

## AREA OFFICE INSTRUCTIONS FOR RUNNING THE NATIONAL GPRA REPORT

**These instructions provide specific information about the menu options you must choose in order to generate the correct output for this reporting requirement. (Please note that you will not be able to generate this report unless you have installed CRS Version 7.0.)**

### To run your National GPRA "quarterly" report:

1. At the IHS/RPMS Clinical Reporting System menu, select **CI07** (CRS 2007).
2. At the Clinical Reporting System menu, select **AO** (Area Options).
3. Type **AGP** at the "Select Area Options Option:" prompt on the Area Office Options menu. (This assumes all the report files are already uploaded from the sites. If this hasn't been done, select UPL and upload all files first)

```
*****
**   IHS/RPMS CRS 2007   **
**   Area Office Options **
*****
                Version 7.0

                DEMO INDIAN HOSPITAL

UPL   Upload Report Files from Site
AGP   Run AREA National GPRA Report
GPUA  Run AREA GPRA Performance Report
AELD  Run AREA Elder Care Report
AHED  Run Area HEDIS Report
AHW   Run AREA Height and Weight Data File
APED  Run AREA Patient Education Report
LSTF  List files in a directory

Select Area Options Option: AGP Run AREA National GPRA Report
```

4. The screen displays the date ranges that have been pre-defined for the report, including Report (Current), Previous Year and Baseline.

```
[AREA_Name] Area Aggregate National GPRA Report

The date ranges for this report are:
Reporting Period:      Jul 01, 2006 to Jun 30, 2007
Previous Year Period:  Jul 01, 2005 to Jun 30, 2006
Baseline Period:      Jul 01, 1999 to Jun 30, 2000
```

5. Type **A** (Area Aggregate) at the "Run Report for:" prompt (see figure below). The Area Aggregate option will run a report that combines the data for all sites. The One Facility option will run a report similar to the facility GPRA report.

```

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

Run Report for: A// A      Area Aggregate

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

Press Enter to Continue:

```

6. You will now select which facilities to include in the report. Press **ENTER** to continue.
7. All facilities that have had their data files uploaded for the selected time period will be displayed onscreen. [Review the list.](#)
8. Select the facilities to be included in your report, as described below.
  - To select all facilities for the report, type A.
  - To select one facility at a time, type S, then the number of the facility you want to select.
  - To remove a facility from the list, type R, then the number of the facility.
  - If there is more than one page of facilities, type "+" to see the next page of facilities. Type "-" to return to the previous page of facilities.

After pressing the Enter key, all facilities you selected will have an asterisk at the left side, as shown below.

```

AREA AGGREGATE SITE SELECTION Jan 23, 2007 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  07/01/06  06/30/07  07/01/99  06/30/00  01/29/07
*2)    DEMO SU 2    DEMO HOSP 2+  07/01/06  06/30/07  07/01/99  06/30/00  01/30/07

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

```

9. Type **Q** (Quit) when you have completed selecting facilities at the "Select Action:" prompt.

**NOTE: For CRS Version 7.0, the output files to be sent to the California Area Office (CAO) are as follows. Send ALL 3 of these files to CAO.**

- **CRSNT1: One of two files containing non-GPRA national data.**
- **CRSNT2: Two of two files containing non-GPRA national data.**
- **GPRANT1: The file containing national GPRA data.**

10. The names of three delimited text files are displayed and the network directory to which they will be saved are displayed on the screen. These text files provide a summary of the National GPRA report results for each facility in the aggregate report and can be used in Excel to create graphs and other summary reports. **All of these files need to be transmitted to California Area. Please send these files in their original format. Ask your Site Manager for assistance in locating these files. Please do not send the files to California Area until the Area Aggregate report has been run for ALL facilities within your Area. If any facilities are missing, please do not send the delimited files to California Area.**

```
A file will be created called CRSNT1505901200706300000000020070123145123_000002.
TXT
and will reside in the q:\ directory. This file can be used in Excel.
```

```
A file will be created called CRSNT2505901200706300000000020070123145123_000002.
TXT
and will reside in the q:\ directory. This file can be used in Excel.
```

```
A file will be created called GPRANT1505901200706300000000020070123145123_000002
.TXT
and will reside in the q:\ directory. This file can be used in Excel.
```

```
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// Print Report on Printer or Screen
```

```
DEVICE: HOME// VT Right Margin: 80//
```

11. Select either **D** or **B** output option, as you will need to send the delimited file to CAO as well. See page 190 of the CRS Version 7.0 User Manual. **Locate the delimited files and send them to CAO, along with all other files described in these instructions.**

**Summary of Files to be sent to CAO:**

**Send the following files to Elaine Brinn ([Elaine.Brinn@ihs.gov](mailto:Elaine.Brinn@ihs.gov)) at the California Area Office no later than February 27, 2007:**

1. CRSNT1 file (file 1 of 2 containing national non-GPRA data).
2. CRSNT2 file (file 2 of 2 containing national non-GPRA data).
3. GPRANT1 file (file containing national GPRA data).
4. Delimited Area Aggregate National GPRA file (file containing ALL data in the National GPRA report, named with the name you assigned to it).