# Uniform Data System (UDS) Reports in the HRSA EHBs

# Accessing Standard UDS Reports

A quick reference sheet for FQHC Look-Alikes Last Updated April 2023

The Uniform Data System (UDS) is a system through which organizations funded under the Health Center Program (Activity Code H80) or are considered Health Center Program look-alikes (LALs) submit annual performance reports. Health centers report patient demographics, services provided, staffing, clinical indicators, utilization rates, costs, and revenues.

The HRSA Electronic Handbooks (EHBs) includes reports based on data collected through UDS which are accessed through the UDS reports. This quick reference sheet provides instructions for how to access UDS reports in the HRSA EHBs.

# Accessing UDS Data File XML and Excel Format and Reports in the HRSA EHBs

Perform the following steps to access your UDS reports:

- 1. Log in to the EHBs.
- 2. The Welcome page opens (Figure 1). In the Top Navigation panel, click the FQHC-LALs tab.



### Figure 1: FQHC-LALs Tab in Top Navigation Panel

3. The My FQHC-LAL Portfolio – List page opens (Figure 2), displaying information related to any active LAL portfolios. To access the Look-Alike Home page, click **Look-Alike Folder** in the Options column.

Figure 2: My FQHC-LAL Portfolio – List Page

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4. From the Look-Alike Home page (Figure 3), click Work on Performance Report in the Submissions section.

#### Figure 3: Look-Alike Home Page

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ALL FUNCTIONS IN	Ecok-Alike Home			
Q Search Other Functions •	· LALC			
My Portfolio Refer to LAL List	Current Certification Period; 04/01/2023 - 03/31/2024 Designation Year: 15	Designation Period: 04/01/2010 - 03/01/2025 Project Title: Look-aline Health Center Program	CRS-EIN: Not-Available	
Look Alike Folder +				
Look-Alike Overview	Look Alike			
Approved Scope	Submissions	Requests	Users	
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5. The Submissions – All page opens, displaying all performance reports related to the LAL (Figure 4). 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 4). The list will display only UDS reports (Figure 5).

#### **HRSA EHBs Quick Reference Sheet**

Figure 4: Search Filters Area on Submissions – All Page

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<ul> <li>1506 Days Ago</li> </ul>	FQHC Look-Alike Annual UDS Report	Performance Reports		LALC	LALC	01/01/2018 - 12/31/2018	03/21/2019	Submitted	Performance Reports
<ul> <li>1870 Days Ago</li> </ul>	FQHC Look-Alike Annual UDS Report	Performance Reports	Annual States Street, N. M.	LALC	LALC	01/01/2017 - 12/31/2017	03/22/2018	Submitted	Performance Reports
<ul> <li>2235 Days Ago</li> </ul>	FQHC Look-Alike Annual UDS Report	Performance Reports	Press and press of the	LALC	LALI	01/01/2016 - 12/31/2016	03/22/2017	Submitted	Performance Reports
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<ul> <li>2976 Days Ago</li> </ul>	FQHC Look-Aike Annual UDS Report	Performance Reports		LALC	LAL	01/01/2014 - 12/31/2014	03/12/2015	Submitted	Performance Reports
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6. There is a UDS Performance Report for each Reporting Period. The Reporting Period years are displayed in their own column. Choose a Reporting Period and click **Performance Reports** to access the UDS report submitted for that timeframe (Figure 6).

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#### Figure 6: Performance Report Link on Submissions – All Page

- 7. Different pages will open after clicking Performance Reports link on the Submission All page depending on the Reporting Period:
  - 7.1. For reports submitted prior to the 2018 reporting period, a page titled **Review** will open (Figure 7). Use the **Access reports and data related to your UDS submission** link to open a report. The **UDS Report page** will open (Figure 8). Use the **View** link to open a report. UDS Data File in XML or Excel Format are not available prior to the 2018 Reporting Period.

Review		
▶ LALC		Due Date: 2/15/2018 11:59 PM
REPORTS		
Access reports and data related to your UDS submission		
Print All HTML Forms	Table of Contents	▼ Go
View ##	Section	Options
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View: Center / Health Center Profile		
Center / Health Center Profile	Center / Health Center Profile	View 👻
View: Patients By Zip Code		
Patients By Zip Code	Patients By Zip Code	View 👻
View: Table 3A - Patients by Age and by Sex Assigned at Birth		
Table 3A - Patients by Age and by Sex Assigned at Birth	Table 3A - Patients by Age and by Sex Assigned at Birth	View 👻
View: Table 3B - Demographic Characteristics		
Table 3B - Demographic Characteristics	Table 3B - Demographic Characteristics	View 👻
View: Table 4 - Selected Patient Characteristics		
Table 4 - Selected Patient Characteristics	Table 4 - Selected Patient Characteristics	View 👻
View: Table 5 - Staffing And Utilization		
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#### **Figure 7: Review Page**

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REPORT 5		
Report Name	Description	Action
DS Health Center, State, National Summary Report	The Summary Report is a flamitourn report intended to decode each health center is a statistical nummer. Calculations of key measures are derived from their some segarisation's current reporting on the UDB. The measures are breaked from their some segarisation's current reporting on the UDB. The measures are breaked from their some segarisation's current reporting on the UDB. The measures are breaked from their some segarisation's current reporting on the UDB. The measures are breaked from their some segarisation's current reporting on the unit of the some report of the soft report of the relative refine performance in each of these areas. Formula Guide: UDB Summary Report	Ven
IDS National and State Rollups	The Bottp Reports complex annual data reported by Health Centre Program (hCP) feasible contexts Summary HCP data are provided for patient demographics, sociaeconomic characteristics, shafting, patient diagnoses and versions inscheduling quality data, health culcomes and dispatifies, transistic costs, and revenues. The UDS Standard Rottip Reports provide the values and measures for unserver and grant specific data at the Version and Botta level. Formula Coste: UDS Relate Report	XXear
DS Health Center Trend Report	The Health Center Trend Report, Introduced in 2008, reports on the key performance measures. The report compares the health center's performance for these measures with national and state averages ever a 3 year period. The measures decore health center performance in three categories. Access, Quality of Care-Nealth Categories, and Financial CostValibity and provide an everal picture of the health center's spectromovie record in these areas. Permula Guide: UDB Health Center Trend Report	steer
JDS Health Center Performance Comparison Report	The Health Center Performance Comparison Report for Individual health centers provides calculations of key measures at different keyls, i.e., Health Center, Stele, Netsonal, Urben, Runal, National Percentiles (25th, 50th, and 75th. The report categories are Duality of Candidealth Outcomes, Costb per Patient, and Costb per Vert. Parmula Guide	View

#### Figure 8: UDS Report Page

7.2. For UDS Reports submitted in 2018 and later Reporting Periods, a separate **Review and Report List Page** will open. The page lists UDS Data Files and all the Reports on top of the page and Tables on the second half of the page (Figure 9). Click **View** adjacent to each of the reports to access the reports. The UDS Data File in XML and Excel Format are both available for UDS reports submitted in 2018 and later.

### Figure 9: Review and Report List Page

🖧 Review and Report List Page						
· Management of Management Street, Man.						
Reports						
Report Name	Description	Action				
UDS Data File in XML	Submitted Raw UDS Data File in XMI, format	Download				
UDS Data File - Excel Format	Download a copy of your health curters' submitted UDS Porformance Report in an excel format including data in all tables and forms.	Download				
UDS Health Center, State, National Summary Report	The Summary Report is a "dealbaard" report intended to describe each health center in a statistical manner. Calculations of key measures are derived from their own organization's current reporting on the UOS. The measures are brefere out into non-axie categories: 1) Demographic and Clinical Data (Patients, Vaite, Staffing and Clinical Information) and 2) Fiscal Information (Codes and Revenues) and provide an overall picture of the health center's performance in each of these areas.	Vinn 🔶				
UDS National and State Rollaps	The Rolup Reports compile 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 diparities, financial costs, and revenues. The UCS Standard Rolup Reports provide the values and measures for universal and grant specific data at the National and State level.	Vine				
UDS Health Center Trend Report	The Health Center Teed Report, Introduced in 2008, reports on the kay performance measures. The report compares the health center's performance for these measures with national and tatte averages over a 3 year ported. The measures describe health center performance in three categories. Access, Guality of Carel-Health Outcomes, and Fisendel Cost/Vability and provide an overall picture of the health center's performance in each of these areas.	Max				
UDS Health Center Performance Comparison Report	Termine Users: Use Testern Center Fasternace Comparison Report for Individual health centers prevides calculations of Kay measures at different levels, i.e., Health Center, State, National, Urban, Rural, National Percentiles (256), 598, and 758. The report categories are Gavelly of Care-Health Outcomes, Costs per Patient, and Costs per Visit      Formula Guide. UDS Health Center Performance Comparison Report	Max				

# HRSA EHBs Quick Reference Sheet

Review

# Accessing Standard UDS Reports

Table	Action
Contact Information	Ver/C*
Table Patients by ZIP Code	Ver G*
Table 3A - Patients by Age and by Sex Assigned at Birth	Ver C*
Table 3B - Demographic Characteristics	Ver C*
Table 4 - Selected Patients Characteristics	Ver C*
Table 5 - Staffing and Utilization	Ver C*
Table 6A - Selected Diagnoses and Services Rendered	Ver/C*
Table 68 - Quality of Care Measures	Ver C*
Table 7 - Health Outcomes and Disparities	Ver G*
Table BA - Financial Costs	Ver G*
Table 9D - Patient Service Revenue	Ver C*
Table 9E - Other Revenues	Ver C*
Table HIT - Health Center Health Information Technology (HIT) Capabilities	Ver G*
Table ODE - Other Data Elements	Ver C
Table Workforce	Ver C*
Data Audit Report	Ver C*
All Comments	Ver G*

## List of Standard UDS Files and Reports

The following files and reports can be accessed using the instructions in this quick reference sheet.

## UDS Data file in XML

Provides the submitted 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. This file type is available beginning with the 2018 UDS reporting periods.

## UDS Data file - Excel Format

Provides the submitted UDS data in an Excel format. Health Centers can download a copy of their current year's submitted UDS Performance Report in an excel format including data in all tables and forms. This file type is available beginning with the 2018 UDS reporting periods.

## Look Alike UDS Health Center, National Summary Report

Provides summary and analysis of the health center's current UDS data using measures across various tables of the UDS report. The report will display data for the health center and the nation, for comparison.

## **UDS National and State Rollups**

This report compiles annual data reported by Health Center Program (HCP) health centers and FQHC lookalikes. 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.

# **UDS Health Center Trend Report**

This report compares the health center's performance for key performance measures in three categories, access, quality of care/health outcomes, and financial cost/viability, with national and state averages over a three-year period.

## **UDS Health Center Performance Comparison Report**

Provides the summary and analysis on the health center's latest UDS data giving details at the health center, state, national, urban, and rural level with trend comparisons and percentiles.

# **For Help and Support**

Once logged into EHBs, please click the Support (EHBs Help) icon located in the toolbar at the lower right of the screen for additional EHBs-related resources and training materials. Users can access system navigation, UDS reporting acronyms, quick reference sheets for accessing reports, submission and review process, and other useful training materials and resources here.

### **UDS reporting questions: UDS Help Desk**

udshelp330@bphcdata.net or 866-837-4357 (866-UDS-HELP) Monday through Friday (except federal holidays) 8:30 AM to 5:30 PM (ET)

### Health Center Program or EHBs questions: BPHC Contact Form

BPHC Contact Form or 877-464-4772 Monday through Friday (except federal holidays) 7AM to 8PM (ET)

- For additional guidance on viewing UDS standard reports, go to the <u>BPHC Contact Form</u> and select Uniform Data System (UDS), UDS Reporting, Accessing UDS Reports in EHBs.
- For technical issues with the HRSA Electronic Handbooks, go to the <u>BPHC Contact Form</u> select EHBs Tasks/EHBs Technical Issues.

# Software and Compliance Requirement

## **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

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.