

# Objectives

- *Extension Request*
  - *Request an extension in the HDC System*
- *Method of submission*
  - *Manual Entry*
  - *CVS File Upload*

# Extension Request

- [Health and Safety Code Section 127374, Subdivision \(b\)](#), authorizes HCAI to grant a single 60-day extension, per report year, to file the Hospital Equity Measures Report. In accordance with [Title 22 of the California Code of Regulations, Section 95307](#), extension requests must be requested via the [Hospital Disclosures and Compliance \(HDC\) Report Submission Portal](#). Steps on how to complete this task can be found in the [QuickStart Guide-Requesting an Extension](#).

# Extensions

2 Click "Request an Extension."

The screenshot shows the HCAI Hospital Report Submission Portal. The navigation bar includes 'View Past Submissions', 'Request an Extension' (highlighted with a red box), 'Manage Users', and 'View Notifications'. Below the navigation bar, there is a 'Report Type' dropdown menu and a 'My Reports' section with a 'Select a Report Type' dropdown and a 'Report Range' dropdown set to 'Show Last 2 Years'.

3 Select "Hospital Equity Measures Report" from the drop-down at the top of the page.

The screenshot shows the HCAI Hospital Report Submission Portal. The 'Report Type' dropdown menu is open, and 'Hospital Equity Measures Report' is selected. The 'Request an Extension' button is also highlighted with a red box.

4 The facilities you are associated to will be displayed; select the box to the left of the desired facility and click "Create Request."

The screenshot shows the 'Request an Extension' form. It includes a table with columns: Report Type, Year, Facility/Hospital System, Type, HCAI ID, Status, RFE Date, and Due Date. The 'Create Request' button is highlighted with a red box.

Report Type	Year	Facility/Hospital System	Type	HCAI ID	Status	RFE Date	Due Date
Hospital Equity Measures Report	2024	ADVENTIST HEALTH TWIN CITIES	Facility	105433046	Pending	12/31/2024	01/29/2025
Hospital Equity Measures Report	2024	ADVENTIST HEALTH SYSTEM	Hospital System		Pending	12/31/2024	01/29/2025

5 A pop-up box will appear; review the information and click "Submit." Your extension request will instantly be approved, unless the hospital has exhausted the available extension for the reporting period. The new due date will automatically be updated in the system.

The screenshot shows the 'Request an Extension' form. It includes a table with columns: Report Type, Year, Facility/Hospital System, Type, HCAI ID, Status, RFE Date, and Due Date. The 'Create Request' button is highlighted with a red box.

Report Type	Year	Facility/Hospital System	Type	HCAI ID	Status	RFE Date	Due Date
Hospital Equity Measures Report	2024	ADVENTIST HEALTH TWIN CITIES	Facility	105433046	Extension	12/31/2024	01/29/2025
Hospital Equity Measures Report	2024	ADVENTIST HEALTH SYSTEM	Hospital System		Pending	12/31/2024	01/29/2025

For extension requests, approved on or before the original due date, the system will automatically set a new due date that is; 60 days from the original due date. For extension requests, approved after the original due date, the system will automatically assign a new date; 60 days from the submission date of the request. Approved extensions after the due date may be subjected to a fine.

# Individual Hospital/ System Level Report Method of Submission

## Option #1- Manual Data Entry

**Step 1:** HDC System users will log into the system.

**Step 2:** Select “Hospital Equity Measures” from the drop-down menu located under report type.


**Step 3:** Click on “Hospital Equity Report” under the column report type next to the individual facility you would like to submit a report for.

**Step 4:** Answer all questions and data fields. (You will be able to validate and save the data as you progress through the different pages.)

**Step 5:** Attach a supplemental document, if available and select “next”.

**Step 6:** Click “Submit.”

# Manual Data Entry

 **Hospital Report Submission Portal**

View Past SubmissionsRequest an ExtensionManage UsersView Notifications

## California Hospital Equity Measures Report

Page #	Section Name	Status
1	General Information	Validated
2	Joint Commission Accreditation	In Process
3	Centers for Medicare & Medicaid Services (CMS) Hospital Commitment to Health Equity Structural (HCHE) Measure	
4	Centers for Medicare & Medicaid Services (CMS) Social Drivers of Health (SDOH)	
5	Hospital Consumer Assessment of Healthcare Providers and Systems (HCAHPS) Question 19	
6	Hospital Consumer Assessment of Healthcare Providers and Systems (HCAHPS) Question 17	
7	Agency for Healthcare Research and Quality (AHRQ) Quality Indicator Pneumonia Mortality Rate	

### Joint Commission Accreditation

Designate an individual to lead hospital health equity activities (Y/N)

Provide documentation of policy prohibiting discrimination (Y/N)

Joint Commission Accreditation Language Denominator

Languages	Numerator	Denominator	Percentage (%)
English Language	<input type="text"/>	<input type="text"/>	<input type="text"/>
Spanish Language	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian Pacific Islander Languages	<input type="text"/>	<input type="text"/>	<input type="text"/>
Middle Eastern Languages	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Sign Language	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Languages	<input type="text"/>	<input type="text"/>	<input type="text"/>

BackNextValidate Data

\*\*\* Manual data entry visuals are subject to change. Step-by-step manuals with updated visuals will be available on the reporting webpage.\*\*\*

# Individual Hospital/ System Level Report

## Method of Submission

### Option #2- CSV File Upload

**Step 1:** HDC System users will log into the system.

**Step 2:** Select “Hospital Equity Measures” from the drop-down menu located under report type.

**Step 3:** Click on “Upload Multiple Reports”.

**Step 4:** Select “Individual or System Report, Reporting year and hospital type.” (\*additional information may be required to continue, such as system name, service type, etc.)

**Step 5:** Upload the CSV file and select “next”.

**Step 6:** Attach a supplemental document, if available and select “next”.

**Step 7:** Click “Submit.”

# HDC System Demo

- Extension Request
- Report Submission
  - Manual Entry
  - CSV File Upload

# References

- [Hospital Equity Measure Reporting Webpage.](#)
- [Hospital Disclosure Compliance \(HDC\) System.](#)
- HDC system: QuickStart Guides;
  - [Getting Started.](#)
    - Create an account and request report association.
  - [Approving Another User for a Facility.](#)
  - [Requesting For a Report Extension.](#)
  - [Starting A New Report.](#)