Uniform Data System (UDS) Reports in the HRSA EHBs

Accessing Standard UDS Reports
A quick reference sheet for Program Awardees

The Uniform Data System (UDS) is a system through which organizations funded under the Health Center Cluster program (Activity Code H80), administered by the Bureau of Primary Health Care, 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, as enumerated under the List of Standard UDS Reports below, which are accessed through the UDS reports. To access your UDS reports, follow the steps under Accessing UDS Reports in the HRSA EHB below.

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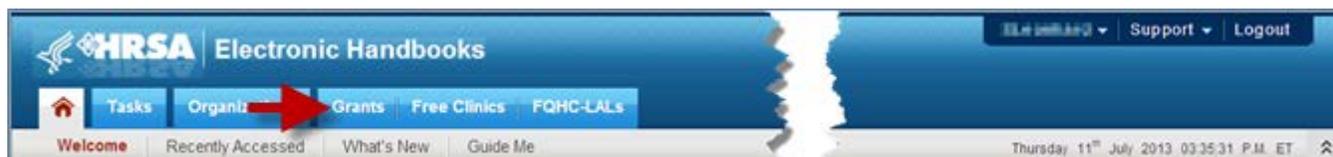
3. The My Grant Portfolio – List page opens, where your grants are displayed in a list (Figure 2). Find the Health Center Cluster grant (grant number begins with "H80") and click **Grant Folder**.

**Figure 2: My Grant Portfolio – List Page**

4. 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

5. 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**.

Figure 4: Search Filters Area on Submissions – All Page
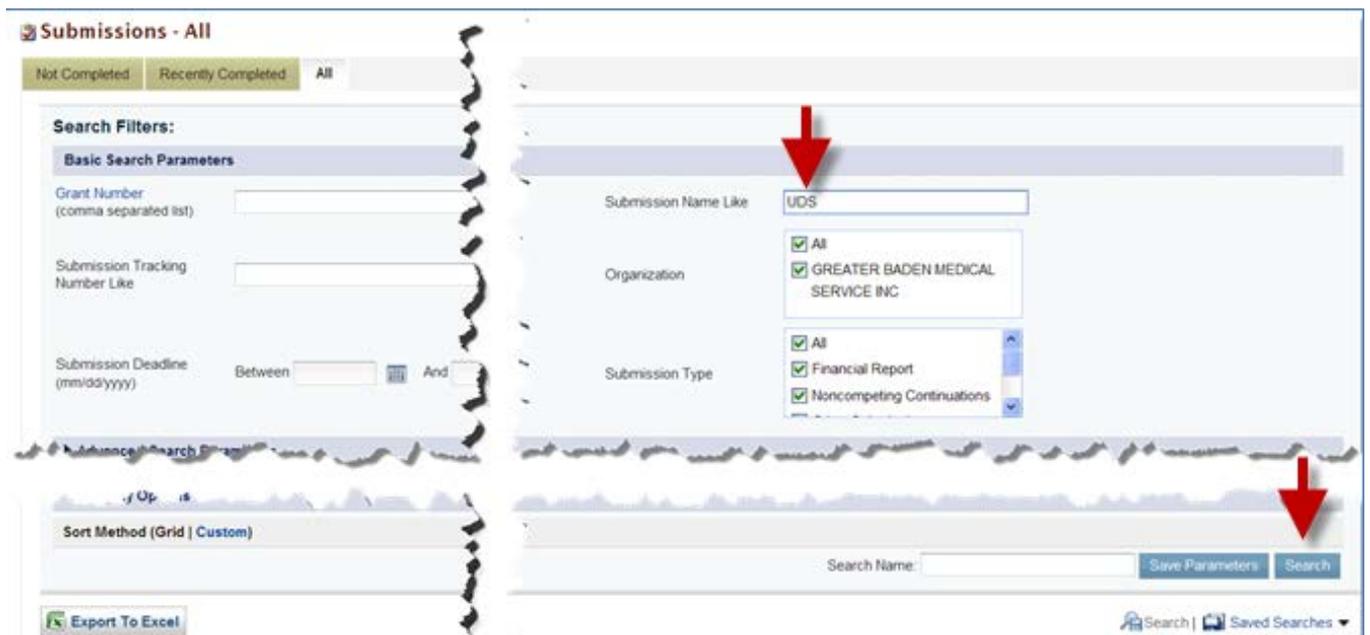
The list at the bottom of the page will display only UDS reports.

6. Choose a Reporting Period. For the UDS report submitted for that Reporting Period, click **Performance Reports** (Figure 5).

Figure 5: Submissions – All Page

7. The page that will open after clicking Performance Reports link on the Submission – All

   7.1 For reports submitted prior to 2018 reporting period, page titled **Review** (Figure 6) will open. 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.

Figure 6: Review Page

Figure 7: UDS Report Page

7.2 For UDS Reports submitted in 2018 and later reporting period, will open in a separate Review and Report list page. The page lists all the Reports on top of the page and Tables on the second half of the page (Figure 8). Click View link adjacent to each of the reports to access the reports.

Figure 8: UDS Review and Report List Page

List of Standard UDS Reports
The following reports can be accessed by following the steps given above.

UDS Data file in XML

Provides the submitted raw 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.

UDS Summary Report

Provides the summary and analysis on the Health Center's current UDS data using measures across various Tables of the UDS report. The Preliminary version of this report will only have the Awardees view available. 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 Awardees, 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. This will be available after all the UDS reports for the current reporting cycle have been processed.

UDS Health Center Trend Report

This report compares the health center's performance for 16 key performance measures (in three categories: Access, Quality of Care/Health Outcomes, and Financial Cost/Viability) with national and state averages over a 3 year period. This will be available after all the UDS reports for the current reporting cycle have been processed.

UDS Health Center Performance Comparison Report

Provides the summary and analysis on the Health Center's latest UDS data giving details at Awardees, State, National, Urban and Rural level with trend comparisons and percentiles. This will be available after all the UDS reports for the current reporting cycle have been processed.

For Help and Support

To access additional EHBs-related resources and training materials, once logged into EHB, please click the Support (EHBs Help) icon located in the toolbar at the lower right of the screen. System navigation, UDS reporting acronyms, quick reference sheets for accessing reports, submission and review process, and other useful training materials and resources can be accessed here.

UDS reporting questions: Your Reviewer or the UDS Help Desk

udshelp330@bphcdata.net or 866-837-4357 (866-UDS-HELP)

EHB account and user access questions: HRSA Call Center

http://www.hrsa.gov/about/contact/ehbhelp.aspx or 877-464-4772 (877-Go4-HRSA)
Monday through Friday (except federal holidays) 8 AM to 8 PM (ET)

EHB electronic reporting issues: BPHC Help Desk

http://www.hrsa.gov/about/contact/bphc.aspx or 877-974-2742 (877-974-BPHC)
Monday through Friday (except federal holidays) 8:30 AM to 5:30 PM (ET)

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.