Objectives

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

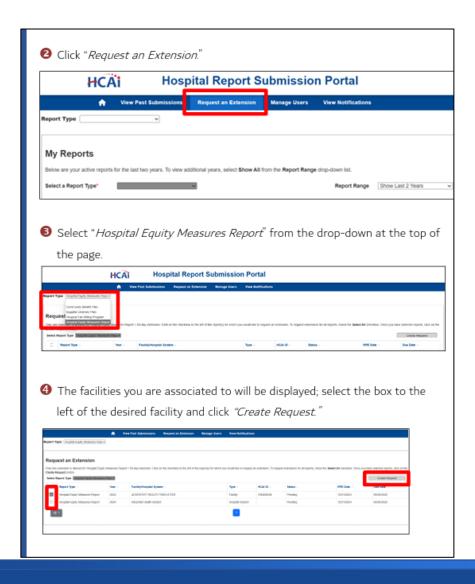


Extension Request

• 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 <u>Title 22 of the California Code of Regulations, Section 95307</u>, extension requests must be requested via the <u>Hospital Disclosures and Compliance</u> (HDC) Report Submission Portal. Steps on how to complete this task can be found in the <u>QuickStart Guide-Requesting an Extension</u>.



Extensions



S 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.



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.



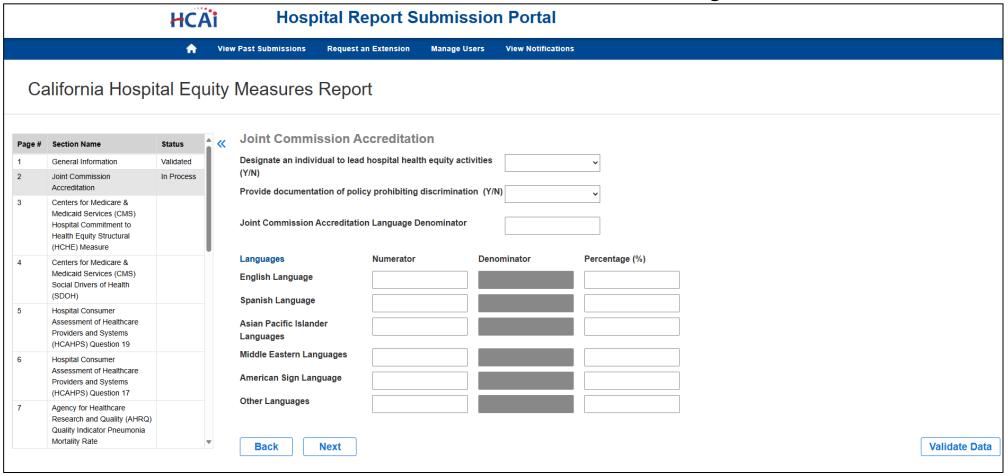
Individual Hospital/ System Level Report Method of Submission

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



*** 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.

