



## Uniform Data System (UDS) Training

---

### Training Description

The Uniform Data System (UDS) in-person training is a full day program covering the preparation of the 2012 UDS Report. The training addresses each of the tables, including a discussion of the changes that have been made (*changes for CY 2013 will be addressed through a webinar in April 2013*) and the definitions necessary to complete the reports. The UDS training is aimed at those who are responsible for gathering and reporting the data elements included in the UDS report, as well as management and clinical staff who need to understand the definitions and concepts used.

A set of webinar trainings are also offered to cover specific topics not addressed at the in-person training. Webinars are geared toward specific audiences and will cover the objectives outlined below. The webinars do not substitute for the instructor led training, but complements it so it is important that participants come prepared. Staff who fall into one of the “audience” categories listed below are encouraged to participate. Please visit <http://bphc.hrsa.gov/healthcenterdatastatistics/index.html> or <http://www.bphcdata.net/html/bphctraining.html> for further information on the webinars.

- **UDS for New Submitters**
  - Audience: New grantees, new UDS Coordinators, and new members of the UDS reporting team
  - When: October 2012 - 2 hour webinar with ½ hour Q&A
  - Objectives: Review purpose, importance, UDS review process and deadlines and definitions
- **Introduction to the UDS for LAL**
  - Audience: LAL designees
  - When: October 2012 - 2 hour webinar with ½ hour Q&A
  - Objectives: Review of differences in reporting requirements and overview of review process
- **Introduction to UDS Clinical Measures**
  - Audience: Clinicians and Quality Assurance staff
  - When: November 2012 - 2 hour webinar with ½ hour Q&A
  - Objectives: Review Table 6B and 7 clinical measures (excluding prenatal) and discuss strategies for evaluating reasonableness of reported data
- **Sampling Methods, including using Randomizer.org**
  - Audience: Any grantee doing random samples to report clinical measures
  - When: December 2012 - 1 hour webinar with ½ hour Q&A
  - Objectives: Purpose of random sample and correct methods for generating random sample and chart substitutions

## Review and Submission Process Deadlines and Dates

Grantees and Look-Alike designees (LAL)\* will submit their UDS report by **February 15th** and then work with their reviewer to correct any possible errors not identified electronically by the EHB so that they can finalize their report by March 30th. Once finalized, BPHC will not permit further corrections or amendments.

*\* Please note that beginning with 2012 reporting LAL programs will go through the review process to correct and address possible data reporting.*

BPHC continues to refine and improve the Electronic Handbook (EHB) interface for the UDS. Separate webinar and handouts will be available to familiarize participants with the new user reporting interface.

## Tentative Agenda

*NOTE: All times are subject to change based on time for questions.*

- |               |  |
|---------------|--|
| 8:00 – 8:30   | <b>Registration</b> <i>*PCA – please update this time w/ with your trainings registration time</i>   |
| 8:30 – 8:45   | <b>Overview of the Training Program</b> <i>*PCA – this time <u>cannot</u> change.</i> <ul style="list-style-type: none"><li>➤ Reporting Guidelines</li><li>➤ Available Assistance</li><li>➤ Changes for 2012 and 2013</li></ul>                  |
| 8:45 – 10:15  | <b>Tables Instructions and Key Definitions</b> <ul style="list-style-type: none"><li>➤ Patients by Zip Code</li><li>➤ Tables 3A, 3B, 4: Patient Profile</li><li>➤ Table 5: Staffing and Utilization Profile</li><li>➤ Table 5a: Tenure</li></ul> |
| 10:15 – 10:30 | <b>Break</b> <i>*PCA – feel free to indicate if refreshments will be served, etc.</i>  |
| 10:30 – 12:30 | <b>Tables Instructions – continued</b> <ul style="list-style-type: none"><li>➤ Table 6A: Selected Diagnosis and Services Rendered</li><li>➤ Table 6B: Quality of Care Indicators</li></ul>   |
| 12:30 – 1:30  | <b>Lunch</b> <i>*PCA – feel free to indicate lunch details</i>   |
| 1:30 – 2:30   | <b>Tables Instructions – continued</b> <ul style="list-style-type: none"><li>➤ Table 6B: Quality of Care Indicators</li><li>➤ Table 7: Outcomes and Disparities Measures</li></ul>   |
| 2:30 – 2:45   | <b>Break</b> <i>*PCA – feel free to indicate if refreshments will be served, etc.</i>  |
| 2:45 - 4:15   | <b>Tables Instructions – continued</b> <ul style="list-style-type: none"><li>➤ Table 8A: Financial costs</li><li>➤ Table 9D: Service related income</li><li>➤ Table 9E: Other income</li></ul>   |
| 4:15 – 4:30   | <b>Evaluation</b>  |

## Changes for CY 2012 and CY 2013 UDS Reporting

Table	2012	2013
<b>Zip Codes, 3A, 3B</b>		
<b>4</b>	Lines 14 and 15 removed – all farmworkers on line 16	
<b>5</b>		
<b>5A</b>	New table	
<b>6A</b>	Any diagnosis; line 24b H1N1 removed	
<b>6B</b>	3 new measures	<i>Proposed changes to two measures</i>
<b>7</b>	LAL: race and ethnicity	
<b>8A</b>	Term change: Administrative to non-clinical	
<b>9D</b>		
<b>9E</b>	Term change: farmworker; line 4 removed	