

## Uniform Data System (UDS) Reports in the HRSA EHBs

### Accessing Standard UDS Reports

A quick reference sheet for FQHC Look Alikes

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:

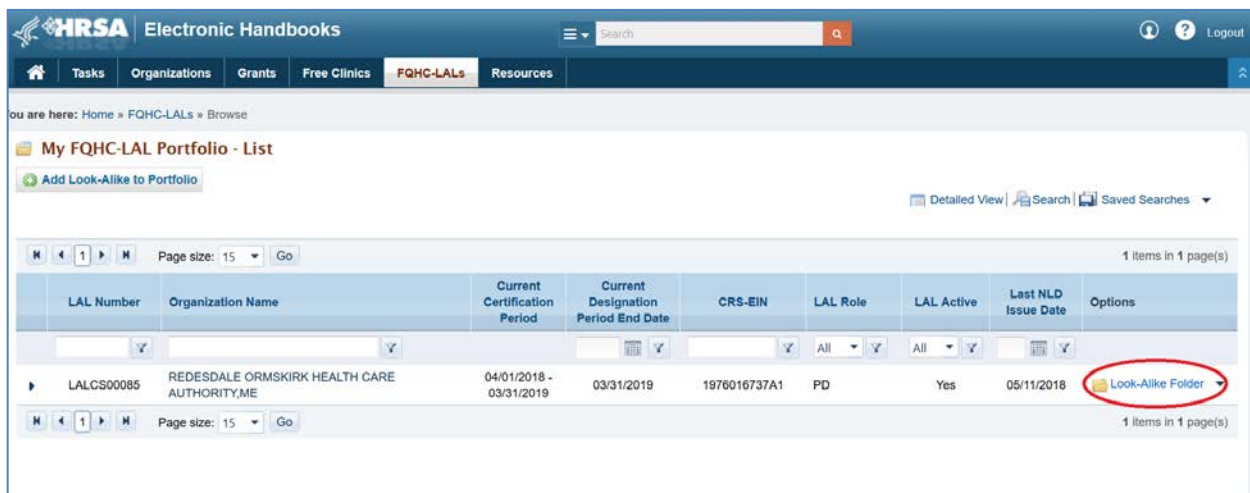
1. Log in to the EHBs.
2. The Welcome page opens (Figure 1). In the Top Navigation panel, click the FQHC-LALs tab

Figure 1: FQHC – LALs Tab in Top Navigation Panel



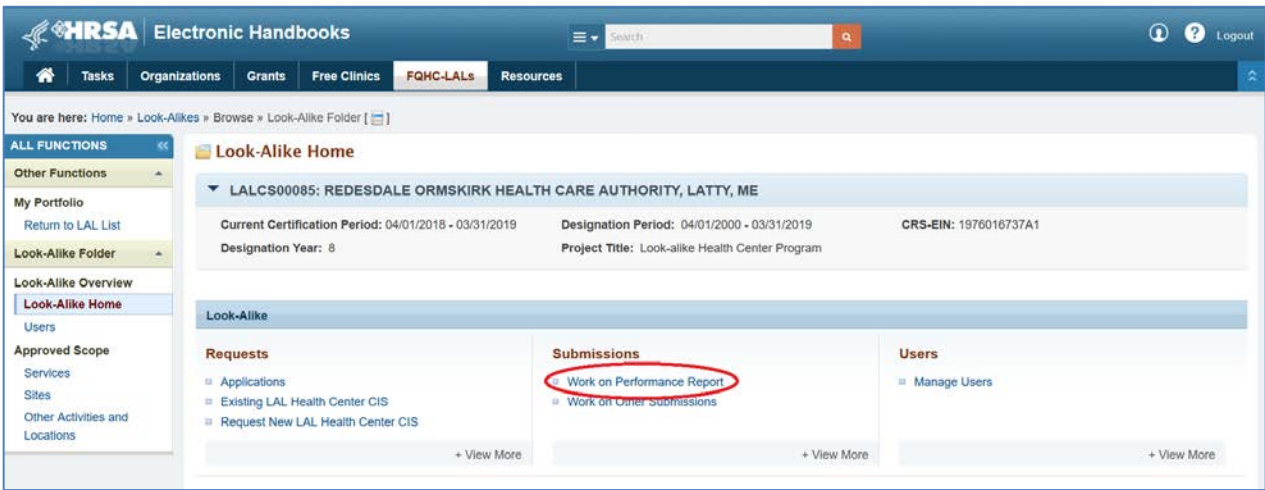
3. The My FQHC-LAL Portfolio – List page opens (Figure 2), displaying information related to any active LAL portfolios. To access the Look-Alike Home page, click the Look-Alike Folder link in the Options column

Figure 2: My FQHC-LAL Portfolio List Page



- 4. From the Look-Alike Home page (Figure 3), click the Work on Performance Report link in the Submissions section.

Figure 3: Look-Alike Home Page



- 5. Submissions – All page (Figure 4) opens, displaying all performance reports related to the LAL. 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). The list will display only UDS reports (Figure 5).

Figure 4: Submissions – All Page

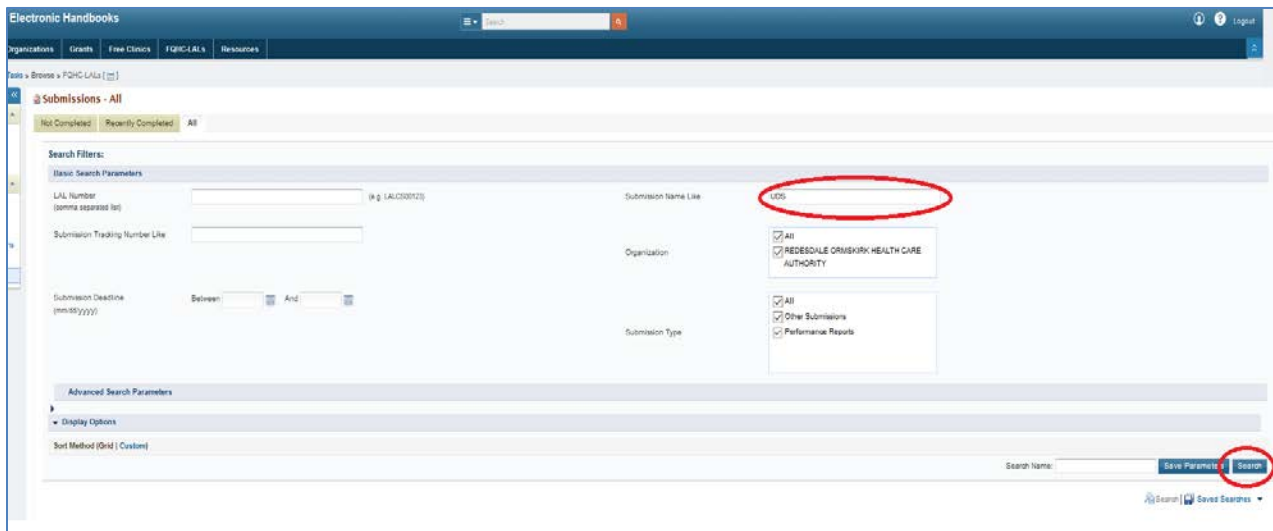


Figure 5: Submission – All Page Showing Only UDS Reports

Submitted	Submission Name	Submission Type	Organization	LAL #	Tracking #	Reporting Period	Submitted Date	Status	Options
159 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032017	01/01/2017 - 12/31/2017	03/26/2018	Submitted	Performance Reports
540 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032016	01/01/2016 - 12/31/2016	03/01/2017	Submitted	Performance Reports
887 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032015	01/01/2015 - 12/31/2015	03/25/2016	Submitted	Performance Reports
1251 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032014	01/01/2014 - 12/31/2014	03/27/2015	Submitted	Performance Reports
1590 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032013	01/01/2013-12/31/2013	04/22/2014	Submitted	Performance Reports
1967 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032012	01/01/2012-12/31/2012	04/10/2013	Submitted	Performance Reports
2352 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032011	01/01/2011-12/31/2011	03/21/2012	Submitted	Performance Reports
Submitted On: In more than 30 Days (1)									
170 Days	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032018	01/01/2018 - 12/31/2018		Not Started	Start

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

Figure 6: Performance Report Link on Submissions – All Page

Submitted	Submission Name	Submission Type	Organization	LAL #	Tracking #	Reporting Period	Submitted Date	Status	Options
156 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032017	01/01/2017 - 12/31/2017	03/26/2018	Submitted	Performance Reports
546 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032016	01/01/2016 - 12/31/2016	03/01/2017	Submitted	Performance Reports
887 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032015	01/01/2015 - 12/31/2015	03/25/2016	Submitted	Performance Reports
1251 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032014	01/01/2014 - 12/31/2014	03/27/2015	Submitted	Performance Reports
1590 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032013	01/01/2013-12/31/2013	04/22/2014	Submitted	Performance Reports
1967 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032012	01/01/2012-12/31/2012	04/10/2013	Submitted	Performance Reports
2352 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032011	01/01/2011-12/31/2011	03/21/2012	Submitted	Performance Reports
Submitted On: In more than 30 Days (1)									
170 Days	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032018	01/01/2018 - 12/31/2018		Not Started	Start

- 7. The page that will open after clicking Performance Reports link on the Submission –
  - 7.1. For reports submitted prior to 2018 reporting period, page titled Review (Figure 7) will open. Use the Access reports and data related to your UDS submission link to open a report. The UDS Report page will open (Figure 8). Use the View link to open a report.

**Figure 7: “Access Reports” Link in UDS Report (Look-Alikes)**

**Review**

LALCS000032017/V3: REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, Saint Anne, ME Due Date: 2/15/2018 11:59 PM

**REPORTS**

[Access reports and data related to your UDS submission](#)

[Print All HTML Forms](#) Table of Contents

View	Section	Options
View: Center / Health Center Profile	Center / Health Center Profile	View
View: Patients By Zip Code	Patients By Zip Code	View
View: Table 3A - Patients by Age and by Sex Assigned at Birth	Table 3A - Patients by Age and by Sex Assigned at Birth	View
View: Table 3B - Demographic Characteristics	Table 3B - Demographic Characteristics	View
View: Table 4 - Selected Patient Characteristics	Table 4 - Selected Patient Characteristics	View
View: Table 5 - Staffing And Utilization		

**Figure 8: UDS Report Page**

**UDS Report**

LALCS00003016/V3: REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, North Augusta, ME Due Date: 2/15/2017 11:59 PM

**REPORTS**

Report Name	Description	Action
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. <a href="#">Formula Guide: UDS Summary Report</a>	<a href="#">View</a>
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. <a href="#">Formula Guide: UDS Rollup Report</a>	<a href="#">View</a>

- 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 9). Click View link adjacent to each of the reports to access the reports.

**Figure 9: Review and Report List Page**

Report Name	Description	Action
UDS Data File in XML	Submitted Raw UDS Data File in XML format	<a href="#">Download / Email</a>
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	<a href="#">View</a> 
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	<a href="#">View</a>
UDS Health Center Trend Report	The Health Center Trend Report, introduced in 2006, 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	<a href="#">View</a>
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.	<a href="#">View</a>

### List of Standard UDS Reports

The following reports can be accessed by following the steps given above.

#### Look Alike UDS Health Center, National Summary Report

Provides summary and analysis of the health center’s current UDS data using measures across various tables of the UDS report. The report will display data for the health center and the nation, for comparison.

#### UDS National Rollups

This report compiles annual data reported by Health Center Program (HCP) health centers and FQHC Look Alikes. 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 reports for the current reporting cycle have been processed. For HCP, data may be rolled up and displayed at the national or state level. For Look Alikes, data is rolled up and displayed at the national level only.

#### 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](mailto: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/WebEPSEExternal/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.