Bureau of Primary Health Care (BPHC)

Uniform Data System (UDS) Submissions in the HRSA Electronic Handbooks (EHBs)

User Guide for Health Center Program Grantees and Look-Alikes

U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration

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This user guide is designed to provide quick help for Health Center Program grantees and look-alikes. It covers accessing UDS Reports in the HRSA Electronic Handbooks (EHBs), preparing and submitting UDS Reports, revising and resubmitting UDS Reports, and accessing reports and data related to your UDS Report.

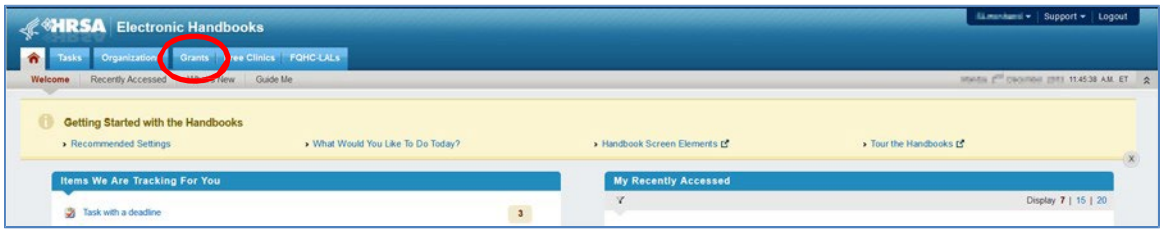
How to Find Your UDS Reports in the HRSA EHBs (Grantees)

Whether you're preparing your initial filing, resubmitting a previously-filed report, or coming to the HRSA EHBs to find reports based on data collected through UDS, your first step is to navigate to your UDS reports (the current one or any you've submitted through the HRSA EHBs in previous years). There are several ways to do this, but the following steps will work in all cases.

1. Log in to the HRSA EHBs.

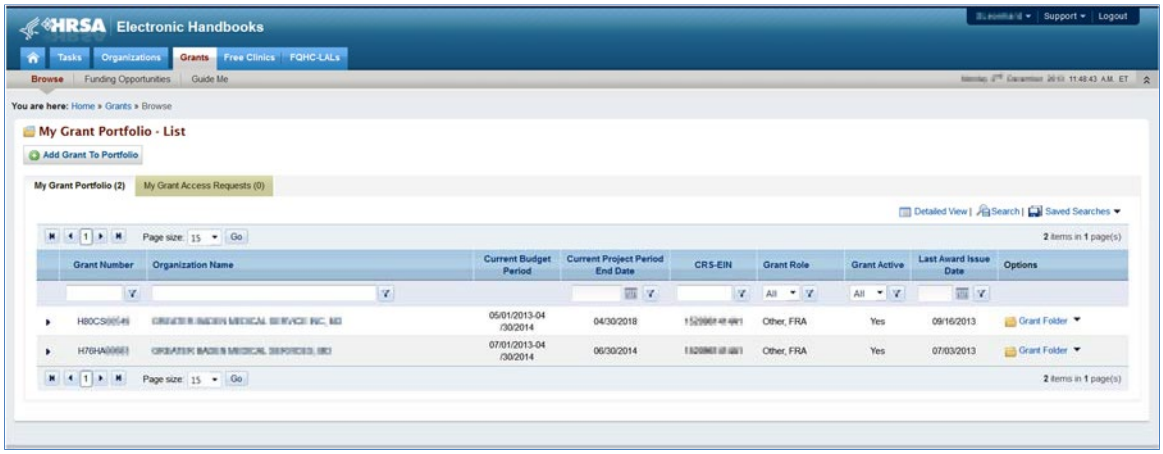
2. In the Top Navigation panel (Figure 1), click the **Grants** tab.

Figure 1: Grants Tab in Top Navigation Panel



3. The My Grant Portfolio – List page opens (Figure 2), displaying your grants in a list. Find the Health Center Cluster grant (grant number begins with "H80") and click **Grant Folder**.

Figure 2: My Grant Portfolio – List Page

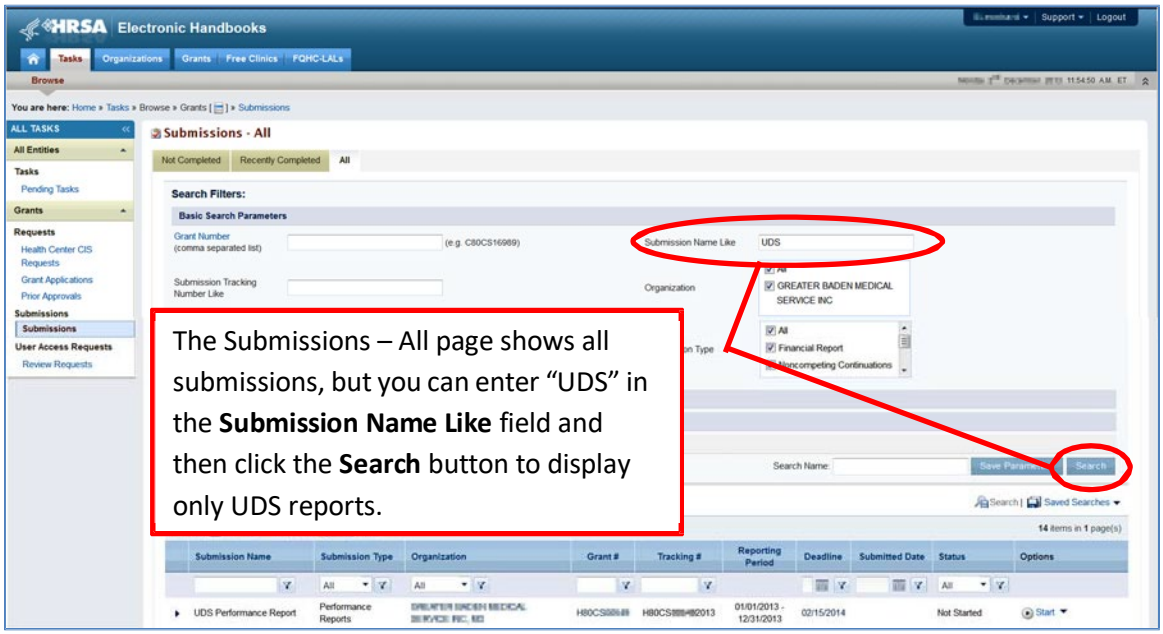


4. The folder for the grant opens to the Grant Home page (Figure 3). In the Grants section of the page, under Submissions, click **Performance Report**.

Figure 3: Grant Home Page

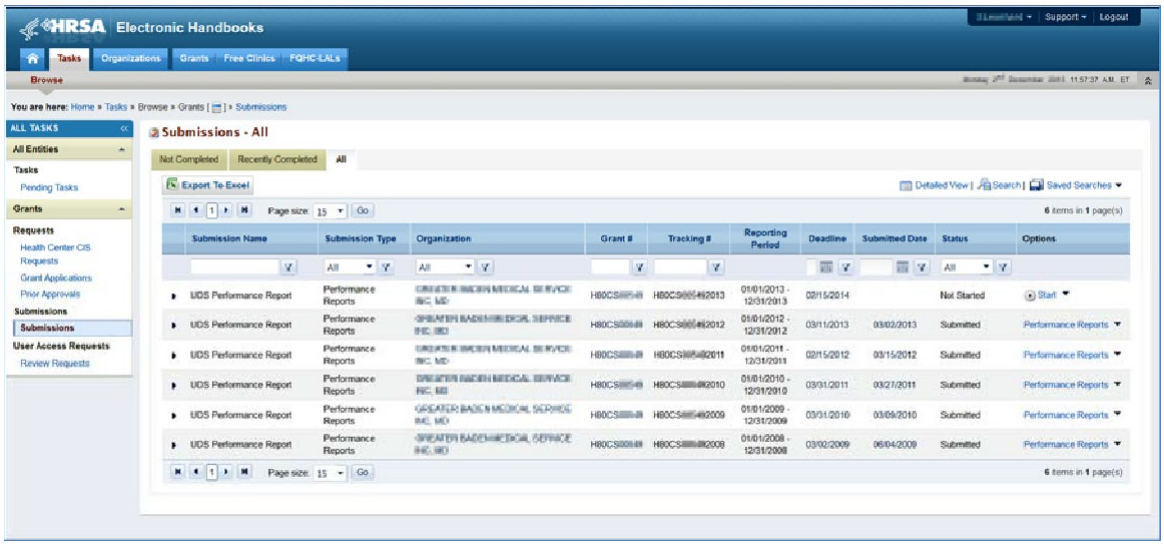
5. The Submissions – All page opens (Figure 4), displaying all performance reports related to the grant.

Figure 4: Submissions – All Page



6. To display only UDS reports, you can enter search parameters under **Search Filters** at the top of the page. For example, you can enter "UDS" in the **Submission Name Like** field, and then click **Search**. The list will display only UDS reports (Figure 5).

Figure 5: Submissions – All Page Showing Only UDS Reports



If you've come here to find your current UDS Report, note that it'll be the one with "Start" or "Edit" in the Options column (last column on the right). The remaining listings (the ones with "Performance Report" in the Options column) are reports you submitted in previous reporting periods.

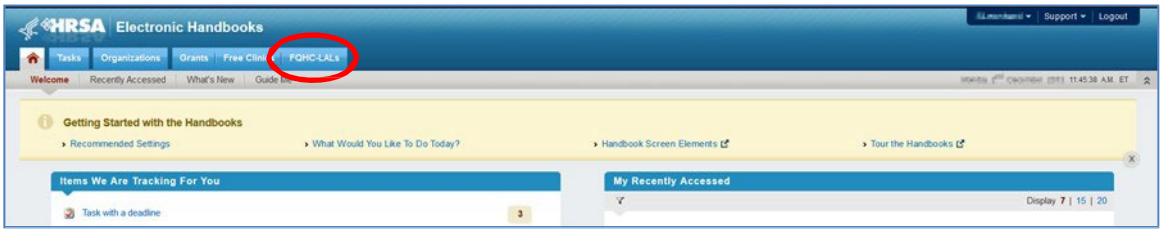
How to Find Your UDS Reports in the HRSA EHBs (Look-Alikes)

Whether you're preparing your initial filing, resubmitting a previously-filed report, or coming to the HRSA EHBs to find reports based on data collected through UDS, your first step is to navigate to your UDS reports (the current one or any you've submitted in previous years). There are several ways to do this, but the following steps will work in all cases.

1. Log in to the HRSA EHBs.

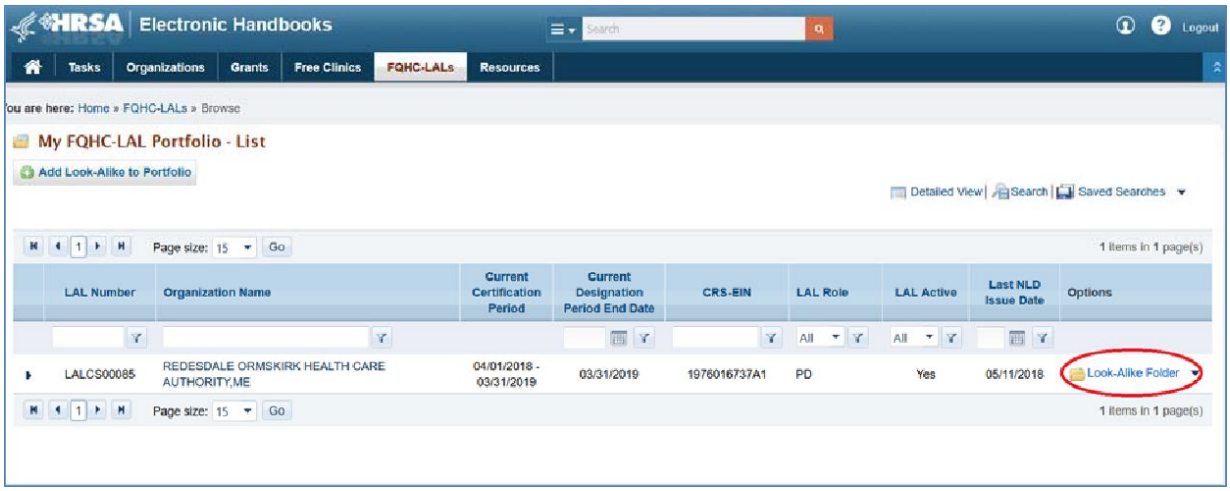
2. In the Top Navigation panel (Figure 6), click the **FQHC-LALs** tab.

Figure 6: FQHC-LALs Tab in Top Navigation Panel



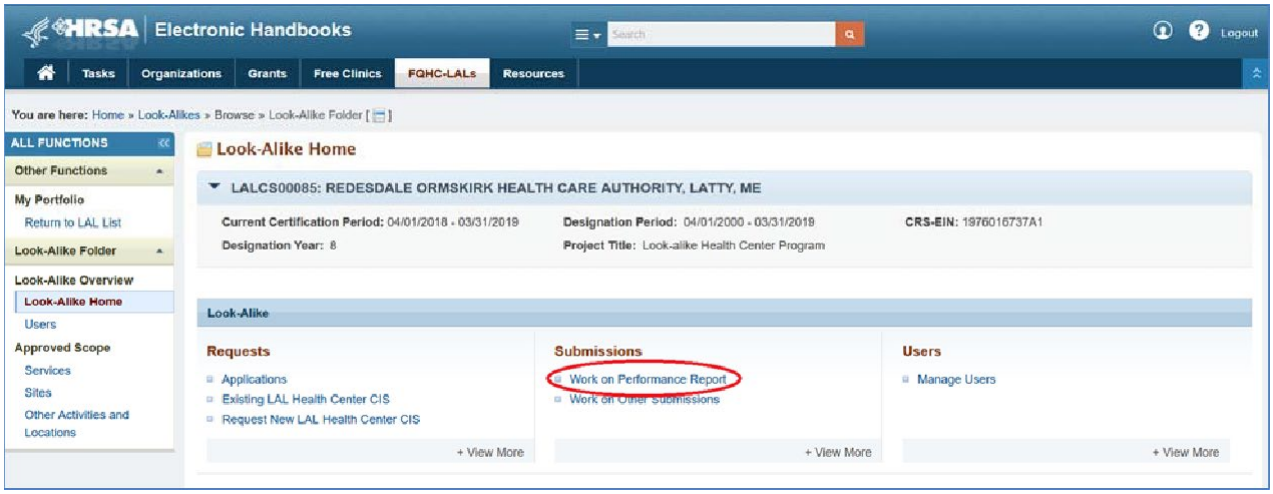
3. The My FQHC-LAL Portfolio – List page opens (Figure 7), displaying information related to any active LAL portfolios. To access the Look-Alike Home page, click the **Look-Alike Folder** link in the Options column

Figure 7: My FQHC-LAL Portfolio List Page



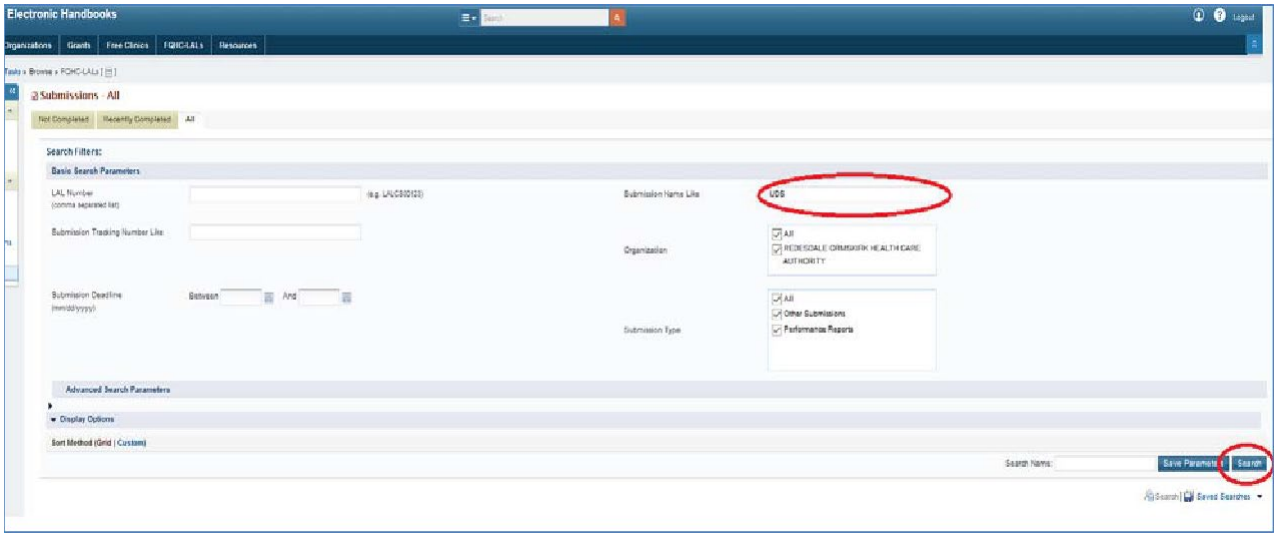
4. From the Look-Alike Home page (Figure 8), click the **Work on Performance Report** link in the Submissions section.

Figure 8: Look-Alike Home Page



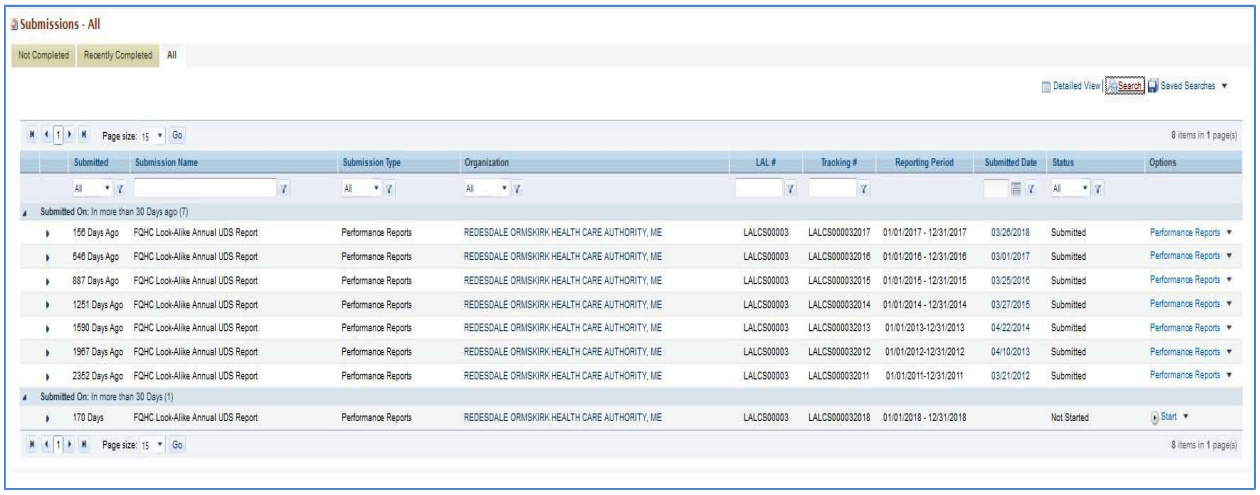
5. The Submissions – All page opens, displaying all performance reports related to the LAL. To display only UDS reports, you can enter search parameters under **Search Filters** at the top of the page. For example, you can enter "UDS" in the **Submission Name Like** field, and then click **Search** (Figure 9).

Figure 9: Submissions – All Page



6. The list will display only UDS reports (Figure 10).

Figure 10: Submission – All Page Showing Only UDS Reports



Preparing and Submitting a UDS Report (Grantees and Look-Alikes)

Preparing and submitting your UDS is a matter of entering the data, running the required audit checks, and then submitting your report. On-line resources are available if you need help you with this.

1. Users new to the EHBs or UDS should view the *Web-Based Uniform Data System (UDS) Overview* presentation at https://grants3.hrsa.gov/2010/WebTrainingInternal/Interface/CBT/UDS%20TA/UDS_TA_Slides.htm. This presentation covers the whole process, from logging in to submitting your UDS.

2. For help with completing and submitting your report, see *Completing and Submitting Your UDS Report - Overview for Section 330 Grantees and Look-Alikes*, an article in the Electronic Handbooks Help and Knowledge Base, at https://help.hrsa.gov/display/public/EHBSKBFG/Completing+and+Submitting+Your+UDS+Report+-+Overview+for+Health+Center+Program+Grantees+and+Look-Alikes.

3. If you still have questions, see the UDS-related Frequently Asked Questions (FAQ) at https://help.hrsa.gov/display/public/EHBSKBFG/UDS+FAQs.

Since this material is readily available and quite comprehensive, we won't reproduce any of its content here.

Revising and Resubmitting a UDS Report (Grantees and Look-Alikes)

If your reviewer returns your UDS Report to you with a request for corrections or changes, you'll receive notification, usually by email. The email may contain the date the report is due back. It will contain a list of issues which will require action from you. Take the following steps:

1. **Open Your UDS Report.** Follow the steps given under "How to Find Your UDS Reports" above to find your UDS reports. Click **Edit** to open the report for changes.

2. **Review the Reviewer's Comments.** The comments may be included in an email sent to you or using the EHBs system through the "Change Request Email" link (accessed from the Status Overview page). The reviewer will let you know what items need revision.

3. **Run the Data Audit Report.** Run the data audit report to get the most recent list of edits since some edits may have been reprogrammed or added since submission or need to be corrected as indicated by the reviewer. For help with running the Data Audit Report, see https://help.hrsa.gov/display/public/EHBSKBFG/Executing+the+Data+Audit+Report+and+Clearing+an+Edit.

4. **Address the Reviewer's Findings.** Carefully review each problem identified by the reviewer. Correct the data or provide an explanation. Changes you make to the data entered into one table may make it necessary to change data entered into another.

5. **Run the Data Audit Report Again.** Validation rules apply as they did when you first prepared the report. You must run the Data Audit report to check for errors or exceptions. Just as when you first submitted your UDS, it must be free of errors, and exceptions must be explained.

6. **Resubmit the Report**, as detailed in the following paragraphs.

   The **Continue** button appears at the bottom of the Data Audit Report page as soon as the Data Audit Report is complete. Click the **Continue** button to open the Review page. (You can also access the Review page by clicking **Review** on the Left Navigation panel.)

   From the Review page, you may review any section of the report. You may also print the report.

   When you're ready to proceed with submission, click the **Continue** button at the bottom of the Review page to open the UDS Certification page (the "Submit" page).

   - If your report is ready to be submitted, you can also open the UDS Certification page by clicking **Submit** in the Left Navigation panel.

   - If clicking **Submit** in the Left Navigation panel opens the Status Overview page, your report is not ready to be submitted. See the note at the top of the Status Overview page.

Follow the directions under UDS Certification ("I Agree" is not case-sensitive), and then click the **Submit Report** button.

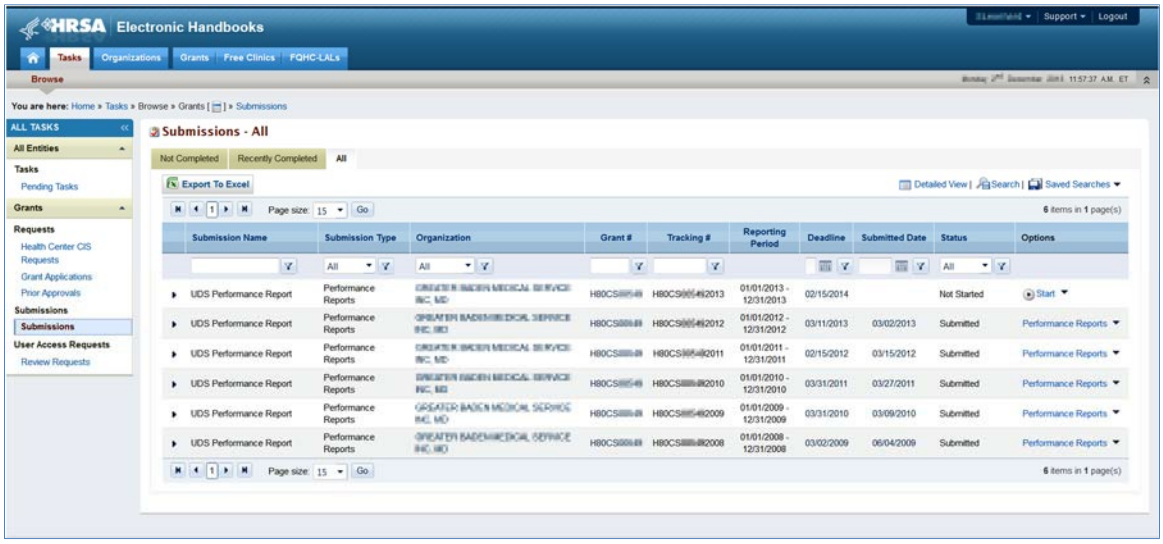
On submission of the report, you'll receive a confirmation email. The reviewer will be notified by the EHB system when your report has been resubmitted.

How to Find Reports Based on UDS Data ("Standard UDS Reports") (Grantees)

Each year, HRSA issues a series of reports based on data collected through UDS. The reports are listed and described in this section. You can access them through your UDS report. To do this, follow the steps given under "How to Find Your UDS Reports in the HRSA EHBs" to find your UDS reports. Then:

1. Choose a Reporting Period. For the UDS report submitted for that Reporting Period, click **Performance Reports** (Figure 11).

Figure 11: Performance Reports Link on Submissions – All Page

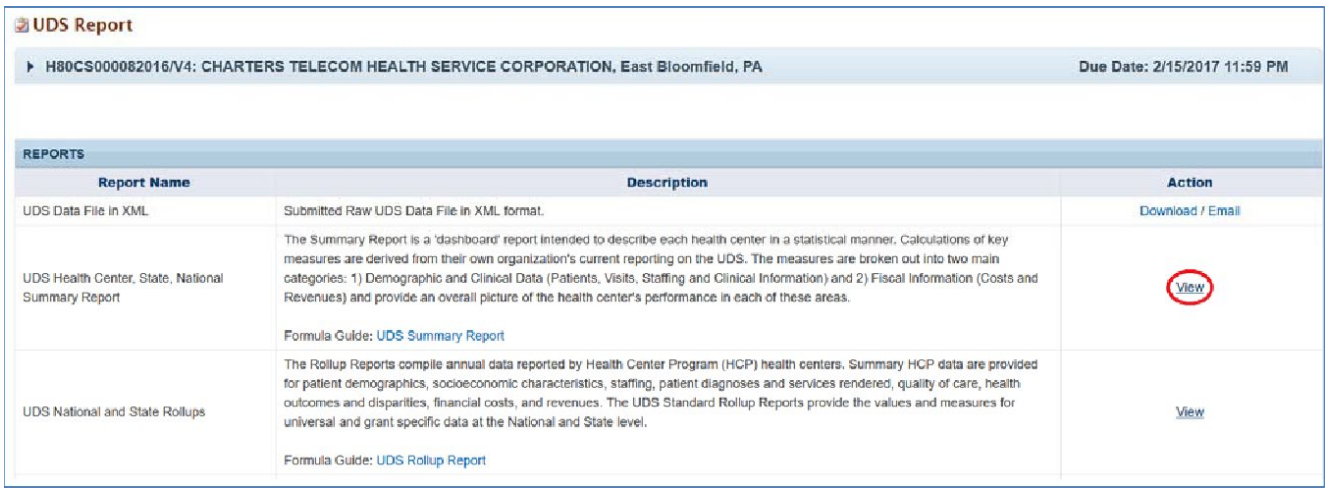


2. The page that will open after clicking Performance Reports link on the Submission – All

   2.1. For reports submitted before the 2018 reporting period, the page that will open after clicking the Performance Reports link on the Submission – All page will be titled Review (Figure 12). Use the Access reports and data related to your UDS submission link to open a report. The UDS Report page will open (Figure 13). Use the View link to open a report.

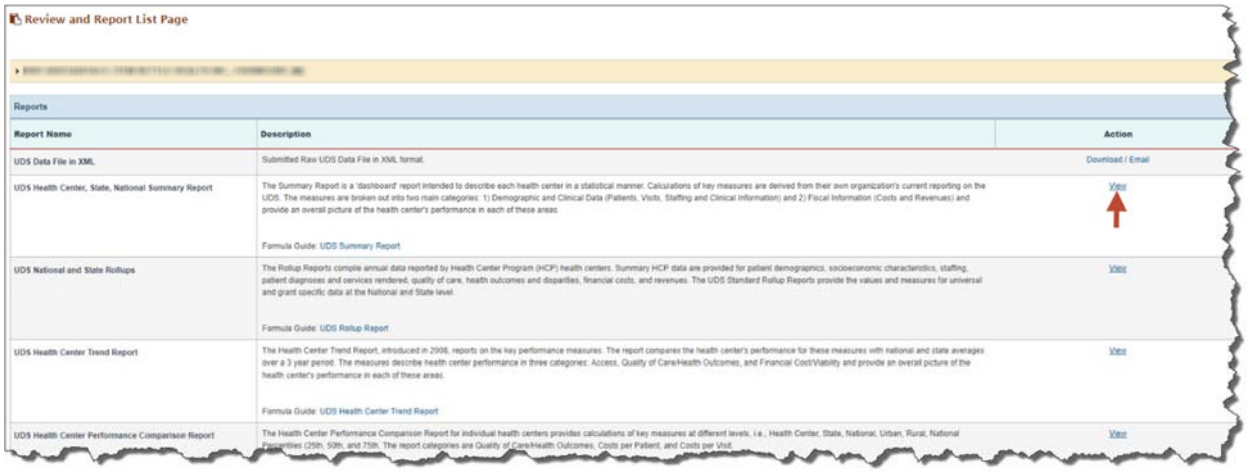
Figure 12: Review Page

Figure 13: UDS Report Page



2.2. For UDS Reports submitted in 2018 and later reporting period, will open in a separate Review and Report list page. The page lists all the Reports on top of the page and Tables on the second half of the page (Figure 14). Click View link adjacent to each of the reports to access the reports.

Figure 14: Review and Report List Page



UDS Data file in XML

Provides the submitted raw UDS data file in XML format. The file can be downloaded and/or emailed. This will be available to the Health Center after they have submitted their UDS report at least once to HRSA for review.

UDS Summary Report

Provides the summary and analysis on the health center's current UDS data using measures across various Tables of the UDS report. The Preliminary version of this report will only have the Health Center view available. Once all the reports for the current reporting cycle have been processed, the final version of this report will be available which will have Health Center, State and National views.

UDS National and State Rollups

This report compiles annual data reported by Health Center Program (HCP) Health Centers. Summary HCP data are provided for patient demographics, socioeconomic characteristics, staffing, patient diagnoses and services rendered quality of care, health outcomes and disparities, financial costs, and revenues. This will be available after all the reports for the current reporting cycle have been processed.

UDS Health Center Trend Report

This report compares the health center's performance for 16 key performance measures (in three categories: Access, Quality of Care/Health Outcomes, and Financial Cost/Viability) with national and state averages over a 3 year period. This will be available after all the reports for the current reporting cycle have been processed.

UDS Health Center Performance Comparison Report

Provides the summary and analysis on the health center's latest UDS data giving details at Health Center, State, National, Urban and Rural level with trend comparisons and percentiles. This will be available after all the reports for the current reporting cycle have been processed.

How to Find Reports Based on UDS Data ("Standard UDS Reports") (Look-Alikes)

Each year, HRSA issues a series of reports based on data collected through UDS. The reports are listed and described in this section. You can access them through your UDS report. To do this, follow the steps given under "How to Find Your UDS Reports in the HRSA EHBs" to find your UDS reports. Then:

1. Choose a Reporting Period. For the UDS report submitted for that Reporting Period, click **Performance Reports** (Figure 15).

Figure 15: Performance Report Link on Submissions – All Page

Submitted	Submission Name	Submission Type	Organization	LAL #	Tracking #	Reporting Period	Submitted Date	Status	Options
Submitted On: In more than 30 Days ago (7)									
156 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032017	01/01/2017 - 12/31/2017	03/26/2018	Submitted	Performance Reports
546 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032016	01/01/2016 - 12/31/2016	03/01/2017	Submitted	Performance Reports
887 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032015	01/01/2015 - 12/31/2015	03/25/2016	Submitted	Performance Reports
1251 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032014	01/01/2014 - 12/31/2014	03/27/2015	Submitted	Performance Reports
1590 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032013	01/01/2013-12 /31/2013	04/22/2014	Submitted	Performance Reports
1967 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032012	01/01/2012-12 /31/2012	04/10/2013	Submitted	Performance Reports
2352 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032011	01/01/2011-12 /31/2011	03/21/2012	Submitted	Performance Reports
Submitted On: In more than 30 Days (1)									
170 Days	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032018	01/01/2018 - 12/31/2018		Not Started	Start

2. The page that will open after clicking Performance Reports link on the Submission – All
   2.1. For reports submitted prior to 2018 reporting period, page titled Review (Figure 16) will open. Use the Access reports and data related to your UDS submission link to open a report. The UDS Report page will open (Figure 17). Use the View link to open a report.

Figure 16: "Access Reports" Link in UDS Report (Look-Alikes)

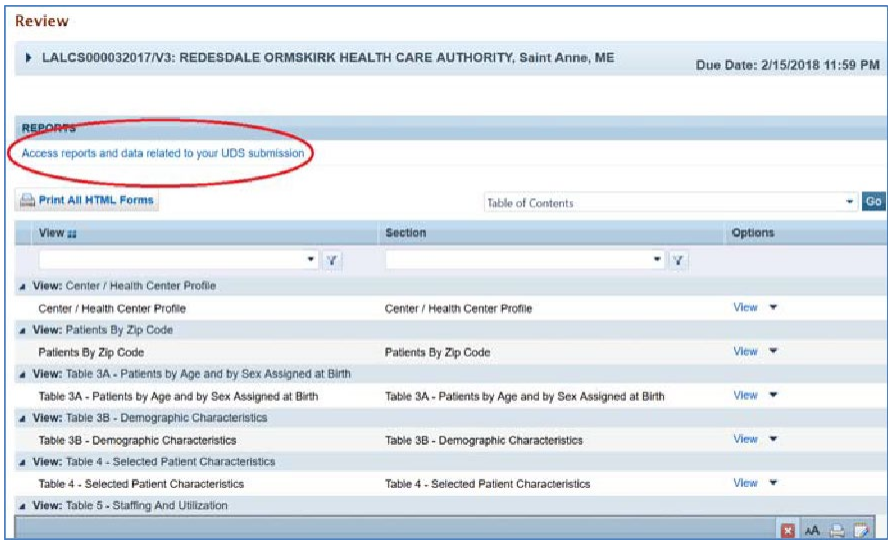
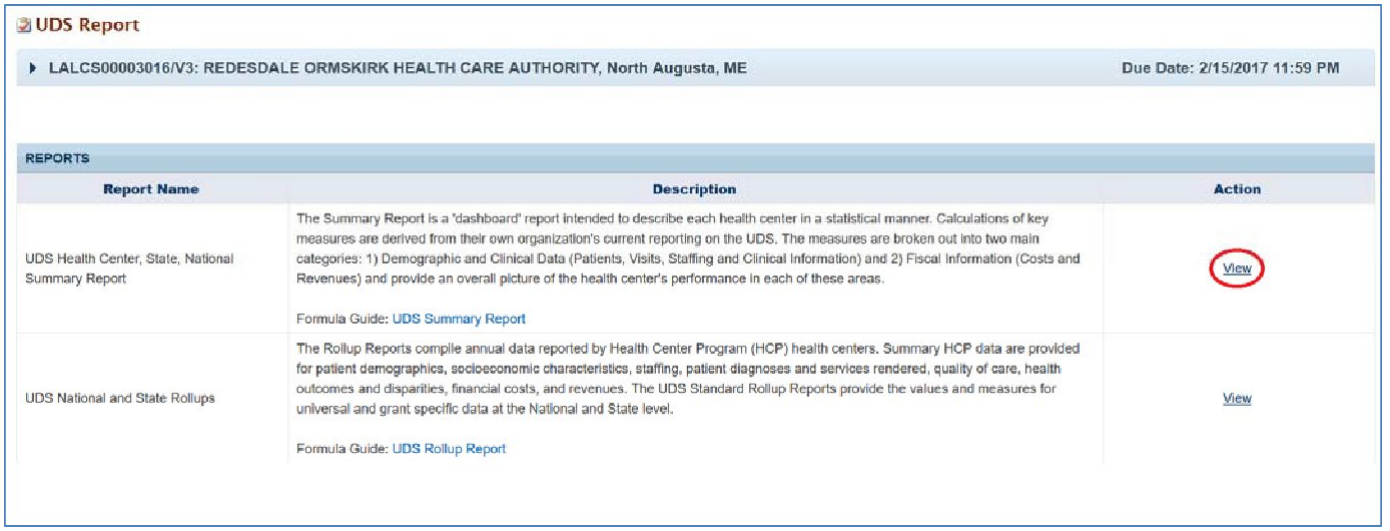
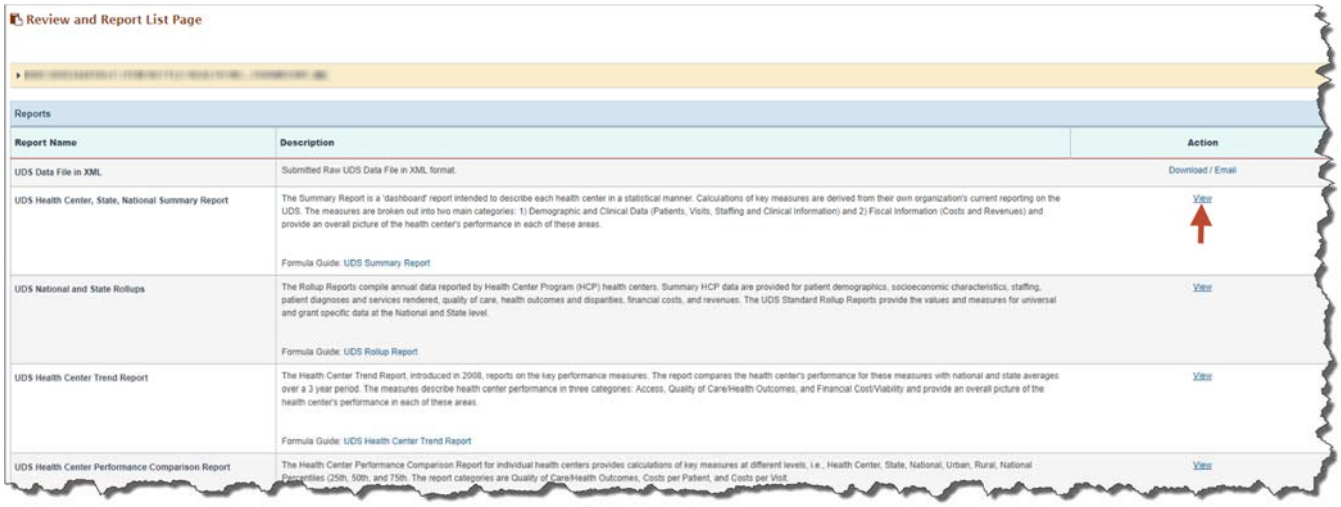


Figure 17: UDS Report Page



2.2. For UDS Reports submitted in 2018 and later reporting period, will open in a separate Review and Report list page. The page lists all the Reports on top of the page and Tables on the second half of the page (Figure 18). Click View link adjacent to each of the reports to access the reports.

Figure 18: Review and Report List Page



UDS National Rollups

This report compiles annual data reported by FQHC-LALs. Summary data are provided for patient demographics, socioeconomic characteristics, staffing, patient diagnoses and services rendered quality of care, health outcomes and disparities, financial costs, and revenues. This will be available after all the reports for the current reporting cycle have been processed.

For Help and Support

The following resources are available to you for help and support.

EHBs Account and User Access Questions

HRSA Call Center

http://www.hrsa.gov/about/contact/ehbhelp.aspx or 877-464-4772 (877-Go4-HRSA)

Monday through Friday (except federal holidays) 8 AM to 8 PM (ET)

UDS Content Questions

Your Reviewer or the UDS Help Desk

udshelp330@bphcdata.net or 866-837-4357 (866-UDS-HELP)

UDS Electronic Reporting Questions

BPHC Help Desk

http://www.hrsa.gov/about/contact/bphc.aspx or 877-974-2742 (877-974-BPHC)

Monday through Friday (except federal holidays) 8:30 AM to 5:30 PM (ET)

Software Requirements and Section 508 Compliance Statement

Software Requirements

The developed functionality will be compatible with the browser(s) recommended within the Browser Requirements section of the HRSA EHBs portal. The information can be found at

https://grants3.hrsa.gov/2010/WebEPSExternal/Interface/common/BrowserSettings.aspx

Section 508 Compliance Statement

Section 508 compliance testing was done to ensure that the UDS is in compliance with requirements that users with disabilities have equivalent access to the system developed.

Supported Document Types

The following document types are supported in the HRSA EHBs:

.DOC or .DOCX - Microsoft Word

.RTF - Rich Text Format

.TXT - Text

.WPD - Word Perfect Document

.PDF - Adobe Portable Document Format

.XLS or .XLSX - Microsoft Excel