



# PROGRAM ASSISTANCE LETTER

**DOCUMENT NUMBER:** 2013-01

**DOCUMENT NAME:** 2012 Uniform Data System Reporting Changes for Look-Alikes

**DATE:** October 12, 2012

**TO:**

Federally Qualified Health Center Look-Alikes  
Primary Care Associations  
Primary Care Organizations  
National Cooperative Agreements

After a successful first year of electronic data reporting through the Uniform Data System (UDS) for calendar year (CY) 2011, the Health Resources and Services Administration (HRSA) is continuing the enhancement of the Health Center Program's look-alike annual data reporting. These changes will improve data quality to better allow HRSA to record program changes, track program performance, and better assess unmet healthcare needs.

This Program Assistance Letter (PAL) provides further details regarding look-alike 2012 data reporting through the HRSA EHB, which will begin in January 2013.

## **I. DATA REQUIREMENTS**

The data tables and processes for look-alike data submission will be similar to 2011 data reporting with a few exceptions. PAL 2012-03: Approved Uniform Data System Changes for 2012, available at <http://bphc.hrsa.gov/policiesregulations/policies/pal201203.html>, provides detailed information on the changes to the CY 2012 UDS data to be reported by Health Center Program grantees in early 2013. The grantee changes relevant to look-alikes include: (1) a new staff tenure table; (2) three new clinical measures; and (3) additional questions about electronic health record capabilities and national quality recognition.

For CY 2012 data reporting, look-alikes will be required to work with assigned UDS reviewers to ensure that the data submitted is complete, consistent and accurate. HRSA strongly encourages look-alikes to take full advantage of all available technical assistance resources noted below to ensure the quality of the original data submission and to minimize the post-submission data review process.

The table below provides a brief summary and purpose of the UDS data tables. A draft of each table is available on the look-alike technical assistance page located at: <http://bphc.hrsa.gov/healthcenterdatastatistics/reporting/index.html>.

UDS Data Reporting Tables	Purpose
ZIP CODE	Provides residence by zip code for all patients served and enables BPHC to better identify areas served by health centers.
3A -PATIENTS BY AGE AND GENDER	Provides the number of patients by categories for age and gender.
3B-PATIENTS BY RACE AND ETHNICITY/LANGUAGE	Displays the race and ethnicity of the patient population.
4-SELECTED PATIENT CHARACTERISTICS	Provides descriptive data on selected characteristics of health center patients.
5-STAFFING AND UTILIZATION	Provides a profile of health center staff, the number of visits they render, and the number of patients served by service category.
5A-TENURE FOR KEY STAFF*	Assesses workforce needs and efforts for workforce development and retention. <b>Look-alikes and grantees will report new workforce-related measures.</b>
6A-PRIMARY DIAGNOSIS FOR MEDICAL AND MENTAL HEALTH VISITS	Collects information on selected <i>primary</i> diagnoses and services rendered, using data maintained for billing purposes. <b>Look-alikes will not be required to report Table 6A data.</b>
6B-QUALITY OF CARE INDICATORS*	Reports data on selected quality of care indicators. <b>Look-alikes and grantees will report three new clinical measures.</b>
7-HEALTH OUTCOMES AND DISPARITIES	Reports data on selected health outcome indicators. <b>Look-alikes will not report 2012 data by race and ethnicity data but should be prepared to do so for 2013 reporting.</b>
8A-FINANCIAL COSTS	Reports the total cost of all activities in the health center scope of project.
9D-PATIENT RELATED REVENUE	Collects information on charges, collections, retroactive settlements, allowances, self-pay sliding discounts, and self-pay bad debt write-off.
9E-OTHER REVENUES	Collects information on cash receipts for the reporting period that supported activities described in the health center scope of project.
ELECTRONIC HEALTH RECORD AND	Collects information on the status of EHR adoption and

UDS Data Reporting Tables	Purpose
NATIONAL QUALITY RECOGNITION INFORMATION*	national quality recognition. <b><i>Look-alikes and grantees will report new and revised electronic health record and national quality recognition information for 2012.</i></b>

\*Indicates a change from 2011 data reporting requirements.

## II. DATA SUBMISSION TIMELINES

The UDS module will be available for reporting CY 2012 data from January 1, 2013 through February 15, 2013. Look-alikes will be able to enter and make changes as needed to the data during this period. All data submission and editing must be completed by February 15, 2013. Starting February 16, 2013 the data will be reviewed by assigned UDS reviewers. If inconsistencies are identified, look-alikes will be contacted by their assigned UDS reviewer, who will work with them to resolve any outstanding issues.

## III. DATA REPORTING MANUAL

HRSA will issue a UDS reporting manual in fall 2012 with an addendum specific to look-alikes. This manual will provide detailed guidelines and instructions for completing all applicable UDS tables within HRSA's EHB and will be available at <http://bphc.hrsa.gov/healthcenterdatastatistics/reporting/index.html>. The 2011 UDS reporting manual is also available at <http://bphc.hrsa.gov/healthcenterdatastatistics/reporting/index.html>.

## IV. TECHNICAL ASSISTANCE

HRSA is committed to providing support to look-alikes in electronic data reporting. In addition to the UDS data reporting manual and associated technical assistance calls, HRSA will provide supporting materials, live training, and on-call support. HRSA strongly encourages all look-alikes to participate; particularly look-alikes who will report data in the UDS for the first time in 2013. TA resources, including online training modules, are located at: <http://bphc.hrsa.gov/healthcenterdatastatistics/reporting/index.html>.

Look-alikes will also be invited to in-person UDS reporting trainings scheduled to take place from fall to winter 2012. These regional trainings will provide important technical assistance resources to help look-alikes collect and submit their data and will also cover the new requirements for 2012 reporting.

Likewise, HRSA will host a technical assistance call on October 24. The call will discuss the contents of this PAL and answer any questions regarding general expectations for the 2012

annual data reporting, and will then focus specifically on look-alike data tables and important considerations for reporting. Please note that this call will supplement but not replace the information provided in the in-person trainings. Dates for future technical assistance conference calls, and trainings specific to data requirements, the UDS system, and reporting processes will be announced via listserv and will be posted on the FQHC Look-Alike webpage available at <http://bphc.hrsa.gov/about/lookalike/index.html>.

We look forward to working with you and welcome your questions. Beginning January 2013, please contact the BPHC Help Line at 1-877-974-2742 (877-974-BPHC) from 8:30 AM to 5:30 PM ET Monday through Friday for technical questions about accessing or using the UDS. If you have programmatic questions, please contact us at 301-594-4300 or submit questions to [FQHCLAL@hrsa.gov](mailto:FQHCLAL@hrsa.gov).

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