TO: See Below

FROM: Director
               Office of Public Health Support

SUBJECT: Timeline for Transmittal of Fiscal Year 2010 Workload Data and Production of
               User Population Estimates

The Indian Health Service has made great progress over the last nine years in improving the
annual user population estimate process. We receive data from 650 feeder sites across the Indian
health system and 99% now transmit data electronically. Per the Director's Tribal Leader letter
from December 2003 which stated, *Effective for FY* 2004   *the user
counts will be bused on individually*   *received in the
National Patient Information*   *(NPIRS) repositories in Albuquerque.* " This
provided specific direction and challenges that helped to improve the process. The progress made
illustrates the high level effort by all. In accordance with the letter, we have reached the year
when no further adjustments will be allowed except for new Tribes. The FY 2010 user
populations will solely be based on data submitted in one of the two standard formats (HL 7 or
simplified) to the National Data Warehouse (NDW).

We are working to support everyone in the process and it is important for everyone to know, as
early as possible, all of the critical milestones to continue to improve the process. This
memorandum provides the deadlines for the submission of data for producing the fiscal year
(FY) 2010 user population estimates by December 17. This timeline was reviewed by the Area
Statistical Officers. and the team involved with producing the user population table has
incorporated all suggestions wherever possible. The final deadlines for transmission of FY 2010
direct and contract inpatient, ambulatory care, and dental data to NPIRS/NDW and Workload &
User Population Data Mart (WLUPDM) and for production of the user population estimates are
on the following page.

This schedule will maintain and support the results of the collaborative effort among the Tribes,
the Areas, Office of Information Technology (OIT), and Office of Public Health Support
(OPHS) to iinprove the quality and accuracy of the national data repositories. Monthly workload
reports and workload progress reports began January 22 and beginning April 16, the first of four
year-to-date user population reports will be posted for review by the Area Statistical Officers.
This process provides the Area Statistical Officers the opportunity to review and identify gaps or
missing workload data in a timely and continual manner for their respective Areas. NPIRS will
begin producing workload reports more frequently as we move closer to the October 28 deadline.

We strongly encourage the Areas to continue to have ongoing communication throughout the year with Tribes and Service Unit Directors in their respective Area on the monthly workload progress and the draft quarterly user population reports for their consultation, review, and feedback. During the Statistical Officers' monthly conference calls, the Division of Program Statistics (DPS) will ask for a report from each Area Statistical Officer regarding the transmission status of registration and encounter data and quarterly ask for a report on their consultation with Tribes and Service Unit Directors on the user populations. This allows for the early identification of any data problems and their timely resolution.

This ongoing communication with Tribes and Service Unit Directors is extremely important because as stated previously for FY 2010 there will be no adjustments allowed except for new Tribes. For new Tribes, an agreed upon user population will be determined when the Tribe comes into the Indian health system and will be used for the first three years. After three years, all user population determinations will be based on the registration and workload data in the National Data Warehouse (NDW). We encourage the Areas to continue to work with the Tribes without three years (FY 2008, FY 2009, and FY 2010) of data to export their data in the proper format so their data can be loaded into the NDW.

In order to meet our goal of completing workload transmission by October 28, 2010 (see below the agreed upon schedule for production of the FY 2010 User Population), we are requesting each area to submit all regular workload and registration data by this date. 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 10.

From the following schedule, please note that the key deadlines are highlighted in *green:*

Schedule for Production of FY 2010 User Population Estimates

Deadline	Task	Responsible Pa*
January		
January 22, 2010	NPIRS posts monthly FY 2010 Workload reports, based on all data received at NPIRS in the proper format by January 14, 2010[1] (to accommodate special, high priority ORAP reports).	NPIRS
February		
February 12, 2010	NPIRS posts monthly FY 2010 Workload reports, based on all data received at NPIRS in the proper format by February 4, 2010'	NPIRS
March		
March 12, 2010	NPIRS posts monthly Workload reports, based on all data received at NPIRS in the proper format by March 4, 2010'	NPIRS
March 31, 2010	Complete development and testing of NPIRS/NDW exports from those sites that did not send a compliant format for the FY 2009 reports or whose format may be changed[2].	Areas, sites

April

April 9,2010	NPIRS posts monthly Workload reports, based on all data received at NPIRS in the proper format by April 1,2010'	NPIRS
April 16,2010	NPIRS posts first draft User Pop Reports (reporting end date of January 31,2010) based on all data received at NPIRS in the proper format by April 1, 2010'	NPIRS
April 29,2010	NPIRS provides DPS counts for the Workload Status Report from the work load reports run on April 9,2010 from data received by April 1, 2010.	NPIRS
April 30,2010	Midyear Review of Workload Memorandum to be produced. The data is from the NPIRS Workload Status Report run on April 9,2010 from data received by April 1,2010.	HQ DPS
April 30,2010	Areas complete Tribal and Service Unit Consultation regarding first draft User Pop Report	Areas

May

May 14,2010	NPIRS posts monthly Workload reports, based on all data received at NPIRS in the proper format by May 6,2010'	NPIRS
May 21,2010	Complete all the exports for the initial **NPIRS/NDW** loads[3] from those sites that did not complete initial loads for the FY 2009 reports.	Areas, sites

June

June 3,2010	Complete initial loads for all those sites that met the May 21, 2010 deadline.	NPIRS
June 11,2010	NPIRS posts monthly Workload reports, based on all data received at NPIRS in the proper format by June 3,2010'	NPIRS

July

July 9,2010	NPIRS posts monthly Workload reports, based on all data received at NPIRS in the proper format by July 1,2010'	NPIRS
July 16, 2010	NPIRS posts second draft User Pop Reports (reporting end date of April 30,2010) based on all data received at NPIRS in the proper format by July 1, 2010'	NPIRS
July 30, 2010	Areas complete Tribal and Service Unit Consultation regarding second draft User Population Report	**Areas**

August

August 13,2010	NPIRS posts monthly Workload reports, based on all data received at NPIRS in the proper format by August 5,2010'	NPIRS

September

September 10,2010	NPIRS posts its last 'monthly' Workload reports, based on all data received at NPIRS in the proper format by September 2,2010'	NPIRS

September 17, 2010	NPIRS posts third draft User Pop Reports (reporting end date of June 30, 2010) based on all data received at NPIRS in the proper format by September 2, 2010'	NPIRS
September 30, 2010	Ensure that NPIRS has received all exports for the first three quarters of FY 2010 encounter and registration data.	Areas, sites

October

October 1, 2010	Last day to notify the Division of Program Statistics about data problems that would significantly affect workload submission and user population.	Areas, sites
October 1, 2010	NPIRS begins posting 'weekly' Workload reports every Friday - Oct 1, Oct 8, Oct 15, Oct 22, Oct 29, and Nov 5, based on all data received at NPIRS in the proper format by 8 days prior to the report post date'.	NPIRS
October 1, 2010	Areas complete Tribal and Service Unit Consultation regarding third draft User Population Report	Areas
October 8, 2010	Area Officers certify the FY 2010 Workload numbers for the first three quarters.	Areas, sites
October 13, 2010	NPIRS provides DPS counts for the Workload Status Report from the work load reports run on October 8, 2010 from data received by September 30, 2010.	NPIRS
October 14, 2010	DPS Provides Workload Status Report to Senior IHS management. The data is from the work load reports run on October 8, 2010 from data received by September 30, 2010.	HQ DPS
October 15, 2010	NPIRS posts forth draft User Pop Reports (reporting end date of July 31, 2010) based on all data received at NPIRS in the proper format by the September 30th deadline'	NPIRS
October 28, 2010	*Final deadline. All data must be received at NPIRS, by 11:59 PM on this day, local Albuquerque time, and must be in proper format so that NPIRS can load them without modification.*	*Areas, sites*
October 29 thru November 10, 2010	This time period is reserved for resolving problems, *only if possible and as time allows*, with *data that was already received at NPIRS* by the October 28th deadline.	NPIRS, Areas, sites

November

November 12, 2010	NPIRS processes the regular November 2010 CHS FI export file.	NPIRS
November 19, 2010	NPIRS generates official FY 2010 Workload Reports for distribution to Areas based on all data received at NPIRS in the proper format by October 28[1], and any corrections that could be made between October 29 and November 10.	NPIRS
November 26, 2010	Area Offices certify Final FY 2010 Workload numbers	Areas, sites

December

December 2, 2010	NPIRS posts official FY 2010 User Population Reports for distribution to Areas based on all data received at NPIRS in the proper format by October 28[1], and any corrections that could be made between October 29 and November 10.	NPIRS
December 3, 2010	HQ generates official memo transmitting user population numbers by Area and Service Unit to the respective Areas for Area and Tribal review.	HQ
December 3, 2010	NPIRS posts any new special user population reports that were previously identified, coordinated and developed for this fiscal year.	NPIRS
December 15, 2010	Areas certify User Population counts to HQ DPS.	Areas
December 17, 2010	HQ releases the Official FY 2010 IHS User Populations	HQ

[1] By 11:59 PM on this day local Albuquerque time.

[2] Those sites who cannot confirm that their current export is formatted exactly as previously 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 at regular (ideally monthly) throughout the year.

[3] All registration data, as well as all encounter data at least from October 1, 2008 thru the present (preferably October 1, 2000 thru the present).

We appreciate your assistance to continue the results of the enormous collaborative effort and the progress that has been achieved to improve the quality and accuracy of the national data repositories and the annual user population estimate process.

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Addressees:
Executive Staff
Area Directors
Area Statistical Officers
Area Planning Officers
Area Information Systems Coordinators
Area Dental Ofticers
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