Topics

1   Process Overview

1.1   When will the UDS Report be available for filing?

For 2011 reporting, the report will be available in the HRSA EHB on January 1, 2012.

1.2   When is the deadline for submission?

The submission deadline is February 15, 2012.

1.3   How do I access the report?

Point your Web browser to http://grants.hrsa.gov/webexternal/login.asp and log in.

Follow the path FQHC LA Home >View Portfolio > Open Designation Handbook > Performance Reports.

Locate the Report on the *Performance Reports* page. Click Start Report.

Note: You must have an account in the HRSA Electronic Handbooks, the FQHC Look-Alike Designation must be in your portfolio and the Project Director must grant you the Edit Performance Report privilege. You can create an account from the login page. Follow on-screen instructions to add the designation to your portfolio and request access privileges from the Project Director.

1.4   How do I track the status of the report?

There is a "Schedule Status" and a "Submission Status." Both are indicated in the entry for the Report on the *Performance Reports* page, as well as on the *Process Information* page in the report itself. In addition, each page of the report has a status, as described in Section 2.1.3 below.

Schedule status indicates the status of your report within its overall lifecycle. It can be Not Started (you haven't worked on the report yet), In Progress (you're working on it), Submitted (HRSA has it), or Change Requested (HRSA has sent it back to you for changes).

Submission status indicates the status of your report within the different stages of the Schedule Status. A few of the submission status values are Not Started (you haven't worked on it yet), In Progress (you're working on it), Change Requested (HRSA has sent it back for change request from you), and Review In Progress (the report is under review by the UDS Reviewer).

2   Completing the UDS Report: Three-Step Approach

2.1   Step One: Complete and Validate Tables

Complete the data entry for all the tables and supporting forms in the report. Resolve any errors that occur during data entry. Validate the tables and forms by marking them complete.

Errors can occur at the table level and between tables (the data audit level). Critical errors at the table level, denoted by a circular red symbol (⊗), prevent you from saving data you entered; regular errors, denoted by a triangular red symbol (▽), allow you to save the data but prevent you from markingthe page complete. Errors and discrepancies at the data audit level are shown in the Data Audit Report and must be corrected or justified, as appropriate, before the report can be submitted.

2.1.1   Navigating Report Tables

The *Status Overview* page lists all tables and forms in the report, as described in Section 2.1.3 below. For any table or form, click Update to open it for editing.

You can also access tables and forms through the left side menu, which appears on every page in the report.

Table 7 has three parts, each having its own page (screen). You can open any part of Table 7 directly from the *Status Overview* page. When you're in Table 7, you can navigate to any other part of the table by using the drop down menu at the top of the page (or by clicking **Save and Continue** or **Mark as Complete**). The table header shows what part of Table 7 you're currently in.

2.1.2   Entering Data

In each table, enter the data, and then press TAB to navigate to the next data-entry field. Use Shift+TAB to go backward. You can also navigate by clicking with the mouse.

There is a **Save**, **Save and Continue,** and **Mark as Complete** button on each page of a table. Clicking **Save** saves the data. **Save and Continue** saves the data and takes you to the next section of the report. **Mark as Complete** saves the data, marks the page complete and takes you to the next section of the report.

Click **Mark as Complete** when data entry for a table is complete. If there are errors, you can address them immediately. If there aren't any, clicking **Mark as Complete** updates your page status to "Validated" and takesyou to the next section of the report. (Table 7 is an exception, because it has three parts. Table 7 does not move to "Validated" until you mark all three parts complete.)

- You may mark a table complete without entering all the data. You may even mark a table complete without entering any data. If you do either, you will be shown a list of items for which data is missing and asked to provide an explanation. Enter your explanation in the space provided, and then confirm your action.

2.1.3   Status Overview Page

The report *Status Overview* page lists the tables and forms that make up your report. You can expand or collapse the list, showing or hiding details as desired. Click Update to open any item in the list for editing.

Each item in the list has an associated status. Status values are given in Table 1.

Table 1: Page Status Values

Status	Denotes
Not Started	This is the initial status for all tables and forms. Opening a table or form will change its status to "In Progress."
In Progress	This is the status of a table or form while data entry is underway.
Completed	(Applies to the individual sections of Table 7 and the *Data Audit Status* page only.) This is the status once you have entered all the data within a page, there are no errors on the page, and you have marked the page complete.
Validated	This is the status once you have entered all the data within a table, there are no errors, and you have marked the table complete.Table 7 moves to this status when you mark all three sections complete. The *Data Audit Status* page never moves to this status.

2.2   Step Two: Run the Data Audit Report and Resolve Edits

The Data Audit Report is a list of errors that exist between the tables in the report and exceptions (discrepancies in the data) that exist either in a single table, or between tables. These are collectively called "Edits." All Edits must be resolved before you can submit your report.

You can access the Data Audit Report from the left side menu or from the *Status Overview* page.

You can run the Data Audit Report when at least one table is in "Validated" status. You cannot run your data audit report until at least one table is in "Validated" status.

If you run the Data Audit Report before all tables are in "Validated"status, you will see only Edits related to the tables that are in "Validated" status.

You can correct discrepancies in the data between tables in either of the tables. If you are not able to correct a discrepancy, you can provide a justification for it instead. Justifications can be only provided for Edits that are denoted by a triangular yellow symbol (⚠️).

An error, denoted by a triangular red symbol (🔻), can only be corrected, never justified. You must correct all errors before you may submit the report.

Each time you resolve an Edit, it will automatically be removed from the list. To remove any other Edits that you might have resolved while fixing one, select the Edits using the checkbox next to them and run the data audit report again.

Resolve the Data Audit checks by either fixing the data discrepancy or providing a justification, and then run the Data Audit report again. Repeat as many times as necessary, until running the report produces no errors or exceptions.

The *Data Audit Status* page never moves to "Validated" status, only "Completed."

2.3   Step Three: Review and Submit Report

When all tables are in "Validated" status and running the Data Audit report produces no errors or exceptions, you can access the *Review* page to review the data entered. You can print any or all tables, as desired.

If you have the Submit Performance Report Deliverableprivilege, you can access the *Submit* page to electronically sign and submit the report.

3   Change Requests

The reviewer(s) of your report may find it necessary to return your submission to you if it is determined that changes are needed. In such a case you will be notified via email by the reviewer, with a summary of changes requested. When so notified, login to your handbook, navigate to your submission and make the requested corrections/revisions, following the 3-step approach. Then re-submit the report.

4   Support and Contact

The following resources are available to you.

EHB Resources: EHB accounts and user access questions:

CallCenter@hrsa.gov or 1-877-464-4772

Monday through Friday (except federal holidays) 9 AM to 5:30 PM (ET)

UDS Help Desk: UDS content questions

udshelp330@bphcdata.net or 1-866-837-4357 (866-UDS-HELP)

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

BPHC Help Desk: UDS electronic reporting questions

bphchelpline@hrsa.gov or 1-877-974-BPHC

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

Look-Alike Program Contact

FQHCLAL@hrsa.gov or 301-594-4300

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