QuickStart Guide Series

Supplier Diversity Plan Reporting

Approving Facility Association Requests

This QuickStart Guide will walk you through the steps to approve a user request within the system.

Start

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)
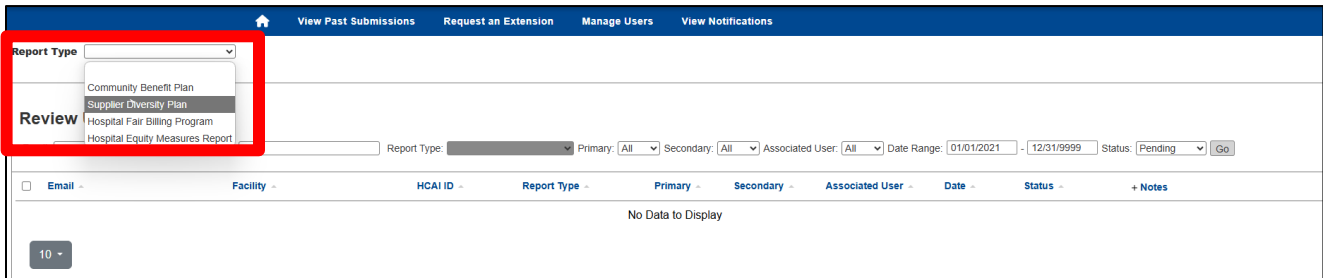- Hospital Fair Billing Program (due Jan 1 each even year)

Log in to your account to submit these reports.

[Login]

❷ A current user can approve the facility association by clicking on "*Manage Users* "and then selecting *"View User Requests."*
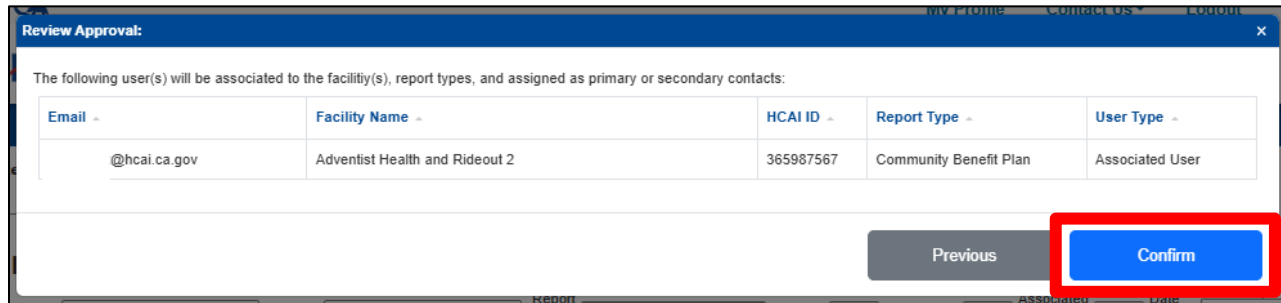

❸ Select "*Supplier Diversity Plan*" from the drop-down at the top of the page.

❹ Search a pending user request by typing either the email of the person or the facility name and click "*Go.*" Once the user appears, select the box next to the email and select "Approve."
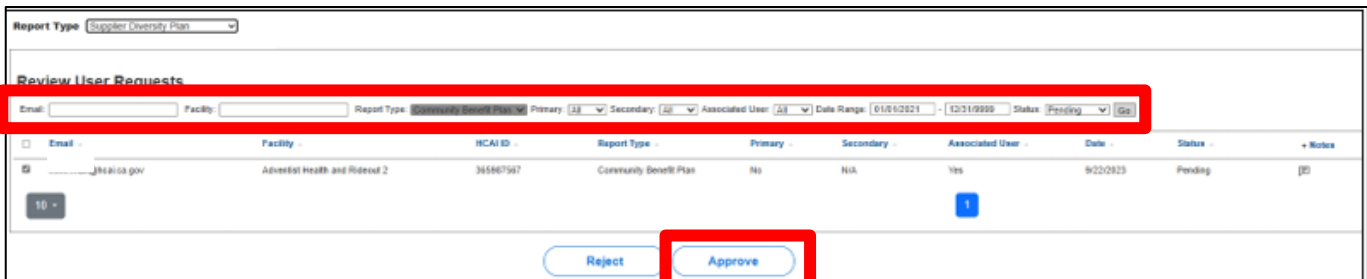
❺ After selecting "*Approve*", a pop-up window will appear to confirm the approval.

Please Note: If a user request has been rejected, an automatic notification will go out to the request submitter notifying them of the rejection.

After a request is approved, the user will receive an automatic notification of approval and gain access to all the reporting functions for the associated report type and hospital.

Finish

For alternative methods and more details about this process, please refer to our Hospital Disclosures and Compliance System & Hospital Supplier Diversity Plan Resource Manual. For additional assistance, please contact us via email at supplier.diversity@hcai.ca.gov or via phone at (916) 326-3830.