### 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 **FOHCLA ELECTRONI** Welcome (Last login date and time 07/11/13 1:55:00 PM) Ga 0 Performance Reports home | glossary | help | questions/comments **FQHC LAL Handbook** Following is the list of other reports for this grant along with their status. Based on their status, you search through reports, Approved Scope PERFORMANCE REPORT Services Other Activities and Search Parameters Locations Change Scope Not Started New/Existing CIS Submission Status Submissions Change Requested Certification/Renewa of Designation Submission Date within (days) Performance Reports Display Criteria Other Submissions Due Date Sort By Logout Cancel Search

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 Welcome Nazionnia binefi so within 1940 UMLES environment (Last (4) Performance Reports home | glossary | help | questions/comments **FQHC LAL Handbook** Following is the list of other reports for this grant along with ing on the appropriate link. To search through reports, click on the "Search" button. Approved Scope Services Displaying 1-2 of 2 Search PERFORMANCE REPORT Other Activities and Input Parameters: (Hide Parameters) Change Scope New/Existing CI5 Submission Status IN: Submitted to HRSA: Submission Due Date. ort By: DueDate; Results Per Page: 5 **FQHC Look-Alike Annual UDS Report** Schedule Status: Submitted to HRSA Certification/Renewal Performance Re 5/2012 11:59:59 PM Type of Designation
Performance Reports Available Date 1/1/2012 12:00 9091:12011 1/2011-12/31/2011 Reporting Cycle Other Submissions Calendar Year Online Submission Yes (Required mitted Logout Started By Donald Woods Action: View Report Schedule Status: Submitted to HRSA FQHC Look-Alike Annual UDS Report Performance Re 5/2013 11:59:59 PM Type 1/1/2013 12:00 Available Date GBGB112012 Reporting Cycle Calendar Year 01/2012-12/31/2012 Online Submission Yes (Require Started By Noncertal Shaffy Action: View Report

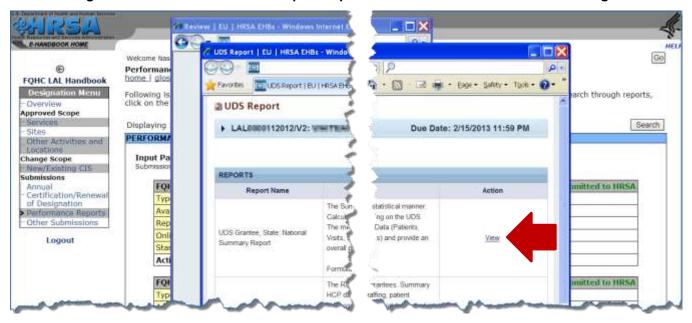
10. The Table of Contents page for the UDS report opens in a separate window (Figure 9). At the top of the page, under Reports, click **HERE** to access the reports.

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.