



# Uniform Data System (UDS) Office Hours

*January 18, 2024, 2:00–3:00 p.m. ET*

**Jillian Maccini, Precious Ilonah, Amanda Lawyer**  
**John Snow, Inc.**  
Bureau of Primary Health Care (BPHC)

**Vision: Healthy Communities, Healthy People**

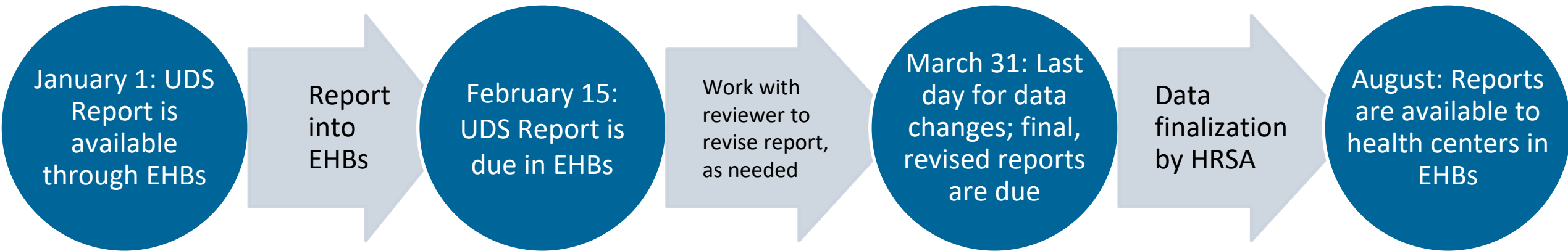


# Agenda

- Discuss common questions submitted during registration broken into the following topics:
  - Administrative and resources
  - Demographics
  - Services
  - Clinical
  - Financial
  - Forms
- Next steps



# Reporting Timeline



# Beginner Resources

- [UDS Training and Technical Assistance Microsite](#)
  - Central, user-friendly hub for health centers to access training and 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 6B, Table 7)
  - [Financials](#) (Table 8A, Table 9D, Table 9E)
  - [Appendices](#) (Health IT form, Other Data Elements Form, Workforce form)



## Uniform Data System (UDS) Training and Technical Assistance

*Last updated: December 18, 2023*

# Beginner Resources (cont'd)

- [2023 UDS Manual](#)
  - Key resource outlining tables, forms, reporting instructions, submission instructions, and FAQs
- UDS content support
  - Support line: 866-837-4357
  - [udshelp330@bphcdata.net](mailto:udshelp330@bphcdata.net)
- 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



# Navigating the EHBs

**Everyone  
working on  
the UDS needs  
an EHBs login!**

**HRSA** | Electronic Handbooks

**Applicant/Grantee**

**LOGIN.GOV**

The EHBs uses Login.gov and two-factor authentication to enhance security. Use your existing Login.gov account, with the same email used for the EHBs, or create a new Login.gov account.

[Create Login.gov Account](#)

**Login**

What's New [View all](#)

**New EHBs Login Process** 05/26/2023

Beginning May 26, 2023, to access the EHBs Applicants, Grantees, Service Providers, Consultants, and Technical Analysts must use Login.gov and two-factor authentication. For information about...(Read More)

**What's New Go Live Grantee Message** 01/28/2022

**What's New Message :**  
**New Prior Approval (PA) and Other Submissions (EDM) Budget Forms**

The EHBs has ...(Read More)





# EHBs Landing Page

- At the **top** are tabs you will use to navigate.
- On the **left side**, you'll see your tasks.
- On the **right side**, you can change permissions and roles (provided you have a role, such as CEO or Project Director, that permits this).

The screenshot shows the HRSA Electronic Handbooks landing page. At the top, there is a navigation bar with tabs for 'Tasks', 'Organizations', 'Grants', 'Free Clinics', 'FQHC-LALs', 'Dashboards', and 'Resources'. The 'Tasks' tab is highlighted with a yellow box. Below the navigation bar, there is a search bar and a user profile icon. A red box with a white arrow points to the 'Tasks' tab, containing the text: 'This is where you will change login permissions.' Below the navigation bar, there is a message: 'Attention, all HRSA recipients. Please note that HRSA will not accept FFR submissions through the EHBs, after September 25, 2020. Starting October 1, 2020, the FFR report will be available in PMS HRSA for review. Visit the PMS Website for instructions on how to request access to or update your PMS account. For general questions about this transition, PMS system access, or technical issues related to this transition, please contact PMSFFRSsupport@psc.hhs.gov. Please visit the Manage Your Grant: Training page on the HRSA website for more information on this transition.' Below the message, there is a welcome message: 'Welcome, Emilio Hunziger'. The main content area is divided into three sections: 'My Tasks', 'Help', and 'Smart Assist'. The 'My Tasks' section is highlighted with a yellow box and contains a table with the following data:

| Count | Category           |
|-------|--------------------|
| 7     | All                |
| 0     | Late               |
| 1     | Due Within 30 Days |

The 'Help' section is highlighted with a yellow box and contains a video player with the title 'How to Request a Submission Deadline Extension'. The 'Smart Assist' section is highlighted with a yellow box and contains a list of actions:

- > Change Project Director (PD)
- > Remove user from an organization
- > Remove user permissions for a grant
- > Request a submission deadline extension

# Navigate to Your UDS Report

- The UDS is the **Performance Report** for your H80 grant.
- Click on **Tasks**, then find the **Performance Report** with Tracking # and Entity that starts with H80 (or LAL for look-alikes).
- Click **Edit** to go to your UDS Report.

The screenshot displays the HRSA Health Center Program interface. On the left is a navigation sidebar with categories like 'Tasks', 'Organization', 'Institution Review', 'Free Clinics', 'Requests', 'Grants', 'Submissions', 'User Access Requests', and 'FQHC-LALs'. The 'Tasks' section is expanded to show 'Pending Tasks'. The main area shows a table of tasks with columns for Deadline (Due), Task Category, Tracking #, Task, Entity, Organization, and Options. The task 'Performance Reports' with Tracking # H80CS000612023 is highlighted with an orange box, and an orange arrow points to its 'Edit' button. The table also includes a search bar, page size selector (15), and a 'Go' button. The top right corner shows 'Detailed View', 'Search', and 'Saved Searches' options. The bottom right corner has accessibility icons.

| Deadline (Due)                         | Task Category     | Tracking #     | Task                                 | Entity             | Organization   | Options |
|--|-------------------|----------------|--------------------------------------|--------------------|--|---------|
| 12/13/2024 11:59 PM (434 Days)         | Grant Submissions | 00319720       | Other Submissions                    | C8ECS44480 (Grant) | Boston Health Care For The Homeless Program, Inc., The | Edit    |
| 12/13/2024 11:59 PM (434 Days)         | Grant Submissions | 00319723       | Other Submissions                    | C8ECS44480 (Grant) | Boston Health Care For The Homeless Program, Inc., The | Start   |
| 12/13/2024 11:59 PM (434 Days)         | Grant Submissions | 00319721       | Other Submissions                    | C8ECS44480 (Grant) | Boston Health Care For The Homeless Program, Inc., The | Start   |
| 03/30/2024 11:59 PM (176 Days)         | Grant Submissions | 00346087       | Other Submissions                    | H80CS00006 (Grant) | Boston Health Care For The Homeless Program, Inc., The | Edit    |
| 02/15/2024 11:59 PM (132 Days)         | Grant Submissions | H80CS000612023 | Performance Reports                  | H80CS00061 (Grant) | HANDLOOM MOHAIR HEALTH SERVICE CORPORATION             | Edit    |
| 12/12/2023 05:00 PM (67 Days)          | Grant Submissions | 00356997       | Other Submissions                    | H80CS00061 (Grant) | HANDLOOM MOHAIR HEALTH SERVICE CORPORATION             | Start   |
| 06/12/2022 01:00 PM (Late by 481 Days) | Action Plan       | AP001395       | Prepare Action Plan - Change Request | H76HA00707         | BOSTON HEALTH CARE FOR THE HOMELESS, INC.              | Edit    |



# Related Questions for UDS Submission and EHBs

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1. Is there a way to test or review the full submission before submitting it?
2. How do I respond to edits in the Data Audit Report?
3. How can I best prepare for a successful UDS submission?

# Patient Demographic Tables

## ZIP Code, 3A, 3B, and 4

| Table    | Description  | 2023 Updates                           |
|----------|--|--|
| ZIP Code | Patients by ZIP Code and Insurance   | None                                   |
| 3A       | Patients by Age and Sex Assigned at Birth  | None                                   |
| 3B       | Patients by Race, Ethnicity, Language, and Sexual Orientation and Gender Identity (SOGI) | Race and ethnicity subgroup categories |
| 4        | Patients by Income, Insurance, Managed Care Enrollment, and Special Population Status    | None                                   |



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

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1. If a patient came in and listed their Race as 'Asian' but left their ethnicity blank, how can I report on their ethnicity without having information on patient subcategory?
2. How do I report on patient's income without knowledge of their income?

# Services

## Table 5 and Selected Service Detail Addendum



| Table           | Description  | 2023 Updates  |
|-----------------|--|---|
| 5               | Staffing, Visits, and Patients by Service Category | <b>New lines 23a – 23d for pharmacy personnel:</b> <ul style="list-style-type: none"><li>• Pharmacists</li><li>• Clinical Pharmacists</li><li>• Pharmacist Technicians</li><li>• Other Pharmacy Personnel</li></ul> |
| <b>Addendum</b> | Integrated Behavioral Health Services              | None  |

# Related Questions for Table 5

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1. Can you provide us with some other examples of staff that should be captured on Line 23d, “Other Pharmacy Personnel”?
2. How should I report residents and interns in the UDS report?
3. Can you provide any examples for which case management counts as visits?



# Clinical Services and Quality of Care Indicators

## Tables 6A, 6B, and 7

| Table | Description                     | 2023 Updates  |
|-------|---------------------------------|---|
| 6A    | Selected Diagnoses and Services | Addition of Value Sets<br><b>New Line:</b> Line 26e, Childhood development screenings and evaluations                         |
| 6B    | Quality of Care Measures        | Updates to align with eCQMs<br>Patients with eligible visits as defined by the measure steward considered for the denominator |
| 7     | Health Outcomes and Disparities | Updated race and ethnicity categories   |





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

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1. Table 6A, Line 26e: Childhood Development Screenings and Evaluations instructs us to use certain codes. Some of these codes can be associated with a broader range of patients than just pediatric patients, should we be applying an age criteria to limit the patients we report for this measure to only the pediatric patients?
2. For the childhood immunization measure, which value set should we use for 2023 reporting?
3. For Table 6B, do the measure stewards define specific codes which are the only codes that count towards the measures?



# Operational and Financial Tables

## Tables 8A, 9D, and 9E



| Table     | Description             | 2023 Updates                                  |
|-----------|-------------------------|---|
| <b>8A</b> | Financial Costs         | None  |
| <b>9D</b> | Patient Service Revenue | None  |
| <b>9E</b> | Other Revenue           | Line 1p: Expanding COVID-19 Vaccination (ECV) |

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

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1. What changes do we need to be made aware of for the financial tables?
2. Can you review reporting 340B patient generated revenue on Table 9D when we use contract pharmacies only?

# Other Forms in the UDS

| Form   | 2023 Updates  |
|--|---|
| <b>Appendix D:</b> Health Information Technology (HIT) Capabilities Form | None  |
| <b>Appendix E:</b> Other Data Elements Form                              | Medication for Assisted Treatment (MAT) now referred to as Medications for Opioid Use Disorder (MOUD) |
| <b>Appendix F:</b> Workforce Form  | None  |



# Related Questions for the Other Forms

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1. Is MOUD reporting limited to just buprenorphine like MAT was?
2. If we use a standardized screener for social risk factor screening that is not listed in question 12 of the manual, how should we report that?

# Thank You!

Bureau of Primary Health Care (BPHC)  
Health Resources and Services Administration (HRSA)



[udshelp330@bphcdata.net](mailto:udshelp330@bphcdata.net) or [Health Center Program Support](#)



1-866-837-4357

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[bphc.hrsa.gov](http://bphc.hrsa.gov)



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