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## Birth Center Annual Reporting (BCAR) System Registration Notification – Questions and Answers

The Agency for Health Care Administration (Agency) maintains an online system for filing Birth Center Annual Reports to allow providers to submit data in accordance with the requirements of section 383.327(4), Florida Statutes (F.S.) and section 59A-11.019, Florida Administrative Code (F.A.C.). The Birth Center Annual Reporting (BCAR) system allows authorized birth center representatives to enter, save and retrieve client information throughout the reporting period. The cumulative data can then be submitted to the Agency at the end of the reporting period.

Access to the BCAR system is through the AHCA Portal, the Agency's single sign-on (SSO) portal, located at:

<https://apps.ahca.myflorida.com/SingleSignOnPortal/Login.aspx?ReturnUrl=%2fSingleSignOnPortal>. Each person authorized to submit data for a birth center must have an authorized AHCA Portal account and an approved BCAR user agreement in order to use the system.

- **AHCA Portal Account:** New user registration is initiated from the AHCA Portal login screen (see above link). Persons who currently have access to the Background Screening Clearinghouse, Online Licensing or other system currently available through the AHCA Portal will use their existing user ID and password and should not create a new AHCA Portal registration. Persons who do not currently have access to this portal can find detailed written instructions on the Agency's birth center licensure web page: [http://ahca.myflorida.com/MCHQ/Health\\_Facility\\_Regulation/Hospital\\_Outpatient/birthinquiry.shtml](http://ahca.myflorida.com/MCHQ/Health_Facility_Regulation/Hospital_Outpatient/birthinquiry.shtml).

Video instruction is available for registering to use the AHCA Portal and Background Screening Clearinghouse. The registration process is identical for the BCAR system. The Clearinghouse instructional video may be found online at <https://www.youtube.com/watch?v=NehJeDC7ejw&feature=youtu.be>.

- **BCAR User Agreement:** All persons who will be entering data must register. The administrator of record for the birth center must sign the user agreement before it is sent to the Agency for approval.

**The online BCAR system must be used to report client information for the reporting period of July 1 of the previous year through June 30 of the current year. The annual report must be submitted to the Agency through the online BCAR system each year by July 30 in order to avoid a late fine.**

### Questions and Answers - Registration

1. What is the deadline to register for access to the BCAR system?

*A: There is no set deadline for registering, although the deadline to submit the Birth Center Annual Report without penalty each year is July 30. Birth centers are encouraged to register users as soon as licensed as required data may be entered throughout the year.*



2. How long does it take to register and get access?

A: *Getting access to the AHCA Portal is immediate. A new user can then complete a BCAR agreement. Access to submit reports will depend on how soon a signed user agreement is submitted to the Agency.*

3. How many registered users can a facility have?

A: *There is no limit on the number of users. The facility may want to limit access for quality assurance and accountability.*

4. If I report data for more than one licensed birth center, do I need separate agreements for each?

A: *Yes. You should have only one AHCA Portal User ID and password, but you will need to create a separate user agreement for each birth center.*

If you have additional questions, please reach out to:

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(850) 412-4549 or by email at  
[hospitals@ahca.myflorida.com](mailto:hospitals@ahca.myflorida.com)