

REQUESTS

NOTE: The regulations are identified by bold and italics.

The section number located at the top right corner of the first page of each regulation refers to the California Code of Regulations, Title 22, Division 7, Chapter 10, Article 8.

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT
CALIFORNIA PATIENT DATA REPORTING MANUAL

REQUEST FOR MODIFICATIONS TO
PATIENT DATA REPORTING

Section 97240

(a) Reporting facilities may file a request with the Office for modifications to Hospital Discharge Abstract Data, Emergency Care Data, or Ambulatory Surgery Data reporting requirements. The modification request shall be supported by a detailed justification of the hardship that full reporting of data would have on the reporting facility; an explanation of attempts to meet data reporting requirements; and a description of any other factors that might justify a modification. Modifications may be approved for no more than one year. Modifications to the data reporting requirements must be approved before data to which they apply will be accepted. Any modification to reporting requirements are subject to disclosure to data users.

(b) In determining whether a modification to data reporting requirements will be approved, the Office shall consider the information provided pursuant to subsection (a) and evaluate whether the requested modification would impair the Office's ability to process the data or interfere with the purposes of the data reporting programs under the Act.

(c) Reporting facilities that did not have any discharges or encounters that are required to be reported pursuant to Section 97213 (a) for a specific report period must inform the Office by using the No Data to Report screen available in the Office's online submission system or by submitting a completed No Data to Report form (OSH-ISD-772 Rev. July 2019). The information must be submitted on or before the required due date of the report period.

(d) Any facility that is not licensed to provide inpatient care, or does not provide Emergency Care encounters, or does not provide outpatient procedures, or is not licensed as a surgical clinic, and from whom such reporting is not therefore expected, is not required to file a No Data to Report form.

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EXTENSIONS OF TIME TO FILE REPORTS

Section 97241

(a) Extensions are available to reporting facilities that are unable to complete the submission of reports by the due date prescribed in Section 97211.

(1) Requests for extension shall be filed on or before the required due date of the report by using the extension request screen available through the Office's online submission system or by using the Patient Data Reporting Extension Request form (OSH-ISD-770 Rev. July 2019). Notices regarding the use of extensions days and new due dates, as well as notices of approval and rejection, will be e-mailed to the primary contact and Facility Administrator e-mail addresses provided by the facility. If a Designated Agent e-mail contact address has been provided by the facility, this contact will also be notified.

(2) The Office shall respond within 5 days of receipt of the request by either granting what is determined to be a reasonable extension or disapproving the request. The Office shall not grant extensions that exceed the maximum number of days available for the report period for all extensions. If a reporting facility submits the report prior to the due date of an extension, those days not used will be applied to the number of remaining extension days. A reporting facility that wishes to contest any decision of the Office shall have the right to appeal, pursuant to Section 97052.

(b) A maximum of 14 extension days will be allowed for all extensions and resubmittals of reports with discharges occurring on or after January 1, 2005.

(c) If a report is rejected on, or within 7 days before, or at any time after, any due date established by Subsection (c), or (d), of Section 97211, the Office shall grant, if available, an extension of 7 days. If less than 7 days are available all available extension days will be granted.

DISCUSSION

Pursuant to Section 97250, any reporting facility that does not file a data report by the due date is liable for a penalty of \$100 a day for each day the data report is late. Refer to Section 97045, Failure to File Required Reports.

System users who have been granted access may request an extension by utilizing the Extension Request link. An Extension Request form (OSH-ISD 770) is also available for download from the OSHPD website. Completed Extension

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Request forms can be mailed before the due date to OSHPD or faxed to the Activity Desk for consideration at (916) 327-1262.

A reporting facility must have extension days available in their balance of extension in order for their extension request to be granted, regardless of which extension request method is used.

When reporting facilities consolidate their licenses, they are then limited to the maximum of extension days per report period, whether a combined (single) data report or multiple data reports are submitted.

If an extension is not granted, penalties begin to accrue immediately after the due date. If the due date has passed, reporting facilities can still request an extension. The penalty is limited to the days between the original due date and the date that the extension is filed.

When an extension request is filed after the due date and is granted, a \$100 per day penalty is assessed against the reporting facility from the due date to the date the extension request was filed. When an extension request is denied, a \$100 per day penalty is assessed from the due date to the date the data report is filed.

Once the Office grants an extension request (whether through an online submission or extension request form), an email (if available) and a letter will be sent to the reporting facility. When an extension request is denied, written notification of the denial and an explanation of the basis for the denial will be sent to the reporting facility by Certified Mail. A reporting facility may appeal the denial, the same as a facility may appeal a penalty. An appeal does not stop the accrual of penalty liabilities.

The above text in (c) refers to the **automatic extension process** option.

Automatic extensions are given to a facility when data are formally rejected on, or within seven (7) days before, or at any time after, the original due date. After the due date, reporting facilities will receive automatic extension days after each formally rejected data submission until they have exhausted all available extension days.

OSHPD recommends that reporting facilities utilize the Test function when submitting data until they are within seven (7) days, or less, of the due date before making a determination to submit Formal. By doing so, reporting facilities can reduce the number of formal rejection email notifications and letters that are received.

Auto extensions are not granted for Test submissions.

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If the due date falls on a Saturday, Sunday, or holiday, the facility may submit data the next business day without penalty. Extension days are calendar days, not working days. Requests for extension do not prevent or stop the accrual of penalties unless the extensions are granted by OSHPD.

If an extension is granted and the reporting facility submits the data report in fewer days than allowed, OSHPD will consider only the extension days actually used.

(d) If the Office determines that the Office's online submission system was unavailable for data submission for one or more periods of 4 or more continuous supported hours during the 4 State working days before a due date established pursuant to Section 97211, the Office shall extend the due date by 7 days.