



QuickStart Guide Series

Community Benefits Plan

Requesting an Extension

This QuickStart Guide will walk you through the step to request an extension via the HDC System.

Start

- 1 Go to the Hospital Report Submission Portal, also known as the [Hospital Disclosures and Compliance \(HDC\) System](#), and login.

Hospital Report Submission Portal

The Hospital Disclosures and Compliance (HDC) system is a report collection system that enables hospitals to electronically submit the disclosure report listed below:

- Hospital Community Benefit Plan Reporting (Coming Soon!)
- Hospital Supplier Diversity Report (due July 1 each year)
- Hospital Fair Billing Program (due Jan 1 each even year)

Log in to your account to submit these reports.

Login

2 Click “Request an Extension.”

The screenshot shows the HCAI Hospital Report Submission Portal. The navigation bar includes a home icon, 'View Past Submissions', 'Request an Extension' (highlighted with a red box), 'Manage Users', and 'View Notifications'. Below the navigation bar is a 'Report Type' dropdown menu. The main content area is titled 'My Reports' and contains instructions: 'Below are your active reports for the last two years. To view additional years, select **Show All** from the **Report Range** drop-down list.' At the bottom of this section, there are two dropdown menus: 'Select a Report Type*' and 'Report Range' (set to 'Show Last 2 Years').

3 Select “Community Benefits Plan” from the drop-down at the top of the page.

This screenshot shows the 'Request an Extension' page. The 'Report Type' dropdown menu is open, and 'Community Benefits Plan' is selected. Below the dropdown, there is a 'Request' section with a checkbox and the text: 'Click on the checkbox to the left of the report(s) for which you would like to request an extension. To request extensions for all reports, check the **Select All** checkbox. Once you have selected reports, click on the **Create Request** button.' Below this is a table with columns: 'Report Type', 'Year', 'Facility', 'HCAI ID', 'Status', 'RPE Date', and 'Due Date'. A 'Create Request' button is located at the bottom right of the table.

4 The facilities you are associated to will populate; select the box to the left of the desired facility and click “Create Request.”

This screenshot shows the 'Request an Extension' page with the 'Report Type' set to 'Community Benefits Plan'. Below the instructions, there is a 'Select Report Type' dropdown menu. Below this is a table with columns: 'Report Type', 'Year', 'Facility', 'HCAI ID', 'Status', 'RPE Date', and 'Due Date'. The first row of the table is highlighted, and the checkbox to the left of the 'Report Type' column is checked. A 'Create Request' button is highlighted with a red box at the bottom right of the table. Below the table, there is a '10' dropdown menu and a blue box with the number '1'.

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' interface. At the top, there's a navigation bar with links: Home, View Past Submissions, Request an Extension, Manage Users, and View Notifications. Below this, a dropdown menu for 'Report Type' is set to 'Community Benefit Plan'. The main section is titled 'Request an Extension' and includes instructions: 'Only one extension is allowed for Community Benefit Plan = 60-day extension. Click on the checkbox to the left of the report(s) for which you would like to request an extension. To request extensions for all reports, check the **Select All** checkbox. Once you have selected reports, click on the **Create Request** button.'

Below the instructions, there's a table with columns: Report Type, Year, Facility, HCAI ID, Status, RPE Date, and Due Date. A 'Select Report Type' dropdown is set to 'Community Benefit Plan'. A 'Create Request' button is in the top right corner. The table has one row with the following data: Report Type: Community Benefit Plan, Year: 2025, Facility: BARTON MEMORIAL HOSPITAL, HCAI ID: 106090793, Status: Extension, RPE Date: 03/06/2025, and Due Date: 10/02/2025. The 'Due Date' cell is highlighted with a red box. A blue box with the number '1' is located below the table.

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. Please refer to [California Code of Regulations Section 95105](#) for additional information regarding extension requests.

Finish

For more detailed information on this process, please refer to the [Hospital Disclosures and Compliance System & Community Benefit Plan Resource Manual](#). For additional assistance, please contact us via email at communitybenefit@hcai.ca.gov or via phone at (916) 326-3830.