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

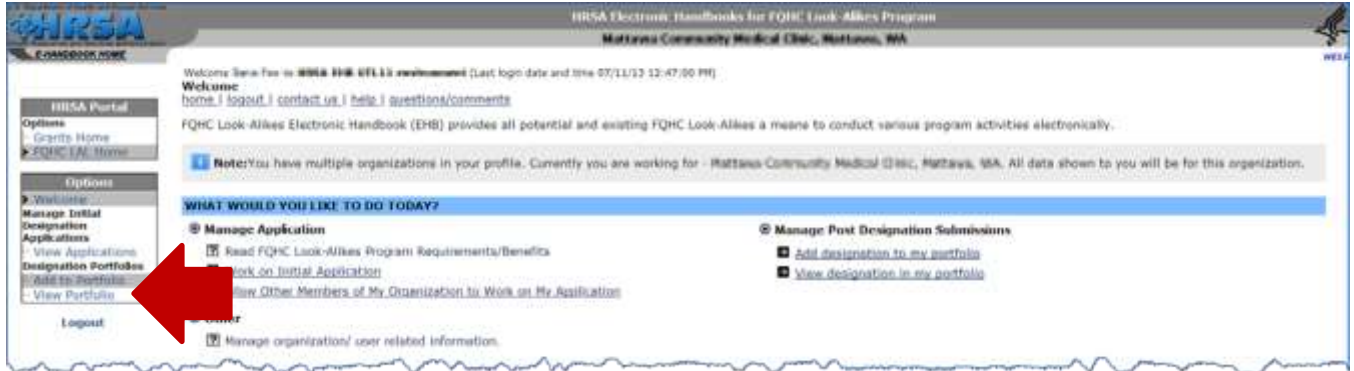**Figure 1: FQHC – LALs Tab in Top Navigation Panel**

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

4. The Welcome page for the FQHC-LAL program opens (Figure 3). In the Left Navigation menu, click **View Portfolio**.
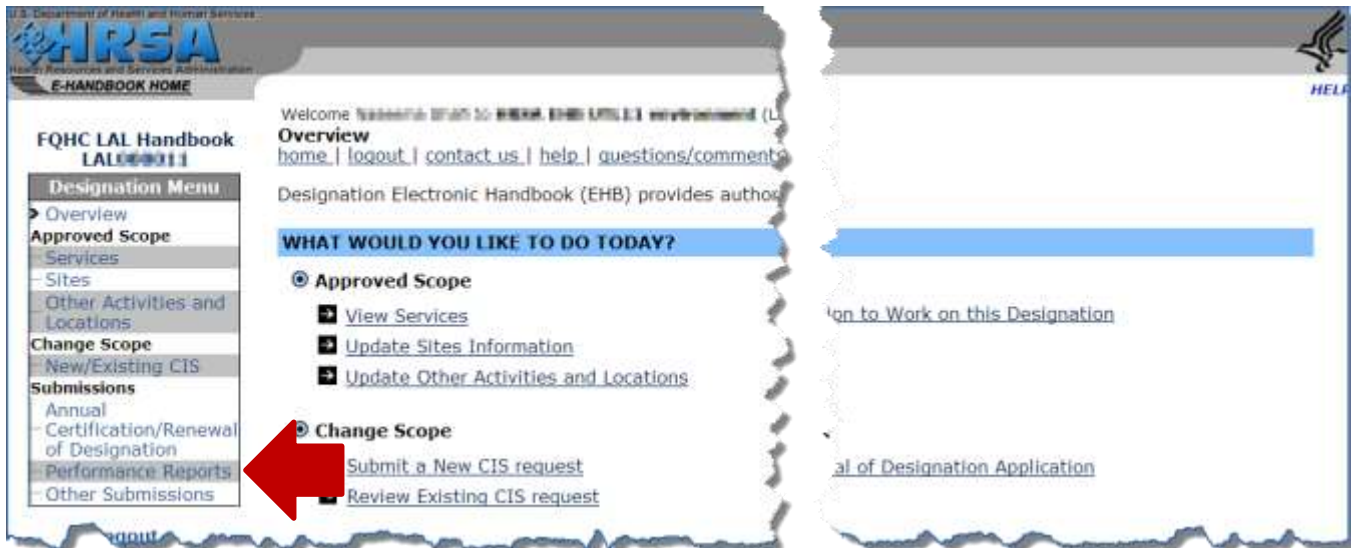
Figure 3: Welcome Page for FQHC – Look Alike Program

5. The View Portfolio page opens (Figure 4). Click **Open Designation Handbook**.

Figure 4: View Portfolio Page

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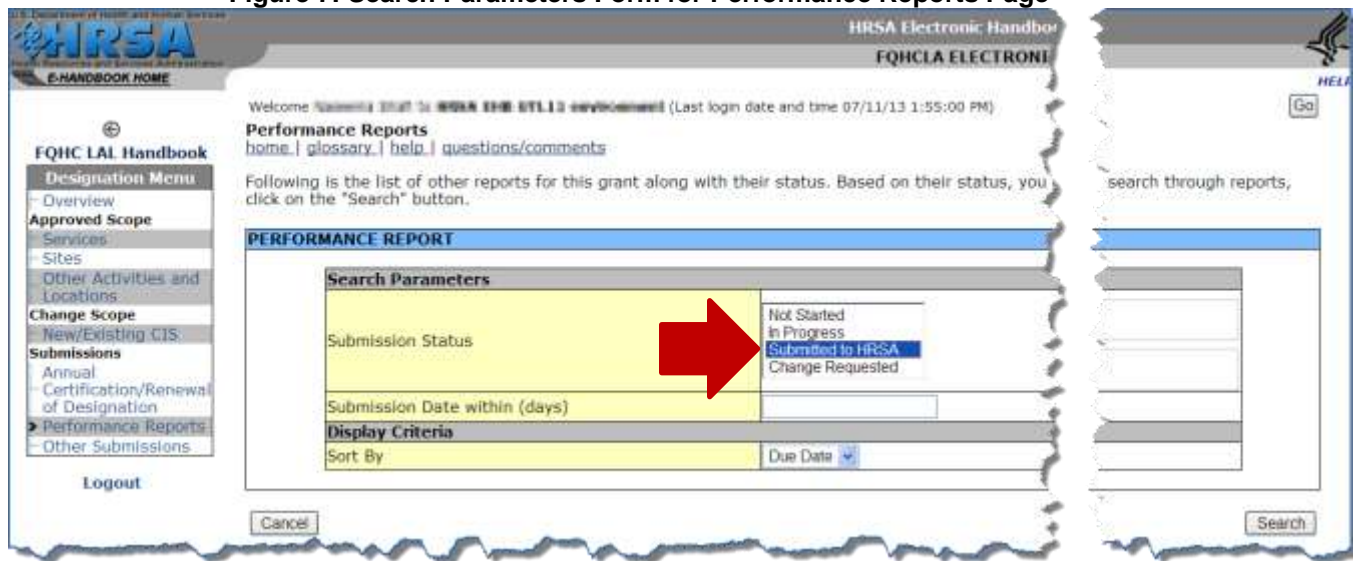
Figure 5: Overview Page

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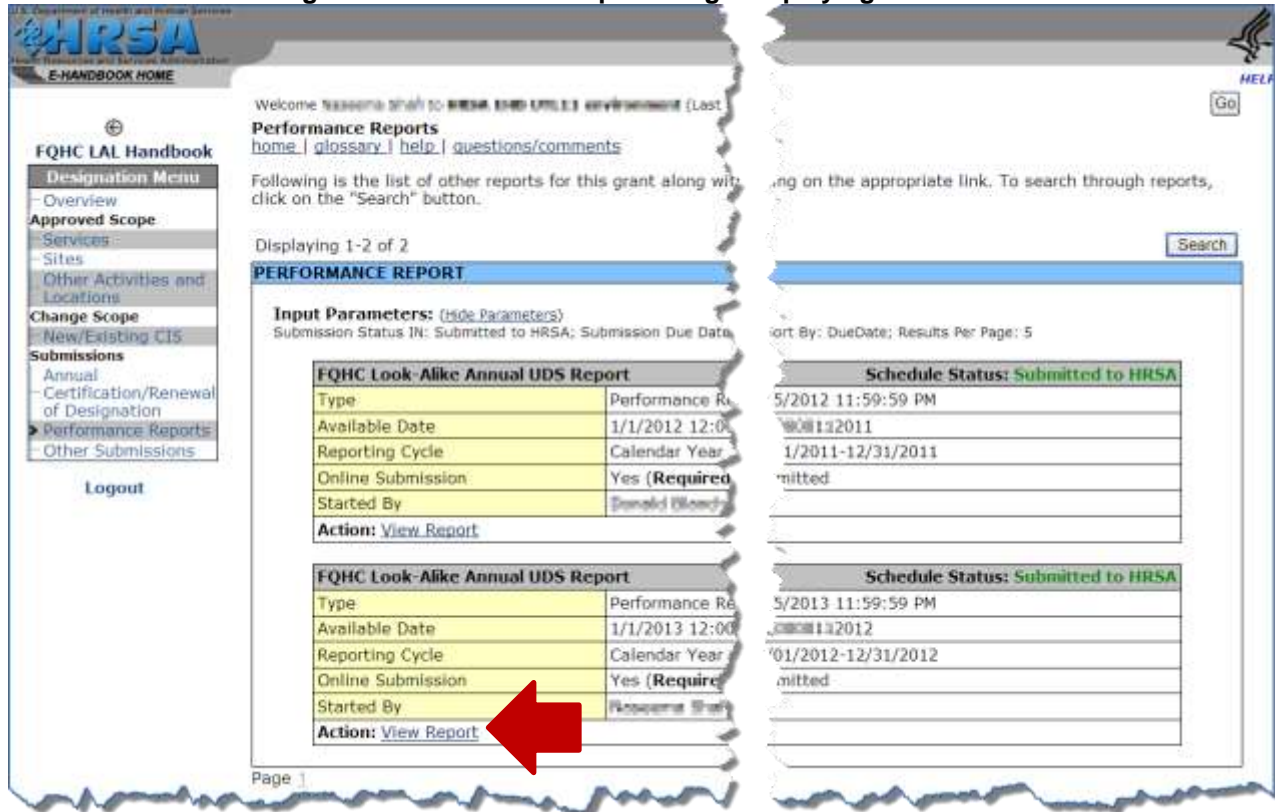
Figure 6: Performance Reports Page

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

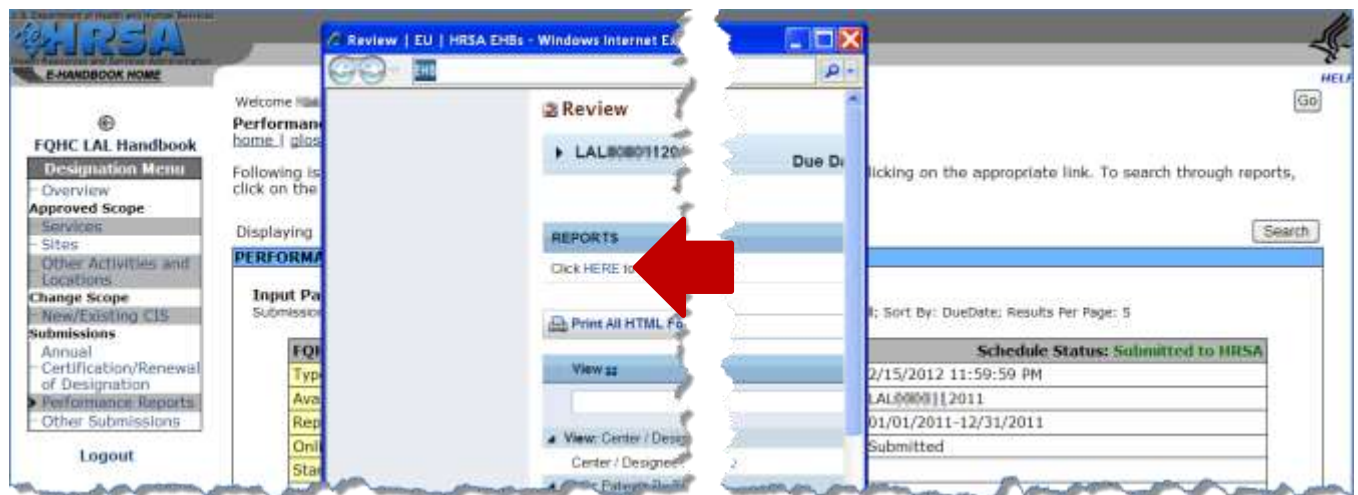**Figure 7: Search Parameters Form for Performance Reports Page**

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**.

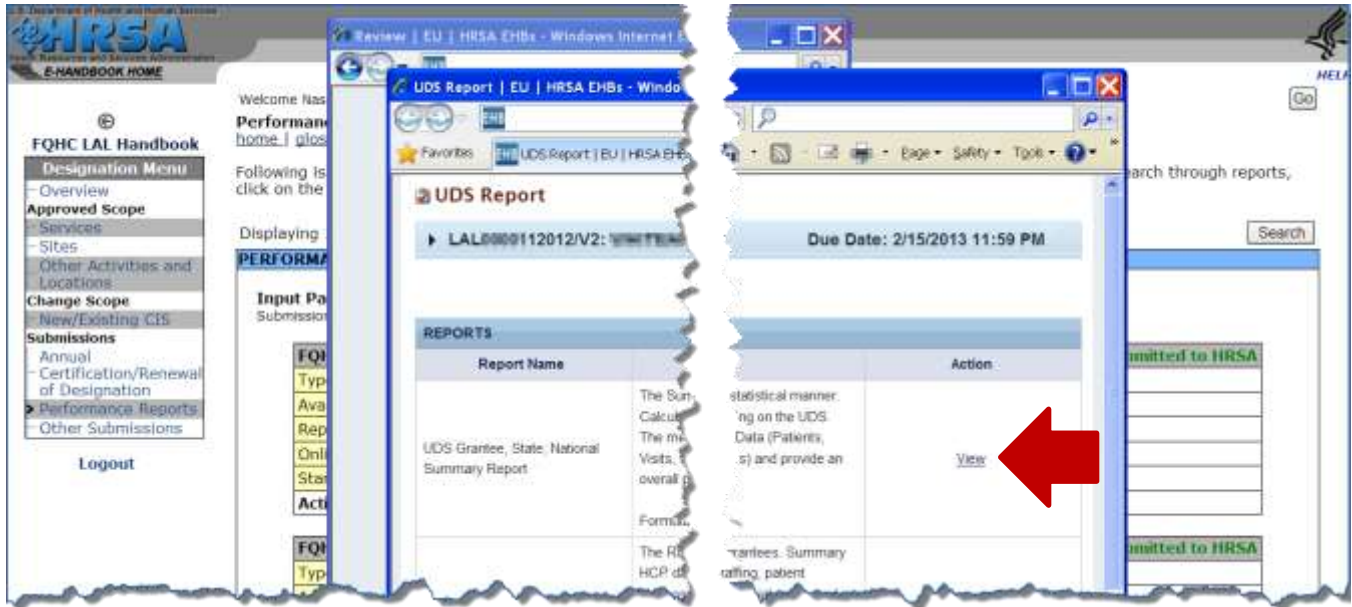**Figure 8: Performance Reports Page Displaying Search Results**

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.

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.