



Uniform Data System (UDS) Reporting 2025 – Training Session for Health Centers

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Vision: Healthy Communities, Healthy People



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Introduction

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Agenda

- Objectives
- Uniform Data System (UDS) Navigation
- Preliminary Reporting Environment (PRE) and Compare Data
- Offline Excel Feature
- Offline HTML Feature
- Clear Data
- Data Audit Report, Review, and Submit
- Resources
- Question and Answers



Objectives for Health Centers

- Be able to access and navigate the UDS Reporting pages, tables, and the data audit report.
- Understand the cross-table validations and how to correct cross table edit validation fails.
- Understand the data entry options, including how to automate data entry through offline Excel and HTML options.
- Learn how to review, submit and download your UDS Reports through the Electronic Handbooks (EHBs).



Commonly Used Acronyms

- **UDS** – Uniform Data System
- **330** - Grantee funded under Section 330 of the Public Health Service Act
- **330, CHC** - Community Health Center program
- **330, MSAW** - Public Health Service Act as a Migratory and Seasonal Agricultural Workers program
- **330, HP**- Public Health Service Act Homeless Population program
- **330, RPH**– Public Health Service Act as a Residents of Public Housing program
- **CY** - Calendar Year - January 1-December 31 of the reporting year
- **DAR** - Data Audit Report
- **EHB** - HRSA's Electronic Handbooks
- **EHR** - Electronic Health Record
- **FQHC** - Federally Qualified Health Center
- **LAL** - Health Center Program Look-Alikes



Navigating the Uniform Data System



Navigate to UDS Reports

Tasks
Page

The screenshot shows the HRSA Electronic Handbooks interface. The top navigation bar includes 'Home', 'Tasks', 'Organization', 'Grants', 'Free Clinics', 'FQHC-LALs', 'Dashboards', and 'Resources'. The 'Tasks' tab is selected. Below the navigation bar, the breadcrumb trail reads 'You are here: Home » Tasks » Browse » All Entities'. The left sidebar contains a list of categories: 'ALL ENTITIES', 'Search', 'All Entities', 'Tasks' (with sub-items 'Pending Tasks' and 'Archived Tasks'), 'Organization', 'Institution Review' (with sub-item 'FMR/LMR Response-Request'), 'HSMED' (with sub-item 'HSMED Validation Tool'), 'Free Clinics', 'Requests', and 'Applications'. The main content area is titled 'Pending Tasks - List' and features three tabs: 'Not Completed', 'Recently Completed', and 'Archived'. The 'Not Completed' tab is active. Below the tabs is a table with columns: 'Deadline (Due)', 'Task Category', 'Tracking #', 'Task', 'Entity', 'Organization', and 'Options'. The table contains three rows of pending tasks, all categorized as 'Grant Submissions'. The first row has a deadline of '02/15/2026 11:59 PM (139 Days)', tracking number 'H80CS', task name 'Performance Reports', entity 'H80C (Grant)', and an 'Edit' option. The second row has a deadline of '11/06/2025 11:59 PM (38 Days)', tracking number 'SC', task name 'Performance Reports', entity 'H80C (Grant)', and a 'Start' option. The third row has a deadline of '09/29/2025 11:59 PM (0 Days)', tracking number '2', task name 'Performance Reports', entity 'H80C (Grant)', and a 'Start' option. Three red callout boxes provide instructions: one points to the 'Tasks' tab with the text 'Tasks Page'; another points to the 'Performance Reports' task in the second row with the text 'Find Performance Report Tasks'; and a third points to the 'Start' button in the third row with the text 'Click to open report for the first time'. A fourth red callout box points to the 'Edit' button in the first row with the text 'Click to open report after it's been started'.

HRSA Electronic Handbooks

Search

Logout

Tasks Organization Grants Free Clinics FQHC-LALs Dashboards Resources

You are here: Home » Tasks » Browse » All Entities

ALL ENTITIES

Search

All Entities

Tasks

Pending Tasks

Archived Tasks

Organization

Institution Review

FMR/LMR Response-Request

HSMED

HSMED Validation Tool

Free Clinics

Requests

Applications

Pending Tasks - List

Not Completed Recently Completed Archived

Detailed View

Page size: 15 Go

Deadline (Due)	Task Category	Tracking #	Task	Entity	Organization	Options
02/15/2026 11:59 PM (139 Days)	Grant Submissions	H80CS	Performance Reports	H80C (Grant)		Edit
11/06/2025 11:59 PM (38 Days)	Grant Submissions	SC	Performance Reports	H80C (Grant)		Start
09/29/2025 11:59 PM (0 Days)	Grant Submissions	2	Performance Reports	H80C (Grant)		Start

Click to open report after it's been started

Find
Performance
Report Tasks

Click to open
report for the
first time

UDS Navigation

File
Options

Open
Tables/
Reports

All Tasks <<

Search

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
- ✕ Table 4
- ✕ Table 5
- ✕ Table 6A

You are NOW using the UDS Reporting Environment. Please prepare, validate, and submit complete calendar year UDS performance data at this time.

Status Overview

Note:

All sections including tables, Health IT information, other data elements and data audit report must be in "Complete" status in order to submit your report.
Tip: Prior to entering any data, save a copy of the blank excel template. The blank file can later be used for clearing the data if desired.

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 **02/15/2026** (11:59 PM Local Time)
Due Date

 **171**
Days Left

Due Date
Information

Resources

[UDS Manual](#) | [UDS Training and Technical Assistance](#) | [Upload History](#) | [Action History](#) | [Last NoA](#) | [Training Material](#) | [UDS Reviewer](#) | [User\(s\) With Permissions](#) | [Certified Health IT Product List Lookup](#) | [Excel Mapping Document](#) | [Request Exemption](#) | [Verify Offline HTML Download](#) | [Compare Versions](#)

Shows if you are in
PRE, UDS (live EHBs)
or HTML
environment

Forms Overview

Last Updated On: -

17

✕ Not Started


0

! In Progress

0

✓ Complete

Status
Tracker

Offline Excel Tool 

Helpful tip! The due date time is 11:59 your local time.



UDS Navigation (continued 2)

	UDS Report Status		
	Sections	Status	Last Updated
! Table 4	Contact Information	✓ Complete	09/29/2025 11:03 AM EST
! Table 5	Table Patients by ZIP Code	✓ Complete	09/29/2025 11:03 AM EST
! Table 6A	Table 3A - Patients by Age and by Sex	✓ Complete	09/29/2025 11:03 AM EST
! Table 6B	Universal Report	✓ Complete	-
! Table 7	Homeless Population Report	✓ Complete	-
! Table 8A	Migratory and Seasonal Agricultural Workers Report	✓ Complete	-
! Table 9D	Residents of Public Housing Report	✓ Complete	-
! Table 9E	Table 3B - Demographic Characteristics	✓ Complete	09/29/2025 11:04 AM EST
! HIT Capabilities	Universal Report	✓ Complete	-
! Other Data Elements	Homeless Population Report	✓ Complete	-
! Workforce	Migratory and Seasonal Agricultural Workers Report	✓ Complete	-
✗ Report Comments	Residents of Public Housing Report	✓ Complete	-
! Data Audit Report	Table 4 - Selected Patient Characteristics	! In Progress	09/29/2025 11:03 AM EST
Review	Universal Report	✗ Incomplete	-
Submit	Homeless Population Report	✗ Incomplete	-
	Migratory and Seasonal Agricultural Workers Report	✗ Incomplete	-
	Residents of Public Housing Report	✗ Incomplete	-

Report Status
and Links to
Tables/Reports

Review
Report

Submit
Report



UDS Navigation - widgets

Download Excel or HTML file
with only specific tables

Download Excel file with no data

Download Excel file with
data currently in UDS

Upload complete file back to UDS

Offline Excel Tool ⓘ



Download a Custom Template

The Download Custom Template option allows you to choose the UDS tables individually, in groups or all tables.



Download a Blank Template

The Download Blank Template option downloads ALL UDS Tables with no data included.



Download a Template with Data

The Download Template with Data option includes ALL UDS tables with information already entered into the tables.



Upload a File

Once you have completed your data entry in excel, click here to upload your file.

UDS Navigation – widgets cont.

Compare Versions ⓘ

Reference Year/Version:

Compare to Year/Version:

[Next](#)

Compare data on two UDS Report versions

Click when you are ready to Submit the Report

Report Details

BHCMIS ID:

Last Submitted By: N/A

Report BHCMI ID and Recently Submitted information

Submit and Print

ⓘ Make sure you have completed and validated all the required information before submitting this report.

☒ Submit Performance Report

☒ Compare Versions

[Print Report](#)

Navigate to the Compare feature

Print UDS Report

Demo #1

UDS Navigation Demo




Preliminary Reporting Environment (PRE) and Comparing Report Versions




Preliminary Reporting Environment (PRE)

- System is available **as of October 27th** to prepare the report for submission.
- You are **not able to submit** the report at this time, only prepare the report.
- **Additional time** to enter data and edit.
- **Improved data quality** with extra time.
- Opportunity to **familiarize** yourself with UDS forms updates ahead of reporting time frame.

Compare Versions – Select Version

 **Compare Versions - Select Version**

 H80CS00

Note:
* indicates data entry in progress and is subject to change.

Select Versions to be Compared

Reference Year/Version

2024 Version 3

Compare To Year/Version

2025 Version 1*

Close

Next

Find the year and version you want to set as the reference and to compare

Click Next to select tables to compare

Compare Versions – Select Table

Compare Versions - Select Table

▶ H80CS00:

Note:
Tables and Funding Streams shown below belong to the Reference Year/Version.

Selected Versions to Compare

Reference Year/Version: 2024 Version 3

Compare To Year/Version: 2025 Version 1*

Tables/Sections	<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Unselect All	Change Status
Table Patients by ZIP Code	<input checked="" type="checkbox"/>	Changed
Table 3A - Patients by Age and by Sex	<input checked="" type="checkbox"/>	Changed
Table 3B - Demographic Characteristics	<input checked="" type="checkbox"/>	Changed

Go Back to Previous Page

CloseCompare

Select tables
to compare

Click Compare
after selecting
tables

Compare Versions - Results

Compare Versions - Result Page

► H80CS00

Note:

Data highlighted in tables are displaying change(s) between compared versions. Values displayed in tables are Reference version and values indicated in Parenthesis are from Compare To version. In case of data entry points that are only applicable in Reference version the Compare To values will be indicated as N/A in parenthesis.

• indicates that there is a data discrepancy between the two selected versions

BHCMIS ID: 045190 -

Date Requested: 09/02/2025 2:48 PM EST

Program Name: Health Center 330

Submission Status: Data Entry In Progress, Version 1

UDS Report - 2025

Reference – 2025 Version 1*; Compare To - 2024 Version 3 (Values indicated in Parenthesis)

Table 3A - Patients by Age and by Sex

Universal

Line	Age Groups	Male Patients (a)	
1	Under age 1	1 (39) •	2 (39) •
2	Age 1	3 (40) •	4 (54) •
3	Age 2	5 (39) •	6 (42) •
4	Age 3	7 (48) •	8 (39) •

Click Print to
print a version
of the
comparison

Print

Fields marked
with blue circle
are different
between versions

Demo #2

UDS PRE and Compare Versions Demo



Quiz Question #1

What does the Preliminary Reporting Environment (PRE) allow users to do?

- A. Enter test data that is not saved in the report
- B. View the report and tables, but not enter any data
- C. Enter data in the report prior to January 1st
- D. Submit the report prior to January 1st



Quiz Question #1 Answer

What does the Preliminary Reporting Environment (PRE) allow users to do?

Answer: (C) Enter data in the report prior to January 1st



Any Questions?



Offline Excel



Offline Excel Process Overview

1. Download offline Excel files to **enter data or transport data** from other Excel Files
2. Enter data in Excel file

Note: File contains all UDS fields (row/column labels)
3. On completion of data entry, **upload the file into UDS** to populate data on the forms
4. After uploading, you can view the **Edit Summary File**



Offline Excel Download Overview

- You can download an Excel file **with data** currently in UDS or with **no data**
- Select to download **individual tables** or the **entire report**
- The downloaded file will have a **system generated filename** and dynamic **funding stream tabs** for selected tables
- You can change the file name to easily identify the file when you save the downloaded file to your local system and enter data offline

Offline Excel Download File

Download File

► H80CS003082025/v1: AFFORDABLE LANARKSHIRE MEDICAL CENTER, TRIAD/PHILADELPHIA, TN

► Resources

Instructions

To enter UDS data offline, select either the Excel file (spreadsheet format) or the Offline HTML file (forms-based format). Then select whether you want a blank form or to include any existing data. Once you have made all of your selections, click the Download button to complete your request. With either file you can download specific tables or all the tables required for the UDS report. Please note that each time you download a file, it will be populated with any data that is in the FHRs.

Enter or change data in the file you have chosen. Once finished, upload your completed file to the EHBs.

Excel File: Upload your completed file to the EHBs.
HTML File: Export an Excel file from the HTML file then upload the completed Excel file to the EHBs.

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

☐ Patients by ZIP Code with Prior year ZIP Codes
(This option will append the zip codes reported last year to any data already entered for this year. If you have already entered zip code information for this year, be certain to check that none of the zip codes have been entered twice, since this option does not include a duplicated entry check.)

[Go To Status Overview Page](#) [Continue to Upload Page](#)

1. Select to
download
Offline Excel

2. Select with
Data

3. Select All or
Individual
tables to
download

5. Click
Download after
making all
selections

4. Option to
include prior
zip codes



Table Patients by Zip Code

PBZC in Excel

- When downloading the Excel template with data, you can choose to **include ZIP codes** from the previous year on the table
- This feature is only available when downloading the **Table Patients by ZIP Code (PBZC)**
- Provides for **easy data entry** for this table and saves time in searching for zip codes



Offline Excel File

Notes about data entry type

Unique file name and version

Line	Age Groups	Male Patients (a)	Female Patients (b)
1	Under age 1		
2	Age 1		
3	Age 2		
4	Age 3		
5	Age 4		
6	Age 5		
7	Age 6		
8			
9			
10			
11			
12	Ages 40-49		
13	Ages 50-54		
14	Ages 55-59		
15	Ages 60-64		
16	Ages 65-69		
17	Ages 70-74		
18	Ages 75-79		

Select table to work on

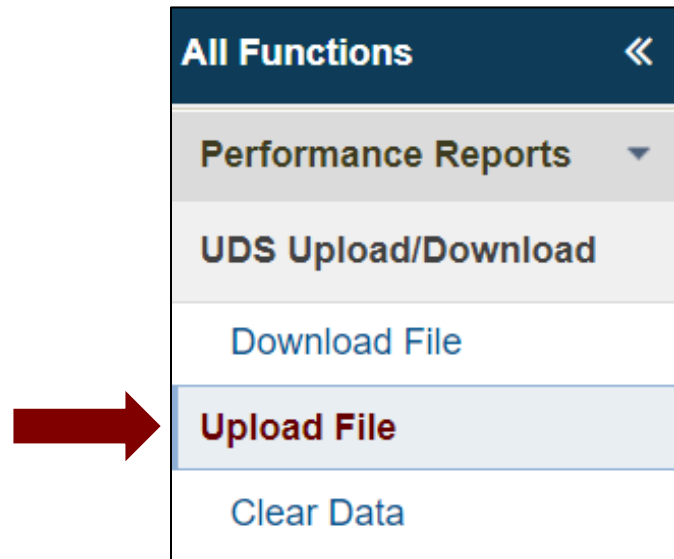


Offline Excel Upload Overview

- Be sure to **upload the file!** The EHBs will verify the file format, tabs, and structures before accepting the file
- The EHBs will assign a **unique filename** on upload. This will have the Bureau of Primary Health Care's Health Center Management Information System Identification Number (BHCMISID) and Version Number
- On successful upload, the **UDS forms will be populated with the data** from the file
- If you upload a blank Excel template it will **clear all data** that was previously entered
- Upon upload, you will see a listing of the **tables that were uploaded** as part of the success message




Offline Excel Upload



Select to
Upload
Excel File




Offline Excel Tool ⓘ




Download a Custom Template

The Download Custom Template option allows you to choose the UDS tables individually, in groups or all tables.




Download a Blank Template

The Download Blank Template option downloads ALL UDS Tables with no data included.



Download a Template with Data

The Download Template with Data option includes ALL UDS tables with information already entered into the tables.



Upload a File


Once you have completed your data entry in excel, click here to upload your file.

Offline Excel Upload File

Click to
select file
to upload

Upload File

▶ H80CS00 :

▶ Resources 

Instructions

Upload your UDS data in the Offline Excel Template. You can upload an Excel Template that contains all UDS tables or a subset of tables. Once your file has been successfully processed, you can view any errors for the last uploaded data by accessing the error file in the Error Summary section below.
Reminder: Any uploaded data (including blank data) will replace data that is already in the EHBs.

Upload File

Choose File No file chosen

Process File

Warning:
System may take some time to process the data.

Error Summary

Number of Edits Verified	Number of Edits Failed	Download
		-

Go To Status Overview Page

Continue to Upload Page

Offline Excel Upload Results

✓ **Success:**
Your file has been uploaded successfully for Tables(s) Patients by ZIP Code, 3A, 3B, 4, 5, 6A

Upload File

Choose File UDS test spreadsheet2.xls Process File

⚠ **Warning:**
System may take some time to process the data.

Error Summary

Number of Edits Verified	Number of Edits Failed	Download
5800	0	UDS2025ErrorFile045190Version1

Success message listing updated tables

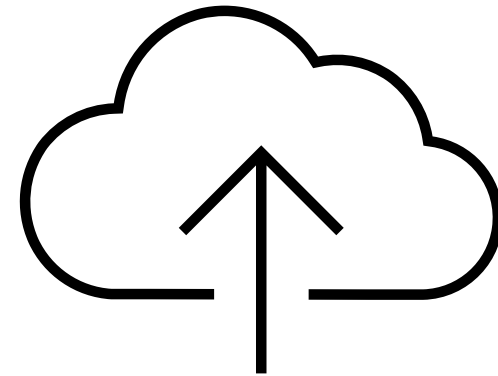
Click Process File to upload file into EHBs

Unique file and version name. Click to view file

File information

Upload History

- In the **Resources** section, select Upload History.
- All previously uploaded files will be listed as newest to oldest, only for the current reporting year.
- Download these files by clicking on filenames displayed as hyperlinks.



Offline Excel Tips

- There is **no restriction** on the number of times a file can be uploaded or downloaded.
- An **Uploaded file** and associated **Error file** will always have the same **version number**.
- **Version number** is **increased by 1** with each successful upload (e.g. v1, v2, etc.)



Demo #3

UDS Offline Excel Demo



UDS Offline Excel Demo

Any Questions?

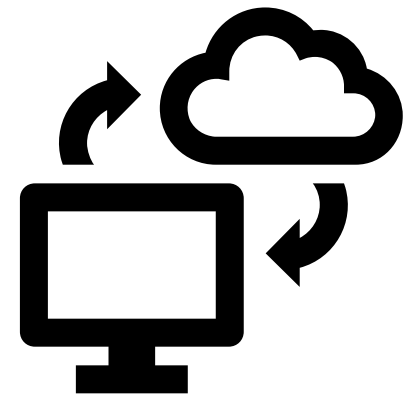


Offline HTML

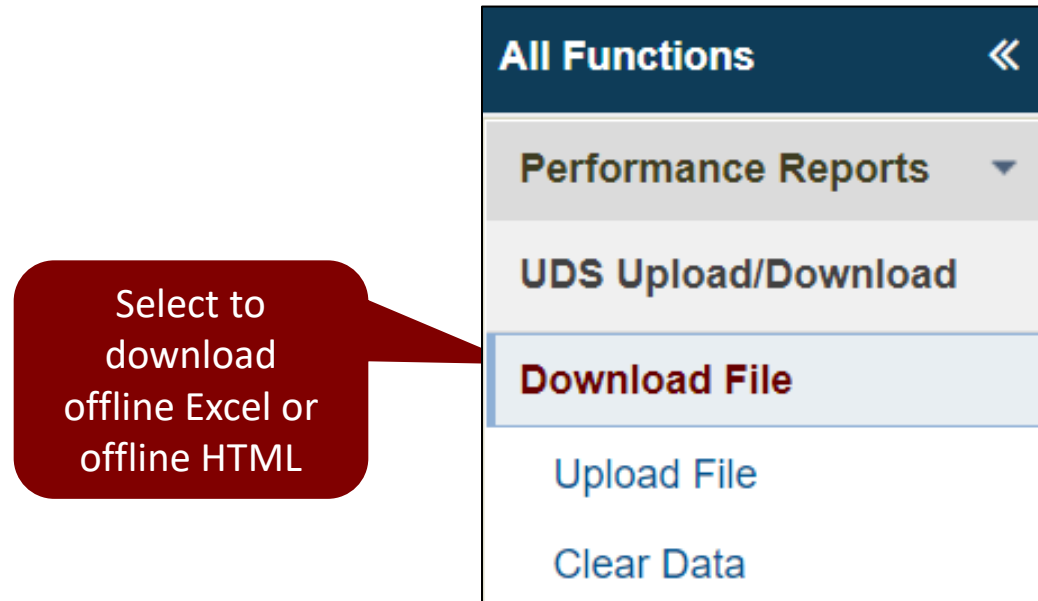


Offline HTML Overview

- Download the HTML package to facilitate **offline data entry**
- Download can be for **entire report or select tables**
- **Mirror image** of UDS forms in the EHBs including the validation checks for edits
- Use **Import feature** for data entry or **manually enter data** on the forms
- After completing data entry, **Export** the data into Offline Excel file and Upload into EHBs
- Downloaded offline forms open in Chrome browser only



Offline HTML Download



Offline HTML Download (continued)

Download File

H80CS0000

Resources

Instructions

To enter UDS data offline, select either the Excel file (spreadsheet format) or the Offline HTML file (forms-based format). Then select whether you want a blank form or to include any existing data. Once you have made all of your selections, click the Download button to complete your request.

With either file you can download specific tables or all the tables required for the UDS report. Please note that each time you download a file, it will be populated with any data that is in the EHBs.

Enter or change data in the file you have chosen. Once finished, upload your completed file to the EHBs.

Excel File: Upload your completed file to the EHBs.
HTML File: Export an Excel file from the HTML file then upload the completed Excel file to the EHBs.

Download Template

Select Format

☐ Offline Excel

☒ Offline HTML

Download

Select Table

☒ All

☒ Table 5

☒ Table 9D

☒ Table 3A

☒ Table 6A

☒ Table 9E

☒ Table 3B

☒ Table 6B

☒ Table HIT

☒ Table 4

☒ Table 7

☒ Other Data Elements

☒ Table 8A

☒ Workforce

Go To Status Overview Page

Continue to Upload Page

Select to
open
Offline
HTML

Click
Download
after making
selections

Select All or
Individual tables
to download

Important Note:
Before clicking
Download, have
your tracking
number available to
open the file.



Offline HTML Download (continued 2)

Offline Package Download

- Select **Extract All** and then enter the **tracking number** as the password to extract and open the files
- The downloaded package will have multiple files, click on **UDS Submission HTML files** to access the offline forms



Offline HTML View

All Functions <<

Search

Performance Reports

UDS Import Export

Import File

Export File

UDS Report Details

! Table Patients by ZIP Code

! Table 3A

! Table 3B

! Table 4

! Table 5

! Table 6A

! Table 6B

! Table 7

! Table 8A

! Table 9D

! Table 9E

! HIT Capabilities

! Other Data Elements

! Workforce

You are now using the Offline HTML tool that can be used to enter and validate UDS data in preparation for reporting. No internet connection is required to use this file. Your data will need to be exported to an Excel File, then uploaded to the EHBs to run the Data Audit Report and complete reporting.

Table Patients by ZIP Code

Note:

You are currently working in HRSA offline HTML tool Version 1.0.0. It was downloaded 09/10/2025 4:26 PM EST. You do not need to be connected to the Internet to enter data in to your UDS forms.

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Resources

UDS Manual

Status: ! In Progress

+ Add Multiple ZIP Codes

1 of 1 Page size 15

0 items in 1 page(s)

ZIP Codes

ZIP Code (a)	None/Uninsured (b)	Medicaid/CHIP/Other Public (c)	Medicare (d)	Private (e)	Total Patients (f)	Action
+ Add Row						

Reminder you are working in the Offline HTML view, not UDS Environment

Offline HTML Data Entry

Offline HTML forms will have the **same look and feel** as the UDS forms in the EHBs

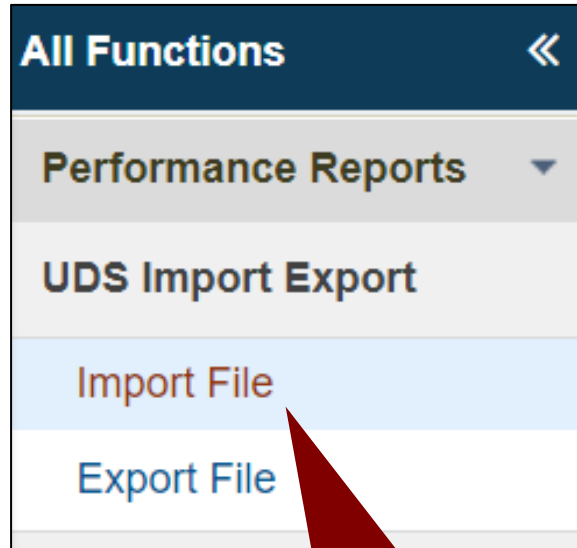
Users will be able to **navigate** to different forms using the left navigation menu

Data Entry

Data entered will result in **data edits appearing** on the forms, similar to EHBs forms

Important! For the data to be in the EHBs, you must **export** the HTML forms to Excel and then **upload** the Excel file to the EHBs

Offline HTML Import File



You are now using the Offline HTML tool that can be used to enter and validate UDS data in preparation for reporting. No internet connection is required to use this file. Your data will need to be exported to an Excel File, then uploaded to the EHBs to run the Data Audit Report and complete reporting.

Import File

Note:
You are currently working in HRSA offline HTML tool Version 1.0.0. It was downloaded 09/10/2025 4:26 PM EST. You do not need to be connected to the Internet to enter data in to your UDS forms.

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▼ Resources

UDS Manual |

Instructions

Import the populated performance report template below. On successful import of the excel file, data will be reflected on the offline forms. You can navigate to the forms from the left menu to view the imported data.

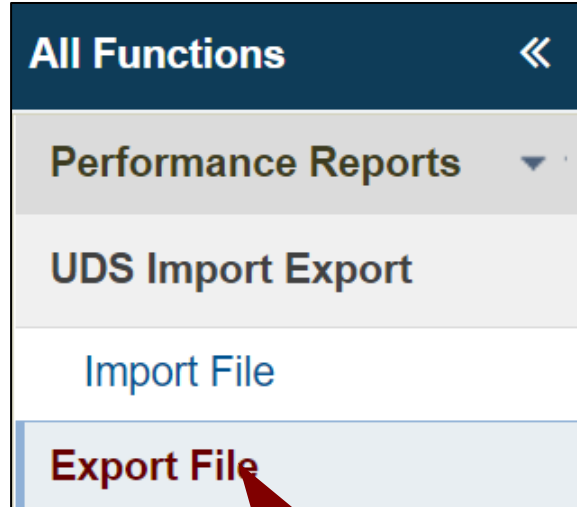
Import File

No file chosen

Select to choose file

Select to Import file to Offline HTML view

Offline HTML Export File



Click to export data from Offline HTML to Offline Excel

You are now using the Offline HTML tool that can be used to enter and validate UDS data in preparation for reporting. No internet connection is required to use this file. Your data will need to be exported to an Excel File, then uploaded to the EHBs to run the Data Audit Report and complete reporting.

Export File

Note:
You are currently working in HRSA offline HTML tool Version 1.0.0. It was downloaded 09/10/2025 4:26 PM EST. You do not need to be connected to the Internet to enter data in to your UDS forms.

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Resources

UDS Manual

Instructions

Export the performance report data into a template file.

Export Template File

Select Format ☒ Excel ☐ HTML

[Export File](#)

Select to export HTML form to Offline Excel

Required step if you want the data transferred to the EHBs! Once exported to Excel, you can upload the file into UDS.

Offline HTML Helpful Tips

- There is **no restriction** on the number of times a package can be downloaded
- Downloaded offline forms open in **Chrome browser** only
- There is **no restriction** on the number of times Excel files can be imported or exported
- Exported Excel files will **match** the offline package structure, such as an entire report or a select few tables.



Demo #4

UDS Offline HTML Demo



UDS Offline HTML Demo

Any Questions?



Clear Data, Data Audit Report, Review and Submit Report



Clear Data Overview

Clear Data Feature

- Easily **clear all information entered** for the entire report or select tables
- You can clear data entered directly in EHBs or uploaded using the Excel template
- Before clearing data, a **warning message** is provided for users to confirm they are aware of all data for selected tables will be deleted permanently

Clear Data

All Functions <<

Performance Reports ▾

UDS Upload/Download

Download File

Upload File

Clear Data

Select to delete data on tables

Clear Data

H80CS0000

Resources

Instructions

Caution: Tables selected will be cleared of any existing data in the EHBs (uploaded or entered online). Deleted data will be permanently lost. Please note that selecting a table would cause data to be cleared for all associated funding streams.

Select Table

☐ All

☐ Table Patients by ZIP Code

☐ Table 3A

☐ Table 3B

☐ Table 4

☐ Table 5

☐ Table 6A

☐ Table 6B

☐ Table 7

☐ Table 8A

☐ Table 9D

☐ Table 9E

☐ HIT Capabilities

☐ Other Data Elements

☐ Workforce

Go To Status Overview Page

Continue To Next Page

Select tables to clear

Click Clear Data after making selection

Clear Data

Data Audit Report (DAR) Details

- Run the DAR after completing table(s) to verify data consistency
- **Before submitting** the report, you must complete all forms, run the DAR, and fix or explain each edit



Data Audit Report Process

All Functions <<

Performance Reports ▾

UDS Upload/Download

Download File

Upload File

Clear Data

UDS Report Details

Status Overview

✗ Contact Information

✓ Patients by ZIP Code

✓ Table 3A

✗ Report Comments

✗ Data Audit Report

Review

Submit

Click run DAR

Data Audit Report

The Data Audit Report (DAR) must be run when changes are made and saved on a Table. Do this by clicking the 'Run Data Audit Report' button below. The ... [Show more](#)

Warning:
Report can take between 2 to 4 minutes to generate, please be patient.

Note:
The "Date of Last Update to Tables" does not correspond to the last run data and time of the Data Audit Report (DAR). Please click the "Run Data Audit Report" button to view the updates on the Data Audit Report.

H80CS0

Resources

[UDS Manual](#) | [UDS Training and Technical Assistance](#) | [Upload History](#) | [Action History](#) | [Last NoA](#) | [Training Material](#) | [UDS Reviewer](#) | [User\(s\) With Permissions](#) | [Certified Health IT Product List Lookup](#) | [Excel Mapping Document](#) | [Request Ex...](#)
[Verify Offline HTML Download](#) | [Compare Versions](#)

Date of Last Update to Tables: 09/29/2025 11:04 AM EST [Run Data Audit Report](#)

Table	Edit Type	Flag Status	Edit	Status	Action
All	All	All		All	
Table 3B	Explainable Error	Not Flagged	Edit 7247: Unreported/Chose not to Disclose race greater than 25% of Total Patients	Pending	Fix Table 3B
Description: Patients reported as Unreported/Chose not to Disclose Race Line 7 Column D (15050) is greater than 25% of total patients (Line 8) (26754). Please correct or explain.					
Table 3B	Explainable Error	Not Flagged	Edit 5142: Unreported/Chose not to disclose Race/Ethnicity in Question	Pending	Fix Table 3B
Description: A large proportion of patients (50.00%) are reported as having no race or ethnicity on Line 7 Col C Unreported/Chose not to disclose race/ethnicity. Please correct or explain.					
Table 4	Explainable Error	Not Flagged	Edit 5977: Public Housing Patients in Question	Pending	Fix Table 4
Description: On the Universal report, you report only (1) patients on line 26, Total Patients Served at a Health Center Located In or Immediately Accessible to a Public Housing Site. Please be sure you are reporting all patients seen at a service delivery site located in or immediately accessible to public housing. On this line, provide a count of all patients based on the health center service delivery site's proximity to public housing (not based on patient's residence). Please correct or explain.					


Date of Last Update to Tables: 09/29/2025 11:04 AM EST [Run Data Audit Report](#)

[Go to Previous Page](#) [Continue To Next Page](#)


Click run report




Data Audit Report Process (continued)


 **Data Audit Report**

The Data Audit Report (DAR) must be run when changes are made and saved on a Table. Do this by clicking the 'Run Data Audit Report' button below. The ... [Show more](#)

 **Warning:**
Report can take between 2 to 4 minutes to generate, please be patient.

 **Note:**
The "Date of Last Update to Tables" does not correspond to the last run data and time of the Data Audit Report (DAR). Please click the "Run Data Audit Report" button to view the updates on the Data Audit Report.

▶ H80

Resources 

UDS Manual | UDS Training and Technical Assistance | Upload History | Action History | Last NoA | Training Material | UDS Reviewer | User(s) With Permissions | Certified Health IT Product List Lookup | Excel Mapping Document | Request Exemption | Verify Offline HTML Download | Compare Versions

Status: **! In Progress**

Date of Last Update to Tables: 10/09/2024 12:33 PM EST [Run Data Audit Report](#)

Table	Edit Type	Flag Status	Edit	Status	Action
All	All	All		All	
▼ Patients by ZIP Code	Explainable Error	Not Flagged	Edit 3390: Patients by Zip Code in Question	Pending	Fix Patients by ZIP Code
Description: All center patients are being reported under one zip code. Please correct or explain.					
▼ Table 5	Explainable Error	Not Flagged	Edit 6811: Virtual Visits greater than Clinic Visits	Pending	Fix Patients by ZIP Code Add/Edit Explanation
Description: Enabling virtual visits on Line 29 Column b2 (2000) are greater than or equal to Enabling visits reported on Line 29 Column b (2000). Please correct or explain.					

Date of Last Update to Tables: 10/09/2024 12:33 PM EST [Run Data Audit Report](#)

[Go to Previous Page](#) [Continue To Next Page](#)

Error
Description

Actions to fix
or explain
error

Review Report

All Functions <<

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

✗ Data Audit Report


Review

Submit

Click Review to select tables to open






Review

▸ H80CS000

▸ Resources 

Print All Forms

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 

Click View to open tables and review data



Submit Report

All Functions <<

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

✕ Data Audit Report

Review

Submit

OR

Submit and Print

i Make sure you have completed and validated all the required information before submitting this report.

☒ Submit Performance Report

☒ Compare Versions

 Print Report

Click Submit when finished with the report

Click Submit Performance Report when finished with the report



Submit Report (continued)

You are now using the UDS Preliminary Reporting Environment (PRE). It is available to enter and validate partial UDS data prior to January 1. Actions to clear partial data and submit a complete calendar year of UDS performance data will ONLY be available starting January 1.

Submit

H80C

Resources

UDS Manual | UDS Training and Technical Assistance | Upload History | Action History | Last NoA | Training Material | UDS Reviewer | User(s) With Permissions | Certified Health IT Product List Lookup | Excel Mapping Document | Request Exemption | Verify Offline HTML Download | Compare Versions

Fields with ★ are required

★ **HRSA Confidential Data Pre-disclosure Summary**

HRSA acknowledges that some health centers may consider the data in Table 5 (Staffing and Utilization), Table 8A (Financial Costs) and Table 9D (Patient Related Revenues) of the Uniform Data System (UDS) as privileged or confidential commercial information under FOIA Exemption 4 (5 U.S.C. § 552(b)(4)). Health centers that submit records to the government may designate part or all of the information in the records as exempt from disclosure under FOIA Exemption 4 (5 U.S.C. § 552(b)(4)) and may make the designation at the time of submission or within a reasonable time thereafter. See 45 C.F.R. § 5.41. Any such designation must be in writing and expires 10 years after submission to the government.

Below is the summary of your consent to disclose the data in Table 5, 8A, and 9D. If you need to edit your consent, please go back to the table to update your selection.

- Table 5 - You have not yet provided a response to the required data consent on Table 5. Please return to Table 5 to make your selection
- Table 8A - You have not yet provided a response to the required data consent on Table 8A. Please return to Table 8A to make your selection
- Table 9D - You have not yet provided a response to the required data consent on Table 9D. Please return to Table 9D to make your selection

Type "I Agree" to acknowledge I have read and understand.

★ **UDS CERTIFICATION**

I certify to the best of my knowledge and belief that this UDS Report is true and correct.

Type "I Agree" in the text box to the electronically sign the UDS Report

Cancel

Complete
Certification

Complete
Certification



View Submitted Report

Submissions - All

Not Completed Recently Completed All


[Export To Excel](#) [Search](#) | [Saved Searches](#) ▼

Page size: 15 Go 90 items in 6 page(s)

Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options
UDS Performance Report	Performance Reports		H80C	H80CS	01/01/2024 - 12/31/2024	03/21/2025	03/19/2025	Submitted	Performance Reports ▼

Click to view
submitted
Performance
Report

Submitted Report Data



You are NOW using the UDS Reporting Environment. Please prepare, validate, and submit complete calendar year UDS performance data at this time.

Review and Report List Page

H80CS000

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
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.	View

Print All Forms

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 - Patients by Health Care and by Sex	View
Data Audit Report	View
All Comments	View

Continue To Next Page


Click to Print
Forms

Click to or View
Download data
submitted on
report


Click to View
Submit
Confirmation page



Submitted Report Confirmation

HRSA

You are NOW using the UDS Reporting Environment. Please prepare, validate, and submit complete calendar year UDS performance data at this time.

 **Submit Confirmation**

▼ H80CS0000

BHCMIS ID:

Funding Stream(s): CHC

Submission Status: Accepted

Reporting Period: 01/01/2025 - 12/31/2025

Started By: on 12/22/2025 03:59 PM ET

✓ **Success:**

UDS Report was successfully submitted and received by HRSA

Performance Report
Submission Tracking Number

The tracking number for your submission is H80CS0000. Please keep record of the tracking number for future reference.

Your report will now be sent for review. During this process you may be contacted by the reviewer for additional questions related to your submission. All such questions will be directed to the contact person that you have specified in your report.

All UDS reporting questions should be directed to the UDS support line - 866-UDS-HELP (866-837-4357) or Email at udshelp330@bphcdata.net

All technical/system issues should be directed to BPHC help line - 1-877-974-BPHC or Email at bphchelp@hrsa.gov

View Submission

Demo #5

UDS Other Features, DAR, Review, Submit, and Download Demo



Quiz Question #2

What does the Clear Data feature do?

- A. It permanently deletes all data for selected tables
- B. Deletes entire tables from the report
- C. Changes the font to white



Quiz Question #2 Answer

What does the Clear Data feature do?

Answer: (A) Permanently deletes all data for selected tables



Resources

EHB Help Page: <https://help.hrsa.gov/display/public/EHBSKBFG/Uniform+Data+System+--+UDS>

User Guides: <https://bphc.hrsa.gov/sites/default/files/bphc/data-reporting/user-guide-uds-lal.pdf>

Quick Reference Guides: <https://bphc.hrsa.gov/data-reporting/uds-training-and-technical-assistance/reporting-guidance#training>

HRSA Help Desk: <mailto:udshelp330@bphcdata.net>



Questions and Answers



Thank You!

UDS Help Desk



udshelp330@bphcdata.net



866-837-4357

EHBs Customer Support



[Fill out our contact form](#)



877-464-4772

Health Center Program Support



<https://hrsa.my.site.com/support/s/>



877-464-4772

bphc.hrsa.gov



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