



2020 West El Camino Avenue, Suite 1100
Sacramento, CA 95833
hcai.ca.gov



December 04, 2023

RE: Annual Utilization Report of Home Health Agencies and Hospices . ACH

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Dear Facility Administrator:

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This is a reminder letter from the Department of Health Care Access and Information, formerly the Office of Statewide Health Planning and Development, regarding the Annual Utilization Report of Home Health Agencies and Hospices. As stated in Section 74729, Division 5, Title 22 of the California Code of Regulations for home health agencies and Section 1750(c) of the Health and Safety Code for hospices, all home health agencies and hospices licensed by the State of California are required to complete and submit an Annual Utilization Report (AUR) of Home Health Agencies and Hospices by March 15, every year for the preceding calendar year's data. The report must be submitted electronically using the SIERA website (<https://siera.hcai.ca.gov/>). The due date of the 2023 Annual Utilization Report is Friday, 3/15/2024. SIERA is scheduled to begin accepting 2023 reports on January 1, 2024.

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To submit the utilization report using the SIERA system, an email login and password are required. If you have forgotten your password, you can reset your password using the [lost password? link](#) at the bottom of the Login screen. SIERA will send a link to reset your password to the email address on file. Also, please review and correct any contact information (phone number, address and email address) on the user profile after you logged in.

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Please visit the HCAI SIERA Utilization website for blank report forms, instructions, announcements, and updates on availability of the 2023 Annual Utilization Reports: <https://hcai.ca.gov/utilization>.

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If you have any other questions about SIERA, logging into the system, or submitting utilization reports, please contact the HCAI Utilization team at (916) 326-3854 or email at utilization@hcai.ca.gov.

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Sincerely,

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A handwritten signature in black ink that reads 'Jim Xiong'.

Jim Xiong
Manager
Utilization and License Data Unit