



# QuickStart Guide Series

## Supplier Diversity Plan Reporting

### Starting a New Report

This QuickStart Guide offers step-by-step instructions for submitting a new Hospital Supplier Diversity Plan. The HDC system supports two methods: manual data entry or uploading a CSV file.

**Start**

#### Option #1 Manual Data Entry

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

### Hospital Report Submission Portal

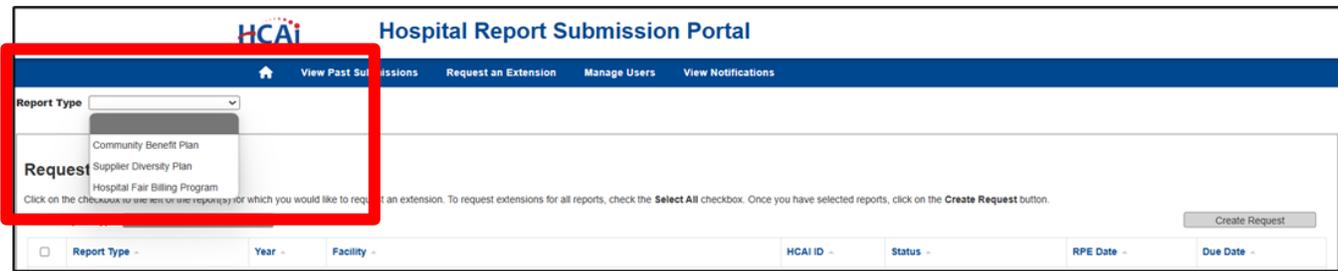
The Hospital Disclosures and Compliance (HDC) system is a report collection system that enables hospitals to electronically submit the disclosure report listed below:

- 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

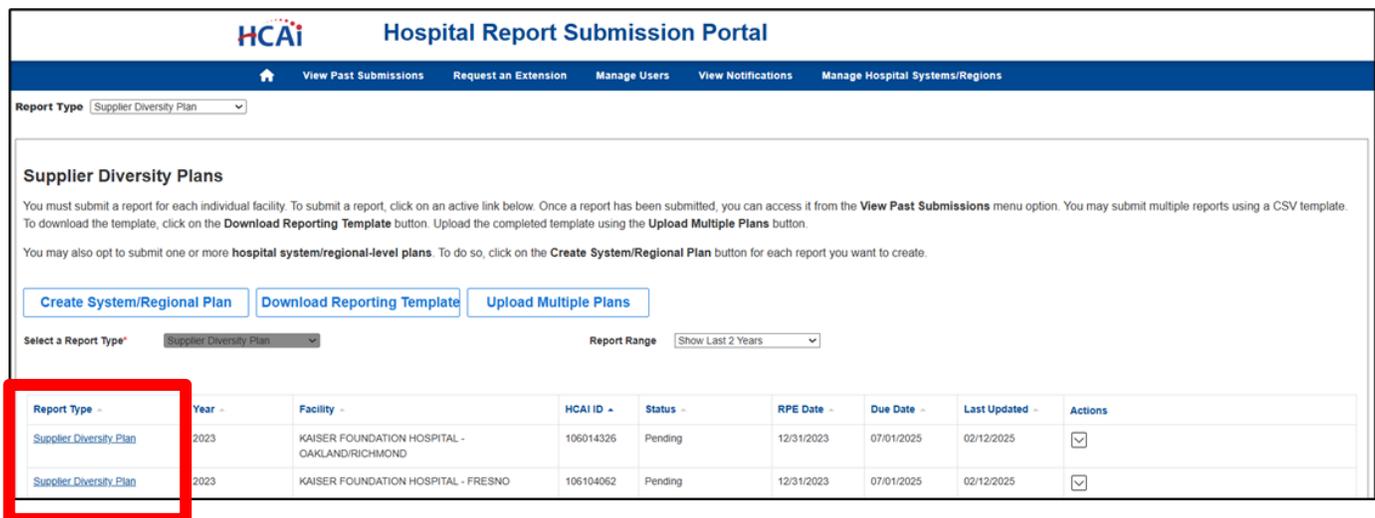
Login

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



The screenshot shows the HCAI Hospital Report Submission Portal. The 'Report Type' dropdown menu is open, showing options: Community Benefit Plan, Supplier Diversity Plan, and Hospital Fair Billing Program. The 'Supplier Diversity Plan' option is highlighted. Below the dropdown, there is a 'Request' section with a 'Create Request' button. The main content area contains a table with columns: Report Type, Year, Facility, HCAI ID, Status, RPE Date, and Due Date.

3 Select “Supplier Diversity Plan” under the column “Report Type” next to the individual facility you would like to submit a plan for.



The screenshot shows the HCAI Hospital Report Submission Portal. The 'Report Type' dropdown is set to 'Supplier Diversity Plan'. The main content area is titled 'Supplier Diversity Plans' and contains instructions and buttons: 'Create System/Regional Plan', 'Download Reporting Template', and 'Upload Multiple Plans'. Below these are filters for 'Select a Report Type' and 'Report Range'. A table lists existing reports:

Report Type	Year	Facility	HCAI ID	Status	RPE Date	Due Date	Last Updated	Actions
<a href="#">Supplier Diversity Plan</a>	2023	KAISER FOUNDATION HOSPITAL - OAKLAND/RICHMOND	106014326	Pending	12/31/2023	07/01/2025	02/12/2025	<input checked="" type="checkbox"/>
<a href="#">Supplier Diversity Plan</a>	2023	KAISER FOUNDATION HOSPITAL - FRESNO	106104062	Pending	12/31/2023	07/01/2025	02/12/2025	<input checked="" type="checkbox"/>

4 Answer all the narrative questions and complete the financial data tables. Please refer to the [Individual Hospital Supplier Diversity Plan Submission Guide Template \(PDF\)](#) for guidance on information needed to complete this submission.

5 Check the Report Certification Statement box. Click “Submit.”

○ A pop-up window will appear that states “Are you sure you want to submit this report?” Click “OK.”

○ A pop-up window will appear that states “You successfully submitted your report.” Click “OK.”

## Option #2 CVS File Upload

*\*\*\*This method of submission can be an efficient method for a plan submitted to submit multiple individual plans via the “Upload Multiple Plans” function. Prior to submitting, ensure that Excel file has been completed, and formatting meets the requirements\*\*\**

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### Hospital Report Submission Portal

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- Hospital Community Benefit Plan Reporting (Coming Soon!)
- Hospital Supplier Diversity Report (due July 1 each year)
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Log in to your account to submit these reports.

[Login](#)

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

The screenshot shows the HCAI Hospital Report Submission Portal interface. At the top, there is a navigation bar with the HCAI logo and the title 'Hospital Report Submission Portal'. Below the navigation bar, there are several menu items: 'View Past Submissions', 'Request an Extension', 'Manage Users', and 'View Notifications'. The main content area features a 'Report Type' dropdown menu that is open, showing three options: 'Community Benefit Plan', 'Supplier Diversity Plan', and 'Hospital Fair Billing Program'. The 'Supplier Diversity Plan' option is highlighted. Below the dropdown menu, there is a 'Request' section with a 'Select Report Type' dropdown menu. At the bottom of the page, there is a table with columns for 'Report Type', 'Year', 'Facility', 'HCAI ID', 'Status', 'RPE Date', and 'Due Date'. A 'Create Request' button is located in the bottom right corner.

3 Select *“Upload Multiple Reports.”*

The screenshot shows the HCAI Hospital Report Submission Portal. At the top, there is a navigation bar with the HCAI logo and the title 'Hospital Report Submission Portal'. Below the navigation bar, there are several menu items: 'View Past Submissions', 'Request an Extension', 'Manage Users', 'View Notifications', and 'Manage Hospital Systems/Regions'. The main content area is titled 'Supplier Diversity Plans' and contains instructions for submitting reports. There are three buttons: 'Create System/Regional Plan', 'Download Reporting Template', and 'Upload Multiple Plans'. The 'Upload Multiple Plans' button is highlighted with a red box. Below the buttons, there are dropdown menus for 'Select a Report Type\*' (set to 'Supplier Diversity Plan') and 'Report Range' (set to 'Show Last 2 Years'). At the bottom, there is a table with columns: 'Report Type', 'Year', 'Facility', 'HCAI ID', 'Status', 'RPE Date', 'Due Date', 'Last Updated', and 'Actions'.

4 Select *“Individual Hospital Plan”*, the *“Reporting Year”* and the *“Hospital Type”* and select *“Next.”*

The screenshot shows a dialog box titled 'Upload Multiple Reports'. It contains two radio buttons: 'Individual Hospital Plan' (selected) and 'System/Regional Hospital Plan'. Below the radio buttons is a 'Report Year' dropdown menu set to '2024'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Next'. The 'Next' button is highlighted with a red box.

5 Upload the CSV file and select *“Next.”*

The screenshot shows a dialog box titled 'Upload Multiple Reports:'. It contains a 'Select File to Upload' label and a 'Choose File' button. To the right of the 'Choose File' button, the text 'Kaiser System Hos...ity Report 2021.csv' is visible. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Upload'. The 'Upload' button is highlighted with a red box.

**\*\*\*Please note: Prior to submitting, the system will validate the data for approved formatting. If errors are found, the system will list all of the errors identified. \*\*\***

- Acknowledge the “*Certification Statement*” and click “*Submit*.”
- A pop-up window will appear that states “Are you sure you want to submit this report?” Click “*OK*.”
- ⑥ A pop-up window will appear that states “You successfully submitted your report.” Click “*OK*.”

After a report is submitted, the primary contact and the report submitter will receive an automatic notification that the report 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](mailto:supplier.diversity@hcai.ca.gov) or via phone at (916) 326-3830.