UDS: UNIFORM DATA SYSTEM

UDS Submission Checklist

It is the responsibility of the health center key staff with submission rights (often the Executive Director) to review and approve the UDS Report before submission. Use this checklist as a base for your review to ensure the report is complete and accurate.

Activity	Notes
☐ Plan ahead. Try to have a complete UDS Report available to review at least 2 days before submission.	As a reminder, your UDS Report is due by February 15. Give yourself sufficient time to review the report for completeness and reasonableness.
☐ Check that all tables are complete.	All tables must be marked as complete. Tables that are complete are shown with a green check mark.
☐ Review comments and questions that your Reviewer sent last year.	Avoid making the same errors to the report year after year. Reviewing the letter will help to identify common mistakes to avoid.
☐ Pull your health center's prior year UDS Report from the Electronic Handbook (EHB).	Be sure to get the final report that includes all corrections, not the initial submission.
☐ Compare key metrics across two years. Investigate large increases or decreases for accuracy. At minimum, review: • Table 3A: Number of patients • Table 3B: Patient demographic shifts • Table 4: Income and special population counts • Table 5 and 8A: Patient, visits, and costs by service category • Tables 6B and 7: Universe and compliance rates for each measure • Tables 8A, 9D, and 9E: Ratio of total costs to total cash revenues	Unless your health center has experienced a substantial change in the service delivery model (new services, change in number or type of providers, or change in number of patients served), year-to-year changes are generally insignificant. Note: If your program has experienced a significant change in activity, it is advisable to provide a brief explanation in the report comments.
☐ Spot check answers to flagged edits for adequacy.	Edits help to identify potential issues with your data prior to submission and must be addressed through data changes (where appropriate) or through meaningful explanations. In order to successfully run the complete data audit report, all tables must be marked as complete. Explanations such as, "Looking into it," "This is what the data say," or "Verified with our EHR vendor" are not acceptable. Note: If your program activity is not in line with state and national averages, provide an explanation about the program's impact and variance from the comparisons being made.

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