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

# **Accessing Standard UDS Reports**

A quick reference sheet for FQHC Look Alikes

The HRSA Electronic Handbooks (EHBs) includes reports based on data collected through UDS, as enumerated under the List of Standard UDS Reports below, which are accessed through the UDS reports. To access your UDS reports, follow the steps under Accessing UDS Reports in the HRSA EHB below.

## **Accessing UDS 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



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 the Look-Alike Folder link in the Options column
 Figure 2: My FQHC-LAL Portfolio List Page

A Tasks Orman									
idaka organ	izations Grants Free Clinic	FQHC-LALS	Resources						
are here: Home » FQHC-	LALs » Browse								
My FQHC-LAL P	ortfolio - List <sup>tfolio</sup>						Detailed Vie	w   ABSearch	Saved Searches 👻
H 4 1 + H P	age size: 15 - Go								1 items in 1 page
LAL Number	Organization Name		Current Certification Period	Current Designation Period End Date	CRS-EIN	LAL Role	LAL Active	Last NLD Issue Date	Options
Y		Y			Y	All 👻 🍸	All 💌 🍸		
LALCS00085	REDESDALE ORMSKIRK HEALTH AUTHORITY,ME	CARE	04/01/2018 - 03/31/2019	03/31/2019	1976016737A1	PD	Yes	05/11/2018	Look-Alike Folder
H 4 1 > H P	age size: 15 🔻 Go								1 items in 1 page

#### HRSA EHBs Quick Reference Sheet

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

Ar a	aRSA	Elec	troni	c Hand	books			E Search	٩		0	Cogo
*	Tasks	Organiza	tions	Grants	Free Clinics	FQHC-LALS	Resources					
You are h	ere: Home	Look-Alike	s » Brov	vse » Look-	Alike Folder [ 🔚	1						
Other Fund	CTIONS nctions	*	📒 Lo	ok-Alike	e Home							
My Portfo Return t	olio to LAL List		- L Cu	ALCS000	85: REDESD	ALE ORMSKIRI 04/01/2018 - 03/31	K HEALTH C	ARE AUTHORITY, LATTY, ME Designation Period: 04/01/2000 - 03/31/2019		CRS-EIN: 1976016737A1		
Look-Alik	ke Folder	-	De	signation \	fear: 8		1	Project Title: Look-alikc Hcalth Contor Program				
Look-Alik Look-Al Users	ke Overview like Home	,	Look	-Alike								
Approved Services Sites Other Ar Location	d Scope s ctivities and		Requ Ap	uests plications isting LAL H quest New	lealth Center CIS LAL Health Center	ar CIS		Work on Performance Report Work on Owner Submissions		Users Manage Users		
		_				+ Viet	w More	+ Vi	ew More		+ Vie	w More

#### Figure 3: Look-Alike Home Page

 Submissions – All page (Figure 4) opens, displaying all performance reports related to the LAL. 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: Submissions – All Page

Electronic Handbooks	E. last				0 3 toput
Organizations Grants Free Clinics FORIC-LALs Resources					<b>a</b>
Tanka x Browne x FCHCLALs [ ]					
≪ ⊇Submissions - All					
Not Completed Recently Completed All					
Search Filters:					
Basic Search Parameters					
LAL Number (comma separated list)	(e.g. LALC800123)	Submission Name Like	UDS		
Submission Trading Number Like		Organization	IN AII REDESCALE ORMENORIX HEALTH CARE AUTHORITY		
Submision Descline Between 📑 And 👼		Submission Type	⊘All ⊘ Other Submissions ⊘ Performance Reports		
Advanced Search Parameters					
F					
- Display Options					
Sort Method (Grid   Custom)					0
				Search Name	Save Parameters Search
					Assent   Saved Searches -

Complet	ed Recently Co	mpleted All								
									Detailed View	aarch 🔛 Saved Searches
K 4 1	K Page s	ize: 15 * Go								8 items in 1 pa
	Submitted	Submission Name	Submission Type	Organization	LAL#	Tracking #	Reporting Period	Submitted Date	Status	Options
	Al • Y	7	Al 🔹 🏹	AI Y	Y	7		T T	All 🔹 🏹	
Subm	itted On: In more th	an 30 Days ago (7)								
,	156 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032017	01/01/2017 - 12/31/2017	03/26/2018	Submitted	Performance Reports
	546 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032016	01/01/2016 - 12/31/2016	03/01/2017	Submitted	Performance Reports
	887 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032015	01/01/2015 - 12/31/2015	03/25/2016	Submitted	Performance Reports
	1251 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032014	01/01/2014 - 12/31/2014	03/27/2015	Submitted	Performance Reports
	1590 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032013	01/01/2013-12/31/2013	04/22/2014	Submitted	Performance Reports
	1987 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032012	01/01/2012-12/31/2012	04/10/2013	Submitted	Performance Reports
,	2352 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032011	01/01/2011-12/31/2011	03/21/2012	Submitted	Performance Reports
Subm	itted On: In more th	an 30 Days (1)								
	170 Days	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032018	01/01/2018 - 12/31/2018		Not Started	💽 Start 🔻

Figure 5: Submission – All Page Showing Only UDS Reports

6. Choose a Reporting Period. For the UDS report submitted for that Reporting Period, click Performance Reports (Figure 6).

rigule 6. renormance Report Link on Submissions – All rage
--

1 • H F	age size: 15 · Go								8 items in 1 page
Submitted	Submission Name	Submission Type	Organization	LAL #	Tracking #	Reporting Period	Submitted Date	Status	Options
Al • ¥	Y	All 🝷 🔽	Al · Y	Y	Y		T Y	All • ¥	
itted On: In more	than 30 Days ago (7)								
156 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032017	01/01/2017 - 12/31/2017	03/26/2018	Submitted	Performance Reports
546 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032016	01/01/2016 - 12/31/2016	03/01/2017	Submitted	Performance Reports
887 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032015	01/01/2015 - 12/31/2015	03/25/2016	Submitted	Performance Reports
1251 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032014	01/01/2014 - 12/31/2014	03/27/2015	Submitted	Performance Reports
1590 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032013	01/01/2013-12 /31/2013	04/22/2014	Submitted	Performance Reports
1967 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032012	01/01/2012-12 /31/2012	04/10/2013	Submitted	Performance Reports
2352 Days Ago	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHOR/TY, ME	LALCS00003	LALCS000032011	01/01/2011-12 /31/2011	03/21/2012	Submitted	Performance Reports
itted On: In more	than 30 Days (1)								
170 Days	FQHC Look-Alike Annual UDS Report	Performance Reports	REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, ME	LALCS00003	LALCS000032018	01/01/2018 - 12/31/2018		Not Started	🕞 Start 🝷
	All      All	1     M     Page size: 15     Go       Submitted     Submission Name       Ai     Y       Ai     Y       Ait     Y       State     FOHC Look-Alike Annual UDS Report       546 Days Ago     FOHC Look-Alike Annual UDS Report       547 Days Ago     FOHC Look-Alike Annual UDS Report       1251 Days Ago     FOHC Look-Alike Annual UDS Report       1590 Days Ago     FOHC Look-Alike Annual UDS Report       1590 Days Ago     FOHC Look-Alike Annual UDS Report       1067 Days Ago     FOHC Look-Alike Annual UDS Report       1070 Days     FOHC Look-Alike Annual UDS Report	Image: State in the second	Image size         Image s	Image: Stability       Submission Name       Submission Type       Organization       LAL #         All       Image: Submission Name       Submission Type       Organization       LAL #         All       Image: Submission Name       Submission Type       Organization       LAL #         All       Image: Submission Name       Image: Submission Type       Organization       LAL #         All       Image: Submission Name       Image: Submission Type       Organization       LAL #         All       Image: Submission Name       Image: Submission Type       Organization       Image: Submission Type         All       Image: Submission Name       Image: Submission Type       Organization       Image: Submission Type         Stop Days Ago       FOHC Lock-Allike Annual UDS       Performance Reports       REDESDALE ORMSKIRK HEALTH CARE       LALCS00003         1251 Days Ago       FOHC Lock-Allike Annual UDS       Performance Reports       REDESDALE ORMSKIRK HEALTH CARE       LALCS00003         1590 Days Ago       FOHC Lock-Allike Annual UDS       Performance Reports       REDESDALE ORMSKIRK HEALTH CARE       LALCS00003         1650 Days Ago       FOHC Lock-Allike Annual UDS       Performance Reports       REDESDALE ORMSKIRK HEALTH CARE       LALCS00003         1650 Days Ago       FOHC Lock-Allike Annual UDS	Image size:       Is of Gold         Submitted       Submission Type       Organization       LAL #       Tracking #         All • V       All • V       All • V       All • V       V       V         All • V       All • V       All • V       All • V       V       V         All • V       All • V       All • V       V       V       V         All • V       All • V       All • V       V       V       V         Mitted On: In more than 30 Days ago (7)       FOHC Look-Alike Annual UDS Report       Performance Reports       REDESDALE ORMSIGRK HEALTH CARE AUTHORITY, ME       LALC500003       LALC5000032016         546 Days Ago       FOHC Look-Alike Annual UDS Report       Performance Reports       REDESDALE ORMSIGRK HEALTH CARE AUTHORITY, ME       LALC500003       LALC5000032016         1251 Days Ago       FOHC Look-Alike Annual UDS Report       Performance Reports       REDESDALE ORMSIGRK HEALTH CARE AUTHORITY, ME       LALC500003       LALC5000032016         1251 Days Ago       FOHC Look-Alike Annual UDS Report       Performance Reports       REDESDALE ORMSIGRK HEALTH CARE AUTHORITY, ME       LALC500003       LALC5000032013         1967 Days Ago       FOHC Look-Alike Annual UDS Report       Performance Reports       REDESDALE ORMSIGRK HEALTH CARE AUTHORITY, ME       LALC500003       LALC50000	Image size       Image size <td>Image size:       15 • Go         Submitted       Submission Name       Submission Type       Organization       LaL #       Tracking #       Reporting Period       Submitted Date         All • V       All • V       All • V       V&lt;</td> <td>Image size       Image size</td>	Image size:       15 • Go         Submitted       Submission Name       Submission Type       Organization       LaL #       Tracking #       Reporting Period       Submitted Date         All • V       All • V       All • V       V<	Image size       Image size

- 7. The page that will open after clicking Performance Reports link on the Submission -
  - 7.1. For reports submitted prior to 2018 reporting period, page titled Review (Figure 7) will open. 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.

Review		
LALCS000032017/V3: REDESDALE ORMSKIRK HEALT	TH CARE AUTHORITY, Saint Anne, ME	Due Date: 2/15/2018 11:59 PM
REPORT		
Access reports and data related to your UDS submission		
Print All HTML Forms	Table of Contents	▼ Go
View 📰	Section	Options
▼ ▼	Y *	
View: Center / Health Center Profile		
Center / Health Center Profile	Center / Health Center Profile	View 🔻
View: Patients By Zip Code		
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	Table 3A - Patients by Age and by Sex Assigned at Birth	View 🔻
View: Table 3B - Demographic Characteristics		
Table 3B - Demographic Characteristics	Table 3B - Demographic Characteristics	View 🔻
▲ View: Table 4 - Selected Patient Characteristics		
Table 4 - Selected Patient Characteristics	Table 4 - Selected Patient Characteristics	View 🔻
View: Table 5 - Staffing And Utilization		
		🛛 🗚 📄 🏷

### Figure 7: "Access Reports" Link in UDS Report (Look-Alikes)

### Figure 8: UDS Report Page

LALCS00003016/V3: REDESD	ALE ORMSKIRK HEALTH CARE AUTHORITY, North Augusta, ME	Due Date: 2/15/2017 11:59 PM
REPORTS		
Report Name	Description	Action
JDS Health Center, State, National ummary 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	Vev
DS 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	View

7.2. For UDS Reports submitted in 2018 and later reporting period, will open in a separate Review and Report

list page. The page lists all the Reports on top of the page and Tables on the second half of the page (Figure 9). Click View link adjacent to each of the reports to access the reports.

🕻 Review and Report List Page		
• BREE-REELEMENT (************************************	MRUHE ME	
Reports		
Report Name	Description	Action
UDS Data File in XML	Submitted Raw UDS Data File in XML format.	Download / Email
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 breaken out into two main categories: 1) Demographic and Clinical Data (Patients, Visits, Statling 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 Quide: UDS Summary Report	<b>*</b>
UDS National and State Rollups	The Boliup Reports comple annual data reported by Health Center Program (HCP) health centers. Summary HCP data are provided for patient desognaptics, socioeconomic characteristics, staffing, patient diagnoses and services rendered, quality of care, health outcomes and dispatiles, financial costs, and revenues. The UDS Standard Rollup Reports provide the values and measures for universal and grant sociolic data at the National and State level. Formula Ouder: UDS Rollup Report	Ver
UDS Health Center Trend Report	The Health Center Thend 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/Vability and provide an overall picture of the health center's performance in each of these areas.	Vira
UDS Health Center Performance Comparison Report	The Health Center Performance Comparison Report for Individual health centers provides calculations of lay measures at different levels, i.e., Health Center, State, National, Urban, Rural, National Parcentiles (25th, 50th, and 75th, The moort categories are Quality of Care-Health Outcome, Cetts per Patient, and Cetts per Valit.	Ver

#### Figure 9: Review and Report List Page

## **List of Standard UDS Reports**

The following reports can be accessed by following the steps given above.

## 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 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. This will be available after all the reports for the current reporting cycle have been processed. For HCP, data may be rolled up and displayed at the national or state level. For Look Alikes, data is rolled up and displayed at the national level only.

## For Help and Support

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

## UDS reporting questions: Your Reviewer or the UDS Help Desk

udshelp330@bphcdata.net or 866-837-4357 (866-UDS-HELP)

## EHB account and user access questions: HRSA Call Center

http://www.hrsa.gov/about/contact/ehbhelp.aspx or 877-464-4772 (877-Go4-HRSA) Monday through Friday (except federal holidays) 8 AM to 8 PM (ET)

# EHB electronic reporting issues: BPHC Help Desk

http://www.hrsa.gov/about/contact/bphc.aspx or 877-974-2742 (877-974-BPHC) Monday through Friday (except federal holidays) 8:30 AM to 5:30 PM (ET)

# **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.