



TO: See Below

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

SUBJECT: Timeline for Transmittal of Fiscal Year 2023 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 26, 2023, the deadline for posting monthly workload reports and progress reports. On April 21, 2023, 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 26, 2023, 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) 2021, FY 2022, and FY 2023), 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 27, 2023, through November 2, 2023**, 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 2, 2023, is the deadline for resolving all data file issues submitted by October 26, 2023.**

Any records submitted after October 26, 2023, will not be considered for FY 2023 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](mailto:kirk.greenway@ihs.gov), or by telephone at (301) 443-6704.

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Attachment: Timeline for FY 2023 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 2023 Workload Data and User Population Estimates**

**\*Estimates, determined by December 22 will be based solely on data submitted to the NDW in either HL7, ASD, or simplified format.** Please submit all regular workload and registration data in the proper format by October 26 to ensure Areas are better-positioned to research and resolve data anomalies and other problems in those transmissions by November 2.

<i><b>Due</b></i> <i><b>*key deadlines are highlighted in GREEN</b></i>	<i><b>Task</b></i>	<i><b>Who</b></i>
<b>January</b>		
January 26	Post monthly workload reports based on all data received by January 19 <sup>1</sup> .	NPIRS
January 27	Post ORAP drill-down reports	NPIRS
<b>February</b>		
February 16	Post monthly workload reports based on all data received by February 9 <sup>1</sup> .	NPIRS
February 17	Post ORAP drill-down reports	NPIRS
<b>March</b>		
March 16	Post monthly workload reports based on all data received by March 9 <sup>1</sup> .	NPIRS
March 17	Post ORAP drill-down reports	NPIRS
March 30	Complete development and testing of NPIRS/NDW exports from those sites that did not send a compliant format for the FY 2023 reports, or whose format may be changed <sup>2</sup> .	AREAS, SITES
<b>April</b>		
April 20	Post monthly workload reports based on all data received by April 13 <sup>5</sup> .	NPIRS
April 20	Post first draft user-population reports (reporting January 31 end-date) based on all data received by April 13 <sup>1</sup> .	NPIRS
April 21	Distribute first draft user-population reports for Tribal and Service Unit consultations.	AREAS
April 21	Post ORAP drill-down reports	NPIRS
<b>May</b>		
May 8	Perform Midyear Review of Workload. *Data from the NPIRS Workload Status Report run on April 20 from data received by April 13.	DPS
May 8	Complete Tribal and Service Unit consultations for the first draft user-population report.	AREAS
May 18	Post monthly workload reports based on all data received by May 11 <sup>1</sup> .	NPIRS

<b><i>Due</i></b> <b><i>*key deadlines are highlighted in GREEN</i></b>	<b><i>Task</i></b>	<b><i>Who</i></b>
May 18	Complete all the exports for the initial NPIRS/NDW loads <sup>3</sup> from those sites that did not complete initial loads for the FY 2023 reports.	AREAS, SITES
May 19	Post ORAP drill-down reports	NPIRS
<b>June</b>		
June 9	Complete initial loads for all sites that met the May 18 deadline.	NPIRS
June 15	Post monthly workload reports based on all data received by June 8 <sup>1</sup> .	NPIRS
June 16	Post ORAP drill-down reports	NPIRS
<b>July</b>		
July 20	Post the last monthly workload reports based on all data received by July 13 <sup>1</sup> .	NPIRS
July 20	Post second draft user-population reports (reporting April 30 end date) based on all data received by July 13 <sup>1</sup> .	NPIRS
July 21	Post ORAP drill-down reports	NPIRS
July 21	Distribute second draft user-population reports for Tribal and Service Unit consultations.	AREAS
<b>August</b>		
August 3	Begin posting weekly workload reports every Thursday - Aug 3, Aug 10, Aug 17, Aug 24, Aug 31, Sep 7, Sep 14, Sep 21, Sep 28, Oct 5, Oct 12, Oct 19, Oct 26, and Nov 2, based on all data received up to 7 days before the report post date <sup>1</sup> .	NPIRS
August 8	Complete Tribal and Service Unit consultations regarding the second draft user-population report.	AREAS
August 17	Post third draft user-population reports (reporting May 31 end date) based on all data received by August 10 <sup>1</sup> .	NPIRS
August 18	Post ORAP drill-down reports	NPIRS
<b>September</b>		
September 7	Post fourth draft user-population reports (reporting June 30 end date) based on all data received August 31 <sup>1</sup> .	NPIRS
September 8	Distribute fourth draft user-population reports for Tribal and Service Unit consultations.	AREAS
September 21	Ensure that NPIRS has received all exports for the first three quarters of FY 2023 registration and encounter data.	AREAS, SITES
September 22	Post ORAP drill-down reports	NPIRS
September 28	Post fourth draft user-population reports (reporting July 31 end date) based on all data received by September 21 <sup>1</sup> .	NPIRS

<b><i>Due</i></b> <b><i>*key deadlines are highlighted in GREEN</i></b>	<b><i>Task</i></b>	<b><i>Who</i></b>
September 28	Last day to notify DPS about data problems significantly affecting workload submission and user population.	AREAS, SITES
September 29	Complete Tribal and Service Unit consultations regarding the fourth draft user-population report.	AREAS
<b>October</b>		
October 2	Distribute fifth draft user-population reports for Tribal and Service Unit consultations.	AREAS
October 12	Certify the FY 2023 workload numbers for the first three quarters.	AREAS, SITES
October 20	Post ORAP drill-down reports	NPIRS
October 26 <sup>4</sup>	<b><i>Final deadline.</i></b> All data for workload, user population, and IDCS/GPRA <sup>6</sup> 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 27 thru November 2	This period 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 26 deadline.	NPIRS, AREAS, SITES
<b>November</b>		
November 2	Last posting weekly workload reports based on all data received up to 7 days before the report post date <sup>1</sup> .	NPIRS
November 2	Issue Resolution Deadline. The remaining time is reserved for preparing the final official Workload and User Population.	NPIRS, AREAS, SITES
November 6 thru November 9	Prepare and process exports received in proper format from the November 2 resolution deadline.	NPIRS
November 9	Process the regular November 2023 CHS FI export file.	NPIRS
November 17	Post official FY 2023 workload reports for distribution to Areas based on all data received by October 26, and any corrections that could be made between October 27 - November 2.	NPIRS
November 17	Post preliminary official FY 2023 user-population reports for distribution to Areas based on all data received by October 26, and include any corrections that could be made between October 27 - November 2.	NPIRS
November 17	Post ORAP drill-down reports	NPIRS
November 24	Certify final FY 2023 workload numbers.	AREAS, SITES
November 29	If required: Re-post official FY 2023 user-population reports for distribution to Areas, including any corrections that were required to be made after November 17.	NPIRS

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<b>December</b>		
December 1	Provide draft official memorandum to DPS for review.	NPIRS
December 1	Distribute official memorandum transmitting user-population numbers by Area and Service Unit to the respective Areas for Area and Tribal review.	HQ
December 13	Areas certify User Population counts to HQ DPS.	AREAS
December 15	Send an official memorandum to the Office of the Director of IHS for review and approval.	DPS
December 15	Publish Official FY 2023 Integrated Data Collection System Reports.  **reports can be released earlier if there are no changes to the User Population after Area Statistical Officer/Office of Public Health Support review	NPIRS
December 22	Release the Official FY 2023 IHS user population memorandum.	HQ

<sup>1</sup> By midnight of the day specified – local time at the sending site.

<sup>2</sup> Sites that cannot 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 regularly (ideally monthly) throughout the year.

<sup>3</sup> All registration data and all encounter data from October 1, 2021, through the present (preferably October 1, 2000, through the present).

<sup>4</sup> Due to the cyclical nature of the annual timeline scheduling, the table below includes final deadlines for the out years for planning purposes.

<sup>5</sup> 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.

<sup>6</sup> The IDCS/GPRA data deadline was revised, beginning in FY 2022. In prior years, the Area deadline to submit IDCS/GPRA data was 2 weeks after the workload and user population deadlines. The cutoff dates for the workload, user population, and IDCS/GPRA are consolidated to reduce inconsistency and complexity with different dates for end users and NPIRS.

<b>Fiscal Year</b>	<b>Final Deadline</b>	<b>Day of Week</b>	<b>Comments</b>
2023	<b>10/26/2023</b>	THURSDAY	Deadline again decreases during the 5-year cycle.
2024	<b>10/24/2024</b>	THURSDAY	
2025	<b>10/23/2025</b>	THURSDAY	
2026	<b>10/22/2026</b>	THURSDAY	
2027	<b>10/21/2027</b>	THURSDAY	
2028	<b>10/26/2028</b>	THURSDAY	Reverts to gaining a week before the deadline — restart cycle.