oshpd
Office of Statewide Health Planning & Development

HOSPITAL ANNUAL DISCLOSURE REPORT

Complete Hospital Annual Financial Database

For Excel

29th Year Disclosure Cycle

Report Periods Ended June 30, 2003 through June 29, 2004

November 2010

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line files will no longer be produced after the 33rd year (2007-08) disclosure cycle, because the mainframe database is no longer being updated.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 two Excel formats: one for individuals who have access to Excel Versions 2007 or 2010; and another version for individuals who are using Excel versions 1997 to 2003. The files are fairly large, between 32 to 39 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 new Excel-based product, OSHPD has developed similar products for the 28th year (2002-03) through 34th year (2008-09) 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 for the 29th year (2003-04) disclosure cycle. Separate documentation exists for the 28th yr (2002-03) and 30th year (2004-05) through 34th year (2008-09) disclosure cycles. A summary of the 30th year (2004-05) reporting form changes is included on pages 9 and 10 of this documentation.

This documentation applies to Hospital Annual Disclosure Reports for:

Financial Disclosure Cycle	Report Periods Ended	Through
29th Year (2003-04)	June 30, 2003	June 29, 2004

EXCEL VERSIONS 1997-2003

File Layout

Due to the 256-column limit of spreadsheets using 1997-2003 versions of Excel, OSHPD had to use two worksheets to include the approximately 450 hospital reports in a typical disclosure cycle in a single file. Instead of displaying the data for each hospital in a row, the data for each report are displayed in a column.

The first four columns of each worksheet indicate the Page-Column-Line (PCL) reference and a description based on the HADR. The first two rows of each worksheet (beginning in column E) contain the OSHPD Facility Number and Report Period End Date, which are unique to each submitted report. Each worksheet contains the same number of rows (17,125) with the PCL reference being on the same row in each worksheet. The first worksheet includes 250 reports,

with the remaining reports in the disclosure cycle on the second worksheet.

NOTE: This file was created using Excel 2007. If you are using Excel 97-2003 and are unable to open this file, you need to install the Microsoft Office Compatibility Pack for Excel File Formats. This patch is available for free at the Microsoft website.

Following is a sample file layout which shows the PCL headings in columns A-D, row 1. Beginning in column E, rows 1 and 2 display the OSHPD Facility Number and Report Period End Date, respectively.

Sample Excel 1997-2003 Worksheet

	A	B	C	D	E	F	G
1		Column	Line	Description	106010735	106010739	106010776
2	Page	Column	Line	Description	6/30/2003	12/31/2003	12/31/2003
3	0	1	1	Health Care Institution (Legal Name)	ALAMEDA HOSPITAL DISTRICT	ALTA BATES MEDICAL CENTER	CHILDREN'S HOSPITAL & RESEARCH CENTER OAKLAND
4	0	1	2	State (OSHPD) Facility Number	106010735	106010739	106010776
5	0	1	3	Facility (Doing Business As) Name	ALAMEDA HOSPITAL	ALTA BATES MEDICAL CENTER	CHILDREN'S HOSPITAL & RESEARCH CENTER OAKLAND
6	0	1	4	Hospital Business Phone	(510) 522-3700	(510) 204-4444	(510) 428-3000
7	0	1	5	Medi-Cal Contract Provider Number	HSC00211F	HSC00305F	HSC00611F
8	0	1	6	Medi-Cal Non-Contract Provider Number		ZZROOO71F	

EXCEL VERSIONS 2007 / 2010

File Layout

We took advantage of the 16,384 column limit available in the latest versions of 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 Financial and Utilization Data Excel Worksheet (2007 / 2010)

	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	6/30/2003	ALAMEDA HOSPITAL DISTRICT	106010735	ALAMEDA HOSPITAL	(510) 522-3700	HSC00211F
6	106010739	12/31/2003	ALTA BATES MEDICAL CENTER	106010739	ALTA BATES MEDICAL CENTER	(510) 204-4444	HSC00305F
7	106010776	12/31/2003	CHILDREN'S HOSPITAL & RESEARCH CENTER OAKLAND	106010776	CHILDREN'S HOSPITAL & RESEARCH CENTER OAKLAND	(510) 428-3000	HSC00611F
8	106010782	12/31/2003	ADOLESCENT TREATMENT CENTERS, INC.	106010782	THUNDER ROAD CHEMICAL DEPENDENCY RECOVERY HOSPITAL	(510) 653-5040	
9	106010805	12/31/2003	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	6/30/2003	9728			
6	106010739	12/31/2003	13345			
7	106010776	12/31/2003	8241		2183	
8	106010782	12/31/2003	831			
9	106010805	12/31/2003	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 2007/2010 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 2003 file, the table below summarizes by HADR report page the beginning and ending rows where each report page is located in the spreadsheet.

Report Page	Description	Row Begin	Row End	No. of Fields
0	General Information and Certification	3	33	32
1	Hospital Description	34	440	407
2	Services Inventory	441	656	216
3.1 - 3.4	Related Hospital Information	657	1,122	466
4	Patient Utilization Statistics	1,123	1,476	354
4.1	Patient Utilization Statistics by Payer	1,477	1,784	308
5	Balance Sheet - Unrestricted Fund	1,785	1,948	164
5.1	Supplemental Long-Term Debt Information	1,949	2,268	320
5.2	Statement of Changes in Property, Plant & Equipment	2,269	2,310	42
6	Balance Sheet - Restricted Fund	2,311	2,400	90
7	Statement of Changes in Equity	2,401	2,537	137
8	Income Statement	2,538	2,719	182
9	Statement of Cash Flows	2,720	2,818	99
10	Summary of Revenue and Costs	2,819	4,168	1,350
12	Gross and Net Patient Revenue by Payer	4,169	5,743	1,575
14	Other Operating Revenue	5,744	5,809	66
15	Physician & Student Comp - Revenue Producing Centers	5,810	6,667	858
16	Physician & Student Comp - Non-Rev Producing Centers	6,668	6,947	280
17	Expense Trial Balance - Revenue Producing Centers	6,948	8,049	1,102
18	Expense Trial Balance - Non-Revenue Producing Centers	8,050	8,933	884
19	Cost Allocation - Statistical Basis	8,934	10,542	1,609
20	Cost Allocation	10,543	12,874	2,332
20a	Cost Allocation - Short Form	12,875	13,246	372
21	Direct Payroll Costs - Revenue Producing Centers	13,247	15,196	1,950
21.1	Contract Labor Costs - Revenue Producing Centers	15,197	15,586	390
22	Direct Payroll Costs - Non-Revenue Producing Centers	15,587	17,011	1,425
22.1	Contract Labor Costs - Non-Revenue Producing Centers	17,012	17,125	114

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 Financial and Utilization Data

Report Page	Description	Column Begin	Column End	No. of Fields
0	General Information and Certification	C	AG	32
1	Hospital Description	AH	PX	407
2	Services Inventory	PY	YF	216
3.1 - 3.4	Related Hospital Information	YG	AQD	466
4	Patient Utilization Statistics	AQE	BDT	354
4.1	Patient Utilization Statistics by Payer	BDU	BPP	308
5	Balance Sheet - Unrestricted Fund	BPQ	BVX	164
5.1	Supplemental Long-Term Debt Information	BVY	CIF	320
5.2	Statement of Changes in Property, Plant & Equipment	CIG	CJV	42
6	Balance Sheet - Restricted Fund	CJW	CNH	90
7	Statement of Changes in Equity	CNI	CSO	137
8	Income Statement	CSP	CZO	182
9	Statement of Cash Flows	CZP	DDJ	99
10	Summary of Revenue and Costs	DDK	FDH	1,350
12	Gross and Net Patient Revenue by Payer	FDI	HLW	1,575
14	Other Operating Revenue	HLX	HOK	66
15	Physician & Student Comp - Revenue Producing Centers	HOL	IVK	858
16	Physician & Student Comp - Non-Rev Producing Centers	IVL	JGE	280
17	Expense Trial Balance - Revenue Producing Centers	JGF	KWO	1,102
18	Expense Trial Balance - Non-Revenue Producing Centers	KWP	MEO	884
21	Direct Payroll Costs - Revenue Producing Centers	MEP	PBO	1,950
21.1	Contract Labor Costs - Revenue Producing Centers	PBP	PQO	390
22	Direct Payroll Costs - Non-Revenue Producing Centers	PQP	RTJ	1,425
22.1	Contract Labor Costs - Non-Revenue Producing Centers	RTK	RXT	114

HADR Cost Allocation

Report Page	Description	Column Begin	Column End	No. of Fields
19	Cost Allocation - Statistical Basis	C	BIY	1,609
20	Cost Allocation	BIZ	EUQ	2,332
20a	Cost Allocation - Short Form	EUR	FIY	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 2008 is provided on pages 7 and 8 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 will be granted permission to 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
106301132	Kaiser Foundation Hospitals - Anaheim	Anaheim
106196035	Kaiser Foundation Hospitals - Baldwin Park	Baldwin Park
106190430	Kaiser Foundation Hospitals - Bellflower	Bellflower
106364110	Kaiser Foundation Hospitals - Chemical Dep Program	Fontana
106361223	Kaiser Foundation Hospitals - Fontana	Fontana
106104062	Kaiser Foundation Hospitals - Fresno	Fresno
106380857	Kaiser Foundation Hospitals - Geary (SF)	San Francisco
106190431	Kaiser Foundation Hospitals - Harbor City	Harbor City
106010858	Kaiser Foundation Hospitals - Hayward	Hayward
106010856	Kaiser Foundation Hospitals - Oakland Campus	Oakland
106190432	Kaiser Foundation Hospitals - Panorama City	Panorama City
106410804	Kaiser Foundation Hospitals - Redwood City	Redwood City
106334025	Kaiser Foundation Hospitals - Riverside	Riverside
106340913	Kaiser Foundation Hospitals - Sacramento / Roseville	Sacramento
106370730	Kaiser Foundation Hospitals - San Diego	San Diego
106431506	Kaiser Foundation Hospitals - San Jose	San Jose
106210992	Kaiser Foundation Hospitals - San Rafael	San Rafael
106434153	Kaiser Foundation Hospitals - Santa Clara	Santa Clara
106494019	Kaiser Foundation Hospitals - Santa Rosa	Santa Rosa
106342344	Kaiser Foundation Hospitals - South Sacramento	Sacramento
106410806	Kaiser Foundation Hospitals - South San Francisco	South San Francisco
106190429	Kaiser Foundation Hospitals - Sunset	Los Angeles
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
106015000	Kaiser Foundation Northern Region	Oakland
106191300	Kaiser Foundation Southern Region	Pasadena
OSHPD ID	**LTC EMPHASIS HOSPITALS**	**City**
106380842	Hebrew Home for the Aged Disabled	San Francisco
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
106094002	El Dorado County Mental Health - PHF	Placerville
106104089	Fresno County - PHF	Fresno
106194981	La Casa Psychiatric Health Facility	Long Beach
106244027	Marie Green Psychiatric Center - PHF	Merced

OSHPD ID	PSYCHIATRIC HEALTH FACILITIES (con't)	City
106334457	Oasis Psychiatric Health Facility	Indio
106014113	S.T.A.R.S - PHF	San Leandro
106344011	Sacramento County Mental Health Center - PHF	Sacramento
106394003	San Joaquin County Mental Health - PHF	Stockton
106424002	Santa Barbara County - PHF	Santa Barbara
106124004	Sempervirens - PHF	Eureka
106451019	Shasta County Mental Health Services - PHF	Redding
106194967	Star View Adolescent - PHF	Torrance
106514001	Sutter-Yuba - PHF	Yuba City
106314029	Telecare Placer County - PHF	Roseville
106484028	Telecare Solano - PHF	Fairfield
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**
106431013	Agnews State Hospital	San Jose
106400683	Atascadero State Hospital	Atascadero
106105051	Coalinga State Hospital	Coalinga
106301781	Fairview Developmental Center	Costa Mesa
106191014	Lanterman State Hosp & Developmental Center	Pomona
106190958	Metropolitan State Hospital	Norwalk
106281266	Napa State Hospital	Imola
106281297	Nelson M Holderman Memorial Hospital	Yountville
106361768	Patton State Hospital	Patton
106541123	Porterville State Hospital	Porterville
106491267	Sonoma Developmental Center	Eldridge

*List based on 2003 HADR submission

SUMMARY OF HOSPITAL ANNUAL DISCLOSURE REPORT CHANGES

In July 2003, OSHPD adopted regulations that changed the hospital annual reporting requirements. Below is a summary of the changes to the 30th year (2004-05) Hospital Annual Disclosure Report.

Report Page 0 – General information and Certification

Added Hospital Web site Address (line 16), Organization Name of report preparer (line 24), and Business E-mail Address of report preparer (line 27). Several other items were re-numbered.

Report Page 1 – Hospital Description

Added indicators (column 1, lines 45, 50 and 55) if the hospital has a Neonatal Intensive Care Unit (NICU) that has been approved as a standard by the California Children's Services (CCS) Branch of the Department of Health Care Services. There are three approved standards: Regional, Community or Intermediate. Standards for NICUs are located in Chapter 3.25 of the CCS Manual of Procedures.

Report Page 2 – Services Inventory

The number of service codes was reduced from nine (9) to four (4). A cross-reference between the former and current codes follows:

For Report Periods Ended Before June 30, 2004		For Report Periods Ended On or After June 30, 2004	
Service Code	**Description**	**Service Code**	**Description**
1	Separately organized, staffed, and equipped unit of hospital.	1	Service is available at the hospital.
2	Service maintained in hospital.	1	Service is available at the hospital.
3	Service contracted, but hospital based.	1	Service is available at the hospital.
4	Service not maintained in hospital, but available from outside contractor or other hospital.	2	Service is available through arrangement at another health care entity.
5	Service not maintained in hospital, but shared with another hospital under contract.	2	Service is available through arrangement at another health care entity.
6	Service not available.	3	Service is not available.
7	Special code for clinical services.	4	Special code for clinical services provided in emergency department.
8	Service available, but not billed by hospital.	1	Service is available at the hospital.
9	Service available, but not used during reporting cycle.	1	Service is available at the hospital.

SUMMARY OF HADR CHANGES (con't)

Report Page 4 - Patient Utilization Statistics

Added a Live Birth Summary (lines 600 through 625) to report live natural births and Cesarean Section births in various hospital locations. Previously, only deliveries performed in Labor and Delivery were reported. Hospitals are required to report live Natural Births (column 2) and Cesarean Section births (column 3) that occurred in Labor and Delivery (line 600), Surgery and Recovery (line 605), Alternate Birthing Center (line 610), Obstetrics Acute (line 615), and Emergency Services and other areas within the hospital (line 620).

The standard unit of measure (SUM) for several revenue/cost centers was changed:

Revenue / Cost Center	Line No.	Former SUM	Revised SUM
Cardiology Services	285	RVS Units	Procedures
Radiology-Diagnostic	300	RVS Units	Procedures
Radiology-Therapeutic	305	RVS Units	Procedures
Nuclear Medicine	310	RVS Units	Procedures
Magnetic Resonance Imaging	315	MRI Minutes	MRI Procedures
Ultrasonography	320	RVS Units	Procedures
Respiratory Therapy	325	RT Treatments	RT Adj. Patient Days
Physical Therapy	360	30 Minute Sessions	15 Minute Sessions
Occupational Therapy	370	30 Minute Sessions	15 Minute Sessions

Report Page 18 – Expense Trial Balance – Non-Revenue Producing Centers

The standard unit of measure (SUM) for three cost centers was changed.

Cost Center	Line No.	Former SUM	Revised SUM
Communications	135	Avg. No. Hospital Employees	Paid Hospital FTEs
General Accounting	155	Avg. No. Hospital Employees	Paid Hospital FTEs
Personnel	225	Avg. No. Hospital Employees	Paid Hospital FTEs
Nursing Administration	260	Avg. No. Nursing Personnel	Prod. Nursing FTEs