

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

### Accessing Standard UDS Reports

A quick reference sheet for FQHC Look-Alikes

Last Updated April 2023

The Uniform Data System (UDS) is a system through which organizations funded under the Health Center Program (Activity Code H80) or are considered Health Center Program look-alikes (LALs) 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 which are accessed through the UDS reports. This quick reference sheet provides instructions for how to access UDS reports in the HRSA EHBs.

### Accessing UDS Data File XML and Excel Format and Reports in the HRSA EHBs

Perform the following steps to access your UDS reports:

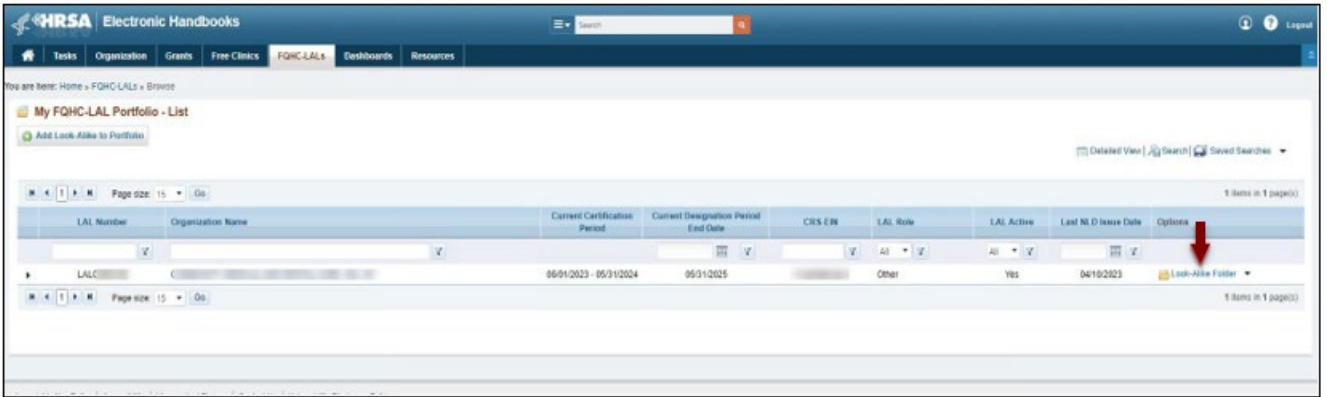
1. Log in to the EHBs.
2. The Welcome page opens (Figure 1). In the Top Navigation panel, click the **FQHC-LALs** tab.

Figure 1: FQHC-LALs Tab in Top Navigation Panel



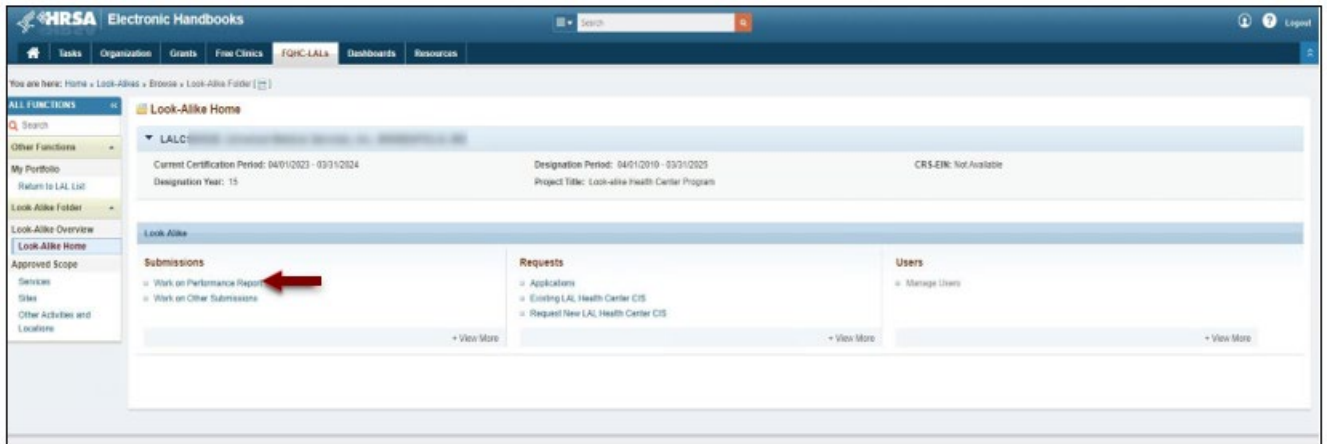
3. The My FQHC-LAL Portfolio – List page opens (Figure 2), displaying information related to any active LAL portfolios. To access the Look-Alike Home page, click **Look-Alike Folder** in the Options column.

Figure 2: My FQHC-LAL Portfolio – List Page



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

Figure 3: Look-Alike Home Page



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

Figure 4: Search Filters Area on Submissions – All Page

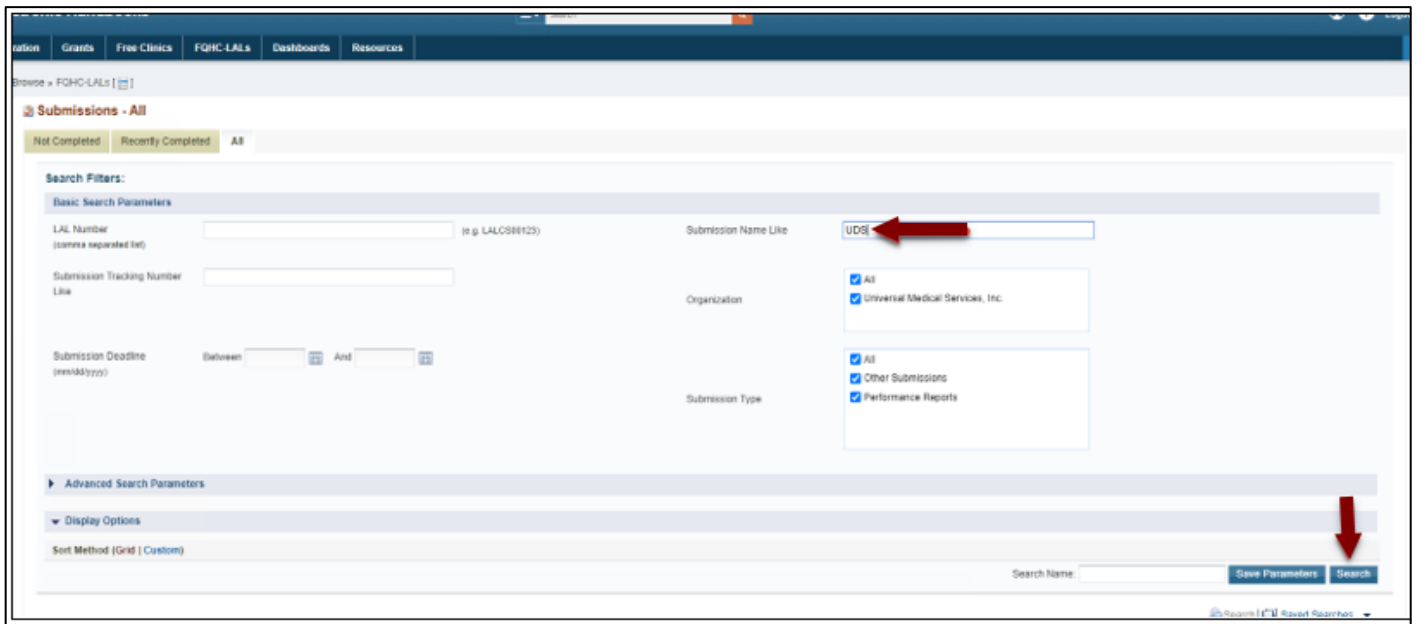
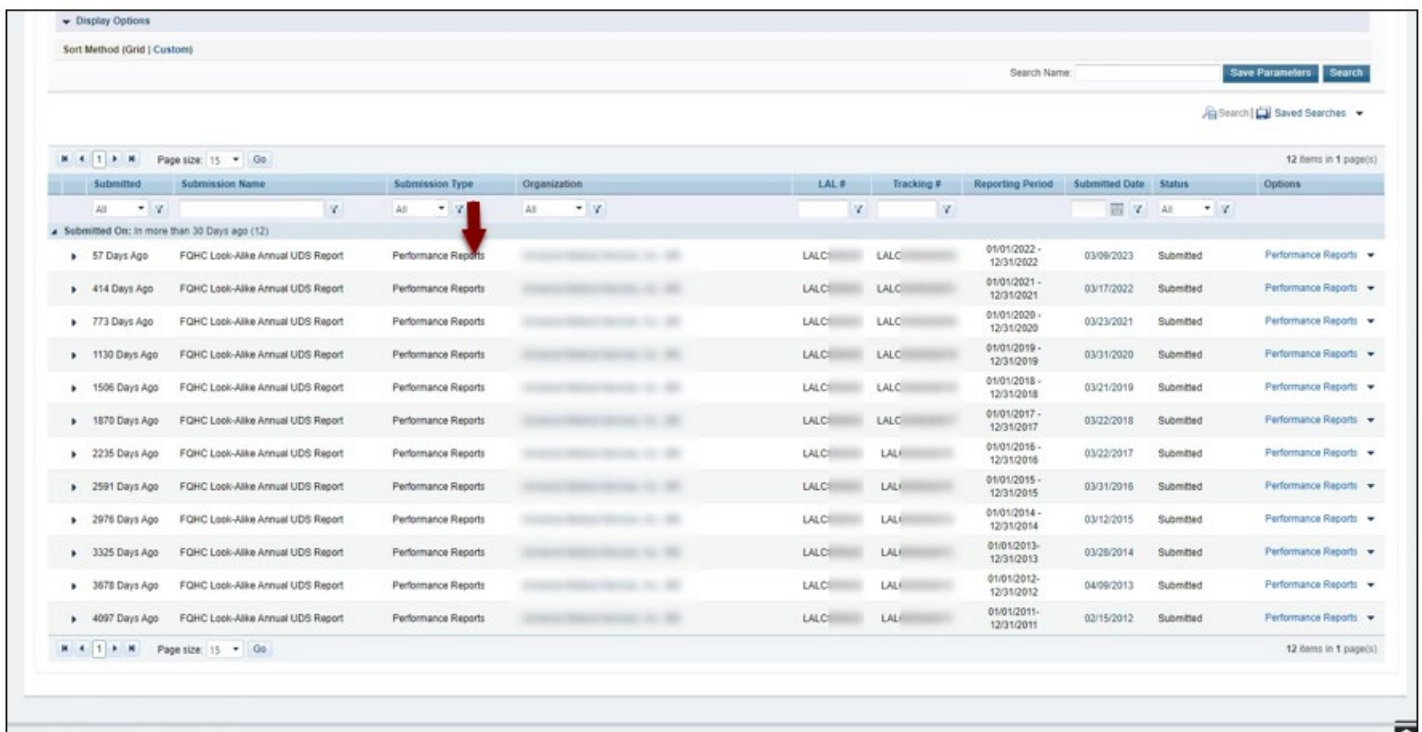


Figure 5: Submission – All Page Showing Only UDS Reports



6. There is a UDS Performance Report for each Reporting Period. The Reporting Period years are displayed in their own column. Choose a Reporting Period and click **Performance Reports** to access the UDS report submitted for that timeframe (Figure 6).

Figure 6: Performance Report Link on Submissions – All Page

Submitted	Submission Name	Submission Type	Organization	LALC #	Tracking #	Reporting Period	Submitted Date	Status	Options
57 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	[Redacted]	LALC	LALC	01/01/2022 - 12/31/2022	03/09/2023	Submitted	Performance Reports
414 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	[Redacted]	LALC	LALC	01/01/2021 - 12/31/2021	03/17/2022	Submitted	Performance Reports
773 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	[Redacted]	LALC	LALC	01/01/2020 - 12/31/2020	03/23/2021	Submitted	Performance Reports
1130 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	[Redacted]	LALC	LALC	01/01/2019 - 12/31/2019	03/31/2020	Submitted	Performance Reports
1506 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	[Redacted]	LALC	LALC	01/01/2018 - 12/31/2018	03/21/2019	Submitted	Performance Reports
1870 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	[Redacted]	LALC	LALC	01/01/2017 - 12/31/2017	03/22/2018	Submitted	Performance Reports
2235 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	[Redacted]	LALC	LALC	01/01/2016 - 12/31/2016	03/22/2017	Submitted	Performance Reports
2591 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	[Redacted]	LALC	LALC	01/01/2015 - 12/31/2015	03/31/2016	Submitted	Performance Reports
2976 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	[Redacted]	LALC	LALC	01/01/2014 - 12/31/2014	03/12/2015	Submitted	Performance Reports
3325 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	[Redacted]	LALC	LALC	01/01/2013 - 12/31/2013	03/28/2014	Submitted	Performance Reports
3678 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	[Redacted]	LALC	LALC	01/01/2012 - 12/31/2012	04/09/2013	Submitted	Performance Reports
4097 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	[Redacted]	LALC	LALC	01/01/2011 - 12/31/2011	02/15/2012	Submitted	Performance Reports

7. Different pages will open after clicking Performance Reports link on the Submission – All page depending on the Reporting Period:

7.1. For reports submitted prior to the 2018 reporting period, a page titled **Review** will open (Figure 7). 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. UDS Data File in XML or Excel Format are not available prior to the 2018 Reporting Period.

Figure 7: Review Page

**Review**

LALC 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 22	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

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.  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 2008, 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.  Formula Guide:	<a href="#">View</a>

7.2. For UDS Reports submitted in 2018 and later Reporting Periods, a separate **Review and Report List Page** will open. The page lists UDS Data Files and all the Reports on top of the page and Tables on the second half of the page (Figure 9). Click **View** adjacent to each of the reports to access the reports. The UDS Data File in XML and Excel Format are both available for UDS reports submitted in 2018 and later.

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</a>
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.	<a href="#">Download</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>
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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 
Table 5 - Staffing and Utilization	View 
Table 6A - Selected Diagnoses and Services Rendered	View 
Table 6B - Quality of Care Measures	View 
Table 7 - Health Outcomes and Disparities	View 
Table 8A - Financial Costs	View 
Table 9D - Patient Service Revenue	View 
Table 9E - Other Revenues	View 
Table 9F - Health Center Health Information Technology (HIT) Capabilities	View 
Table ODC - Other Data Elements	View 
Table Workforce	View 
Data Audit Report	View 
All Comments	View 

## **List of Standard UDS Files and Reports**

The following files and reports can be accessed using the instructions in this quick reference sheet.

### **UDS Data file in XML**

Provides the submitted 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. This file type is available beginning with the 2018 UDS reporting periods.

### **UDS Data file – Excel Format**

Provides the submitted UDS data in an Excel format. Health Centers can download a copy of their current year's submitted UDS Performance Report in an excel format including data in all tables and forms. This file type is available beginning with the 2018 UDS reporting periods.

### **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 and State 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.

### **UDS Health Center Trend Report**

This report compares the health center's performance for key performance measures in three categories, access, quality of care/health outcomes, and financial cost/viability, with national and state averages over a three-year period.

### **UDS Health Center Performance Comparison Report**

Provides the summary and analysis on the health center's latest UDS data giving details at the health center, state, national, urban, and rural level with trend comparisons and percentiles.



## **For Help and Support**

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

### **UDS reporting questions: UDS Help Desk**

[udshelp330@bphcdata.net](mailto:udshelp330@bphcdata.net) or 866-837-4357 (866-UDS-HELP) Monday through Friday (except federal holidays) 8:30 AM to 5:30 PM (ET)

### **Health Center Program or EHBs questions: [BPHC Contact Form](#)**

[BPHC Contact Form](#) or 877-464-4772 Monday through Friday (except federal holidays) 7AM to 8PM (ET)

- **For additional guidance on viewing UDS standard reports**, go to the [BPHC Contact Form](#) and select Uniform Data System (UDS), UDS Reporting, Accessing UDS Reports in EHBs.
- **For technical issues with the HRSA Electronic Handbooks**, go to the [BPHC Contact Form](#) select EHBs Tasks/EHBs Technical Issues.

## **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.