



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

- 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 “View Past Submissions.”

The screenshot shows the HCAI Hospital Report Submission Portal. The top navigation bar includes a home icon, a red box around the 'View Past Submissions' button, and links for 'Request an Extension', 'Manage Users', and 'View Notifications'. Below the navigation bar is a 'Report Type' dropdown menu. The main content area is titled 'My Reports' and contains instructions: 'Below are your active reports for the last two years. To view additional years, select **Show All** from the **Report Range** drop-down list.' At the bottom of this section are two dropdown menus: 'Select a Report Type*' and 'Report Range'.

3 Click on “Report type” and select “Supplier Diversity Plan.”

The screenshot shows the HCAI Hospital Report Submission Portal. The top navigation bar is the same as in the previous screenshot. The 'Report Type' dropdown menu is highlighted with a red box. Below the navigation bar, the 'View Past Submissions' section is visible. It contains instructions: 'Below is a list of reports submitted to HCAI in the past two years for facilities/hospitals you are associated with. You may revise and resubmit any report. To revise or view and print a report, click on the **Actions** button.' At the bottom of this section are two dropdown menus: 'Select a Report Type*' and 'Report Range' (set to 'Show Last 2 Years').

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.”

Report Type	Year	Facility	HCAI ID	Status	RPE Date	Due Date	Last Updated	Actions
Supplier Diversity Plan	2023	Adventist Health and Rideout 4	879465234	Complete	12/31/2023	07/01/2024	05/17/2024	<div><input checked="" type="checkbox"/> Revise View Previous Versions Add/View Comments View/Print</div>
Supplier Diversity Plan	2023	KAISER FOUNDATION HOSPITAL - FRESNO	106104062	Submitted	12/31/2023	07/01/2024	02/03/2025	
Supplier Diversity Plan	2023	KAISER FOUNDATION HOSPITAL - MORENO VALLEY	106334048	Submitted	12/31/2023	07/01/2024	02/03/2025	
Supplier Diversity Plan	2024	ADVENTIST HEALTH AND RIDEOUT	106560906	Analyst Review	12/31/2024	07/01/2025	10/15/2024	

5 Update your plan. Please refer to the [Individual Hospital Supplier Diversity Plan Submission Guide Template \(PDF\)](#) for guidance on information needed to complete this submission.

6 Check the Report Certification Statement box at the end of the report.

Click *“Submit.”*

- 7 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 [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.