

# UDS: UNIFORM DATA SYSTEM

## General Information

### WHAT IS THE UDS?

The Uniform Data System (UDS) is a standardized reporting system that 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 staff 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 income.

### 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 12 tables in the "Universal Report," the Health Information Technology (HIT) Form, and the Other Data Elements Form.

- 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.

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Table	Data Reported	Universal Report	Grant Reports
<b>SERVICE AREA</b>			
<b>ZIP Code Table</b>	Patients by ZIP Code by Health Insurance	X	Not reported for grant reports
<b>PATIENT PROFILE</b>			
<b>Table 3A</b>	Patients by Age and Sex Assigned at Birth	X	X
<b>Table 3B</b>	Patients by Hispanic/Latino Ethnicity and Race; Patients best served in a language other than English; Patients by Sexual Orientation; and Patients by Gender Identity	X	X
<b>Table 4</b>	Selected Patient Characteristics	X	X
<b>STAFFING AND UTILIZATION</b>			
<b>Table 5</b>	Staffing and Utilization	X	<partial>
<b>Table 5A</b>	Tenure for Health Center Staff	X	
<b>CLINICAL</b>			
<b>Table 6A</b>	Selected Diagnoses and Services	X	X
<b>Table 6B</b>	Quality of Care Measures	X	
<b>Table 7</b>	Health Outcomes by Race and Ethnicity	X	
<b>FINANCIAL</b>			
<b>Table 8A</b>	Costs	X	
<b>Table 9D</b>	Patient-related Charges, Collections, and Adjustments	X	
<b>Table 9E</b>	Other Income	X	
<b>OTHER FORMS</b>			
<b>HIT Form</b>	HIT Capabilities and Quality Recognition	X	
<b>Other Form</b>	Other Data Elements	X	

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### INDEX OF UDS TABLES:

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#### PATIENT PROFILE

- Zip Code Table — Patients by ZIP Code by Health Insurance
- Table 3A — Patients by Age and Sex Assigned at Birth
- Table 3B — Demographic Characteristics
- Table 4 — Selected Patient Characteristics

#### PROVIDER AND UTILIZATION PROFILE

- Table 5 — Staffing and Utilization
- Table 5A — Tenure for Health Center Staff

#### CLINICAL PROFILE

- Table 6A — Selected Diagnoses and Services
- Table 6B — Quality of Care Measures
- Table 7 — Health Outcomes by Race and Ethnicity

#### FINANCIAL PROFILE

- Table 8A — Financial Costs
- Table 9D — Patient-related Charges, Collections, and Adjustments
- Table 9E — Other Income

### LOOK-ALIKE AND BHW PRIMARY CARE CLINICS REPORTING:

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To maintain consistency with BPHC grantee 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:

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Help and information is available year round—not just at submission time! Available resources include:

- For further information, see the PAL 2018-03 [https://bphc.hrsa.gov/datareporting/pdf/pal\\_2018-03.pdf](https://bphc.hrsa.gov/datareporting/pdf/pal_2018-03.pdf)
- Training programs (fall through winter)
- Technical support to review submission (January–March)
- Recorded, online training webinars: <http://bphc.hrsa.gov/datareporting/reporting/index.html>
- An annually revised UDS Manual <https://bphc.hrsa.gov/datareporting/reporting/2018-uds-reporting-manual.pdf>
- A telephone helpline (866-UDS-HELP)
- E-mail help: [udshelp330@bphcdata.net](mailto:udshelp330@bphcdata.net)

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TABLE	MODIFICATION TO TABLES FOR LOOK-ALIKES
<b>Grantee Profile:</b> Patients by ZIP Code by Health Insurance	<none>
<b>Table 3A:</b> Patients by Age and Sex Assigned at Birth	<none>
<b>Table 3B:</b> Demographic Characteristics	<none>
<b>Table 4:</b> Selected Patient Characteristics	Lines 14 and 15: No details are reported on agricultural patients. Lines 17-22: No details are reported on homeless patients.
<b>Table 5:</b> Staffing and Utilization	<none>
<b>Table 5A:</b> Tenure for Health Center Staff	<none>
<b>Table 6A:</b> Selected Diagnoses and Services	<none>
<b>Table 6B:</b> Quality of Care Measures	<none>
<b>Table 7:</b> Health Outcomes by Race and Ethnicity	<none>
<b>Table 8A:</b> Financial Costs	<none>
<b>Table 9D:</b> Patient-related Charges, Collections, and Adjustments	<none>
<b>Table 9E:</b> Other Income	Data on BPHC 330 grants are not reported.
<b>Appendix D:</b> Health Center Electronic Health Record (EHR) Capabilities and Quality Recognition	<none>
<b>Appendix E:</b> Other Data Elements	<none>