

## **Online UDS Training**

### **Module 1 – Introduction to the UDS**

#### **Slide 1 - Welcome**

Welcome to Module 1 of the Bureau of Primary Health Care's 2009 Uniform Data System training. This is the first in a series of 9 modules which describe the reporting requirements and step-by-step instructions for completing your 2009 UDS Report.

#### **Slide 2 – Introduction to the UDS**

The purpose of this training is to inform BPHC grantees about the importance of the UDS and to provide general instructions on how and when to submit your UDS report. In addition to this module which provides a basic overview of the UDS, there are modules available to provide more detailed instructions for each of the tables and modules that address the use of UDS data as well as changes for 2009.

#### **Slide 3 – The UDS: What is it?**

The UDS is a standardized reporting system that is used by the BPHC to monitor the performance of 330 funded programs including Community Health Centers, Migrant or Farmworker Health Centers, Health Care for the Homeless Centers and Public Housing Primary Care Centers. The set of data has expanded over the years, but some core data remains the same. The trends that have been shown in this core set of data have allowed the Bureau to make strong statements about the success of the Health Center program.

The data set is uniform, meaning that all health centers completing the report are required to follow the same set of reporting guidelines and use the same definitions. The reporting instructions, training program, and review process help to ensure that this happens.

#### **Slide 4 – What is Included?**

The UDS provides a comprehensive picture of the activities of the health center along a wide range of characteristics including a patient profile of the individuals served by the health center, the types of services provided, staffing, indicators of quality of care, and cost and revenue information. By looking at UDS data, we can get an idea of whether or not the target population is being reached and also how well we are serving this population. We can also look at cost efficiency and can make comparisons using aggregated data. Together, the 11 tables of the UDS present a very complete picture of the activity of the 330 funded program and the performance of health centers. The UDS report helps to show how successful health centers are and how successful health centers have been at meeting the needs intended to be met by the Bureau.

#### **Slide 5 – 11 Tables**

The information I described is reported on a series of 11 tables listed on this slide and the following slide.

#### **Slide 6 – Tables – continued**

Each of these tables is covered in more detail in the modules available on the training website.

## **Online UDS Training**

### **Module 1 – Introduction to the UDS**

#### **Slide 7 – Importance of the UDS**

The UDS report is important for several reasons. The Bureau of Primary Health Care has collected program data on the 330 program since 1977. A core set of data elements have been collected from the beginning allowing the BPHC to document the effectiveness of the 330 funded program to funders over time. The data set continues to expand and evolve to support program monitoring and improvement. UDS data is reported to OMB and Congress and is used by HRSA and BPHC grantees for program improvement.

With the UDS being directly linked to the application process, grantees are required to include selected clinical and financial measures in their Service Area Competition and Budget Period Renewal applications. BPHC will monitor progress on achieving goals set out in the SAC/BPR with data reported in the UDS. As a result, it is particularly important that UDS data is reported accurately to support effective program monitoring and improvement. Grant applications should set realistic goals. Although there are no established normative or standardized benchmarks, grantees will be expected to demonstrate improvement over time or to maintain a high level of performance.

#### **Slide 8 – Getting Help**

The UDS is a sophisticated data set and the reporting requirements are extensive. To assist you with preparing your UDS report, there are a number of resources available. In addition to this on-line training program, face-to-face trainings are conducted in the fall throughout the country, and technical support will be available to review your UDS submission. Additional assistance is available in the form of a UDS Manual which includes step-by-step instructions, a helpline and a helpline email address. The UDS Manual is updated yearly to reflect changes and is a very useful tool when completing the UDS. The Manual can be downloaded from the BPHC website. Be sure to use the resources available to you including the UDS support center. Remember, we're here to help you to report accurately and to assist you through the reporting process.

#### **Slide 9 – Getting started**

The next slide provides general information on who must report the UDS, how and when.

#### **Slide 10 – Reporting Requirements**

All grantees who were approved for funding prior to October 1, 2009 for Community Health Center, Migrant Health Center, Health Care for the Homeless or Public Housing funding must submit a UDS report. This includes those grantees that are new starts.

The final submission due date for the UDS report is March 31, 2009; however, the editing process has changed and is now done prior to final submission. In order to allow sufficient time for editors to review data and work with the grantee on resolving issues, grantees are asked to have their report ready for review by February 15, 2009. Please adhere to this if at all possible, reviewers will be rating all tables as either acceptable or questionable before the final submission date, if they don't have enough time to work with you, they will not be able to provide assistance

## **Online UDS Training**

### **Module 1 – Introduction to the UDS**

and will have to rate your data as it is submitted. The sooner that you submit your report, the more opportunity you will have to go back and forth with your reviewer. Also, if you would like your reviewer to work with your clinical team around methodology for the clinical measures, January would be a good time for this. Be sure to keep in mind that your reviewer will be available prior to the final submission date, but not after.

As was done last year, grantees will submit their report electronically through the Electronic Handbook (EHB).

330 funded programs must report on all activity included in your current “scope of project”. This is described in your grant application and Notice of Grant Award. If you are not sure what is included in your scope of project, you should talk with your Project Officer. For most 330 programs, your scope of project will cover your full activities, including those covered with ARRA funding. However, some programs operate service sites or programs which are not included in their scope of project and they would not report activity for these components.

Regardless of when you were funded, you are expected to report on the activity from January 1, 2009 to December 31, 2009. In other words, even if you received funding during the reporting year, you should include the activity for the full year in your UDS.

#### **Slide 11 – What Tables are Submitted?**

All grantees complete the Universal Report. If you receive multiple 330 funding streams, you will be required to complete grant reports for each special population grant program. The grant report is a subset of the Universal Report and only includes selected tables 3A, 3B, 4, part of 5, and 6A. Because the grant specific reports are a subset of the universal report, the data will be duplicated on these tables.

The reason that data is collected on each of the various funding streams is so that the Bureau can report to Congress about what is happening within each of the populations targeted by these funding streams. If your health center is funded through only one stream, you will only complete the Universal report.

#### **Slide 12 – Data Pre-Submission Technical Assistance**

The UDS report within the EHB will be open to grantees beginning January 1, 2010.

Unlike past years, the editing process will now take place prior to final submission. Individual technical assistance will be provided to grantees between January 10th and March 15th. While the official due date is March 31st, it is strongly recommended that you make your report ready for review by February 15th in order to ensure that there is sufficient time for reviewing the data and making changes as needed.

**Online UDS Training**  
**Module 1 – Introduction to the UDS**

**Slide 13 – Thank You**

Thank you for viewing this module. If you are interested in learning more about the UDS reporting requirements and step-by-step instructions for completing the UDS tables, please be sure to visit the other modules available online.

**Slide 14 – Module 1 Quiz/Survey**

Now that you've viewed module 1, let's see how much you've learned! Please take a few moments to complete a short quiz. To access the quiz, click on the link on this slide. Your participation will help to show how well you understand the content of this module, and will help us to improve our training program for next year.