



TO: See Below

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

SUBJECT: Timeline for Transmittal of Fiscal Year 2021 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 28, 2021 deadline for posting monthly workload reports and progress reports. On April 13, 2021 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 21, 2021 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 2019, FY 2020 and FY 2021), 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 22-28, 2021**, 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 28, 2021, will be the deadline for resolving all issues concerning the data files submitted by October 21, 2021.

Any records submitted after October 21, 2021, will not be considered for FY 2021 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/Loretta Christensen, M.D.
Acting 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 2021 Workload Data and User Population Estimates

***Estimates, determined by December 17, 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 21 to ensure Areas are in a better position to research and resolve data anomalies and other problems in those transmissions by October 29.

<i>Due</i> <i>*key deadlines are highlighted in GREEN</i>	<i>Task</i>	<i>Who</i>
January 2021		
January 28	Post monthly workload reports based on all data received by January 21 ¹ . *necessary to accommodate special, high priority ORAP reports.	NPIRS
January 29	Post ORAP drilldown reports	NPIRS
February		
February 18	Post monthly workload reports based on all data received by February 4 ¹ .	NPIRS
February 19	Post ORAP drilldown reports	NPIRS
March		
March 18	Post monthly workload reports based on all data received by March 11.	NPIRS
March 19	Post ORAP drilldown reports	NPIRS
March 31	Complete development and testing of NPIRS/NDW exports from those sites that did not send a compliant format for the FY 2021 reports or whose format may be changed ² .	Areas, sites
April		
April 22	Post monthly workload reports based on all data received April 15 ⁵ .	NPIRS
April 22	Post first draft user-population reports (reporting January 31 end date) based on all data received by April 15 ¹ .	NPIRS
April 23	Distribute first draft user-population reports for Tribal and Service Unit consultations.	Areas
April 23	Post ORAP drilldown reports	NPIRS
May		
May 3	Perform Midyear Review of Workload. *data from the NPIRS Workload Status Report run on April 16 from data received by April 9.	DPS
May 3	Complete Tribal and Service Unit consultations for first draft user-population report.	Areas
May 20	Post monthly workload reports based on all data received by May 13 ¹ .	NPIRS
May 20	Complete all the exports for the initial NPIRS/NDW loads ³ from those sites that did not complete initial loads for the FY 2021 reports.	Areas, sites
May 21	Post ORAP drilldown reports	NPIRS

<i>Due</i> <i>*key deadlines are highlighted in GREEN</i>	<i>Task</i>	<i>Who</i>
June		
June 3	Complete initial loads for all those sites that met the May 20 deadline.	NPIRS
June 17	Post monthly workload reports based on all data received by June 10 ¹ .	NPIRS
June 18	Post ORAP drilldown reports	NPIRS
July		
July 22	Post the last monthly workload reports, based on all data received by July 15 ¹ .	NPIRS
July 22	Post second draft user-population reports (reporting April 30 end date) based on all data received by July 15 ¹ .	NPIRS
July 23	Post ORAP drilldown reports	NPIRS
July 23	Distribute second draft user-population reports for Tribal and Service Unit consultations.	Areas
August		
August 5	Begin posting weekly workload reports every Thursday - Aug 5, Aug 12, Aug 19, Aug 26, Sep 2, Sep 9, Sep 16, Sep 23, Sep 30, Oct 7, Oct 14, Oct 21, and Oct 28 based on all data received up to 7 days prior to the report post date ¹ .	NPIRS
August 6	Complete Tribal and Service Unit consultations regarding second draft user-population report.	Areas
August 19	Post third draft user-population report (reporting May 31 end date) based on all data received by August 12 ¹	NPIRS
August 20	Post ORAP drilldown reports	NPIRS
September		
September 9	Post fourth draft user-population reports (reporting June 30 end date) based on all data received September 2 ¹ .	NPIRS
September 10	Distribute fourth draft user-population reports for Tribal and Service Unit consultations.	Areas
September 23	Ensure that NPIRS has received all exports for the first three quarters of FY 2021 encounter and registration data.	Areas, sites
September 24	Last day to notify the Division of Program Statistics about data problems that would significantly affect workload submission and user population.	Areas, sites
September 24	Complete Tribal and Service Unit consultations regarding third draft user-population report.	Area
September 24	Post ORAP drilldown reports	NPIRS
September 30	Post fifth draft user-population reports (reporting July 31 end date) based on all data received by September 23.	NPIRS

<i>Due</i> <i>*key deadlines are highlighted in GREEN</i>	<i>Task</i>	<i>Who</i>
October		
October 1	Distribute fifth draft user-population reports for Tribal and Service Unit consultations.	Areas
October 8	Certify the FY 2021 workload numbers for the first three quarters.	Areas, sites
October 21 ⁴	<i>Final deadline.</i> 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 22 thru 28	This time period is reserved for resolving problems, <u>only if possible and as time allows</u> , with data <u>that was already received at NPIRS</u> by the October 22 th deadline.	NPIRS, Areas, sites
October 22	Post ORAP drilldown reports	NPIRS
October 28	Last posting weekly workload reports based on all data received up to 7 days prior to the report post date ¹ .	NPIRS
October 28	Issue Resolution Deadline. The remaining time is reserved for the preparation of final official Workload and User Population.	NPIRS, Areas, sites
November		
November 1 thru 4	Prepare and process exports received in proper format from the October 28 resolution deadline.	NPIRS
November 5	Process the regular November 2021 CHS FI export file.	NPIRS
November 12	Post official FY 2021 workload reports for distribution to Areas based on all data received by October 21 and any corrections that could be made between October 22-28.	NPIRS
November 12	Post preliminary official FY 2021 user-population reports for distribution to Areas based on all data received by October 21, and include any corrections that could be made between October 22-28.	NPIRS
November 19	Post ORAP drilldown reports	
November 19	Certify final FY 2021 workload numbers.	Areas, sites
November 24	If required: Re-post official FY 2021 user-population reports for distribution to Areas including any corrections that were required to be made after November 12.	NPIRS
November 26	Provide draft official memorandum to DPS for review.	NPIRS
November 26	Distribute official memo transmitting user population numbers by Area and Service Unit to the respective Areas for Area and Tribal review.	HQ
November 26	Post any special user-population reports that were previously identified, coordinated and developed for this fiscal year.	NPIRS
December		
December 8	Areas certify User Population counts to HQ DPS.	Areas
December 10	Send official memorandum to Office of the Director of IHS for review and approval.	DPS
December 17	Release the Official FY 2021 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, 2018 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
2021	10/21/2021	THURSDAY	Deadline decreases during the 5-year cycle.
2022	10/27/2022	THURSDAY	
2023	10/26/2023	THURSDAY	Reverts to gaining a week before deadline. Restart cycle.
2024	10/25/2024	THURSDAY	Deadline again decreasing during the 5-year cycle.
2025	10/23/2025	THURSDAY	