



TO: See Below

FROM: Chief Medical Officer
Director, Office of Public Health Support

SUBJECT: Timeline for Transmittal of Fiscal Year 2025 Workload Data and Production
of User Population Estimates – **ACTION**

Attached is the timeline for transmitting workload data to the National Data Warehouse (NDW) and producing final user population estimates (see attached table).

Estimates are based on registration and encounter data received in National Patient Information Reporting System (NPIRS) repositories. Indian Health Service (IHS) staff will use essentially the same statistical concept as in prior years to produce the estimates (Area-wide, unduplicated count, by residence, of American Indian and Alaska Native registrants who have had direct or contract encounters as a patient in an IHS inpatient facility, ambulatory facility, or dental service facility during the past 3 fiscal years).

Following Tribal Consultation and Area review, the IHS releases the population estimates arising from our collaboration with Tribes to reconcile and validate data. The attached timeline, which has been reviewed by Area statistical officers, and includes their suggestions wherever possible, begins with January 23, 2025, the deadline for posting monthly workload reports and progress reports. On April 17, 2025, the first of several year-to-date user population reports will be posted. These dates allow Area statistical officers sufficient time to review Area data and identify gaps or missing data in a timely and comprehensive manner. The NPIRS will produce more workload reports as we approach the October 23, 2025, data submission deadline.

We strongly encourage each Area to communicate monthly progress and distribute draft user reports to Tribes and Chief Executive Officers (CEOs), consulting with them and soliciting their feedback. Sharing this information with the Division of Program Statistics (DPS) during monthly Area statistical officer conference calls allows for early identification and timely resolution of any data problems. Ongoing communication with Tribes and CEOs is extremely important, because adjustments to final user population estimates are only made for new Tribes.

An estimate agreed upon by a new Tribe and the Area Director, will be determined and used for the first 3 fiscal years following a new Tribe's recognition. After 3 fiscal years, all user population determinations for a new Tribe will be based solely on registration and workload data uploaded to the NDW.

Please continue working with Tribes that do not have data for 3 years (fiscal year (FY) 2023, FY 2024, and FY 2025), assisting them with exporting their information in the proper format so that it can be uploaded to the NDW. Please note a final period, October 24, 2025, through November 6, 2025, is reserved for resolving problems in data already submitted to the NDW. Before these dates, however, this period is prioritized for data that originates from new Tribes, or other data systems not in production, and only if possible, and as time allows. Sites must follow the recommended test deadlines for new files throughout the calendar year.

November 6, 2025, is the deadline for resolving all data file issues submitted by October 23, 2025.

Any records submitted after October 23, 2025, will not be considered for FY 2025 Workload and User Population reporting.

Thank you for helping to improve the quality and accuracy of data essential for determining final user population estimates. If you have any questions about this process, please contact Mr. Kirk Greenway, Director, Division of Program Statistics, IHS, by email at kirk.greenway@ihs.gov, or by telephone at (301) 443-6704.

**Loretta L.
Christensen -S**

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Loretta Christensen, M.D., M.B.A., M.S.J., F.A.C.S.
Chief Medical Officer

**Francis F.
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RDML Francis Frazier, F.N.P., M.P.H.
Assistant Surgeon General, USPHS
Director, Office of Public Health Support

Attachment: Timeline for FY 2025 Workload Data and User Population Estimates

Addressees: Executive Leadership Team
Area Directors
Area Statistical Officers
Area Planning Officers
Area Information Systems Coordinators
Area Dental Officers
Director, OIT
Program Manager, NPIRS