QuickStart Guide Series

Utilization Report

4 Starting a New Report

Start

❶ Login to SIERA Utilization at https://siera.hcai.ca.gov by clicking **Login** .

SIERA Portal

To log into SIERA to submit or revise a report, click **Login**

SIERA is used to submit and revise healthcare and pharmaceutical reports and submissions, such as:

- **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)
- **Utilization Reports** (hospital, LTC facility, primary care clinics, specialty clinics, and HHA/hospice)

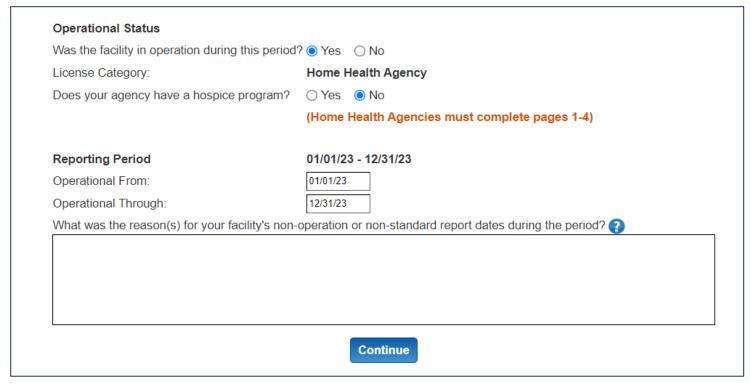Authorization to access this system is restricted to authorized users. All other access is unauthorized and unlawful. This system is monitored for information security and proper usage. Your use of this system constitutes your consent that all of your system activities can be monitored. Unauthorized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

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

❷ On the Homepage, you will find all of your reports that are available for submission, in progress of submission, or have been submitted and can now be revised. Utilization reports are displayed by report year, with the newest report on top. When you find the report you want to submit, click on its report date range link.

2023	01/01/2023-12/31/2023
2022	01/01/2022-12/31/2022

❸ The Operational Status and Report Period page will open.

Operational Status

Was the facility in operation during this period? ⦿ Yes ◯ No

License Category: **Home Health Agency**

Does your agency have a hospice program? ◯ Yes ⦿ No

(Home Health Agencies must complete pages 1-4)

Reporting Period   **01/01/23 - 12/31/23**

Operational From: 01/01/23

Operational Through: 12/31/23

What was the reason(s) for your facility's non-operation or non-standard report dates during the period? ❓
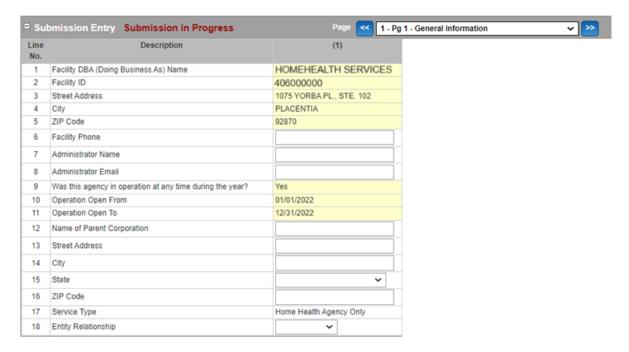
[Continue]

On this page you can modify:

- Operational status (yes or no)
- Service type (HHA and hospice only)
- Operational dates from and to

When ready, click the Continue button to proceed. The Utilization Submission page will open.

❹ In the Submission page you will enter information for your report. As you fill in the report details, you can stop at any time to save and validate the information.

If any errors are found, then *Edit Flags* in the section below the report.

A visual example below:

You should review all the errors, correct any errors marked as fatal, correct or explain any critical errors, and review any warning messages. Please refer to Quickstart Guide- Edits for more information about critical and fatal errors.

❺ You can save and validate the report as often as needed and when ready, you can submit the report to HCAI by clicking the **Submit** button.

❻ On the next page you will be asked to certify the information in the report. After certification, your submission is complete.

The report data may be reviewed by HCAI analysts and you may be contacted if there are questions or concerns.

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.