CRS GUI (Visual CRS) Site Instructions

Running the FY 2016 4th Quarter National GPRA/GPRAMA Report

Task Summary:

Step	Action	See page:
1.	Run the National GPRA/GPRAMA 4th Quarter Report	1

Requirements:

All direct IHS facilities and urban 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 Report data for national reporting.

> **Note:** To generate the correct 2016 report, CRS Version 16.1 must be installed. CRS 16.1 was released March 2016.

To run the 4th Quarter National GPRA/GPRAMA Report:

1. Login to Visual CRS 16.1.
2. In the **Reports** window, select **National GPRA/GPRAMA**.

Figure 1: **Reports** window

3. If you receive the following message, you will need to 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.

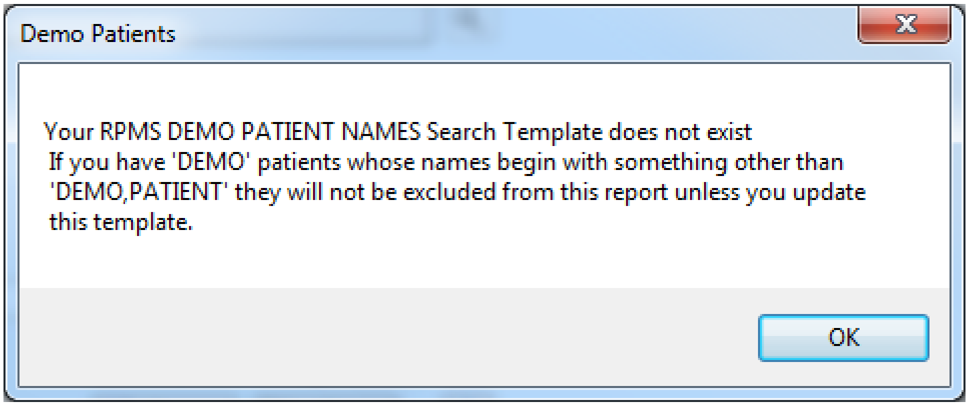

Figure 2: **Demo Patients** dialog

Click **OK** and then exit Visual CRS to update the Demo/Test Patient Search Template. Otherwise, click **OK** and continue.

4. If not already selected, click on the **GPRA/GPRAMA** tab.

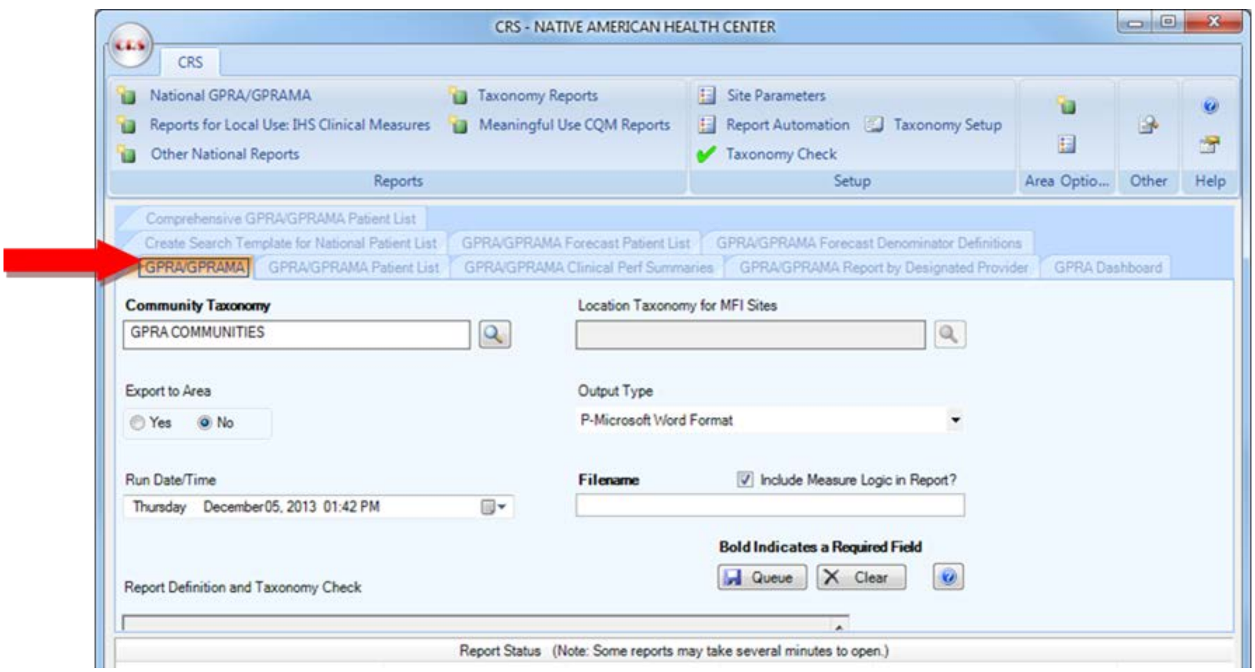

Figure 3: **GPRA/GPRAMA** tab

5. In the **Report Definition and Taxonomy Check** window, scroll to the end of the text box to see if the medication and lab taxonomies are up to date.

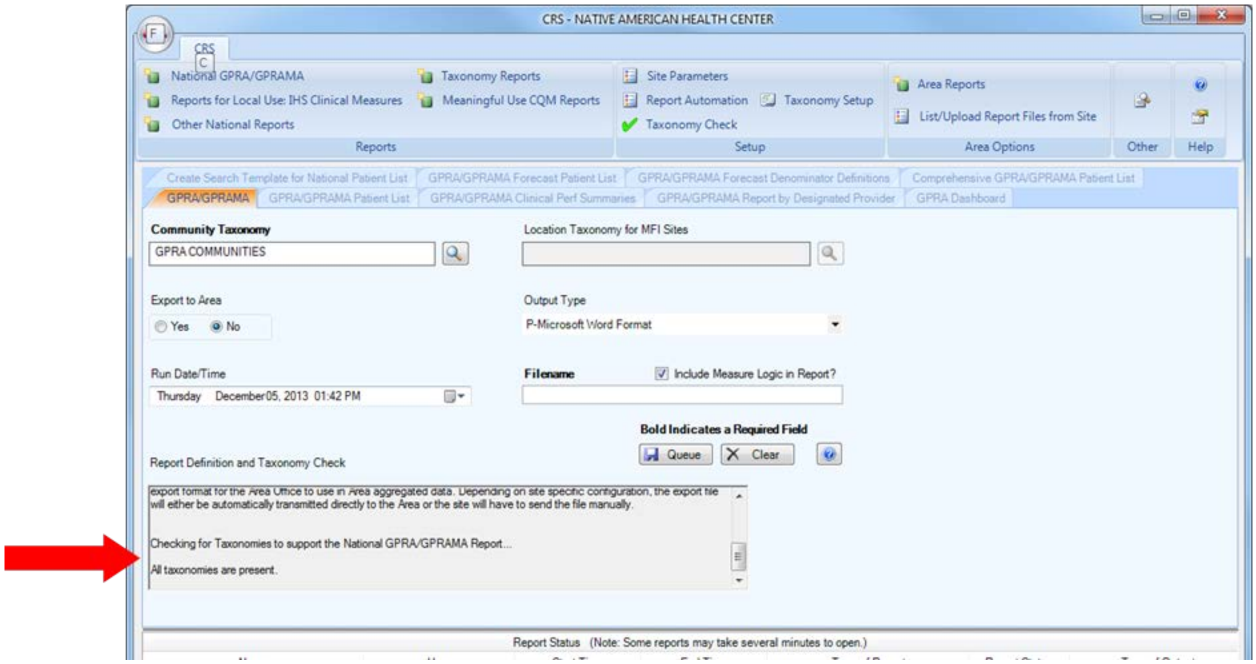

Figure 4: **Reports Definition and Taxonomy Check** window

- If the message, "All taxonomies are present." is displayed, all taxonomies are present and no action is needed, continue selecting the report options.
- 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.

  Click on "Taxonomy Setup" in the Setup menu, and then follow the directions for taxonomy setup in the Visual Clinical Reporting System User Manual (Section 4.1.2).

6. Under **Community Taxonomy**, if the correct GPRA community is not listed, click the search button to the right of the taxonomy window. Select the name of the correct community taxonomy from the list and click **OK**.

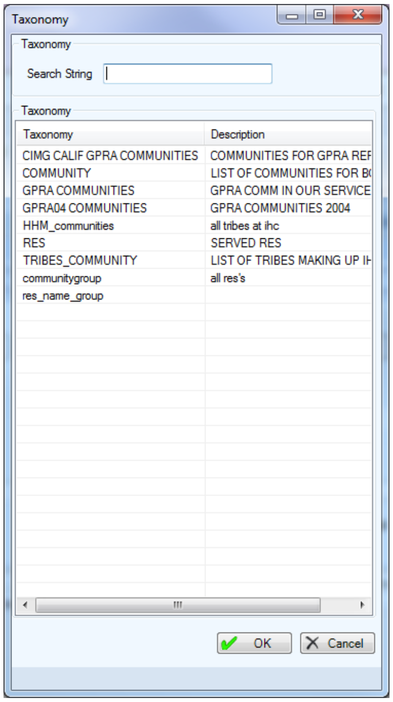

Figure 5: **Community Taxonomy** dialog

7. Under **Export to Area**, select **Yes**.

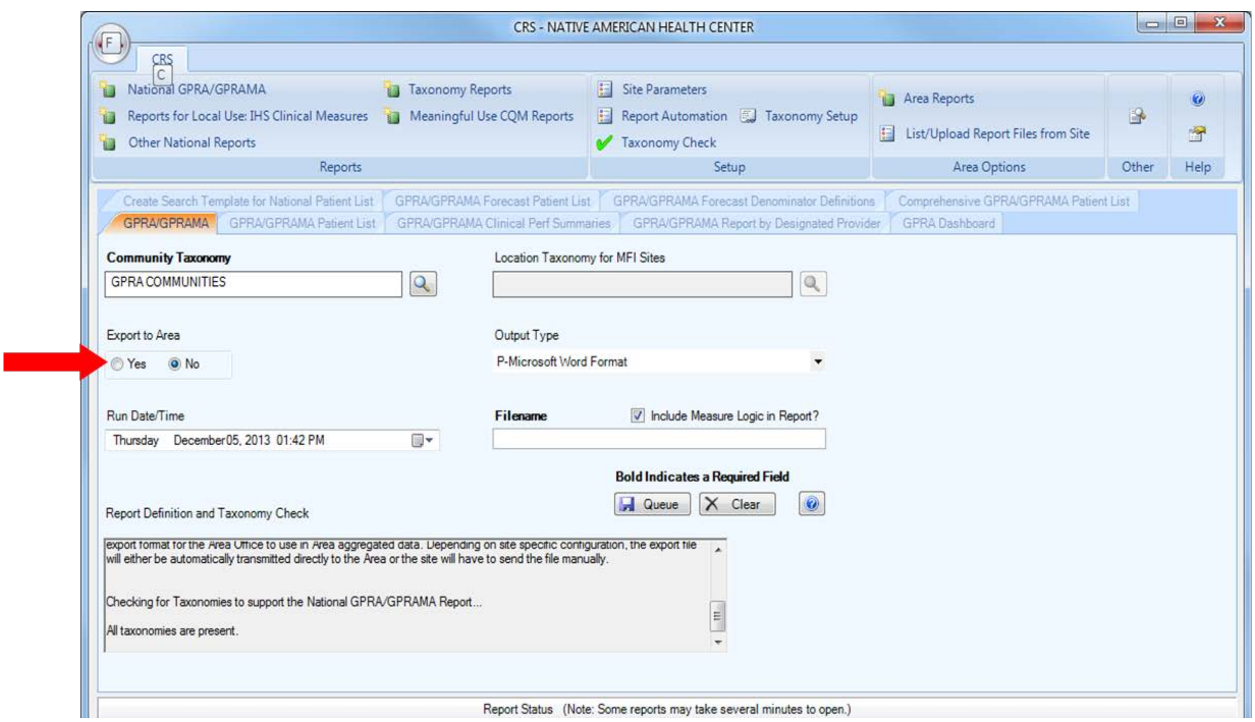

Figure 6: **Export to Area**

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

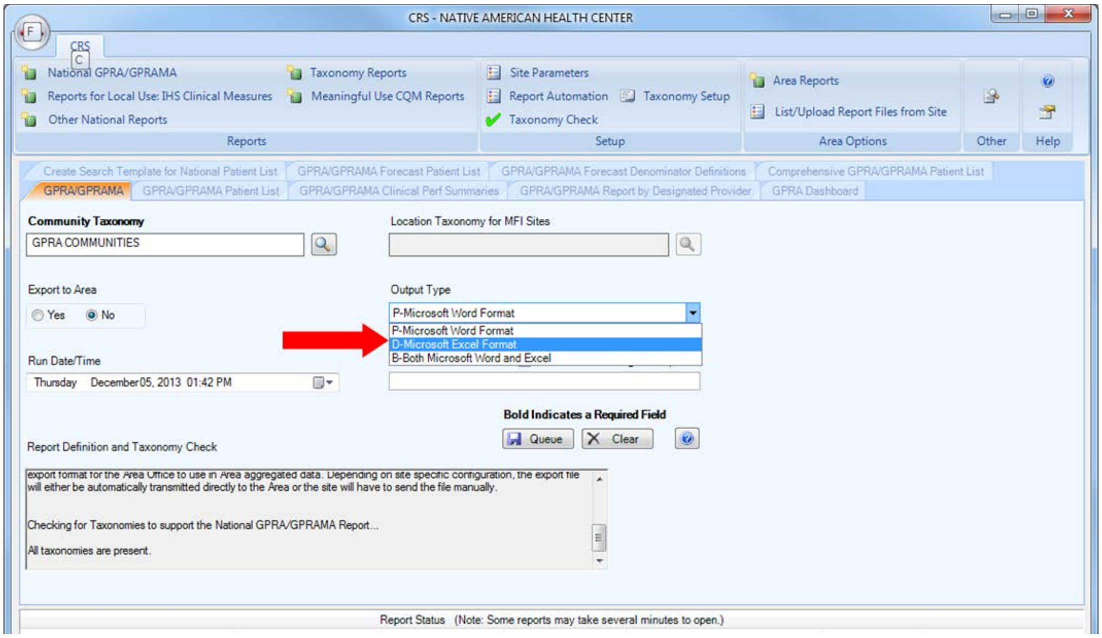

Figure 7: **Output Type** selection

9. Under **Run Date/Time**, it is recommended that you set the date/time to run the export at night or on the weekend, as the output file may be very large.

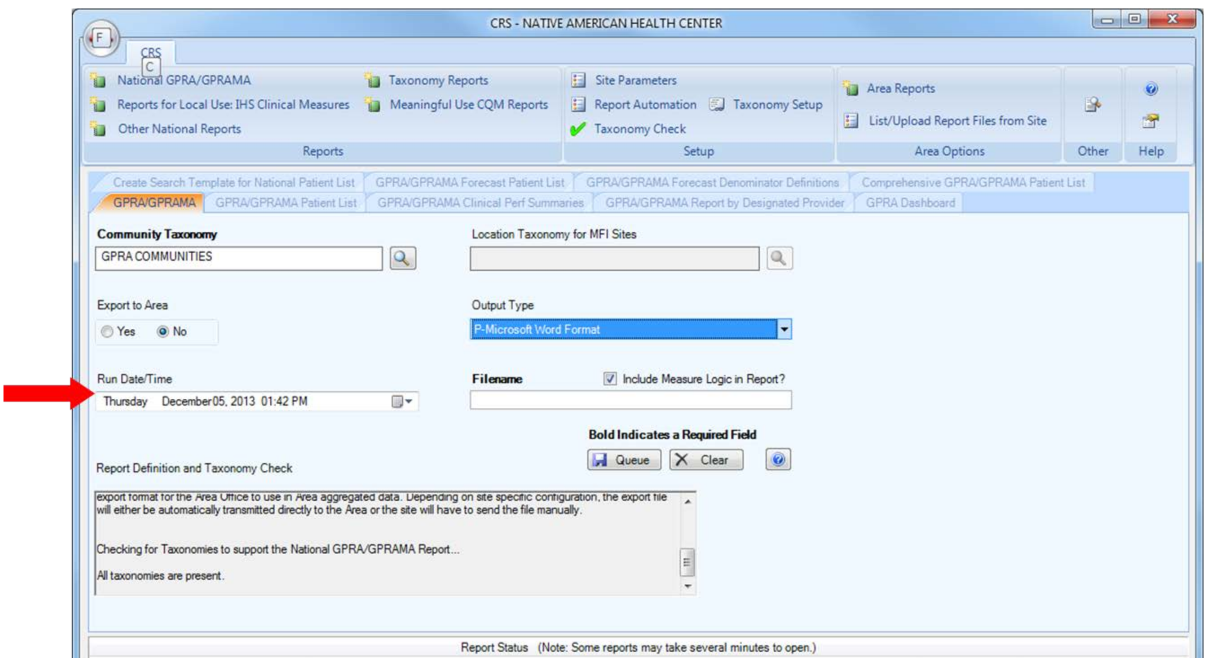

Figure 8: Selecting the **Run Date/Time**

10. To include the measure logic in the GPRA/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.

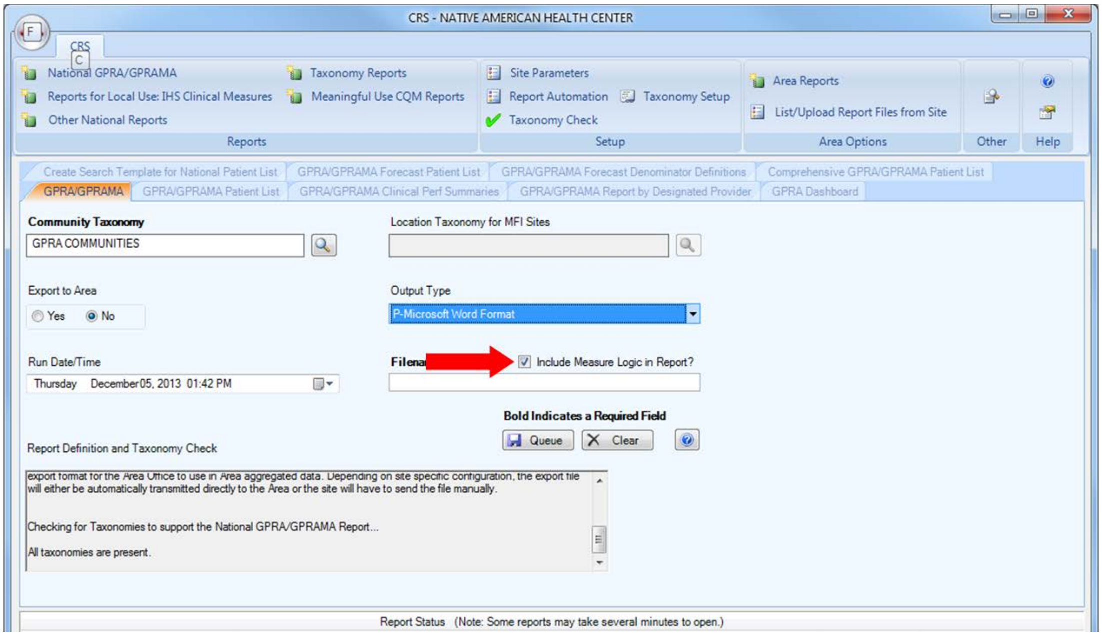

Figure 9: **Include Measure Logic in Report** checkbox

11. In the **Filename** text box, type the name of the text file to be created to accompany the GPRA report.

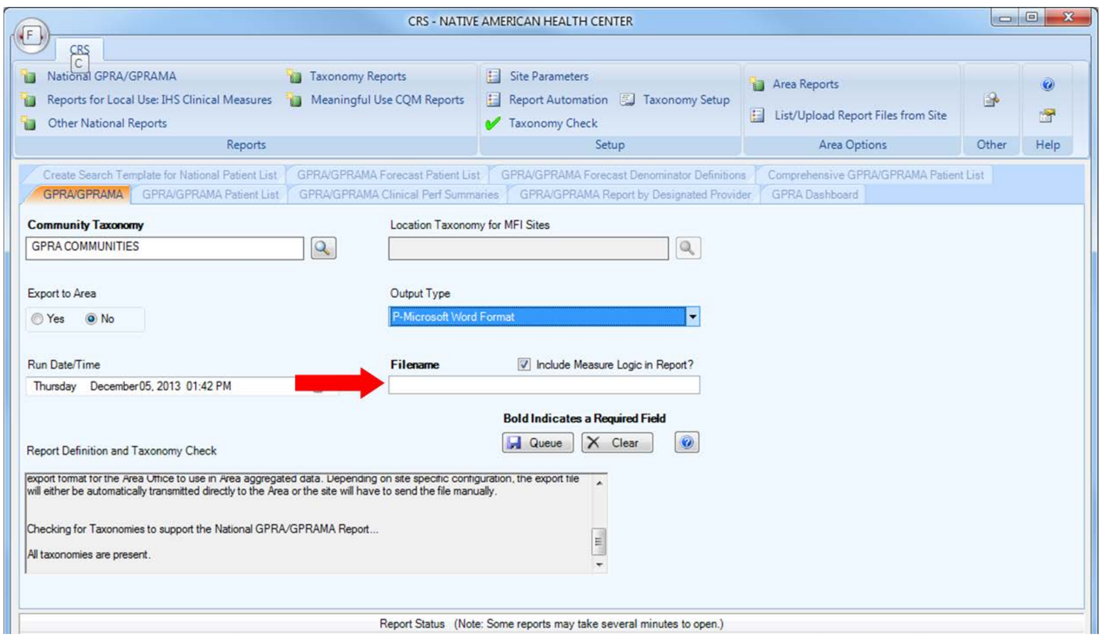

Figure 10: Selecting the **Filename**

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

13. The filename and location will appear in the **Queued** dialog. Click **OK**.

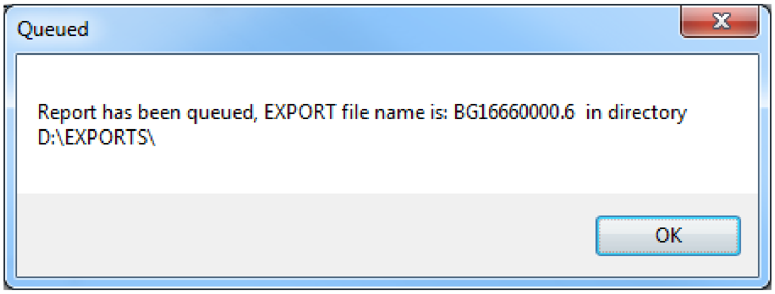

Figure 11: **Queued** dialog

14. Check the status of the report in the **Report Status** window at the bottom of the screen. The location of the files, once completed, will also be listed.

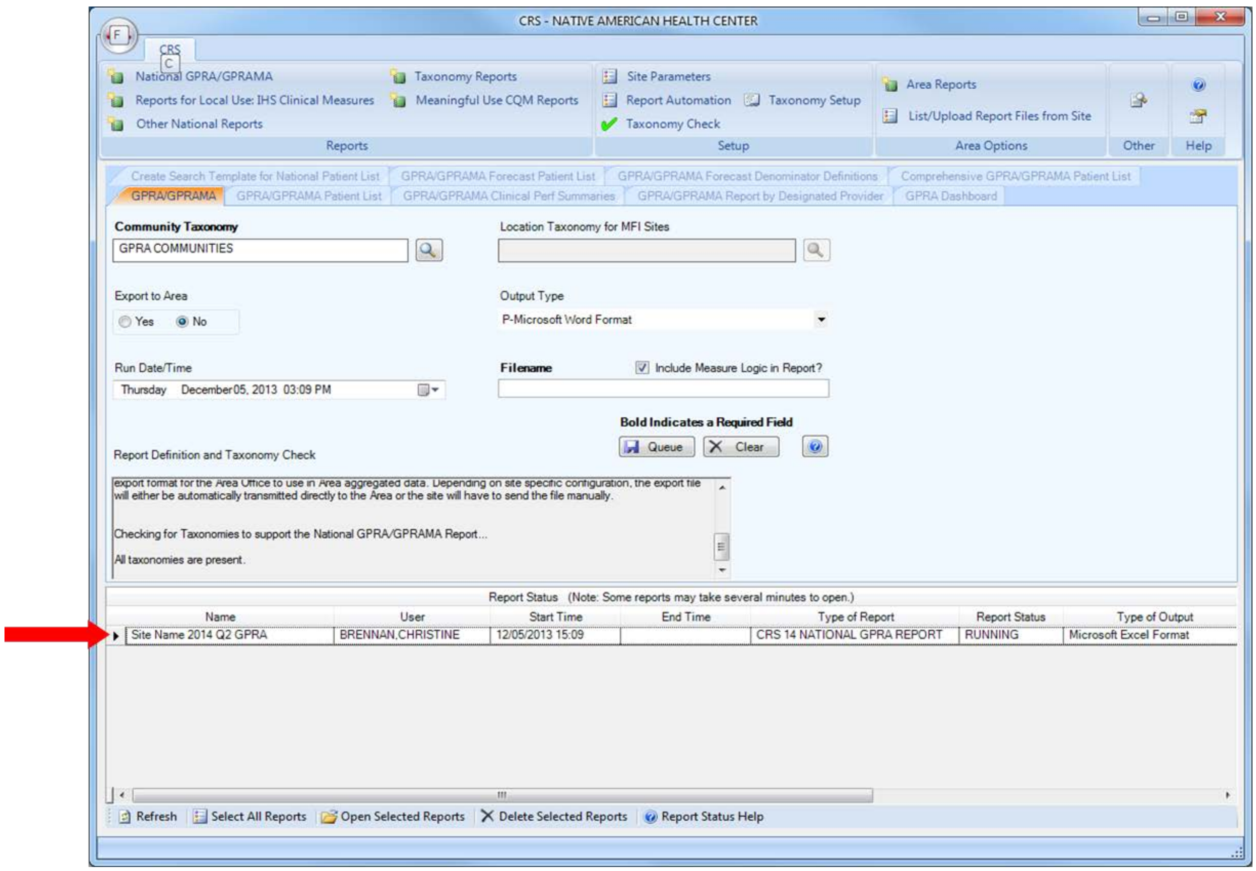

Figure 12: **Report Status** window