



Uniform Data System (UDS) Pre-Submission Office Hours

February 4, 2026, 2:00-3:00 ET

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Some slides contain URLs in the notes.

Vision: Healthy Communities, Healthy People



Disclaimer

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Agenda

- Orientation to resources
- Discuss common questions submitted during registration, broken into the following topics:
 - UDS Submission and EHBs, including the Data Audit Report (DAR)
 - Patient Demographics
 - Staffing and Utilization
 - Quality of Care and Health Outcomes
 - Operational and Financial
 - Forms
- Next steps



Reporting Timeline

October 30, 2025:
PRE open

February 15, 2026:
Deadline for each health center to submit UDS Report

Summer:
Reports are available to health centers in EHBs

Health centers work with assigned reviewer to address any identified report issues.

Health centers enter, finalize, and submit their UDS Report in the EHBs.

HRSA outlier and data finalization conducted.

January 1, 2026:
UDS Report is available through EHBs

March 31, 2026:
Last day for UDS data changes; final, revised reports are due



Key Resources

- [UDS Technical Assistance Website](#)
 - Central, user-friendly hub for health centers to access technical assistance resources to assist with UDS reporting
- There are resources for all the various tables under the “Content” heading on the landing page:
 - [Patient Characteristics](#) (ZIP code, Table 3A, Table 3B, Table 4)
 - [Staffing and Utilization](#) (Table 5)
 - [Clinical Care](#) (Table 6A, 6B, Table 7)
 - [Financials](#) (Table 8A, Table 9D, Table 9E)
 - [Appendices](#) (Health IT form, Other Data Elements Form, Workforce form)

Uniform Data System

2025 MANUAL

Health Center Data Reporting Requirements



For Reports Due February 15, 2026

HRSA
Health Center Program

Key Resources (cont'd)

- [2025 UDS Manual](#)
 - Key resource outlining tables, forms, reporting instructions, submission instructions, and FAQs
- UDS content support
 - Support line: 866-837-4357
 - udshelp330@bphcdata.net
 - [BPHC Contact Form](#), Select: Uniform Data System (UDS), Reporting
 - The Support line will have extended hours Friday, February 13 – Sunday, February 15
- EHBs support
 - UDS Report and Preliminary Reporting Environment access (in [EHBs](#))
 - EHBs system issues: 877-464-4772, Option 1
 - EHBs account access and roles: 877-464-4772, Option 3



Gearing up for UDS Submission

Questions around navigating EHBs, Data Audit Report, & more



Questions on the Data Audit Report (DAR)

1. How do I address edits in the Data Audit Report (DAR)?

- If data needs to be updated, select “Fix Table” next to the corresponding edit to be brought to the related table. After updating, save the table before re-running the DAR.

Date of Last Report Refreshed: 01/31/2024 5:36 PM EST Run Data Audit Report

Edit	Status	Action
<input type="checkbox"/>	All	
Edit 3851: Inter-year change in patients	Explained	Fix Table 4

substantially

- If data needs to be explained, select the arrow next to “Fix Table” and select “Add/Edit Explanation.”

Edit	Status	Action
<input type="checkbox"/>	All	
Edit 3851: Inter-year change in patients	Explained	Fix Table 4

substantially

Action

- Fix Table 4
- Add/Edit Explanation



Questions on the Data Audit Report (DAR) Cont.

2. Can I view or update explanations I entered for edits on the DAR?

- Click the dropdown under “Status” and select “Explained” to view edits that you already entered explanations for.

Date of Last Report Refreshed: 01/31/2024 5:36 PM EST [Run Data Audit Report](#)

Edit	Status	Action
	All	
Edit 3851: Inter-year change in patients	Pending	Fix Table 4
	Explained	

- Select “Pending” to view edits that have not yet been addressed.
- Select “All” to view all edits on the DAR, including those that have been addressed and those that have not.

Questions on the Offline Excel Tool

3. How do I upload the offline Excel tool?

- Navigate to the “UDS Upload/Download” section in your UDS Report within the EHBs.

Performance Reports ▾

UDS Upload/Download

Download File

Upload File

Clear Data

UDS Report Details

Status Overview

✓ Contact Information

✓ Table Patients by ZIP Code

✓ Table 3A

✓ Table 3B

Download Template

Select Format Offline Excel ⓘ Offline HTML ⓘ [Download](#)

Excel Template

Select Data Level Excel with Data Blank Excel

Select Table

<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Table 5	<input checked="" type="checkbox"/> Table 9D
<input checked="" type="checkbox"/> Table Patients by ZIP Code	<input checked="" type="checkbox"/> Table 6A	<input checked="" type="checkbox"/> Table 9E
<input checked="" type="checkbox"/> Table 3A	<input checked="" type="checkbox"/> Table 6B	<input checked="" type="checkbox"/> Table HIT
<input checked="" type="checkbox"/> Table 3B	<input checked="" type="checkbox"/> Table 7	<input checked="" type="checkbox"/> Other Data Elements
<input checked="" type="checkbox"/> Table 4	<input checked="" type="checkbox"/> Table 8A	<input checked="" type="checkbox"/> Workforce

Tips for Using the Offline Excel

- Note that uploading a new Excel file will overwrite any data currently filled in the EHBs.
- Be careful not to alter the Excel file structure (e.g., adding or deleting rows/columns).
- Cells with black borders are those that correspond to fillable fields in the EHBs. Any cells without black borders should **not** be filled in.
- Non-numeric information (like specify fields or form responses) cannot be added to the offline Excel and must be updated directly in the EHBs.

Remember to review all tables within the EHBs after uploading the offline Excel file, in order to confirm that all values populated correctly.

If you are experiencing issues with data not being read correctly after upload, confirm that:

- There are no extra blank spaces or symbols entered into the cells. Blank spaces may be present if data has been copied and pasted into the file.
- All numbers are being correctly recognized as numeric values in Excel, rather than as text characters.

Related Questions for UDS Submission and EHBs

1. How do we access the Electronic Handbooks (EHB) and change roles to update who has access to the report at our health center?
2. What are some tips for data validation prior to UDS report submission?
3. Can we submit prior to February 15?
4. Our health center has a subrecipient arrangement, do we report patients and visits from our subrecipient in the UDS report?
5. We contract with another organization to provide some of our services, do we include those staff, their costs and those patients and visits in our UDS report?



Patient Demographic Tables

ZIP Code, 3A, 3B, and 4

Table	Description	Key 2025 Updates
ZIP Code	Patients by ZIP Code and Insurance	None
3A	Patients by Age and Sex	None
3B	Patients by Race, Ethnicity, Language and Patients with Limited English Proficiency	Lines 13-26 are no longer to be reported
4	Patients by Income, Insurance, Managed Care Enrollment, and Special Medically Underserved Population Status	None



Related Questions for Tables 3A, 3B, and 4

1. Please clarify the difference between patients' ethnicity reported in Table 3B columns A4 and A5?
2. On Table 3B, where do we report a patient who reports their ethnicity but not their race?
3. How do we report primary medical insurance on Table 4 if a patient's medical insurance changed part way through the reporting year?

Staffing and Utilization Table

Table 5 and Selected Service Detail Addendum



Table	Description	Key 2025 Updates
5	Staffing, Visits, and Patients by Service Category	Dropdown was added with common roles for Other Professional (Line 22) and Other Programs and Services (Line 29a)
Addendum	Integrated Mental Health and Substance Use Disorder Services	None

Related Questions for Table 5

1. Please explain a UDS countable visit.
2. What credentialing is needed to generate a UDS countable visit? For example, for peer support staff.
3. Do telephonic visits (not video visits) count as UDS countable visits?
4. If Referral Coordinators and Care Coordinators perform Case Management, do the personnel and visits count under Line 24 Case Management?

Quality of Care and Health Outcomes Tables

Tables 6A, 6B, and 7

Table	Description	Key 2025 Updates
6A	Selected Diagnoses and Services	<ul style="list-style-type: none"> • Applicable codes have been updated • 3 new lines: <ul style="list-style-type: none"> ○ Line 26c2: Tobacco use cessation pharmacotherapies ○ Line 26c3: Medications for opioid use disorder (MOUD) ○ Line 26f: Alzheimer's disease and related dementias (ADRD) screening
6B	Quality of Care Measures	<ul style="list-style-type: none"> • Measures have been updated to align with eQMs • New measure across Lines 23a and 23b: Initiation and Engagement of Substance Use Disorder Treatment • Denominator exclusion language has been updated for advanced illness criteria for several measures • An update has been added regarding the documentation of exception criteria for the BMI Screening and Follow-up Plan measure
7	Health Outcomes	<ul style="list-style-type: none"> • Diabetes measure name has changed to Diabetes: Glycemic Status Assessment Greater Than 9%



Related Questions for Tables 6A, 6B, and 7

1. What is the definition of a prenatal patient for UDS reporting?
2. How would a patient be reported on Table 6B if their first prenatal visit was in a previous year and they only have a delivery by a health center provider in the current reporting year?
3. On Table 7, do we need to report delivery and birth outcomes for patients who were seen by a referral provider?
4. How do we determine which patients are included in a clinical quality measure? For example, which patients are included in measure on hypertension on Table 7 .



Operational and Financial Tables

Tables 8A, 9D, and 9E



Table	Description	Key 2025 Updates
8A	Financial Costs	None
9D	Patient Service Revenue	<ul style="list-style-type: none">Added “specify” field for Total Other Public, Line 9
9E	Other Revenue	<ul style="list-style-type: none">Removed several COVID-19 grant lines, includes Lines 1l, 1m, 1n, and 1p.Removed Line 3b, Provider Relief Fund

Related Questions for Tables 8A, 9D, and 9E

1. Where on Table 8A are 340b contract administrative fees reported?
2. Does a patient need to have a UDS countable visit for their related charges and revenue to be included Table 9D reporting?
3. On 9D, how are secondary payments classified? Is revenue based on Primary insurance, or is secondary moved to the secondary insurance revenue?
4. What information should we report in the "specify" section on Line 3 of Table 9E?



Other Forms in the UDS

Form	Key 2025 Updates
Appendix D: Health Information Technology (HIT) Capabilities Form	None
Appendix E: Other Data Elements Form	None
Appendix F: Workforce Form	None



Related Questions for the Other Forms

1. How are outreach and enrollment assists defined in Appendix E?
2. Is there a difference between what is reported on Table 6A Line 26c3 and Appendix E Question 1 regarding how many providers are eligible to treat MOUD and how many patients received MOUD?
3. Provide clarification on the number of health center personnel (non-preceptors) supporting ongoing health center training programs, specifically what is meant by the 'support of training programs' (Appendix F: Workforce Question 4)

Thank You!

Bureau of Primary Health Care (BPHC)

Health Resources and Services Administration (HRSA)



udshelp330@bphcdata.net *or* [BPHC Contact Form](#)



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