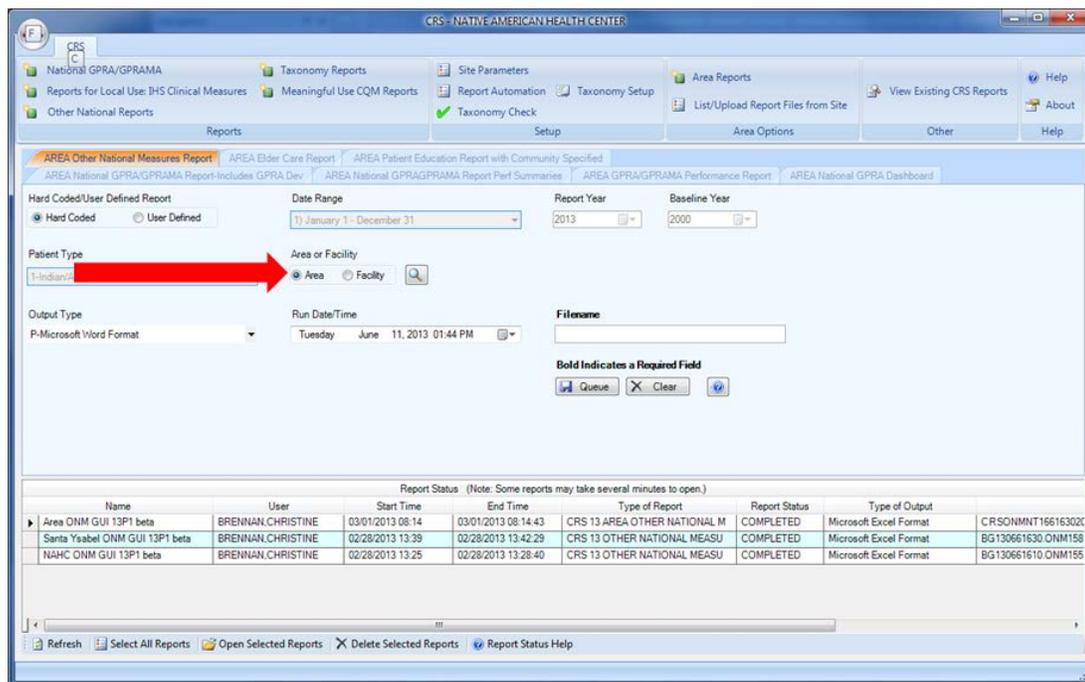


Figure 4: Area or Facility option

- 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**.

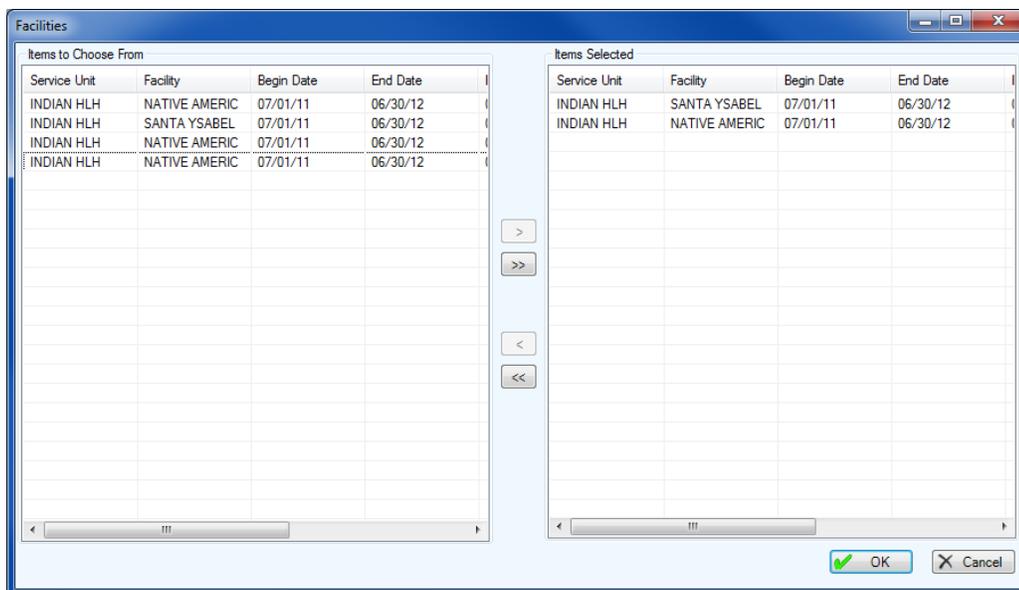


Figure 5: Facilities dialog

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

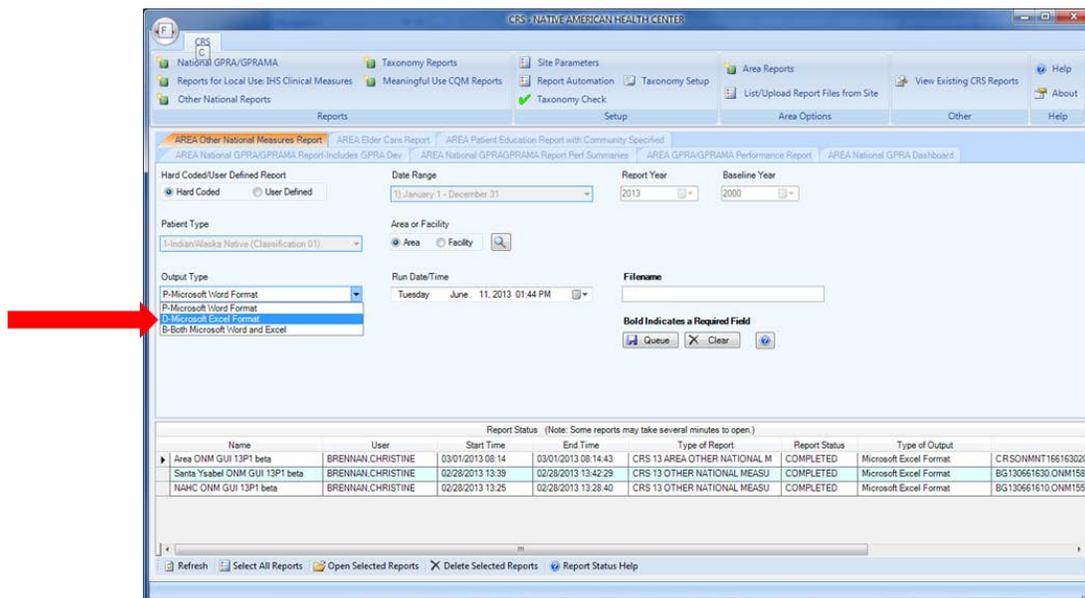


Figure 6: Output Type selection

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

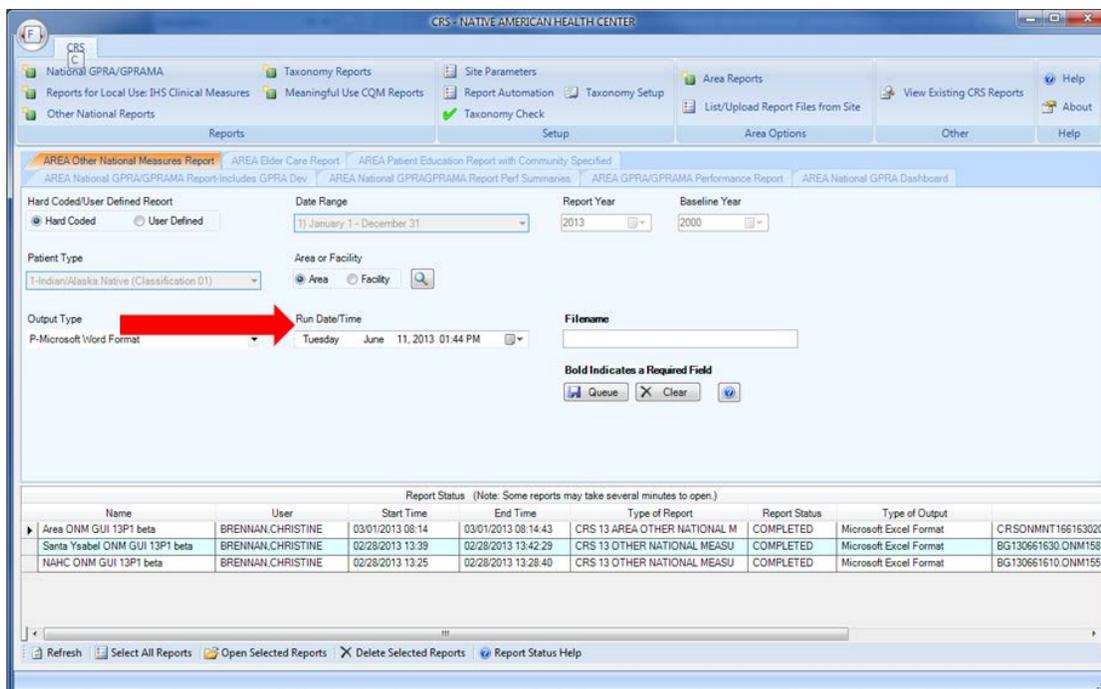


Figure 7: Selecting the Run Date/Time

- 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.

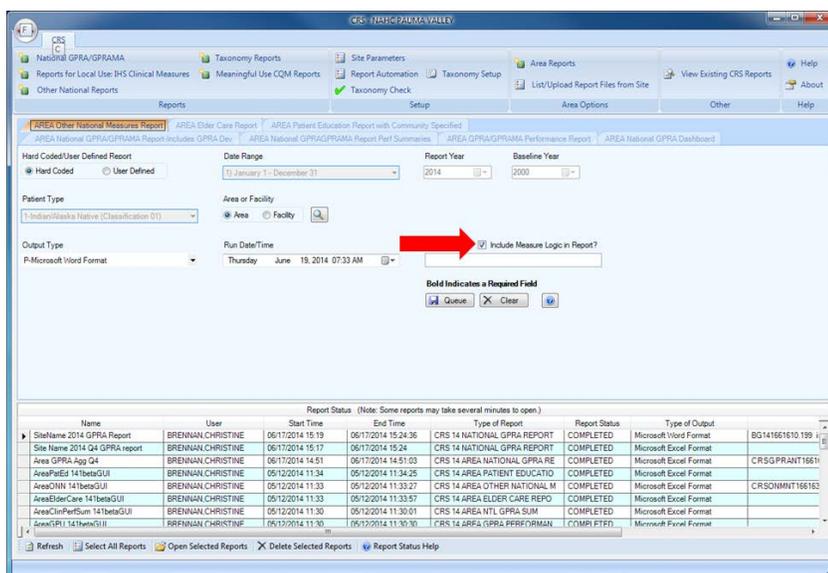


Figure 8: Include Measure Logic in Report checkbox

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

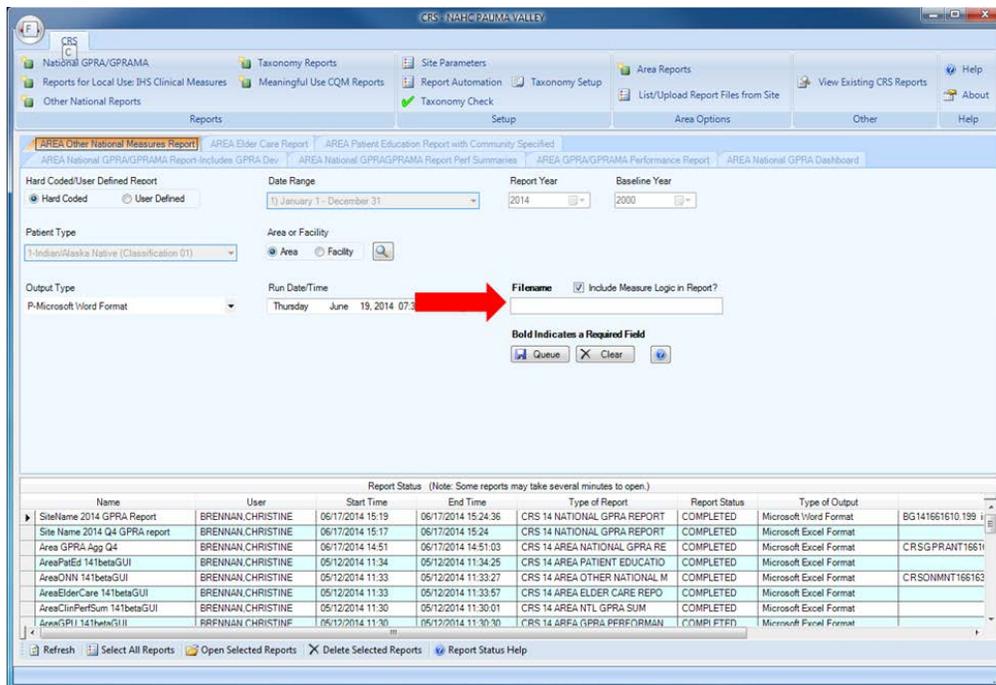


Figure 9: Selecting the **Filename**

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

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

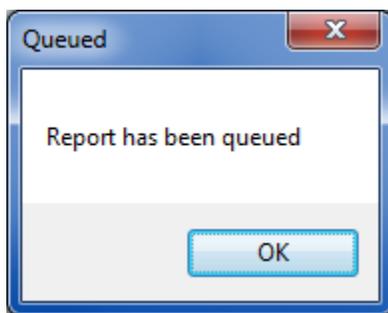


Figure 10: **Queued** dialog

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.

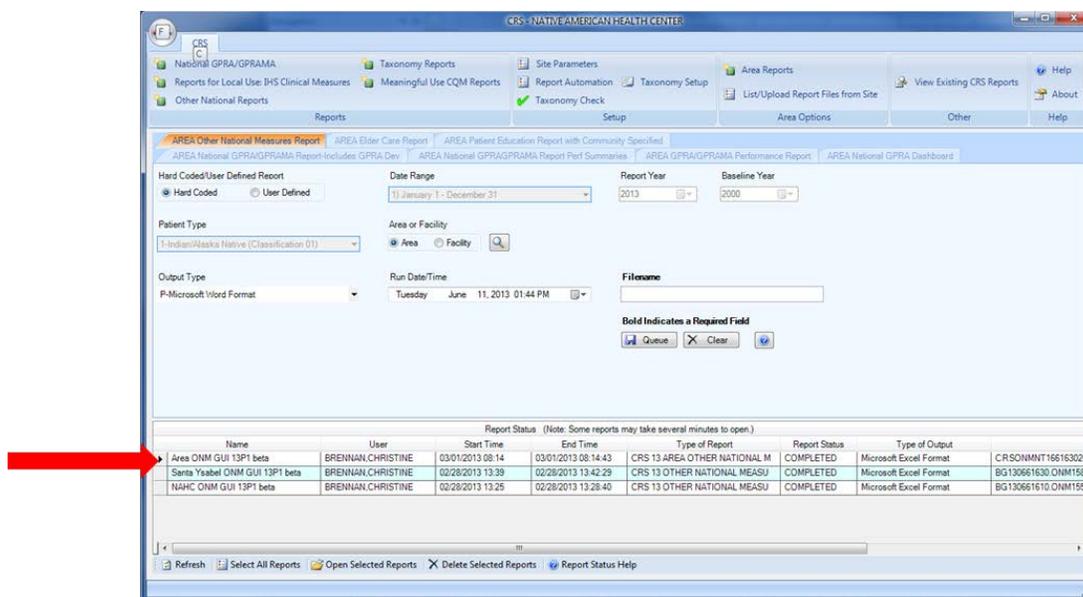


Figure 11: Report Status window

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

Send the following five files to the **National GPRA Support Team** ([caogpra@ihs.gov](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 ONM Report file**, ONM Area Aggregate Report with the name you assigned.