



QuickStart Guide Series

Hospital Equity Measures Report

Revising a Submitted Report

This guide offers clear step-by-step instructions for updating a previously submitted Hospital Equity Measures Report. Revisions can be made using either Manual Data Entry or CSV File Upload. Many of the procedures outlined here mirror those found in the “QuickStart Guide: Starting a New Report.” The HDC System automatically detects revisions and classifies the updated submission as a new version of the original report.

Start

Option #1 (Manual Data Entry)

- 1 Go to [Hospital Report Submission Portal](#), and Sign in.

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.”

The screenshot shows the HCAI Hospital Report Submission Portal. The header includes the HCAI logo and the title 'Hospital Report Submission Portal'. Below the header is a navigation bar with a home icon, 'View Past Submissions' (highlighted with a red box), 'Request an Extension', '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 text about active reports for the last two years. It also includes a 'Select a Report Type*' dropdown and a 'Report Range' dropdown.

- 3 Click on “Report type” and select “Hospital Equity Measures Report.”

The screenshot shows the HCAI Hospital Report Submission Portal. The header includes the HCAI logo and the title 'Hospital Report Submission Portal'. Below the header is a navigation bar with a home icon, 'View Past Submissions', 'Request an Extension', 'Manage Users', and 'View Notifications'. Below the navigation bar is a 'Report Type' dropdown menu (highlighted with a red box). The main content area is titled 'View Past Submissions' and contains text about reports submitted to HCAI in the past two years. It also includes a 'Select a Report Type*' dropdown and a 'Report Range' dropdown set to 'Show Last 2 Years'.

All previously submitted reports, for facilities you are associated to, will be listed here.

The screenshot shows the 'View Past Submissions' table. The table has columns for Report Type, Year, Facility/Hospital System, Type, HCAI ID, Status, RPE Date, Due Date, Last Updated, and Actions. The first row is highlighted in blue and contains the following data:

Report Type	Year	Facility/Hospital System	Type	HCAI ID	Status	RPE Date	Due Date	Last Updated	Actions
Hospital Equity Measures Report	2024	ADVENTIST HEALTH SIERRA VISTA	Facility	108400524	Complete	12/31/2024	06/30/2025	08/12/2025	

- 4 Click on the blue text labeled “Hospital Equity Measure Report” in the row for the desired facility.

The screenshot shows the 'View Past Submissions' table. The table has columns for Report Type, Year, Facility/Hospital System, Type, HCAI ID, Status, RPE Date, Due Date, Last Updated, and Actions. The first row is highlighted in blue and contains the following data:

Report Type	Year	Facility/Hospital System	Type	HCAI ID	Status	RPE Date	Due Date	Last Updated	Actions
Hospital Equity Measures Report	2024	ADVENTIST HEALTH SIERRA VISTA	Facility	108400524	Complete	12/31/2024	06/30/2025	08/12/2025	

5 Update your plan.

*****Please Note: The user must validate each page before submitting. Data and information included in annual equity reports shall be reported to the extent information is available, and consistent with the California Health and Human Services Agency's "Data De-Identification Guidelines (DDG)," dated September 23, 2016.**

If data is unavailable, please leave the cell field blank. If the data does not meet the California Health and Human Services Data De-Identification Guidelines v1.0, please enter "Suppressed" in the representative field.***

- 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."

Option #2 (CSV File Upload)

- 1 Go to [Hospital Report Submission Portal](#), and Sign in.

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 “Hospital Equity Measures Report.”

The screenshot shows the HCAI Hospital Report Submission Portal. The 'Report Type' dropdown is highlighted with a red box and set to 'Hospital Equity Measures Report'. Below, the 'Download Report Template' button is also highlighted with a red box. The page includes a header with navigation links, a main title, and a table for report submissions.

Report Type	Year	Facility Name/Hospital System	Type	HCAI ID	Status	RPE Date	Due Date	Last Updated	Actions
No Data to Display									

- 3 Click on “Download Report Template.”

This screenshot shows the same portal as the previous one, but with the 'Download Report Template' button highlighted by a red box. The 'Report Type' dropdown remains set to 'Hospital Equity Measures Report'. The table below now displays two report entries.

Report Type	Year	Facility Name/Hospital System	Type	HCAI ID	Status	RPE Date	Due Date	Last Updated	Actions
Hospital Equity Measures Report	2024	Adventist Health System	Hospital System		Pending	12/31/2024	09/30/2025		Download
Hospital Equity Measures Report	2024	ADVENTIST HEALTH TWIN CITIES	Facility	106400548	Pending	12/31/2024	09/30/2025		Download

- 4 Select either “Individual Hospital Plan” or “Hospital System Report,” the Report Year, and Hospital Type.

The screenshot shows a 'Download Report Template' dialog box. The 'Individual Hospital Plan' radio button is selected and highlighted with a red box. The 'Report Year' dropdown is set to '2024' and the 'Hospital Type' dropdown is set to 'General Acute Care Hospital', both also highlighted with a red box. At the bottom, the 'Download' button is highlighted with a red box. The dialog includes a title bar, a close button, and a 'Supplemental Worksheet for Matching Measure Names and Stratification Groups' link.

Individual Hospital Plan
Hospital System Report

Report Year * 2024

Hospital Type General Acute Care Hospital

Supplemental Worksheet for Matching Measure Names and Stratification Groups

Cancel Download

5 Open the downloaded Excel Spreadsheet, fill in the Excel Spreadsheet, and save the document. Please refer to our Hospital Equity Measures Report Template for guidance on the information needed to complete this plan.

*****Please Note: Data and information included in annual equity reports shall be reported to the extent information is available, and consistent with the California Health and Human Services Agency's "Data De-Identification Guidelines (DDG)," dated September 23, 2016.**

If data is unavailable, please leave the representative cell field blank. If the data does not meet the California Health and Human Services Data De-Identification Guidelines v1.0, please enter "Suppressed" in the representative cells.

Information and Instructions are available on the first tab of the Excel Spreadsheet titled "Gen Info Instructions." Explanations for the different columns are available on the second tab of the Excel Spreadsheet titled "Field Specs."***

	A	B	C	D	E	F	G
1	Hospital Name	HCAI_ID	Reporting_Organization	Report_Period_Start_Date	Report_Period_End_Date	Clean_Water_Air	Report_Web_Address
2							
3							
4							

6 Return to the HDC system and click "Upload Multiple Reports" on the home page.

Report Type Hospital Equity Measures Rep

Hospital Equity Measures Report

You must submit a report for each individual facility. To submit a report, click on an active link below. Once a report has been submitted, you can access it from the View Past Submissions menu Template button. Upload the completed template using the Upload Multiple Reports button.

Download Report Template

Upload Multiple Reports

Facility/Hospital System

Select a Report Type* Hospital Equity Measures Rep

Report Range Show Last 2 Years

Go

- 7 Select the correct report, report year, and hospital type and click “Next.”

Upload Multiple Reports

☒ Individual Hospital Plan
☐ Hospital System Report

Report Year: 2024
Hospital Type: General Acute Care Hospital

Cancel Next

- 8 Click “Choose File” to upload the report and click “Next.”

Upload Multiple Reports

Select CSV File to Upload: Choose File EM Data Generat...al Submission.xlsx

Previous Next

- 9 Click “Next.”

Please note: If the facility has any supplemental document(s) they would like to upload, click the plus sign, and upload the supplemental document(s).

Upload Multiple Reports

Supplemental Document

Click on the + Icon to add a PDF supplemental document.

Facility	HCAI ID	Primary Type	Status	RPE Date	Due Date	Supplemental Document
AHMC SETON MEDICAL CENTER	106410817	General Acute Care	Pending	12/31/2024	09/30/2025	

Previous Next

- 10 Check the Report Certification Statement box and click “Submit.”

The screenshot shows a web application window titled "Upload Multiple Reports". Inside, there is a section titled "Report Certification Statement". Below this title, there is a checkbox labeled "I am the Unload Multiple Reports button" which is highlighted with a red box. To the right of the checkbox is the text "on behalf of". Below this, there is a paragraph of text: "certify under penalty of perjury that I am duly authorized to certify these reports, and that the data contained within the reports are true, correct, and complete; as required per Health and Safety Code Sections 127370 through 127376 and Title 22, Section 95300 et seq. of the California Code of Regulations." At the bottom right of the window, there are two buttons: "Previous" and "Submit". The "Submit" button is highlighted with a red box.

Finish

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