

How do I begin “mapping” my Commercial off the Shelf (COTS) Electronic Health Record (EHR) to the Indian Health Service (IHS) National Data Warehouse (NDW)?

1. Any new file transmissions with a new COTS vendor, you will need to work with your [Area Statistical Officer](#) (ASO) to establish a new 5-digit Database Identifier (DBID).
2. After a new DBID has been assigned, work with your COTS vendor to build/populate files in one of the acceptable formats described on the IHS National Patient Information Reporting System ([NPIRS](#)) [website](#).
3. Open an IHS IT Support ticket with the NPIRS team at ITSupport@ihs.gov. Identify the individual from your site to receive acknowledgment and post-load email updates from NPIRS about your submissions.
4. Open an IHS IT Support ticket regularly to request a Secure Data Transfer System (SDTS) link to transmit files.
5. Until your site demonstrates the ability to routinely send successful files, NPIRS will review and generate an email indicating file testing status and other related details.
6. Review your data reports (Workload, UDS, etc.) regularly and report problems early. For reference, please refer to NPIRS Basic Business Rules (https://www.ihs.gov/sites/npirs/themes/responsive2017/display_objects/documents/WUPS/NPIRS_Basic_Business_Rules.pdf).
7. Refer to the [timeline for the transmission schedule](#) on the NPIRS website – “Transmittal for Workload Data and Production of User Population Estimates”.
8. Request to join the OUIHP office hours session as needed to address questions or concerns.

NEXT STEPS: Recommend that data files be exported to the NDW monthly. Follow steps 4 onward when conducting this process.

Why is it important to send data to the NDW?

- Ensures data errors be corrected prior to end of fiscal year –increases data accuracy for user population, workload, and Government Performance and Results Act (GPRA) reporting
- Will allow service units to monitor their progress on GPRA measures throughout the year and plan improvement strategies