



QuickStart Guide Series

Hospital Equity Measures Reporting

Requesting for a Report Extension

This QuickStart Guide will provide you with guidance on how 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 top 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 are two dropdown menus: 'Select a Report Type*' and 'Report Range' (set to 'Show Last 2 Years').

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

This screenshot shows the 'Request an Extension' dropdown menu open. The 'Report Type' dropdown is set to 'Hospital Equity Measures Report'. The dropdown menu lists several options: 'Community Benefit Plan', 'Supplier Diversity Plan', 'Hospital Fair Billing Program', and 'Hospital Equity Measures Report'. Below the dropdown, there is a 'Select Report Type' dropdown also set to 'Hospital Equity Measures Report' and a 'Create Request' button. A table of reports is visible below, with columns for Report Type, Year, Facility/Hospital System, Type, HCAI ID, Status, RPE Date, and Due Date.

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

This screenshot shows the 'Request an Extension' page. The 'Report Type' dropdown is set to 'Hospital Equity Measures Report'. Below the dropdown, there is a table of reports. The first row is selected, and a red box highlights the 'Create Request' button. The table has columns for Report Type, Year, Facility/Hospital System, Type, HCAI ID, Status, RPE Date, and Due Date.

Report Type	Year	Facility/Hospital System	Type	HCAI ID	Status	RPE Date	Due Date
<input checked="" type="checkbox"/> Hospital Equity Measures Report	2024	ADVENTIST HEALTH TWIN CITIES	Facility	106400548	Pending	12/31/2024	09/30/2025
<input type="checkbox"/> Hospital Equity Measures Report	2024	Adventist Health System	Hospital System		Pending	12/31/2024	09/30/2025

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.

Request an Extension

Only one extension is allowed for 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.

Select Report Type Hospital Equity Measures Rep Create Request

<input type="checkbox"/>	Report Type -	Year -	Facility/Hospital System -	Type -	HCAI ID -	Status -	RPE Date -	Due Date -
<input checked="" type="checkbox"/>	Hospital Equity Measures Report	2024	ADVENTIST HEALTH TWIN CITIES	Facility	106400548	Extension	12/31/2024	11/29/2025
<input checked="" type="checkbox"/>	Hospital Equity Measures Report	2024	Adventist Health System	Hospital System		Pending	12/31/2024	09/30/2025

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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. Approved extensions after the due date may be subjected to a fine.

Finish

For more detailed information on this process, please refer to the Hospital Disclosures and Compliance System & Hospital Equity Measures Report Resource Manual. For additional assistance, please contact us via email at hospitalequity@hcai.ca.gov or via phone at (916) 326-3830.