



TO: See Below

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

SUBJECT: Timeline for Transmittal of Fiscal Year 2022 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 (AI/AN) 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 three 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 the February 10, 2022, deadline for posting monthly workload reports and progress reports. On April 28, 2022, 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 National Patient Information Reporting System will produce more workload reports as we approach the October 27, 2022, 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.

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An estimate agreed upon by a new Tribe and the Area Director will be determined and used for the first three fiscal years following the new Tribe's recognition. After three 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 three fiscal years (FY 2020, FY 2021, and FY 2022), assisting them with exporting their information in the proper format to upload it to the NDW. Please note that a final period, October 28, 2022, through November 3, 2022, 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 3, 2022, is the deadline for resolving all data files submitted by October 27, 2022.

Any records submitted after October 27, 2022, will not be considered for FY 2022 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 by telephone at (301) 443-6704.

/s/Loretta Christensen, M.D., M.B.A., M.S.J., F.A.C.S.
M.P.H. Chief Medical Officer

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

Attachment: Timeline for FY 2022 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 2022 Workload Data and User Population Estimates

***Estimates, determined by December 23, 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 27 to ensure that areas are better positioned to research and resolve data anomalies and other problems in those transmissions by November 3.

<i>Due</i> <i>*key deadlines are highlighted in GREEN</i>	<i>Task</i>	<i>Who</i>
January		
January 25	Reposted FY 2021 Integrated Data Collection System (IDCS)/Government Performance and Results Act (GPRA) reports allowing for site corrections to the data.	NPIRS
February		
February 10	Post monthly workload reports based on all data received by February 3 ¹ .	NPIRS
February 11	Post ORAP drilldown reports.	NPIRS
March		
March 17	Post monthly workload reports based on all data received by March 10.	NPIRS
March 18	Post ORAP drill-down 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 2022 reports or whose format may be changed ² .	Areas, sites
April		
April 21	Post monthly workload reports based on all data received April 14 ⁵ .	NPIRS
April 21	Post first draft user-population reports (reporting January 31 end-date) based on all data received by April 14 ¹ .	NPIRS
April 22	Distribute first draft user-population reports for Tribal and Service Unit consultations.	Areas
April 22	Post ORAP drill-down reports.	NPIRS
May		
May 9	Perform Midyear Review of Workload. *Data from the NPIRS Workload Status Report run on April 28 from data received by April 21.	DPS
May 9	Complete Tribal and Service Unit consultations for the first draft user-population report.	Areas
May 19	Post monthly workload reports based on all data received by May 12 ¹ .	NPIRS
May 19	Complete all the exports for the initial NPIRS/NDW loads ³ from those sites that did not complete initial loads for the FY 2022 reports.	Areas, sites

<i>Due</i> <i>*key deadlines are highlighted in GREEN</i>	<i>Task</i>	<i>Who</i>
May 20	Post ORAP drill-down reports.	NPIRS
June		
June 10	Complete initial loads for all those sites that met the May 19 deadline.	NPIRS
June 16	Post monthly workload reports based on all data received by June 9 ¹ .	NPIRS
June 17	Post ORAP drill-down reports.	NPIRS
July		
July 21	Post the last monthly workload reports, based on all data received by July 14 ¹ .	NPIRS
July 21	Post second draft user-population reports (reporting April 30 end-date) based on all data received by July 14 ¹ .	NPIRS
July 22	Post ORAP drill-down reports.	NPIRS
July 22	Distribute second draft user-population reports for Tribal and Service Unit consultations.	Areas
August		
August 4	Begin posting weekly workload reports every Thursday - Aug 5, Aug 11, Aug 18, Aug 25, Sep 1, Sep 8, Sep 15, Sep 22, Sep 29, Oct 6, Oct 13, Oct 20, Oct 27, based on all data received up to 7 days prior to the report post date ¹ .	NPIRS
August 18	Post third draft user-population report (reporting May 31 end date) based on all data received by August 11 ¹ .	NPIRS
August 19	Post ORAP drill-down reports.	NPIRS
August 19	Complete Tribal and Service Unit consultations regarding second draft user-population report.	Areas
September		
September 8	Post fourth draft user-population reports (reporting June 30 end date) based on all data received September 1 ¹ .	NPIRS
September 9	Distribute fourth draft user-population reports for Tribal and Service Unit consultations.	Areas
September 22	Ensure that NPIRS has received all exports for the first three-quarters of FY 2022 encounter and registration data.	Areas, sites
September 23	Post ORAP drill-down reports.	NPIRS
September 29	Post fifth draft user-population reports (reporting July 31 end date) based on all data received by September 22.	NPIRS
September 29	Last day to notify DPS about data problems significantly affecting workload submission and user population.	Areas, sites

<i>Due</i> <i>*key deadlines are highlighted in GREEN</i>	<i>Task</i>	<i>Who</i>
September 30	Complete Tribal and Service Unit consultations regarding third draft user-population report.	Areas
October		
October 3	Distribute fifth draft user-population reports for Tribal and Service Unit consultations.	Areas
October 13	Certify the FY 2022 workload numbers for the first three quarters.	Areas, sites
October 21	Post ORAP drill-down reports.	NPIRS
October 27 ⁴	<i>Final deadline.</i> All data for workload, user population and IDCS/GPRA ⁶ 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.	Areas, sites
October 28 thru November 3	This time 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 27 th deadline.	NPIRS, Areas, sites
November		
November 3	Last posting weekly workload reports based on all data received up to 7 days prior to the report post date ¹ .	NPIRS
November 3	Issue Resolution Deadline. The remaining time is reserved for preparing the final official Workload and User Population.	NPIRS, Areas, sites
November 7 thru 10	Prepare and process exports received in proper format from the November 3 resolution deadline.	NPIRS
November 10	Process the regular November 2022 CHS FI export file.	NPIRS
November 18	Post official FY 2022 workload reports for distribution to Areas based on all data received by October 27 and any corrections made between October 28 and November 3.	NPIRS
November 18	Post preliminary official FY 2022 user-population reports for distribution to Areas based on all data received by October 27, and include any corrections that could be made between October 28 and November 3.	NPIRS
November 18	Post ORAP drilldown reports.	NPIRS
November 25	Certify final FY 2022 workload numbers.	Areas, sites
November 30	If required: Repost official FY 2022 user-population reports for distribution to Areas, including any corrections that were required to be made after November 18.	NPIRS
December		
December 2	Provide draft official memorandum to DPS for review.	NPIRS
December 2	Distribute official memo transmitting user population numbers by Area and Service Unit to the respective Areas for Area and Tribal review.	HQ

<i>Due</i> <i>*key deadlines are highlighted in GREEN</i>	<i>Task</i>	<i>Who</i>
December 14	Areas certify User Population counts to HQ DPS.	Areas
December 16	Send official memorandum to Office of the Director of IHS for review and approval.	DPS
December 16	Publish Official FY 2022 IDCS Reports **reports can be released earlier if there are no changes to the User Population after ASO/OPHS review	NPIRS
December 23	Release the Official FY 2022 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 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, 2019, 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 ongoing 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 is revised in this memo. In prior years, the Area deadline to submit IDCS/GPRA data was two-weeks after the workload and user population deadlines. The cut off dates for the workload, user population, and IDCS/GPRA are consolidated in the effort to reduce inconsistency and complexity with different dates for end users and NPIRS.

Fiscal Year	Final Deadline	Day of Week	Comments
2022	10/27/2022	THURSDAY	Reverts to gaining a week before the deadline. Restart cycle.
2023	10/26/2023	THURSDAY	Deadline again decreases during the 5-year cycle.
2024	10/24/2024	THURSDAY	
2025	10/23/2025	THURSDAY	
2026	10/22/2026	THURSDAY	
2027	10/21/2027	THURSDAY	