



QuickStart Guide Series

Utilization Report

1 Getting Started

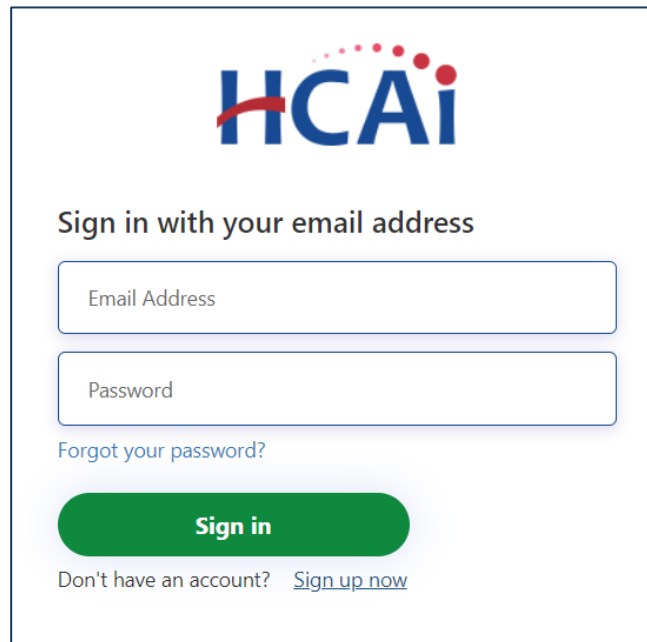
Start

1 Login to SIERA Utilization at <https://siera.hcai.ca.gov> by clicking .



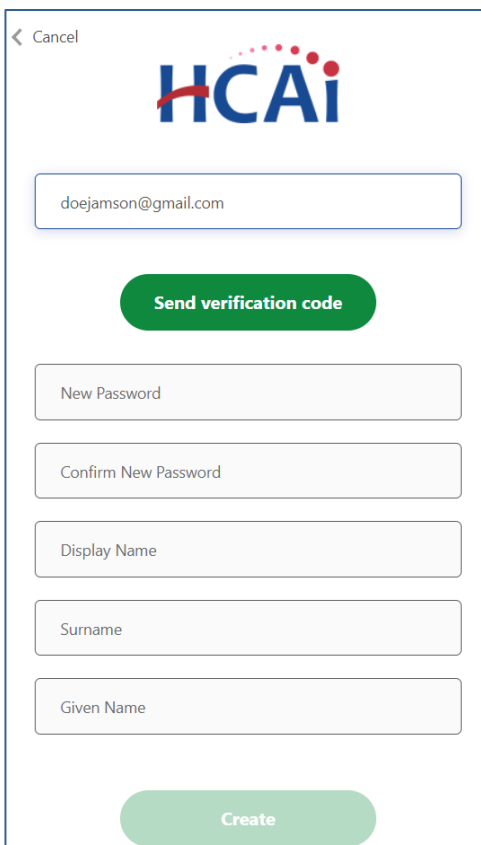
The screenshot shows the SIERA Portal login page. At the top left is the SIERA logo, which consists of a stylized mountain range above the word 'SIERA' and the tagline 'System for Integrated Reporting & Analytics'. To the right of the logo is the text 'SIERA Portal'. Below this, there is a prompt: 'To log into SIERA to submit or revise a report, click' followed by a blue 'Login' button. Underneath, a paragraph states: 'SIERA is used to submit and revise healthcare and pharmaceutical reports and submissions, such as:'. This is followed by a bulleted list of report types: Annual Financial Reports (hospitals and LTC facilities), Drug Pricing Reports (New drugs and WAC increases), Patient Level Data Reports (hospital inpatient, ambulatory surgery, and emergency department), Quarterly Financial and Utilization Reports (hospitals), SNF Annual Consolidated Financial Reports (LTC facilities), and Utilization Reports (hospital, LTC facility, primary care clinics, specialty clinics, and HHA/hospice). At the bottom of the page, there is a disclaimer: 'Authorization to access this system is restricted to authorized users. All other access is unauthorized and unlawful. This system is monitored for information security and proper usage. Your use of this system constitutes your consent that all of your system activities can be monitored. Unauthorized use may be subject to California Penal Code Section 502.' and a final line: 'By logging in I acknowledge I have read and understand the above statement.'

- 2 If you do not have an account set up, please click on “*Sign up now*” and fill in the following information:



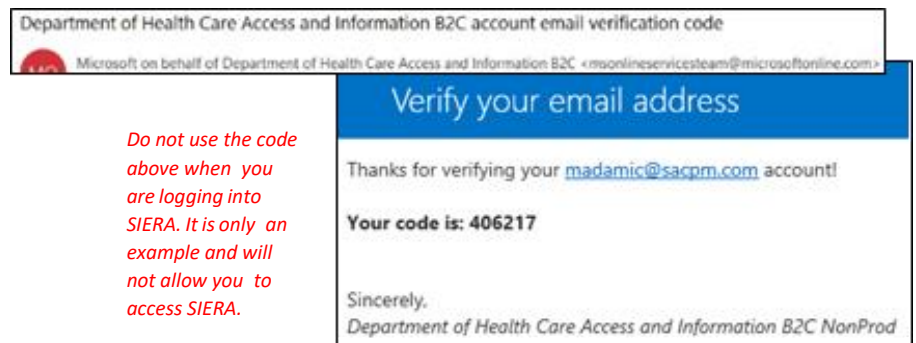
The screenshot shows the HCAi sign-in interface. At the top is the HCAi logo. Below it is the heading "Sign in with your email address". There are two input fields: "Email Address" and "Password". Below the password field is a link "Forgot your password?". A large green button labeled "Sign in" is centered below the fields. At the bottom, there is a link "Don't have an account? [Sign up now](#)".

- 3 Input email and then click on send verification code. Wait for the verification code to come into your mailbox. The email should be in your inbox within a few minutes.



The screenshot shows the HCAi account creation page. At the top left is a "Cancel" link. The HCAi logo is at the top center. Below it is an input field containing "doejamson@gmail.com". A large green button labeled "Send verification code" is below the email field. Below that are five input fields: "New Password", "Confirm New Password", "Display Name", "Surname", and "Given Name". At the bottom is a large green button labeled "Create".


(Example image of verification email):



- 4 Once verified, you can start filling in the remainder of the information and click “Create.”

The screenshot shows a mobile application interface for HCAi. At the top left is a back arrow and the text "Cancel". The HCAi logo is centered at the top. Below the logo, the text "E-mail address verified. You can continue now." is displayed. A text input field contains the email address "doenjoseph1@gmail.com". Below this is a blue button labeled "Change e-mail". There are two password input fields, each containing a series of dots. Below these are three text input fields: the first contains "JOSEPH", the second is labeled "Surname", and the third contains "DOEN". At the bottom center is a large green button labeled "Create".

- 5 To complete login, click on “Access Code.” If you did not receive an Access Code, please contact an HCAI representative to assist you with logging into the portal. Click on “contact your HCAI representative,” to complete the login.



SIERA Checkpoint

You have reached the HCAI SIERA system, but you have not been authorized to access the system. If you need access to SIERA to submit or manage data submissions, then please contact your facility's HCAI SIERA primary contact or user account administrator to have them add you as a user into the system.

If you have any questions or concerns, please contact your HCAI representative for assistance.

SIERA PortalLog Out

Access Code

Authorization to access this system is restricted to authorized users. All other access is unauthorized and unlawful. This system is monitored for information security and proper usage. Your use of this system constitutes your consent that all of your system activities can be monitored. Unauthorized use may be subject to California Penal Code Section 502.

By logging in I acknowledge I have read and understand the above statement.

- 6 You will be directed to the “Associate Yourself Using a PC Access Code.” The “Access Code,” information should be listed in the physical mail that was mailed to you along with your HCAI ID #:

Associate Yourself Using a PC Access Code

If you have been provided with an access code to associate yourself as the primary contact for a facility in SIERA, then enter the facility's HCAI ID and access code and click Submit. The HCAI ID and access code can be found in the letter sent to your facility's administrator.

If you need assistance, please contact the HCAI SIERA Utilization Help Desk at (916) 326-3854, or utilization@hcai.ca.gov.

HCAI ID:

Access Code:

SubmitCancel

The annual report submission is done via HCAI's SIERA website (<https://siera.hcai.ca.gov>). Please visit the Instruction Guide website below for instructions on how to use the Access Code. The instructions will guide you in how to access SIERA and associate yourself (or someone you designate) as your facility's primary contact for HCAI utilization reporting.

Instruction Guide: <https://hcai.ca.gov/wp-content/uploads/2020/10/1-Getting-Started-1.pdf>
HCAI ID: 406000000
Access Code: Circus-One1%7964

This is an example from the physical letter sent to your facility. Please locate the following Access Code information.

Do not use this code as it is an example and will not work if you input this into SIERA.

7 On this page, please review or revise your profile:

My Profile

To make a change to your profile, update the information below and then click the Update button. Items marked with an asterisk are required.

* Email: ? * Country: Reminder/Delinquent Emails: Receive Opt Out

Re-enter Email:

* First Name: * Street Line 1: ?

Middle Initial/Name:

Street Line 2:

* Last Name: * City:

Title: ? * State:

* Organization: ? * ZIP/Postal Code:

* Phone: ? Fax:

Associated Facilities ? HCAI ID Primary Contact [Associate Yourself with Access Code](#)

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- Email
- Name
- Title and organization
- Address
- Telephone number
- Password*

When ready, click . On the next page, click .

*The password must contain at least **16-64** characters, with at least one special character (!, @, #, \$, %, ^, &, and * only), one upper case alphabetic character, one lower case alphabetic character, and one number. Also, the password cannot match the email address.

🎯 If you already have a SIERA Utilization account. Go to “*My Profile Page*”.

The screenshot shows the 'Annual Utilization Reports' dashboard. At the top right, it says 'jameson Doe Logout'. Below the header, there are navigation tabs for 'Home' and 'User Administration'. Under 'User Administration', there is a sub-tab for 'My Profile'. A main menu includes 'Associate a User'. Below this, there is a table with columns: HCAI ID, Report Year, Report Period, Status, Due Date, History, and Original Submission. To the right of the table is a 'Summary' section with a table:

Summary ?	
2023 Licensed Facilities:	0
2023 Delinquent Facilities:	0

➤ Click on “*Associate Yourself*,” with an access code at the top of the facility listing section:

The screenshot shows a table with columns: 'Associated Facilities ?', 'HCAI ID', and 'Primary Contact'. Below the table are 'Update' and 'Cancel' buttons. A button labeled 'Associate Yourself with Access Code' is highlighted with a black border.

➤ You will be directed to “*Associate Yourself Using a PC Access Code*.” Enter the HCAI ID# and Access Code listed in your physical letter. Then click “*Submit*”:

The screenshot shows a form titled 'Associate Yourself Using a PC Access Code'. Below the title is a horizontal line. The text reads: 'Enter the HCAI ID and Access Code you have been provided to associate yourself as the primary contact (PC) for the healthcare facility.' There are two input fields: 'HCAI ID:' with the value '406000000' and 'Access Code:' with the value 'Buckle-Put10808'. At the bottom right are 'Submit' and 'Cancel' buttons.

- When the popup closes, you will now have access to the utilization reports for your facility listed under “*Associated Facilities*”:

Annual Utilization Reports SIERA User

Home User Administration ▾

My Profile

To make a change to your profile, update the information below and then click the Update button. Items marked with an asterisk are required.

* Email: ? * Country: ▾

Re-enter Email:

* First Name: * Street Line 1: ?

Middle Initial/Name:

* Last Name:

* City:

Title: ? * State: ▾

* Organization: ? * ZIP/Postal Code:

* Phone: ?

Fax:

Associated Facilities ?	HCAI ID	Primary Contact	Associate Yourself with Access Code
.HEALTHCARE SERVICES	406000000	None	

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- 8 Once your profile has been updated, you will be able to go to the *Home* page to submit, revise, and view your SIERA utilization reports. In addition, if you are the **primary contact** of your facility, then you will be able to add other new users and associate them to your facility.

Finish

If you have any questions about how to use SIERA Utilization, you will find help information in the Help links found at the bottom of most pages. For additional assistance, please contact the HCAI Utilization team at utilization@hcai.ca.gov or (916) 326-3854.