

TIMELINE
for
FY 2026 Workload Data and User Population Estimates

*Estimates, determined by December 28 will be based solely on data submitted to the NDW in either HL7, ASD, or simplified format. Please submit all regular workload and registration data in the proper format by October 22 to ensure Areas are better-positioned to research and resolve data anomalies and other problems in those transmissions by November 5.

<i>Due</i> <i>*key deadlines are highlighted in GREEN</i>	<i>Task</i>	<i>Who</i>
January		
January 22	Post monthly workload reports based on all data received by January 15. ¹	NPIRS
January 23	Post ORAP drill-down reports	NPIRS
February		
February 19	Post monthly workload reports based on all data received by February 12. ¹	NPIRS
February 20	Post ORAP drill-down reports	NPIRS
March		
March 19	Post monthly workload reports based on all data received by March 12. ¹	NPIRS
March 20	Post ORAP drill-down reports	NPIRS
April		
April 23	Post monthly workload reports based on all data received by April 16. ⁵	NPIRS
April 23	Post first draft user-population reports (reporting January 31 end-date) based on all data received by April 16. ¹	NPIRS
April 23-30	ASO's and DPS review Workload/Userpop Data Quality Reports and Export Tracking Mart.	AREAS, DPS
April 24	Distribute first draft user-population reports for Tribal and Service Unit consultations.	AREAS
April 24	Post ORAP drill-down reports	NPIRS
May		
May 8	Complete Tribal and Service Unit consultations for the first draft user-population report.	AREAS
May 21	Post monthly workload reports based on all data received by May 14. ¹	NPIRS
May 21-28	ASO's and DPS review Workload Data Quality Reports and Export Tracking Mart.	AREAS, DPS

<i>Due</i> <i>*key deadlines are highlighted in GREEN</i>	<i>Task</i>	<i>Who</i>
May 21	Complete all the exports for the initial NPIRS/NDW loads ³ from those sites that did not complete initial loads for the FY 2025 reports.	AREAS, SITES
May 22	Post ORAP drill-down reports	NPIRS
June		
June 11	Complete initial loads for all sites that met the May 21 deadline.	NPIRS
June 18	Post monthly workload reports based on all data received by June 11. ¹	NPIRS
June 22	Post ORAP drill-down reports	NPIRS
July		
July 23	Post the last monthly workload reports based on all data received by July 15. ¹	NPIRS
July 23	Post second draft user-population reports (reporting April 30 end date) based on all data received by July 15. ¹	NPIRS
July 24	Post ORAP drill-down reports	NPIRS
July 24	Distribute second draft user-population reports for Tribal and Service Unit consultations.	AREAS
August		
August 3	Complete Tribal and Service Unit consultations regarding the second draft user-population report.	AREAS
August 6	Begin posting weekly workload reports every Thursday - Aug 6, Aug 13, Aug 20, Aug 27, Sep 3, Sep 10, Sep 17, Sep 24, Oct 1, Oct 8, Oct 15, Oct 22, Oct 29, and Nov 5, based on all data received up to 7 days before the report post date. ¹	NPIRS
August 20	Post third draft user-population reports (reporting May 31 end date) based on all data received by August 13. ¹	NPIRS
August 20-27	ASO's and DPS review Workload/Userpop Data Quality Reports and Export Tracking Mart.	AREAS, DPS
August 21	Post ORAP drill-down reports	NPIRS
September		
September 3	Post fourth draft user-population reports (reporting June 30 end date) based on all data received August 27. ¹	NPIRS
September 3	Distribute fourth draft user-population reports for Tribal and Service Unit consultations.	AREAS
September 8-11	ASO's to review the Standard Code Book and update values to ensure accuracy of the FY 2026 User Population and Workload reports.	AREAS
September 14	Last day to refine/approve changes in RMT to support updates to the Standard Code Book for official FY 2026 reports.	DPS

<i>Due</i> <i>*key deadlines are highlighted in GREEN</i>	<i>Task</i>	<i>Who</i>
September 18	Ensure that NPIRS has received all exports for the first three quarters of FY 2026 registration and encounter data.	AREAS, SITES
September 17-24	ASO's and DPS review Workload/Userpop Data Quality Reports and Export Tracking Mart.	AREAS, SITES
September 18	Post ORAP drill-down reports	NPIRS
September 21	Complete Tribal and Service Unit consultations regarding the fourth draft user-population report.	AREAS
September 24	Last day to notify DPS about data problems significantly affecting workload submission and user population.	AREAS, SITES
October		
October 1	Post fifth draft user-population reports (reporting July 31 end date) based on all data received by September 24. ¹	NPIRS
October 2	Distribute fifth draft user-population reports for Tribal and Service Unit consultations.	AREAS
October 13	Certify the FY 2026 workload numbers for the first three quarters.	AREAS, SITES
October 15	Post ORAP drill-down reports	NPIRS
October 22 ⁴	<i>Final deadline.</i> All data for workload, user population, and IDCS/GPRA ⁶ must be received at NPIRS by midnight on this day, local site time, and must be in the proper format so that NPIRS can load them without modification.	AREAS, SITES
October 23 thru November 5	This period is reserved for internal end-of-year file processing. Note: no additional files can be included after processing begins. <i>**Any delay in data submissions will require approval from OPHS and WILL delay the generation of the FY NATIONAL User Population/Workload Reports</i>	NPIRS
November		
November 5	ISSUE RESOLUTION DEADLINE.	NPIRS
November 5	Last posting weekly workload reports based on all data received up to 7 days before the report post date. ¹	NPIRS
November 9-12	Prepare and process data exports that missed the initial cutoff and/or were corrected to support successful consumption in the national reporting process. All files must be received by the final October 22 deadline.	NPIRS
November 12	Process the regular November 2026 CHS FI export file.	NPIRS
November 19	Post official FY 2026 workload reports for distribution to Areas based on all data received by October 22.	NPIRS

<i>Due</i> <i>*key deadlines are highlighted in GREEN</i>	<i>Task</i>	<i>Who</i>
November 19	Post preliminary official FY 2026 user-population reports for distribution to Areas based on all data received by October 22.	NPIRS
November 20	Post ORAP drill-down reports	NPIRS
November 30	Certify final FY 2026 workload numbers.	AREAS, SITES

December

December 4	Provide draft official memorandum to DPS for review.	NPIRS
December 4	Distribute official memorandum transmitting user-population numbers by Area and Service Unit to the respective Areas for Area and Tribal review.	HQ
December 16	Areas certify User Population counts to HQ DPS.	AREAS
December 18	Send an official memorandum to the Office of the Director of IHS for review and approval.	DPS
December 18	Publish Official FY 2026 Integrated Data Collection System Reports. **Reports can be released earlier if there are no changes to the User Population after ASO/OPHS review.	NPIRS
December 28	Release the Official FY 2026 IHS user population memorandum.	HQ

Note: If you have migrated to a new EHR or sending data for the first time to NDW, please send an email to ITSUPPORT@IHS.gov and include NPIRS in the subject line, on or before March 2026, to ensure proper receipt and validation of your data files.

¹ By midnight of the day specified – local time at the sending site.

² Sites that cannot confirm that their current export is formatted exactly as the previous year’s successful exports need to complete testing of this year’s format by this date (and then not change it until all this year’s exports are completed). We strongly urge all sites to export their data regularly (ideally monthly) throughout the year.

³ All registration data and all encounter data from October 1, 2022, through the present (preferably October 1, 2000, through the present).

⁴ Due to the cyclical nature of the annual timeline scheduling, the table below includes final deadlines for the out years for planning purposes.

⁵ In addition, on this date, the last no cutoff report will be delivered to the Office of Resource Access and Partnerships, Division of Business Office Enhancement and their contractors.

⁶ The IDCS/GPRA data deadline was revised, beginning in FY 2022. In prior years, the Area deadline to submit IDCS/GPRA data was 2 weeks after the workload and user population deadlines. The cutoff dates for the workload, user population, and IDCS/GPRA are consolidated to reduce inconsistency and complexity with different dates for end users and NPIRS.

Fiscal Year	Final Deadline	Day of Week	Comments
2026	10/22/2026	THURSDAY	Deadline decreases during the 5-year cycle.
2027	10/21/2027	THURSDAY	
2028	10/26/2028	THURSDAY	Reverts to gaining a week before the deadline — restart cycle.
2029	10/25/2029	THURSDAY	Deadline again decreases during the 5-year cycle.
2030	10/24/2030	THURSDAY	