



**Bureau of Primary Health Care (BPHC)**

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

**User Guide for Health Center  
Program Grantees and Look-Alikes**

## Table of Contents

HOW TO FIND YOUR UDS REPORTS IN THE HRSA EHBS (GRANTEES).....	4
HOW TO FIND YOUR UDS REPORTS IN THE HRSA EHBS (LOOK-ALIKES).....	7
PREPARING AND SUBMITTING A UDS REPORT (GRANTEES AND LOOK-ALIKES) .....	9
REVISING AND RESUBMITTING A UDS REPORT (GRANTEES AND LOOK-ALIKES).....	10
HOW TO FIND REPORTS BASED ON UDS DATA (“STANDARD UDS REPORTS”) (GRANTEES)....	11
HOW TO FIND REPORTS BASED ON UDS DATA (“STANDARD UDS REPORTS”) (LOOK-ALIKES)	15
FOR HELP AND SUPPORT .....	18
SOFTWARE REQUIREMENTS AND SECTION 508 COMPLIANCE STATEMENT .....	18
SUPPORTED DOCUMENT TYPES.....	18

## List of Figures

Figure 1: Grants Tab in Top Navigation Panel.....	4
Figure 2: My Grant Portfolio – List Page .....	4
Figure 3: Grant Home Page.....	5
Figure 4: Submissions – All Page.....	5
Figure 5: Submissions – All Page Showing Only UDS Reports.....	6
Figure 6: FQHC-LALs Tab in Top Navigation Panel.....	7
Figure 7: My FQHC-LAL Portfolio List Page .....	7
Figure 8: Look-Alike Home Page .....	8
Figure 9: Submissions – All Page.....	8

Figure 10: Submission – All Page Showing Only UDS Reports ..... 9

Figure 11: Performance Reports Link on Submissions – All Page ..... 11

Figure 12: Review Page ..... 12

Figure 13: UDS Report Page ..... 12

Figure 14: Review and Report List Page ..... 13

Figure 15: Performance Report Link on Submissions – All Page ..... 15

Figure 16: “Access Reports” Link in UDS Report (Look-Alikes) ..... 16

Figure 17: UDS Report Page ..... 16

Figure 18: Review and Report List Page ..... 17

This user guide is designed to provide quick help for Health Center Program grantees and look-alikes. It covers accessing UDS Reports in the HRSA Electronic Handbooks (EHBs), preparing and submitting UDS Reports, revising and resubmitting UDS Reports, and accessing reports and data related to your UDS Report.

## How to Find Your UDS Reports in the HRSA EHBs (Grantees)

Whether you're preparing your initial filing, resubmitting a previously-filed report, or coming to the HRSA EHBs to find reports based on data collected through UDS, your first step is to navigate to your UDS reports (the current one or any you've submitted through the HRSA EHBs in previous years). There are several ways to do this, but the following steps will work in all cases.

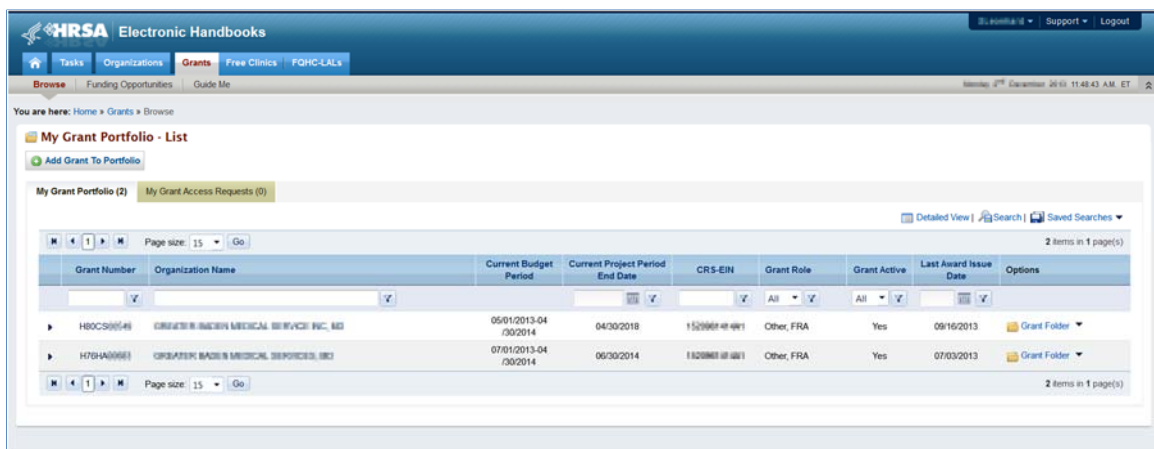
1. Log in to the HRSA EHBs.
2. In the Top Navigation panel (Figure 1), click the **Grants** tab.

**Figure 1: Grants Tab in Top Navigation Panel**



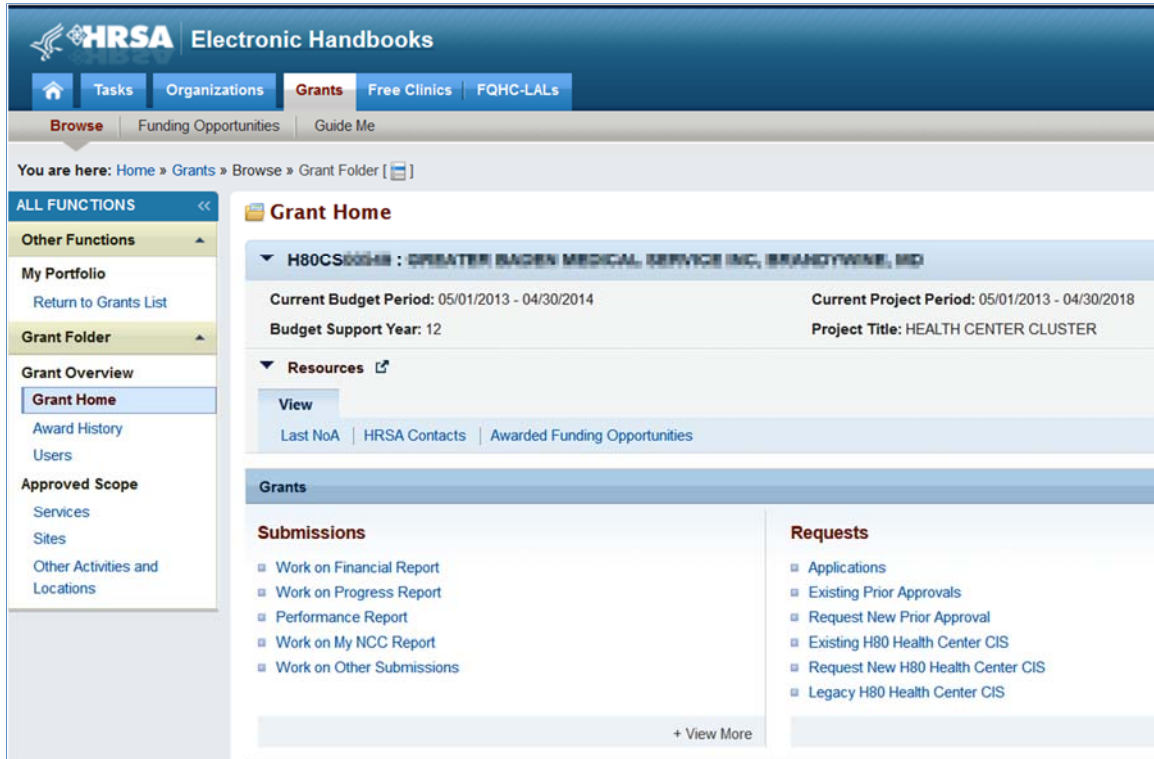
3. The My Grant Portfolio – List page opens (Figure 2), displaying your grants in a list. Find the Health Center Cluster grant (grant number begins with “H80”) and click **Grant Folder**.

**Figure 2: My Grant Portfolio – List Page**



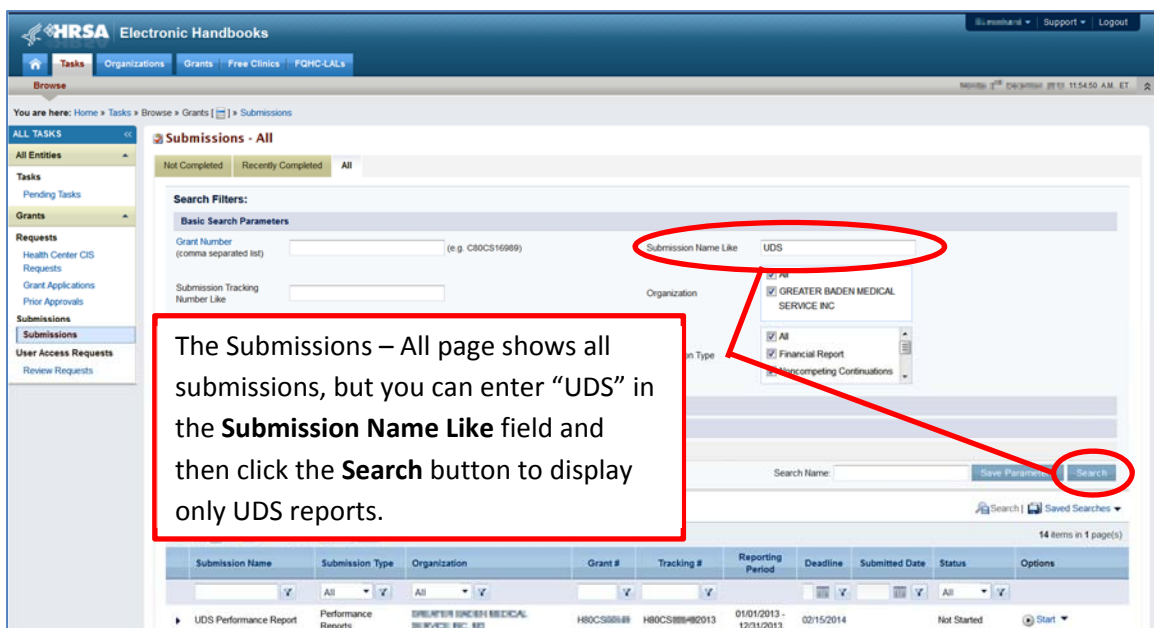
4. The folder for the grant opens to the Grant Home page (Figure 3). In the Grants section of the page, under Submissions, click **Performance Report**.

Figure 3: Grant Home Page



- The Submissions – All page opens (Figure 4), displaying all performance reports related to the grant.

Figure 4: Submissions – All Page



- 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**. The list will display only UDS reports (Figure 5).

**Figure 5: Submissions – All Page Showing Only UDS Reports**

The screenshot shows the HRSA Electronic Handbooks interface. The main content area is titled "Submissions - All" and displays a table of submissions. The table has the following columns: Submission Name, Submission Type, Organization, Grant #, Tracking #, Reporting Period, Deadline, Submitted Date, Status, and Options. The table contains six rows, all of which are UDS Performance Reports from the Greater Boston Medical Service, Inc. (GBMS). The most recent report (top row) has a status of "Not Started" and an option to "Start". The other five reports have a status of "Submitted" and an option to view "Performance Reports".

Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options
UDS Performance Report	Performance Reports	GREATER BOSTON MEDICAL SERVICE, INC. (BI)	H80CS888-#	H80CS888-#2013	01/01/2013 - 12/31/2013	02/15/2014		Not Started	Start
UDS Performance Report	Performance Reports	GREATER BOSTON MEDICAL SERVICE, INC. (BI)	H80CS888-#	H80CS888-#2012	01/01/2012 - 12/31/2012	03/11/2013	03/02/2013	Submitted	Performance Reports
UDS Performance Report	Performance Reports	GREATER BOSTON MEDICAL SERVICE, INC. (BI)	H80CS888-#	H80CS888-#2011	01/01/2011 - 12/31/2011	02/15/2012	03/15/2012	Submitted	Performance Reports
UDS Performance Report	Performance Reports	GREATER BOSTON MEDICAL SERVICE, INC. (BI)	H80CS888-#	H80CS888-#2010	01/01/2010 - 12/31/2010	03/31/2011	03/27/2011	Submitted	Performance Reports
UDS Performance Report	Performance Reports	GREATER BOSTON MEDICAL SERVICE, INC. (BI)	H80CS888-#	H80CS888-#2009	01/01/2009 - 12/31/2009	03/31/2010	03/09/2010	Submitted	Performance Reports
UDS Performance Report	Performance Reports	GREATER BOSTON MEDICAL SERVICE, INC. (BI)	H80CS888-#	H80CS888-#2008	01/01/2008 - 12/31/2008	03/02/2009	06/04/2009	Submitted	Performance Reports

If you’ve come here to find your current UDS Report, note that it’ll be the one with “Start” or “Edit” in the Options column (last column on the right). The remaining listings (the ones with “Performance Report” in the Options column) are reports you submitted in previous reporting periods.

## How to Find Your UDS Reports in the HRSA EHBs (Look-Alikes)

Whether you're preparing your initial filing, resubmitting a previously-filed report, or coming to the HRSA EHBs to find reports based on data collected through UDS, your first step is to navigate to your UDS reports (the current one or any you've submitted in previous years). There are several ways to do this, but the following steps will work in all cases.

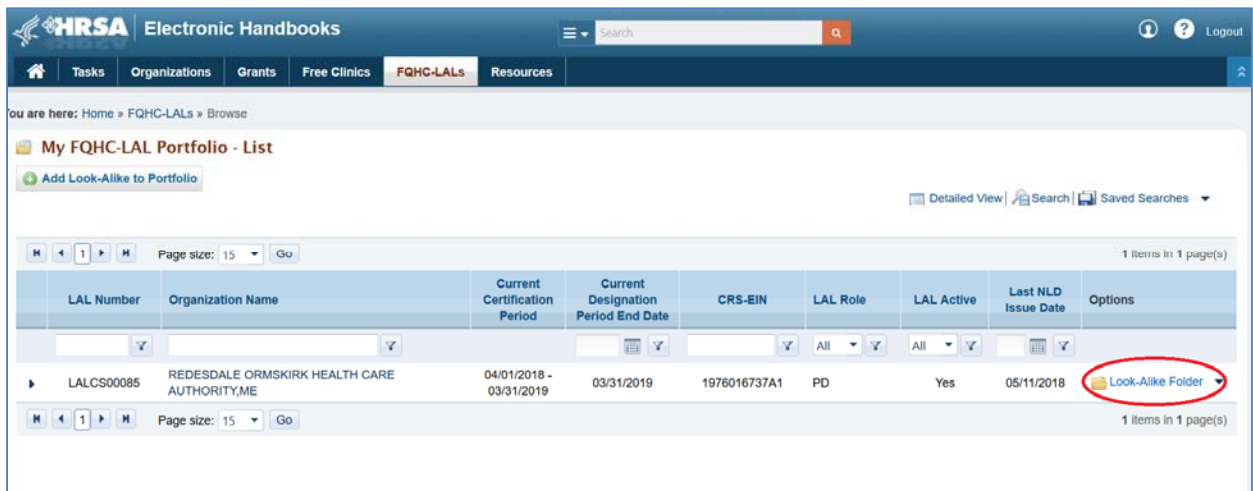
1. Log in to the HRSA EHBs.
2. In the Top Navigation panel (Figure 6), click the **FQHC-LALs** tab.

**Figure 6: FQHC-LALs Tab in Top Navigation Panel**



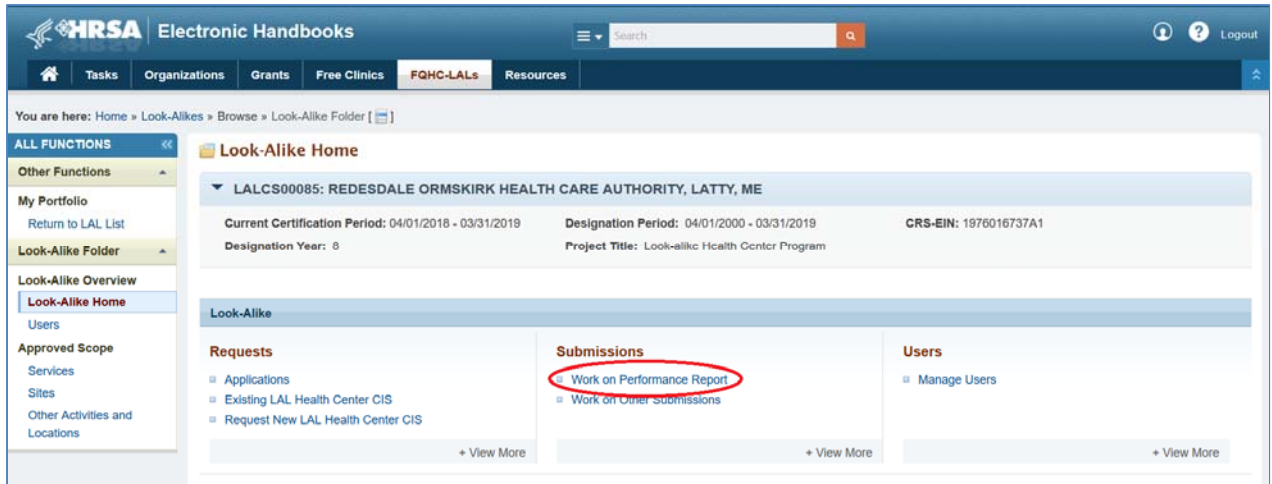
3. The My FQHC-LAL Portfolio – List page opens (Figure 7), displaying information related to any active LAL portfolios. To access the Look-Alike Home page, click the **Look-Alike Folder** link in the Options column

**Figure 7: My FQHC-LAL Portfolio List Page**



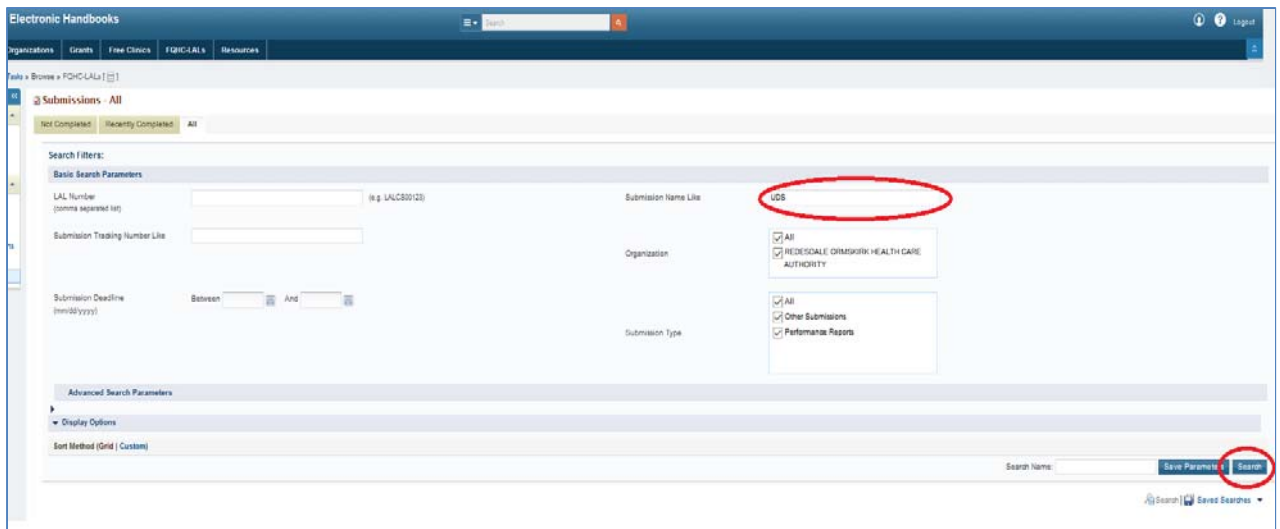
- From the Look-Alike Home page (Figure 8), click the **Work on Performance Report** link in the Submissions section.

**Figure 8: Look-Alike Home Page**



- The Submissions – All page 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 9).

**Figure 9: Submissions – All Page**





6. The list will display only UDS reports (Figure 10).

**Figure 10: Submission – All Page Showing Only UDS Reports**

Submitted	Submission Name	Submission Type	Organization	LAL #	Tracking #	Reporting Period	Submitted Date	Status	Options
150 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
548 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
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

## Preparing and Submitting a UDS Report (Grantees and Look-Alikes)

Preparing and submitting your UDS is a matter of entering the data, running the required audit checks, and then submitting your report. On-line resources are available if you need help you with this.

1. Users new to the EHBs or UDS should view the *Web-Based Uniform Data System (UDS) Overview* presentation at [https://grants3.hrsa.gov/2010/WebTrainingInternal/Interface/CBT/UDS%20TA/UDS TA Slides.htm](https://grants3.hrsa.gov/2010/WebTrainingInternal/Interface/CBT/UDS%20TA/UDS_TA_Slides.htm). This presentation covers the whole process, from logging in to submitting your UDS.
2. For help with completing and submitting your report, see *Completing and Submitting Your UDS Report - Overview for Section 330 Grantees and Look-Alikes*, an article in the Electronic Handbooks Help and Knowledge Base, at <https://help.hrsa.gov/display/public/EHBSKBFG/Completing+and+Submitting+Your+UDS+Report++Overview+for+Health+Center+Program+Grantees+and+Look-Alikes>.
3. If you still have questions, see the UDS-related Frequently Asked Questions (FAQ) at <https://help.hrsa.gov/display/public/EHBSKBFG/UDS+FAQs>.

Since this material is readily available and quite comprehensive, we won't reproduce any of its content here.

## Revising and Resubmitting a UDS Report (Grantees and Look-Alikes)

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.** Follow the steps given under "How to Find Your UDS Reports" above to find your UDS reports. Click **Edit** to open the report for changes.
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 <https://help.hrsa.gov/display/public/EHBSKBFG/Executing+the+Data+Audit+Report+and+Clearing+a+n+Edit>.
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 free of errors, and exceptions must be explained.
6. **Resubmit the Report**, as detailed in the following paragraphs.

The **Continue** button appears at the bottom of the Data Audit Report page as soon as the Data Audit Report is complete. Click the **Continue** button to open the Review page. (You can also access the Review page by clicking **Review** on the Left Navigation panel.)

From the Review page, you may review any section of the report. You may also print the report.

When you're ready to proceed with submission, click the **Continue** button at the bottom of the Review page to open the UDS Certification page (the "Submit" page).

- If your report is ready to be submitted, you can also open the UDS Certification page by clicking **Submit** in the Left Navigation panel.
- If clicking **Submit** in the Left Navigation panel opens the Status Overview page, your report is not ready to be submitted. See the note at the top of the Status Overview page.

Follow the directions under UDS Certification (“I Agree” is not case-sensitive), and then click the **Submit Report** button.

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.

## How to Find Reports Based on UDS Data (“Standard UDS Reports”) (Grantees)

Each year, HRSA issues a series of reports based on data collected through UDS. The reports are listed and described in this section. You can access them through your UDS report. To do this, follow the steps given under “How to Find Your UDS Reports in the HRSA EHBs” to find your UDS reports. Then:

1. Choose a Reporting Period. For the UDS report submitted for that Reporting Period, click **Performance Reports** (Figure 11).

**Figure 11: Performance Reports Link on Submissions – All Page**

The screenshot shows the HRSA Electronic Handbooks interface. The main content area is titled "Submissions - All" and displays a table of UDS Performance Reports. The table has the following columns: Submission Name, Submission Type, Organization, Grant #, Tracking #, Reporting Period, Deadline, Submitted Date, Status, and Options. There are 6 items in 1 page(s).

Submission Name	Submission Type	Organization	Grant #	Tracking #	Reporting Period	Deadline	Submitted Date	Status	Options
UDS Performance Report	Performance Reports	GREATER BACHEN MEDICAL SERVICE INC, MD	H80CS888#8	H80CS888#82013	01/01/2013 - 12/31/2013	02/15/2014		Not Started	Start
UDS Performance Report	Performance Reports	GREATER BACHEN MEDICAL SERVICE INC, MD	H80CS888#8	H80CS888#82012	01/01/2012 - 12/31/2012	03/11/2013	03/02/2013	Submitted	Performance Reports
UDS Performance Report	Performance Reports	GREATER BACHEN MEDICAL SERVICE INC, MD	H80CS888#8	H80CS888#82011	01/01/2011 - 12/31/2011	02/15/2012	03/15/2012	Submitted	Performance Reports
UDS Performance Report	Performance Reports	GREATER BACHEN MEDICAL SERVICE INC, MD	H80CS888#8	H80CS888#82010	01/01/2010 - 12/31/2010	03/31/2011	03/27/2011	Submitted	Performance Reports
UDS Performance Report	Performance Reports	GREATER BACHEN MEDICAL SERVICE INC, MD	H80CS888#8	H80CS888#82009	01/01/2009 - 12/31/2009	03/31/2010	03/09/2010	Submitted	Performance Reports
UDS Performance Report	Performance Reports	GREATER BACHEN MEDICAL SERVICE INC, MD	H80CS888#8	H80CS888#82008	01/01/2008 - 12/31/2008	03/02/2009	06/04/2009	Submitted	Performance Reports

2. The page that will open after clicking Performance Reports link on the Submission – All
  - 2.1. For reports submitted before the 2018 reporting period, the page that will open after clicking the Performance Reports link on the Submission – All page will be titled Review (Figure 12). Use the Access reports and data related to your UDS submission link to open a report. The UDS Report page will open (Figure 13). Use the View link to open a report.

**Figure 12: Review Page**



**Figure 13: UDS Report Page**

UDS Report		
H80CS000082016/V4: CHARTERS TELECOM HEALTH SERVICE CORPORATION, East Bloomfield, PA		Due Date: 2/15/2017 11:59 PM
REPORTS		
Report Name	Description	Action
UDS Data File in XML	Submitted Raw UDS Data File in XML format.	<a href="#">Download / Email</a>
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 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: <a href="#">UDS Summary Report</a>	<a href="#">View</a>
UDS 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: <a href="#">UDS Rollup Report</a>	<a href="#">View</a>

2.2. 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 14). Click View link adjacent to each of the reports to access the reports.

**Figure 14: Review and Report List Page**

Report Name	Description	Action
UDS Data File in XML	Submitted Raw UDS Data File in XML format.	<a href="#">Download / Email</a>
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 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	<a href="#">View</a> ↑
UDS 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	<a href="#">View</a>
UDS Health Center Trend Report	The Health Center Trend Report, introduced in 2006, 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/Viability and provide an overall picture of the health center's performance in each of these areas.  Formula Guide: UDS Health Center Trend Report	<a href="#">View</a>
UDS Health Center Performance Comparison Report	The Health Center Performance Comparison Report for individual health centers provides calculations of key measures at different levels: i.e., Health Center, State, National, Urban, Rural, National Percentiles (25th, 50th, and 75th). The report categories are Quality of Care/Health Outcomes, Costs per Patient, and Costs per Visit.	<a href="#">View</a>

### UDS Data file in XML

Provides the submitted raw UDS data file in XML format. The file can be downloaded and/or emailed. This will be available to the Health Center after they have submitted their UDS report at least once to HRSA for review.

### UDS Summary Report

Provides the summary and analysis on the health center's current UDS data using measures across various Tables of the UDS report. The Preliminary version of this report will only have the Health Center view available. Once all the reports for the current reporting cycle have been processed, the final version of this report will be available which will have Health Center, State and National views.

### UDS National and State Rollups

This report compiles 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. This will be available after all the reports for the current reporting cycle have been processed.

## **UDS Health Center Trend Report**

This report compares the health center's performance for 16 key performance measures (in three categories: Access, Quality of Care/Health Outcomes, and Financial Cost/Viability) with national and state averages over a 3 year period. This will be available after all the reports for the current reporting cycle have been processed.

## **UDS Health Center Performance Comparison Report**

Provides the summary and analysis on the health center's latest UDS data giving details at Health Center, State, National, Urban and Rural level with trend comparisons and percentiles. This will be available after all the reports for the current reporting cycle have been processed.

## How to Find Reports Based on UDS Data (“Standard UDS Reports”) (Look-Alikes)

Each year, HRSA issues a series of reports based on data collected through UDS. The reports are listed and described in this section. You can access them through your UDS report. To do this, follow the steps given under “How to Find Your UDS Reports in the HRSA EHBs” to find your UDS reports. Then:

1. Choose a Reporting Period. For the UDS report submitted for that Reporting Period, click **Performance Reports** (Figure 15).

**Figure 15: Performance Report Link on Submissions – All Page**

Submitted	Submission Name	Submission Type	Organization	LAL #	Tracking #	Reporting Period	Submitted Date	Status	Options
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	<a href="#">Performance Reports</a>
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	<a href="#">Performance Reports</a>
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	<a href="#">Performance Reports</a>
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	<a href="#">Performance Reports</a>
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	<a href="#">Performance Reports</a>
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	<a href="#">Performance Reports</a>
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	<a href="#">Performance Reports</a>
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	<a href="#">Start</a>

2. The page that will open after clicking Performance Reports link on the Submission – All
  - 2.1. For reports submitted prior to 2018 reporting period, page titled Review (Figure 16) 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 17). Use the View link to open a report.



Figure 16: “Access Reports” Link in UDS Report (Look-Alikes)

The screenshot shows a 'Review' page for a UDS submission. At the top, it identifies the submission as 'LALCS000032017/V3: REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, Saint Anne, ME' with a due date of '2/15/2018 11:59 PM'. Below this is a 'REPORTS' section with a link that says 'Access reports and data related to your UDS submission', which is circled in red. There are also buttons for 'Print All HTML Forms' and a 'Table of Contents' dropdown menu. A table below lists various report sections with 'View' links.

View	Section	Options
View: Center / Health Center Profile	Center / Health Center Profile	View
View: 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	View
View: Table 3B - Demographic Characteristics	Table 3B - Demographic Characteristics	View
View: Table 4 - Selected Patient Characteristics	Table 4 - Selected Patient Characteristics	View
View: Table 5 - Staffing And Utilization		

Figure 17: UDS Report Page

The screenshot shows a 'UDS Report' page for a submission from 'LALCS00003016/V3: REDESDALE ORMSKIRK HEALTH CARE AUTHORITY, North Augusta, ME' with a due date of '2/15/2017 11:59 PM'. Below the header is a 'REPORTS' table with columns for 'Report Name', 'Description', and 'Action'. The first row is for 'UDS Health Center. State. National Summary Report' and has a 'View' link circled in red. The second row is for 'UDS National and State Rollups' and has a 'View' link.


Report Name	Description	Action
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 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: <a href="#">UDS Summary Report</a>	<a href="#">View</a>
UDS 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: <a href="#">UDS Rollup Report</a>	<a href="#">View</a>

2.2. 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 18). Click View link adjacent to each of the reports to access the reports.



**Figure 18: Review and Report List Page**

**Review and Report List Page**

Report Name	Description	Action
UDS Data File in XML	Submitted Raw UDS Data File in XML format.	<a href="#">Download / Email</a>
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 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	<a href="#">View</a> 
UDS 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	<a href="#">View</a>
UDS Health Center Trend Report	The Health Center Trend Report, introduced in 2006, 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/Viability and provide an overall picture of the health center's performance in each of these areas.  Formula Guide: UDS Health Center Trend Report	<a href="#">View</a>
UDS Health Center Performance Comparison Report	The Health Center Performance Comparison Report for individual health centers provides calculations of key measures at different levels, i.e., Health Center, State, National, Urban, Rural, National Priorities (25th, 50th, and 75th). The report categories are Quality of Care/Health Outcomes, Costs per Patient, and Costs per Visit.	<a href="#">View</a>

## UDS National Rollups

This report compiles annual data reported by FQHC-LALs. Summary 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 Help and Support

The following resources are available to you for help and support.

### EHBs 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)

### UDS Content Questions

Your Reviewer or the UDS Help Desk

[udshelp330@bphcdata.net](mailto:udshelp330@bphcdata.net) or 866-837-4357 (866-UDS-HELP)

### UDS Electronic Reporting Questions

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 Requirements and Section 508 Compliance Statement

### 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>

### Section 508 Compliance Statement

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.

## Supported Document Types

The following document types are supported in the 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