



Uniform Data System (UDS) Submissions in the HRSA Electronic Handbooks (EHBs)

A quick reference sheet for Health Center Program
grantees and look-alikes

Last Updated September 2023

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1. Preparing and Submitting Your UDS Report

Preparing and submitting your Uniform Data System (UDS) report is a matter of entering the data, running the required audit checks, and then submitting your report. Online resources are available.

1. Users new to the HRSA Electronic Handbooks (EHBs) or UDS should view the [UDS Overview Help Pages](#).
2. For help with completing and submitting your UDS report, see [Completing, Submitting, and Accessing Your Report – Overview for Health Center Program Awardees and Look-Alikes](#), an article in the Electronic Handbooks Help and Knowledge Base. The information applies to both grantees and look-alikes.
3. For additional UDS Reporting Resources, see the [UDS Training and Technical Assistance](#) microsite on the Bureau of Primary Health Care Website.
4. If you still have questions, see the [UDS Frequently Asked Questions \(FAQ\)](#).

2. Revising and Resubmitting Your UDS Report

If your reviewer returns your UDS Report to you with a request for corrections or changes, you'll receive notification, usually by email. The email may contain the date the report is due back. It will contain a list of issues which will require action from you. Take the following steps:

1. Open Your UDS Report.
2. **Review the Reviewer's Comments.** The comments may be included in an email sent to you or using the EHBs system through the "Change Request Email" link (accessed from the Status Overview page). The reviewer will let you know what items need revision.
3. **Run the Data Audit Report.** Run the data audit report to get the most recent list of edits since some edits may have been reprogrammed or added since submission or need to be corrected as indicated by the reviewer. For help with running the Data Audit Report, see: [Executing the Data Audit Report and Clearing an Edit](#).

Data Audit Report
 The Data Audit Report (DAR) must be run when changes are made and saved on a Table. Do this by clicking the 'Run Data Audit Report' button below. The ... [Show more](#)

Warning:
 Report can take between 2 to 4 minutes to generate, please be patient.

H80CS00

Resources

Status: **In Progress**

Date of Last Report Refreshed: 10/07/2020 1:28 PM EST [Run Data Audit Report](#)

Table	Edit Type	Flag Status	Edit	Status	Action
Patients by ZIP Code	Explainable Error	Not Flagged	Edit 3390: Patients by Zip Code In Question	Pending	Fix Patients by ZIP Code
Description: All center patients are being reported under one zip code. Please correct or explain.					
Table 3A	Explainable Error	Not Flagged	Edit 3855: Total Patients in Question	Pending	Fix Table 3A
Description: The number of total patients (26754) reported on Table 3A is the same as last year. Verify that the numbers have not changed and correct or explain.					

Date of Last Report Refreshed: 10/07/2020 1:28 PM EST [Run Data Audit Report](#)

[Go to Previous Page](#) [Continue To Next Page](#)

4. **Address the Reviewer's Findings.** Carefully review each problem identified by the reviewer. Correct the data or provide an explanation. Changes you make to the data entered into one table may make it necessary to change data entered into another.
5. **Run the Data Audit Report Again.** Validation rules apply as they did when you first prepared the report. You must run the Data Audit report to check for errors or

exceptions. Just as when you first submitted your UDS, it must be clear of errors, and exceptions must be explained prior to submission.

- To resubmit the report, click the **Continue to Next Page** button, which will appear at the bottom of the Data Audit Report page as soon as the Data Audit Report is complete. This will open the **Review Page**, which you can also access by clicking **Review** on the left navigation panel.

Continue To Next Page

All Functions <<

Performance Reports ▾

UDS Upload/Download

- Download File
- Upload File
- Clear Data

UDS Report Details

- Status Overview
- ✘ Contact Information
- ✘ Patients by ZIP Code

- ✘ Data Audit Report

Review

- Submit

- From the Review page, you may review any section of the report.

Review

▶ H80CS00 [redacted] 1: [redacted]

▶ Resources

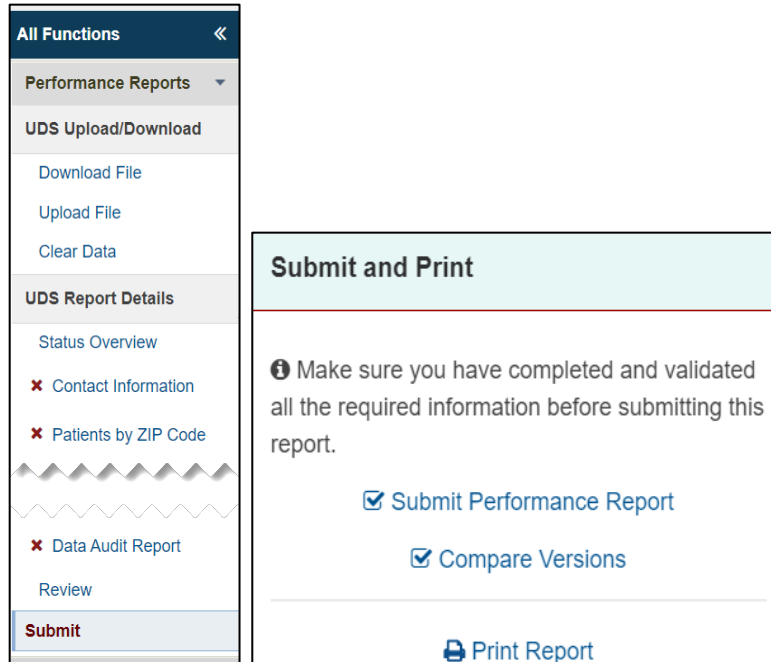
Print All Forms

Review	
Table	Action
Contact Information	View
Patients by ZIP Code	View
Table 3A - Patients by Age and by Sex Assigned at Birth	View

Data Audit Report	View
All Comments	View

Go to Previous Page
Continue To Next Page

- When you're ready to proceed with submission, click the **Continue to Next Page** button at the bottom of the Review page to open the UDS Certification page where you can submit your report.



- You can also open the UDS Certification page by clicking **Submit** in the left navigation panel or **Submit Performance Report** on the right side of Status Overview page.
- From the Submit page you may be able to proceed with submission of the report.
- If your report is ready for submission, you will see a **Submit** button at the bottom right corner. Follow the direction under HRSA Confidential Data Pre-disclosure Summary and UDS Certification ("I Agree" is not case-sensitive), and then click the **Submit** button.

The image shows the 'Submit' page. At the top is a 'Submit' header with a back arrow. Below it are fields for 'HBO' and 'Resources'. A note states 'Fields with ★ are required'. The main section is titled '★ HRSA Confidential Data Pre-disclosure Summary'. It contains a paragraph of text explaining that HRSA acknowledges some health centers may consider data in Table 5, 8A, and 9D as privileged or confidential. Below this is a summary of consent to disclose data in those tables. There are three bullet points:

- Table 5 - I designate Table 5 data as privileged or confidential commercial information that is exempt from disclosure under FOIA Exemption 4 (5 U.S.C. § 552(b)(4))
- Table 8A - I designate Table 8A data as privileged or confidential commercial information that is exempt from disclosure under FOIA Exemption 4 (5 U.S.C. § 552(b)(4))
- Table 9D - I designate Table 9D data as privileged or confidential commercial information that is exempt from disclosure under FOIA Exemption 4 (5 U.S.C. § 552(b)(4))

 Below the text is a text input field with a red border and the prompt 'Type "I Agree" to acknowledge I have read and understand.' The next section is '★ UDS CERTIFICATION'. It contains the text 'I certify to the best of my knowledge and belief that this UDS Report is true and correct.' Below this is another text input field with a red border and the prompt 'Type "I Agree" in the text box to the electronically sign the UDS Report'. At the bottom left is a 'Cancel' button and at the bottom right is a 'Submit' button.

- If your report is not ready to submit you will see the note “All the Forms and DAR should be complete before you can Submit the report” at the top of the Submit page.

The screenshot shows the 'Submit' page of the HRSA EHBs system. At the top, there is a yellow header with 'HHS' and 'Resources' links. Below this, a red error message box is displayed, stating: 'Error: All the Forms and DAR should be complete before you can Submit the report.' The error message is highlighted with a red border. Below the error message, there is a section titled 'HRSA Confidential Data Pre-disclosure Summary' which contains text about data privacy and consent. At the bottom of the page, there is a 'UDS CERTIFICATION' section with a text box for the user to agree to the report's accuracy.

- On submission of the report, you’ll receive a confirmation email. The reviewer will be notified by the EHB system when your report has been resubmitted.

3. For Help and Support

To access additional EHBs-related resources and training materials, once logged into EHBs, 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.

3.1 UDS reporting questions: UDS Help Desk

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

3.2 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.

4. Software Requirements and Compliance Statement

4.1 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>

4.2 Section 508 Compliance

HRSA EHBs is compliant with Section 508 requirements for the visually impaired.

5. Document Types

The following document types are supported in HRSA EHBs:

- .DOC or .DOCX - Microsoft Word
- .RTF - Rich Text Format
- .TXT - Text
- .WPD - Word Perfect Document
- .PDF - Adobe Portable Document Format
- .XLS or .XLSX - Microsoft Excel