

DAVE User Manual: Annual Audited Financial Statement Submission

Starting August 1, hospitals are required to submit their System level Annual Audited Financial Statement PDF via the hMetrix Data Analytics and Verification Engine (DAVE) portal.

Important: Submissions must consist of one single PDF file per hospital or health system.

1. Accessing DAVE

1.1 Logging In

1. Navigate to the DAVE production portal: <https://hscrcdave1.hmetrix.com/>.
2. Enter your registered email address in the Username field and click Next.
3. Enter your password on the following screen and click Log In.

1.2 Resetting Your Password

1. On the login screen, click Reset your password?.
2. Enter the email address associated with your account and click Send Link.
3. Check your email for a password reset link (valid for 24 hours).
4. Click the link to set and confirm your new password.
5. Save the new password and log in using your updated credentials.

2. File Submission Guidelines

2.1 Standard Naming Convention

Files must follow the mandatory naming convention before uploading:

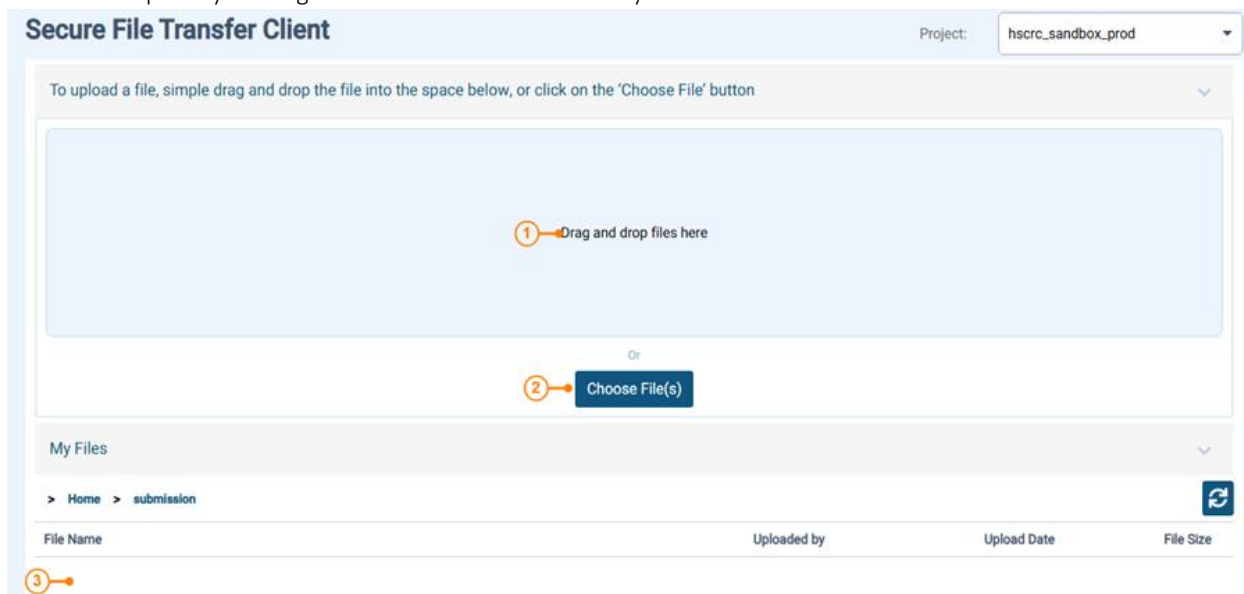
FY[YY]_Audited_Financial_[SystemName].pdf

Example: FY26_Audited_Financial_Meritus.pdf

Please see approved SystemName for all hospitals in Section 4 below.

2.2 Submission Steps

1. Log in to DAVE and select Production File Submission from the main menu.
2. In the file directory window at the bottom of the screen, click to open the submission/ folder.
3. Upload your single consolidated PDF file directly into this folder.



3. Tasks, Notifications, & Extensions

- System-Level Submissions: The task for the Annual Audited Financial Statement is submitted at the system level, but the task itself is anchored under one hospital per system in DAVE
- User Permissions: All users with financial data permissions are automatically granted access to this task. Please log in to DAVE prior to the deadline to verify that appropriate staff members have task access. If updates to mapping or access are needed, contact hscrc@hmetrix.com
- Automated Email Notifications: DAVE will send automated emails when
 - The submission task is created
 - The submission due date is approaching (reminders).
 - A file has been successfully submitted (confirmation).
- Extensions & Resubmissions: If additional time is required, hospitals may request an extension directly through DAVE. Revised files may also be resubmitted following approval from HSCRC.

4. System Mapping & File Naming Reference Table

Use the approved SystemName string listed below when formatting your file name

Health System / Hospital Name	Approved SystemName String	Anchor Hospital ID	All Hospitals in System
Adventist HealthCare	Adventist	210016	214013, 210060, 210087, 213029, 210089, 210057, 210016
Ascension Saint Agnes	Ascension or Agnes	210011	210011
ChristianaCare	ChristianaCare	210032	210032
Encompass Health	Encompass	213028	213028, 213030
Johns Hopkins Medicine	Hopkins or JHH	210009	210009, 210022, 210029, 210048
LifeBridge Health	LifeBridge or LBH	210012	210012, 210013, 210033, 210040, 210064
Luminis Health	Luminis	210023	210023, 210051, 214020
MedStar Health	MedStar	210015	210015, 210018, 210024, 210028, 210034, 210056, 210062
Meritus Health	Meritus	210001	210001, 214003
TidalHealth	Tidal	210019	210045, 210019, 210061
Trinity Health	Trinity	210004	210004, 210065
UPMC Western Maryland	UPMC or WesternMaryland	210027	210027
University of Maryland Medical System	UMMS or University of Maryland Medical	210002	210002, 210003, 210006, 210010, 210030, 210035, 210037, 210038, 210043, 210049, 210055, 210058, 210063, 210088, 210333, 213300, 214022, 218992

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WVU Medicine / Garrett	WVU or Garrett	210017	210017
CalvertHealth	Calvert	210039	210039
Frederick Health	Frederick	210005	210005
Greater Baltimore Medical Center	GBMC or GreaterBaltimore	210044	210044
Mercy Medical Center	Mercy	210008	210008
Sheppard Pratt	Sheppard or Pratt	214000	214000