



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 :

- 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 on “Report type” and select “Hospital Equity Measures Report”

The screenshot shows the HCAI Hospital Report Submission Portal. The 'Report Type' dropdown menu is open, showing options: 'Community Benefit Plan', 'Supplier Diversity Plan', 'Hospital Fair Pricing Program', and 'Hospital Equity Measures Report'. The 'Hospital Equity Measures Report' is selected. Below the dropdown, there is a 'Request' section with a checkbox for 'Only one extension request per report type'. The 'Select Report Type' dropdown is also set to 'Hospital Equity Measures Report'. At the bottom, there is a 'Create Request' button.

- 3 Select “Hospital Equity Measures Report” under the column “Report Type” next to the individual facility you would like to submit a plan for.

The screenshot shows the 'Hospital Equity Measures Report' section. It includes instructions on how to submit a report and buttons for 'Download Report Template' and 'Upload Multiple Reports'. Below, there is a table with columns: 'Report Type', 'Year', 'Facility Name/Hospital System', 'Type', 'HCAI ID', 'Status', 'RPE Date', 'Due Date', 'Last Updated', and 'Actions'. The 'Report Type' column is highlighted with a red box, showing 'Hospital Equity Measures Report' selected for two facilities: 'Adventist Health System' and 'ADVENTIST HEALTH TWIN CITIES'. A '1' icon is visible at the bottom of the table.

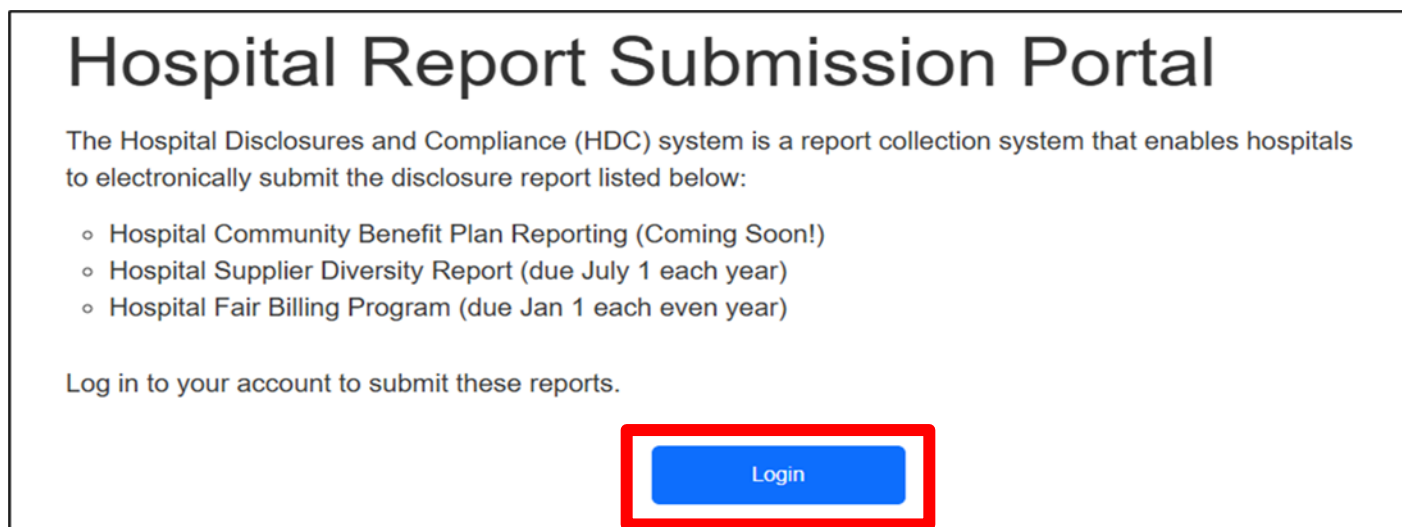
- 4 Answer all the narrative questions and data fields. (You will be able to validate and save the data as you progress through the different fields.)
- 5 Acknowledge the certification statement and click “Submit.”
- 6 A pop-up window will appear, allowing you to download a PDF report that compiles all submitted data.

The screenshot shows a 'Download Reports' pop-up window. It has two sections: 'Hospital Equity Measures Report - Compiles each set of submitted report data into a pdf report' and 'Changed Value Report - Compiles the differences between each submitted report against its previous submitted report.' The first section is highlighted with a red box, and it has a 'Download Report' button. The second section also has a 'Download Report' button. At the bottom, there is a 'Close' button.

Finish

Option #2 CSV File Upload

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



Hospital Report Submission Portal

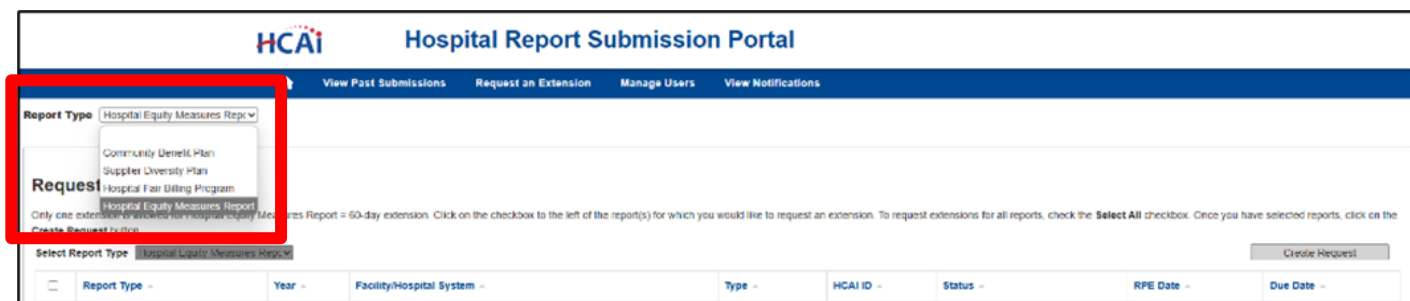
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Log in to your account to submit these reports.

Login

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



HCAI Hospital Report Submission Portal

View Past Submissions Request an Extension Manage Users View Notifications

Report Type (Hospital Equity Measures Report) **Request**

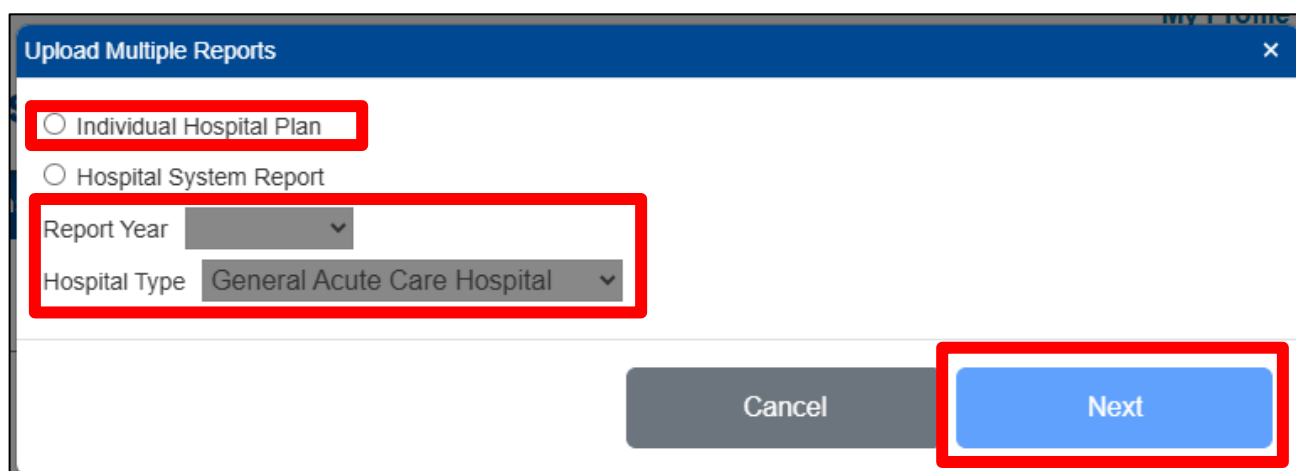
Community Benefit Plan
Supplier Diversity Plan
Hospital Fair Billing Program
Hospital Equity Measures Report

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 Report) **Create Request**

Report Type	Year	Facility/Hospital System	Type	HCAI ID	Status	RPE Date	Due Date
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- 3 Click “Upload Multiple Reports” and select “Individual Hospital Plan,” the “Reporting Year,” and the “Hospital Type.” Then select “Next.”



Upload Multiple Reports

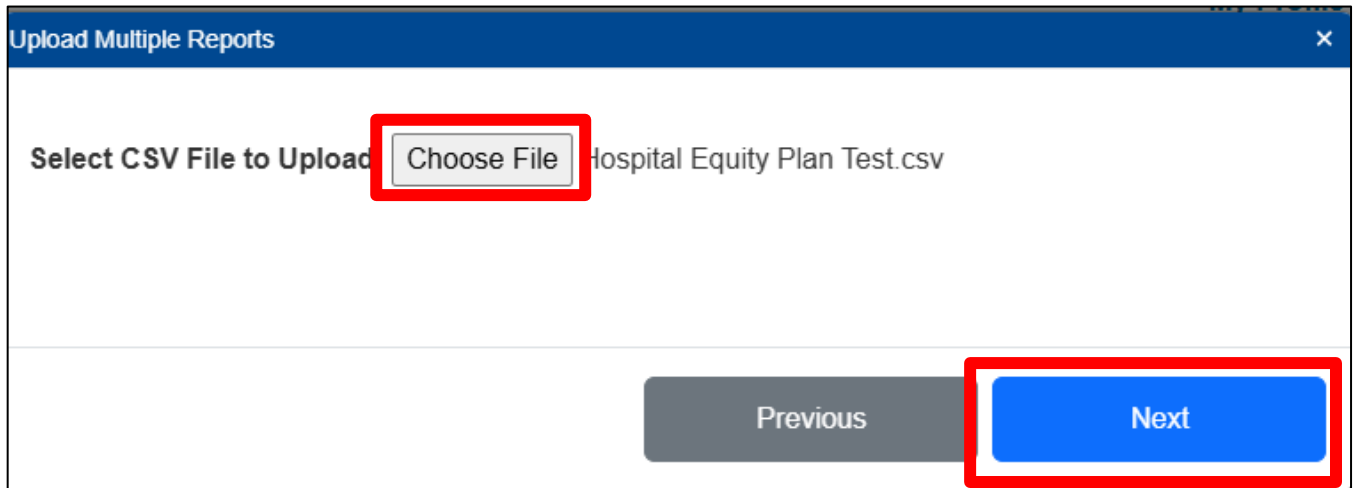
☒ Individual Hospital Plan
☐ Hospital System Report

Report Year

Hospital Type

Cancel **Next**

- 4 Upload the CSV file and select “Next”.



Upload Multiple Reports

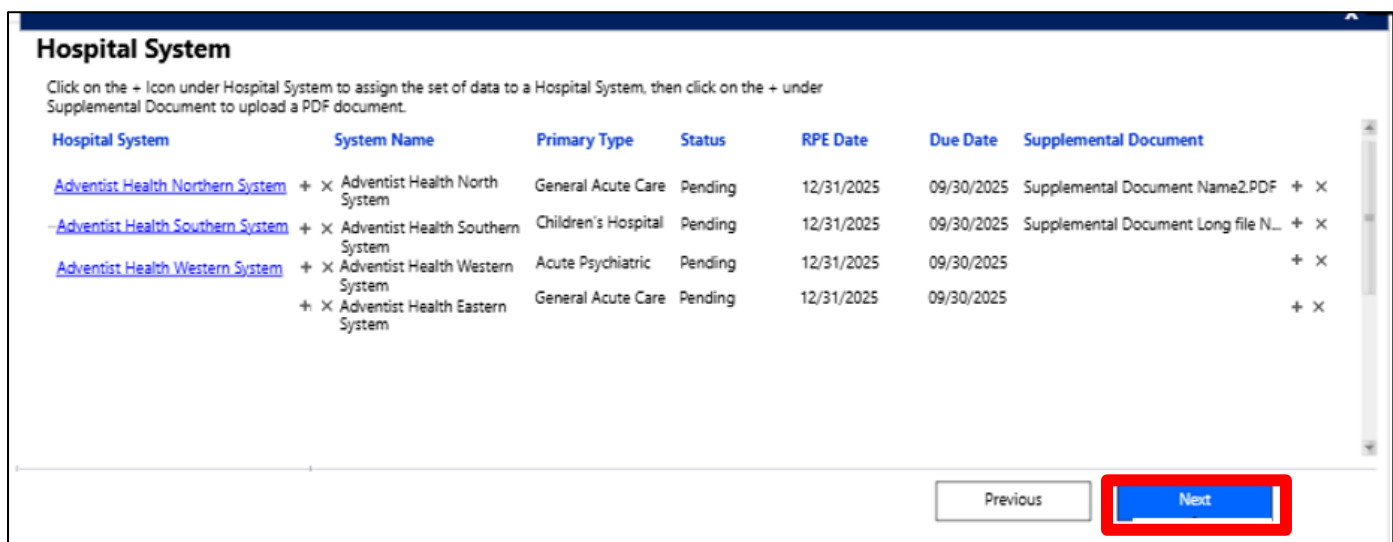
Select CSV File to Upload

Choose File

Previous 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.*****

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



Hospital System

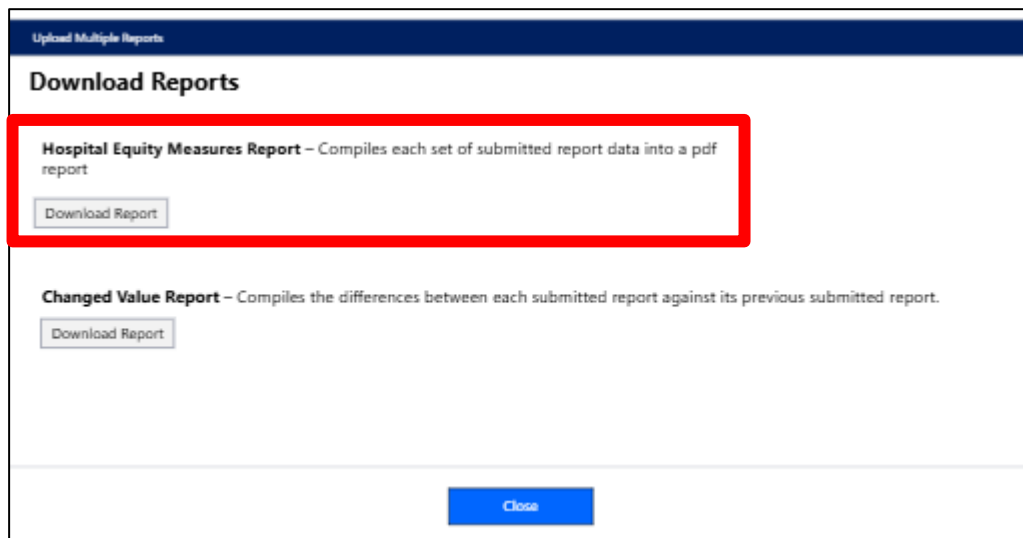
Click on the + Icon under Hospital System to assign the set of data to a Hospital System, then click on the + under Supplemental Document to upload a PDF document.

Hospital System	System Name	Primary Type	Status	RPE Date	Due Date	Supplemental Document
Adventist Health Northern System	+ x Adventist Health North System	General Acute Care	Pending	12/31/2025	09/30/2025	Supplemental Document Name2.PDF + x
Adventist Health Southern System	+ x Adventist Health Southern System	Children's Hospital	Pending	12/31/2025	09/30/2025	Supplemental Document Long file N... + x
Adventist Health Western System	+ x Adventist Health Western System	Acute Psychiatric	Pending	12/31/2025	09/30/2025	+ x
	+ x Adventist Health Eastern System	General Acute Care	Pending	12/31/2025	09/30/2025	+ x

Previous Next

- 6 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.

A screenshot of a web application's 'Download Reports' pop-up window. The window has a dark blue header bar with the text 'Upload Multiple Reports' in white. Below the header, the title 'Download Reports' is displayed in bold. The main content area lists two report options. The first option, 'Hospital Equity Measures Report', is highlighted with a red rectangular border. It includes a description: 'Compiles each set of submitted report data into a pdf report' and a 'Download Report' button. The second option, 'Changed Value Report', includes a description: 'Compiles the differences between each submitted report against its previous submitted report.' and a 'Download Report' button. At the bottom center of the window is a blue 'Close' button.

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

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.