

Hospital Supplier Diversity Program: Quick Access Information

1. Who is required to submit an annual Supplier Diversity Report to HCAI?

Each licensed hospital with operating expenses of fifty million dollars (\$50,000,000) or more, and each licensed hospital with operating expenses of twenty-five million dollars (\$25,000,000) or more that is part of a hospital system, shall submit a report to HCAI.

The list of required hospitals is annually updated using the most current (Fiscal Year) Hospital Annual Financial Disclosures Report data that is submitted to HCAI. You may access the hospital financial data [here](#).

2. When are reports due?

The annual submission of supplier diversity reports are due by July 1 of each year. Reports should be submitted via the Hospital Disclosure Compliance (HDC) system.

3. What is the reporting period?

The reporting period will be for the previous calendar year. (January 1-December 31).

4. Are extensions allowed?

Yes. A one time, 30-day extension is allowed (per reporting period). Extensions must be requested via the HDC system.

5. What information is collected in the report?

*Supplier Diversity Reports consist of a series of questions focused on the hospital's outreach efforts, procurement practices, and processes. In addition, hospital's report spend data from business enterprises **that employ the majority of their workforce in California and meet the definition of women-owned, minority-owned, disabled veteran-owned and/or LGBT-owned business enterprise.***

6. How is procurement defined in this program?

California Code of Regulations Title 22, Chapter 8, Section 95000 subsection (i) defines procurement to mean “the purchase or lease of supplies, services, equipment, and capital expenditures related to buildings and fixed equipment during the previous calendar year. Procurement does not include items such as employee salaries and wages, fixed asset depreciation, amortization, or taxes.”

All reported spend data (includes diverse procurement and hospitals total procurement) totals should align with this definition.

7. How is the information reported to HCAI?

Reports should be submitted via the Hospital Disclosure Compliance (HDC) system. User may manually enter the information or submit via CSV file upload.

8. Are there any guides that can aid with the collection of data?

There are two PDF’s available on our website, that can assist the user with the collection of data:

- [HSD Blank Individual Template.](#)
- [HSD Blank System/Regional Network Template.](#)

[Additional guides, links and templates are available on our Supplier Diversity webpage.](#)

Authority

[California Health And Safety Code Sections 1339.85-1339.87](#)

[California Code of Regulations Title 22, Chapter 8, Sections 95000-95014](#)

Terms and Abbreviations

Disabled Veteran Business Enterprise: means a business certified by the administering agency as meeting all of the following requirements:

- *It is a sole proprietorship at least 51 percent owned by one or more disabled veterans or, in the case of a publicly owned business, at least 51 percent of its stock is unconditionally owned by one or more disabled veterans; a subsidiary that is wholly owned by a parent corporation, but only if at least 51 percent of the voting stock of the parent corporation is unconditionally owned by one or more disabled veterans; or a joint venture in which at least 51 percent of the*

joint venture's management, control, and earnings are held by one or more disabled veterans.

- The management and control of the daily business operations are by one or more disabled veterans. The disabled veterans who exercise management and control are not required to be the same disabled veterans as the owners of the business.*
- It is a sole proprietorship, corporation, or partnership with its home office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign-based business.*

Facility: *used to indicate a hospital.*

HCAI ID: *a number used by the Department of Health Care Access and Information to identify the different facilities.*

HCAI: *Department of Health Care Access and Information formerly the Office of Statewide Health Planning and Development.*

HDC System: *Hospital Disclosures and Compliance System.*

Hospital: *(pertaining to HSD reporting) means any facility that is licensed with operating expenses of fifty million dollars (\$50,000,000) or more, and each licensed hospital with operating expenses of twenty-five million dollars (\$25,000,000) or more that is part of either a hospital system, or regional network.*

Hospital System/Regional Network: *means two or more hospitals owned, sponsored, or managed by the same organization.*

LGBT Business Enterprise: *means a business enterprise that is at least 51 percent owned by a lesbian, gay, bisexual, or transgender person or persons or a publicly owned business with at least 51 percent of the stock of which is owned by one or more lesbian, gay, bisexual, or transgender persons; and whose management and daily business operations are controlled by one or more of those individuals.*

LGBT: *lesbian, gay, bisexual, or transgender.*

Minority Business Enterprise: *means a business enterprise that is at least 51 percent owned by a minority individual or group(s) or a publicly owned business with at least 51 percent of the stock of which is owned by one or more minority groups, and whose management and daily business operations are controlled by one or more of those individuals. The contracting hospital shall presume that minority includes, but is not limited to, African Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, and other groups.*

• **African Americans:** Black Americans-persons having origins in any black racial groups of Africa.

• **Hispanic Americans:** Hispanic Americans-all persons of Mexican, Puerto Rican, Cuban, South or Central American, Caribbean, and other Spanish culture or origin.

• **Native Americans:** Native Americans-persons having origin in any of the original peoples of North America or the Hawaiian Islands, in particular, American Indians, Eskimos, Aleuts, and Native Hawaiians.

• **Asian Pacific Americans:** Asian Pacific Americans-persons having origins in Asia or the Indian subcontinent, including, but not limited to, persons from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, India, Pakistan, and Bangladesh.

Operating Expenses: means total patient-related operating expenses for the most recent fiscal year reported to the department on the Hospital Annual Financial Disclosures Report.

Procurement: means the purchase or lease of supplies, services, equipment, and capital expenditures related to buildings and fixed equipment during the previous calendar year. Procurement does not include items such as employee salaries and wages, fixed asset depreciation, amortization, or taxes.

Reporting Organization: If a report is being completed by someone other than the facility, please enter the name of the reporting organization.

Tier I Procurement: means the procurement by direct contract between a hospital and a supplier directly to provide goods and services that support the operations of your hospital.

Tier II Procurement: means procurement by any agreement or arrangement between a contractor and any third party.

Women business enterprise: means a business enterprise that is at least 51 percent owned by a woman or women, or, in the case of any publicly owned business at least 51 percent of the stock of which is owned by one or more women.

WMDVLGBTBE: means a women-owned, minority-owned, disabled veteran-owned and/or LGBT owned business enterprise.