U.S. Department of Health and Human Services

HRSA

Health Resources and Services Administration

Uniform Data System (UDS) Submissions in the HRSA Electronic Handbooks (EHBs)

A quick reference sheet for Health Center Program grantees and look-alikes

List of Topics

1   Preparing and Submitting Your UDS Report

Preparing and submitting your UDS is a matter of entering the data, running the required audit checks, and then submitting your report. On-line resources are available if you need help you with this.

1. Users new to the EHBs or UDS should view the *Web-Based Uniform Data System (UDS) Overview* presentation at https://grants3.hrsa.gov/2010/WebTrainingInternal/Interface/CBT/UDS%20TA/UDS_TA_Slides.htm. This presentation covers the whole process, from logging in to submitting your UDS.

2. For help with completing and submitting your report, see *Completing and Submitting Your UDS Report - Overview for Health Center Program Grantees and Look-Alikes*, an article in the Electronic Handbooks Help and Knowledge Base, at https://help.hrsa.gov/x/DACeAQ. The information applies to both grantees and look-alikes.

3. If you still have questions, see the UDS-related Frequently Asked Questions (FAQ) at https://help.hrsa.gov/display/public/EHBSKBFG/UDS+FAQs.

2   Revising and Resubmitting Your UDS Report

If your reviewer returns your UDS Report to you with a request for corrections or changes, you'll receive notification, usually by email. The email may contain the date the report is due back. It will contain a list of issues which will require action from you. Take the following steps:

1. **Open Your UDS Report.**

2. **Review the Reviewer's Comments.** The comments may be included in an email sent to you or using the EHBs system through the "Change Request Email" link (accessed from the Status Overview page). The reviewer will let you know what items need revision.

3. **Run the Data Audit Report.** Run the data audit report to get the most recent list of edits since some edits may have been reprogrammed or added since submission or need to be corrected as indicated by the reviewer. For help with running the Data Audit Report, see
https://help.hrsa.gov/display/public/EHBSKBFG/Executing+the+Data+Audit+Report+and+Clearing+an+Edit.

4. **Address the Reviewer's Findings.** Carefully review each problem identified by the reviewer. Correct the data or provide an explanation. Changes you make to the data entered into one table may make it necessary to change data entered into another.

5. **Run the Data Audit Report Again.** Validation rules apply as they did when you first prepared the report. You must run the Data Audit report to check for errors or exceptions. Just as when you first submitted your UDS, it must be clear of errors, and exceptions must be explained prior to submission.

6. **Resubmit the Report**, as detailed in the following paragraphs.

   The **Continue** button appears at the bottom of the Data Audit Report page as soon as the Data Audit Report is complete. Click the **Continue** button to open the Review page. (You can also access the Review page by clicking **Review** on the Left Navigation panel.)

   From the Review page, you may review any section of the report. You may also print the report.

   When you're ready to proceed with submission, click the **Continue** button at the bottom of the Review page to open the UDS Certification page (the "Submit" page).

   - If your report is ready to be submitted, you can also open the UDS Certification page by clicking **Submit** in the Left Navigation panel.

   - If clicking **Submit** in the Left Navigation panel opens the Status Overview page, your report is not ready for submission. See the note at the top of the Status Overview page.

   Follow the directions under UDS Certification ("I Agree" is not case-sensitive), and then click the **Submit Report** button.

On submission of the report, you'll receive a confirmation email. The reviewer will be notified by the EHB system when your report has been resubmitted.

3   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.

3.1   UDS reporting questions
Your Reviewer or the UDS Support Center

udshelp330@bphcdata.net or 866-837-4357 (866-UDS-HELP)

Monday through Friday (except federal holidays) 8:30 AM to 5:30 PM (ET)

3.2   EHBs 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)

3.3   EHBs 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)

4   Software Requirements and Compliance Statement

4.1   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

4.2   Section 508 Compliance

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

5   Document Types

The following document types are supported in HRSA EHBs:

.DOC or .DOCX - Microsoft Word

.RTF - Rich Text Format

.TXT - Text

.WPD - Word Perfect Document

.PDF - Adobe Portable Document Format

.XLS or .XLSX - Microsoft Excel