

Item #4: Hospital Equity Measures Program Updates

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General Information

- Reporting Period: January 1 through December 31, 2024 (prior calendar year)
- Hospital Equity Measures Reports are **due annually on September 30**.
 - If the due date falls on a holiday/weekend, reports submitted by the next business day will not be considered late.
- Hospitals may request for a **single, 60-day extension**, per report period, to file the report in the HDC System.
- [California Code of Regulations \(CCR\), Title 22 Section 95302](#) requires that each hospital and hospital system designate a primary and secondary contact person for the purpose of receiving compliance and informational communications regarding equity reports.
- [CCR, Title 22 Section 95309](#) authorizes HCAI to impose a civil fine of one-hundred dollars **(\$100) per day** for failure to file a timely report, with a maximum of \$5,000 per reporting period.
- Penalties imposed may be appealed pursuant to current appeals processes described in [California Code of Regulations, Title 22 Sections 95311 – 95316](#).

Extension Request

- [Health and Safety Code Section 127374 Subsection \(b\)](#), authorizes HCAI to grant a single 60-day extension, per report year, to file the Hospital Equity Measures Report. In accordance with [CCR Title 22, Section 95307](#), extension requests must be requested via the [Hospital Disclosures and Compliance \(HDC\) Report Submission Portal](#). Steps on how to complete this task can be found in the [QuickStart Guide-Requesting an Extension](#).

Extensions

2 Click "Request an Extension."

The screenshot shows the HCAI Hospital Report Submission Portal. The 'Request an Extension' button in the top navigation bar is highlighted with a red box. Below the navigation bar, there is a 'Report Type' dropdown menu and a 'My Reports' section with a 'Select a Report Type' dropdown and a 'Report Range' dropdown set to 'Show Last 2 Years'.

3 Select "Hospital Equity Measures Report" from the drop-down at the top of the page.

The screenshot shows the HCAI Hospital Report Submission Portal. The 'Report Type' dropdown menu is open, and 'Hospital Equity Measures Report' is selected. The 'Request an Extension' button is also highlighted with a red box. Below the dropdown, there is a 'Select Report Type' dropdown 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 HCAI Hospital Report Submission Portal. The 'Create Request' button is highlighted with a red box. Below the button, there is a table with columns: Report Type, Year, Facility/Hospital System, Type, HCAI ID, Status, RFE Date, and Due Date. The first row is highlighted with a red box.

Report Type	Year	Facility/Hospital System	Type	HCAI ID	Status	RFE Date	Due Date
Hospital Equity Measures Report	2024	ADVENTIST HEALTH TRINITY CITIES	Facility	106400048	Extension	10/31/2024	11/29/2025
Hospital Equity Measures Report	2024	ADVENTIST HEALTH SYSTEM	Hospital System		Pending	10/31/2024	09/30/2025

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 the HCAI Hospital Report Submission Portal. The 'Request an Extension' pop-up box is displayed. It contains a table with columns: Report Type, Year, Facility/Hospital System, Type, HCAI ID, Status, RFE Date, and Due Date. The first row is highlighted with a red box.

Report Type	Year	Facility/Hospital System	Type	HCAI ID	Status	RFE Date	Due Date
Hospital Equity Measures Report	2024	ADVENTIST HEALTH TRINITY CITIES	Facility	106400048	Extension	10/31/2024	11/29/2025
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For extension requests, approved on or before the original due date, the system will automatically set a new due date that is; 60 days from the original due date. For extension requests, approved after the original due date, the system will automatically assign a new date; 60 days from the submission date of the request. Approved extensions after the due date may be subjected to a fine.

Method of Submission

- Hospital Equity Measures Reports are to be submitted to the Department using the report submission portal also known as the Hospital Disclosures and Compliance (HDC) System: hdc.hcai.ca.gov.
- Two methods of submission:
 - Manual entry.
 - CSV File upload.
 - File must meet the file and format specifications.
 - File must be renamed before uploading to the HDC System.
- Supplemental Document:
 - Each equity report Supplemental Document shall be submitted by uploading a Portable Document Format (.pdf) file.
 - Documents submitted shall not be a scanned version or images of paper documents. Documents shall be submitted in machine-readable format.
 - All data and information in a supplemental document shall conform to the requirements as described in the California Health and Human Services Agency's "Data De-Identification Guidelines (DDG)," dated September 23, 2016.

Reporting Resources

HDC System Resources:

- [2024 List of Required Hospitals for Hospital Equity Measures Report Submission.](#)
- QuickStart Guide Series:
 - [Getting Started](#)
 - [Approving Another User for a Facility.](#)
 - [Requesting for a Report Extension.](#)
 - [Starting a New Report](#)
 - [Revising a Submitted Report](#)
- Hospital Equity Measures Reporting Templates:
 - General Acute Care Hospital ([PDF](#)) ([Excel](#))
 - Children's Hospital ([PDF](#)) ([Excel](#))
 - Acute Psychiatric Hospital ([PDF](#))([Excel](#))
 - Hospital System Level Report ([Excel](#))
- Training Webinar Recordings:
 - [Data De-Identification Guidelines \(DDG\) Recording:](#) This recording provides a walkthrough Data De-Identification and Risk Assessment.
 - [Data De-Identification PowerPoint Presentation.](#)
 - [HEM Report Submission Overview Recording:](#) This recording provides a walkthrough on how to request an extension and submit a report via the HDC system.
 - [HEM Report Submission Overview PowerPoint Presentation.](#)
 - [Training Webinar Q&A Summary](#)

Reporting Resources (cont.)

- [Hospital Equity Data Toolkit](#)
- [Hospital Equity Report: Measures Submission Guide](#)
 - [Methodology for Calculating All Cause, Unplanned, 30-Day Hospital readmission Rate, California Department of Health Care Access and Information](#)
 - [The California Health and Human Services Agency's 'Data De- Identification Guidelines \(DDG\),' version 1.0, dated September 23, 2016](#)

HCAI Technical Assistance:

- Webinars and Trainings
 - Training Webinar: Deep Dive into Hospital Equity Measures Reporting.
- Consultations on implementing the data de-identification guidelines
- Clarifying information in the Measures Submissions Guide
- Supporting hospitals in using HCAI's submission portal

Additional Resources

- Hospital Equity Measures Reporting Program [website](#).
- Hospital Equity Measures Advisory Committee [website](#).
- [Reporting Regulations](#)
- Submission Portal: [HDC System](#)
- If you have questions or concerns regarding the HDC system, please contact us via email at hospitalequity@hcai.ca.gov or via phone at (916) 326-3830.
- To receive email updates regarding the program, please [subscribe](#).