



# Uniform Data System (UDS) Office Hours

*February 7, 2024, 2:00–3:00 p.m. ET*

**Nicole Giron, Sharon Lee, Diane Lewis**  
**John Snow, Inc.**  
Bureau of Primary Health Care (BPHC)

**Vision: Healthy Communities, Healthy People**

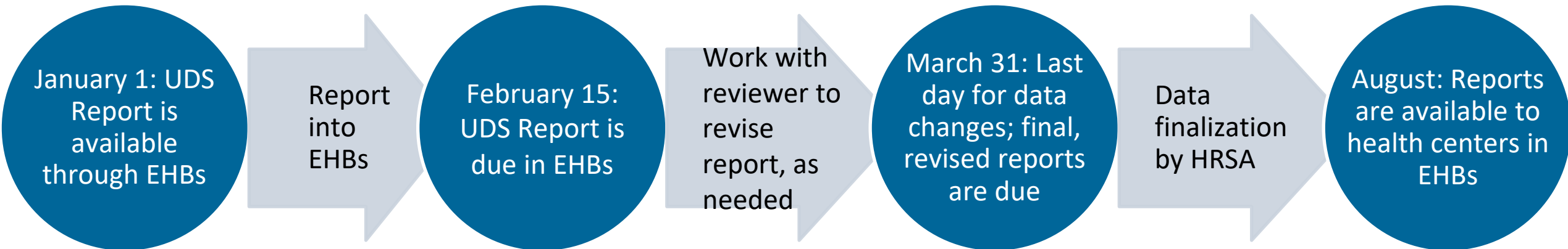


# Agenda

- 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 6A, 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*

# General Resources

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- [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
  - EHBs system issues: 877-464-4772, Option 1
  - EHBs account access and roles: 877-464-4772, Option 3
- UDS+
  - [BPHC Contact Form](#) → UDS Modernization



# Gearing up for UDS Submission

**Questions around navigating EHBs, Data Audit Report, & more**



# Questions on the Data Audit Report (DAR)

## 1. How do I address edits in the Data Audit Report (DAR)?

- If data needs to be updated, select “Fix Table” next to the corresponding edit to be brought to the related table. After updating, save the table before re-running the DAR.

Date of Last Report Refreshed: 01/31/2024 5:36 PM EST Run Data Audit Report

Edit	Status	Action
<input type="checkbox"/>	All	
Edit 3851: Inter-year change in patients	Explained	<b>Fix Table 4</b>

substantially

- If data needs to be explained, select the arrow next to “Fix Table” and select “Add/Edit Explanation.”

Edit	Status	Action
<input type="checkbox"/>	All	
Edit 3851: Inter-year change in patients	Explained	Fix Table 4

substantially

**Action**

- Fix Table 4
- Add/Edit Explanation**



# Questions on the Data Audit Report (DAR)

## 2. Can I view or update explanations I entered for edits on the DAR?

- Click the dropdown under “Status” and select “Explained” to view edits that you already entered explanations for

Date of Last Report Refreshed: 01/31/2024 5:36 PM EST [Run Data Audit Report](#)

Edit	Status	Action
	All	
Edit 3851: Inter-year change in patients	All Pending Explained	Fix Table 4

- Select “Pending” to view edits that have not yet been addressed.
- Select “All” to view all edits on the DAR, including those that have been addressed and those that have not.



# Questions on the Offline Excel

## 3. How do I upload the offline Excel?

- Navigate to the “UDS Upload/Download” section in your UDS Report within the EHBs.

Performance Reports ▾

**UDS Upload/Download**

Download File

Upload File

Clear Data

UDS Report Details

Status Overview

✓ Contact Information

✓ Table Patients by ZIP Code

✓ Table 3A

✓ Table 3B

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"/> Table 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

# Tips for Using the Offline Excel

- Note that uploading a new Excel file will overwrite any data currently filled in the EHBs.
- Be careful not to alter the Excel file structure (e.g., adding or deleting rows/columns).
- Cells with black borders are those that correspond to fillable fields in the EHBs. Any cells without black borders should **not** be filled in.
- Non-numeric information (like specify fields or form responses) cannot be added to the offline Excel and must be updated directly in the EHBs.
- **Remember to review all tables within the EHBs after uploading the offline Excel file, in order to confirm that all values populated correctly.**
  - If you are experiencing issues with data not being read correctly after upload, confirm that:
    - There are no extra blank spaces or symbols entered into the cells. Blank spaces may be present if data has been copied and pasted into the file.
    - All numbers are being correctly recognized as numeric values in Excel, rather than as text characters.

# Other Questions for UDS Submission and EHBs

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1. Is there a crosswalk for the tables that need to be reconciled prior to submission?
2. How do I update our health center's UDS contact in the EHBs?



# 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 by Sex Assigned at Birth	None
3B	Patients by Race, Ethnicity, Language, Sexual Orientation, and Gender Identity	Race and ethnicity sub-group categories
4	Patients by Income, Insurance, Managed Care Enrollment, and Special Population Status	None



# Related Questions for ZIP Code Table and Tables 3A, 3B, and 4

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1. If a patient selects 'Hispanic' ethnicity but we don't know the granularity of ethnicity, how do we report this?
2. If a patient came in and listed their race as 'Asian' but left their ethnicity blank, how can I report on their race and ethnicity without having information on race subcategory?
3. How do we report patients who have multiple medical insurances?



# 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 and Addendum

1. If we have an urgent care department where we see patients from the community (not health center patients), do we have to count them?
2. Where do we report psychiatric NPs on Table 5?
3. Can you further clarify how to report the Table 5 Selected Service Detail Addendum? Should the activity reported here be included on the main part of Table 5 too, or only on the addendum?

Line	Personnel by Major Service Category: Mental Health Service Detail	Personnel (a1)	Clinic Visits (b)	Virtual Visits (b2)	Patients (c)
20a01	Physicians (other than Psychiatrists)				
20a02	Nurse Practitioners				
20a03	Physician Assistants				
20a04	Certified Nurse Midwives				
Line	Personnel by Major Service Category: Substance Use Disorder Detail	Personnel (a1)	Clinic Visits (b)	Virtual Visits (b2)	Patients (c)
21a	Physicians (other than Psychiatrists)				
21b	Nurse Practitioners (Medical)				
21c	Physician Assistants				
21d	Certified Nurse Midwives				
21e	Psychiatrists				
21f	Licensed Clinical Psychologists				
21g	Licensed Clinical Social Workers				
21h	Other Licensed Mental Health Providers				



# Clinical Services and Quality of Care Indicators

## Tables 6A, 6B, and 7

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





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

1. How are childhood immunizations that happen at multiple places accounted for?
2. Can we report compliance using a sample of random charts (70 charts) for the clinical quality measures on 6B and 7?
3. We had two EHRs during the year (transitioned to a new one mid year). What guidance do you suggest for completing the UDS?
4. Why would there be differences in the smoking and tobacco use cessation counseling counts reported on Table 6A, Line 26c, and Table 6B, Line 14a?
5. 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 pediatric patients?



# Operational and Financial Tables

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



Table	Description	2023 Updates
8A	Financial Costs	None
9D	Patient Service Revenue	None
9E	Other Revenue	Line 1p: Expanding COVID-19 Vaccination (ECV)  Line 1p2: Other COVID-19-Related Funding from BPHC

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

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1. What is the approach we should take for allocating overhead on Table 8A?
2. What should be reported on Table 9D when we use a 340B contract pharmacy?
3. Where do we report Bridge Access Program funding?



# 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 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

1. Can you further clarify what is considered a “standardized screener” for the social risk factor screening question on the Health IT Form?
2. Is MOUD reporting limited to just buprenorphine like MAT was?
3. On the Workforce Form, can we count a physician on multiple lines if they received post-graduate training in multiple specialties?

	a. Pre-Graduate/Certificate	b. Post-Graduate Training
<b>Medical</b>		
1. Physicians		
a. Family Physicians		
b. General Practitioners		
c. Internists		
d. Obstetrician/Gynecologists		
e. Pediatricians		
f. Other Specialty Physicians		



# More Q&A



# 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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