



MAR 8 2011

Indian Health Service
Rockville MD 20852

TO: See Below

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

SUBJECT: Timeline for Transmitting Fiscal Year 2011 Workload Data and Producing Final User Population Estimates

Attached is the timeline for transmitting workload data to the National Data Warehouse (NDW) and for producing final user-population estimates (see tab A). Estimates are based on registration and encounter data received in National Patient Information Reporting System (NPIRS) repositories. The IHS staff apply the same statistical concept used in prior years to produce the estimates (unduplicated count by residence of Indian registrants who have had direct encounters with—or contracted for—IHS inpatient, ambulatory, or dental services during the last three years). Following Tribal consultation and Area review, the IHS releases the estimates, the result of our collaboration with Tribes to reconcile and validate data.

Reviewed by Area statistical officers and including their suggestions wherever possible, the attached timeline begins with the January 21 deadline for posting monthly workload reports and progress reports. On April 15, the first of four year-to-date user population reports will be posted. These dates allow officers time to review and identify gaps or missing data in a timely and continual manner for their Areas. The NPIRS will produce workload reports more frequently as we approach the October 27 deadline.

We strongly encourage the Areas to communicate monthly progress and distribute draft quarterly user reports to Tribes and Chief Executive Officers, 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 Chief Executive Officers is extremely important because **adjustments to final user population estimates are only made for new Tribes.** An estimate agreed upon by the new Tribe and the Area Director will be determined and used for the first three years following the date the new Tribe joins the Indian health system. After three years, all user population determinations for the new Tribe will be based on registration and workload data in the National Data Warehouse (NDW). Please continue working with Tribes that do not have data for three years (FY 2009, FY 2010, and FY 2011), assisting them with exporting their information in the proper format so that it can be loaded into the NDW.

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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 DPS Director Edna Paisano or Senior Statistician Kirk Greenway, at (301) 443-1180.

Attachment:

Tab A—Timeline for FY 2011 Workload Data and User Population Estimates

Addressees:

Executive Staff

Area Directors

Area Statistical Officers

Area Planning Officers

Area Information Systems Coordinators

Area Dental Officers

Director, OIT

Program Manager, NPIRS

TIMELINE
for
FY 2011 Workload Data and User Population Estimates¹

***Estimates, determined by December 23, will be based solely on data submitted to NDW in either HL7 or simplified format.** Please submit all regular workload and registration data in the proper format by October 27 to ensure Areas are in a better position to research and resolve data anomalies and other problems in those transmissions by November 9.

Due <small>*key deadlines highlighted</small>	Task	Who
January		
January 21, 2011	Post monthly workload reports based on all data received by January 13 ² <i>*necessary to accommodate special, high priority ORAP reports.</i>	NPIRS
February		
February 11	Post monthly workload reports based on all data received by February 3 ²	NPIRS
March		
March 11	Post monthly workload reports based on all data received by March 3 ²	NPIRS
March 31	Complete development and testing of NPIRS/NDW exports from those sites that did not send data in required format for the FY 2010 reports or whose format may be changed ³ .	Areas, Sites
April		
April 15	Post monthly workload reports based on all data received by April 7 ²	NPIRS
April 15	Post first draft user-population reports (reporting January 31 end date) based on all data received by April 7 ²	NPIRS
April 18	Distribute first draft user-population reports for Tribal and Service Unit consultations	Areas
April 28	From data received on April 7 and posted on April 15, provide DPS with counts for the Workload Status Report.	NPIRS
April 29	Send Midyear Review of Workload <i>*data from the NPIRS Workload Status Report run on April 15 from data received by April 7.</i>	DPS
April 29	Complete Tribal and Service Unit consultations for first draft user- population report	Areas
May		
May 13	Post monthly workload reports based on all data received by May 5 ²	NPIRS
May 19	Complete all the exports for the initial NPIRS/NDW loads ⁴ from those sites that did not complete initial loads for the FY 2010 reports.	Areas, Sites
June		
June 2	Complete initial loads for all those Sites that met the May 19 deadline.	NPIRS
June 10	Post monthly workload reports based on all data received by June 2 ²	NPIRS

Current Estimated Window for BIA Move¹

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Due *key deadlines highlighted	Task	Who
July		
July 15	Post monthly workload reports based on all data received by July 7 ²	NPIRS
July 15	Post second draft user population reports (reporting April 30 end date) based on all data received by July 7 ²	NPIRS
July 15	Distribute second draft user-population reports for Tribal and Service Unit consultations	Areas
July 29	Complete Tribal and Service Unit consultations regarding second draft user-population report	Areas
August		
August 12	Post monthly workload reports based on all data received by August 4 ²	NPIRS
September		
September 9	Post the last monthly workload reports based on all data received by September 1 ²	NPIRS
September 9	Post third draft user-population reports (reporting June 30 end date) based on all data received by September 1 ²	NPIR
September 9	Distribute third draft user-population reports for Tribal and Service Unit consultations	Areas
September 29	Ensure that NPIRS has received all exports for the first three quarters of FY 2011 encounter and registration data.	Areas, Sites
October		
October 3	Last day to notify the Division of Program Statistics about data problems that would significantly affect workload submission and user population.	Areas, Sites
October 3	Complete Tribal and Service Unit consultations regarding third draft user-population report	Areas
October 7	Begin posting weekly workload reports every Friday (Oct. 7, Oct. 14, Oct. 21, Oct. 28, and Nov. 4) for all data received up to 8 days prior to the report post date ² .	NPIRS
October 7	Post fourth draft user-population reports (reporting July 31 end date) based on all data received by September 29	NPIRS
October 7	Send fourth draft user-population reports for Tribal and Service Unit consultations	Areas
October 7	Certify the FY 2011 workload numbers for the first three quarters.	Areas, Sites
October 12	Provide DPS with the counts for the Workload Status Report from the workload reports run on October 7 from data received by September 29	NPIRS
October 13	Provide Workload Status Report to Senior IHS management. Report data are from the workload reports run on October 7 from data received by September 29.	DPS
October 27	<i>Final deadline. All data must be received at NPIRS by 11:59 p.m. on this day, local NPIRS time, and must be in proper format so that NPIRS can load them without modification.</i>	Areas, Sites
October 28 thru November 9	This time period is reserved for resolving problems, <i>only if possible and as time allows</i> , with data <i>that were already received at NPIRS</i> by the October 27th deadline.	NPIRS, Areas, Sites

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Due *key deadlines highlighted	Task	Who
November		
November 10	Process the regular November 2011 CHS FI export file.	NPIRS
November 18	Generate official FY 2011 workload reports for distribution to Areas based on all data received by October 27 ² , and include any corrections that could be made between October 28 and November 9.	NPIRS
November 25	Certify final FY 2011 workload numbers	Areas, Sites
December		
December 1	Post official FY 2011 user-population reports for distribution to Areas based on all data received by October 27 ² , and include any corrections that could be made between October 28 and November 9.	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
December 2	Post any new special user-population reports that were previously identified, coordinated and developed for this fiscal year.	NPIRS
December 14	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 23	Release the official FY 2011 IHS user populations	HQ

¹ NPIRS dates are tentative, depending on when NPIRS equipment is scheduled to move to the BIA data center. Once dates for moving equipment are finalized, a revised schedule of deliverables and timeline support activities for NPIRS will be published. For planning purposes, the currently known window of opportunity for the move is indicated on the timeline.

² By 11:59 p.m. on this day local Albuquerque, MST.

³ Those sites who cannot confirm that their current export is formatted exactly like the previous year's export must 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 intervals (ideally monthly) throughout the year.

⁴ All registration data, as well as all encounter data at least from October 1, 2008, through the present (preferably October 1, 2000, through the present).