

UDS CY 2017 Reporting System Enhancements

The functionality listed on this page is only available to a select group of pilot users

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Video coming soon!

Related Resources

- UDS FAQs
- Uniform Data System (UDS)

Accessing the UDS Performance Report

1. Log in to the EHBs. (<https://grants.hrsa.gov/webexternal/login.asp>)
2. Click the Tasks tab at the top of the page. The 'My Tasks – List' page will be displayed.
3. Locate the 'Performance Report' task and click the **Start/Edit** link under the 'Options' column to navigate to the 'UDS Gateway Page'.
4. On the UDS Gateway page you will have the option to choose if you want to access the UDS Performance Data Collection environment or the UDS Reporting Site.

Important Note:

Please note, that you will not have access to the UDS Reporting site until January 1st.

5. To access the UDS Performance Data Collection environment, click the 'Proceed to UDS Performance Data Collection' button to go to the 'Status Overview' page, which is the landing page from where you can access the different sections and tables of the UDS Performance Report.
6. From the left-hand navigation menu on the Status Overview page, click the 'Upload/Download File' link, to navigate you to the 'Download File' page.

Download File from the Performance Data Collection Environment

7. Here, you will have the option to download either a Microsoft Excel or JavaScript Object Notation, JSON, template to enter your UDS data.

Important Note:

Microsoft Excel is a spreadsheet with features for calculation, graphing tools, pivot tables, and a macro programming language called Visual Basic for Applications.
JSON is an open standard file format that uses text to transmit data to a web application.

8. Once you have downloaded the file to your computer, click on **Open** to view the file.

Important Note:

Verify that Filename has the following format:

- UDS2017Submission-<BHcMISID>Version<#Version number>

Microsoft Excel Template

9. If you have chosen to download the Excel template, your template will be downloaded directly to your computer.

Important Note:

We suggest that you save a clean version of your template to your computer, in the event of wanting to start report from scratch. Once you have uploaded a completed template into the system all subsequent downloads will be populated with the data that you have entered.

10. The Readme text displayed on the first worksheet provides a brief description of the template and UDS help resources.

11. The remainder of the worksheets within the template are broken down by the different sections and tables within the UDS report.

12. You can navigate to the different sections and tables within the UDS report by clicking the worksheet tabs located at the bottom of the file, here.

JavaScript Object Notation(JSON) Template

13. If you have chosen to download the JSON template, your template will be downloaded directly to your computer.

Important Note:

if you were to choose to download the JSON Template instead of Excel, you will need to have program such as 'Notepad++' to open the file.

14. the JSON file is broken down into different tables, and each table is broken down by Funding Stream, Sections, Row and Individual columns for each row. So, depending on your organizations IT capability, your data collection vendor can be used to auto populate your UDS data into the template

Upload Template into the Performance Data Collection Environment

Once you have entered your data into your template, save the changes you have made to the template, so you can upload the completed template into the system.

15. From the 'Download File' page, click the 'Continue' button to navigate to the 'Upload File' section.

16. Select the completed template from your computer, and click the 'Process File' button.

Please note, you have an 'Upload History' and 'Action History' link within the Resources section located in the 'Resources' section and is available on the 'Download-File', 'Upload-File' and Publish pages.

- Upload History allows you to see who has uploaded a template and when they uploaded the template into the system, and you can download templates that have been previously uploaded. Each uploaded template is assigned a unique identifier in sequential order.
- The Action History link provides you with a log of all actions that were performed, such as uploading a file or publishing to the UDS Reporting site.

Accessing the Error File

The Error File displays both the number of edits that have been verified, and the number of edits that have failed.

17. Once your file has been successfully processed, you can view any errors by clicking the error file link in the Error Summary section located at the bottom of the page.

18. To download the Error File, click the link under the 'Download' column.

19. Here, you will see the errors that have occurred once you uploaded your template into the system.

- Column A, displays the error code.
- Column B, displays the error message.
- Column C, displays the table name.
- Column D, displays a short description of the error
- Column E, displays the funding stream.

20. To fix any errors found, you can update the data directly in the tables by navigating to them from the Status overview page, or you can re-download your template, correct the data within your template and upload the corrected template into the system.

Viewing Your Data in the Performance Data Collection Environment

1. Once you have uploaded your template into the system, navigate to the 'Status Overview' page to view your uploaded data from tables.

2. Click the 'Update' link under the 'Options' column for the table you would like to view.
3. Please note, you can make changes to your uploaded data directly from the table.

Publishing Your Data to the UDS Reporting Site

21. From the 'Upload file' page, let's click the 'Continue' button located on the bottom right-hand side of the screen.
22. You will land on the 'Publish Data' page, where you will need to certify that the data you have entered is correct by typing "I Agree" in the space provided.
23. Click the 'Publish Data' button, and you navigated to the 'Confirm Publish Data' page.

Important Note:

You will not be able to publish your data until January 1st.

24. Click 'Confirm' to publish your data to the UDS Reporting site.
25. Once your data has been successfully published, you will be navigated to the UDS Reporting site
26. A success message will be displayed at the top of the Status Overview page on the UDS Reporting site.

Important Note:

Before you can submit to HRSA, validate your tables and run the Data Audit Report. If there are any system or data entry errors you will not be able to publish your data to the UDS Reporting Site.

Help Resources

1. If you're working on the UDS report and need some assistance with UDS content, you can contact the UDS Help by email at udshelp330@bphcdata.net or you can call them toll free at 1-866-837-4357.
2. If you are experiencing technical issues with your UDS report in the EHBs, contact REI's UDS support at UDS-Support@reisystems.com.
3. If you have an EHBs account related question, contact the HRSA Contact Center at 1-877-464-4772.