# 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 Registered Organizations - List page opens, displaying FQHC-LAL organizations to which you are registered (Figure 2). For your organization, click **FQHC-LAL Home**.

#### Figure 2: My Registered Organizations – List Page

Register to Another Organization						Detailed Viet
H 4 1 + H Page size: 15 - Go						1 items in 1 page(s)
Organization Name	City		State	CRS-EIN	Organization Role	DUNS Options
X		Y	All 🔹 🔽	V	All 👻 😽	
<ul> <li>Mattaine Community Medical Direct</li> </ul>	Kilkinga		PAN IN	That Available	80	FQHC-LAL Home
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4. The Welcome page for the FQHC-LAL program opens (Figure 3). In the Left Navigation menu, click **View Portfolio**.

Figure 3: Welcome Page for FQHC – Look Alike Program

#### HRSA EHBs Quick Reference Sheet

#### Accessing Standard UDS Reports

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Options	FQHC Look-Alikes Electronic Handbook (EHB) provides all potential and existing FQHC Look-Alikes a means to conduct various program activities electronically.							
FQHC LAL Home	AL Home Note:You have multiple organizations in your profile. Currently you are working for - Mattawa Community Medical Clinic, Hattawa, MA. All data shown to you will be for							
> Welcome	WHAT WOULD YOU LIKE TO DO TODAY?							
Manage Initial Designation Applications - View Applications	Manage Application	Manage Post Designation Submissions						
	Read FQHC Look-Alikes Program Requirements/Benefits	Add designation to my portfolio						
Designation Portfolios	York on Initial Application	View designation in my portfolio						
- View Portfolio	llow Other Members of My Organization to Work on My Application							
Logout								
	Manage organization/ user related information.							
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5. The View Portfolio page opens (Figure 4). Click **Open Designation Handbook**.

#### Figure 4: View Portfolio Page

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- Add to Portfolio	Program Contact									
View Portfolio		www.	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	man m						

6. The Overview page opens (Figure 5). In the Left Navigation menu, click Performance Reports.

#### Figure 5: Overview Page



7. The Performance Reports page opens (Figure 6). Click the Search button.

Figure 6: Performance Reports Page



8. The Search Parameters form opens (Figure 7). In the Submission Status field, click Submitted to HRSA, and then click the Search button.

	Figure 7: Search Parameters Form for Performance Reports Page	
U.S. Department of Health and Human Services	HRSA Electronic Handboy	
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Designation Menu Overview	Following is the list of other reports for this grant along with their status. Based on their status, you click on the "Search" button.	search through reports,
Approved Scope		
- Services	PERFORMANCE REPORT	
_Other Activities and Locations	Search Parameters	
Change Scope - New/Existing CIS Submissions Annual - Cortification/Bonowal	Submission Status Not Started In Progress Submitted to HRSA Change Requested	
of Designation	Submission Date within (days)	
> Performance Reports	Display Criteria	
Other Submissions	Sort By Due Date 💌	
Logout	1	
	Cancel	Search

#### **HRSA EHBs Quick Reference Sheet**

9. The records for performance reports that match your search parameters are displayed (Figure 8). Find your FQHC Look-Alike Annual UDS Report. Click View Report.

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E-HANDBOOK HOME			_
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©	Performance Reports	/commonte	
QHC LAL Handbook	nome glossary nep questions	/comments /	
Designation Menu	Following is the list of other report	ts for this grant along wit	.ng on the appropriate link. To search through reports,
Overview	click on the "Search" button.		
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Other Activities and	PERFORMANCE REPORT	*	· · · · · · · · · · · · · · · · · · ·
ocations ange Scope	Input Parameters: (Hide Parameters	ters)	
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10. The Table of Contents page for the UDS report opens in a separate window (Figure 9). At the top of the page, under Reports, click **HERE** to access the reports.

#### Figure 9: Table of Contents Page for UDS Report Open in Window Over Performance **Reports Page**



11. The list of available reports opens in a separate window (Figure 10). For any available report, click **View** to display the report.

U.S. Department of Healthy and Human Services Health Recoverses and Services Additional Values E-HANDBOOK HOME FQHC LAL Handbook Designation Menu - Overview Approved Scope - Sites - Sites - Other Activities and Locations Change Scope	Welcome Nas Performan home   glos Following is click on the Displaying PERFORM Input Pa Submission	Review   EU   HRSA EHBs - Windows I UDS Report   EU   HRSA EHBs Favorites HUDS Report   EU UDS Report LALENDE 112012/V2: T	I HRSA BHES			earch through reports,	
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#### Figure 10: List of Standard UDS Reports Open in Window Over Table of Contents 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**

HRSA EHBs is compliant with Section 508 requirements for the visually impaired.