

### 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)**

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Go to Hospital Report Submission Portal, and Sign in.

#### Hospital Report Submission Portal

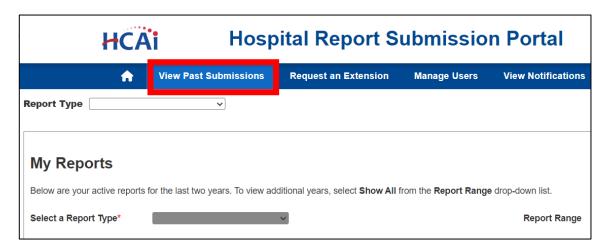
The Hospital Disclosures and Compliance (HDC) system is a report collection system that enables hospitals to electronically submit the disclosure report listed below:

- Hospital Community Benefit Plan Reporting (Coming Soon!)
- Hospital Supplier Diversity Report (due July 1 each year)
- o Hospital Fair Billing Program (due Jan 1 each even year)

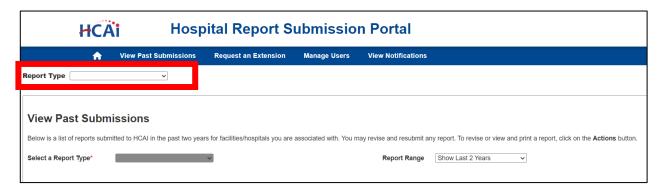
Log in to your account to submit these reports.

Login

2 Click "View Past Submissions."



6 Click on "Report type" and select "Hospital Equity Measures Report."



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



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



**6** 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.

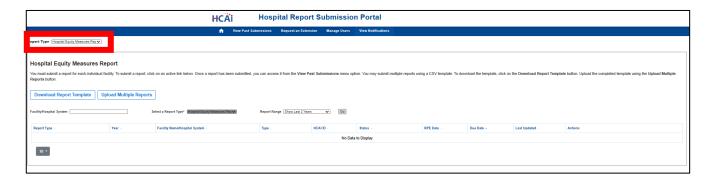
  Click "Submit."
- A pop-up window will appear that states "Are you sure you want to submit this report?" Click "Ok."
- A pop-up window will appear that states "You successfully submitted your report." Click "OK.

#### **Option #2 (CSV File Upload)**

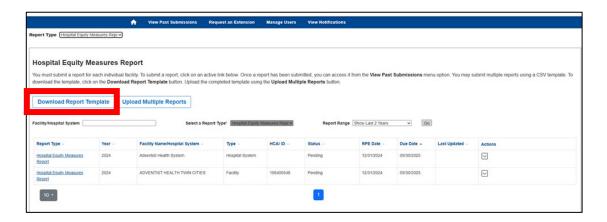
1 Go to Hospital Report Submission Portal, and Sign in.

# 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.

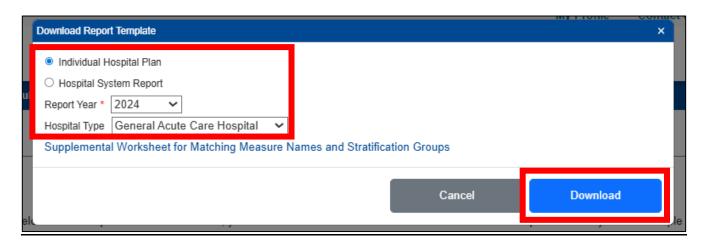
Click on "Report type" and select "Hospital Equity Measures Report."



3 Click on "Download Report Template."



4 Select either "Individual Hospital Plan" or "Hospital System Report," the Report Year, and Hospital Type.



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.

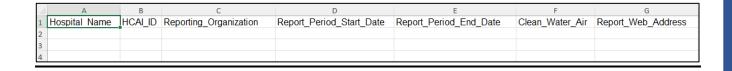
\*\*\*Please Note: Data and information included in annual equity reports shall be reported to the extent information is available, and consistent with the California Health and Human Services Agency's "Data De-Identification Guidelines (DDG),"

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.

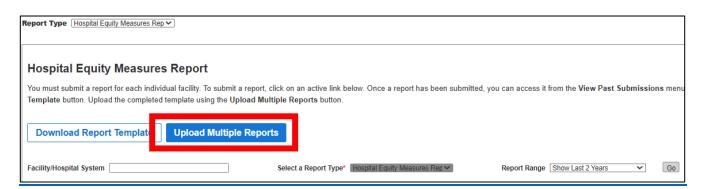
dated September 23, 2016.

Information and Instructions are available on the first tab of the Excel

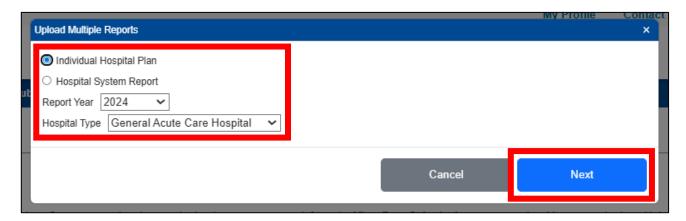
Spreadsheet titled "Gen Info Instructions." Explanations for the different columns
are available on the second tab of the Excel Spreadsheet titled "Field Specs."\*\*\*



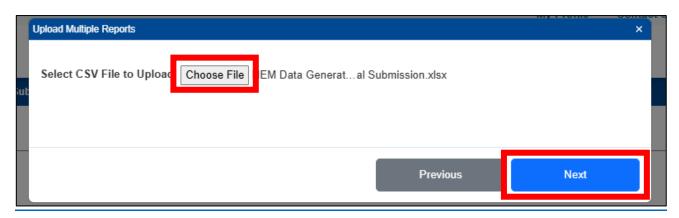
6 Return to the HDC system and click "Upload Multiple Reports" on the home page.



Select the correct report, report year, and hospital type and click "Next."

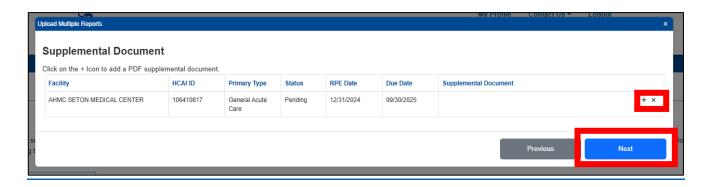


8 Click "Choose File" to upload the report and click "Next."

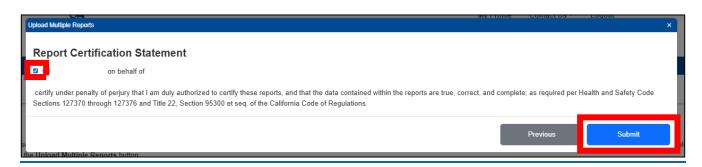


Olick "Next."

\*\*\*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).\*\*\*



Check the Report Certification Statement box and click "Submit."





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 <a href="https://document.com/hospitalequity@hcai.ca.gov">hospitalequity@hcai.ca.gov</a> or via phone at (916) 326-3830.