



# QuickStart Guide Series

## Utilization Report

### 2 Adding a New User

**Start**

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

Only a **primary contact** has the system rights to add users and associate new users to the same facilities as the primary contact.



The screenshot shows the SIERA Portal login page. At the top left is the SIERA logo with the tagline "System for Integrated Electronic Reporting & Auditing". To the right of the logo is the text "SIERA Portal". Below this, there is a blue button labeled "Login". To the left of the button is the text "To log into SIERA to submit or revise a report, click". Below the login button, there is a list of reports that can be submitted or revised through the system. At the bottom of the page, there is a disclaimer about system access and a statement of acknowledgment.

**SIERA**  
System for Integrated Electronic Reporting & Auditing

**SIERA Portal**

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

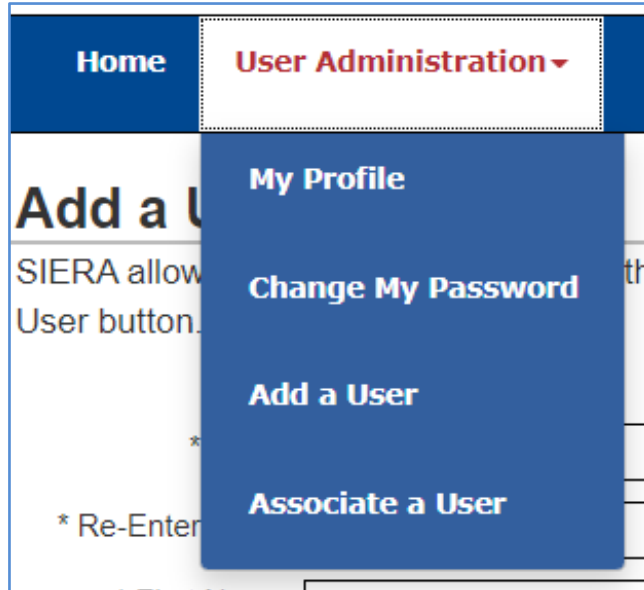
SIERA is used to submit and revise healthcare and pharmaceutical reports and submissions, such as:

- o **Annual Financial Reports** (hospitals and LTC facilities)
- o **Drug Pricing Reports** (New drugs and WAC increases)
- o **Patient Level Data Reports** (hospital inpatient, ambulatory surgery, and emergency department)
- o **Quarterly Financial and Utilization Reports** (hospitals)
- o **SNF Annual Consolidated Financial Reports** (LTC facilities)
- o **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.

2 Go to the *User Administration* tab and select *Add a User*.



3 On this page, enter the required information of the new user:

- Email
- First Name
- Middle Initial (optional)
- Last Name

➤ Next, select the facility you want to associate the new user with and then click **Add User**.

**Add a User**

SIERA allows authorized users to add other users so they can access SIERA. To add a new user, enter information about the user (values marked with an asterisk are required) and then click the Add User button.

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

\* Re-Enter Email:  Street Line 1:  ?

\* First Name:  Street Line 2:

Middle Initial/Name:  City:

\* Last Name:  State:

Title:  ? ZIP/Postal Code:



Organization:  ? Phone:  ?

Fax:

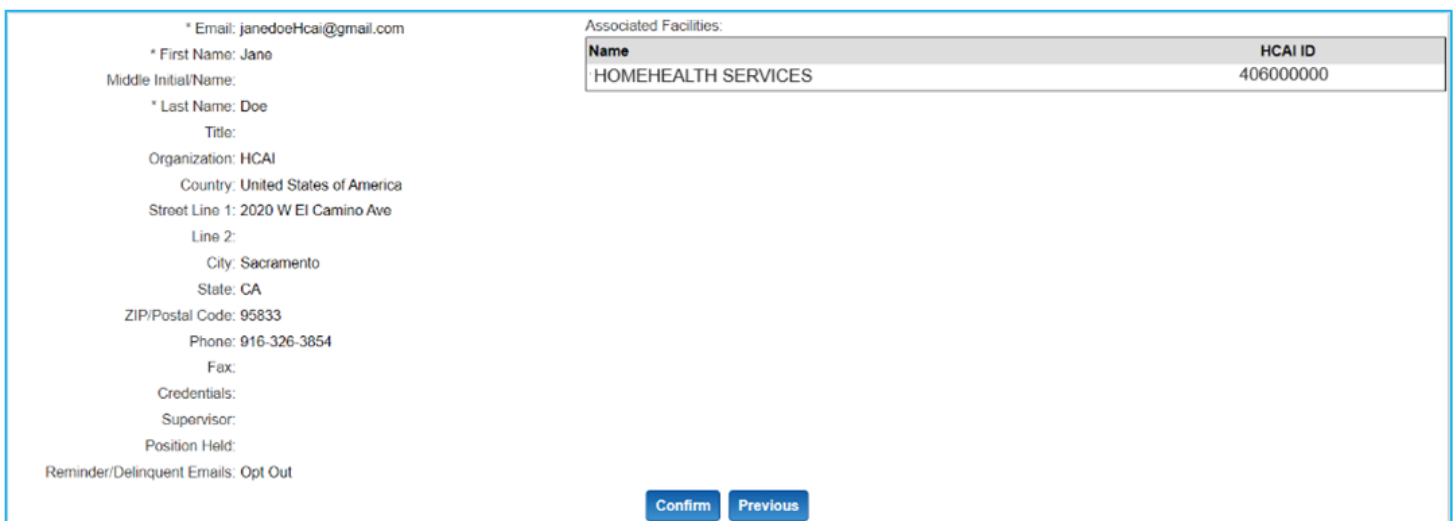
**Associated Facilities** Check the box next to the facility name to associate the user to the facility. ?

Select All	Name	HCAI ID	Apply Filter
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Clear
<input type="checkbox"/>	HOMEHEALTH SERVICES	40600001	
<input type="checkbox"/>	HEALTHCARE	40600002	
<input checked="" type="checkbox"/>	HOSPICE	40600003	

4 Once the new user's information has been added, they will receive an email from SIERA giving them instructions on how to access the system.

5 The new user will need to complete their *My Profile* page and change their password\*. When ready, click  . On the next page, click  .

Once completed, the new user will be able to go to the *Home* page to submit, revise, and view SIERA utilization reports.





\* Email: janedoeHcai@gmail.com

\* First Name: Jane  
Middle Initial/Name:  
\* Last Name: Doe  
Title:  
Organization: HCAI  
Country: United States of America  
Street Line 1: 2020 W El Camino Ave  
Line 2:  
City: Sacramento  
State: CA  
ZIP/Postal Code: 95833  
Phone: 916-326-3854  
Fax:  
Credentials:  
Supervisor:  
Position Held:  
Reminder/Delinquent Emails: Opt Out

Associated Facilities:

Name	HCAI ID
HOMEHEALTH SERVICES	406000000

\* The password must contain at least **16-68** 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 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](mailto:utilization@hcai.ca.gov) or (916) 326-3854.