TO: See Below

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

SUBJECT: Timeline for Transmittal of Fiscal Year 2024 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 25, 2024, the deadline for posting monthly workload reports and progress reports. On April 18, 2024, 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 24, 2024, 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) 2022, FY 2023, and FY 2024), 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 25, 2024, through November 7 2024,** 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 7, 2024, is the deadline for resolving all data file issues submitted by October 24, 2024.

Any records submitted after October 24, 2024, will not be considered for FY 2024 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.

Loretta Christensen, M.D., M.B.A, M.S.J., F.A.C.S.   RDML Francis Frazier, F.N.P., M.P.H.
Chief Medical Officer   Assistant Surgeon General, USPHS
    Director, Office of Public Health Support

Attachment: Timeline for FY 2024 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

<p align="center">**TIMELINE**
For
FY 2024 Workload Data and User Population Estimates</p>

[*]**Estimates, determined by December 27 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 24 to ensure Areas are better-positioned to research and resolve data anomalies and other problems in those transmissions by November 7.

Due *key deadlines are highlighted in GREEN*	Task	Who
January		
January 25	Post monthly workload reports based on all data received by January 18[1].	NPIRS
January 26	Post ORAP drill-down reports	NPIRS
February		
February 15	Post monthly workload reports based on all data received by February 8[1].	NPIRS
February 16	Post ORAP drill-down reports	NPIRS
March		
March 21	Post monthly workload reports based on all data received by March 14[1].	NPIRS
March 22	Post ORAP drill-down reports	NPIRS
March 28	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[2].	AREAS, SITES
April		
April 18	Post monthly workload reports based on all data received by April 11[5].	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
April 19	Post ORAP drill-down reports	NPIRS
May		
May 6	Complete Tribal and Service Unit consultations for the first draft user-population report.	AREAS
May 13	Perform Midyear Review of Workload. *Data from the NPIRS Workload Status Report run on April 18 from data received by April 11.	DPS
May 16	Post monthly workload reports based on all data received by May 9[1].	NPIRS

Due *key deadlines are highlighted in GREEN	Task	Who
May 16	Complete all the exports for the initial NPIRS/NDW loads[3] from those sites that did not complete initial loads for the FY 2023 reports.	AREAS, SITES
May 17	Post ORAP drill-down reports	NPIRS
June		
June 13	Complete initial loads for all sites that met the May 16 deadline.	NPIRS
June 20	Post monthly workload reports based on all data received by June 13[1].	NPIRS
June 21	Post ORAP drill-down reports	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	Post ORAP drill-down reports	NPIRS
July 19	Distribute second draft user-population reports for Tribal and Service Unit consultations.	AREAS
August		
August 5	Complete Tribal and Service Unit consultations regarding the second draft user-population report.	AREAS
August 8	Begin posting weekly workload reports every Thursday - Aug 8, Aug 15, Aug 22, Aug 29, Sep 5, Sep 12, Sep 19, Sep 26, Oct 3, Oct 10, Oct 17, Oct 24, Oct 31, and Nov 7, based on all data received up to 7 days before the report post date[1].	NPIRS
August 22	Post third draft user-population reports (reporting May 31 end date) based on all data received by August 15[1].	NPIRS
August 23	Post ORAP drill-down reports	NPIRS
September		
September 5	Post fourth draft user-population reports (reporting June 30 end date) based on all data received August 29[1].	NPIRS
September 6	Distribute fourth draft user-population reports for Tribal and Service Unit consultations.	AREAS
September 9- 13	ASO's to review the Standard Code Book and update values to ensure accuracy of the FY 2024 User-population and Workload reports	AREAS
September 16	Last day to refine/approve changes in RMT to support updates to the Standard Code Book for official FY 2024 reports.	DPS
September 19	Ensure that NPIRS has received all exports for the first three quarters of FY 2024 registration and encounter data.	AREAS, SITES
September 20	Post ORAP drill-down reports	NPIRS

Due *key deadlines are highlighted in GREEN*	Task	Who
September 23	Complete Tribal and Service Unit consultations regarding the fourth draft user-population report.	AREAS
September 26	Last day to notify DPS about data problems significantly affecting workload submission and user population.	AREAS, SITES
September 26	Post fifth draft user-population reports (reporting July 31 end date) based on all data received by September 19[1].	NPIRS

October

Due	Task	Who
October 7	Distribute fifth draft user-population reports for Tribal and Service Unit consultations.	AREAS
October 10	Certify the FY 2024 workload numbers for the first three quarters.	AREAS, SITES
October 18	Post ORAP drill-down reports	NPIRS
October 24[4]	*Final deadline. 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 25 thru November 7	This period is reserved for resolving problems, _only if possible and as time allows_, with data _already received at NPIRS_ by the October 24 deadline.	NPIRS, AREAS, SITES

November

Due	Task	Who
November 7	Last posting weekly workload reports based on all data received up to 7 days before the report post date[1].	NPIRS
November 7	Issue Resolution Deadline. The remaining time is reserved for preparing the final official Workload and User Population.	NPIRS, AREAS, SITES
November 8 thru November 14	Prepare and process exports received in proper format from the November 7 resolution deadline.	NPIRS
November 14	Process the regular November 2024 CHS FI export file.	NPIRS
November 21	Post official FY 2024 workload reports for distribution to Areas based on all data received by October 24, and any corrections that could be made between October 25 - November 7.	NPIRS
November 21	Post preliminary official FY 2024 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 - November 7.	NPIRS
November 22	Post ORAP drill-down reports	NPIRS
November 27	Certify final FY 2024 workload numbers.	AREAS, SITES

December

Due	Task	Who
December 4	If required: Re-post official FY 2024 user-population reports for distribution to Areas, including any corrections that were required to be made after November 21.	NPIRS

Due *key deadlines are highlighted in GREEN*	Task	Who
December		
December 6	Provide draft official memorandum to DPS for review.	NPIRS
December 6	Distribute official memorandum transmitting user-population numbers by Area and Service Unit to the respective Areas for Area and Tribal review.	HQ
December 18	Areas certify User Population counts to HQ DPS.	AREAS
December 20	Send an official memorandum to the Office of the Director of IHS for review and approval.	DPS
December 20	Publish Official FY 2024 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 27	Release the Official FY 2024 IHS user population memorandum.	HQ

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

[2] 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.

[3] All registration data and all encounter data from October 1, 2021, through the present (preferably October 1, 2000, through the present).

[4] Due to the cyclical nature of the annual timeline scheduling, the table below includes final deadlines for the out 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 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.

Fiscal Year	Final Deadline	Day of Week	Comments
2024	**10/24/2024**	THURSDAY	Deadline decreases during the 5-year cycle.
2025	**10/23/2025**	THURSDAY	
2026	**10/22/2026**	THURSDAY	
2027	**10/21/2027**	THURSDAY	
2028	**10/26/2028**	THURSDAY	Reverts to gaining a week before the deadline — restart cycle.
2029	**10/25/2029**	THURSDAY	Deadline again decreases during the 5-year cycle.