osbpd
Office of Statewide Health Planning & Development

HOSPITAL ANNUAL DISCLOSURE REPORT

Complete Hospital Annual Financial Database

For Excel

41st Year through subsequent Disclosure Cycles

Report Periods Ended June 30, 2015 through June 29, 20xx

INTRODUCTION

The Office of Statewide Health Planning and Development (OSHPD) releases data products which contain each Hospital Annual Disclosure Report (HADR) submitted by California hospitals during a disclosure year. Since 1992, the HADR "Complete Database" has been available as a CD product containing page files and a line file formatted for COBOL or ASCII, that were extracted from a mainframe computer database.

In February 2010, OSHPD began processing annual financial disclosure reports using a new SQL database, which resulted in the need for a replacement product. After careful consideration of various options, OSHPD decided that an Excel-based product would meet the needs of the largest number of data users. The former CD product with page and line files will no longer be produced after the 33rd year (2007-08) disclosure cycle, because the mainframe database is no longer being updated.

The HADR Complete Database is available in one Excel format: Excel Version 2007. The file is fairly large, between 18 to 35 Mb, so you want to make sure your computer has enough memory and storage to accommodate such a large file. Working with sub-sets of the data is recommended.

To provide continuity with the Excel-based product, OSHPD has developed similar products for the 28th year (2002-03) through 39th year (2013-14) disclosure cycles. Due to changes in the reporting form that occurred after the 29th year (2003-04) disclosure cycle, this documentation applies only to Hospital Annual Disclosure Reports beginning after that disclosure cycle. Separate documentation exists for the 28th year (2002-03) through 40th year (2014-15) disclosure cycles.

This documentation applies to Hospital Annual Disclosure Reports for:

Financial Disclosure Cycle	Report Periods Ended	Through
41st Year (2015-16)	June 30, 2015	Current - June 29, 20xx

EXCEL VERSION 2007

File Layout

We took advantage of the 16,384 column limit available in Excel by displaying the data in a more traditional format, where each column represents a PCL on the report and each row contains the data for a single HADR. To stay within the column limit, Cost Allocation data (report pages 19, 20 and 20a) are on a separate worksheet. Each worksheet contains the same number of rows, with each HADR appearing on the same row in each worksheet.

Following are sample file layouts for the two worksheets. Beginning in column C, rows 1 through 4 indicate the HADR PCL reference and description. Beginning on row 5, columns A and B indicate the OSHPD Facility Number and Report Period End date, which is unique for each submitted HADR. Actual reported data begins in cell C:5.

Sample Excel Worksheet

	A	B	C	D	E	F	G
1		Page	0	0	0	0	0
2	Column	Column	1	1	1	1	1
3	Line	Line	1	2	3	4	5
4	Description	Description	Health Care Institution (Legal Name)	State (OSHPD) Facility Number	Facility (Doing Business As) Name	Hospital Business Phone	Medi-Cal Contract Provider Number
5	106010735	6/30/2013	ALAMEDA HOSPITAL DISTRICT	106010735	ALAMEDA HOSPITAL	(510) 522-3700	HSC00211F
6	106010739	12/31/2013	ALTA BATES MEDICAL CENTER	106010739	ALTA BATES MEDICAL CENTER	(510) 204-4444	HSC00305F
7	106010776	12/31/2013	CHILDREN'S HOSPITAL & RESEARCH CENTER OAKLAND	106010776	CHILDREN'S HOSPITAL & RESEARCH CENTER OAKLAND	(510) 428-3000	HSC00611F
8	106010782	12/31/2013	ADOLESCENT TREATMENT CENTERS, INC.	106010782	THUNDER ROAD CHEMICAL DEPENDENCY RECOVERY HOSPITAL	(510) 653-5040	
9	106010805	12/31/2013	EDEN MEDICAL CENTER	106010805	EDEN MEDICAL CENTER	(510) 727-2700	HSC00488G

Sample Excel Cost Allocation Worksheet

	A	B	C	D	E	F
1		Page	19	19	19	19
2	Column	Column	2	2	2	2
3	Line	Line	35	40	45	50
4	Description	Description	Cost Allocation Statistics Square Feet_Hospital Administration	Cost Allocation Statistics Square Feet_Governing Board Expense	Cost Allocation Statistics Square Feet_Public Relations	Cost Allocation Statistics Square Feet_Management Engineering
5	106010735	6/30/2013	9728			
6	106010739	12/31/2013	13345			
7	106010776	12/31/2013	8241		2183	
8	106010782	12/31/2013	831			
9	106010805	12/31/2013	15547		99	

EXCEL FILE VS. HOSPITAL ANNUAL DISCLOSURE REPORT

HADR PCL Labels

To help you identify the data located in each data file, download the PCL Label file, which includes the PCL reference (column D), an abbreviated description (column E), and full description (column F). The Excel 2007 worksheet and column references are also included for each field (columns G and H). A sample of the HADR PCL Label file follows:

HADR PCL Labels (Sample)

	A	B	C	D	E	F
1	Page	Col	Line	PCL	Data File Description	FULL Data File Description
2	0	1	1	P0_C1_L1	LEGAL_NAME	Health Care Institution (Legal Name)
3	0	1	2	P0_C1_L2	FAC_NO	State (OSHPD) Facility Number
4	0	1	3	P0_C1_L3	FAC_NAME	Facility (Doing Business As) Name
5	0	1	4	P0_C1_L4	PHONE	Hospital Business Phone
6	0	1	5	P0_C1_L5	MCAL_PRO#	Medi-Cal Contract Provider Number
7	0	1	6	P0_C1_L6	REG_MCAL#	Medi-Cal Non-Contract Provider Number
8	0	1	7	P0_C1_L7	MCAR_PRO#	Medicare Provider Number
9	0	1	8	P0_C1_L8	ADDRESS	Street Address
10	0	1	9	P0_C1_L9	CITY	City

Hospital Annual Disclosure Report Forms

You can also download a complete set of the HADR forms. The forms are included in a single Excel file, with a separate worksheet for each report page.

For the Excel 2007 file, the tables below summarize by HADR report page the beginning and ending columns where each report page is located. The pages related to the cost allocation (pages 19, 20a and 20) are in the second table.

HADR w/o Cost Allocation

Report Page	Description	Column Begin	Column End	No. of Fields
0	General Information and Certification	C	AI	33
1	Hospital Description	AJ	PZ	407
2	Services Inventory	QA	YH	216

Report Page	Description	Column Begin	Column End	No. of Fields
3.1 - 3.4	Related Hospital Information	YI	AQF	466
4	Patient Utilization Statistics	AQG	BDV	354
4.1	Patient Utilization Statistics by Payer	BDW	BPR	308
5	Balance Sheet - Unrestricted Fund	BPS	BVZ	164
5.1	Supplemental Long-Term Debt Information	BWA	CIH	320
5.2	Statement of Changes in Property, Plant & Equipment	CII	CJX	42
6	Balance Sheet - Restricted Fund	CJY	CNJ	90
7	Statement of Changes in Equity	CNK	CSQ	137
8	Income Statement	CSR	CZQ	182
9	Statement of Cash Flows	CZR	DDL	99
10	Summary of Revenue and Costs	DDM	FDG	1,347
12	Gross and Net Patient Revenue by Payer	FDH	HLX	1,577
14	Other Operating Revenue	HLY	HOL	66
15	Physician & Student Comp - Revenue Producing Centers	HOM	ISL	780
16	Physician & Student Comp - Non-Rev Producing Centers	ISM	JBT	242
17	Expense Trial Balance - Revenue Producing Centers	JBU	KRP	1,088
18	Expense Trial Balance - Non-Revenue Producing Centers	KRQ	LXC	819
21	Direct Payroll Costs - Revenue Producing Centers	LXD	OSE	1,900
21.1	Contract Labor Costs - Revenue Producing Centers	OSF	PGU	380
22	Direct Payroll Costs - Non-Revenue Producing Centers	PGV	RGS	1,350
22.1	Contract Labor Costs - Non-Revenue Producing Centers	RGT	RKW	108

HADR Cost Allocation

Report Page	Description	Column Begin	Column End	No. of Fields
19	Cost Allocation - Statistical Basis	C	BIU	1,605
20	Cost Allocation	BIV	ESV	2,289
20a	Cost Allocation - Short Form	ESW	FHD	372

HOSPITAL REPORTING REQUIREMENTS

Non-Comparable Reports

Some hospitals are not required to submit all HADR pages listed above by statute or because a reporting modification has been granted. Reporting modifications are primarily granted when the data to be reported are not comparable to data filed by other hospitals. Below is a summary of those hospitals that do not submit a "comparable" report. A list of the hospitals that submitted a non-comparable report in 2015 is provided on pages 8 and 9 of this documentation.

Hospital Type	Reporting Modification
Kaiser Hospitals	By law, Kaiser is allowed to submit consolidated financial statements (report pages 5 through 9) for its Northern and Southern Regions, and limited financial and utilization data for its individual hospitals. Gross patient revenue and related deductions from revenue (report page 12) are not reported because Kaiser does not record charges or bill its member patients.
LTC Emphasis Hospitals	There are four (4) large hospitals that primarily provide long-term care. Although each hospital submits a full disclosure report, OSHPD classifies the reports as "non-comparable" because the inclusion of their data may distort certain aggregations.
Psychiatric Health Facilities (County-operated)	County-operated Psychiatric Health Facilities (PHFs) are permitted to submit only report pages 0, 1, 2, 4, 4.1, and 8, because of their small size, unique patient-mix, and type of care. Non-county PHFs are required to submit all report pages.
Shriner's Hospitals	The two Shriner's hospitals are permitted to submit only report pages 0 through 9, because of their charitable mission and because patients are not billed for services.
State Hospitals	State-operated hospitals are permitted to submit only report pages 0, 1, 2, 4, 4.1, and 8, because of their unique patient-mix and type of care.
Short Period Reports	Hospitals with short reporting periods (e.g., 90 days or less) may be granted permission to submit only report pages 0 through 9, due to data comparability issues on report pages 12 through 22 with other hospitals. The short reporting periods typically result when a facility changes licensure or ownership.

Duplicate Reports

The Complete Data Set files may contain more than one HADR for a hospital. Duplicate reports occur when a facility changes ownership or licensure, or fiscal year end, during a reporting cycle. In some cases, the duplicate report is also a Short Period Report, as described above. When encountering duplicate reports, users should ascertain which report is most relevant or useful. This can be either the report covering the longest reporting period or the most recently submitted report.

Note: When a hospital changes ownership or licensure, the facility's name may also change. Accordingly, duplicate reports should be identified according to the OSHPD Facility Number, which is based on the hospital's location.

Consolidated Licenses and Reports

Upon meeting certain criteria (e.g., a single governing body, administration, and medical staff, and close proximity), the California Department of Public Health may issue a consolidated license to multiple hospital locations, whereby a single location is designated as the Parent Facility and each remaining location is designated as a Consolidated Facility. Hospitals that operate under a consolidated license typically use an integrated accounting system and submit a consolidated HADR under the OSHPD Facility Number of the Parent Facility.

When making year-to-year hospital comparisons, it's important to keep this licensing factor in mind. Currently, over 60 hospitals are operating with a consolidated license and submitting consolidated HADRs.

TECHNICAL SUPPORT

If you have questions or comments regarding the Complete Data Set, or any other OSHPD data product, please contact our Healthcare Information Resource Center at (916) 326-3802, or at HIRCWeb@oshpd.ca.gov.

HOSPITALS THAT SUBMIT NON-COMPARABLE REPORTS*

OSHPD ID	KAISER HOSPITALS	City
106074097	Kaiser Foundation Hospitals - Antioch	Antioch
106196035	Kaiser Foundation Hospitals - Baldwin Park	Baldwin Park
106196403	Kaiser Foundation Hospitals - Downey	Downey
106361223	Kaiser Foundation Hospitals - Fontana	Fontana
106014132	Kaiser Foundation Hospitals - Fremont	Fremont
106104062	Kaiser Foundation Hospitals - Fresno	Fresno
106190429	Kaiser Foundation Hospitals - Los Angeles	Los Angeles
106394009	Kaiser Foundation Hospitals - Manteca	Manteca
106334048	Kaiser Foundation Hospitals - Moreno Valley	Moreno Valley
106014326	Kaiser Foundation Hospitals - Oakland/Richmond	Oakland
106304409	Kaiser Foundation Hospitals - Orange County/Anaheim	Anaheim
106190432	Kaiser Foundation Hospitals - Panorama City	Panorama City
106410804	Kaiser Foundation Hospitals - Redwood City	Redwood City
106334025	Kaiser Foundation Hospitals - Riverside	Riverside
106314024	Kaiser Foundation Hospitals - Roseville	Roseville
106340913	Kaiser Foundation Hospitals - Sacramento	Sacramento
106370730	Kaiser Foundation Hospitals - San Diego	San Diego
106380857	Kaiser Foundation Hospitals - San Francisco	San Francisco
106431506	Kaiser Foundation Hospitals - San Jose	San Jose
106014337	Kaiser Foundation Hospitals - San Leandro	San Leandro
106210992	Kaiser Foundation Hospitals - San Rafael	San Rafael
106434153	Kaiser Foundation Hospitals - Santa Clara	Santa Clara
106494019	Kaiser Foundation Hospitals - Santa Rosa	Santa Rosa
106190431	Kaiser Foundation Hospitals - South Bay	Harbor
106342344	Kaiser Foundation Hospitals - South Sacramento	Sacramento
106410806	Kaiser Foundation Hospitals - South San Francisco	South San Francisco
106484044	Kaiser Foundation Hospitals - Vacaville	Vacaville
106070990	Kaiser Foundation Hospitals - Walnut Creek	Walnut Creek
106190434	Kaiser Foundation Hospitals - West LA	Los Angeles
106191450	Kaiser Foundation Hospitals - Woodland Hills	Woodland Hills
106480989	Kaiser Foundation Hospital Rehab Center - Vallejo	Vallejo
106434218	Kaiser Foundation P.H.F. - Santa Clara	Santa Clara
106015000	Kaiser Foundation Northern Region	Oakland
106191300	Kaiser Foundation Southern Region	Pasadena
OSHPD ID	LTC EMPHASIS HOSPITALS	City
106380842	Jewish Home	San Francisco
106196404	Joyce Eisenberg Keefer Medical Center	Reseda
106380865	Laguna Honda Hospital & Rehabilitation Center	San Francisco
106374055	San Diego County Psychiatric Hospital	San Diego

OSHPD ID	PSYCHIATRIC HEALTH FACILITIES	City
106044006	Butte County Mental Health - PHF	Chico
106105125	Central Star Psychiatric Health Facility	Fresno
106154160	Crestwood Psychiatric Health Facility – Bakersfield	Bakersfield
106344170	Crestwood Psychiatric Health Facility - Carmichael	Carmichael
106104089	Crestwood Psychiatric Health Facility - Fresno	Fresno
106344188	Crestwood Psychiatric Health Facility - Sacramento	Sacramento
106434220	Crestwood Psychiatric Health Facility – San Jose	San Jose
106484062	Crestwood Solano Psychiatric Health Facility	Solano
106094002	El Dorado County Mental Health - PHF	Placerville
106194981	La Casa Psychiatric Health Facility	Long Beach
106244027	Marie Green Psychiatric Center - PHF	Merced
106454068	Restpadd Psychiatric Health Facility	Redding
106344011	Sacramento Mental Health Treatment Center - PHF	Sacramento
106394003	San Joaquin - PHF	Stockton
106404046	San Luis Obispo County - PHF	San Luis Obispo
106424002	Santa Barbara Psychiatric Health Facility	Santa Barbara
106124004	Sempervirens - PHF	Eureka
106194967	Star View Adolescent - PHF	Torrance
106514001	Sutter-Yuba - PHF	Yuba City
106014207	Telecare Heritage - PHF	Oakland
106314029	Telecare Placer County - PHF	Roseville
106334457	Telecare Riverside County Psychiatric Health Facility	Indio
106444029	Telecare Santa Cruz - PHF	Santa Cruz
106504081	Telecare Stanislaus County - PHF	Modesto
106014226	Telecare Willow Rock Center - PHF	Alameda
OSHPD ID	SHRINER'S HOSPITALS	City
106190712	Shriner's Hospital - Los Angeles	Los Angeles
106344114	Shriner's Hospital - Northern California	Sacramento
OSHPD ID	STATE HOSPITALS	City
106400683	Atascadero State Hospital	Atascadero
106105051	Coalinga State Hospital	Coalinga
106301781	Fairview Developmental Center	Costa Mesa
106190958	Metropolitan State Hospital	Norwalk
106281266	Napa State Hospital	Imola
106361768	Patton State Hospital	Patton
106541123	Porterville State Hospital	Porterville
106491267	Sonoma Developmental Center	Eldridge
OSHPD ID	SHORT PERIOD REPORTS	City
106060870	Colusa Regional Medical Center	Colusa
106014050	Valleycare Medical Center	Pleasanton

*List based on 2015 HADR submission