



QuickStart Guide Series

Community Benefits Plan

Starting a New Report

This QuickStart Guide will provide step-by-step guidance on how to submit a new Community Benefits Plan via the HDC System.

Start

- 1 Go to 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 on “Report type” and select “Community Benefits Plan.”

The screenshot shows the HCAI Hospital Report Submission Portal. The 'Report Type' dropdown menu is open, with 'Community Benefits Plan' selected. Other options visible are 'Supplier Diversity Plan' and 'Hospital Fair Billing Program'. The 'Report Range' is set to 'Show Last 2 Years'.

3 Select “Community Benefits Plan” under the column “Report Type” next to the individual facility the user would like to submit a plan for.

The screenshot shows the HCAI Hospital Report Submission Portal with the 'Report Type' dropdown set to 'Community Benefits Plan'. A table lists three reports, with the first row highlighted by a red box.

Year	Facility	HCAI ID	Status	RPE Date	Due Date	Last Updated	Actions
2024	Adventist Health and Rideout 2	365987567	Pending	12/31/2024	05/30/2025		<input checked="" type="checkbox"/>
2024	ADVENTIST HEALTH SELMA	106100793	Pending	12/31/2024	05/30/2025		<input checked="" type="checkbox"/>
2024	KAISER FOUNDATION HOSPITAL - OAKLAND/RICHMOND	106014326	Pending	12/31/2024	05/30/2025		<input checked="" type="checkbox"/>

4 Answer all the narrative questions and complete the financial data tables. Please refer to our [Community Benefits Plan Submission GuideTemplate](#) for guidance on information needed to complete this plan submission.

5 Upload the Community Benefits Plan file. Click “Choose File” and upload the machine readable, PDF version, of the facility’s Community Benefits Plan.

The screenshot shows the HCAI Hospital Report Submission Portal with the title 'California Hospital Community Benefit Plans'. Under the heading 'Upload Community Benefit Plan', there is a 'Select File to Upload' section with a 'Choose File' button highlighted by a red box. Below this are 'Back' and 'Next' buttons.

6 Click "Upload."

HCAI Hospital Report Submission Portal

View Past Submissions Request an Extension Manage Users View Notifications

California Hospital Community Benefit Plans

Upload Community Benefit Plan

Select File to Upload* Choose File Community Benefit Plan.pdf

Upload

Back Next

7 Click "Next."

HCAI Hospital Report Submission Portal

View Past Submissions Request an Extension Manage Users View Notifications

California Hospital Community Benefit Plans

Upload Community Benefit Plan

Current Uploaded File: Community Benefit Plan.pdf

Select File to Upload* Choose File Community Benefit Plan.pdf

Upload Delete

Back **Next**

8 Check the Report Certification Statement box. Click "Submit"

HCAI Hospital Report Submission Portal

View Past Submissions Request an Extension Manage Users View Notifications

California Hospital Community Benefit Plans

Report Certification Statement

I, Colby Johnson, on behalf of Adventist Health and Rideout 2 certify under penalty of perjury that I am duly authorized to certify this plan, and that the data and information reported is true, correct, and complete as required by Health and Safety Code sections 127340137360 and Article 2 of Chapter 8.2 of Division 7 of Title 22 of California Code of Regulations.

Back **Submit**

- 9 A pop-up window will appear that states *“Are you sure you want to submit this report?”* Click *“OK.”*
- 10 A pop-up window will appear that states *“You successfully submitted your report.”* Click *“OK.”*

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.