

Uniform Data System (UDS) Reports in the HRSA EHBs

Accessing Standard UDS Reports

A quick reference sheet for Program Awardees

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 (LAL) submit annual performance reports. Health centers report patient demographics, services provided, staffing, clinical indicators, utilization rates, costs, and revenues.

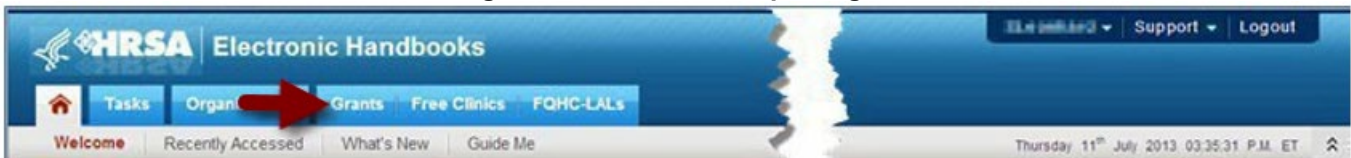
The HRSA Electronic Handbooks (EHBs) includes reports based on data collected through UDS which are accessed through the UDS reports. This quick reference sheet provides instructions for how to access UDS reports in the HRSA EHBs.

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

Perform the following steps to access your UDS reports:

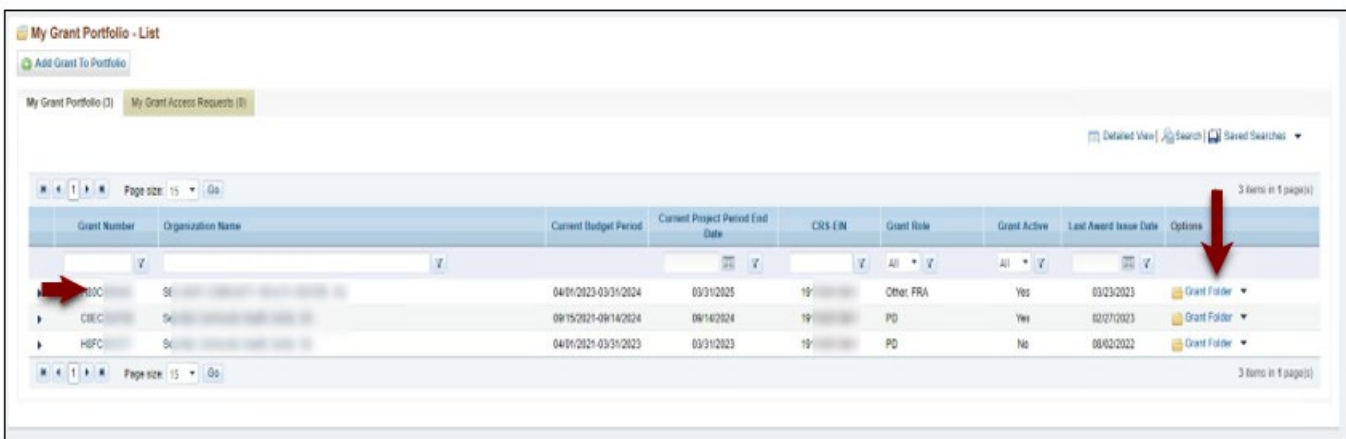
1. Log in to the EHBs.
2. In the Top Navigation panel, click the **Grants** tab (Figure 1).

Figure 1: Grants Tab in Top Navigation Panel



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

Figure 2: My Grant Portfolio – List Page



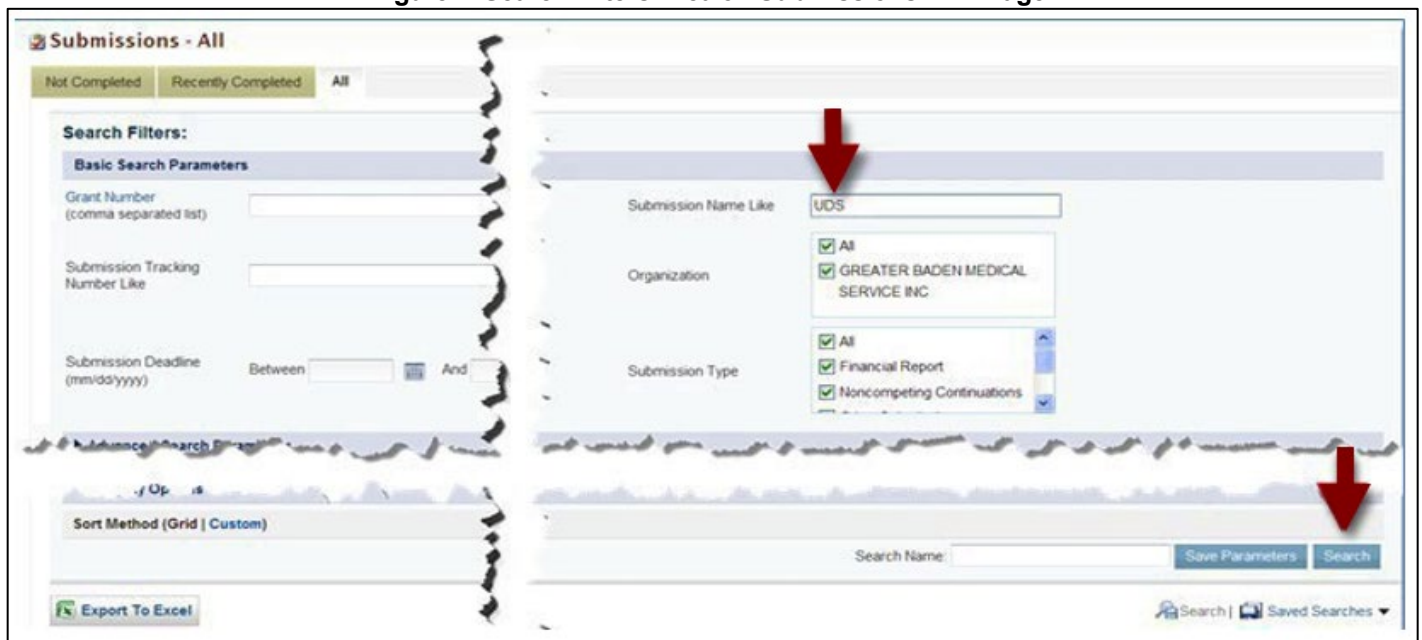
- The Grant folder opens to the Grant Home page (Figure 3). In the Grants section of the page, under Submissions, click **Performance Report**.

Figure 3: Grant Home Page



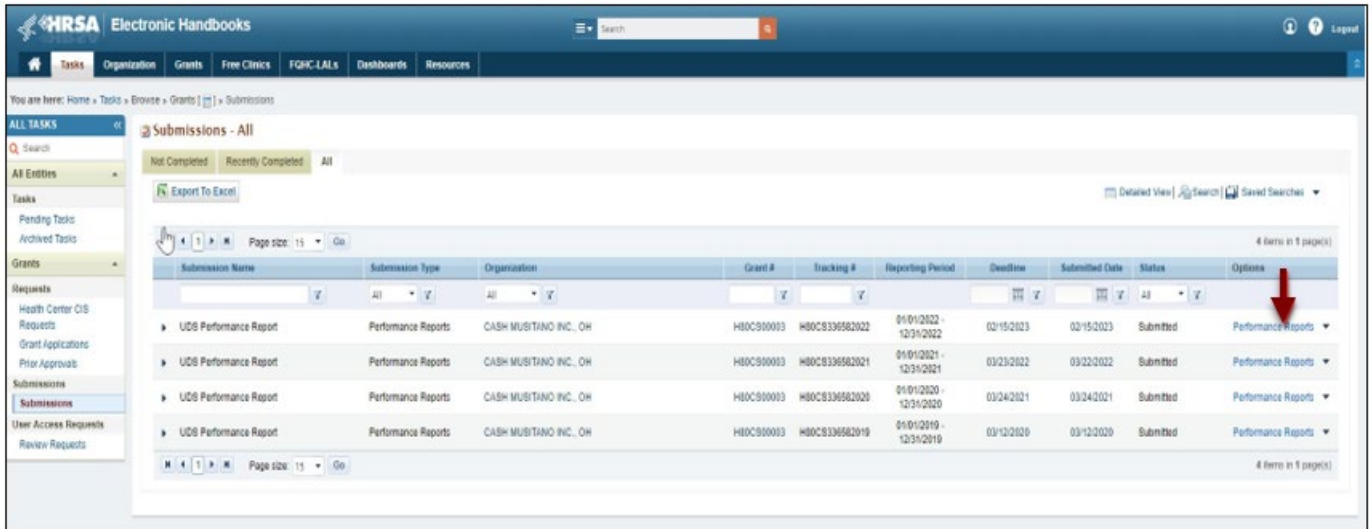
- The Submissions – All page opens, displaying all performance reports related to the grant (Figure 4). To display only UDS reports, you can enter search parameters under Search Filters at the top of the page. For example, you can enter “UDS” in the Submission Name Like field, and then click **Search**. The list will display only UDS reports.

Figure 4: Search Filters Area on Submissions – All Page



- 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 5).

Figure 5: Submissions – All Page Showing Only UDS Reports



7. Different pages will open after clicking the 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 6).

Use the **Access reports and data related to your UDS submission** link to open reports. The **UDS Report page** will open (Figure 7). Use the View link to open a report. Only the UDS Data File in XML is available before the 2018 Reporting Period.

Figure 6: Review Page

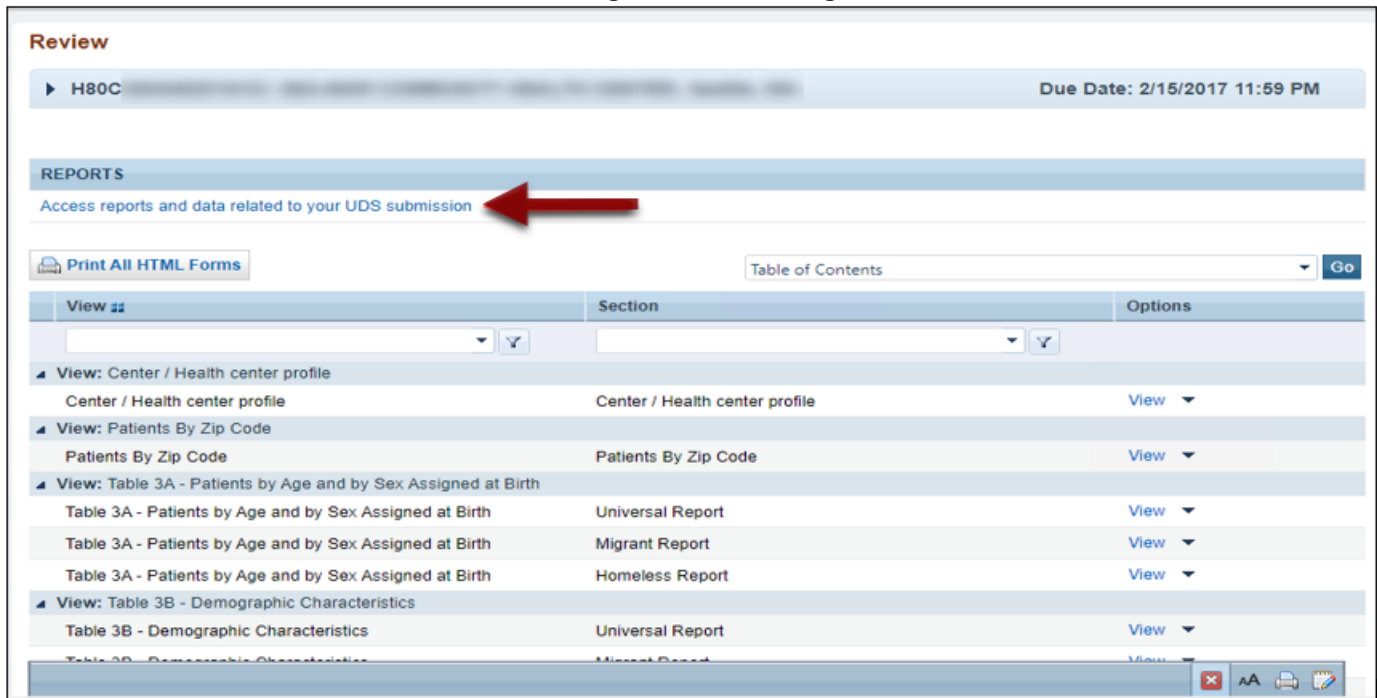
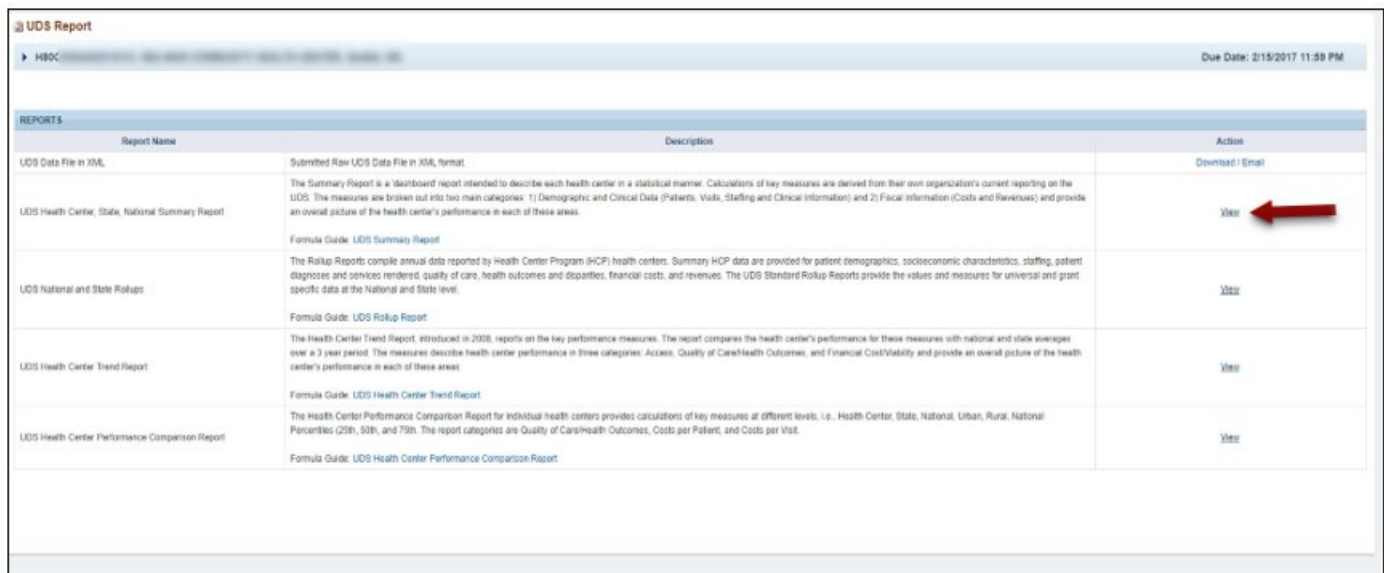


Figure 7: UDS Report Page



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 8). 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 8: Review and Report List Page

Review	
Table	Action
Contact Information	View
Table Patients by ZIP Code	View
Table 3A - Patients by Age and by Sex Assigned at Birth	View
Table 3B - Demographic Characteristics	View
Table 4 - Selected Patients Characteristics	View
Table 5 - Staffing and Utilization	View
Table 6A - Selected Diagnoses and Services Rendered	View
Table 6B - Quality of Care Measures	View
Table 7 - Health Outcomes and Disparities	View
Table 8A - Financial Costs	View
Table 9D - Patient Service Revenues	View
Table 9E - Other Revenues	View
Table HIT - Health Center Health Information Technology (HIT) Capabilities	View
Table ODE - Other Data Elements	View
Table Workforce	View
Data Audit Report	View
All Comments	View

Review and Report List Page		
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. 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. 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	View
UDS 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 Cost/Viability 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: UDS Health Center Performance Comparison Report	View

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 for all 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 period.

UDS Health Center, State, National 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 UDS 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.

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 [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 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.