

QuickStart Guide Series

Supplier Diversity Plan Reporting

Revising a Submitted Report

This QuickStart Guide provides step-by-step guidance on how to revise a previously submitted supplier diversity plan submission.

Start

On to the hospital report submission portal, also known as the <u>Hospital</u> <u>Disclosures and Compliance (HDC) System</u>, and login.

Hospital Report Submission Portal

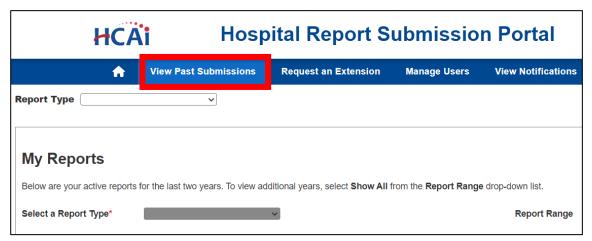
The Hospital Disclosures and Compliance (HDC) system is a report collection system that enables hospitals to electronically submit the disclosure report listed below:

- Hospital Community Benefit Plan Reporting (Coming Soon!)
- Hospital Supplier Diversity Report (due July 1 each year)
- o Hospital Fair Billing Program (due Jan 1 each even year)

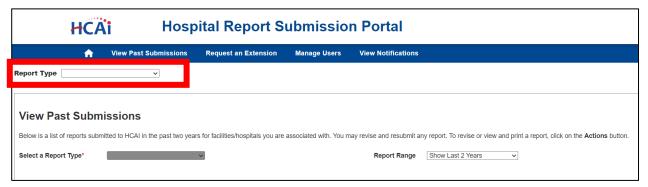
Log in to your account to submit these reports.



2 Click "View Past Submissions."



3 Click on "Report type" and select "Supplier Diversity Plan."



All previously submitted reports for facilities you are associated with will be listed here. Click on the drop-down menu under the "*Actions*" column for the individual facility plan you would like to revise.

4 Click "Revise."



- Update your plan. Please refer to the <u>Individual Hospital Supplier Diversity</u> <u>Plan Submission Guide Template (PDF)</u> for guidance on information needed to complete this submission.
- 6 Check the Report Certification Statement box at the end of the report.

Click "Submit."

- A pop-up window will appear that states "Are you sure you want to submit this report?" Click "OK."
- **8** A pop-up window will appear that states "You successfully submitted your report." Click "OK."

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

Finish

For more detailed information on this process, please refer to the <u>Hospital Disclosures and Compliance System</u> & <u>Hospital Supplier Diversity Plan Resource Manual</u>. For additional assistance, please contact us via email at <u>supplier.diversity@hcai.ca.gov</u> or via phone at (916) 326-3830.