



Successful Submission Strategies Uniform Data System (UDS) Reporting

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Vision: Healthy Communities, Healthy People



Opening Remarks

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Health Resources and Services Administration (HRSA)



Objectives of the Webinar

By the end of this webinar, participants will be able to

- Understand the importance of UDS data collection and reporting.
- Identify at least three data checks to conduct before submitting a UDS Report.
- Describe at least one Electronic Handbooks (EHBs) report and tool that can assist with successful UDS submission.
- Describe one tip for working through a UDS review and/or working with your reviewer.
- Identify at least one way to access UDS reporting support.

Agenda

- Review the importance of UDS data
- Identify steps to prepare for a successful UDS submission
- Learn how to navigate the EHBs and key EHBs tools
- Review steps to manage the UDS review process
- Questions and answers

Poll #1

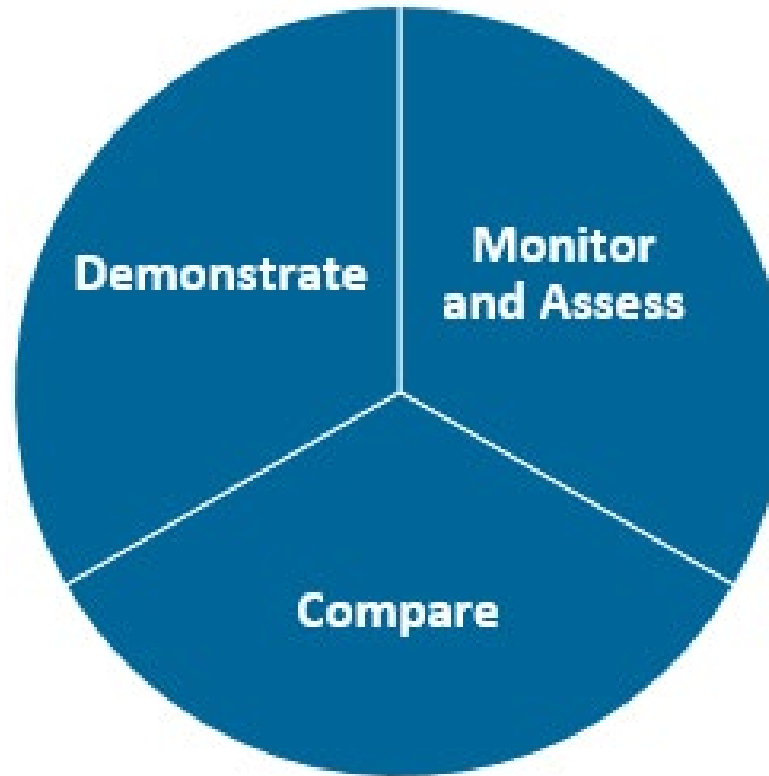
How do you or your health center use UDS data? (Select all that apply.)

- Share data with the Board of Directors
- Monitor year to year trends
- Include data in grant or funding reports and applications
- Share with stakeholders in our community
- Inform quality improvement efforts
- Other: Please describe



Importance of UDS Reporting

Demonstrate the **patients** served by your health center, the **services** they received, **outcomes** they had, and the **costs and revenues** supporting those patients and services



Monitor and assess your **patient population** and clinical, operational, and financial **performance**. Support continuous **quality improvement**

Compare your data with your peers **locally, within the state, or nationally**

Let's Hear from You

Why is your UDS data important?

- Chat in your response

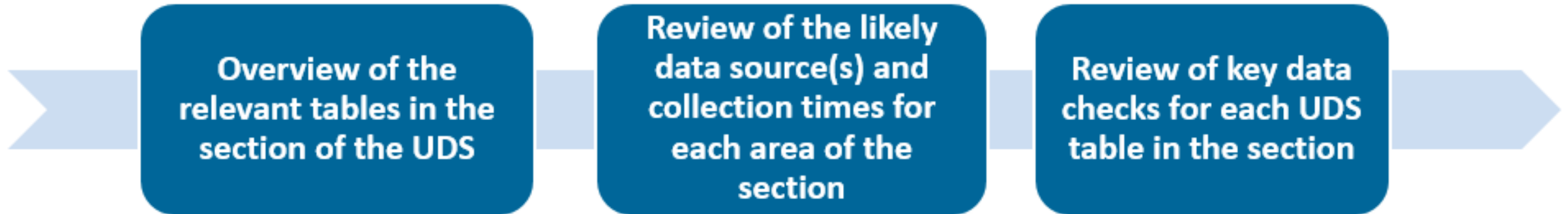


Preparing for a Successful Submission

Key Data Checks for UDS Submission



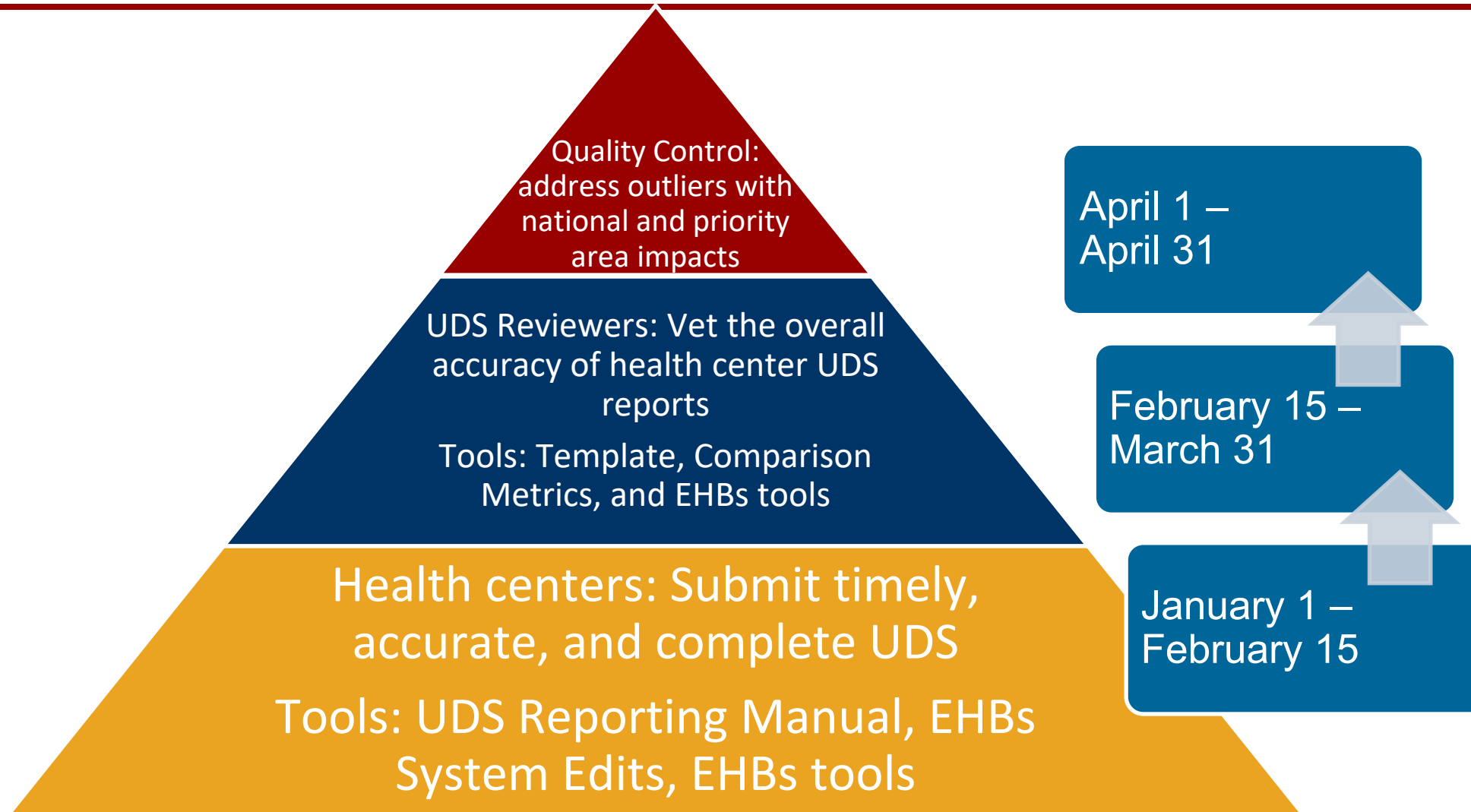
Success Strategies for UDS Sections



Sections and their tables include

Patient Demographics	Staffing and Utilization	Clinical Services and Performance	Operational and Financial	Forms
ZIP Code; Tables 3A, 3B, and 4	Tables 5	Tables 6A, 6B and 7	Tables 8A, 9D, and 9E	Appendix D, E, and F

Three-Tiered Process



Patient Demographic Tables

ZIP Code, 3A, 3B, and 4

Table	Description
ZIP Code	Patients by ZIP Code and Insurance
3A	Patients by Age and Sex at Birth
3B	Patients by Race, Ethnicity, Language, and Sexual Orientation and Gender Identity (SOGI)
4	Patients by Income, Insurance, Managed Care Enrollment, and Special Population Status



Table 4: Selected Patient Characteristics Data Collection

Section of Table 4	Data Sources			When Data Are Collected		
	EHR or Internal System	Other Sources (e.g., Payers)	External Providers, Labs, etc.	Patient Registration	Payer Enrollment Data	Visit, Encounter
Income as a Percent of Poverty Guideline	✓			✓		
Primary Medical Insurance	✓			✓	✓	Confirm at visit
Managed Care Utilization		✓			✓	
Special Populations	✓			✓		Confirm at visit



Key Data Checks for Patient Demographic Tables



Unknown ZIP codes: If there is a large increase in unknown ZIP codes from prior year, review data to be sure only health center patients who have gone through registration/intake and have a countable visit during the calendar year are included.



Unknown race/ethnicity: Similar checks as unknown ZIP code.
SOGI: Unknown lines tend to be larger than Other and Don't know. It is not expected that all patients will be reported as Male or Female. There are likely patients for whom the data are not collected, who choose not to disclose, who are transgender, or who select something else.



CHIP: If greater than 10% are adults 18+, review and explain.
Special Populations: Confirm public housing is reported based on site, not based on patient characteristics.
Confirm that school-based health center patients are only reported if you have an in-scope school-based service site.

Staffing and Utilization

Table 5 and Selected Service Detail Addendum



Table	Description
5	Staffing, Visits, and Patients by Service Category
Addendum	Integrated Behavioral Health Services

Table 5 and Selected Service Detail Addendum Data Collection

Section of Table 5	Data Sources			When Data Are Collected	
	EHR	Other System (Internal)	External Providers, Labs, etc.	Visit, Encounter	Year-End Admin/ Financial Data
Staffing and Utilization					
FTEs		✓			✓
Clinic Visits and Virtual Visits	✓	✓	✓	✓	
Patients	✓		✓	✓	
Selected Service Addendum					
Personnel		✓			✓
Clinic Visits and Virtual Visits	✓			✓	
Patients	✓			✓	



Key Data Checks for Staffing and Utilization



Virtual visits may be comparable to 2021 virtual visits unless a new program or service line has been added.

Productivity (defined as visits per 1.0 full-time equivalent [FTE]) may be higher than in 2020 and 2021 due to pandemic-related changes during those years, but it is not expected to exceed 3,500 per provider.



Mental health visits on the addendum cannot exceed medical visits on the main part of Table 5. The sum of mental health visits on the addendum and mental health visits on the main part of Table 5 (Line 20) should not exceed mental health visits on Table 6A.

Substance use disorder (SUD) visits on the addendum cannot exceed total medical and mental health visits on the main part of Table 5. The sum of SUD visits on the addendum and SUD visits on the main part of Table 5 (Line 21) should not exceed total SUD visits on Table 6A.

Compare personnel on addendum to FTEs.

Clinical Services and Quality of Care Indicators

Tables 6A, 6B, and 7

Table	Description
6A	Diagnoses and Services
6B	Quality of Care Measures
7	Health Outcomes and Disparities



Table 6A: Selected Diagnoses and Services Data Collection

Section of Table 6A	Data Sources		When Data Are Collected	
	EHR	External Providers*, Labs, etc.	Visit, Encounter	Year-End Admin/Financial Data
Visits	✓	✓	✓	
Patients	✓	✓	✓	

*External providers includes services paid for by health center and/or results read and provided to patient.

Key Data Checks for Services Rendered



All reporting on Table 6A is specific to **health center patients**.

- Patient must have a countable visit on Table 5 and be included on demographic tables to be counted on Table 6A.
- UDS reporting does not include mass testing/screening, tests done for the community, etc.

Generally, **visits per patient** for each line on Table 6A will not exceed 2.0, with some exceptions.

Total medical visits on Table 6A average 50% of total medical visits on Table 5.

Total dental visits on Table 6A tend to exceed dental visits on Table 5.

Tables 6B and 7 Clinical Services and Performance Data Collection

Section of Tables 6B and 7	Data Sources			When Data Are Collected	
	EHR	Other System (Internal)	External Providers, Labs, etc.	Patient Registration	Visit, Encounter
Table 6B: Quality of Care Measures					
Prenatal Patient Age and Entry into Care	✓	✓	✓	✓	✓
Clinical Quality Measures	✓	✓	✓	✓	✓
Table 7: Health Outcomes & Disparities					
Deliveries and Birthweights: Section A	✓	✓	✓	✓	✓
Hypertension and Diabetes	✓	✓	✓	✓	✓

Key Data Checks for Clinical Quality Measures



The number of patients who meet the criteria for inclusion in a measure, known as the **denominator**, may change year over year. The portion of patients who meet performance, known as the **numerator**, may vary year over year. These variations may be due to changes in your services or sites and/or changes to the measure by the measurement steward.

Explain large changes from 2021 UDS data, such as changes to your services or how the data were validated.



Deliveries and birth outcomes for prenatal patients must be reported, whether those were provided in-house or by referral.

Consider the number of hypertension and diabetes diagnoses on Table 6A compared to the denominators of the **hypertension and diabetes** reporting on this table. The numbers should not be the same on the two tables because they have different parameters.

Operational and Financial Tables

Tables 8A, 9D, and 9E



Table	Description
8A	Financial Costs
9D	Patient Service Revenue
9E	Other Revenue

Operational Costs and Revenue Data Collection

Section of Tables 8A, 9D, and 9E	Data Sources				When Data Are Collected			
	EHR	Pharmacy	Other Systems (Internal)	Other Sources (e.g., Payers)	Patient Registration	Payer Enrollment Data	Visit, Encounter	Year-End Admin, Financial Data
8A: Financial Costs		✓	✓					✓
9D: Patient-Service Revenue	✓	✓	✓	✓	✓	✓	✓	✓
9E: Other Revenue			✓					✓

Key Data Checks for Operational and Finance Tables

Table 8A

Review Table 8A and Table 5 together to verify they are reported consistently. Notable changes on Table 5, such as significant decreases in FTEs or visits, are likely to appear on Table 8A as well. Report donations on Line 18.

Table 9D

Confirm **charges** (Column A) are reported based on fee schedule for services provided (e.g., CPT codes), not based on reimbursement. An **increase in visits** on Table 5 often results in an **increase in charges** on Table 9D; and vice versa.

Table 9E

Be sure to report money **drawn down in 2022 only**. Confirm that no **loans or 340B pharmacy** revenue are reported on this table. Grant revenue received from **BPHC are reported on lines 1a-1q**. All other federal grant revenue are reported on lines 2-3b.



Other Forms in the UDS

Form

Appendix D: Health Information Technology (HIT) Form

Appendix E: Other Data Elements Form

Appendix F: Workforce Form



Key Data Checks for Form



Many questions on this form can be answered **sooner rather than later** (except for social determinants of health screening).

If you are doing **social risk screening**, select “Yes,” identify the screener, and report the count of total patients who were screened and total who screen positive in each category.



In the MAT section, report physicians, psychiatrists, certified nurse practitioners, physician assistants, and certified nurse midwives who have a Drug Addiction Treatment Act (**DATA**) **Waiver to treat opioid use disorder**. Compare to provider FTE reported on Table 5 for each categories.

Telehealth reporting should include all **services provided via telehealth** in the calendar year.

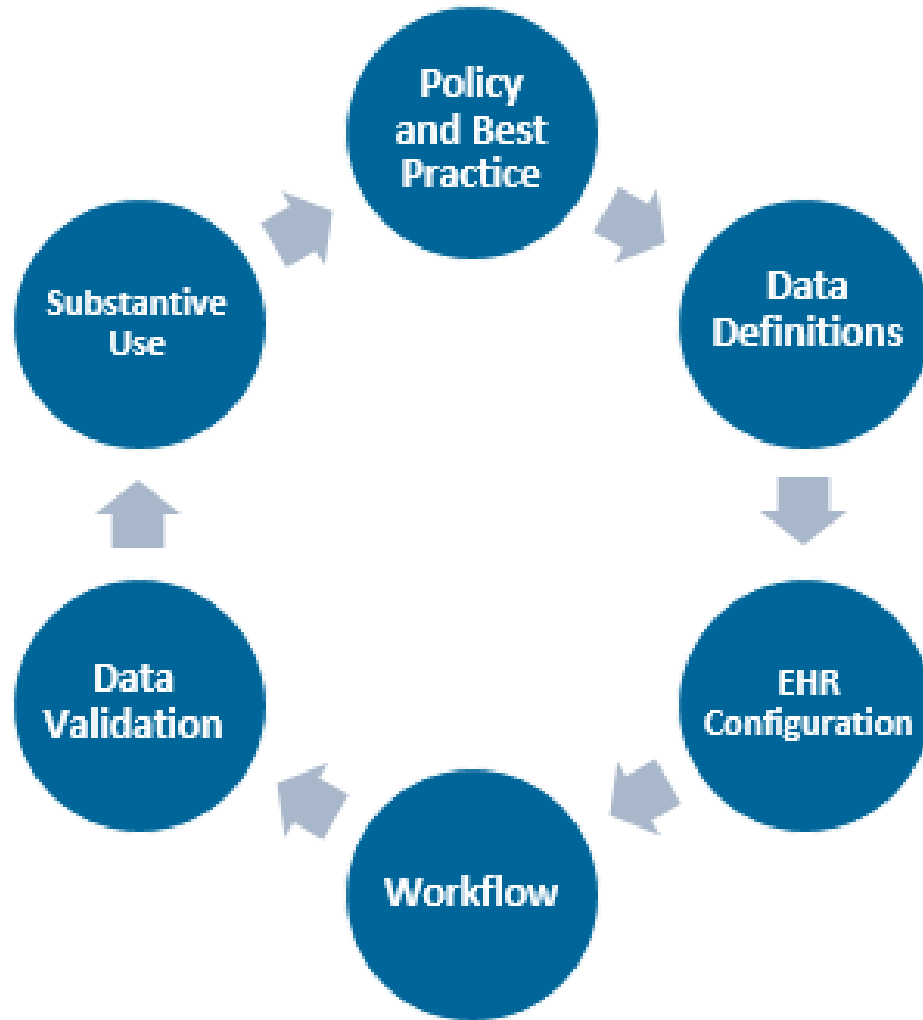


Do not report activities not related to health professional development education/training. **Do not include** professional development, continuing medical education, or internal staff training.

Note that this is satisfaction of personnel, not patient satisfaction surveys.



Overview of Data Life Cycle



Accurate and complete UDS reporting is an **OUTCOME** of a well-executed and well-maintained data life cycle within each health center.

Table 3B: Example of Demographic Characteristics: Sexual Orientation and Gender Identity (SOGI) Reporting

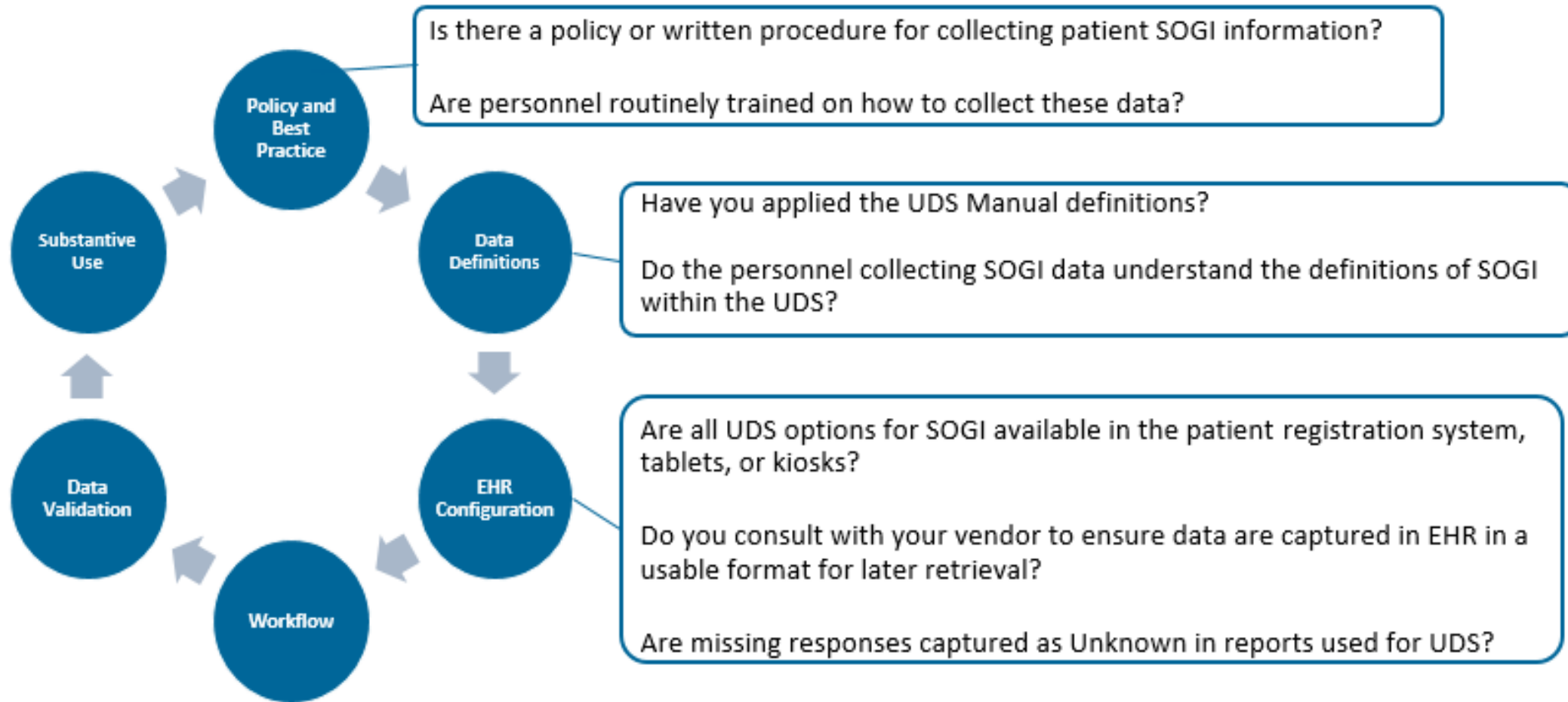


Table 3B: Example of Demographic Characteristics: Sexual Orientation and Gender Identity (SOGI) Reporting (continued)

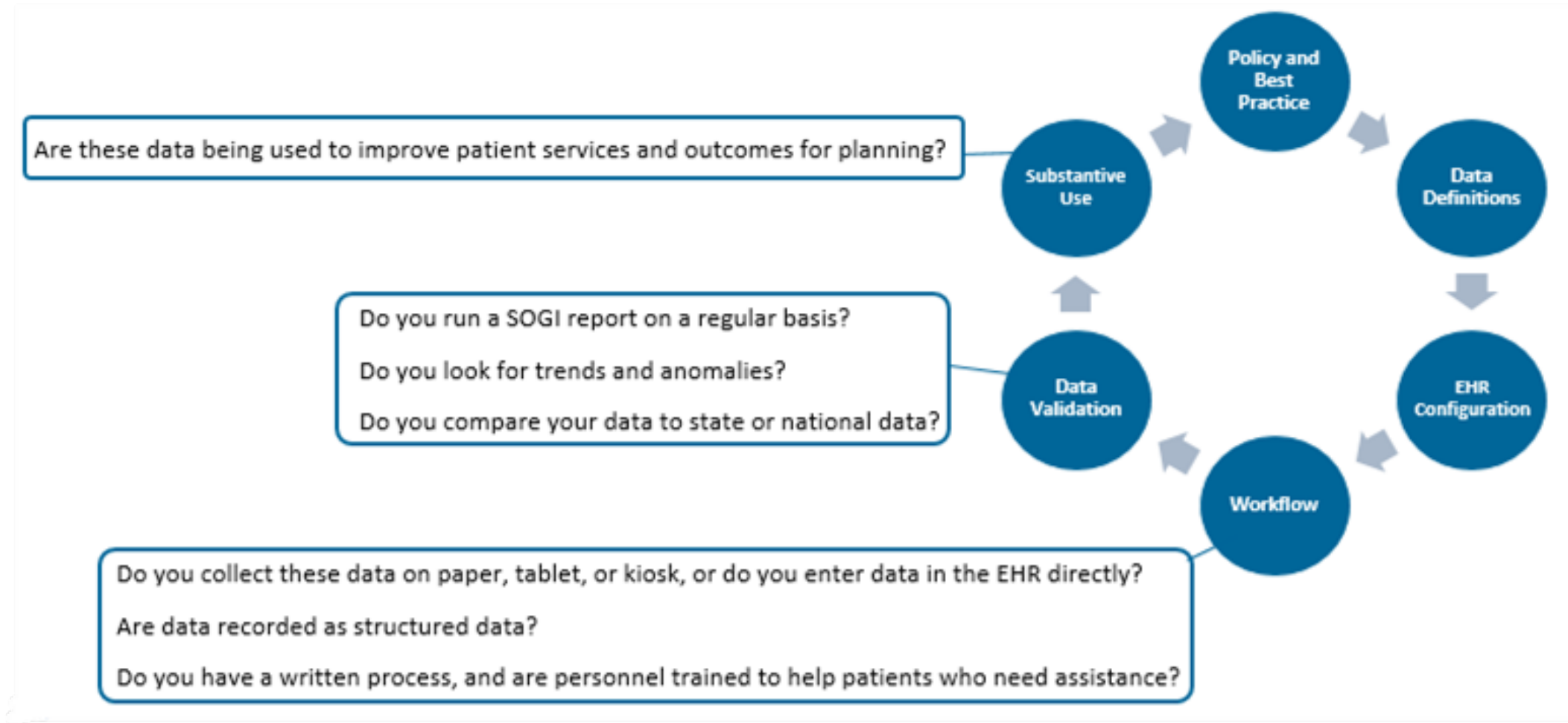


Table 7 Example of Clinical Quality Measure: Controlling Hypertension

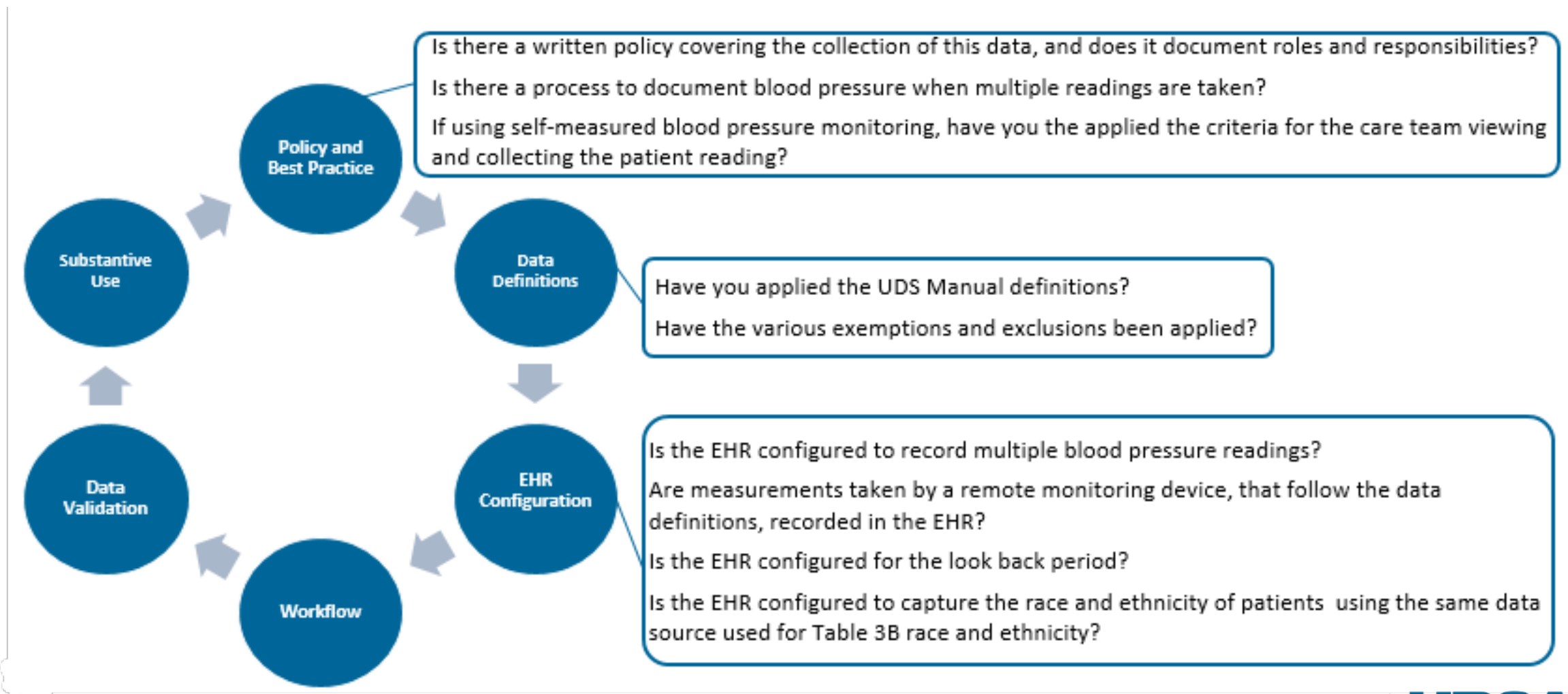
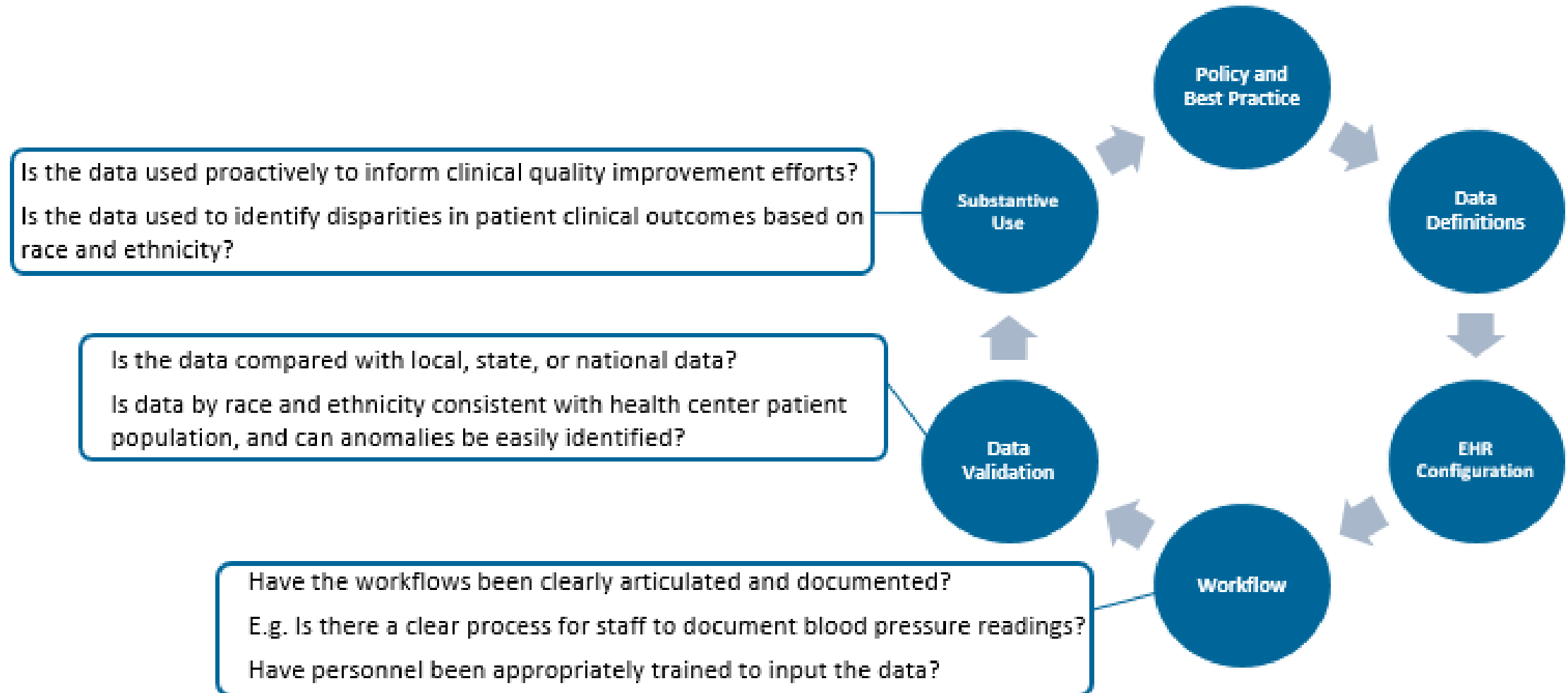


Table 7 Example of Clinical Quality Measure: Controlling Hypertension



Navigating the EHBs Successfully

Demonstration of EHBs Features and Tools



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

The screenshot displays the HRSA Electronic Handbooks website. At the top, the HRSA logo and 'Electronic Handbooks' are visible, along with 'Support' and 'Login' links. A navigation bar includes 'Welcome', 'New User Registration', 'Funding Opportunity', and 'What's New'. The date and time 'Monday 12th August 2019 02:58:39 P.M.' are shown in the top right. The main content area is divided into several sections: 'Existing Users' (highlighted with a yellow border) featuring a login form with fields for 'Username (Email)' and 'Password', a 'Login' button, and a 'Forgot Password?' link; 'New Users' with a 'Create an Account' button and a 'Click here to get started' link; 'Contact Us' providing contact information: 'Time: 8:00 a.m. to 8:00 p.m. Eastern Time (ET) Monday through Friday', 'Phone: 877-Go4-HRSA/877-464-4772', and a 'Link to contact us: click here'; 'What's New' with two announcements: '03/16/2018 - Optimized Home Page and a New Help Video!' and '01/18/2018 - New features to help you manage your workload, and easily download and print your Grant documents!'; 'Learn About' with links for 'Grant Program', 'Free Clinic Program', and 'FQHC-LAL Program'; and 'Other Links' with links for 'Browser Requirements', 'Funding Opportunities', 'Track Grant Application', and 'Help'. A 'View All' link is also present at the bottom right of the 'What's New' section.



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 'Smart Assist' panel on the right side of the page, containing the text: 'This is where you will change login permissions.' The 'Smart Assist' panel lists several actions: 'Change Project Director (PD)', 'Remove user from an organization', 'Remove user permissions for a grant', and 'Request a submission deadline extension'. On the left side, there is a 'My Tasks' panel with a green header, showing 7 tasks in total, 0 late, and 1 due within 30 days. In the center, there is a 'Help' section with a video thumbnail titled 'How to Request a Submission Deadline Extension'. Below the video, there are several 'How to' guides, including 'How to Add a' and 'Getting Started in the EHBs'.

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 a web application interface for managing tasks. On the left is a navigation menu with categories like 'Pending Tasks', 'Free Clinics', 'Requests', 'QHCLALs', 'Submissions', and 'Grants'. The main area shows a table of tasks with columns for Deadline, Task Category, Tracking #, Task, Entity, Organization, and Options. The 'Performance Reports' task is highlighted with a red box, and a red arrow points to the 'Edit' button in the Options column for that task.

Deadline (Due)	Task Category	Tracking #	Task	Entity	Organization	Options
07/29/2021 11:59 PM (248 Days)	Grant Submissions	00266430	Other Submissions	H8ECS38600 (Grant)	Community Health Centers Of The Central Coast, Inc.	Start
06/29/2021 11:59 PM (218 Days)	Grant Submissions	00259800	Other Submissions	H8DCS35618 (Grant)	Community Health Centers Of The Central Coast, Inc.	Start
06/12/2021 11:59 PM (201 Days)	Grant Submissions	00257192	Other Submissions	H8CCS34054 (Grant)	Community Health Centers Of The Central Coast, Inc.	Edit
01/08/2021 05:00 PM (46 Days)	Grant Submissions	182820	Noncompeting Continuations	H80CS01239 (Grant)	BENSON RUPARELIA UNIVERSITY	Start
11/27/2020 11:59 PM (4 Days)	Grant Submissions	H80CS012392020	Performance Reports	H80CS01239 (Grant)	BENSON RUPARELIA UNIVERSITY	Edit
N/A	CIS Applications	CIS00095585	New/Existing	H80CS00521	COMMUNITY HEALTH CENTERS CENTRAL COAST	Edit

Preliminary Reporting Environment

- Health centers can access the UDS Report each fall.
- The system opens in late October as the Preliminary Reporting Environment (PRE).
- Follow the same steps to access either the PRE (before January 1) or the “live” UDS Report (after January 1).



UDS Report Home Page

- The left-hand navigation panel includes **tools, tables, and forms**.
- The rest of the page will show **status, progress, and other report details**.
- There are links to a number of **resources** in the middle of the page.

The screenshot shows the UDS Report Home Page interface. At the top, a yellow notification bar contains the text: "You are NOW using the UDS Reporting Environment. Please prepare, validate, and submit complete calendar year UDS performance data at this time." A red arrow points to this bar from a red callout box that says: "The bar at the top of the screen will be yellow if you are in the PRE (prior to January 1)."

The interface includes a left-hand navigation panel with the following sections:

- All Functions
- Performance Reports
- UDS Upload/Download
 - Download File
 - Upload File
 - Clear Data
- UDS Report Details
- Status Overview

The main content area displays the following information:

- Status Overview**: A note indicating that all sections including a tip are ready for entry.
- Report ID**: H80CS012392020: BENSON RUPARELIA UNIVERSITY, LAKE PANASOFFKE...
- Due Date**: 11/27/2020 (11:59 P...)
- Days Left**: 4
- Resources**: Links to UDS Manual, Upload History, Action History, Last NoA, Training Material, UDS Reviewer, User(s) With Permissions, Certified Health IT Product List Lookup, Excel Mapping Document, Request Exemption, Verify Offline HTML Download, and Compare Versions.
- UDS Report Status** table:

Sections	Status	Last Updated
Contact Information	Complete	11/15/2020 4:52 PM EST by Rosaleen Skowronek

The right-hand side of the page features a **Forms Overview** section with the following data:

- Last Updated On: 11/18/2020 3:57 PM EST
- Table 5
- 0 Not Started
- 0 In Progress
- 17 Complete

Below the forms overview is a **Report Details** section with the following information:

- BHCMIS ID: 090710
- Last Submitted By: Emilio Hunziger on 11/18/2020 3:57 PM EST



Key EHBs Tools for Successful Reporting

Upload/Download File

Offline Templates

Comparison Report

Accessing Prior Year Reports

Other Helpful Reports



UDS Report Home Page: Tools

- Let's look at the tools available in the upper left corner.
- Note: If you do not see this menu, click the arrows next to "All Functions" in the upper left corner.

The screenshot displays the UDS Reporting Environment interface. At the top left, a breadcrumb trail reads "You are here: Home". Below it, a dark blue sidebar menu is visible, with the "All Functions" option highlighted by a yellow rectangular box. The "All Functions" menu includes a left-pointing arrow and a dropdown arrow. Below it, the "Performance Reports" dropdown is expanded, showing "UDS Upload/Download" with sub-options for "Download File", "Upload File", and "Clear Data". Underneath, the "UDS Report Details" section is visible, with "Status Overview" selected. A list of report sections follows, each with a green checkmark: "Contact Information", "Patients by ZIP Code", "Table 3A", "Table 3B", "Table 4", "Table 5", and "Table 6A".

At the top right, a green banner states: "You are NOW using the UDS Reporting Environment. Please prepare, validate, and submit complete calendar data by 11:59 PM on 1/27/2020." Below this, the "Status Overview" section features a blue "Note" box with the text: "All sections including tables, HIT information, other data elements and data audit report must be in 'Complete' status. Tip: Prior to entering any data, save a copy of the blank excel template. The blank file can later be used for clearing data." Below the note, a calendar icon shows the due date "1/27/2020 (11:59 P...)" and a clock icon indicates "4 Days Left".

At the bottom, a "Resources" section with an external link icon lists: "UDS Manual | Upload History | Action History | Last NoA | Training Material | UDS Reviewer | User(s) With Permissions | Certified Health IT Product List Lookup | Excel Mapping Document |".



UDS Upload/Download: Download File

The screenshot displays the UDS Reporting Environment interface. On the left, a navigation menu is visible with the following items: 'All Functions', 'Performance Reports', 'UDS Upload/Download' (highlighted with a yellow box), 'Download File', 'Upload File', 'Clear Data', 'UDS Report Details', 'Status Overview', 'Contact Information', 'Patients by ZIP Code', 'Table 3A', 'Table 3B', 'Table 4', 'Table 5', 'Table 6A', 'Table 6B', 'Table 7', 'Table 8A', 'Table 9D', 'Table 9E', 'HIT Capabilities', 'Other Data Elements', 'Workforce', 'Report Comments', and 'Data Audit Report Review'. The main content area features a green banner at the top stating: 'You are NOW using the UDS Reporting Environment. Please prepare, validate, and submit complete calendar year UDS performance data at this time.' Below this, the organization name 'H80CS012392020/v2: BENSON RUPARELIA UNIVERSITY, LAKE PANASOFFKEE, CA' is displayed. Key details include BHCMS ID: 090710, Funding Stream(s): CHC, HCH, MHC, PHPC, Submission Status: Change Requested, Reporting Period: 01/01/2020 - 12/31/2020, and Started By: Rosaleen Skowronek on 11/15/2020 04:44 PM ET. A 'Resources' section lists various links such as 'UDS Manual', 'Upload History', 'Action History', 'Last NoA', 'Training Material', 'UDS Reviewer', 'User(s) With Permissions', 'Certified Health IT Product List Lookup', 'Excel Mapping Document', 'Request Exemption', 'Verify Offline HTML Download', and 'Compare Versions'. An 'Instructions' section provides guidance on downloading data, including instructions for Excel and HTML files. At the bottom, a 'Download Template' section allows users to select the format (Offline Excel or Offline HTML) and click a 'Download' button. An 'Excel Template' section is also visible.



UDS Upload/Download: Download File (continued)

Three decisions to make:

1. Do you want to use Excel or HTML format?
2. Do you want the file to include data currently in the UDS?
3. Do you want to do all tables at once or just a selected set?

Download Template

Select Format Offline Excel Offline HTML [Download](#)

Excel Template

Select Data Level Excel with Data Blank Excel

Select Table

<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Table 5	<input checked="" type="checkbox"/> Table 9D
<input checked="" type="checkbox"/> Patients by ZIP Code	<input checked="" type="checkbox"/> Table 6A	<input checked="" type="checkbox"/> Table 9E
<input checked="" type="checkbox"/> Table 3A	<input checked="" type="checkbox"/> Table 6B	<input checked="" type="checkbox"/> Table HIT
<input checked="" type="checkbox"/> Table 3B	<input checked="" type="checkbox"/> Table 7	<input checked="" type="checkbox"/> Other Data Elements
<input checked="" type="checkbox"/> Table 4	<input checked="" type="checkbox"/> Table 8A	<input checked="" type="checkbox"/> Workforce

Patients by ZIP Code with Prior year ZIP Codes
(This option will append the zip codes reported last year to any data already entered for this year. If you have already entered zip code information for this year, be certain to check that none of the zip codes have been entered twice, since this option does not include a duplicated entry check.)

Considerations to Guide Formatting Decisions

Excel vs. HTML?

Excel format may feel more familiar, but it's important to know that the **Excel file cannot be modified structurally**. If modified, it cannot be uploaded.

HTML looks like the UDS tables and does not allow modification.

Including Data or Not?

If no data or only test data have been entered, then blank is better.
If data are present, include these data in the EHBs so data are available.

All Tables or a Select Set?

Typically, you should **select just the set of tables you are currently working on**. If you download all tables and do not use all of them, you risk uploading blank tables over existing data.

Downloading Offline Templates

Download Template

Select Format Offline Excel Offline HTML Download

Excel Template

Select Data Level Excel with Data Blank Excel

Select Table

<input type="checkbox"/> All	<input type="checkbox"/> Table 5	<input type="checkbox"/> Table 9D
<input type="checkbox"/> Patients by ZIP Code	<input type="checkbox"/> Table 6A	<input type="checkbox"/> Table 9E
<input type="checkbox"/> Table 3A	<input checked="" type="checkbox"/> Table 6B	<input type="checkbox"/> Table HIT
<input type="checkbox"/> Table 3B	<input checked="" type="checkbox"/> Table 7	<input type="checkbox"/> Other Data Elements
<input type="checkbox"/> Table 4	<input type="checkbox"/> Table 8A	<input type="checkbox"/> Workforce

Go To Status Overview Page

Once you click “Download,” you will get this disclaimer/instructions about the HTML form, even if you selected Excel. Click **OK!**

Disclaimer and Instructions

The user acknowledges that electronic communications, databases and websites are subject to errors, malfunctions, tampering, and break-ins. The user must not misuse or subject the offline code provided by Health Resources and Services Administration (HRSA) to tampering or misuse that results in damages to the user's systems or operations. The Department of Health and Human Services (DHHS), or HRSA, or their software vendors, are not responsible for damages that result from such misuse or tampering of the code.

Offline Html Instructions:

Once the offline HTML package is downloaded, you will have to extract/unzip the downloaded package. To extract/unzip, you will need to enter a password. Your Tracking Number (All Capitalized) is the password. Click 'OK' to proceed with the download.

Please read the instructions carefully for a successful Offline HTML download.

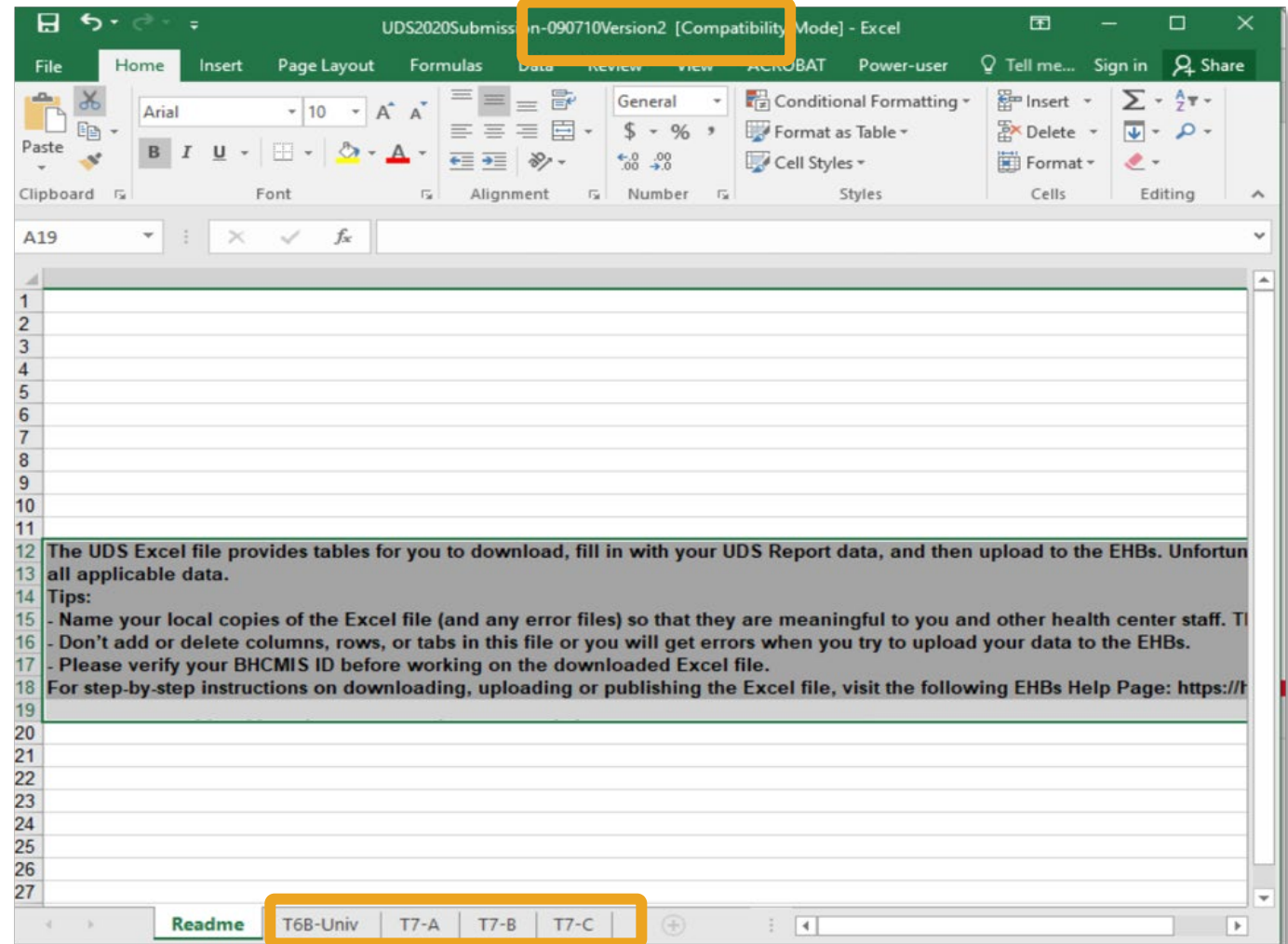
- Save only one copy of the downloaded file on your local machine, at a given point of time.
- Do not alter the contents or tamper with the file.
- Do not rename the file before verification as once renamed verification is not possible.
- Check with your IT department, if you would like to verify the validity of the zip file contents.
- To get step by step instructions on how to perform the verification refer to Verify Offline HTML download link from Resources Section OR HRSA Wiki pages.
- If you still need assistance reach out to EHBs Help Line.

Cancel OK



Using Offline Excel

- The first tab has tips for success.
 - When it says to verify your BHCMIS ID, it means to verify that in the filename. Your BHCMIS ID does NOT start with H80 (It may be 6 numbers or 6–7 numbers with an E in it).
- Table 7: Each section/measure has its own tab.



Accessing Comparison Report

- From the UDS Home Page or **Status Overview Page**, you can access your **Comparison Report**.
- Here, you can view last year's and this year's UDS reports side by side.

The screenshot displays the UDS Reporting Environment interface. At the top, a green banner states: "You are NOW using the UDS Reporting Environment. Please prepare, validate, and submit complete calendar year UDS performance data at this time." Below this, the user's organization is identified as "H80CS012392020: BENSON RUPARELIA UNIVERSITY, LAKE PANASOFFKEE, CA". The current date is "11/27/2020 (11:59 PM Local Time)" and there are "4 Days Left" until the due date. A "Resources" section provides links to various documents and tools. The main area features a "UDS Report Status" table with columns for Sections, Status, and Last Updated. A sidebar on the left lists report sections, and a right sidebar shows "Forms Overview" with progress indicators (0 Not Started, 0 In Progress, 17 Complete) and "Report Details" including the BHCNIS ID and last submitter. A "Submit and Print" section at the bottom right contains a highlighted "Submit Performance Report" button and a "Compare Versions" link.

Sections	Status	Last Updated
<input checked="" type="checkbox"/> Contact Information	Complete	11/15/2020 4:52 PM EST by Rosaleen Skowronek
<input checked="" type="checkbox"/> Patients by ZIP Code	Complete	11/18/2020 3:43 PM EST by Emilio Hunziger
<input checked="" type="checkbox"/> Table 3A - Patients by Age and by Sex Assigned at Birth	Complete	11/18/2020 3:40 PM EST by Emilio Hunziger
<input checked="" type="checkbox"/> Universal Report	Complete	-
<input checked="" type="checkbox"/> Homeless Report	Complete	-
<input checked="" type="checkbox"/> Migrant Report	Complete	-
<input checked="" type="checkbox"/> Public Housing Report	Complete	-
<input checked="" type="checkbox"/> Table 3B - Demographic Characteristics	Complete	11/18/2020 3:14 PM EST by Emilio Hunziger



Running the Comparison Report

- Select your reference and comparison year.
- You can compare different versions of your report to see notable changes.

hrsautl11-is.amer.reisystems.com/UDSSubmission/comparisonselectversion?reportId=%2094c2aa46-608d-497e-972d-3039d3ff12c8

You are NOW using the UDS Reporting Environment. Please prepare, validate, and submit complete calendar year UDS performance data at this time.

Compare Versions - Select Version

▶ H80CS012392020/v2: BENSON RUPARELIA UNIVERSITY, LAKE PANASOFFKEE, CA

Note:
* indicates data entry in progress and is subject to change.

Select Versions to be Compared

Reference Year/Version	Select Year and Version
Compare To Year/Version	Select Year and Version

Close Next



Poll #2

What changes can you identify from the Comparison Report? (Select all that apply.)

- Staffing
- Insurance mix
- Special populations served
- Clinical quality measure outcomes
- Revenue related to non-patient service receipts



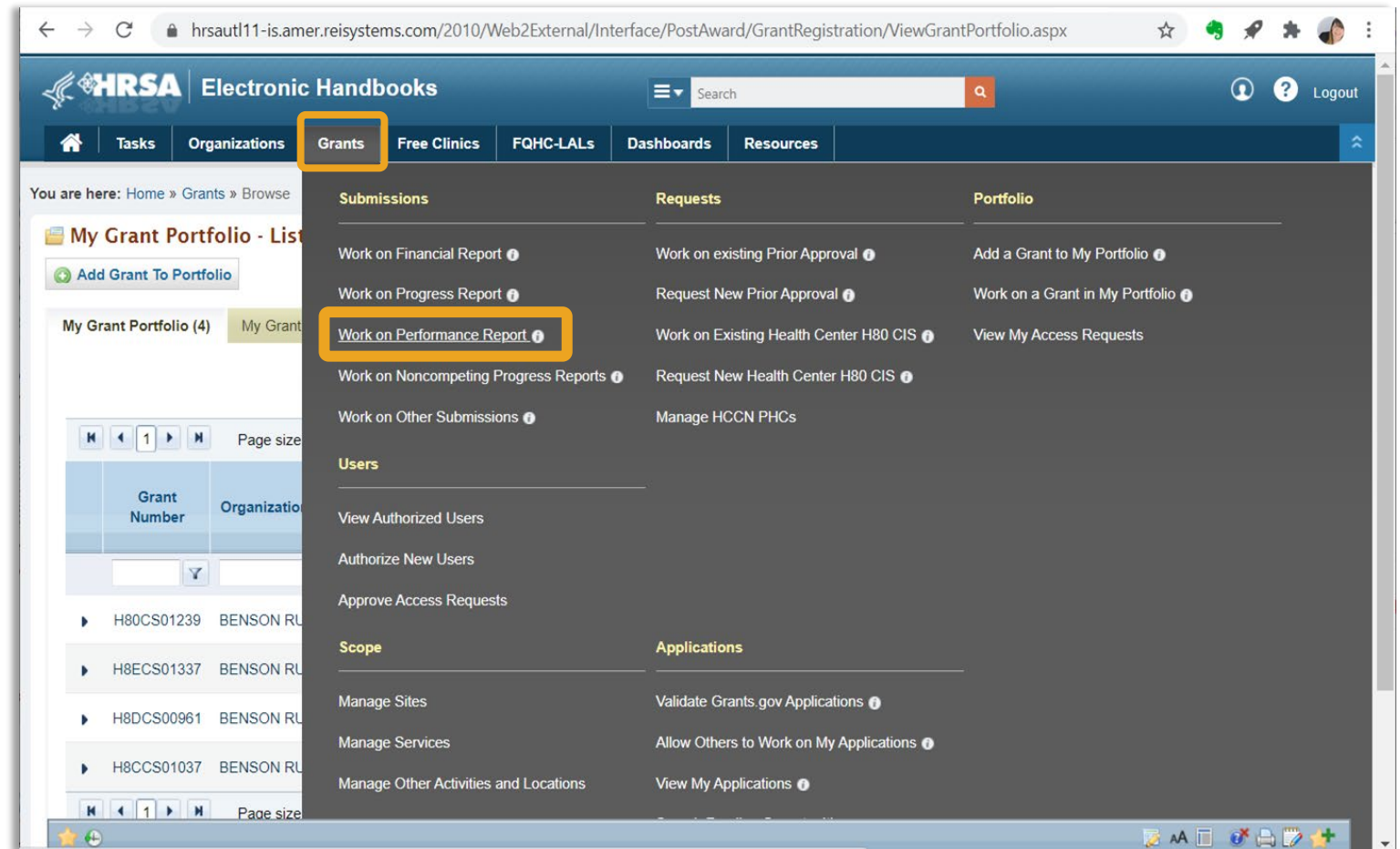
Poll #2: Answer

What changes can you identify from the Comparison Report? (Select all that apply.)

- Staffing
- Insurance mix
- Special populations served
- Clinical quality measure outcomes
- Revenue related to non-patient service receipts

Accessing Prior UDS Reports

- The UDS is the **Performance Report** for your H80 grant.
- Click on the **Grants** tab, then under **Submissions**, click on **Work on Performance Report**.
- The next page will have a **Performance Report** for each year.
- Click on the **Performance Report**, then see reports available in the subsequent screen.



Using Available UDS Data and Reports

- Standard reports and publicly available UDS data:
 - **Standard Reports in the EHBs:** Health Center Trend Report (sample below), Summary Report, Health Center Performance Comparison Report, Rollup Reports
 - **Health Center Program Data** are available on HRSA's site, including rollup data, comparison data, and health center profile data.

	2019	2020	2021	2020 - 2021		2019 - 2021	
				Change	%	Change	%
Access							
Quality of Care Indicators/Health Outcomes							
Preventive Health Screenings and Services							
Weight Assessment and Counseling for Nutrition and Physical Activity for Children and Adolescents	71.21%	65.13%	68.72%	3.58%	5.50%	-2.49%	-3.50%
Body Mass Index (BMI) Screening and Follow-Up Plan ¹	72.43%	65.72%	61.32%	-4.41%	-6.71%	-11.12%	-15.35%
Tobacco Use Screening and Cessation Intervention ¹	87.17%	83.43%	82.34%	-1.09%	-1.30%	-4.83%	-5.54%
Cervical Cancer Screening ¹	56.53%	51.00%	52.95%	1.95%	3.82%	-3.59%	-6.34%
Breast Cancer Screening	-	45.34%	46.29%	-	-	-	-
Colorectal Cancer Screening	45.56%	40.09%	41.93%	1.83%	4.58%	-3.63%	-7.98%
HIV Screening	-	32.29%	38.09%	-	-	-	-
Screening for Depression and Follow-up Plan	71.61%	64.21%	67.42%	3.21%	5.00%	-4.20%	-5.86%



Managing the Review Process

Remember, initial submission is not the end of the process!



Reporting Timeline

OCT. 1

New program funding or designation cutoff date.



JAN. 1

EHBs reporting environment opens.



MAR. 31

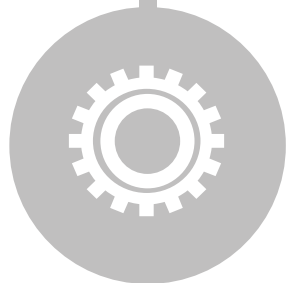
Review period ends, report closeout deadline.

SUBMISSION PERIOD

REVIEW PERIOD

FALL

Preliminary Reporting Environment opens.



FEB. 15

UDS Report due in the EHBs by 11:59 p.m. local time.



Reporting period is the period which is being reported on in the UDS: Jan. 1–Dec. 31 of previous year.

Managing the Review Process

Start Now

Submit by Feb. 15

Expect to hear by
March 1

Communicate!

- Information is not complete until the **end of the calendar year**; don't start entering data into tables yet.
 - Other information can be entered as soon as the PRE opens! Some information can be entered on the **HIT, ODE, and Workforce forms**. You can **download offline data tools** now to practice.
-
- Submit your report through the EHBs by **February 15**. Be sure to allow time to address edits!
 - When addressing edits, if you have added notes on the tables, direct the reviewer to these comments in your edit responses. Otherwise, provide detailed responses on the edits in the Data Audit Report.
-
- If you have not heard from your reviewer by March 1, either with review questions or that your report has been accepted, email them!
 - **Reviewers send emails through the EHBs**, and sometimes those get caught in spam filters. You can also go into the EHBs to check the status.
-
- If you are not able to meet the dates set by your reviewer or have limitations that the reviewer needs to know about, let them know!



Understanding Your Data and Responding to Edits

- Work together to understand and resolve edits and reviewer questions. The key data checks discussed earlier will set you up for success!
- Edits are an opportunity to consider your data from a broader perspective, resolve issues, revise data, or provide meaningful explanations.
- All personnel involved in UDS data collection and submission should be prepared to respond to edits and reviewer questions.



If you do not understand what an edit on the Data Audit Report is asking, **contact the UDS support line** (866-UDS-HELP or udshelp330@bphcdata.net).



Download the **Summary Report** to view national averages from the prior year that are often referenced by edits.

Resources, Questions, and Answers



NEW: UDS Training and Technical Assistance Microsite



- Central, user-friendly hub for health centers to access UDS reporting training and technical assistance
- Organized by UDS topic areas, such as:
 - Reporting guidance
 - Patient characteristics
 - Staffing and utilization
 - Clinical care
 - Financials

Visit the [BPHC UDS Training and Technical Assistance Page](#)

Check out the [UDS Submission Checklist](#)—a reference tool to help ensure a complete, accurate, and on-time UDS submission.

Available Assistance

- UDS content support
 - Support line 866-837-4357
 - udshelp330@bphcdata.net
- Technical assistance materials, including local trainings, are available online:
 - [UDS Training and Technical Assistance Page](#)
- [Health Center Program Support](#) for questions about the Health Center Program.
- 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
- [National Training and Technical Assistance Partners](#)



Resources for the Electronic Handbooks

- [EHBs Overview Video](#) explains the importance of UDS reporting and the permissions required to access the UDS report and provides an overview of UDS tables and appendices.
- [HRSA EHBs Knowledge Base](#) is a wiki that introduces the electronic submission system, EHBs, PRE, and [system enhancement resources](#).

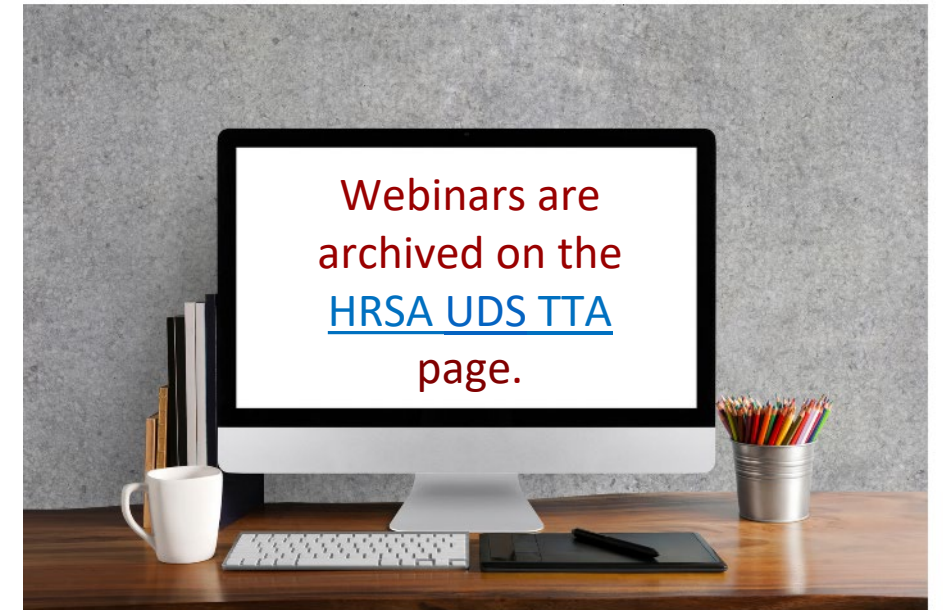
Reporting Guidance Located on the Electronic Handbooks (EHBs)

- [Accessing UDS Reporting Guidance Resources on the Electronic Handbooks](#) provides steps to find resources on the EHBs that help Health Center Program awardees and look-alikes (LALs) access UDS reports and the PRE.
 - UDS EHBs User Guide: A step-by-step guide of the process to access, prepare, submit, and revise UDS reports and access standard UDS reports in the EHBs.
 - Accessing Standard UDS Reports: Quick reference sheets that describe how to access standard UDS reports from the EHBs.
 - Offline Excel Mapping Tool: A companion file to the offline UDS data Excel template. This tool helps streamline reporting by providing mapped cell locations to data fields. The offline Excel and mapping documents should be used with an Electronic Health Record (EHR) or data system to help in automating the UDS Report.
- [2021 EHBs Reports Formula Reference Guide](#) explains the calculation formulas used for statistics included in standard UDS reports.



Training Webinar Series for 2022 UDS Reporting

- UDS Basics: Orientation to Terms and Resources
- The Foundation of the UDS: Counting Visits and Patients
- UDS Clinical Tables Part 1: Screening and Preventive Care Measures
- UDS Clinical Tables Part 2: Maternal Care and Children's Health
- UDS Clinical Tables Part 3: Chronic Disease Management
- Reporting UDS Financial and Operational Tables
- Successful Submission Strategies



Preliminary Reporting Environment Launch Delayed



- The launch of the 2022 Uniform Data System (UDS) Preliminary Reporting Environment (PRE) has been rescheduled to November 4, 2022.
- Learn more about the PRE at this upcoming technical assistance webinar:

UDS Training: PRE Webinar
November 10, 2022
1:00 – 3:00 PM ET
[Register](#)



View [Accessing Uniform Data System \(UDS\) Reporting Guidance Resources on the Electronic Handbooks](#) for additional instructions



Community Health Quality Recognition



Community Health Quality Recognition (CHQR) Badge Eligibility Criteria

- **CHQR badge eligibility criteria have been established for clinical quality measures (CQMs) that do not currently have established national benchmarks.**
 - Criteria will be used to award CHQR badges for the 2021–2022 UDS reporting periods
 - Provides health centers with clear targets to shape quality improvement strategies
- **Benchmarks, new badges, and criteria changes will take effect for the 2021 UDS reporting period, including:**
 - Incorporating Look-Alikes (LALs) into Adjusted Quartile Rankings. As a result, LALs will be eligible for Health Center Quality Leader badges.
 - Adding new CHQR badge categories: HIV, maternal and child health, and addressing social risk factors to health.
 - Awarding one COVID-19 response badge using UDS-reported data on COVID-19 testing and vaccinations.
 - Adopting updated criteria for the Health Disparities Reducer badge.

Access [CHQR Overview](#) and [CHQR FAQ](#)

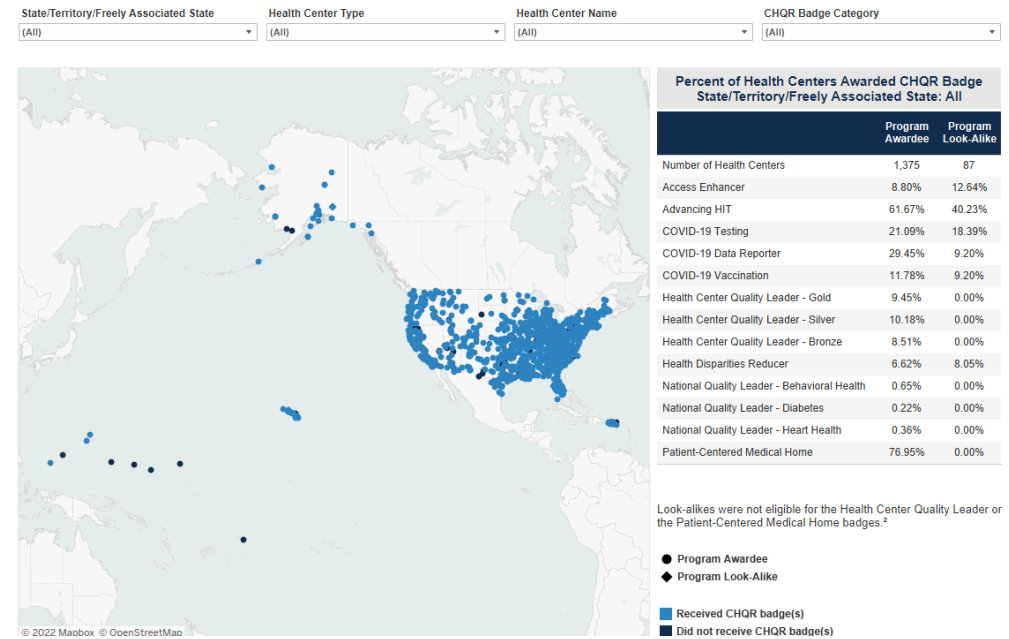


Access Community Health Quality Recognition Data

Community Health Quality Recognition (CHQR) Dashboard

- Dashboard available publicly on the data.hrsa.gov website.
- Provides visualization, national-level summary, state-level summaries of CHQR badges awarded.
- Identifies program awardees and look-alikes that have made notable quality improvement achievements.
- Updated annually with UDS data release.

Explore Community Health Quality Recognition Badges



[Access CHQR Dashboard](#)



Questions and Answers



Thank You!

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



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



1-866-837-4357

bphc.hrsa.gov



[Sign up for the *Primary Health Care Digest*](#)



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www.HRSA.gov



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