



QuickStart Guide Series

Community Benefits Plan

Revising a Submitted Report

This QuickStart Guide will provide step-by-step guidance on how to revise a submitted Community Benefits Plan.

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)

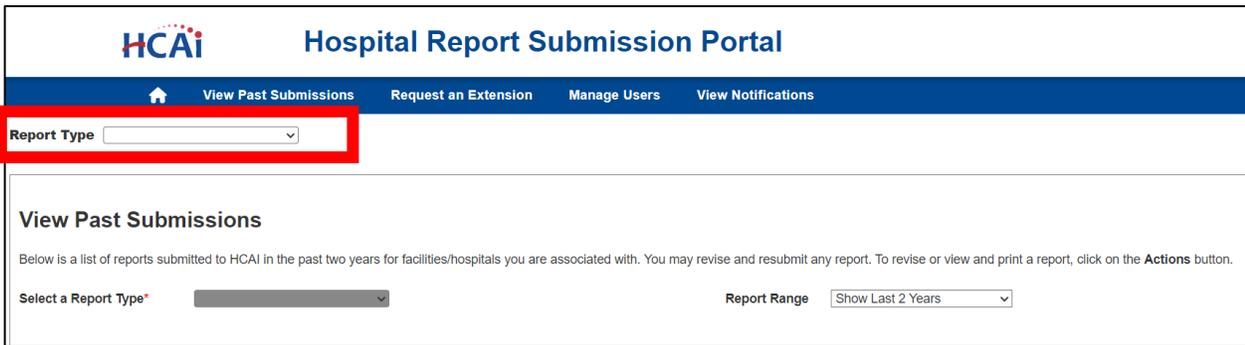
Log in to your account to submit these reports.

Login

2 Click “View Past Submissions.”



3 Click on “Report type” and select “Community Benefits Plan.”



All previously submitted plans for facilities the user is associated with will be listed here. Click on the drop-down menu under the “Actions” column, for the individual facility plan you would like to revise.

4 Click “Revise.”

Report Type	Year	Facility	Type	HCAI ID	Status	RPE Date	Due Date	Last Updated	Actions
Community Benefit Plan	2024	ADVENTIST HEALTH AND RIDEOUT		106580996	Complete	12/31/2024	05/30/2025	02/25/2025	<input checked="" type="checkbox"/> Revise View Previous Versions Add/View Comments View/Print
Community Benefit Plan	2024	Adventist Health and Rideout 2		365987567	Complete	12/31/2024	05/30/2025	02/25/2025	
Community Benefit Plan	2024	ADVENTIST HEALTH SELMA		106100793	Submitted	12/31/2024	05/30/2025	02/25/2025	

- 5 Update the plan. Please refer to the [Community Benefits Plan Submission Guide Template \(PDF\)](#) for guidance on information needed to complete this submission.
- 6 Check the Report Certification Statement box at the end of the report. Click “*Submit.*”
- 7 A pop-up window will appear that states “*Are you sure you want to submit this report?*” Click “*Ok.*”
- 8 A pop-up window will appear that states “*You successfully submitted your report.*” Click “*OK.*”

After a revision is submitted, the primary contact and the report submitter will receive an automatic notification that the revision has been submitted.

Finish

For more detailed information on this process, please refer to our [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.