



JUN 30 2006

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, Information Technology Support Center
Program Manager, NPIRS

FROM: Director, Office of Public Health Support

SUBJECT: Timeline for Transmittal of Fiscal Year 2006 Workload Data and Production of User Population Estimates

In order to have fiscal year (FY) 2006 user population estimates available by December 28, deadlines for the submission of data have been established. The final deadlines for transmission of FY 2006 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 revised 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 on the website monthly workload reports, workload progress reports, and quarterly user population reporting for review by the Area Statistical Officers. 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 14th 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 and review as necessary.

In order to meet our goal of completing workload transmission by November 14, 2006 (see attached agreed upon Schedule for Production of FY 2006 User Populations), we are encouraging each area to submit all regular workload and registration data by November 1, 2006. Areas that meet this deadline will be in a better position to research and resolve data anomalies and other problems by the November 14th final cut-off.

Page 2 – Director, Office of Public Health Support

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

September 29, 2006

Final deadline to send notification of data problems to the IHS Division of Program Statistics

November 14, 2006

Final deadline for exporting data to NPIRS

November 24, 2006

NPIRS posts final and official FY 2006 workload reports for distribution to Areas representing data transmitted by November 14, 2006.

December 1, 2006

Area offices certify final FY 2006 workload data.

December 7, 2006

HQ transmits official FY 2006 user population reports representing data transmitted by November 14, 2006 for Area and Tribal review.

December 15, 2006

Deadline for official requests from Areas to HQ Division of Program Statistics for FY 2006 User Population adjustments.

Deadline for the completed form "Documentation for Official FY 2006 User Population Adjustments Request from Area Offices," must be received.

December 28, 2006

Official FY 2006 User Population figures released.

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 2006
USER POPULATIONS

<u>Cutoff Date</u>	<u>Task</u>
<u>SEPTEMBER</u>	
<u>9/15/2006</u>	<u>NPIRS stops posting mid month Regular Monthly FY 2006 Workload Reports.</u>
09/28/2006	First three quarters of FY 2006 workload and registration data exported to NPIRS.
<u>09/29/2006</u>	<u>Last day to send notification of data problems that would significantly affect workload submission and user population to the IHS Division of Program Statistics.</u>
<u>OCTOBER</u>	
10/02/2006	NPIRS posts Quarterly User Pop Reports.
10/06/2006	NPIRS begins producing workload reports on a weekly basis (every Friday - Oct 6, Oct 13, Oct 20, Oct 27, Nov 3, and Nov 9 (Thurs)).
10/10/2006	Division of Program Statistics provides Workload Status Report to senior IHS management.
<u>NOVEMBER</u>	
11/01/2006	Final fourth quarter of FY 2006 workload and registration data are due to NPIRS. Areas should strive to complete FY 2006 workload and registration file exportation (and re-export of any missing data) to NPIRS by the Nov 1 deadline. The two week period between Nov 1 and Nov 15 should be used ONLY to resolve any unanticipated problems.
<u>11/14/2006</u>	<u>FINAL Deadline for exporting data to NPIRS</u>

Page 2 - Schedule for Production of FY 2006
User Populations - Continued

11/15/2006 NPIRS processes the regular November 2006 CHS FI export file.

11/24/2006 NPIRS generates official FY 2006 Workload Reports for distribution to the Areas.

DECEMBER

12/1/2006 Area Offices certify Final FY 2006 workload numbers.

12/7/2006 NPIRS posts official FY 2006 User Population Reports representing data exported by November 14 for Area and Tribal review.

12/7/2006 HQ generates official memo transmitting user population numbers by area and service unit to the respective Areas for Area and Tribal review.

12/7/2006 NPIRS posts special user population reports for the Areas. For example:

- User Population by Tribe (various areas)
- CHS User Population (Portland)
- Workload Splits for Users (Nashville)

12/15/2006 Requests for user population adjustments from IHS Areas are due to the Division of Program Statistics.

The completed form, "Documentation for Official FY 2006 User Population Adjustment Requests from Area Offices", must be received for documenting the requested adjustment.

12/28/2006 Official IHS User Populations released.

DOCUMENTATION FOR OFFICIAL FY 2006 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 15, 2006 is the deadline for official requests from Areas to Division of Program Statistics (DPS) for FY 2006 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, 2003 through September 30, 2006.

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 was first identified.
9. Description of data problem.
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.

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 so that data are provided in time for the FY 2007 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.