

**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

Last Updated September 2023



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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

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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

K HRSA Electronic Handbook	s		≡ - Search		٩			① ? Logo
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N ( 1 ) N Page size: 15 - Go.					Click Gr	ant Fol	der	2 items in 1 page(s)



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**.

K HRSA Ele	ctronic Handbooks		E Search	٩		• ? ı	Logout
Tasks Organi	zation Grants Free Clinics	FQHC-LALs Dast	aboards Resources				*
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ALL FUNCTIONS «	🔤 Grant Home						
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My Portfolio	Current Budget Period: 01/01	2023 - 12/31/2023	Current Project Period: 01/	01/2020 - 12/31/2023	CRS-EIN:		
Return to Grants List	Budget Support Year: 22		Project Title: Health Center	Program	Grant Period: 11/01/2001 - 12/31/2023		
Grant Folder *	▼ Resources E						
Grant Overview	View						
Grant Home	Last NoA   HRSA Contacts	Awarded Eurodina Onno	tunities				
Award History		contract of the second of the					
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Services	Submissions		Requests		Users		
Sites	Work on Progress Report		<ul> <li>Applications</li> </ul>		= Approve Requests		
Other Activities and	Performance Report		<ul> <li>Existing Prior Approvals</li> </ul>		Update Privileges		
Locations	Work on My NCC Report		<ul> <li>Request New Prior Approva</li> </ul>	1	# Authorize New		
	<ul> <li>Work on Other Submissions</li> </ul>		<ul> <li>Existing H80 Health Center</li> </ul>	CIS			
			<ul> <li>Legacy H80 Health Center (</li> </ul>	CIS			
		+ View More		+ View More		+ View More	
	Others						
	FTCA Program						
	= HRSA Accreditation/PCMH Initia	tive					

#### 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

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	UDS Performance     Report	Performance Reports	HERONA, CENTER, PA	HB0C500106	HEOCS	01/01/2022 - 12/31/2022	02/15/2023		In Progress	@601 ·



 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).

<sub>≺</sub> ∉ �HRSA	Electron	ic Hand	lbooks			E	Search		٩				① ? Lo	gout
Tasks	Organization	Grants	Free Clinics	FQHC-LAL	Bashboards	Resources								^
You are here: Home » 1	Tasks » Browse :	» Grants [ 🚍	] » Submission	s										
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Requests			Y	All	All	Y	Y	Y						
Grant Applications		Neport	rformance	Performance Reports	MEDICAL CE	NHIRE NTER, PA	H80CS00106	H80CS066452022	01/01/2022 - 12/31/2022	02/15/2023		In Progress	🚱 Edit 🔻	
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#### 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

KARSA Elect	ronic Han	dbooks			E + Search			•	Logout
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Welcome, My Tasks	Esinger	Tracking					Smart Assist		
7		Category	Subr	nitted Tasks (S	Submitted	Status Review In	Change Project Director (PD)     Remove user from an organization		

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.



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*	Tasks	Organiza	ation Grants	Free Clinics	FQHC-LALs	Dashboards	Resources					
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4. From the Look-Alike Home page (Figure 8), click the **Work on Performance Report** link in the Submissions section.

# HRSA Ele	ctronic Handbooks		E. Search	9	(1) (2) Legent
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My Portfolio Return to LAL List Look-Alike Folder	LALCS :     Current Certification Period: 08     Designation Year: 11	901/2023 - 05/31/2024	Designation Period: 12/01/2015 - 05/31/2026 Project Title: Look-alike Health Center Program	CRS-EIR:	
Look-Alike Overview Look-Alike Home Users	Look-Alike				
Approved Scope Services Sites Other Adivities and Locations	Requests = Applications = Existing LAL Health Center CIS = Request New LAL Health Center	ar cis	Submissions Work on Performance Report Work on Other Submissions	Users = Manage Users	
		+ View More	+ V	New More	+ View More

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

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

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C-LALS		Su	ubmitted	Submission	Submis	sion	Orga	nization		LAL #	Track	ting #	Reporting	Submitted Date	Status		Options	
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missions				UDS Report	Reports		1.000	1000.04					12/31/2022					
		► 44	7 Days Ago	FQHC Look- Alike Annual UDS Report	Perform Reports	ance			LA	LCS	LALCS	-	01/01/2021	03/16/2022	Submitte	ed	Performance Re	eports 🔻
		▶ 80	16 Days Ago	FQHC Look- Alike Annual UDS Report	Perform Reports	ance		Trans In	LA	LCS	LALCS		01/01/2020	03/22/2021	Submitte	ed	Performance Re	eports 🔻
		<ul> <li>11</li> </ul>	92 Days Ago	FQHC Look- Alike Annual UDS Report	Perform Reports	ance	-		LA	LCS	LALCS	-	01/01/2019	03/01/2020	Submitte	ed	Performance Re	eports 🔻
		• 15	32 Days Ago	FQHC Look- Alike Annual UDS Report	Perform Reports	ance			LA	LCS	LALCS	-	01/01/2018	03/27/2019	Submitte	ed	Performance Re	eports 🤜
		• 19	106 Days Ago	FQHC Look- Alike Annual UDS Report	Perform Reports	ance			LA	LCS	LALCS	-	01/01/2017	03/18/2018	Submitte	ed	Performance Re	eports 🗨
		▶ 22	60 Days Ago	FQHC Look- Alike Annual	Perform	ance	-	-	LA	LCS	LALCS		01/01/2016	03/29/2017	Submitte	ed	Performance Re	eports 🔻

#### 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 require assistance with completing your submission.

- 1. Users new to the EHBs or UDS should view the *Web-Based Uniform Data System (UDS) Overview* presentation at https://bphc.hrsa.gov/data-reporting/uds-training-and-technical-assistance.
- For help with completing and submitting your report, see <u>Completing, Submitting, and Accessing</u> <u>Your Report - Overview for Health Center Awardees and Look-Alikes</u>, an article in the Electronic Handbooks Help and Knowledge Base.
- 3. If you still have questions, see the UDS-related Frequently Asked Questions (FAQ).

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.
- 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 <u>Executing the Data Audit Report</u> 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.

Once you have addressed all the edits (if any) from Data Audit Report, you can click on **Continue To Next Page** 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 To Next Page** button at the bottom of the Review page to open the Submit. (You can also access the Submit page by clicking **Submit** in the Left Navigation panel.)

From the Submit page, you may be able to proceed with submission of the report.

- If your report is not ready to be submitted, you will see a note on top of the Submit page and the Submit button will not be available.
- If your report is ready to be submitted, you will see a Submit button at the bottom right corner of the Submit page.



Follow the directions under HRSA Confidential Data Pre-disclosure Summary and 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).

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Grants			Submission	Submission	Organization	Grant #	Tracking #	- uting	Deadline	Submitted Date	Status	Ontions
Requests			Name	Туре				Person				- Passing
Health Center CIS				AI • Y	All •	( V	Y		-	III V	Al • ¥	
Grant Applications Prior Approvals			UDS Performance Report	Performance Reports	ALCOLOGIC (SPEC	H80CS	HBOCS	01/01/2022	02/15/2023		In Progress	@Edit •
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			UDS Performance Report	Performance Reports	ALCORE COMPARING	HBOCS	HBOCS	01/01/2017	03/16/2018	03/15/2018	Submitted	Performance Reports 🔹

#### 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 link in the note under the header Reports to open the Report page (Figure 13). Use the View link to open a report.

Review				
▶ H80CS :	DI, Parities, N	Due	Date: 2/15/2015 1	1:59 PM
				-
REPORTS				
Click HERE to view reports and data related to your UDS submission				
A Print All HTML Forms	Table of Contents			- Go
View ee	Section		Ontions	
	30000		Optiona	
View: Center / Health center profile				
Center / Health center profile	Center / Health center profile		View 🔻	
<ul> <li>View: Patients By Zip Code</li> </ul>				
Patients By Zip Code	Patients By Zip Code		View 🔻	
View: Table 3A - Patients By Age And Gender				
Table 3A - Patients By Age And Gender	Universal Report		View 👻	
View: Table 38 - Patients By Hispanic Or Latino Ethnicity / Race / Langua	ge			
Table 3B - Patients By Hispanic Or Latino Ethnicity / Race / Language	Universal Report		View 👻	-
View: Table 4 - Selected Patient Characteristics				
Trie ARel ed Ner Charles tics	ive of English			

#### Figure 12: Review Page

#### Figure 13: UDS Report Page

2 UDS Report		
▶ H80CS :	Last controls address, carrier, Parente, N	Due Date: 2/15/2015 11:59 PM
REPORTS		
Report Name	Description	Action
UDS Data File in XML	Submitted Raw UDS Data File in XML format.	Download / Email
UDS Health Center, State, National Summary Report	The Summary Report is a 'dashboard' 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 UDS. The measures are broken out into two main categories: 1) Demographic and Clinical Data (Patients, Visits, Staffing and Clinical Information) and 2) Fiscal Information (Costs and Revenues) and provide an overall picture of the health center's performance in each of these areas. Formula Guide: UDS Summary Report	View
UDS National and State Rollups	The Rollup Reports compile annual data reported by Health Center Program (HCP) health centers. Summ: HCP data are provided for patient demographics, socioeconomic characteristics, staffing, patient diagnose and services rendered, quality of care, health outcomes and disparities, financial costs, and revenues. The UDS Standard Rollup Reports provide the values and measures for universal and grant specific data at the National and State level. Formula Guide: UDS Rollup Report	ary is : <u>View</u>



2.2. For UDS Reports submitted in 2018 and later reporting period, the link 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 the View link adjacent to each of the reports to access the reports.

H80CS :	NO COMPARE MEDICAL CONTEX, IMPACTORY CONTEX, IN	
Reports		
Report Name	Description	Action
UDS Data File in XML	Submitted Raw UDS Data File in XML format.	Download
UDS Data File - Excel Format	Download a copy of your health centers' submitted UDS Performance 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 'dashboard' 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 UDS. The measures are broken out into two main categories: 1) Demographic and Clinical Data (Patients, Visits, Staffing and Clinical Information) and 2) Fiscal Information (Costs and Revenues) and provide an overall picture of the health center's performance in each of these areas.	View
	Formula Guide: UDS Summary Report	

#### 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. 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. 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 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).

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Subr	nitted On: In more t	han 30 Days ago (7)								
	84 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	And the local states	LALCS	LALCS	01/01/2022	03/15/2023	Submitted	Performance Reports
•	448 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	March 1997	LALCS	LALCS	01/01/2021	03/16/2022	Submitted	Performance Reports
•	807 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	10000000	LALCS	LALCS	01/01/2020	03/22/2021	Submitted	Performance Reports
•	1193 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	All and a second s	LALCS	LALCS	01/01/2019	03/01/2020	Submitted	Performance Reports
•	1533 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	CONTRACTOR CONTRACTOR	LALCS	LALCS	01/01/2018	03/27/2019	Submitted	Performance Reports
•	1907 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports		LALCS	LALCS	01/01/2017	03/18/2018	Submitted	Performance Reports
•	2261 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	And the local data of the loca	LALCS	LALCS	01/01/2016	03/29/2017	Submitted	Performance Reports
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Figure 15: Performance Report 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 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.



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Access reports and data related to your LIDS submission		
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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 👻
<ul> <li>View: Table 3B - Demographic Characteristics</li> </ul>		
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 💌
<ul> <li>View: Table 5 - Staffing And Utilization</li> </ul>		
Table 5 - Staffing And Utilization	Table 5 - Staffing And Utilization	View 👻
View: Table 5A - Tenure For Health Center Staff		
Table 5A - Tenure For Health Center Staff	Table 5A - Tenure For Health Center Staff	View 💌

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

#### Figure 17: UDS Report Page

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REPORTS		
Report Name	Description	Action
UDS Health Center, State, National Summary Report	The Summary Report is a 'dashboard' 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 UDS. The measures are broken out into two main categories: 1) Demographic and Clinical Data (Patients, Visits, Staffing and Clinical Information) and 2) Fiscal Information (Costs and Revenues) and provide an overall picture of the health center's performance in each of these areas. Formula Guide: UDS Summary Report	s <u>View</u>
JDS National and State Rollups	The Rollup 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 disparities, financial costs, and revenues. The UDS Standard Rollup Reports provide the values and measures for universal and grant specific data at the National and State level. Formula Guide: UDS Rollup Report	s <u>View</u>
JDS 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 over a 3 year period. The measures describe health center performance in three categories: Access, Quality of Care/Health Outcomes, and Financial CostWiability and provide an overall picture of the health center's performance in each of these areas. Formula Guide: UDS Health Center Trend Report	View
UDS Health Center Performance Comparison Report	The Health Center Performance Comparison Report for individual health centers provides calculations of key measures at different levels, i.e., Health Center, State, National, Urban, Rural, National Percentiles (25th, 50th, and 75th. The report categories are Quality of Care/Health Outcomes, Costs per Patient, and Costs per Visit. Formula Guide:	View



2.2. For UDS Reports submitted in 2018 and later reporting period, the link 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 the View link adjacent to each of the reports to access the reports.

LALCS	IS NAMES OF HEALTH CARE FORE, SOUTH PEARME, CA	
leports		
leport Name	Description	Action
DS Data File in XML	Submitted Raw UDS Data File in XML format.	Download
IDS Data File - Excel Format	Download a copy of your health centers' submitted UDS Performance Report in an excel format including data in all tables and forms.	Download
IDS Health Center, State, National Summary Report	The Summary Report is a 'dashboard' 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 UDS. The measures are broken out into two main categories: 1) Demographic and Clinical Data (Patients, Visits, Staffing and Clinical Information) and 2) Fiscal Information (Costs and Revenues) and provide an overall picture of the health center's performance in each of these areas.	View
IDS National and State Rollups	The Rollup 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 disparities, financial costs, and revenues. The UDS Standard Rollup Reports provide the values and measures for universal and grant specific data at the National and State level.	View
IDS 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 over a 3 year period. The measures describe health center performance in three categories: Access, Quality of CareAtealth Outcomes, and Financial CostWiability and provide an overall picture of the health center's performance in each of these areas.	View

#### 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

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

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

BPHC Contact Form or 877-464-4772 (877-Go4-HRSA)

Monday through Friday (except federal holidays) 7:00 AM to 8:00 PM (ET)

#### **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)

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

#### **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