



March 18, 2020

TO: See Below

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

SUBJECT: Timeline for Transmittal of Fiscal Year 2020 Workload Data and Production of User Population Estimates – **ACTION**

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. 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/Alaska Native (AI/AN) registrants who have had direct or contract encounters as a patient in an IHS inpatient, ambulatory, or dental service during the past 3 fiscal years).

Following Tribal consultation and Area review, the IHS releases the population estimates, which arise out of 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 the January 16, 2020 deadline for posting monthly workload reports and progress reports. On April 16, 2020 the first of several year-to-date user population reports will be posted. These dates allow statistical officers sufficient time to review Area data and identify gaps or missing data in a timely and comprehensive manner. The National Patient Information Reporting System will produce workload reports more frequently as we approach the October 22, 2020 data submission deadline.

We strongly encourage the Areas 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 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 the date the new Tribe is granted federal recognition. After 3 fiscal years, all user population determinations for a new Tribe will be based on registration and workload data uploaded to the National Data Warehouse (NDW).

Please continue working with Tribes that do not have data for 3 years (FY 2018, FY 2019 and FY 2020), assisting them with exporting their information in the proper format so that it can be uploaded to the NDW. Please note that there is a final period, **October 23-29, 2020**, which has been reserved for resolving problems in data already submitted to the NDW. Before this date, 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. It is crucial that sites follow the recommended test deadlines for new files throughout the year.

October 30, 2020, will be the deadline for resolving all issues concerning the data files submitted by October 22, 2020.

Any records submitted after October 30, 2020, will not be considered for FY 2020 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 e-mail at kirk.greenway@ihs.gov or telephone at (301) 443-6704.

/s/ RADM Michael Toedt, M.D., F.A.A.F.P.
Assistant Surgeon General, USPHS
Chief Medical Officer

/s/ RADM Francis Frazier, F.N.P., M.P.H.
Assistant Surgeon General, USPHS
Director, Office of Public Health Support

Attachment: Timeline for FY 2020 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 2020 Workload Data and User Population Estimates

***Estimates, determined by December 18, will be based solely on data submitted to 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 in a better position to research and resolve data anomalies and other problems in those transmissions by October 30.

<i>Due</i> <i>*key deadlines are highlighted in GREEN</i>	<i>Task</i>	<i>Who</i>
January 2020		
January 16	Post monthly workload reports based on all data received by January 9 ¹ . *necessary to accommodate special, high priority ORAP reports.	NPIRS
January 23	Post ORAP drilldown reports	NPIRS
February		
February 13	Post monthly workload reports based on all data received by February 6 ¹ .	NPIRS
February 20	Post ORAP drilldown reports	NPIRS
March		
March 12	Post monthly workload reports based on all data received by March 5.	NPIRS
March 19	Post ORAP drilldown reports	NPIRS
March 26	Complete development and testing of NPIRS/NDW exports from those sites that did not send a compliant format for the FY 2019 reports or whose format may be changed ² .	Areas, sites
April		
April 16	Post monthly workload reports based on all data received April 9 ⁵ .	NPIRS
April 16	Post first draft user-population reports (reporting January 31 end date) based on all data received by April 9 ¹ .	NPIRS
April 17	Distribute first draft user-population reports for Tribal and Service Unit consultations.	Areas
April 24	Post ORAP drilldown reports	NPIRS
May		
May 1	Send Midyear Review of Workload. *data from the NPIRS Workload Status Report run on April 16 from data received by April 9.	DPS
May 1	Complete Tribal and Service Unit consultations for first draft user-population report.	Areas
May 14	Post monthly workload reports based on all data received by May 7 ¹ .	NPIRS
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 2019 reports.	Areas, sites

<i>Due</i> <i>*key deadlines are highlighted in GREEN</i>	<i>Task</i>	<i>Who</i>
June		
June 4	Complete initial loads for all those sites that met the May 21 deadline.	NPIRS
June 11	Post monthly workload reports based on all data received by June 4 ¹ .	NPIRS
July		
July 16	Post the last monthly workload reports, based on all data received by July 9 ¹ .	NPIRS
July 16	Post second draft user-population reports (reporting April 30 end date) based on all data received by July 9 ¹ .	NPIRS
July 17	Distribute second draft user-population reports for Tribal and Service Unit consultations.	Areas
August		
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, and Oct 29 based on all data received up to 7 days prior to the report post date ¹ .	NPIRS
August 7	Complete Tribal and Service Unit consultations regarding second draft user-population report.	Areas
August 13	Post third draft user-population report (reporting May 31 end date) based on all data received by August 6 ¹	
September		
September 10	Post fourth draft user-population reports (reporting June 30 end date) based on all data received September 3 ¹ .	NPIRS
September 11	Distribute fourth draft user-population reports for Tribal and Service Unit consultations.	Areas
September 24	Ensure that NPIRS has received all exports for the first three quarters of FY 2020 encounter and registration data.	Areas, sites
September 25	Last day to notify the Division of Program Statistics about data problems that would significantly affect workload submission and user population.	Areas, sites
September 25	Complete Tribal and Service Unit consultations regarding third draft user-population report.	Area

<i>Due</i> <i>*key deadlines are highlighted in GREEN</i>	<i>Task</i>	<i>Who</i>
October		
October 1	Post fifth draft user-population reports (reporting July 31 end date) based on all data received by September 24.	NPIRS
October 2	Distribute fifth draft user-population reports for Tribal and Service Unit consultations.	Areas
October 9	Certify the FY 2020 workload numbers for the first three quarters.	Areas, sites
October 22 ⁴	<i>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.</i>	Areas, sites
October 23 thru 29	This time period is reserved for resolving problems, <u><i>only if possible and as time allows</i></u> , with data <u><i>that was already received at NPIRS</i></u> by the October 22 th deadline.	NPIRS, Areas, sites
October 29	Last posting weekly workload reports based on all data received up to 7 days prior to the report post date ¹ .	NPIRS
October 30	Issue Resolution Deadline. The remaining time is reserved for the preparation of final official Workload and User Population.	NPIRS, Areas, sites
November		
November 2 thru 5	Prepare and process exports received in proper format from the October 30 resolution deadline.	NPIRS
November 6	Process the regular November 2020 CHS FI export file.	NPIRS
November 13	Post official FY 2020 workload reports for distribution to Areas based on all data received by October 22 and any corrections that could be made between October 23-30.	NPIRS
November 13	Post preliminary official FY 2020 user-population reports for distribution to Areas based on all data received by October 22, and include any corrections that could be made between October 23-30.	NPIRS
November 20	Certify final FY 2020 workload numbers.	Areas, sites
November 25	If required: Re-post official FY 2020 user-population reports for distribution to Areas including any corrections that were required to be made after November 13.	NPIRS
November 27	Provide draft official memorandum to DPS for review.	NPIRS
November 27	Distribute official memo transmitting user population numbers by Area and Service Unit to the respective Areas for Area and Tribal review.	HQ
November 27	Post any special user-population reports that were previously identified, coordinated and developed for this fiscal year.	NPIRS
December		
December 9	Areas certify User Population counts to HQ DPS.	Areas
December 11	Send official memorandum to Office of the Director of IHS for review and approval.	DPS
December 18	Release the Official FY 2020 IHS user populations.	HQ

ENDNOTES

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

² Those sites who cannot confirm that their current export is formatted exactly as previously 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 (ideally monthly) throughout the year.

³ All registration data, as well as all encounter data at least from October 1, 2017 through the present (preferably October 1, 2000 through the present).

⁴ Due to the cyclical nature of the annual timeline scheduling, the below chart is provided for on-going 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 Partnership Division of Business Office Enhancement and their contractors.

Fiscal Year	Final Deadline	Day of Week	Comments
2020	10/22/2020	THURSDAY	Deadline decreases during the 5-year cycle.
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	10/25/2024	THURSDAY	
2025	10/23/2025	THURSDAY	