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**

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 the Look-Alike Folder link in the Options column

Figure 2: My FQHC-LAL Portfolio List Page
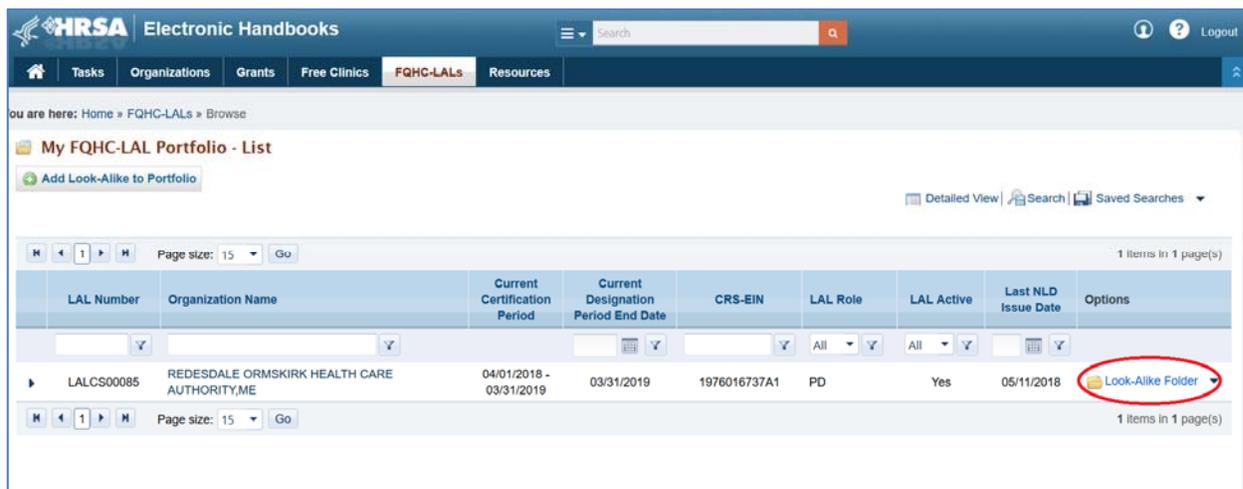
4. From the Look-Alike Home page (Figure 3), click the Work on Performance Report link in the Submissions section.

Figure 3: Look-Alike Home Page
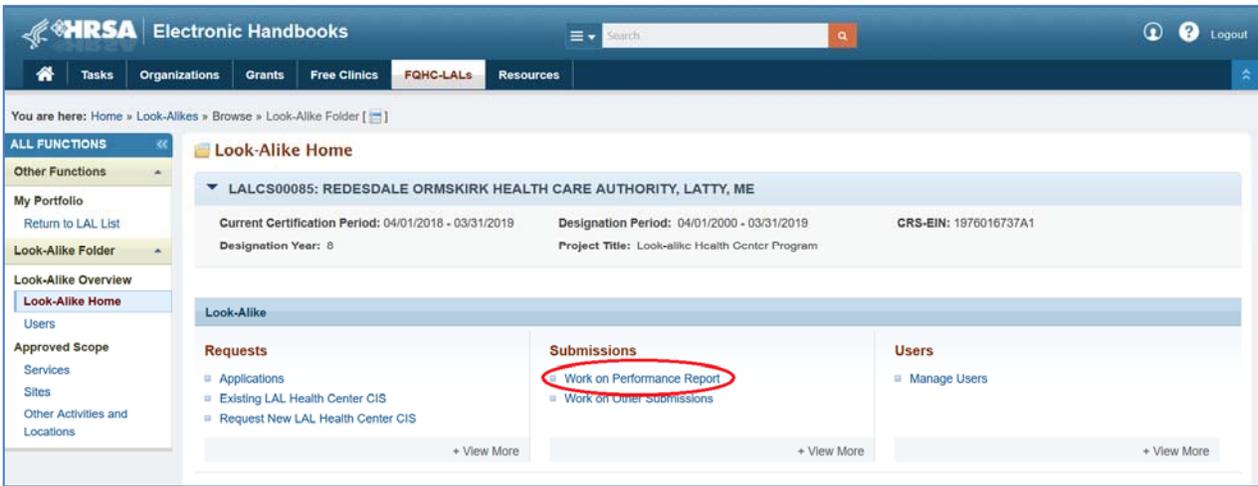
5. Submissions – All page (Figure 4) opens, displaying all performance reports related to the LAL. To display only UDS reports, you can enter search parameters under **Search Filters** at the top of the page. For example, you can enter "UDS" in the Submission **Name Like** field, and then click **Search** (Figure 4). The list will display only UDS reports (Figure 5).

Figure 4: Submissions – All Page
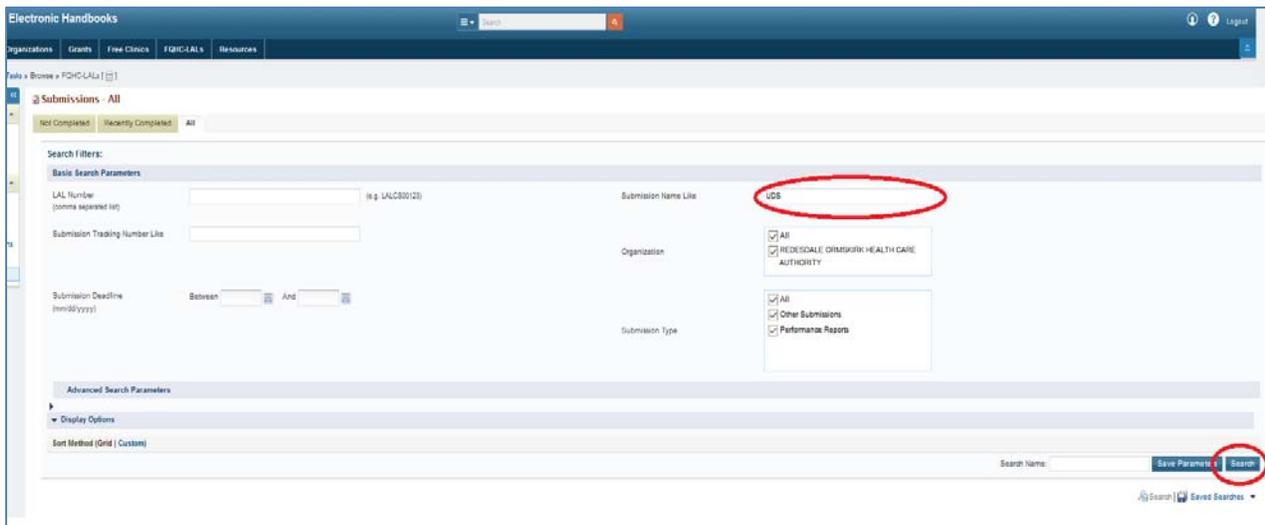
Figure 5: Submission – All Page Showing Only UDS Reports

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

Figure 6: Performance Report Link on Submissions – All Page

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.

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

Figure 8: UDS Report Page

    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.

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.