QuickStart Guide Series

Supplier Diversity Plan Reporting

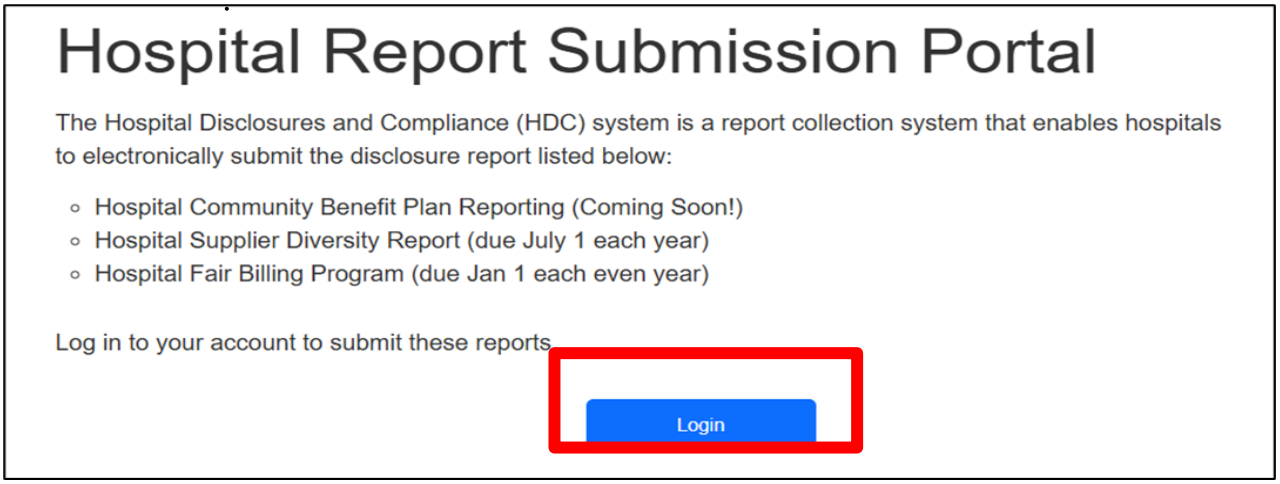
Starting a New Report

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.

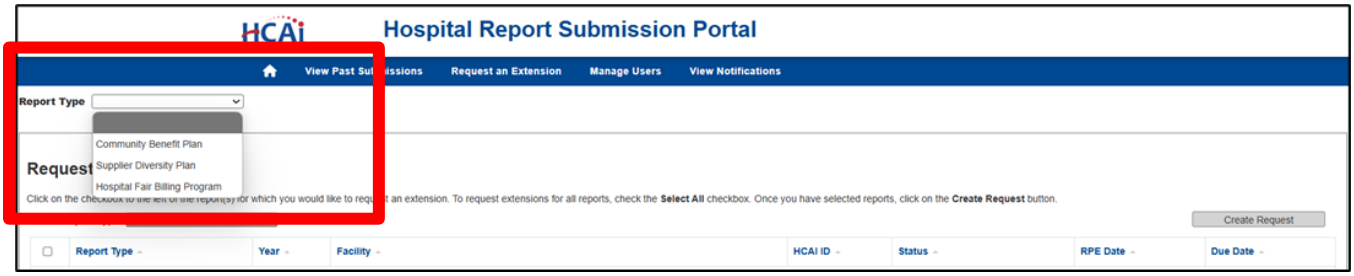
Start

Option #1 Manual Data Entry

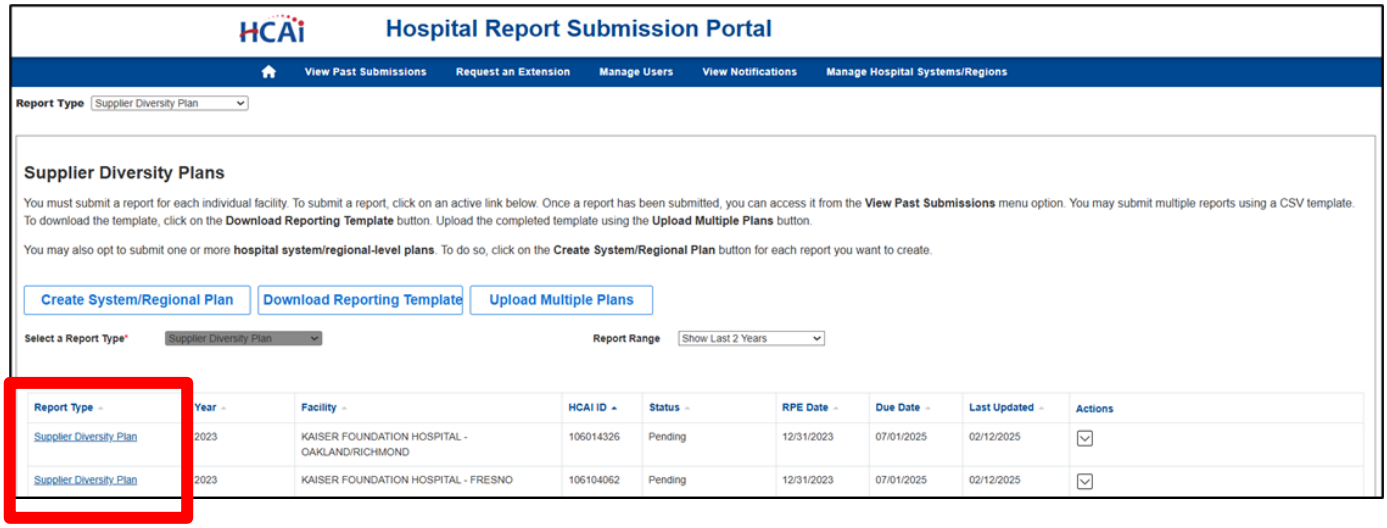
1. Go to the hospital report submission portal, also known as the Hospital Disclosures and Compliance (HDC) System, and login.



❷ Click on *"Report type"* and select *"Supplier Diversity Plan."*



❸ Select "*Supplier Diversity Plan*" under the column "*Report Type*" next to the individual facility you would like to submit a plan for.



❹ 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.

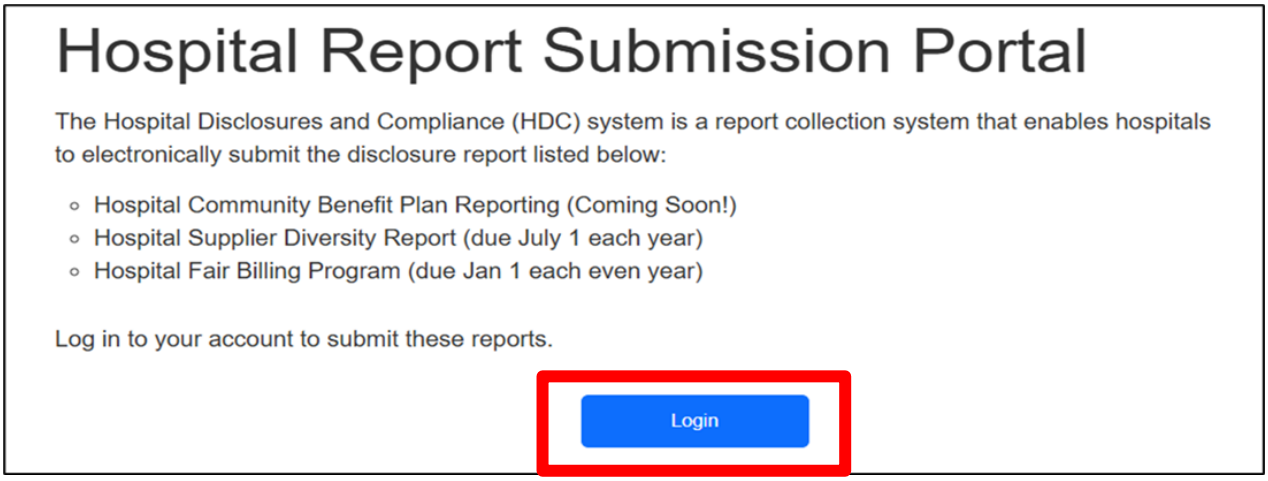
❺ Check the Report Certification Statement box. Click "*Submit.*"

- 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.*"

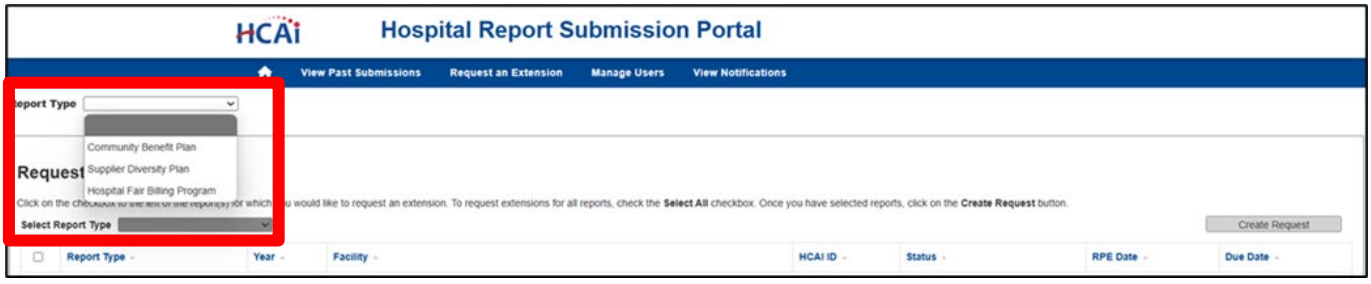
Option #2 CVS File Upload

****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****

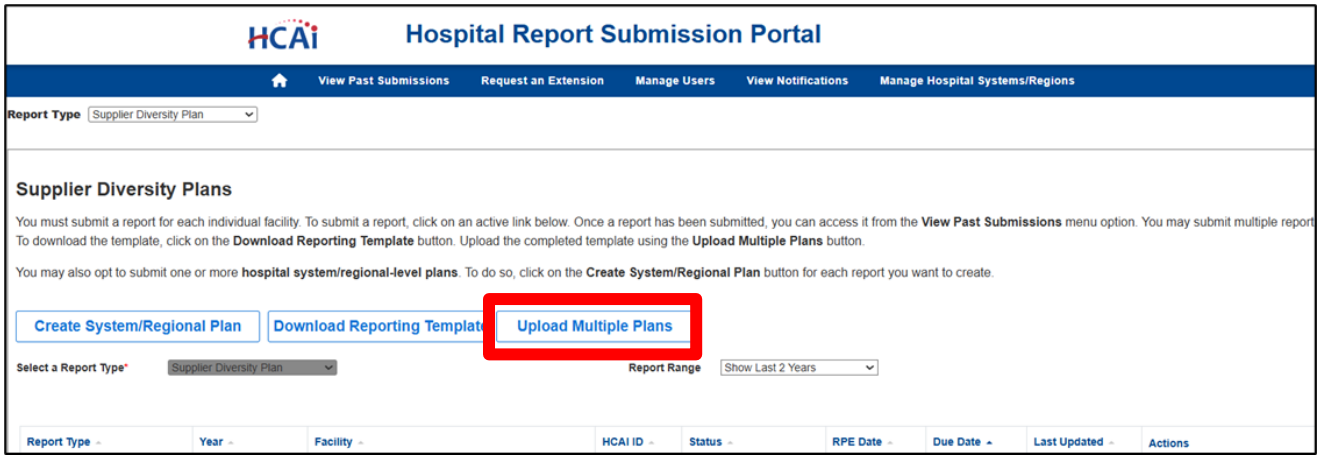
❶ Go to the hospital report submission portal, also known as the Hospital Disclosures and Compliance (HDC) System, and login.



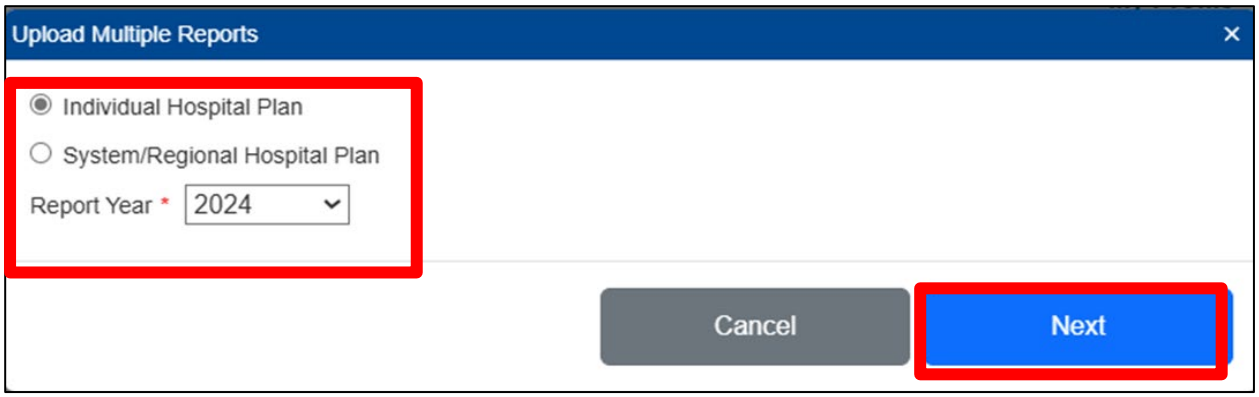
❷ Click on "*Report type*" and select "*Supplier Diversity Plan*."



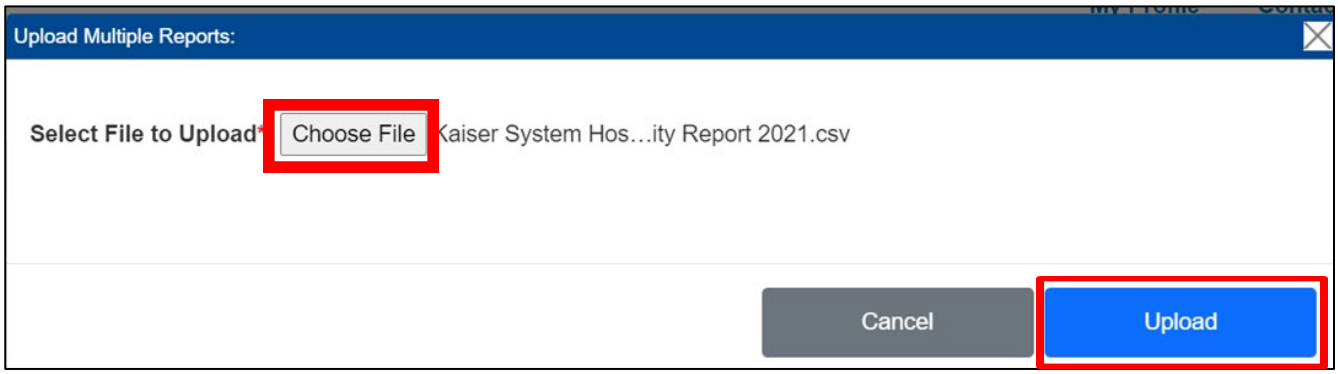
❸ Select *"Upload Multiple Reports."*



❹ Select *"Individual Hospital Plan"*, the "*Reporting Year*" and the *"Hospital Type"* and select *"Next."*



❺ Upload the CSV file and select *"Next"*.



***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.

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.