General Information

WHAT IS THE UDS?

The Uniform Data System (UDS) is a standard data set that is reported annually and provides consistent information about health centers.

The UDS includes:

- The number and socio-demographic characteristics of people served.

- Types and quantities of services provided.

- Counts of personnel who provide these services.

- Information about the quality of care provided to patients.

- Cost and efficiency data relative to the delivery of services.

- Sources and amounts of health center revenue.

WHY DO WE REPORT UDS?

UDS data are used to:

- Comply with legislative and regulatory requirements

- Inform HRSA, Congress, and the public of health center performance and operations

- Document program effectiveness

- Identify trends over time

- Enable comparison with national benchmarks

WHAT TABLES DO I SUBMIT?

- All health centers submit the 11 tables in the "Universal Report", the Health Center Health Information Technology (HIT) Capabilities Form (Appendix D), the Other Data Elements Form (Appendix E), and the Workforce Form (Appendix F).

- Agencies with multiple funding streams (i.e., two or more of Community Health Center (CHC), Migrant Health Center (MHC), Health Care for the Homeless (HCH), and/or Public Housing Primary Care (PHPC)) also complete grant-specific reports.

- The Grant Report is an abbreviated version of the Universal Report (Tables 3A, 3B, 4, 6A and part of Table 5) used to report information about patients served by a special population program.

REPORTING REQUIREMENTS:

Who is requested to submit a UDS Report?

- All health center awardees, look-alikes, and Bureau of Health Workforce (BHW) primary care clinics funded or designated before October 1 of the reporting year (including New Starts) with one or more BPHC grant (i.e., CHC, MHC, HCH, PHPC).

When do I need to report?

- Complete and accurate reports must be submitted and ready for review by **February 15th**. The system will not permit changes after March 31st.

How do I report?

- UDS data are submitted through the HRSA "Electronic Handbooks" (EHBs). The EHBs allows multiple users to work on a single UDS report in a collaborative manner. It also lets users complete tables as they have time, with the option to save their work and return to finish later. The EHBs provides users with a summary of which tables to submit. Additional guidance is available through the EHBs website and other training resources.

For more detailed information see UDS Reporting Requirements for 2021 Health Center Data, pages 11 – 16.

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Table	Data Reported	Universal Report	Grant Reports
SERVICE AREA			
ZIP Code Table	**Patients by ZIP Code** — and by primary third-party medical insurance source, if any	X	
PATIENT PROFILE			
Table 3A	**Patients by Age and Sex Assigned at Birth**	X	X
Table 3B	**Demographic Characteristics** — Patients by race, Hispanic or Latino/a ethnicity; language barriers; sexual orientation; and gender identity	X	X
Table 4	**Selected Patient Characteristics** — Patients by income (as measured by percentage of the federal poverty guidelines [FPG]) and primary third-party medical insurance; the number of "special population' patients receiving services; and managed care enrollment, if any	X	X
STAFFING AND UTILIZATION			
Table 5	**Staffing and Utilization** — The annualized full-time equivalent (FTE) of program personnel by position category, in-person and virtual visits by provider type, and patients by service type	X	partial
Table 5 Addendum	**Selected Service Detail Addendum** — Mental health services provided by medical providers; and substance use disorder services provided by medical and mental health providers	X	
CLINICAL			
Table 6A	**Selected Diagnoses and Services Rendered** — Visits and patients for selected medical, mental health, substance use disorder, vision, and dental diagnoses and services	X	X
Table 6B	**Quality of Care Measures** — Clinical quality-of-care measures	X	
Table 7	**Health Outcomes and Disparities** — Health outcome measures by race and ethnicity	X	
FINANCIAL			
Table 8A	**Financial Costs** — Direct and indirect expenses by service categories	X	
Table 9D	**Patient Service Revenue** — Full charges, collections, and adjustments by payer type; sliding fee discounts; and patient bad debt write-offs	X	
Table 9E	**Other Revenue** — Other, non-patient service revenue	X	
OTHER			
Appendix D: HIT Form	**Health Center Health Information Technology (HIT) Capabilities** — HIT capabilities, including the use of electronic health record (EHR) information	X	
Appendix E: ODE Form	**Other Data Elements** — Medication assisted treatment (MAT), telehealth, and outreach and enrollment assists	X	
Appendix F: Workforce Form	**Workforce** — Health center workforce training and use of provider and personnel satisfaction surveys	X	

For more detailed information see UDS Reporting Requirements for 2021 Health Center Data, pages 11 – 16.

General Information

LOOK-ALIKE AND BHW PRIMARY CARE CLINICS REPORTING:

To maintain consistency with BPHC reporting, the look-alikes and BHW primary care clinics report the UDS using the tables and definitions outlined in the BPHC UDS Reporting Manual. General exceptions specific to look-alikes include:

- Fields are greyed out for elements that do not apply to look-alike reporting (*modifications are listed on the next page*).

- Look-alikes are required to complete the Universal Report only.

RESOURCES FOR ASSISTANCE:

Help and information is available year-round — not just at submission time!

Available resources include:

- For further information, see the ***PAL 2021***

- An annually revised ***UDS Manual***

- COVID-19 Uniform Data System (UDS) Reporting ***Frequently Asked Questions (FAQs)***

- 2021 UDS Annual State-Based Trainings (Sponsored by PCAs October – December 2021)

- Recorded, online training ***webinars***

- **UDS Training Website**(***https://bphcdata.net/***). This website hosts training resources as well as guidance to identify the appropriate training and resources based on level of experience with the UDS.

- Technical support to review submission (January–March)

- A telephone helpline (866-UDS-HELP)

- E-mail help: ***udshelp330@bphcdata.net***

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Table	Modification to Tables for 2021
Grantee Profile: Patients by ZIP Code	\<none\>
Table 3A: Patients by Age and Sex Assigned at Birth	\<none\>
Table 3B: Demographic Characteristics	\<none\>
Table 4: Selected Patient Characteristics	\<none\>
Table 5: Staffing and Utilization	\<none\>
Table 6A: Selected Diagnoses and Services Rendered	Addition of Line 24b: Coronavirus (SARS-CoV-2) vaccine
Table 6B: Quality of Care Measures	Existing Measure Modified Line 11: Cervical Cancer Screening Existing Measure Modifed Line 14a: Tobacco Use: Screening and Cessation Intervention
Table 7: Health Outcomes and Disparities	\<none\>
Table 8A: Financial Costs	\<none\>
Table 9D: Patient Service Revenue	\<none\>
Table 9E: Other Revenue	Existing Line Modified Line 1o: American Rescue Plan
Appendix D: Health Center Health Information Technology (HIT) Capabilities	\<none\>
Appendix E: Other Data Elements	Removed Question 4: Number of patients who received a FDA-approved COVID-19 vaccine during the calendar year
Appendix F: Workforce	\<none\>

For more detailed information see UDS Reporting Requirements for 2021 Health Center Data, pages 11 – 16.

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