QuickStart Guide Series

Hospital Equity Measures Report

Starting a New Report

This Quickstart Guide offers step-by-step instructions for submitting a new Hospital Equity Measures report. The HDC system supports two methods: manual data entry or uploading a CVS file.

Start

Option #1 Manual Data Entry :

❶ 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

❷ Click on "*Report type*" and select "*Hospital Equity Measures Report*"

❸ Select "*Hospital Equity Measures Report*" under the column "*Report Type*" next to the individual facility you would like to submit a plan for.
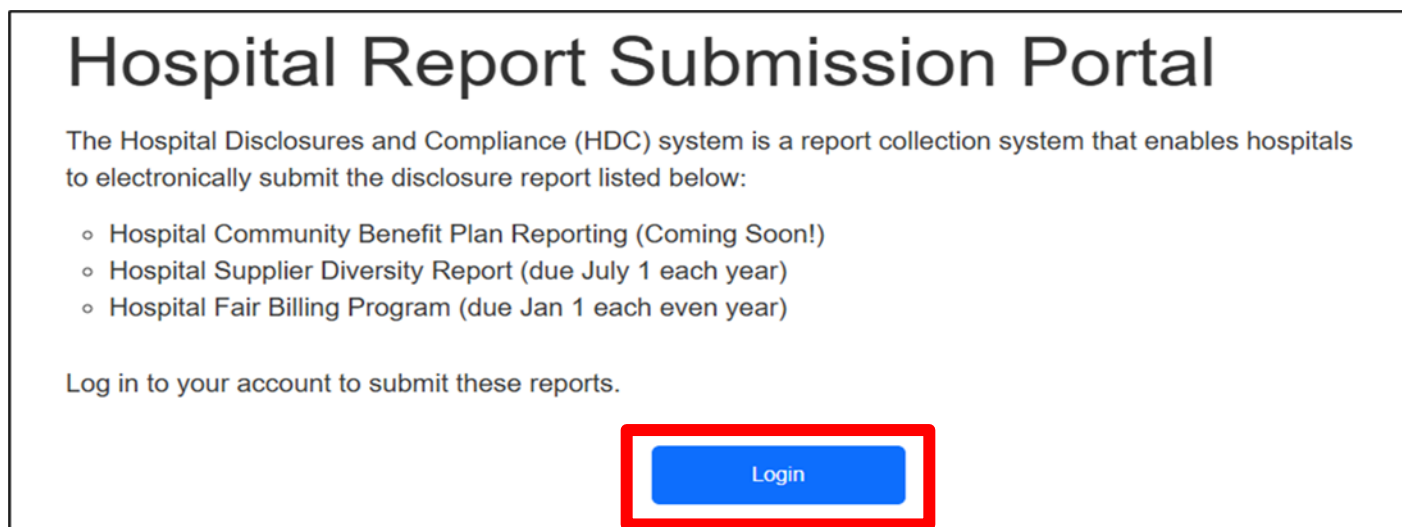

❹ Answer all the narrative questions and data fields. (You will be able to validate and save the data as you progress through the different fields.)

❺ Acknowledge the certification statement and click "*Submit.*"

❻ A pop-up window will appear, allowing you to download a PDF report that compiles all submitted data.

Finish

Option #2 CSV File Upload

❶ Go to the hospital report submission portal, also known as [Hospital Disclosures and Compliance Portal](), and sign in.

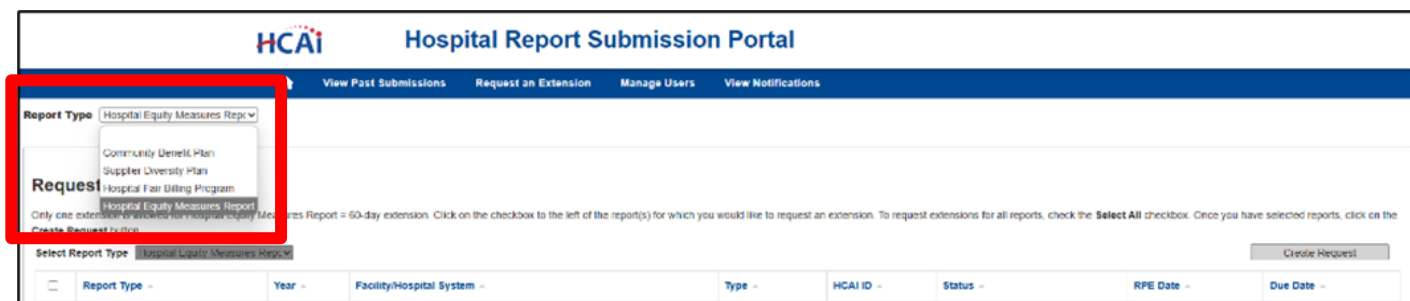## Hospital Report Submission Portal

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- ○ Hospital Community Benefit Plan Reporting (Coming Soon!)
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❷ Click on "*Report type*" and select "*Hospital Equity Measures Report.*"

❸ Click "*Upload Multiple Reports*" and select "*Individual Hospital Plan*," the "*Reporting Year,*" and the "*Hospital Type.*" Then select "*Next.*"
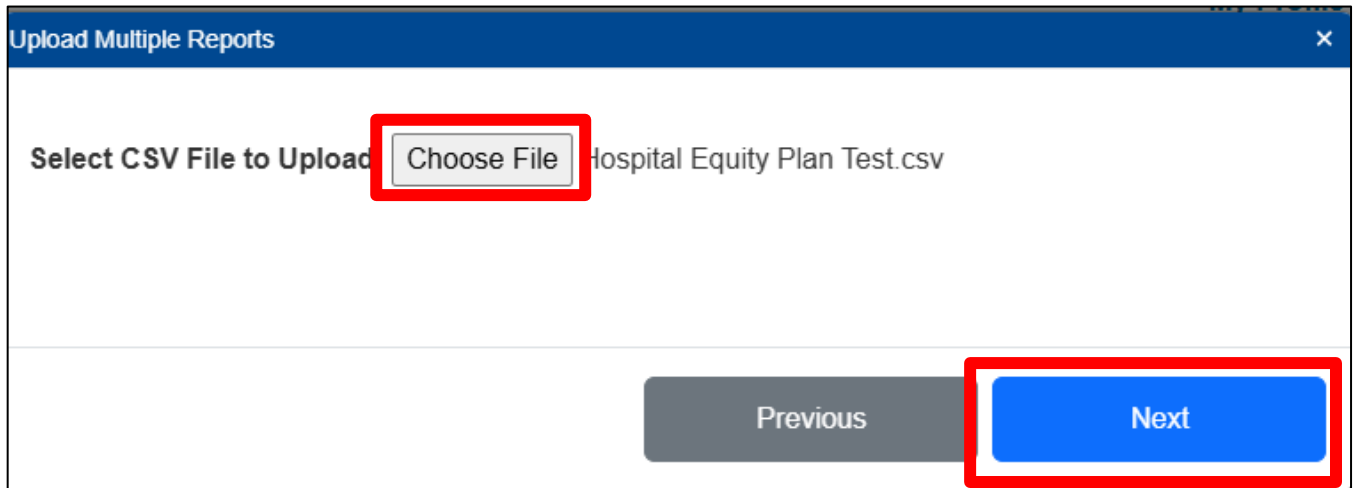
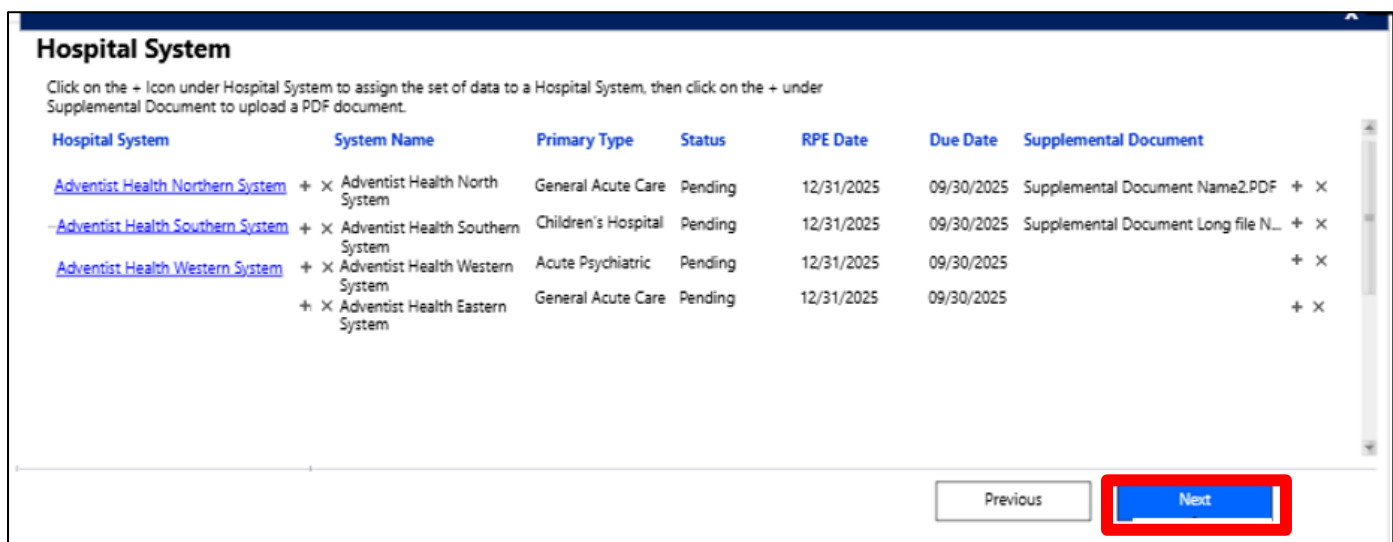❹ Upload the CSV file and select "*Next*".

Please note: Prior to submitting, the system will validate the data for approved formatting. If errors are found, the error(s) will be identified. The system will allow you to download a file with all of the errors identified.*

❺ Report submitters will have an opportunity to attach a supplemental document, that may used to supplement the information reported in the equity report.
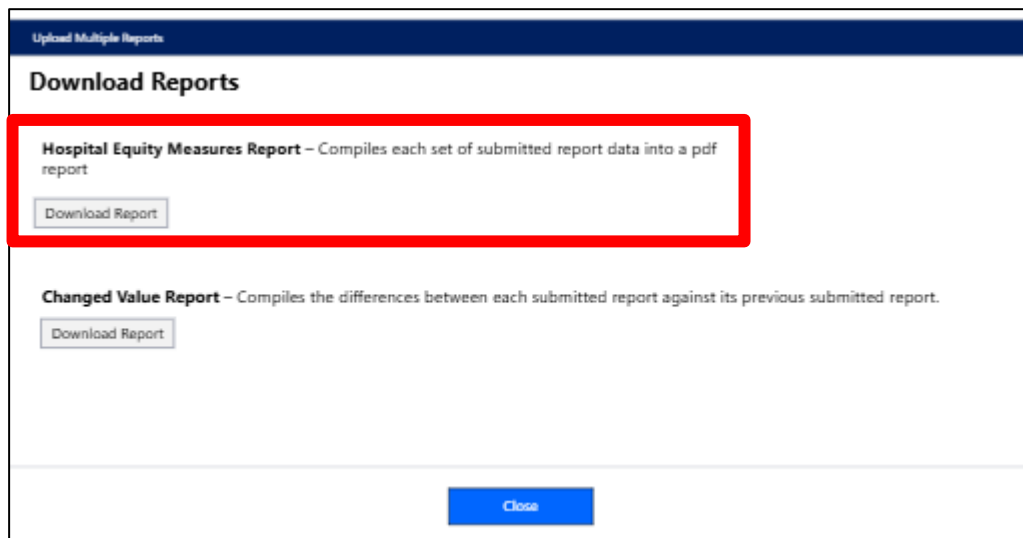

❻ Acknowledge the "*Certification Statement*" and click "*Submit.*"

7 A pop-up window will appear, allowing you to download a PDF report that compiles all submitted data.

After a report is submitted, the primary contact and the report submitter will receive an automatic notification that the report has been submitted.

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.