



**STATE HEALTH PLANNING  
AND DEVELOPMENT AGENCY**  
DEPARTMENT OF HEALTH - KA 'OIHANA OLAKINO

**JOSH GREEN, M.D.**  
GOVERNOR OF HAWAII  
KE KIA'ĀINA O KA MOKU'ĀINA 'O HAWAII

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ADMINISTRATOR

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1177 Alakea St., #402, Honolulu, HI 96813 Phone: 587-0788 Fax: 587-0783 www.shpda.org

January 7, 2025

Dear Healthcare Provider:

**Re: DOH/SHPDA HEALTHCARE UTILIZATION SURVEY for Calendar Year 2024**  
**TIME SENSITIVE – Deadline May 31, 2025**

Pursuant to Section 323D-18, Hawaii Revised Statutes, the State Health Planning and Development Agency (SHPDA) transmits the Healthcare Utilization Survey to healthcare facilities and providers to be completed each year. The data is critical for the completion of SHPDA's Annual Healthcare Utilization Report.

Attached is an Excel file, **SHPDA\_2024\_Survey.xlsx**, with the instructions and the survey forms for the **calendar year 2024**. The instructions and the survey forms in both PDF and Excel formats are also available at SHPDA website <https://health.hawaii.gov/shpda/agency-resources-and-publications/health-care-utilization-reports-and-survey-instructions/>.

If using the Excel format, you will find the tabs at the bottom to access different data collection forms of the survey. Please complete or have a designated person to complete the data collection form(s) for the healthcare service(s) provided in your facility during the calendar year 2024. Please complete one survey for each facility or location of service and return the survey to SHPDA via fax at 808-587-0783, USPS mail, or e-mail to [dailin.ye@doh.hawaii.gov](mailto:dailin.ye@doh.hawaii.gov) **by May 31, 2025**.

Mahalo for your prompt attention to this time sensitive matter. If you need assistance, please contact Dailin Ye by email at [dailin.ye@doh.hawaii.gov](mailto:dailin.ye@doh.hawaii.gov), or by phone at (808) 587-0852.

Sincerely,

Dailin Ye, MD, PhD, BSN, RN  
Research Statistician  
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