DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Indian Health Service
Rockville, MD 20857

MAR - 1 2019

TO: See Below

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

SUBJECT: Timeline for Transmittal of Fiscal Year 2019 Workload Data and Production of User Population Estimates

Attached is the timeline for transmitting workload data to the National Data Warehouse (NDW) and for 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. The IHS staff will use essentially the same statistical concept as in prior years to produce the estimates (Area-wide unduplicated count by residence of Indian registrants who have had direct or contracted encounters for IHS inpatient, ambulatory, or dental services during the 3 fiscal years). Following Tribal consultation and Area review, the IHS releases the estimates, the result of our collaboration with Tribes to reconcile and validate data. Reviewed by Area statistical officers and including their suggestions wherever possible, the attached timeline begins with the January 17 deadline for posting monthly workload and progress reports. On April 18, the first of several year-to-date user population reports will be posted. These dates allow the statistical officers sufficient time to review and identify gaps or missing data in a timely, comprehensive manner for their Areas. NPIRS will produce workload reports more frequently as we approach the October 24 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 conference calls with Area statistical officers 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 the date the new Tribe joins the Indian health system. After 3 fiscal years, all user population determinations for the new Tribe will be based on registration and encounter data in the NDW. Please continue working with Tribes that do not have data for 3 fiscal years (FY 2017, FY 2018, and FY 2019), assisting them with exporting their information in the proper format so that it can be loaded into the NDW. Please note that there is a final period of October 25, 2019, through November 1, 2019, reserved for resolving problems in data already submitted to the NDW, however, this period is prioritized for data which originates from new Tribes, or other data systems not in production, and only if possible and as time allows. It is crucial that sites

follow the recommended test deadlines for new files throughout the year. The deadline when all issues concerning the data files submitted by October 24, 2019, will be resolved is November 1, 2019.

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 e-mail at kirk.greenway@ihs.gov or telephone at (301) 443-6704.

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Attachment: Timeline for FY 2019 Workload Data and User Population Estimates

Addressees:
Senior Staff
Area Directors
Area Statistical Officers
Area Planning Officers
Area Information Systems Coordinators
Area Dental Officers
Director, OIT
Program Manager, NPIRS

TIMELINE

For

FY 2019 Workload Data and User Population Estimates

***Estimates, determined by December 20, will be based solely on data submitted to the NDW in either HL7 or simplified format.** Please submit all regular workload and registration data in the proper format by October 24 to ensure that Areas are better-positioned to research and resolve data anomalies and other problems in those transmissions by November 1.

Due ****key deadlines are highlighted in GREEN***	***Task***	***Who***
January		
January 17	Post monthly workload reports based on all data received by January 10.[1] *necessary to accommodate special, high priority ORAP reports.	NPIRS
February		
February 14	Post monthly workload reports based on all data received by February 7.[1]	NPIRS
March		
March 14	Post monthly workload reports based on all data received by March 7.	NPIRS
March 28	Complete development and testing of NPIRS/NDW exports from those sites that did not send a compliant format for the FY 2018 reports or whose format may be changed[2].	Areas, sites
April		
April 18	Post monthly workload reports based on all data received by April 11.[1]	NPIRS
April 18	Post first draft user-population reports (reporting January 31 end date) based on all data received by April 11.[1]	NPIRS
April 19	Distribute first draft user-population reports for Tribal and Service Unit consultations.	Areas
May		
May 3	Send Mid-year Review of Workload. *data from the NPIRS Workload Status Report run on April 18 from data received by April 11.	DPS
May 3	Complete Tribal and Service Unit consultations for first draft user-population report.	Areas
May 16	Post monthly workload reports based on all data received by May 9.[1]	NPIRS
May 23	Complete all the exports for the initial NPIRS/NDW workload[3] from those sites that did not complete initial workload for the FY 2018 reports.	Areas, sites

Due ****key deadlines are highlighted in GREEN***	***Task***	***Who***
June		
June 6	Complete initial workload for all those sites that met the May 23 deadline.	NPIRS
June 13	Post monthly workload reports based on all data received by June 6.[1]	NPIRS
July		
July 18	Post the last monthly workload reports, based on all data received by July 11.[1]	NPIRS
July 18	Post second draft user-population reports (reporting April 30 end date) based on all data received by July 11.[1]	NPIRS
July 19	Distribute second draft user-population reports for Tribal and Service Unit consultations.	Areas
August		
August 1	Begin posting weekly workload reports every Thursday - Aug 1, Aug 8, Aug 15, Aug 22, Aug 29, Sep 5, Sep 12, Sep 19, Sep 26, Oct 3, Oct 10, Oct 17, Oct 24, and Oct 31, based on all data received up to 7 days prior to the report post date[1].	NPIRS
August 2	Complete Tribal and Service Unit consultations regarding second draft	Areas

	user-population report.	
August 15	Post third draft user-population report (reporting May 31 end date) based on all data received by August 8.[1]	
September		
September 12	Post fourth draft user-population reports (reporting June 30 end date) based on all data received by September 5.[1]	NPIRS
September 13	Distribute third draft user-population reports for Tribal and Service Unit consultations.	Areas
September 26	Ensure that NPIRS has received all exports for the first three quarters of FY 2019 encounter and registration data.	Areas, sites
September 27	Last day to notify the DPS about data problems that would significantly affect workload submission and user population.	Areas, sites
September 27	Complete Tribal and Service Unit consultations regarding third draft user-population report.	Area
October		
October 3	Post fourth draft user-population reports (reporting July 31 end date) based on all data received by September 26.	NPIRS
October 4	Distribute fourth draft user-population reports for Tribal and Service Unit consultations.	Areas
October 11	Certify the FY 2019 workload numbers for the first three quarters.	Areas, sites

Due ****key deadlines are highlighted in GREEN***	***Task***	***Who***
October 24[4]	***Final deadline.*** *All data must be received at NPIRS by midnight on this day, local site time, and must be in proper format so that NPIRS can load them without modification.*	Areas, sites
October 25 thru November 1	This time period is reserved for resolving problems, *only if possible, and as time allows*, with data *that was already received at NPIRS* by the October 24th deadline.	NPIRS, Areas, sites
October 31	Last posting of weekly workload reports based on all data received up to 7 days prior to the report post date.[1]	NPIRS
November		
November 1	Issue Resolution Deadline. The remaining time is reserved for the preparation of final official Workload and User Population.	NPIRS Areas, sites
November 4 thru 7	Prepare and process exports received in proper format from the November 1 resolution deadline.	NPIRS
November 8	Process the regular November 2019 CHS FI export file.	NPIRS
November 15	Post official FY 2019 workload reports for distribution to Areas based on all data received by October 24, and any corrections that could be made between October 25 and November 1.	NPIRS
November 15	Post preliminary official FY 2019 user-population reports for distribution to Areas based on all data received by October 24, and include any corrections that could be made between October 25 and November 1.	NPIRS
November 22	Certify final FY 2019 workload numbers.	Areas, sites
November 27	If required: Re-post official FY 2019 user-population reports for distribution to Areas including any corrections that were required to be made after November 15.	NPIRS
November 29	Provide draft official memorandum to DPS for review.	NPIRS
November 29	Distribute official memo transmitting user population numbers by Area and Service Unit to the respective Areas for Area and Tribal review.	HQ
November 29	Post any special user-population reports that were previously identified, coordinated and developed for this fiscal year.	NPIRS

December

December 11	Areas certify User Population counts to DPS.	Areas
December 13	Send memorandum to IHS Office of the Director for review and approval.	DPS
December 20	Release the official FY 2019 IHS User Population data.	HQ

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

[2] Sites unable to 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 at regular intervals (ideally monthly) throughout the year.

[3] All registration data, as well as all encounter data at least from October 1, 2016, through the present (preferably October 1, 2000, through the present).

[4] Due to the cyclical nature of the annual timeline scheduling, the chart that follows is provided to assist planning purposes for ongoing years.

Fiscal Year	Final Deadline	Day of Week	Comments
2019	10/24/2019	THURSDAY	Deadline decreases during the 5-year cycle.
2020	10/22/2020	THURSDAY	
2021	10/21/2021	THURSDAY	
2022	10/27/2022	THURSDAY	Reverts to gaining a week before deadline. Restart cycle.
2023	10/26/2023	THURSDAY	Deadline again decreasing during the 5-year cycle.
2024	10/24/2024	THURSDAY	