



QuickStart Guide Series

Hospital Equity Measures Reporting

Approving Another User for a Facility

This QuickStart Guide will provide you with guidance on how to approve a user request within the 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 An existing user can approve the request by clicking on “*Manage Users*” and then selecting “*View User Requests*.”

The screenshot shows the 'Hospital Report Submission Portal' interface. At the top, there is a navigation bar with links: 'View Past Submissions', 'Request an Extension', 'Manage Users', and 'View Notifications'. The 'Manage Users' link is highlighted with a red box. Below the navigation bar, there is a 'Report Type' dropdown menu. To the right of the 'Manage Users' link, there is a vertical menu with three options: 'Associate a User to Reports', 'Review User Requests', and 'Request Report Association'. The 'Review User Requests' option is highlighted with a red box. Below this menu, there is a section titled 'My Reports' with a description: 'Below are your active reports for the last two years. To view additional years, select Show All from the Report Range drop-down list.' There is a 'Select a Report Type*' dropdown and a 'Report Range' dropdown.

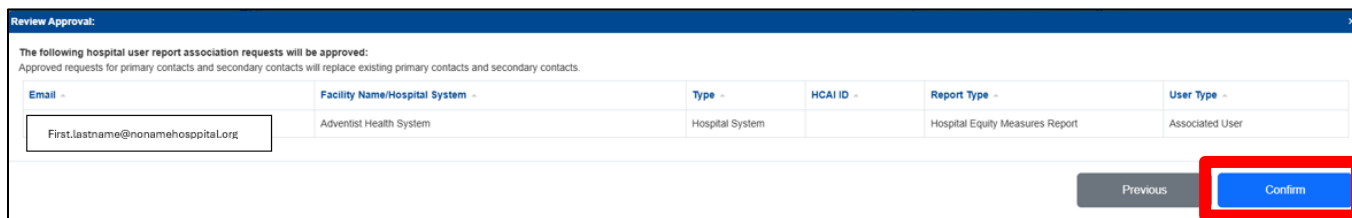
- ③ Select “*Hospital Equity Measures Report*” from the drop-down at the top of the page.

The screenshot shows the 'Hospital Report Submission Portal' interface. The 'Report Type' dropdown menu is open, and 'Hospital Equity Measures Report' is selected. The dropdown menu also shows other options: 'Community Benefit Plan', 'Supplier Diversity Plan', 'Hospital Fair Pricing Program', and 'Hospital Equity Measures Report'. Below the dropdown, there is a 'Request' section with a description: 'Only one extension is allowed per Hospital Equity Measures Report = 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.' There is a 'Select Report Type' dropdown and a 'Create Request' button. Below this, there is a table with columns: 'Report Type', 'Year', 'Facility/Hospital System', 'Type', 'HCAI ID', 'Status', 'RPE Date', and 'Due Date'.

- ④ Search a pending user request by typing either the email of the person or the facility name and click “*Go*.” Once the user appears, select the box next to the email and click “*Approve*.”

The screenshot shows the 'Review User Requests' section of the 'Hospital Report Submission Portal'. At the top, there is a search bar with fields for 'Email', 'Facility/Hospital System', 'Report Type', 'Primary', 'Secondary', 'Associated User', 'Date Range', and 'Status'. The 'Go' button is highlighted with a red box. Below the search bar, there is a table with columns: 'Email', 'Facility/Hospital System', 'Type', 'HCAI ID', 'Report Type', 'Primary', 'Secondary', 'Associated User', 'Date', 'Status', and '+ Notes'. The first row of the table is highlighted with a red box. The 'Email' column contains the text 'First.lastname@nonamehospital.org'. The 'Facility/Hospital System' column contains 'Adventist Health System'. The 'Type' column contains 'Hospital System'. The 'HCAI ID' column contains 'Hospital Equity Measures Report'. The 'Primary' column contains 'No'. The 'Secondary' column contains 'No'. The 'Associated User' column contains 'Yes'. The 'Date' column contains '4/1/2025'. The 'Status' column contains 'Pending'. The '+ Notes' column contains a link icon. Below the table, there is a '10' dropdown and a '1' button.

5 After selecting “Approve,” a pop-up window will appear to confirm the approval.



Email	Facility Name/Hospital System	Type	HCAI ID	Report Type	User Type
First.lastname@nonamehospital.org	Adventist Health System	Hospital System		Hospital Equity Measures Report	Associated User

Previous Confirm

*****Please Note: If a user request has been rejected, an automatic notification will go out to the request submitter notifying them of the rejection.*****

After a request is approved, the user will receive an automatic notification of approval and gain access to all the reporting functions for the associated report type and hospital.

Finish

For alternative methods and more details about this process, please refer to our Hospital Disclosures and Compliance System & Hospital Equity Reporting Resource Manual. For additional assistance, please contact us via email at hospitalequity@hcai.ca.gov or via phone at (916) 326-3830.