

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

• Go to the hospital report submission portal, also known as the <u>Hospital</u> <u>Disclosures and Compliance (HDC) System</u> 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.



2 Click "View Past Submissions."

HCAi		i Hosp	Hospital Report Submission Portal					
	A	View Past Submissions	Request an Extension	Manage Users	View Notifications			
Report Type		♥]						
My Repo	rts							
Below are your active reports for the last two years. To view additional years, select Show All from the Report Range drop-down list.								
Select a Report	Туре*		*		Report Range			

B Click on "*Report type*" and select "*Community Benefits Plan*."

HCAi Hospital Report Submission Portal							
View Past Submissions	Request an Extension	Manage Users	View Notifications				
Report Type 🔍 🗸 🗸							
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View Past Submissions							
Below is a list of reports submitted to HCAI in the past two years for facilities/hospitals you are associated with. You may revise and resubmit any report. To revise or view and print a report, click on the Actions button.							
Select a Report Type*	~		Report Range	Show Last 2 Years			

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 🔺	Туре		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	Revise
Community Benefit Plan	2024	Adventist Health and Rideout 2		365987567	Complete	12/31/2024	05/30/2025	02/25/2025	View Previous Versions
Community Benefit Plan	2024	ADVENTIST HEALTH SELMA		106100793	Submitted	12/31/2024	05/30/2025	02/25/2025	Add/View Comments View/Print

Update the plan. Please refer to the <u>Community Benefits Plan</u> <u>Submission Guide Template (PDF)</u> for guidance on information needed to complete this submission.

6 Check the Report Certification Statement box at the end of the report. Click *"Submit.*"

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.



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