



QuickStart Guide Series

Supplier Diversity Plan Reporting

Requesting for a Report Extension

This QuickStart Guide will walk you through the steps to request an extension via the HDC system.

Start

- 1 Go to the hospital report submission portal, also known as the [Hospital Disclosures and Compliance \(HDC\) System](#), and login.

Hospital Report Submission Portal

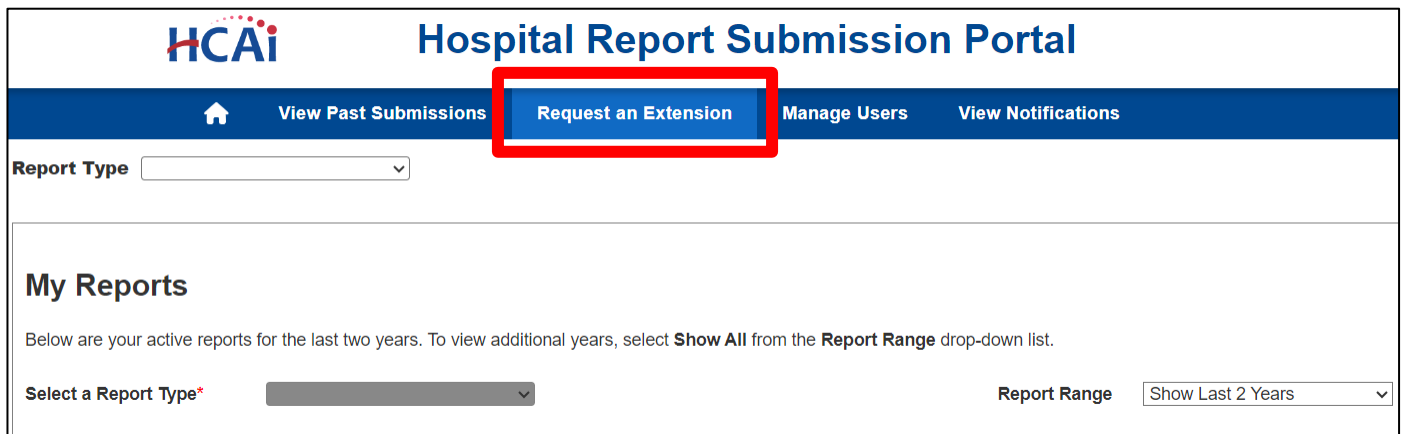
The Hospital Disclosures and Compliance (HDC) system is a report collection system that enables hospitals to electronically submit the disclosure report listed below:

- 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.

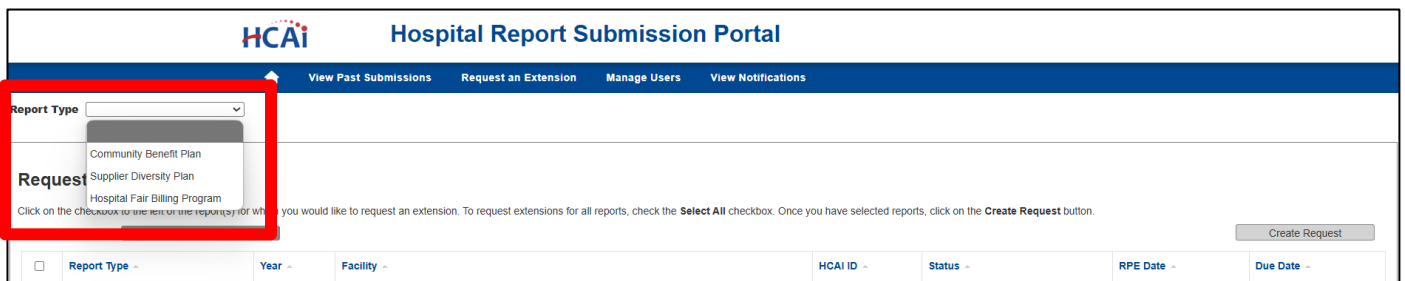
Login

2 Select “Request an Extension.”



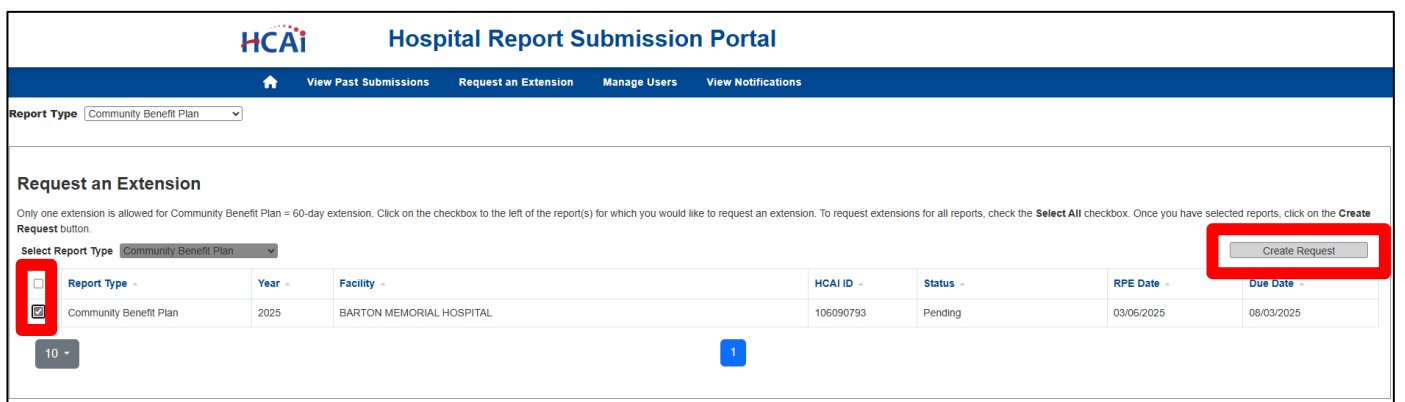
The screenshot shows the top navigation bar of the Hospital Report Submission Portal. The 'Request an Extension' button is highlighted with a red box. Below the navigation bar, there is a 'Report Type' dropdown menu. The main content area is titled 'My Reports' and includes a description of active reports and a 'Report Range' dropdown menu set to 'Show Last 2 Years'.

3 Select “Supplier Diversity Plan” from the drop-down at the top of the page.



The screenshot shows the 'Request an Extension' button highlighted with a red box. Below the navigation bar, there is a 'Report Type' dropdown menu. The main content area is titled 'Request an Extension' and includes a description of the extension process and a 'Create Request' button.

4 The facilities you are associated to will be displayed; select the box to the left of the desired facility and click “Create Request.”



The screenshot shows the 'Request an Extension' button highlighted with a red box. Below the navigation bar, there is a 'Report Type' dropdown menu. The main content area is titled 'Request an Extension' and includes a description of the extension process and a 'Create Request' button. A table displays the facilities associated with the user, with the 'Create Request' button highlighted by a red box.

Report Type	Year	Facility	HCAI ID	Status	RPE Date	Due Date	
<input checked="" type="checkbox"/>	Community Benefit Plan	2025	BARTON MEMORIAL HOSPITAL	106090793	Pending	03/06/2025	08/03/2025

- 5 A pop-up box will appear; review the information and click “*Submit.*” Your extension request will instantly be approved, unless the hospital has exhausted the available extension for the reporting period. The new due date will automatically be updated in the system.

The screenshot shows a web application interface for requesting an extension. At the top, there are navigation tabs: 'View Past Submissions', 'Request an Extension' (active), 'Manage Users', 'View Notifications', and 'Manage Hospital Systems/Regions'. Below the tabs, there's a 'Report Type' dropdown menu set to 'Supplier Diversity Plan'. The main section is titled 'Request an Extension' and contains instructions: 'Only one extension is allowed for Supplier Diversity Plan = 30-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.' Below the instructions, there's a 'Select Report Type' dropdown menu also set to 'Supplier Diversity Plan'. A table lists the reports for selection:

<input type="checkbox"/>	Report Type -	Year -	Facility -	HCAI ID -	Status -	RPE Date -	Due Date -
<input type="checkbox"/>	Supplier Diversity Plan	2024	COAST PLAZA HOSPITAL	106190766	Pending	12/31/2024	07/01/2025

A 'Create Request' button is located to the right of the table. The 'Due Date' column header and the value '07/01/2025' in the first row are highlighted with a red box.

For extension requests, approved on or before the original due date, the system will automatically set a new date that is; 30 days from the original due date. For extension requests, approved after the original due date, the system will automatically assign a new due date; 30 days from the submission date of the request. Please refer to [California Code of Regulations Section 95005](#) for additional information regarding extension requests.

Finish

For more detailed information on this process, please refer to the [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.