

TIMELINE
For
FY 2025 Workload Data and User Population Estimates

***Estimates, determined by December 26 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 23 to ensure Areas are better-positioned to research and resolve data anomalies and other problems in those transmissions by November 6.

<i>Due</i> <i>*key deadlines are highlighted in GREEN</i>	<i>Task</i>	<i>Who</i>
January		
January 23	Post monthly workload reports based on all data received by January 16 ¹ .	NPIRS
January 24	Post ORAP drill-down reports	NPIRS
February		
February 20	Post monthly workload reports based on all data received by February 13 ¹ .	NPIRS
February 21	Post ORAP drill-down reports	NPIRS
March		
March 20	Post monthly workload reports based on all data received by March 13 ¹ .	NPIRS
March 21	Post ORAP drill-down reports	NPIRS
March 27	Complete development and testing of NPIRS/NDW exports from those sites that did not send a compliant format for the FY 2024 reports, or whose format may be changed ² .	AREAS, SITES
April		
April 17	Post monthly workload reports based on all data received by April 10 ⁵ .	NPIRS
April 17	Post first draft user-population reports (reporting January 31 end-date) based on all data received by April 10 ¹ .	NPIRS
April 18	Distribute first draft user-population reports for Tribal and Service Unit consultations.	AREAS
April 18	Post ORAP drill-down reports	NPIRS
May		
May 5	Complete Tribal and Service Unit consultations for the first draft user-population report.	AREAS
May 15	Post monthly workload reports based on all data received by May 8 ¹ .	NPIRS

<i>Due</i> <i>*key deadlines are highlighted in GREEN</i>	<i>Task</i>	<i>Who</i>
May 15	Complete all the exports for the initial NPIRS/NDW loads ³ from those sites that did not complete initial loads for the FY 2024 reports.	AREAS, SITES
May 16	Post ORAP drill-down reports	NPIRS
June		
June 12	Complete initial loads for all sites that met the May 15 deadline.	NPIRS
June 19	Post monthly workload reports based on all data received by June 12 ¹ .	NPIRS
June 20	Post ORAP drill-down reports	NPIRS
July		
July 17	Post the last monthly workload reports based on all data received by July 10 ¹ .	NPIRS
July 17	Post second draft user-population reports (reporting April 30 end date) based on all data received by July 10 ¹ .	NPIRS
July 18	Post ORAP drill-down reports	NPIRS
July 18	Distribute second draft user-population reports for Tribal and Service Unit consultations.	AREAS
August		
August 4	Complete Tribal and Service Unit consultations regarding the second draft user-population report.	AREAS
August 7	Begin posting weekly workload reports every Thursday - Aug 7, Aug 14, Aug 21, Aug 28, Sep 4, Sep 11, Sep 18, Sep 25, Oct 2, Oct 9, Oct 16, Oct 23, Oct 30, and Nov 6, based on all data received up to 7 days before the report post date ¹ .	NPIRS
August 21	Post third draft user-population reports (reporting May 31 end date) based on all data received by August 15 ¹ .	NPIRS
August 22	Post ORAP drill-down reports	NPIRS
September		
September 4	Post fourth draft user-population reports (reporting June 30 end date) based on all data received August 28 ¹ .	NPIRS
September 5	Distribute fourth draft user-population reports for Tribal and Service Unit consultations.	AREAS
September 8- 12	ASO's to review the Standard Code Book and update values to ensure accuracy of the FY 2025 User-population and Workload reports	AREAS
September 15	Last day to refine/approve changes in RMT to support updates to the Standard Code Book for official FY 2025 reports.	DPS
September 18	Ensure that NPIRS has received all exports for the first three quarters of FY 2025 registration and encounter data.	AREAS, SITES
September 19	Post ORAP drill-down reports	NPIRS

<i>Due</i> <i>*key deadlines are highlighted in GREEN</i>	<i>Task</i>	<i>Who</i>
September 22	Complete Tribal and Service Unit consultations regarding the fourth draft user-population report.	AREAS
September 25	Last day to notify DPS about data problems significantly affecting workload submission and user population.	AREAS, SITES
September 25	Post fifth draft user-population reports (reporting July 31 end date) based on all data received by September 18 ¹ .	NPIRS
October		
October 2	Distribute fifth draft user-population reports for Tribal and Service Unit consultations.	AREAS
October 14	Certify the FY 2025 workload numbers for the first three quarters.	AREAS, SITES
October 17	Post ORAP drill-down reports	NPIRS
October 23 ⁴	<i>Final deadline. All data for workload, user population, and IDCS/GPRA⁶ 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.</i>	AREAS, SITES
October 24 thru November 6	This period is reserved for resolving problems, <u>only if possible and as time allows</u> , with data <u>already received at NPIRS</u> by the October 23 deadline.	NPIRS, AREAS, SITES
November		
November 6	Last posting weekly workload reports based on all data received up to 7 days before the report post date ¹ .	NPIRS
November 6	Issue Resolution Deadline. The remaining time is reserved for preparing the final official Workload and User Population.	NPIRS, AREAS, SITES
November 7 thru November 13	Prepare and process exports received in proper format from the November 6 resolution deadline.	NPIRS
November 13	Process the regular November 2025 CHS FI export file.	NPIRS
November 20	Post official FY 2025 workload reports for distribution to Areas based on all data received by October 23, and any corrections that could be made between October 24 - November 6.	NPIRS
November 20	Post preliminary official FY 2025 user-population reports for distribution to Areas based on all data received by October 23, and include any corrections that could be made between October 24 - November 6.	NPIRS
November 21	Post ORAP drill-down reports	NPIRS
November 26	Certify final FY 2025 workload numbers.	AREAS, SITES
December		
December 3	If required: Re-post official FY 2025 user-population reports for distribution to Areas, including any corrections that were required to be made after November 20.	NPIRS

<i>Due</i> <i>*key deadlines are highlighted in GREEN</i>	<i>Task</i>	<i>Who</i>
December		
December 5	Provide draft official memorandum to DPS for review.	NPIRS
December 5	Distribute official memorandum transmitting user-population numbers by Area and Service Unit to the respective Areas for Area and Tribal review.	HQ
December 17	Areas certify User Population counts to HQ DPS.	AREAS
December 19	Send an official memorandum to the Office of the Director of IHS for review and approval.	DPS
December 22	Publish Official FY 2025 Integrated Data Collection System Reports. **reports can be released earlier if there are no changes to the User Population after Area Statistical Officer/Office of Public Health Support review	NPIRS
December 22	Release the Official FY 2025 IHS user population memorandum.	HQ

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
2025	10/23/2025	THURSDAY	Deadline decreases during the 5-year cycle.
2026	10/22/2026	THURSDAY	
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	