



TO: All IHS Area Directors  
All IHS Area Statistical Officers  
All IHS Area Planning Officers  
All IHS Area Information Systems Coordinators  
All IHS Area Dental Officers  
Director, Office of Information Technology  
Program Manager, NPIRS

FEB 23 2007

FROM: Director, Office of Public Health Support

SUBJECT: Timeline for Transmittal of Fiscal Year 2007 Workload Data and Production of User Population Estimates

This memorandum provides the deadlines for the submission of data for producing the fiscal year (FY) 2007 user population estimates by December 27. This timeline was reviewed by the Area Statistical Officers. We have incorporated all suggestions wherever possible. The final deadlines for transmission of FY 2007 direct and contract inpatient, ambulatory care, and dental data to NPIRS [the National Data Warehouse (NDW) and Workload & User Population Data Mart (WLUPDM)] and for production of the user population estimates are attached.

This schedule will maintain the results of the collaborative effort to improve the quality and accuracy of the national data repositories. NPIRS is processing workload files received from the Areas daily as well as posting reports on the website. Beginning February 22 monthly workload reports and workload progress reports and beginning April 12 the first of four user population reporting will be posted for review by the Area Statistical Officers and their respective Service Unit Directors and Tribes. This process provides the Area Statistical Officers an earlier and ongoing opportunity to review and identify gaps or missing workload data on a monthly basis for facilities in their respective Areas. NPIRS will begin producing workload reports more frequently as we move closer to the November 2nd deadline (see attached schedule for details).

During the Statistical Officers' monthly conference calls, the Division of Program Statistics will ask for a report from each Area Statistical Officer regarding the transmission status of encounter data. Area Statistical Officers will make these reports available to Service Unit Directors and Tribes for their information, review, and feedback as necessary. Over this FY, we encourage the Areas to have ongoing communication and consultation with Service Unit Directors and Tribes on the status of workload transmissions. This will allow for the early identification of any data problems and their timely resolution.

In order to meet our goal of completing workload transmission by November 2, 2007 (see attached agreed upon Schedule for Production of FY 2007 User Populations), we are requesting each area to submit all regular workload and registration data by November 2, 2007. Areas that

meet this deadline will be in a better position to research and resolve data anomalies and other problems in those transmissions by November 14.

From the attached schedule, please note the following key deadlines:

***March 30, 2007***

Areas and sites complete development and testing of NPIRS/NDW exports from those sites that did not send a compliant format for the FY 2006 reports.

***May 25, 2007***

Areas/sites complete all exports for the initial NPIRS/NDW loads (all registration data and all encounter data from at Least October 1, 2004 through present) from those sites that did not send a compliant format for the FY 2006 reports.

***September 28, 2007***

Last day to notify the IHS Division of Program Statistics about data problems that would significantly affect workload submission and user population.

***October 12, 2007***

Areas certify the FY 2007 workload numbers for the first three quarters.

***November 2, 2007***

Final deadline for exporting data to NPIRS

***November 23, 2007***

NPIRS generates official FY 2007 Workload Reports for distribution to Areas based on all data exported in the proper format to NPIRS by November 2, and any corrections that could be made between November 3 and 14.

***November 30, 2007***

Area offices certify final FY 2007 workload data.

***December 6, 2007***

NPIRS posts official FY 2007 User Population Reports for distribution to Areas based on all data exported in the proper format to NPIRS by November 2, and any corrections that could be made between November 3 and 14.

***December 6, 2007***

HQ generates official memo transmitting FY 2007 user population numbers by Area and Service Unit to the respective Areas for Area and Tribal review.

***December 14, 2007***

Requests for user population adjustments from IHS Areas are due to the Division of Program Statistics. The completed form, “Documentation for Official FY 2007 User Population Adjustment Requests from Area Offices”, must be received for documenting the requested adjustment.

***December 27, 2007***

HQ releases the Official FY 2007 User Population.

We appreciate your assistance to maintain the results of the enormous collaborative effort that the Agency undertook during fiscal year 2001 to improve the quality and accuracy of the national data repositories.

Richard M. Church, Pharm.D.  
Assistant Surgeon General

Attachment (2)

## Schedule for Production of FY 2007 User Population Estimates

<b>Deadline</b>	<b>Task</b>	<b>Responsible Party</b>
<b>February</b>		
February 22, 2007	NPIRS begins posting regular monthly FY 2007 Workload reports, based on all data exported in the proper format to NPIRS by February 8, 2007 (to accommodate special, high priority ORAP reports).	NPIRS
<b>March</b>		
March 15, 2007	NPIRS posts monthly Workload reports, based on all data exported in the proper format to NPIRS by March 8, 2007	NPIRS
March 30, 2007	Complete development and testing of NPIRS/NDW exports from those sites that did not send a compliant format for the FY 2006 reports.	Areas, sites
<b>April</b>		
April 12, 2007	NPIRS posts first draft User Pop Reports (reporting end date of January 31, 2007) based on all data exported in the proper format to NPIRS by March 31, 2007	
April 16, 2007	NPIRS posts monthly Workload reports, based on all data exported in the proper format to NPIRS by April 9, 2007	NPIRS
<b>May</b>		
May 15, 2007	NPIRS posts monthly Workload reports, based on all data exported in the proper format to NPIRS by May 8, 2007	NPIRS
May 25, 2007	Complete all the exports for the initial NPIRS/NDW loads <sup>1</sup> from those sites that did not complete initial loads for the FY 2006 reports.	Areas, sites
<b>June</b>		
June 8, 2007	Complete initial loads for all those sites that met the May 25 deadline.	NPIRS
June 15, 2007	NPIRS posts monthly Workload reports, based on all data exported in the proper format to NPIRS by June 8, 2007	NPIRS
<b>July</b>		
July 12, 2007	NPIRS posts second draft User Pop Reports (reporting end date of April 30, 2007) based on all data exported in the proper format to NPIRS by June 30, 2007	
July 16, 2007	NPIRS posts monthly Workload reports, based on all data exported in the proper format to NPIRS by July 9, 2007	NPIRS
<b>August</b>		
August 15, 2007	NPIRS posts monthly Workload reports, based on all data exported in the proper format to NPIRS by August 8, 2007	NPIRS
<b>September</b>		
September 13, 2007	NPIRS posts third draft User Pop Reports (reporting end date of June 30, 2007) based on all data exported in the proper format to NPIRS by August 31, 2007	

<sup>1</sup> All registration data, as well as all encounter data at least from October 1, 2004 thru the present (preferably October 1, 2000 thru the present.

September 17, 2007	NPIRS posts its last 'monthly' Workload reports, based on all data exported in the proper format to NPIRS by September 10, 2007	NPIRS
September 28, 2007	First three quarters of FY 2007 encounter and registration data exported to NPIRS	Areas, sites
September 28, 2007	Last day to notify the Division of Program Statistics about data problems that would significantly affect workload submission and user population.	Areas, sites
<b>October</b>		
October 5, 2007	NPIRS begins posting 'weekly' Workload reports every Friday - Oct 5, Oct 12, Oct 19, Oct 26, Nov 2, and Nov 9, based on all data exported in the proper format to NPIRS by 7 days prior to the report post date.	NPIRS
October 12, 2007	NPIRS posts fourth draft User Pop Reports (reporting end date of July 31, 2007) based on all data exported in the proper format to NPIRS by the September 28 <sup>th</sup> deadline	NPIRS
October 12, 2007	Area Officers certify the FY 2007 Workload numbers for the first three quarters.	Areas, sites
October 15, 2007	DPS Provides Workload Status Report to Senior IHS management	DPS
<b>November</b>		
<b>November 2, 2007</b>	<b><i>Final deadline for exporting data to NPIRS</i></b>	<b><i>NPIRS</i></b>
November 3-14, 2007	This time period is reserved for resolving problems, if possible, with data <u>that was already exported</u> by the November 2 deadline.	NPIRS, Areas, sites
November 14, 2007	NPIRS processes the regular November 2007 CHS FI export file	NPIRS
November 23, 2007	NPIRS generates official FY 2007 Workload Reports for distribution to Areas based on all data exported in the proper format to NPIRS by November 2, and any corrections that could be made between November 3 and 14.	NPIRS
November 30, 2007	Area Offices certify Final FY 2007 Workload numbers	Areas, sites
<b>December</b>		
December 6, 2007	NPIRS posts official FY 2007 User Population Reports for distribution to Areas based on all data exported in the proper format to NPIRS by November 2, and any corrections that could be made between November 3 and 14.	NPIRS
December 6, 2007	HQ generates official memo transmitting user population numbers by Area and Service Unit to the respective Areas for Area and Tribal review.	HQ
December 7, 2007	NPIRS posts special user population reports for the Areas. For example: <ul style="list-style-type: none"> <li>• User Population by Tribe (various areas)</li> <li>• CHS User Population (Portland)</li> <li>• Workload Splits for Users (Nashville)</li> </ul>	NPIRS

December 14, 2007	Requests for user population adjustments from IHS Areas are due to the Division of Program Statistics. The completed form, "Documentation for Official FY 2007 User Population Adjustment Requests from Area Offices", must be received for documenting the requested adjustment.	Areas, sites
December 27, 2007	HQ releases the Official FY 2007 IHS User Populations	HQ

# DOCUMENTATION FOR OFFICIAL FY 2007 USER POPULATION ADJUSTMENT REQUESTS FROM AREA OFFICES

Division of Program Statistics  
Office of Public Health Support  
Indian Health Service  
12300 Twinbrook Parkway, Suite 450  
Rockville, MD 20852

*December 14, 2007 is the deadline for official requests from Areas to Division of Program Statistics (DPS) for FY 2007 User population adjustments.*

**Definition of User Population:** An unduplicated count by residence of Indian registrants who have had a direct or contract inpatient, ambulatory, or dental encounter with the health system during the last three years, October 1, 2005 through September 30, 2007.

**Information requested is outlined below.**

1. Area Office.
2. Statistical Officer and/or staff preparing the documentation.
3. Health Program and ASUFAC.
4. Description of Health Program, such as health services provided, hours of operation, provider disciplines, etc.)
5. Type of health information system used, such as RPMS, Meditech, HealthPro, etc.
6. Date that funding was first distributed to the health program.
7. Date that service was first provided to patients.
8. Date that data problem(s) was first identified.
9. Description of data problem(s).
10. Description of efforts by the health program, Area staff, and OIT to resolve data problem.
11. Timeline for full resolution of the data problem(s).

**12. Adherence to the “Definition of User Population” because adjustments are NOT exempted.**

**13. Proposed methodology to best identify the number of users who have been served by the health program during the past three years. (We recommend that several methods be investigated as a way to triangulate on the validity of the number proposed.)**

**14. Additional supporting documentation may be necessary for the Area to provide, such as information about communities of residence-CHSDA, split CHSDAs, level of user duplication with other health program(s), workload definitions, etc.**

**15. Please submit a plan to successfully resolve the data problem(s) so that data are provided in time for the FY 2008 user population cycle.**

**16. If not the Statistical Officer, Area contact person and contact information for DPS to clarify or ask about the information provided.**