



# 技术援助指南

联合医疗奖学金计划 (AHSP)

# 目的

- 本技术援助指南旨在帮助申请者和受资助者浏览 HCAI eApp 资助门户网站，以完成申请、更新联系信息并提交计划交付文件。

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- [如何创建 eApp 账户?](#)
- [如何填写 eApp 个人资料?](#)
- [如何访问我的 eApp 个人资料?](#)
- [如何更改密码?](#)
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- [如何查看申请/奖助金状态](#)
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- [如何提交交付文件? \\*](#)

\* 程序仅适用于受资助人/被资助人。

# 如何确认你的资格？

- 我们理解，要了解你可能符合哪些计划的申请资格是一件很困难的事情。
- HCAI 制作了一个资助资格测试，以帮助你确定你可能符合哪些计划的资助资格。

# 如何确认你的资格？

- 你可以使用此链接访问我们的资助资格测试 <https://hcai.ca.gov/loans-scholarships-grants/eligibility/>。
- 也可通过点击 HCAI 网站上每个项目页面上的“Check Eligibility（确认资格）”按钮来进行测验。

## CHECK ELIGIBILITY

Find out if you are eligible for HCAI funding.

TAKE ELIGIBILITY QUIZ



### Bachelor of Science Nursing Loan Repayment Program

Assists with the repayment of qualified educational loans for eligible health care professionals.

LEARN MORE

CHECK ELIGIBILITY



## Funding Eligibility

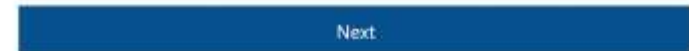
Find out if you are eligible to apply for a Department of Health Care Access and Information (HCAI) loan repayment, scholarship, or grant program.



\* Required

I will be applying for HCAI funding: \*

- For myself as a student
- For myself as a practicing healthcare professional
- On behalf of an organization
- On behalf of a small, rural, or critical access hospital for a seismic compliance project
- None of the above



Never give out your password. [Report abuse](#)

# 如何确认你的资格？

- 根据你对测试问题的回答，测试末页将显示你可能有资格参加的计划。
- 你可以点击提供的链接，直接进入项目页面了解更多信息。
- 你也可以返回测试页面更改你的回答，查看不同的结果，并了解你是否有资格获得多种 HCAI 资助类型。
- **注意：完成测试并不意味着你进行了申请项目。你的回答仅有助于我们改进资格测试。**

## Funding Eligibility

Find out if you are eligible to apply for a Department of Health Care Access and Information (HCAI) loan repayment, scholarship, or grant program.

You may be eligible to apply for:

### Allied Healthcare Loan Repayment Program (AHLRP)

For more information about this program go to:  
<https://hcai.ca.gov/loans-scholarships-grants/loan-repayment/ahlrp>

### Licensed Mental Health Services Provider Education Program (LMHSPEP)

For more information about this program go to:  
<https://hcai.ca.gov/loans-scholarships-grants/loan-repayment/lmhspep>

### California State Loan Repayment Program (SLRP)

For more information about this program go to:  
<https://hcai.ca.gov/loans-scholarships-grants/loan-repayment/slrp>

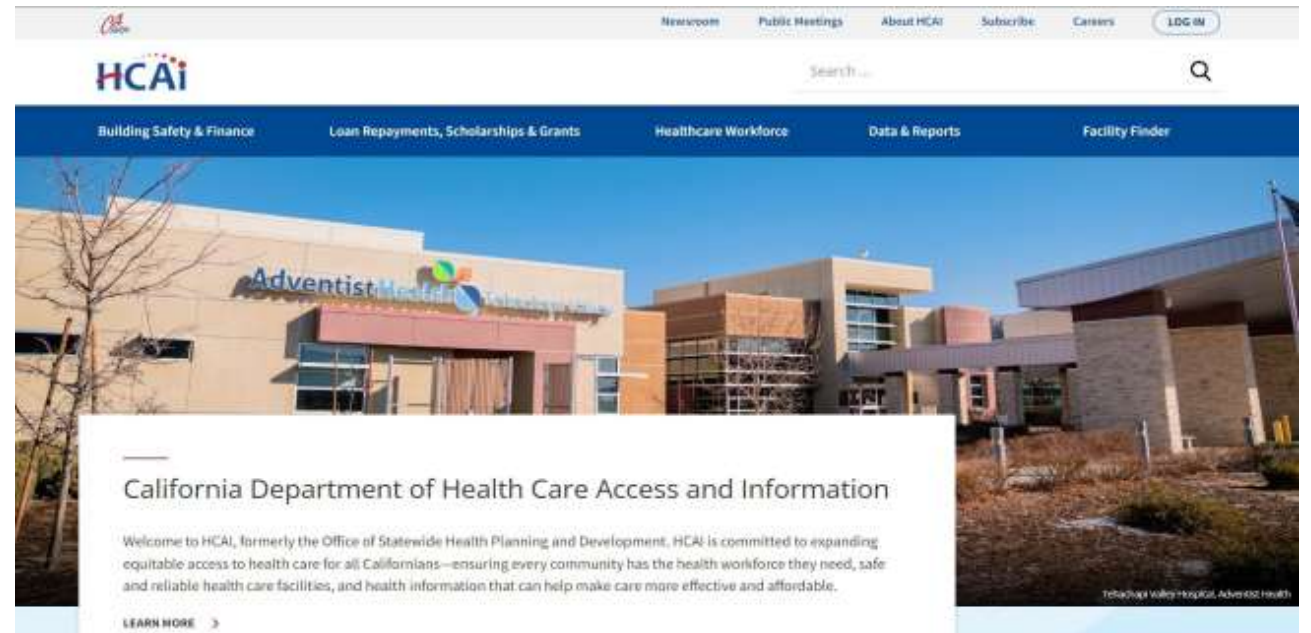
By clicking the Submit button, you are providing HCAI the answers you selected during this quiz. The information submitted will not be shared with any third party and will only be used to improve the HCAI program eligibility experience.

# 如何查找申请发布日期？

- 每个计划都会列出其申请周期日期，其中包括申请周期的开放时间或预计开放申请周期的月份和年份。你只能在申请周期开放时完成并提交项目申请。
- 但是，你可以随时创建 eApp 个人资料。

# 如何查找申请发布日期？

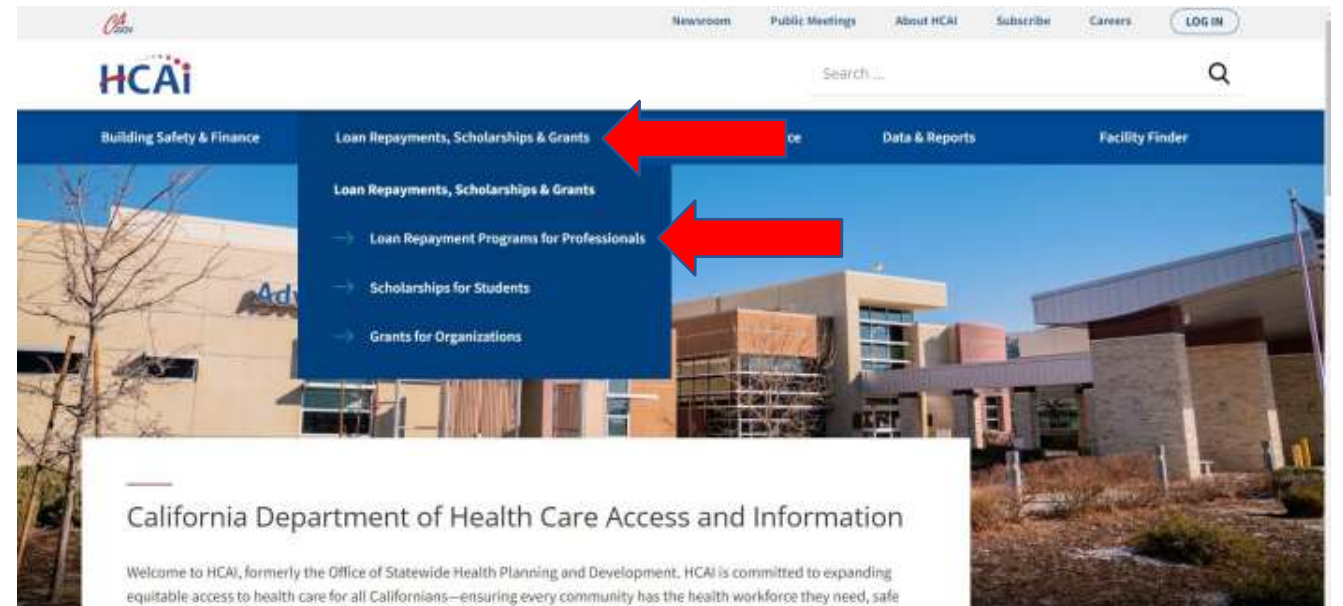
- 申请发布日期位于各计划的指定页面上。
- 如欲查找申请发布日期，请访问我们的网站：  
<https://hcai.ca.gov/>





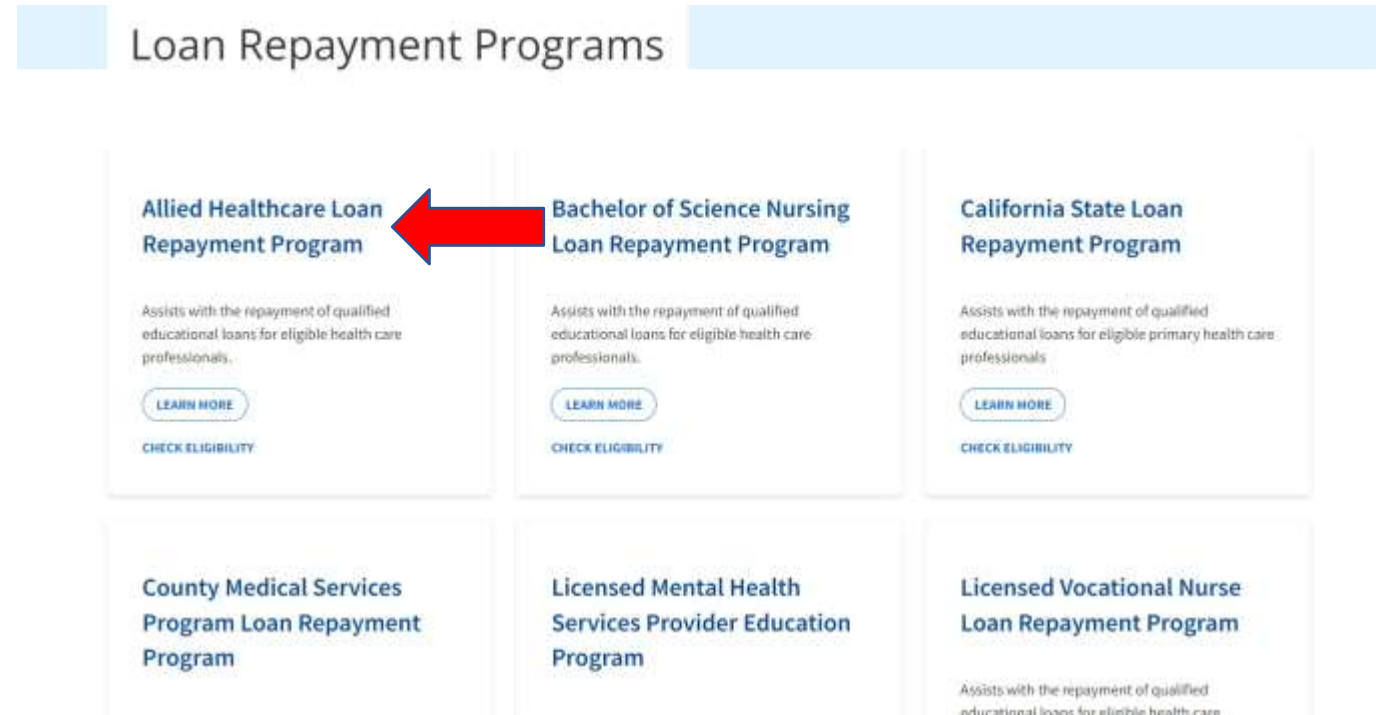
# 如何查找申请发布日期？

- 点击蓝色菜单中的“Loan Repayment, Scholarships & Grants（贷款偿还、奖学金 & 奖金）”。
- 下一步，点击你要访问的部分。在本例中，我们将查找贷款偿还计划。



# 如何查找申请发布日期？

- 到达“Loan Repayment Programs（贷款偿还计划）”页面后，选择计划名称，进入计划页面。你可能需要向下滚动才能看到你的计划。
- 让我们来看看联合医疗贷款偿还计划。

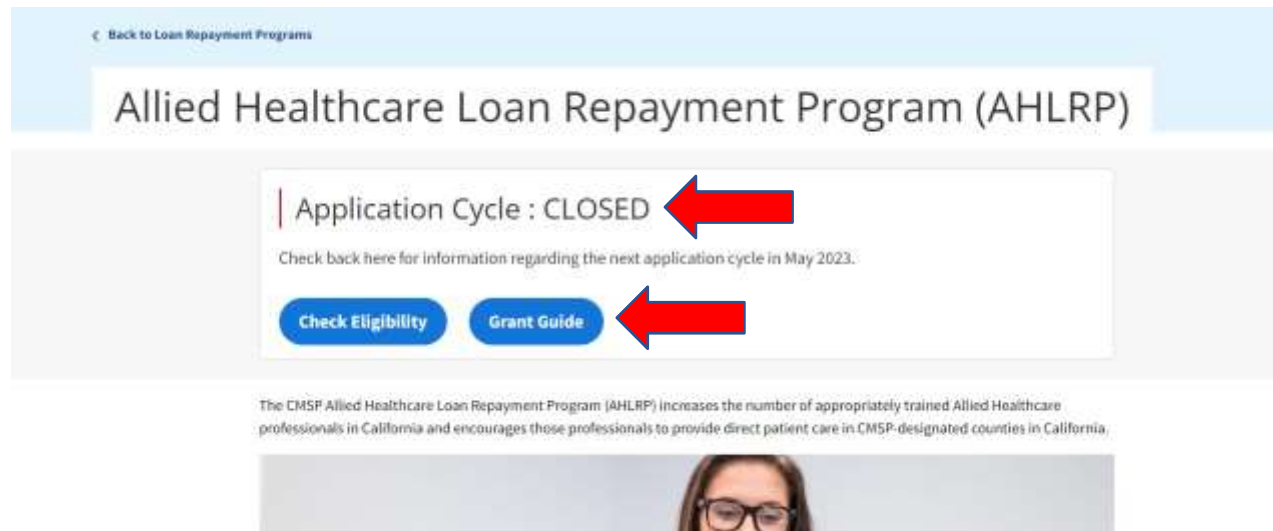


The screenshot shows a webpage titled "Loan Repayment Programs" with a grid of six program cards. A red arrow points to the "Allied Healthcare Loan Repayment Program" card. Each card includes a title, a brief description, a "LEARN MORE" button, and a "CHECK ELIGIBILITY" link.

Program Name	Description	Buttons
Allied Healthcare Loan Repayment Program	Assists with the repayment of qualified educational loans for eligible health care professionals.	LEARN MORE, CHECK ELIGIBILITY
Bachelor of Science Nursing Loan Repayment Program	Assists with the repayment of qualified educational loans for eligible health care professionals.	LEARN MORE, CHECK ELIGIBILITY
California State Loan Repayment Program	Assists with the repayment of qualified educational loans for eligible primary health care professionals.	LEARN MORE, CHECK ELIGIBILITY
County Medical Services Program Loan Repayment Program		
Licensed Mental Health Services Provider Education Program		
Licensed Vocational Nurse Loan Repayment Program	Assists with the repayment of qualified educational loans for eligible health care	

# 如何查找申请发布日期？

- 页面顶部将显示申请周期状态。
- 请务必阅读该计划的奖助金指南，因为它将说明该计划的要求。
- 请务必向下滚动页面，查看其余部分以了解更多信息。



The screenshot shows the website for the Allied Healthcare Loan Repayment Program (AHLRP). At the top, there is a navigation link: [Back to Loan Repayment Programs](#). The main heading is "Allied Healthcare Loan Repayment Program (AHLRP)". Below this, a white box contains the text "Application Cycle : CLOSED" with a red arrow pointing to it. Underneath, it says "Check back here for information regarding the next application cycle in May 2023." There are two blue buttons: "Check Eligibility" and "Grant Guide", with a red arrow pointing to the "Grant Guide" button. Below the buttons, there is a paragraph of text: "The CMSF Allied Healthcare Loan Repayment Program (AHLRP) increases the number of appropriately trained Allied Healthcare professionals in California and encourages those professionals to provide direct patient care in CMSF-designated counties in California." At the bottom of the screenshot, there is a partial view of a woman's face wearing glasses.

# 如何查找申请发布日期？

- 在页面底部，有更多关于该计划的信息。
- 对于该计划，申请周期为 2023 年 5 月 1 日至 2023 年 7 月 31 日。请在此时间段内登录我们的网站完成申请。
- 注意：请务必查看申请周期的开放和关闭时间。



## Application Dates

Opens May 1, 2023 at 3:00 p.m.  
Closed July 31, 2023 at 3:00 p.m.



## Resources

◦ [2022 CMSP-Contracted Provider Roster](#)

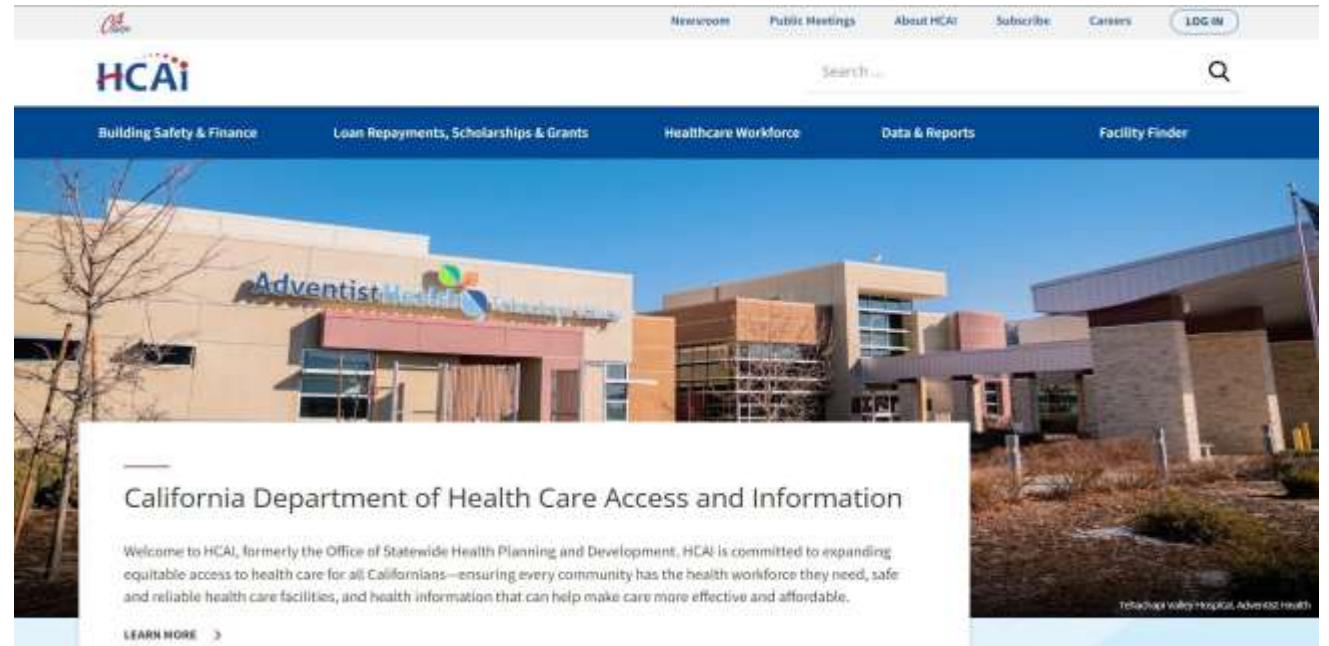
## Contact Us

Email: [HWDD-LRP@hcai.ca.gov](mailto:HWDD-LRP@hcai.ca.gov)

Phone: (916) 326-3700

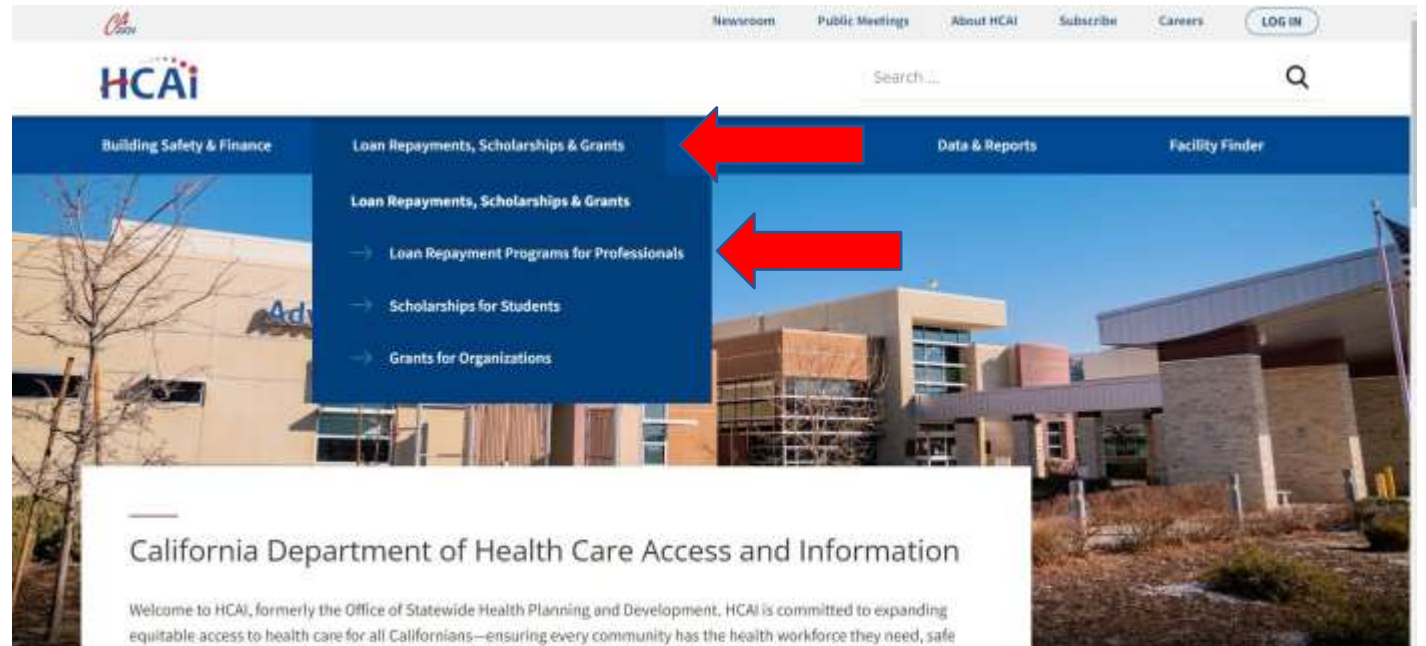
# 如何查找我的计划奖助金指南？

- 计划奖助金指南位于每个计划的指定页面。
- 奖助金指南旨在作为计划信息和详细信息的综合资源。申请者可以找到完成申请的步骤，受资助者可以查看计划要求以完成服务义务。
- 要查找计划的奖助金指南，请访问我们的网站：  
<https://hcai.ca.gov/>



# 如何查找我的计划奖助金指南？

- 点击蓝色菜单中的“Loan Repayment, Scholarships & Grants（贷款偿还、奖学金 & 奖助金）”。
- 下一步，点击你要访问的部分。在这个例子中，我们要寻找贷款偿还计划。



# 如何查找我的计划奖助金指南？

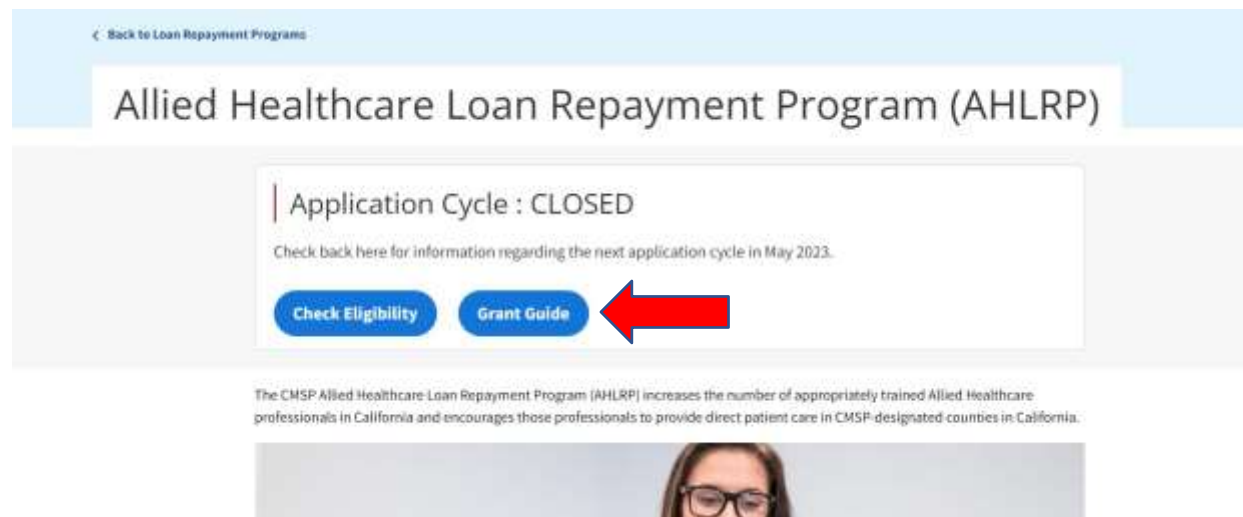
- 到达“Loan Repayment Programs（贷款偿还计划）”登陆页面后，选择计划名称即可进入该计划的页面。你可能需要向下滚动才能看到你的计划。
- 让我们来看看联合医疗贷款偿还计划。

The screenshot displays the 'Loan Repayment Programs' page with a grid of six program cards. A red arrow points to the 'Bachelor of Science Nursing Loan Repayment Program' card. Each card includes a title, a brief description, and buttons for 'LEARN MORE' and 'CHECK ELIGIBILITY'.

Program Name	Description	Buttons
Allied Healthcare Loan Repayment Program	Assists with the repayment of qualified educational loans for eligible health care professionals.	LEARN MORE, CHECK ELIGIBILITY
Bachelor of Science Nursing Loan Repayment Program	Assists with the repayment of qualified educational loans for eligible health care professionals.	LEARN MORE, CHECK ELIGIBILITY
California State Loan Repayment Program	Assists with the repayment of qualified educational loans for eligible primary health care professionals.	LEARN MORE, CHECK ELIGIBILITY
County Medical Services Program Loan Repayment Program		
Licensed Mental Health Services Provider Education Program		
Licensed Vocational Nurse Loan Repayment Program	Assists with the repayment of qualified educational loans for eligible health care professionals.	

# 如何查找我的计划奖助金指南？

- 计划奖助金指南位于页面顶部。
- 点击蓝色的“Grant Guide（奖助金指南）”按钮，打开 pdf 版本的奖助金指南。
- 请务必在申请前完整阅读该计划的奖助金指南，因为它将说明该计划的申请资格和要求。



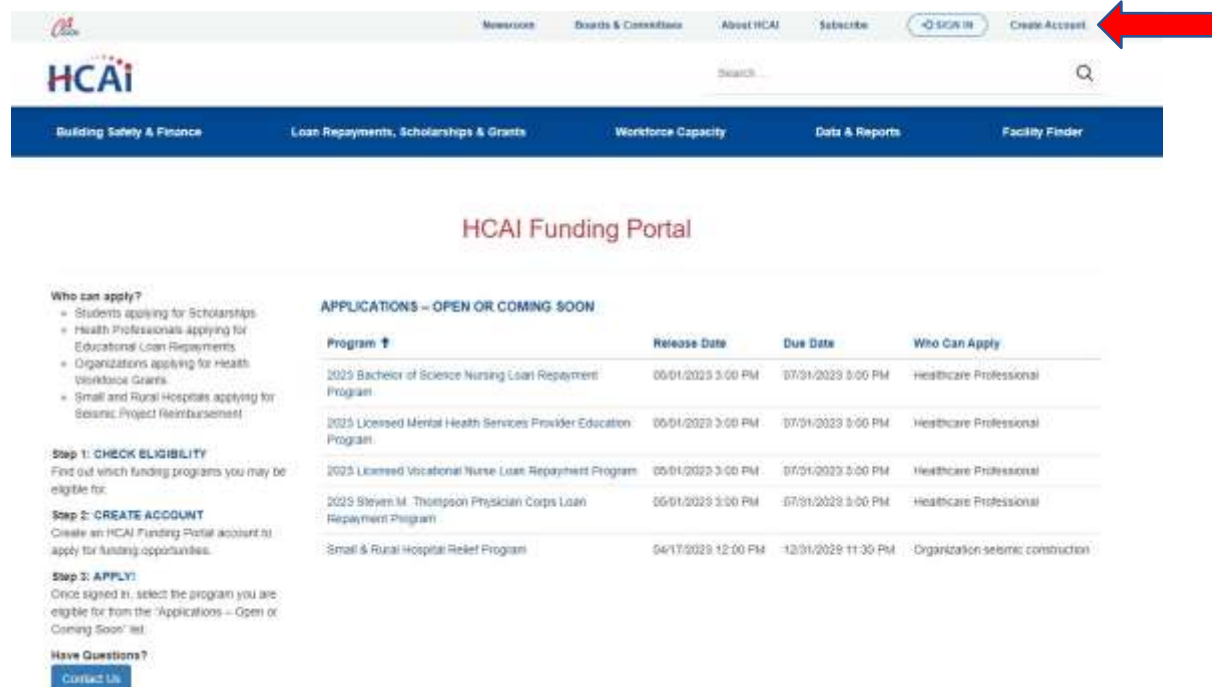


# 如何创建 eApp 账户？

- 如果你有兴趣申请 eApp 资助门户网站管理的 Department of Health Care Access and Information (HCAI) 计划，你必须首先创建一个帐户。如果没有 eApp 帐户，你将无法继续访问项目申请。
- 你个人资料页面上的所有个人/联系信息必须是最新的，并且要保持更新。这将确保 HCAI 拥有最新的联系信息，以备需要联系你时使用。
- **注意：**填写你的帐户/个人资料并不等同于申请计划。创建帐户并填写个人资料后，你需要导航至“Apply Here（在此申请）”选项卡，以申请相应的计划。

# 如何创建 eApp 账户？

- 导航至 HCAI 资助门户网站：  
<https://funding.hcai.ca.gov> 并单击右  
上方的“Create Account（创建账户）”  
。



The screenshot shows the HCAI Funding Portal website. At the top right, there is a navigation bar with links for 'Home', 'About HCAI', 'Subscribe', 'SIGN IN', and 'Create Account'. A red arrow points to the 'Create Account' button. Below the navigation bar is a search bar and a blue navigation menu with links for 'Building Safety & Finance', 'Loan Repayments, Scholarships & Grants', 'Workforce Capacity', 'Data & Reports', and 'Facility Finder'. The main content area is titled 'HCAI Funding Portal' and contains a table of applications and a sidebar with instructions.

**HCAI Funding Portal**

**Who can apply?**

- Students applying for Scholarships
- Health Professionals applying for Educational Loan Repayments
- Organizations applying for Health Workforce Grants
- Small and Rural Hospitals applying for Seismic Project Reimbursement

**Step 1: CHECK ELIGIBILITY**  
Find out which funding programs you may be eligible for.

**Step 2: CREATE ACCOUNT**  
Create an HCAI Funding Portal account to apply for funding opportunities.

**Step 3: APPLY!**  
Once signed in, select the program you are eligible for from the "Applications – Open or Coming Soon" list.

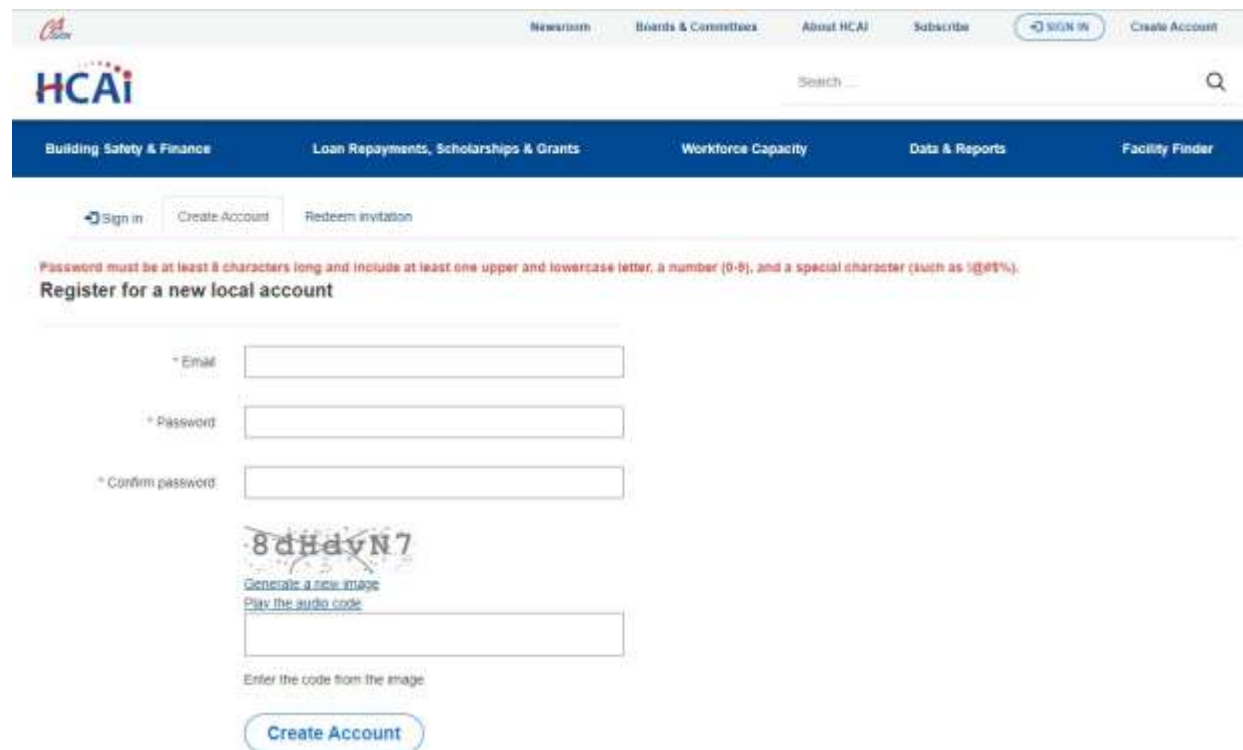
**Have Questions?**  
[CONTACT Us](#)

**APPLICATIONS – OPEN OR COMING SOON**

Program #	Release Date	Due Date	Who Can Apply
2025 Bachelor of Science Nursing Loan Repayment Program	05/01/2025 3:00 PM	07/31/2025 8:00 PM	Healthcare Professional
2025 Licensed Mental Health Services Provider Education Program	05/01/2025 3:00 PM	07/31/2025 8:00 PM	Healthcare Professional
2025 Licensed Vocational Nurse Loan Repayment Program	05/01/2025 3:00 PM	07/31/2025 8:00 PM	Healthcare Professional
2025 Steven M. Thompson Physician Corps Loan Repayment Program	05/01/2025 3:00 PM	07/31/2025 8:00 PM	Healthcare Professional
Small & Rural Hospital Relief Program	04/17/2025 12:00 PM	12/31/2025 11:59 PM	Organization seismic construction

# 如何创建 eApp 账户？

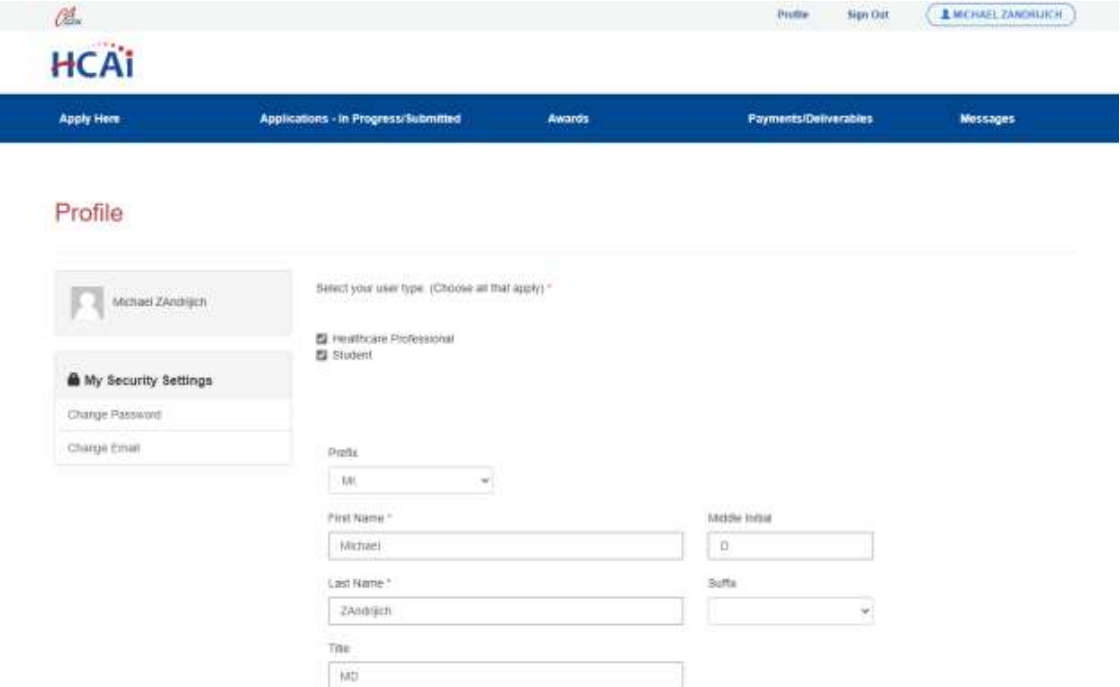
- 接下来，你需要提供一个有效的电子邮箱地址，并为你的个人资料创建一个密码。
- **注意：**请确保使用你可以访问的电子邮箱地址，因为 HCAI 将使用此电子邮箱发送通信。我们不建议使用你的雇主电子邮件地址，因为该地址将来可能会更改。
- **密码长度必须为 8 至 12 个字符，至少包括一个大小写字母、一个数字（0-9）和一个特殊字符（如 !@#\$%），且两个文本框中的密码必须一致。**



The screenshot shows the HCAI website's account creation interface. At the top, there is a navigation bar with links for 'Newsroom', 'Boards & Committees', 'About HCAI', 'Subscribe', 'SIGN IN', and 'Create Account'. Below this is a search bar and a blue navigation bar with links for 'Building Safety & Finance', 'Loan Repayments, Scholarships & Grants', 'Workforce Capacity', 'Data & Reports', and 'Facility Finder'. The main content area features a 'Register for a new local account' form. The form includes fields for 'Email', 'Password', and 'Confirm password'. A password requirement note states: 'Password must be at least 8 characters long and include at least one upper and lowercase letter, a number (0-9), and a special character (such as !@#\$%)'. Below the password fields is a CAPTCHA image with the code '8dHdyN7' and options to 'Generate a new image' or 'Play the audio code'. A 'Create Account' button is located at the bottom of the form.

# 如何填写 eApp 个人资料？

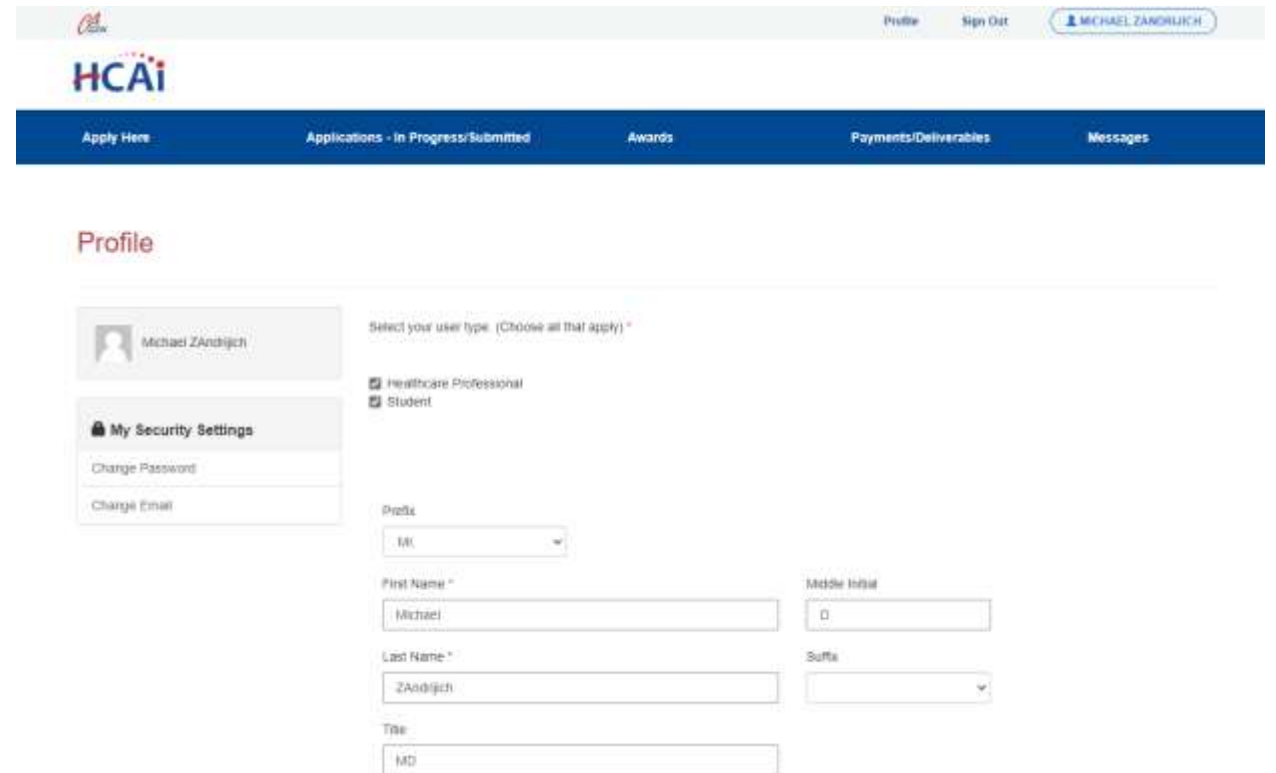
- 首先，选择正在创建的个人资料的用户类型。计划申请只能根据所选用户类型进行访问。
- 医疗保健专业人员 – 该用户类型适用于目前正在工作并希望申请贷款偿还计划的个人。
- 学生 – 该用户类型适用于目前在校学习的学生。
- 组织 – 该用户类型适用于希望代表其组织申请资助的组织。
- 对于组织，请单击“放大镜”图标搜索你的组织。如果无法找到你的组织，请单击“Request New Organization（申请新组织）”按钮。此操作将打开一个新窗口，你可输入新组织并提交审核。



The screenshot displays the HCAi eApp Profile page. At the top, there is a navigation bar with the HCAi logo and a user profile dropdown menu showing 'MICHAEL ZANDIJECH'. Below this is a dark blue navigation bar with links for 'Apply Here', 'Applications - In Progress/Submitted', 'Awards', 'Payments/Deliverables', and 'Messages'. The main content area is titled 'Profile' and features a sidebar with 'My Security Settings' (Change Password, Change Email) and a main section for user selection and personal information. The user selection section includes a 'Select your user type: (Choose all that apply)\*' heading and two checked options: 'Healthcare Professional' and 'Student'. The personal information section contains fields for 'Prefix' (set to 'Mr'), 'First Name' (Michael), 'Middle Initial' (D), 'Last Name' (Zandijeh), 'Suffix' (empty), and 'Title' (MD).

# 如何填写 eApp 个人资料？

- 所有标有红色星号“\*”的信息栏都需要填写，首先要做的是创建账户的个人姓名。
- -注意：请确保输入的姓和名是你姓名的合法拼写，并与社会保障局和国家税务局（IRS）的记录相符。



The screenshot displays the HCAi user profile page. At the top, there is a navigation bar with the HCAi logo and user options: Profile, Sign Out, and a user name dropdown (MICHAEL ZANDIJICH). Below this is a dark blue navigation bar with links: Apply Here, Applications - In Progress/Submitted, Awards, Payments/Deliverables, and Messages.

The main content area is titled "Profile" and contains several sections:

- User Profile:** A card showing a profile picture and the name "Michael Zandijich".
- My Security Settings:** A card with links for "Change Password" and "Change Email".
- Select your user type:** A section with the instruction "(Choose all that apply)". It includes two checked checkboxes: "Healthcare Professional" and "Student".
- Personal Information:** A form with the following fields:
  - Prefix:** A dropdown menu currently set to "MR".
  - First Name\*:** A text input field containing "Michael".
  - Middle Initial:** A text input field containing "D".
  - Last Name\*:** A text input field containing "Zandijich".
  - Suffix:** A dropdown menu.
  - Title:** A text input field containing "MD".

# 如何填写 eApp 个人资料？

- 接下来，你需要填写与人口统计数据相关的所有信息栏。
- **注意：**如果用户类型为组织，则不会出现也不需要填写与人口统计数据相关的信息栏。

What sex were you assigned at birth on your original birth certificate?

Do you consider yourself to be ...?

How do you describe yourself?

Are you Hispanic, Latinx, or of Spanish Origin?

No

Yes: Mexican, Mexican American, or Chicana/o

Yes: Puerto Rican

Yes: Cuban

Yes: Another Hispanic, Latinx, or Spanish origin (Please specify)

Other Hispanic, Latinx, or Spanish Origin

Decline to state

Race\*

American Indian, Native American, or Alaska Native

Asian, Asian Indian

Asian, Chinese

Asian, Cambodian

Asian, Filipino

Asian, Indonesian

Asian, Japanese

Asian, Korean

Asian, Laotian

Asian, Singaporean

Asian, Thai

Asian, Vietnamese

Asian, Other Asian (Please specify)

Other Asian

Black, African American, or African

Middle Eastern

Pacific Islander, Guamanian

Pacific Islander, Hawaiian

# 如何填写 eApp 个人资料？

- 下一步，点击“+ Select Address (+ 选择地址)”按钮，输入你的住址。这将弹出一个地址搜索栏，你可以在此输入你的地址。点击你的地址，系统将自动填充以“灰色”突出显示的地址信息栏。如果找不到你的地址，请尝试只输入街道编号和姓名，和/或去掉标点符号，看看是否能解决问题。
- 注意：无法手动输入地址，因为这些信息栏是灰色的。但是，如果你有套房和/或公寓编号，可以在“Suite/Apt/Dept”信息栏中输入该编号。请不要在输入时包含“#”。
- 强烈建议使用你接收邮件的住址。如果你获得了奖助金，个人资料页面上列出的地址将用于向你付款。

Click on the **Select Address** button to populate the Address Fields.

The screenshot shows a web form for address selection. At the top, there is a blue button labeled "+ Select Address". Below it, the form fields are as follows:

- Street Address \***: A text input field containing "2020 W El Camino Ave".
- City \***: A text input field containing "Sacramento".
- State**: A dropdown menu showing "CA".
- County**: A dropdown menu showing "Sacramento".
- Suite/Apt/Dept**: An empty text input field.
- Zip Code \***: A text input field containing "95833".
- Phone 1 \***: A text input field containing "(916) 555-4444".
- Phone 2**: A text input field with the placeholder "Provide a telephone number".
- Email \***: A text input field containing "mandrijchi@gmail.com".

Below the form, there is a checkbox labeled "Receive email announcements for new funding opportunities." and a blue "Submit" button.

# 如何填写 eApp 个人资料？

- 邮政信箱只能通过管理系统方式添加。如果你想使用邮政信箱代替你的住址，请联系计划官员。
- 最后，请输入至少一个可以联系到你的有效电话号码。
- 完成所有必填信息栏后，单击页面底部的“Submit（提交）”。你的个人资料现已创建。

Click on the **Select Address** button to populate the Address Fields.

The screenshot shows a web form for entering personal information. At the top, there is a blue button labeled '+ Select Address'. Below it, the form fields are as follows:

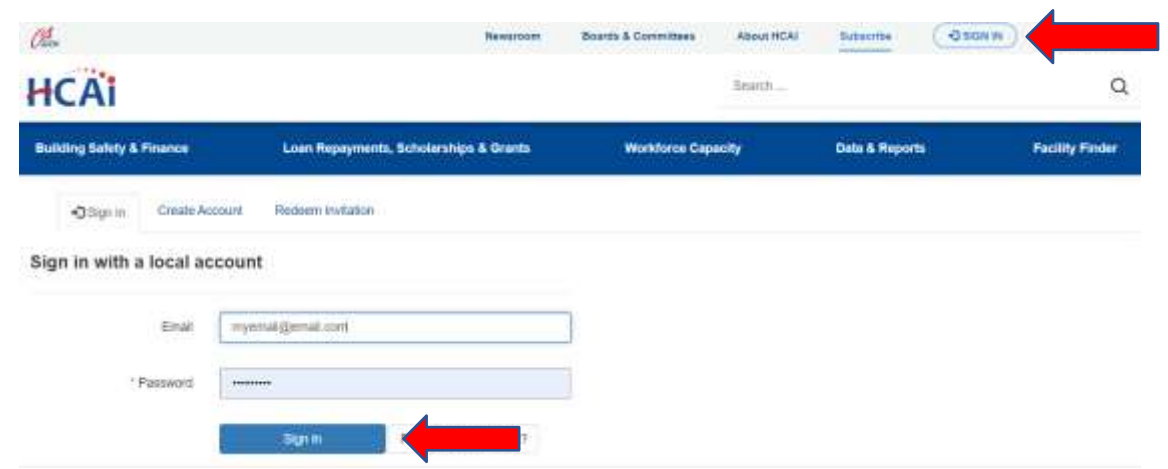
- Street Address \***: A text input field containing '2020 W El Camino Ave'.
- Suite/Apt/Dept**: An empty text input field.
- City \***: A dropdown menu showing 'Sacramento'.
- State**: A dropdown menu showing 'CA'.
- Zip Code \***: A text input field containing '95833'.
- County**: A dropdown menu showing 'Sacramento'.
- Phone 1 \***: A text input field containing '(916) 555-4444'.
- Phone 2**: A text input field with the placeholder text 'Provide a telephone number'.
- Email \***: A text input field containing 'mandyich@gmail.com'.

At the bottom of the form, there is a checkbox labeled 'Receive email announcements for new funding opportunities' which is currently unchecked. Below the form is a large blue button labeled 'Submit'.



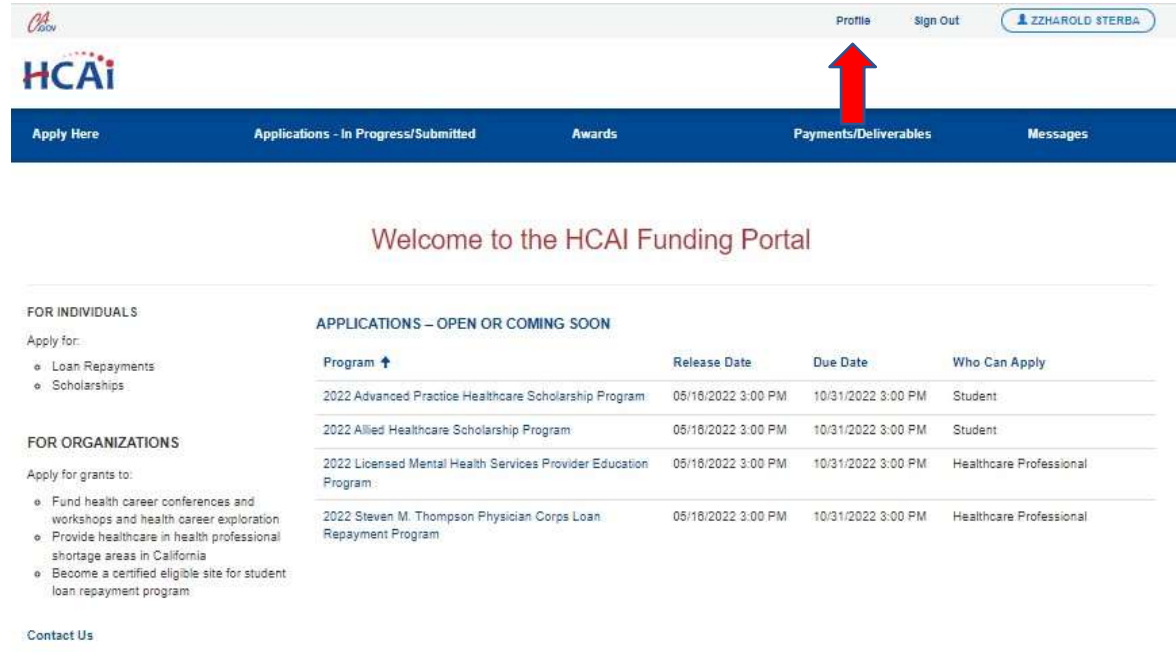
# 如何访问我的 eApp 个人资料？

- 创建个人资料后，你可以访问 HCAI 资助门户网站（eApp）：  
<https://funding.hcai.ca.gov/>。
- 进入 eApp 门户网站后，点击右上角的“Sign- In（登录）”按钮。
- 输入创建个人资料时填写的电子邮箱地址和密码。
- 然后，点击底部的“Sign- In（登录）”按钮。



# 如何访问我的 eApp 个人资料？

- 登录账户后，点击右上角的“Profile（个人资料）”。



FOR INDIVIDUALS

Apply for:

- Loan Repayments
- Scholarships

FOR ORGANIZATIONS

Apply for grants to:

- Fund health career conferences and workshops and health career exploration
- Provide healthcare in health professional shortage areas in California
- Become a certified eligible site for student loan repayment program

APPLICATIONS – OPEN OR COMING SOON

Program ↑	Release Date	Due Date	Who Can Apply
2022 Advanced Practice Healthcare Scholarship Program	05/18/2022 3:00 PM	10/31/2022 3:00 PM	Student
2022 Allied Healthcare Scholarship Program	05/18/2022 3:00 PM	10/31/2022 3:00 PM	Student
2022 Licensed Mental Health Services Provider Education Program	05/18/2022 3:00 PM	10/31/2022 3:00 PM	Healthcare Professional
2022 Steven M. Thompson Physician Corps Loan Repayment Program	05/18/2022 3:00 PM	10/31/2022 3:00 PM	Healthcare Professional

Contact Us

# 如何访问我的 eApp 个人资料？

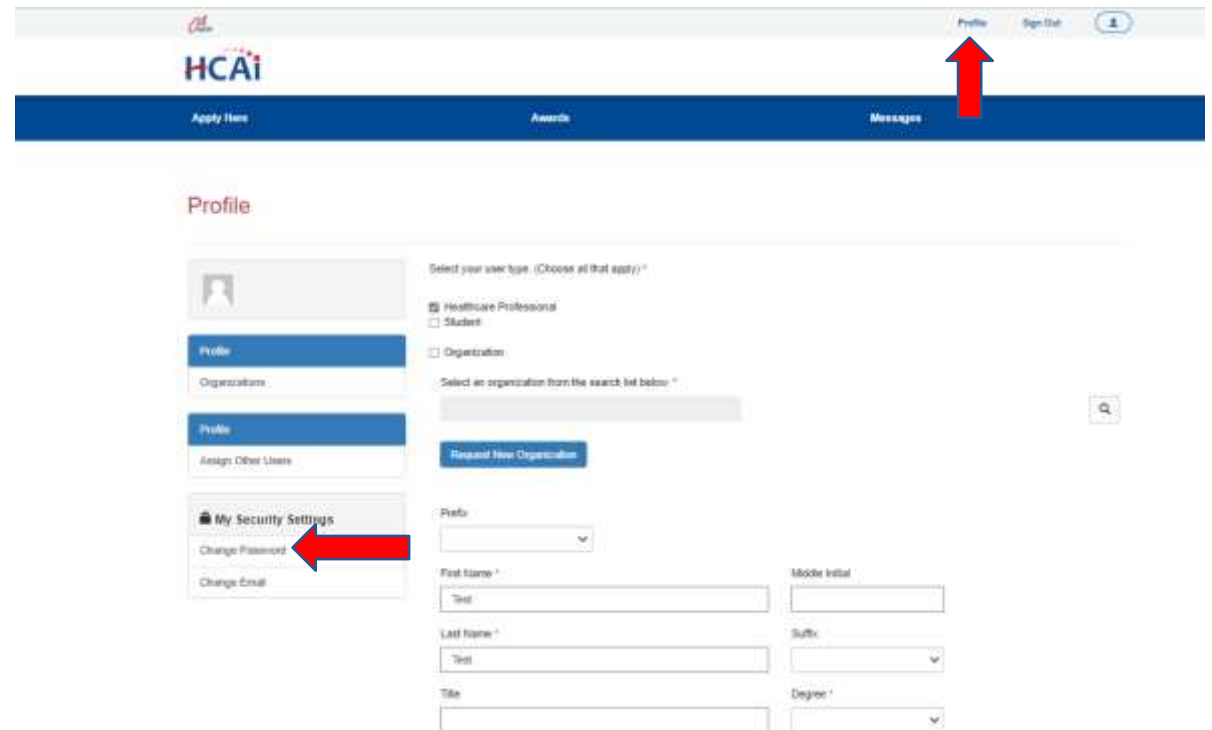
- 进入个人资料后，你就可以更新创建账户时输入的相同信息。



The screenshot displays the 'Profile' page of the HCAI system. The page is titled 'Profile' and features a navigation menu on the left with options like 'Home', 'Profile', 'My Account', and 'My Health Record'. The main content area contains a form for updating personal information. The form is divided into several sections: 'Personal Information' (Name, Address, Phone, Email), 'Demographics' (Age, Sex, Ethnicity), 'Identification' (Social Security Number, Driver's License, Health Insurance), and 'Emergency Contact' (Name, Relationship, Phone, Email). There are also sections for 'Medical History' and 'Allergies'. The form includes various input fields, dropdown menus, and checkboxes. The HCAI logo is visible in the top right corner of the page.

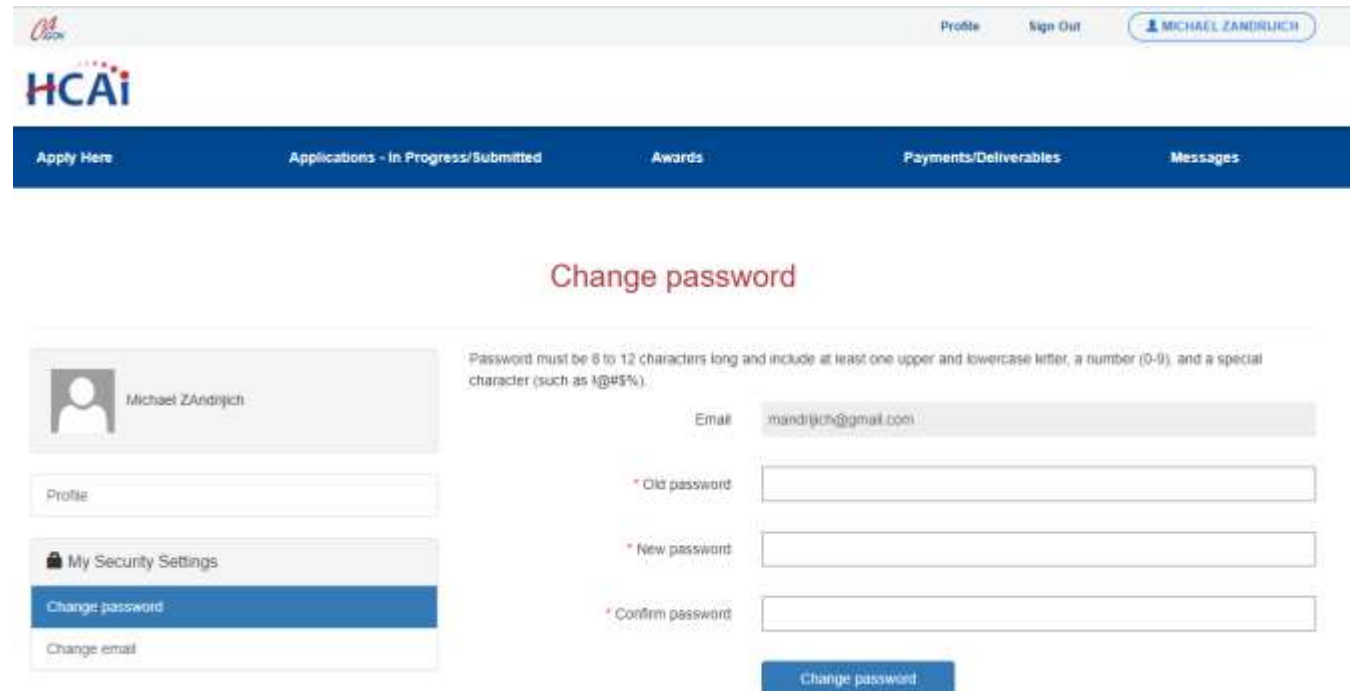
# 如何更改密码？

- 点击此处进入 HCAI 资助门户网站 (eApp)：  
<https://funding.hcai.ca.gov/> 并登录你的账户。
- 登录账户后，点击右上角的“Profile (个人资料)”。
- 进入个人资料页面后，点击左侧的“Change Password (更改密码)”。



# 如何更改密码？

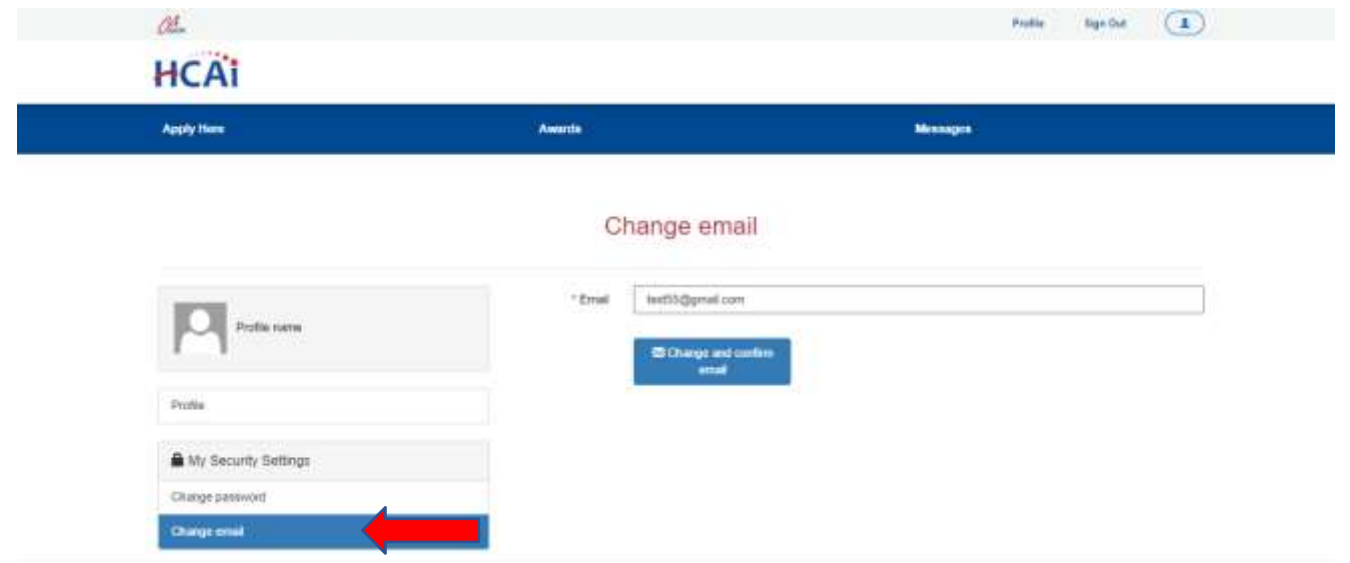
- 接下来，你需要输入以前的密码（旧密码），并输入你要更改的新密码。
- 最后，点击底部的“Change Password（更改密码）”按钮。



The screenshot displays the HCAi user interface. At the top right, there are links for 'Profile', 'Sign Out', and a user profile for 'MICHAEL ZANDRICH'. Below this is a navigation bar with 'Apply Here', 'Applications - In Progress/Submitted', 'Awards', 'Payments/Deliverables', and 'Messages'. The main content area is titled 'Change password' and includes a password strength requirement: 'Password must be 6 to 12 characters long and include at least one upper and lowercase letter, a number (0-9), and a special character (such as !@#%&).' The form contains an 'Email' field with 'mandrijuk@gmail.com', and three password fields: '\* Old password', '\* New password', and '\* Confirm password'. A 'Change password' button is located at the bottom right of the form. On the left side of the form, there is a sidebar menu with 'Profile', 'My Security Settings', 'Change password' (highlighted), and 'Change email'.

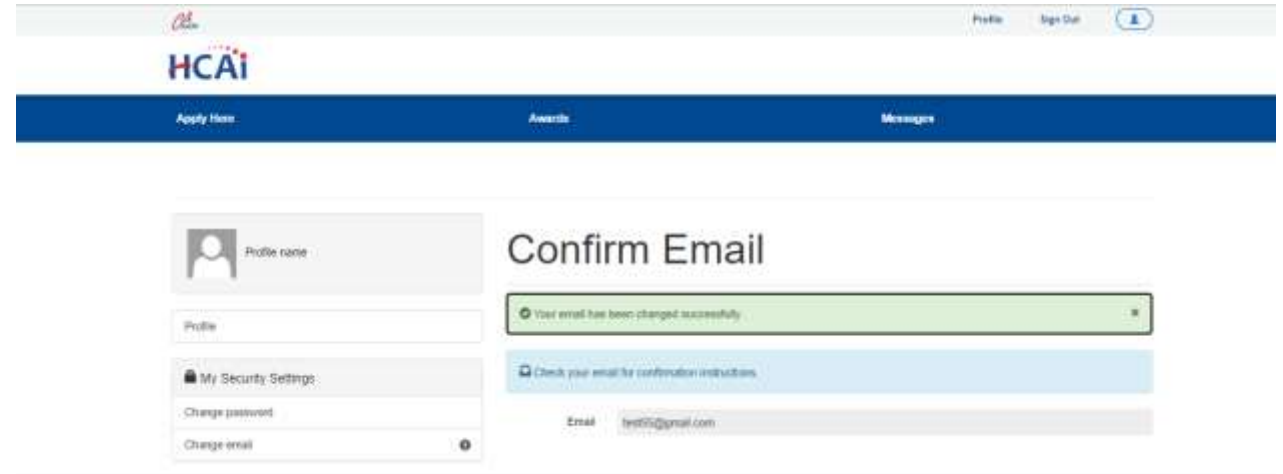
# 如何更改我的电子邮箱地址？

- 要更改电子邮箱地址，请按照“如何更改密码？”中的步骤 1 和 2 进行操作。
- 进入个人资料页面后，点击左侧的“Change email（更换邮箱）”。
- 然后，输入你要更改的新电子邮箱地址。
- 然后，点击底部的“Change and confirm email（更改并确认电子邮箱）”按钮。



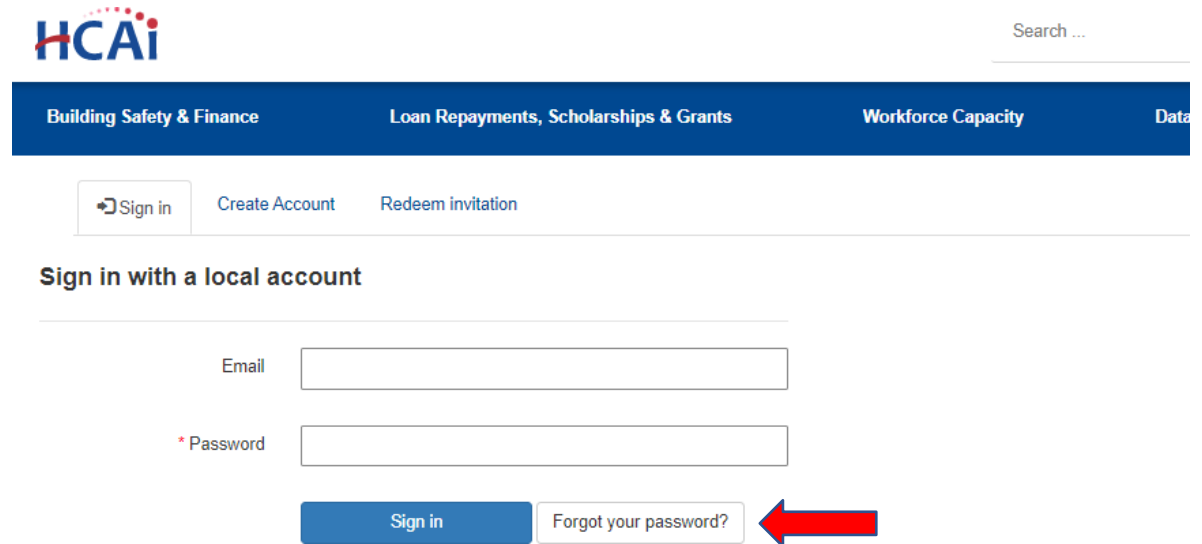
# 如何更改我的电子邮箱地址？

- 你将在下一个窗口中收到确认信息。要确认新的电子邮箱，你需要查看电子邮箱中的确认说明。



# 如何重置密码？

- 点击此处进入 HCAI 资助门户网站（eApp）登录页面：  
<https://funding.hcai.ca.gov/SignIn/>
- 不要登录，点击底部的“Forgot your password?（忘记密码？）”。

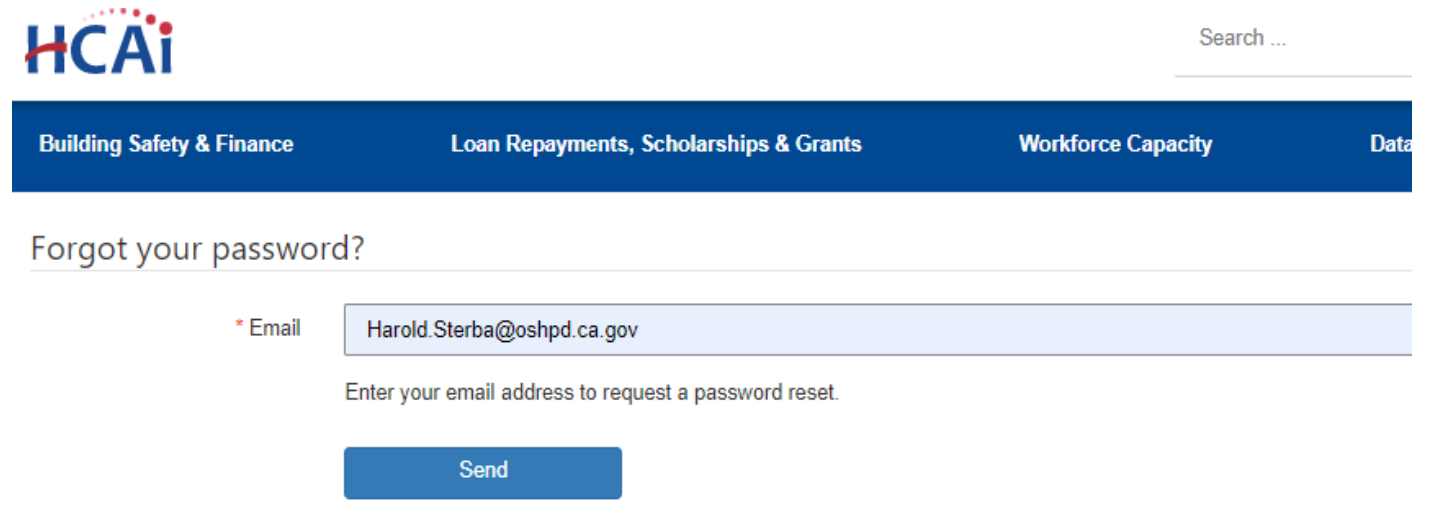


The screenshot shows the HCAI login interface. At the top left is the HCAI logo. To the right is a search bar. Below the logo is a dark blue navigation bar with links for 'Building Safety & Finance', 'Loan Repayments, Scholarships & Grants', 'Workforce Capacity', and 'Data'. Underneath is a row of buttons: 'Sign in', 'Create Account', and 'Redeem invitation'. The main section is titled 'Sign in with a local account' and contains two input fields: 'Email' and '\* Password'. At the bottom of this section are two buttons: 'Sign in' and 'Forgot your password?'. A red arrow points to the 'Forgot your password?' button.



# 如何重置密码？

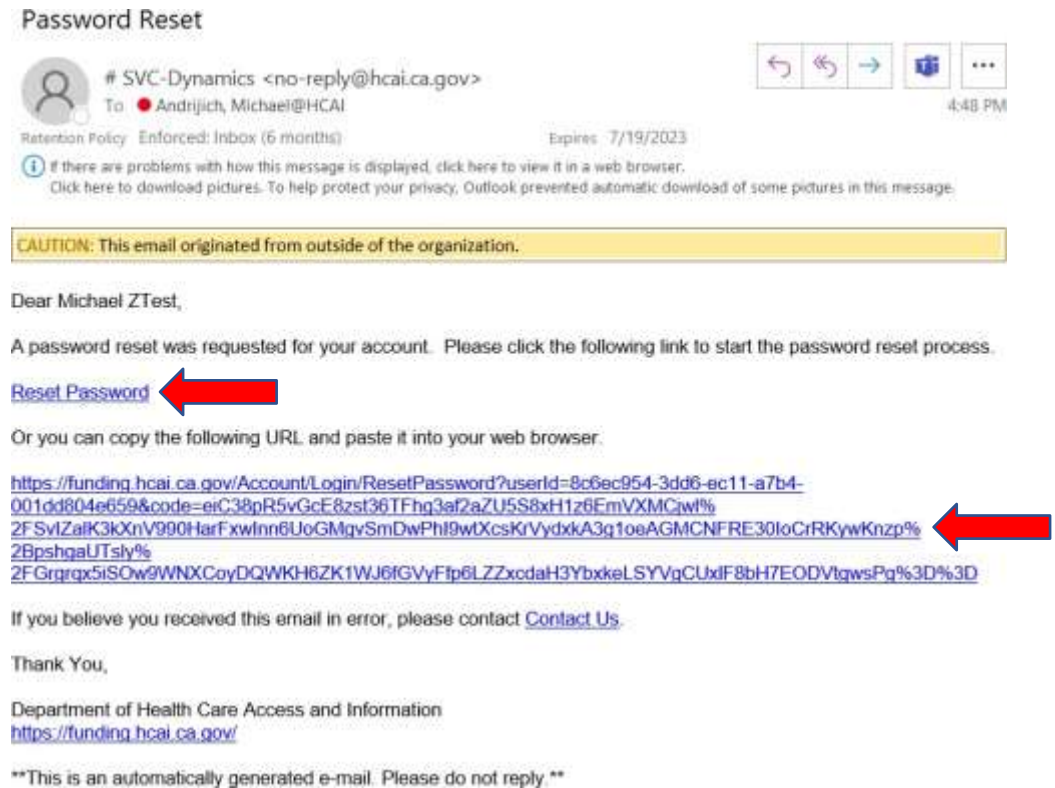
- 下一步，在文本框中输入你的电子邮箱地址，然后点击“Send（发送）”。
- **注意：**请务必输入与创建账户时相同的电子邮箱地址，并仔细检查电子邮箱地址的拼写，以确保“Password Reset（密码设）”电子邮件通知送达。



The screenshot shows the HCAI website interface for password reset. At the top left is the HCAI logo. To the right is a search bar labeled "Search ...". Below the logo is a dark blue navigation bar with white text for "Building Safety & Finance", "Loan Repayments, Scholarships & Grants", "Workforce Capacity", and "Data". The main content area has the heading "Forgot your password?". Below this is a form with a red asterisk and the label "Email" next to a text input field containing "Harold.Sterba@oshpd.ca.gov". Underneath the input field is the instruction "Enter your email address to request a password reset." and a blue "Send" button.

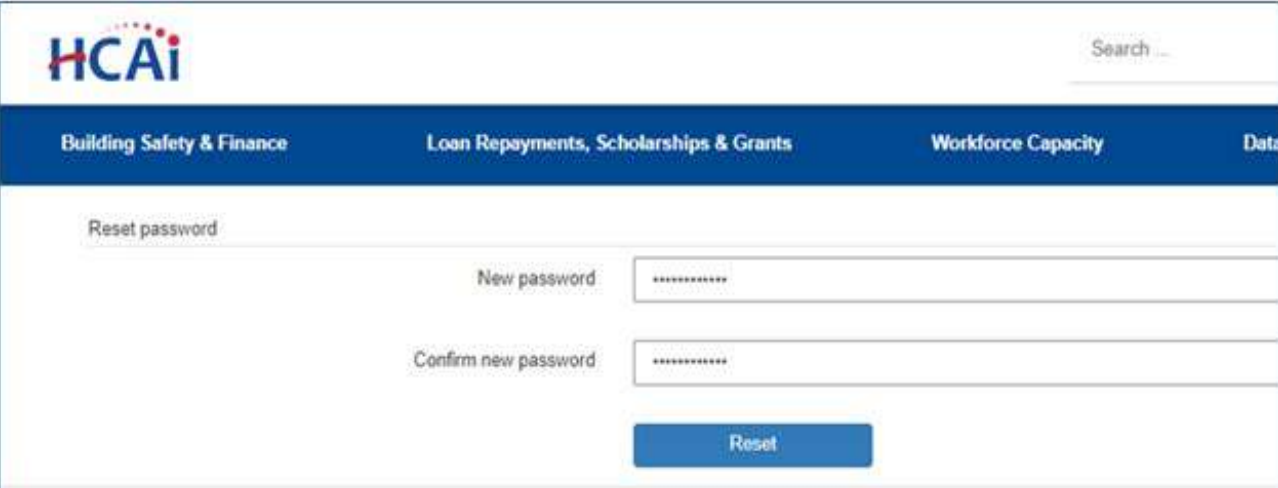
# 如何重置密码？

- 你将收到一封电子邮件，内含重置密码的链接。点击“Reset Password（重设密码）”链接，或将 URL 复制并粘贴到浏览器中。
- 注意：你可能要稍等片刻才能收到电子邮件。你可能还需要仔细检查“垃圾邮件”和/或“垃圾箱”文件夹。电子邮件将来自“# SVC- Dynamics no-reply@hcai.ca.gov”，主题行如下：“Password Reset”。



# 如何重置密码？

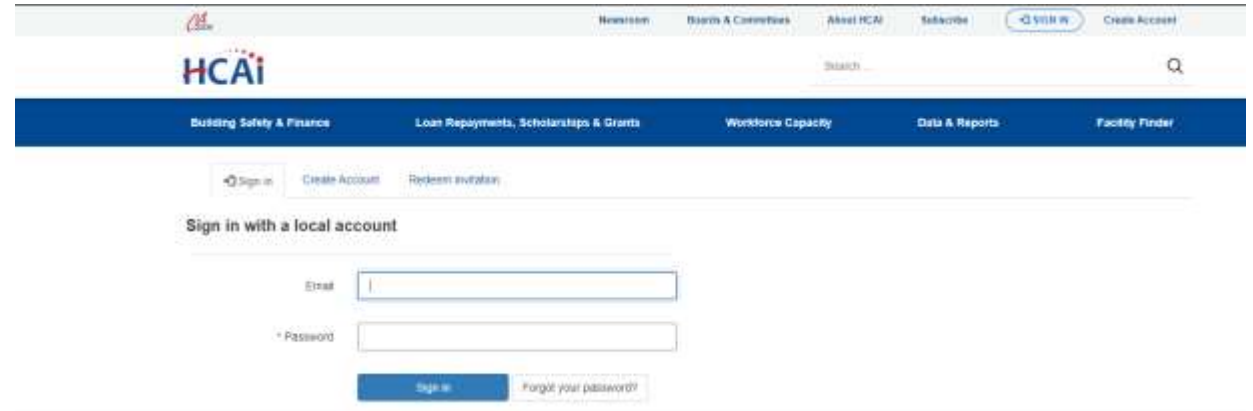
- 点击链接或将 URL 粘贴到浏览器后，在两个文本框中输入所需的新密码，然后点击“Reset（重置）”。
- **注意：**密码长度必须为 8 至 12 个字符，至少包括一个大小写字母、一个数字（0-9）和一个特殊字符（如 !@#\$%），且两个文本框中的密码必须一致。
- 现在你就可以使用新密码登录账户了！



The screenshot shows the HCAI (Health Care Access and Information) website's password reset interface. At the top left is the HCAI logo, and at the top right is a search bar. Below the logo is a navigation bar with four menu items: "Building Safety & Finance", "Loan Repayments, Scholarships & Grants", "Workforce Capacity", and "Data". The main content area is titled "Reset password" and contains two input fields: "New password" and "Confirm new password", both with masked characters (dots). Below these fields is a blue "Reset" button.

# 如何提交申请？

- 创建 eApp 资助帐户后，你就可以申请 HCAI 资助了。
- 导航至 eApp Funding 资助门户网站 <https://funding.hcai.ca.gov/SignIn> 并登录你的账户以完成申请。



The screenshot shows the HCAI website's sign-in interface. At the top, there is a navigation bar with the HCAI logo and links for Home, Board & Committees, About HCAI, and Subscribe. Below this is a search bar. A dark blue navigation bar contains links for Building Safety & Finance, Loan Repayments, Scholarships & Grants, Workforce Capacity, Data & Reports, and Facility Finder. The main content area features a sign-in section with buttons for Sign in, Create Account, and Redeem invitation. Under the heading "Sign in with a local account", there are input fields for Email and Password. A "Sign in" button and a "Forgot your password?" link are positioned below the password field.

# 如何提交申请？

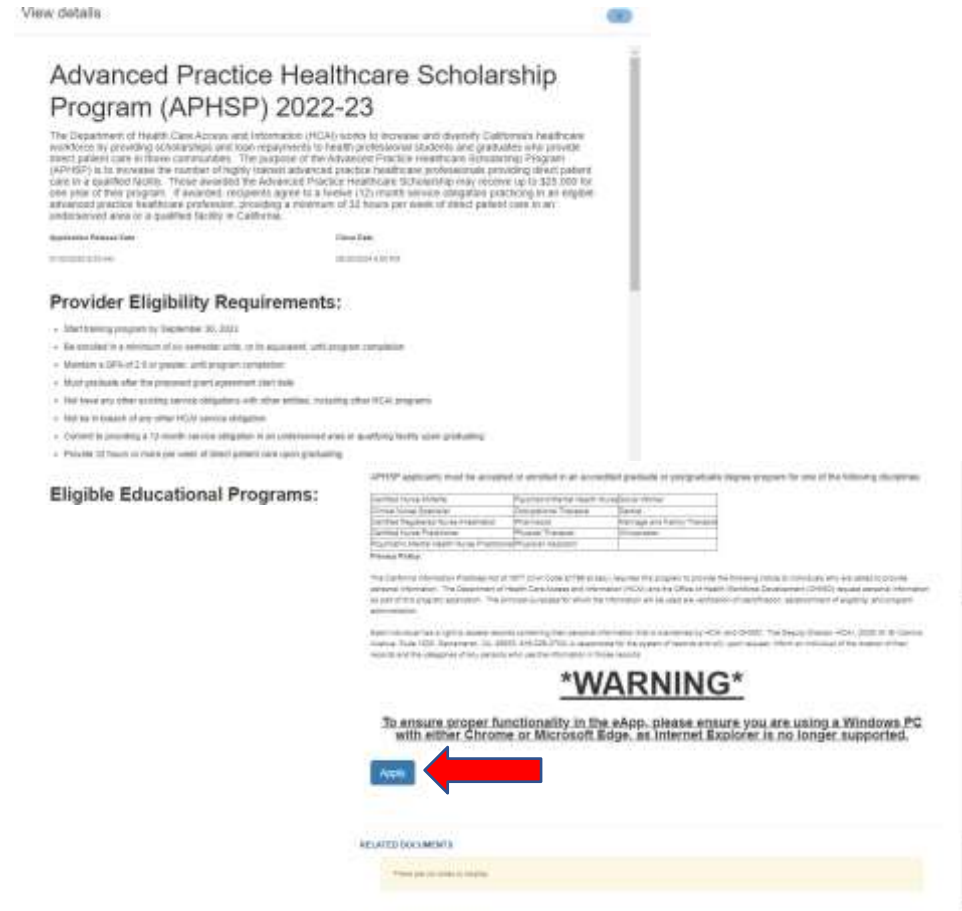
- 登录账户后，单击蓝色功能区中的“Apply Here（在此申请）”，查看可用申请。
- 本页将列出所有可用的申请。单击所需计划的蓝色超链接。

Open grant applications matching your Profile are displayed below. To find additional applications, please change the applicable user types in your Profile. To find applications already started or submitted, go to the Applications in Progress/Submitted tab.

Program	Release Date	Due Date	Who Can Apply
2022-23 Advanced Practice Healthcare Scholarship Program	01/02/2020 8:00 AM	06/30/2024 5:00 PM	Student
2022-23 Allied Healthcare Loan Repayment Program	09/01/2022 3:00 PM	06/30/2024 3:00 PM	Healthcare Professional
2022-23 Allied Healthcare Scholarship Program	03/04/2019 8:00 AM	06/30/2024 6:00 PM	Student
2022-23 Associate Degree Nursing Scholarship Program	12/01/2022 3:00 PM	06/30/2024 3:00 PM	Student
2022-23 Bachelor of Science Nursing Loan Repayment Program	09/01/2020 3:00 PM	06/30/2024 11:30 PM	Healthcare Professional
2022-23 Bachelor of Science Nursing Scholarship Program	02/01/2021 8:00 AM	06/30/2024 5:00 PM	Student
2022-23 Licensed Mental Health Services Provider Education Program	01/01/2022 3:00 PM	06/30/2024 11:30 PM	Healthcare Professional
2022-23 Licensed Vocational Nurse Loan Repayment Program	07/01/2022 3:00 PM	06/30/2024 3:00 PM	Healthcare Professional
2022-23 Licensed Vocational Nurse to Associate Degree Nursing Scholarship Program	01/04/2021 3:00 PM	06/30/2024 3:00 PM	Student
2022-23 Steven M. Thompson Physician Corps Loan Repayment Program	09/01/2021 3:00 PM	06/30/2024 5:00 PM	Healthcare Professional
2022-23 Vocational Nurse Scholarship Program	01/04/2021 3:00 PM	06/30/2024 3:00 PM	Student
2023-24 Licensed Mental Health Services Provider Education Program	03/21/2022 3:00 PM	06/30/2024 11:30 PM	Healthcare Professional
Behavioral Health Scholarship Program 2023	01/02/2023 8:00 AM	02/25/2024 5:00 PM	Student
County Medical Services Program Loan Repayment Program	11/15/2022 8:00 AM	06/30/2025 8:00 AM	Healthcare Professional
Golden State Social Opportunities Program Scholarship Program 2023	01/02/2023 8:00 AM	02/25/2024 5:00 PM	Student
State Loan Repayment Program 2022	06/01/2022 3:00 PM	12/31/2023 11:30 PM	Healthcare Professional

# 如何提交申请？

- 页面中将会出现一个包含其他项目信息的弹出框。阅读完提供的信息后，向下滚动并选择方框底部的“Apply（申请）”。



# 如何提交申请？

- 申请开始时会要求你填写一般信息。
- 根据你对某些问题的回答，可能会出现其他问题。
- 所有问题填写完毕后，申请表底部会出现一个“Save & Next（保存 & 下一页）”按钮，进入点击后可进入下一页。

The screenshot shows a web-based application form. At the top, there is a header with the text 'General Information'. Below this, there are several questions, each with a radio button for 'Yes' and 'No'. The questions are:

- Are you accepted or enrolled in an education program leading to one of the listed professions? (No selected)
- Are you a prior or current Office of Statewide Health Planning and Development (OSHPD) or Health Care Access and Information (HCAI) Awardee? (No selected)
- Do you have a current OHA of CA or other? (No selected)
- Are you currently working or volunteering for a State of California entity? (No selected)
- Do you have health experience? (No selected)
- Are you a prior or current Office of Statewide Health Planning and Development (OSHPD) or Health Care Access and Information (HCAI) Awardee? (No selected)
- Do you have a current OHA of CA or other? (No selected)
- Are you currently working or volunteering for a State of California entity? (No selected)
- Do you have health experience? (No selected)

At the bottom of the form, there is a button labeled 'Save & Next'. A red arrow points to this button.

# 如何提交申请？

- 下一页将包含“Profile Information（个人资料信息）”。此页面上的信息不能直接更改。你必须选择页面右上方的“Profile（个人资料）”按钮，进入个人资料页面进行更改。
- 如果不需要更新个人资料，请点击底部的“Save & Next（保存 & 下一页）”按钮继续申请。如果不需要更新个人资料，你可跳过接下来的两张幻灯片。

The screenshot displays the HCAi application interface. At the top, the HCAi logo is visible. Below it, the application title is 'Application APHSP-0001482 - Advanced Practice Healthcare Scholarship Program'. The main section is titled 'Profile Information' and contains several form fields for entering personal data. A red arrow points to a 'Profile' button in the top right corner. At the bottom of the form, there are two buttons: 'Previous' and 'Save & Next'. A second red arrow points to the 'Save & Next' button.



# 如何提交申请？

- 如果你浏览个人资料进行更新，请确保按下个人资料页面底部的“submit（提交）”按钮以应用你的更改。

The image shows a web form for updating a user profile. The form is titled "Profile" and includes a sidebar with "My Security Settings" and "Change Email". The main content area is titled "Select your user type. (Choose all that apply)" and contains several input fields for personal information, including name, email, phone, and address. A red arrow points to the "Submit" button at the bottom of the form.

Profile

Select your user type. (Choose all that apply) \*

Public

First Name \*

Last Name \*

Work Email \*

Home Email \*

Phone \*

City \*

State \*

Country \*

Street Address \*

City \*

State \*

Zip Code \*

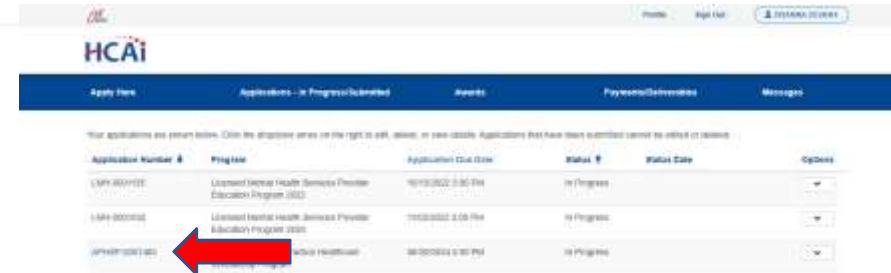
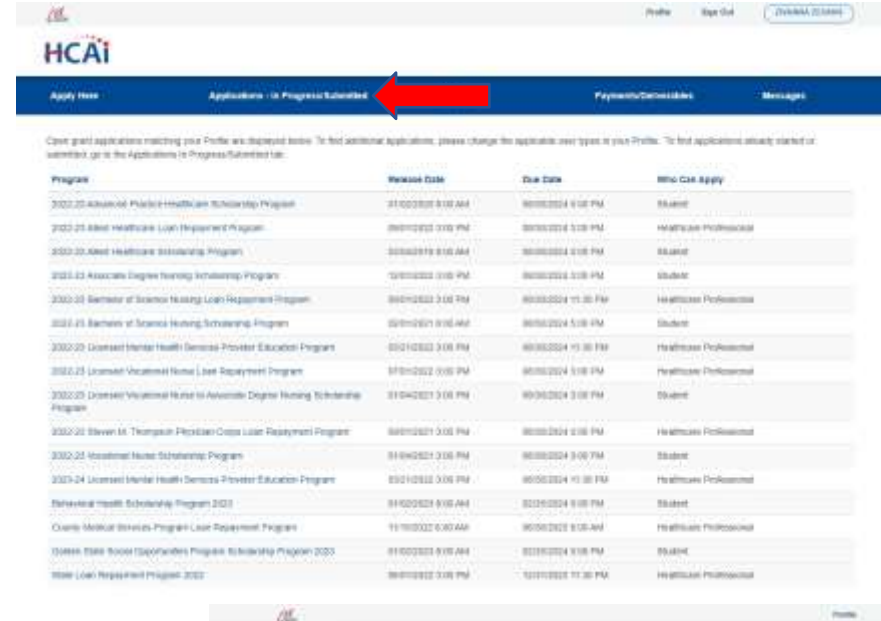
Phone 1 \*

Phone 2 \*

Submit

# 如何提交申请？

- 如需返回至你的申请，请选择蓝色功能区中的“Applications - In Progress/Submitted（申请 - 进行中/已提交）”。
- 此区域将显示所有已提交或正在进行的申请。选择正确申请编号的蓝色超链接，返回你的申请。
- 注意：你将返回到申请的起始位置。



# 如何提交申请？

- 更新个人资料后，下一页申请表将要求你提供一个唯一联系人的信息。
- 要添加地址，请选择蓝色的“+ Select Address (+ 选择地址)”按钮，之后会出现一个输入地址的方框。
- 输入联系人的地址，然后按“search (搜索)”。如果找不到地址，可尝试只输入街道号码和名称，看看是否能解决问题。
- 找到地址后，从搜索结果中选择地址，将其添加到申请中。

**Contact Information**

Please provide one unique contact. This should be a person not living with you (prelisting relatives) that will know how to reach you should we need to contact you.

Contact First Name\*  Contact Last Name\*

Click on the **Select Address** button to populate the Address Fields.

**+ Select Address**

Street Address\*

City\*  State\*  Zip Code\*

Contact Phone\*  Contact Email\*

Contact Relationship to Applicant\*

Search Address

**Search Results**

- 2020 W El Camino Ave, Sacramento, CA 95833

Map Satellite

Johnson & Associates  
Natomas Gateway Tower East  
2020 Cafe  
Seven Bridges Biopharm & Svc, LLP

California Department of Health Care Access and Information  
Keyword Alerts | See Also 9000 Google | Terms of Use

# 如何提交申请？

- 对于剩余的申请页面，请按照相应页面上提供的说明完成你的申请。
- **注意：**申请问题可能会根据你申请的计划而有所不同。
- 如果你无法进入下一页，请务必检查页面顶部显示的错误信息，以确定需要更正的区域。

## 星号

红色星号表示在进入下一页之前必答的信息栏。

Do you currently work or volunteer for a State of California entity?\*

No  Yes

## 工具提示

在整个申请中，你可能会在问题、标题或句子的末尾看到一个带问号的蓝色圆圈。点击这些图标可获取更多信息。

Do you have a recent GPA of 2.0 or higher? ⓘ

No  Yes

# 如何提交申请？

- 申请表倒数第二页为“Required Documents（所需文件）”上传页。
- 上传文件时，请确保文件包含所有必要信息，并使用兼容的文件格式（.doc、.docx、PDF、PNG 和 JPEG）。
- 你还必须使用适当的文件前缀，才能将文档上传到申请中。
- 如需上传文档，请选择相应的红框进行文档上传。弹出框中会出现一个“Choose Files（选择文件）”按钮。从电脑中选择要上传的文件，然后选择“Add files（添加文件）”。

The screenshot displays the 'Required Documents' section of an application portal. It includes instructions for uploading documents, a 'Cost of Attendance' upload area with a red arrow pointing to the 'Cost of Attendance Upload' button, and a 'Scholarship Program Verification (SPV) Form' upload area. A red error message states: 'Filename must start with CoA\_ to be accepted, Example: CoA\_MyDocument'. Below this, a file selection interface shows a 'Choose Files' button, a file named 'CoA\_.jpg' with a red arrow pointing to it, and an 'Add files' button with a red arrow pointing to it.

# 如何提交申请？

- 文件上传成功后，红色的上传按钮将变为绿色，上传的文件将出现在右侧的已上传文件下。
- 要替换已上传的文件，请选择上传文件修改日期旁边的“option（选项）”按钮，然后选择“delete（删除）”。进行此操作后，文件将被删除，并出现上传新文件的选项，你可通过按照上一页的步骤操作。

## Required Documents

### Cost of Attendance

Upload a cost of attendance that reflects the costs associated for only one year. The document must be obtained by your school. Screenshots will not be accepted.

Cost of Attendance Upload  1 file uploaded, 1 file required.

Upload documents to support your application as instructed. If you need to re-upload a document, please delete it and upload the replacement. Only .doc, .docx, PDF, PNG, and JPEG files will be accepted.

Name ↑	Modified
CoA_img (5 kb)	04/26/2021 12:04 PM

### Scholarship Program Verification (SPV) Form

Upload a completed and signed SPV form (signed by your program director or an appropriate designee). The form is located on the Scholarship Program Verification page, or use the following link to Download SPV Template.

SPV Form Upload  Required Documents

### Cost of Attendance

Upload a cost of attendance that reflects the costs associated for only one year. The document must be obtained by your school. Screenshots will not be accepted.

Cost of Attendance Upload  1 file uploaded, 1 file required.

Upload documents to support your application as instructed. If you need to re-upload a document, please delete it and upload the replacement. Only .doc, .docx, PDF, PNG, and JPEG files will be accepted.

Name ↑	Modified	
CoA_img (5 kb)	04/26/2021 12:04 PM	Delete <input type="button" value="v"/>

### Scholarship Program Verification (SPV) Form

Upload a completed and signed SPV form (signed by your program director or an appropriate designee). The form is located on the Scholarship Program Verification page, or use the following link to Download SPV Template.

SPV Form Upload  0 files uploaded, 1 file required.

# 如何提交申请？

- 如果在上传文件时遇到任何技术问题，请尝试：
  - ✓ 使用新设备和/或浏览器访问网站（注意：我们的网站与 Windows 笔记本电脑或台式机和 Google Chrome 浏览器兼容度最高）。
  - ✓ 使用不同的文件类型上传文件。如果你有 pdf 文件，可以截图保存为 jpeg 格式，然后尝试将其上传到你的申请中。
  - ✓ 如果你在上传文件时仍然遇到问题，可以发送电子邮件至 [HWDD-LRP@hcai.ca.gov](mailto:HWDD-LRP@hcai.ca.gov) 或 [HWDD-SCH@hcai.ca.gov](mailto:HWDD-SCH@hcai.ca.gov) 与计划工作人员联系。在电子邮件中，请确保说明你为解决问题所采取的步骤以及任何其他相关信息（如姓名、电子邮件、申请编号）。
- 上传所有文件后，你可以选择“Next（下一页）”按钮进入认证页面。

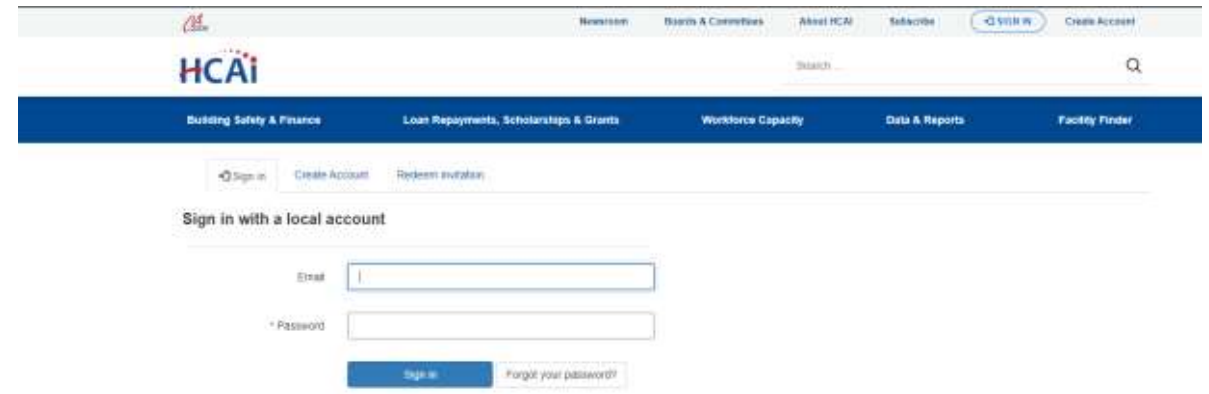
# 如何提交申请？

- 确保阅读认证页面上列出的所有信息。
- 在选择“[I Agree（我同意）](#)”并提交申请之前，请务必检查你的整个申请，包括上传的文件，以确保提交的信息正确无误。
- 提交不完整或不正确的信息或文件可能会导致你的申请失败。
- 当你对申请表中的所有内容都感到满意后，请选择蓝色的“[Submit（提交）](#)”按钮以完成申请流程。
- 你将收到一封来自 [no-reply@hcai.ca.gov](mailto:no-reply@hcai.ca.gov) 的自动电子邮件，确认你的申请已成功提交。



# 如何查看我的申请/奖助金状态？

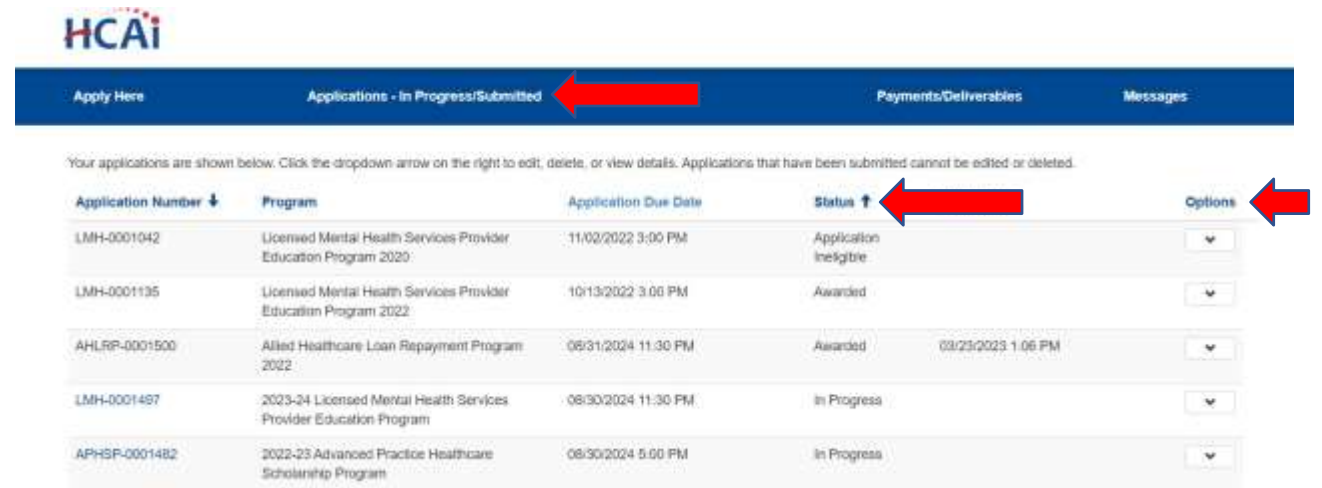
- 提交申请后，你可以访问 eApp 资助门户网站  
<https://funding.hcai.ca.gov/SignIn/> 并登录你的账户，查看你的申请状态。



The screenshot shows the HCAI website's login interface. At the top, there is a navigation bar with links for 'Home', 'About HCAI', 'Subscribe', 'Sign In', and 'Create Account'. Below this is a dark blue header with the HCAI logo and a search bar. A secondary navigation bar lists various services: 'Building Safety & Finance', 'Loan Repayments, Scholarships & Grants', 'Workforce Capacity', 'Data & Reports', and 'Facility Finder'. The main content area features a 'Sign in' button, a 'Create Account' link, and a 'Redeem invitation' link. Under the heading 'Sign in with a local account', there are input fields for 'Email' and 'Password'. A 'Sign in' button is positioned below the password field, along with a 'Forgot your password?' link.

# 如何查看我的申请/奖助金状态？

- 登录账户后，选择“Applications - In Progress/Submitted（申请 - 进行中/已提交）”选项卡。
- 该选项卡将显示你的所有申请及其状态。
- 你还可以选择“Options（选项）”按钮，查看和/或保存已提交申请的副本。



Your applications are shown below. Click the dropdown arrow on the right to edit, delete, or view details. Applications that have been submitted cannot be edited or deleted.

Application Number ↓	Program	Application Due Date	Status ↑	Options
LMH-0001042	Licensed Mental Health Services Provider Education Program 2020	11/02/2022 3:00 PM	Application Ineligible	▼
LMH-0001135	Licensed Mental Health Services Provider Education Program 2022	10/13/2022 3:00 PM	Awarded	▼
AHLRP-0001500	Allied Healthcare Loan Repayment Program 2022	09/31/2024 11:30 PM	Awarded	03/23/2023 1:06 PM ▼
LMH-0001497	2023-24 Licensed Mental Health Services Provider Education Program	08/30/2024 11:30 PM	In Progress	▼
APHSP-0001482	2022-23 Advanced Practice Healthcare Scholarship Program	08/30/2024 5:00 PM	In Progress	▼

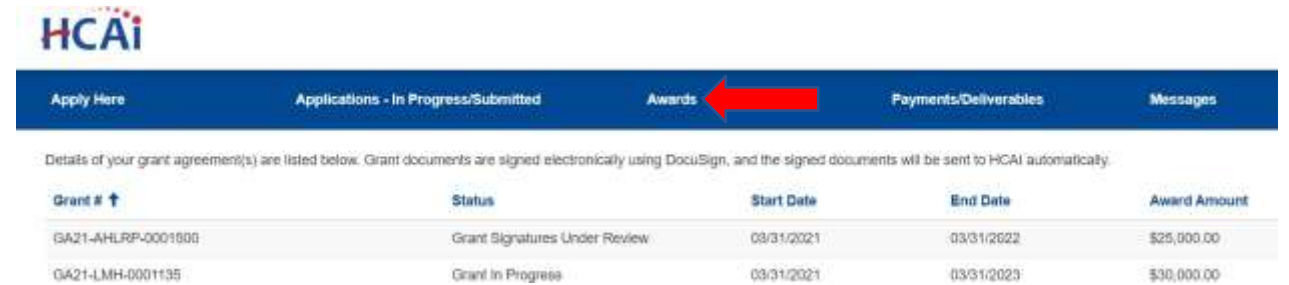
# 如何查看我的申请/奖助金状态？

- 申请状态定义：

- ▶ 进行中 (In Progress) - 申请人仍在填写申请，尚未提交。
- ▶ 已提交 (Submitted) - 申请已成功提交给计划工作人员审核。申请人无法再访问申请。
- ▶ 审核中 (In Review) - 项目工作人员正在审核申请表和所需文件。
- ▶ 申请不符合资格 (Application Ineligible) - 申请不符合获得奖助金的要求（如文件不完整、雇主不符合资格）。
- ▶ 获得奖助金 (Awarded) - 申请人的申请被选中获得奖助金。

# 如何查看我的申请/奖助金状态？

- 如果你的申请获得了奖助金，你可以选择“**Awards（奖助金）**”选项卡查看奖助金协议/合同的状态。
- 该页面将显示你的奖助金状态、合同开始日期、合同结束日期和奖助金金额。



The screenshot shows the HCAi website interface. At the top, there is a navigation bar with five tabs: "Apply Here", "Applications - In Progress/Submitted", "Awards", "Payments/Deliverables", and "Messages". A red arrow points to the "Awards" tab. Below the navigation bar, there is a heading "HCAi" and a sub-heading "Details of your grant agreement(s) are listed below. Grant documents are signed electronically using DocuSign, and the signed documents will be sent to HCAi automatically." Below this is a table with the following columns: "Grant # ↑", "Status", "Start Date", "End Date", and "Award Amount".

Grant # ↑	Status	Start Date	End Date	Award Amount
GA21-AHLRP-0001600	Grant Signatures Under Review	03/31/2021	03/31/2022	\$25,000.00
GA21-LMH-0001135	Grant In Progress	03/31/2021	03/31/2023	\$30,000.00

# 如何查看我的申请/奖助金状态？

- 奖助金状态定义：

- 奖助金推进中 (Grant In Progress) - 申请人最近获得了奖助金，项目人员正在准备签署拨款协议文件。
- 要求提供奖助金签名 (Grant Signatures Required) - 奖助金协议文件已通过 DocuSign 发送，需要申请人审核和签字。
- 奖助金签名审核中 (Grant Signatures Under Review) - 申请人已完成奖助金协议的签署，各方正在审核所需文件。
- 奖助金取消 (Grant Declined) - 受资助人拒绝签署奖助金协议或未在截止日期前签署所需文件。
- 奖助金执行 (Grant Executed) - 奖助金协议签署完毕，合同现已生效。
- 奖助金违约 (Grant Breached) - 受资助人未遵守合同的条款和条件，被计划工作人员认定为违约。
- 奖助金已完成 (Grant Completed) - 受资助人已成功完成其服务义务和计划。恭喜你！

# 如何签署/接受我的合同？

- 如果你收到 HCAI 的奖助金获得通知，你必须通过 DocuSign 签署一份“奖助金协议”以接受奖助金。
- DocuSign 电子邮件通常会在你收到奖助金获得通知电子邮件后 7-14 天内发送。
- 请务必检查你的垃圾邮件文件夹，查看是否有 DocuSign 电子邮件，以便签署你的奖助金协议。

Dear Ziyanna ZEvans,

Congratulations! Department of Health Care Access and Information (HCAI) Licensed Mental Health Services Provider Education Program 2022 is awarding you \$30,000.00. Please read this email in its entirety to ensure you understand your responsibilities and next steps.

**Note:** If multiple loan repayment programs offer you an award, you may only accept one.

## Awardee Responsibilities

You must comply with all program requirements to maintain an active and current grant agreement:

- Provide direct patient care at an approved practice site for the length of your service obligation.
- Report any changes to your name, address, telephone number, and/or email address to **LMH** staff within 30 days of the changes.
- Report any periods of leave, changes in employment, and changes to employment schedule to **LMH** staff at least 30 days before the leave or changes go into effect.
- Submit required documentation within seven days of **LMH** notification.

## Next Steps

### Confirm Your Contact Information

Log into your user account on HCAI's eApp portal to ensure your personal information, including your email and mailing address, is correct. **LMH** will email the Grant Agreement to you for electronic signature, via DocuSign, to the email address listed on your user account. Please allow for up to fourteen calendar days from the date you received your award notification for you to receive your grant agreement.

### Determine Whether to Accept or Decline the Award

You will receive a separate DocuSign email containing a link to your grant agreement. You have seven calendar days from the receipt of your grant agreement to either accept or decline the award. If you choose not to accept the award, please decline your grant agreement via DocuSign.

To accept your award, electronically sign your grant agreement in DocuSign where required. Failure to sign or decline your grant agreement will revoke your award offer.

Please ensure to check your spam/junk folders for the email from DocuSign to accept or decline your grant agreement.

### Review the Executed Grant Agreement

You will receive an executed copy of your grant agreement once all parties have signed the grant agreement. Please allow for up to three weeks for all parties to sign.

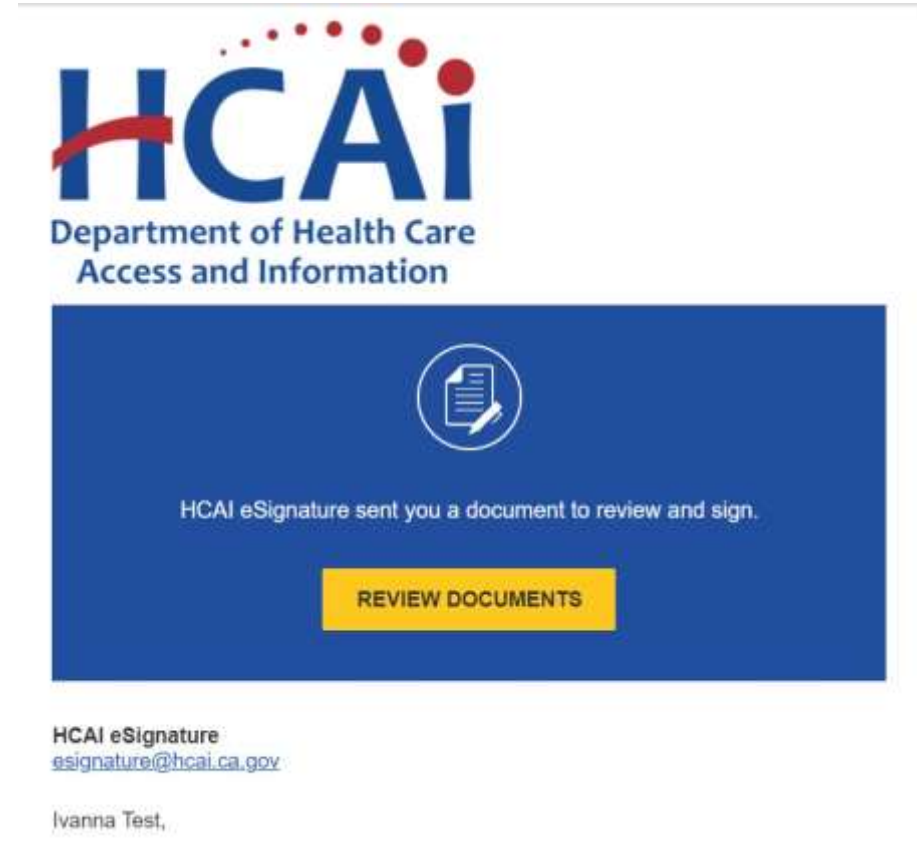
### Do not reply to this automated email

If you have any questions, please direct them to:

- For Healthcare Workforce Development Loan Repayment Programs: HWDD-LRP@hcai.ca.gov
- For Healthcare Workforce Development Scholarship Programs: HWDD-SCH@hcai.ca.gov
- For California State Loan Repayment Program: SLRP@hcai.ca.gov
- For County Medical Services Program Loan Repayment Program: CMSP@hcai.ca.gov

# 如何签署/接受我的合同？

- 收到 DocuSign 电子邮件后，单击电子邮件中黄色的“Review Documents（查看文件）”按钮，审核并签署合同。



# 如何签署/接受我的合同？

- 选择“Review Documents（查看文件）”后，你将进入 DocuSign 网页，系统将提示你阅读并同意电子记录和签名披露。阅读披露信息后，选择“I Agree（我同意）”框，然后选择黄色的“Continue（继续）”按钮，以查看并签署合同。

Please Review & Act on These Documents

HCAI eSignature  
HCAI Design | TEST

HCAI  
Powered by DocuSign

Please Read the Electronic Record and Signature Disclosures to records and signatures.

CONTINUE HS

By CONTRACT ANALYSIS made  
Ran, Rosemary  
By: FAVOR NUMBER  
Fav: Rosemary@hcai.ca.gov  
0161126.000

7. HAS YOUR AGENCY CONTRACTED FOR THESE SERVICES BEFORE?  
 YES  NO (If YES, enter your contract name and Agreement Number)  
PROM CONTRACTOR NAME: \_\_\_\_\_ FROM AGREEMENT NUMBER: \_\_\_\_\_

8. BRIEF DESCRIPTION OF SERVICES  
Increase the number of healthcare professionals in the State of California.

9. AGREEMENT OUTLINE (provide names on Agreement identify specific program, coordination requirement, program goal or other information relating the Agreement, identify specific areas or relevant terms and conditions.)  
Increase and diversify California's healthcare workforce by providing scholarship and loan repayment to health professional students and graduates who provide direct patient/care in California's underserved communities. In return for this support, recipients agree to provide direct patient/care in an underserved area of California for a period of one to three years.

10. PAYMENT TERMS (Show how you will pay):  
 Monthly Flat Fee  Quarterly  One-Time Payment  Progress Payment  
 Reimbursement / Per Diem  Stipend \_\_\_\_\_ %  Additional Payment Not To Exceed: \_\_\_\_\_  
 Other \$ \_\_\_\_\_

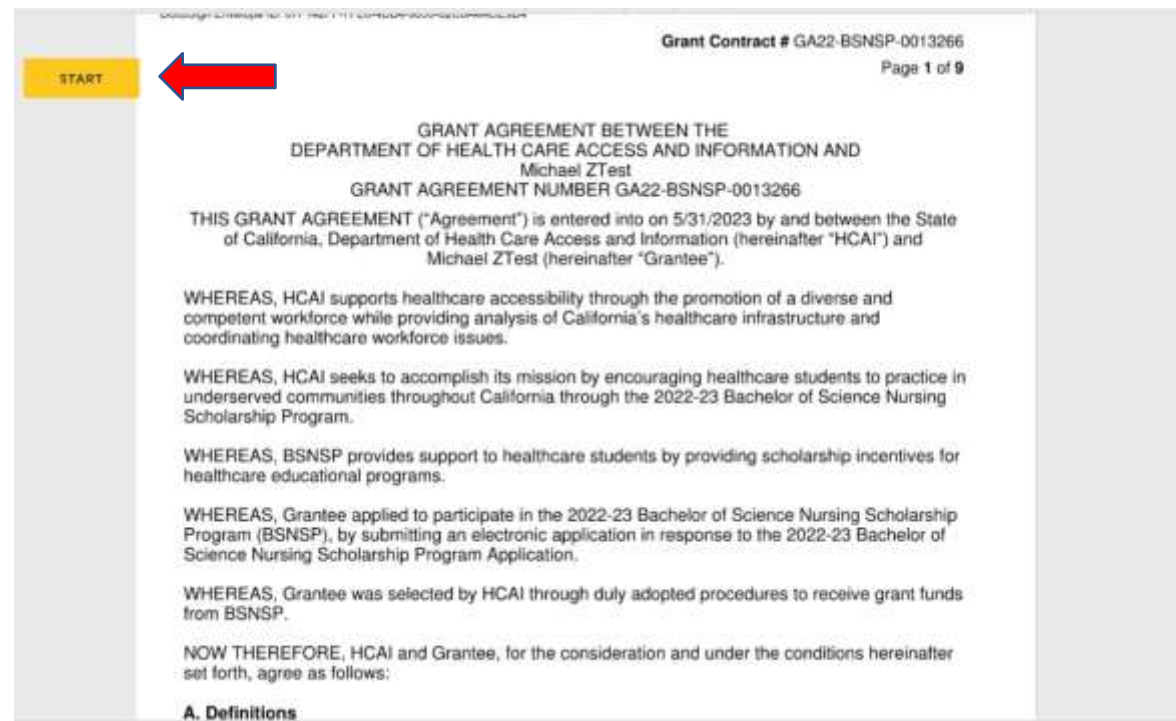
11. PROPOSED EXPENDITURES

FUNCTION	ITEM	FISCAL YEAR	CHAPTER	STATUS	PROPOSED EXPENDITURES
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# 如何签署/接受我的合同？

- 你现在可以滚动浏览合同，并在签署前查看条款和条件。
- 作为奖金接受方，你有责任在签署之前阅读并理解你的合同。 你应重点阅读奖金协议页面。
- 当你了解合同的条款和条件并准备好签署后，你就可以按下左侧的黄色“Start（开始）”按钮开始签署。



# 如何签署/接受我的合同？

- 按下“Start（开始）”按钮后，系统会自动提示你签署需要你签名的部分。
- 点击“Sign（签署）”方框，在文件上添加你的签名。日期会自动弹出。

3. Any amount HCAI is entitled to recover from Grantee's breach shall be paid within six (6) months of the date of HCAI's written notification to Grantee of the breach, unless HCAI agrees to another arrangement in writing.

4. Grantee will be ineligible to apply for any HCAI Programs in the future if they materially breach their contract unless Grantee obtains relief under Section H.

**By signing below, the Grantee has reviewed and acknowledged the terms under Section G: Breach.**

Required - Sign Here

Digitized by Michael ZTest

Sign

04/07/2023 3:53 PM PDT

Michael ZTest

Date

**H. Provisions for Suspension, Waiver, Cancellation or Voluntary Termination of Service (Cal. Code Regs, title 22, section 97726)**

1. Any service or payment obligation incurred by the Grantee will be canceled upon the Grantee's death.
2. Grantee may seek a modification, waiver, suspension, reduction, or delay of the service or payment obligations incurred as a result of Grantee's breach by written request to HCAI setting forth the basis, circumstances, and causes which support the requested action. HCAI may approve a request for a suspension for a period of not more than one (1) year. A renewal of this suspension may also be granted on a case-by-case basis.
3. HCAI may modify, waive, suspend, reduce, or delay any service or payment obligation incurred by a Grantee whenever compliance by the Grantee is impossible, or would involve

# 如何签署/接受我的合同？

- 点击“Adopt Your Signature Box（创建你的签名）”方框，你可以选择如何在文档上签名，你可以选择带有你的姓和名的样式、绘制你的签名或上传签名。
- 在创建好满意的签名后，选择黄色的“Adopt and Sign（创建签名并签署）”按钮，将签名添加到文档中。
- 在当前部分签名后，你将自动转到下一个需要签名的部分。选择“Sign（签署）”方框，添加你创建的签名。

The screenshot displays the 'Adopt Your Signature' interface. At the top, it says 'Adopt Your Signature' with a close button. Below this, it prompts the user to 'Confirm your name, initials, and signature.' There are two input fields: 'Full Name\*' containing 'Ivanna Test' and 'Initials\*' containing 'IT'. Below the fields are three buttons: 'SELECT STYLE' (highlighted in blue), 'DRAW', and 'UPLOAD'. A 'PREVIEW' section shows a signature box with 'DocuSigned by: Ivanna Test' and 'DS IT' next to a signature. Below the preview is a legal disclaimer: 'By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.' At the bottom, there is a yellow button labeled 'ADOPT AND SIGN' with a red arrow pointing to it from the right.

# 如何签署/接受我的合同？

- 你需要填写的最后一份表格是 STD 204 表格，你完成此表格后，我们才能向你发放款项。
- 检查以确保表格中的姓名和地址填写正确。如果信息有误，**请勿签名**。如果你的姓名或地址需要更正，可发送电子邮件至 [HWDD-LRP@hcai.ca.gov](mailto:HWDD-LRP@hcai.ca.gov) 或 [HWDD-SCH@hcai.ca.gov](mailto:HWDD-SCH@hcai.ca.gov) 联系 HCAI 工作人员。
- 作为 HCAI 贷款偿还或奖学金的获得者，你需要在实体类型中选择“SOLE PROPRIETOR/INDIVIDUAL（独资/个人）”。
- 填写所有部分并检查，以确保输入正确，尤其是你的 SSN 或 ITIN。如果信息有误，你须填写另一份表格。

The image shows a screenshot of the STD 204 form. A red arrow points to the 'SOLE PROPRIETOR / INDIVIDUAL' radio button in Section 2, 'Entity Type'. The form is filled out with the following information:

- Section 1 - Payee Information:** NAME: ZTest, Michael; BUSINESS NAME: (blank); MAILING ADDRESS: 2020 W El Camino Ave; CITY, STATE, ZIP CODE: Sacramento, CA 95833; E-MAIL ADDRESS: michael.andrijch@hcai.ca.gov
- Section 2 - Entity Type:** SOLE PROPRIETOR / INDIVIDUAL (selected); CORPORATION (unselected); SINGLE MEMBER LLC (unselected); PARTNERSHIP (unselected); ESTATE OR TRUST (unselected); MEDICAL (unselected); LEGAL (unselected); EXEMPT (unselected); ALL OTHERS (unselected)
- Section 3 - Tax Identification Number:** Social Security Number (SSN) or Individual Tax Identification Number (ITIN) (blank); Federal Employer Identification Number (FEIN) (blank)
- Section 4 - Payee Residency Status:** CALIFORNIA RESIDENT (selected); CALIFORNIA NONRESIDENT (unselected)
- Section 5 - Certification:** I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the state agency below.
- Section 6 - Signing State Agency:** NAME OF AUTHORIZED PAYEE REPRESENTATIVE: Michael Andrijch; TITLE: (blank); E-MAIL ADDRESS: (blank); SIGNATURE: Michael Andrijch; DATE: 04/27/2023 | 3:53 AM PDT; TELEPHONE: (blank)

# 如何签署/接受我的合同？

- 完成所有必填信息栏后，页面底部会出现一个功能区，其中有一个黄色“Finish（完成）”方框可点击。或者，你也可以选择页面顶部的黄色“Finish（完成）”按钮。
- 这时会弹出一个提示框，证明你已完成签署，并提供下载或打印已签署文件副本的选项。建议保存一份副本以作记录。
- 保存副本后，选择黄色的“Continue（继续）”按钮。

The image shows a two-part screenshot of a web-based contract signing process. The top part is a form with various fields and a yellow 'FINISH' button at the top right, indicated by a red arrow. The bottom part is a confirmation screen titled 'You're Done Signing' with a yellow 'FINISH' button at the top right and a 'CONTINUE' button at the bottom left, both indicated by red arrows. The confirmation screen also features download and print icons in the top right corner.

# 如何签署/接受我的合同？

- 恭喜，你已完成合同签署！
- 你的合同将自动发送到 HCAI 签名人处进行签署。
- 各方完成签署后，你将收到一封电子邮件。收到此电子邮件后，建议你保存一份副本以作记录。



# 如何拒绝接受我的合同？

- 如果你获得了一项奖助金，但已决定不再接受该奖助金，你可以按照以下步骤拒绝接受合同。
1. 点击你收到的 DocuSign 电子邮件中要求你签署合同的链接。
  2. 查看文件时，点击“Other Actions（其他操作）”，然后从下拉菜单中选择“Decline to Sign（拒绝签署）”。
  3. 点击“Continue（继续）”。
  4. 系统会提示你输入拒绝签署的原因。输入原因后，单击“Decline to Sign（拒绝签署）”按钮。

Follow the instructions below if you want to decline to sign a document that was sent to you via DocuSign.

1. When viewing the document itself, click on **OTHER ACTIONS** and then select **Decline to Sign** from the drop-down menu.



2. Click **CONTINUE**.



3. You will be prompted to enter the reason you are declining to sign. Once you enter the reason, click **DECLINE TO SIGN**. All recipients will be notified that you declined, but only the sender will see the reason you are declining.



# 如何提交交付文件？

- 在受资助人履行服务义务的过程中，他们需要下载和提交交付文件。受资助者必须提交的交付文件数量取决于计划的服务期限和合同要求。
- 进度报告是一项计划交付文件，用于验证受资助者是否达到了其资助协议中规定的时间要求。每六个月必须提交一份进度报告，并由受资助者和受资助者的直接主管或相关指定人员签字。
- 毕业日期核实表（GDV）用于跟踪奖学金受资助者的毕业日期。必须由适当的指定人员签署。（仅限奖学金）
- 就业核实表（EVF）用于在受助人更换工作或开始在符合资格的地点工作时更新就业信息。这是奖学金获得者必须交付的文件。如需偿还贷款，受资助人可直接向其项目官员提交 EVF。
- 交付文件可用后，受资助者将收到一封电子邮件，通知他们有交付文件可用。
- 受资助人必须访问其账户以下载交付文件，并在完成后上传交付文件。



# 如何提交交付文件？

- 交付文件发布并可供受资助人填写时，eApp 将通过电子邮件通知每个受资助人。
- 发件人为“# SVC-Dynamics [no-reply@hcai.ca.gov](mailto:no-reply@hcai.ca.gov)”
- **注意：**请确保将上述电子邮箱添加到你的电子邮箱地址或安全发件人列表中，以便今后所有电子邮件都能发送到你的收件箱中。
- 如果受资助人没有在收件箱中看到通知，他们还需要检查他们的“垃圾邮件/垃圾箱”文件夹。
- 所有通知都将发送到受资助者个人资料页面中列出的电子邮箱地址。

# 如何提交交付文件？

- 交付文件发布并可供受资助人填写后，eApp 将通过电子邮件通知每个受资助人。见图 1.1。
- 受资助人可点击通知中的“Funding e-App”链接或访问 <https://funding.hcai.ca.gov/>。
- 进入 Funding e-App 网站后，受资助人需要登录其账户。

图 1.1

From: # SVC-Dynamics [no-reply@hcai.ca.gov](mailto:reply@hcai.ca.gov); To: Grantee Name [Email Address on Profile] Subject: Your Progress Report is Ready

Dear [Grantee Name],

You currently have a progress report due for [Program Name and Year]. Please log into your [Funding e-App](#) account and navigate to the Payments/Deliverables tab to complete the necessary documents by the [Due Date].

If you have any questions, please contact us. Thank you,

# 如何提交交付文件？

- 受资助人登录账户后，将按照以下步骤操作：
  1. 点击顶部的“Payments/Deliverables（付款/交付文件）”选项卡。
  2. 在“Deliverable #（交付文件#）”栏下，点击应交付的交付文件。

注意：以蓝色突出显示的交付文件为可点击链接。如果“Deliverable #（交付文件#）”栏下的交付文件名称为黑色，则该交付文件不可编辑，受资助人将无法点击并编辑该交付文件。

Deliverable #	Grant #	Deliverable Number Order	Deliverable	Due Date	Status	Payment	Amount Paid	Remaining to be Paid	Options
GA22-LMH-0001221-1	GA22-LMH-0001221	2	Progress Report	03/31/2023	Approved	1.00	0.00	1.00	
GA20-BSHSP-1013099-GDV1	GA20-BSHSP-1013000	1	Graduation Date Verification Form	04/30/2021	Due	0.00	0.00	0.00	
GA22-LMH-0001221-1	GA22-LMH-0001221	1	Progress Report	03/31/2023	Due	0.00	0.00	0.00	
GA22-LMH-0001221-2	GA22-LMH-0001221	2	Progress Report	03/01/2024	Due	0.00	0.00	0.00	
GA22-LMH-0001221-2	GA22-LMH-0001221	4	Progress Report	04/30/2025	Due	1.00	0.00	1.00	
GA20-BSHSP-1013099-EVF	GA20-BSHSP-1013000	2	Employment Verification	04/30/2021	In Progress	0.00	0.00	0.00	
GA20-BSHSP-1013099-PAIEMENTPROGRESS-REPORT 1	GA20-BSHSP-1013000	3	Progress Report	04/30/2021	In Progress	0.00	0.00	0.00	
GA20-BSHSP-1013099-PAIEMENTPROGRESS-REPORT 2	GA20-BSHSP-1013000	4	Progress Report	04/29/2023	In Progress	0.00	0.00	0.00	
GA20-LMH-1011513-1	GA20-LMH-1011513	1	Progress Report	03/31/2021	Submitted	0.00	0.00	0.00	

# 如何提交交付文件？

- “Status（状态）” 栏将显示受资助人的每个交付文件的状态。以下是状态及其含义：
  - 逾期（Due） - 交付文件已到期，但尚未打开或提交。
  - 进行中（In Progress） - 交付文件已打开，但尚未提交。
  - 即将发布（Upcoming） - 可交付文件尚未向受资助人发布，因为尚未到发布时间。
  - 已提交（Submitted） - 受资助人已提交交付文件。
  - 已批准（Approved） - HCAI 工作人员已审核交付文件，确认所有信息正确无误，并将其标记为已批准和完成。
  - 付款已处理（Payment Processed） - HCAI 员工已审核交付文件并确认所有信息无误。如果交付文件涉及付款，一旦付款被发送到会计部门进行处理，项目将把交付文件标记为“Payment Processed（付款已处理）”。（处理和邮寄付款需要 4-6 周时间）。

Listed below are the status of your deliverables. To receive payments, please submit all documents (deliverables) to HCAI as defined in your grant agreement. To submit a deliverable, click the grant deliverable under the 'Deliverable #' that is due.  
 Note: Not all deliverables are associated with a payment. If a deliverable is associated with a payment the amount will be listed under the 'Payment' column. Please ensure to submit your deliverable by the deadline listed under the 'Due Date' column.

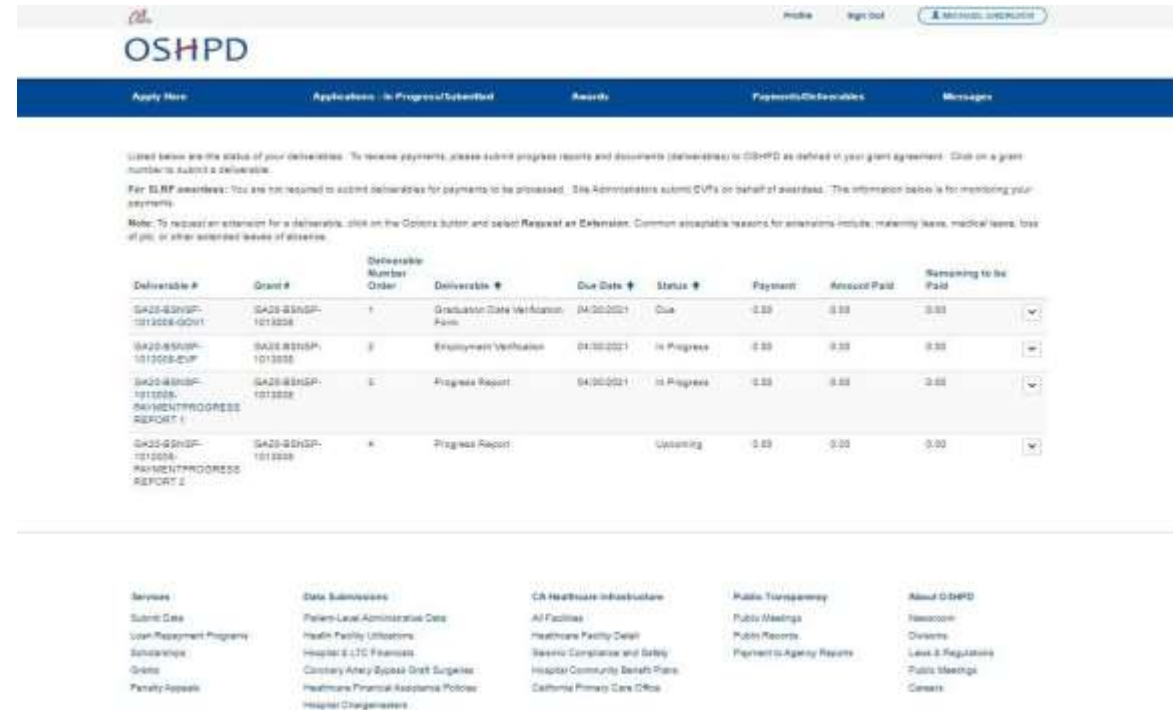
For SLRP awardees: You are not required to submit deliverables for payments to be processed. Site Administrators submit EVFs on behalf of awardees. The information below is for monitoring your payments.  
 Note: To request an extension for a deliverable, click on the Options button and select Request an Extension. Common acceptable reasons for extensions include: maternity leave, medical leave, loss of job, or other extended leaves of absence.

Deliverable #	Grant #	Deliverable Number Order	Deliverable ↑	Due Date ↑	Status ↑	Payment	Amount Paid	Remaining to be Paid	Options
GA23-LMH-0001221-1	GA23-LMH-0001221	2	Progress Report	03/31/2023	Approved	1.00	0.00	1.00	▼
GA20-BSHSP-1013000-GDV1	GA20-BSHSP-1013000	1	Graduation Date Verification Form	04/30/2021	Due	0.00	0.00	0.00	▼
GA23-LMH-0001221-1	GA23-LMH-0001221	1	Progress Report	03/31/2023	Due	0.00	0.00	0.00	▼
GA23-LMH-0001221-2	GA23-LMH-0001221	2	Progress Report	03/01/2024	Due	0.00	0.00	0.00	▼
GA23-LMH-0001221-2	GA23-LMH-0001221	4	Progress Report	04/30/2025	Due	1.00	0.00	1.00	▼
GA20-BSHSP-1013000-EVF	GA20-BSHSP-1013000	2	Employment Verification	04/30/2021	In Progress	0.00	0.00	0.00	▼
GA20-BSHSP-1013000-PAYMENTPROGRESS-REPORT 1	GA20-BSHSP-1013000	3	Progress Report	04/30/2021	In Progress	0.00	0.00	0.00	▼
GA20-BSHSP-1013000-PAYMENTPROGRESS-REPORT 2	GA20-BSHSP-1013000	4	Progress Report	04/29/2023	In Progress	0.00	0.00	0.00	▼
GA20-LMH-1011513-1	GA20-LMH-1011513	1	Progress Report	03/31/2021	Submitted	0.00	0.00	0.00	▼

# 如何提交交付文件？

- “Due Date（截止日期）” 栏将标明交付文件的截止且必须上传的日期。
- “Payment（付款）” 栏将显示与交付文件相关的资金数额。

**注意：**并非所有交付文件都与付款相关，因此部分文件将显示为 0.00 美元。



OSHPD

Apply Here Applications In Progress/Submitted Records Payments/Deliverables Messages

Listed below are the status of your deliverables. To receive payments, please submit progress reports and documents (deliverables) to OSHPD as defined in your grant agreement. Click on a grant number to submit a deliverable.

For ELRF awardees: You are not required to submit deliverables for payments to be processed. Site Administrators submit CVTs on behalf of awardees. The information below is for monitoring your payments.

Note: To request an extension for a deliverable, click on the Options button and select Request an Extension. Common acceptable reasons for extensions include: maternity leave, medical leave, loss of job, or other extended leave of absence.

Deliverable #	Grant #	Deliverable Number	Deliverable *	Due Date	Status	Payment	Amount Paid	Remaining to be Paid
GA20-020HP-1012008-0201	GA20-020HP-1012008	1	Graduation Date Verification Form	04/30/2021	Due	0.00	0.00	0.00
GA20-020HP-1012008-0202	GA20-020HP-1012008	2	Employment Verification	04/30/2021	In Progress	0.00	0.00	0.00
GA20-020HP-1012008-PA1000177PROGRESS REPORT 1	GA20-020HP-1012008	3	Progress Report	04/30/2021	In Progress	0.00	0.00	0.00
GA20-020HP-1012008-PA1000177PROGRESS REPORT 2	GA20-020HP-1012008	4	Progress Report		Upcoming	0.00	0.00	0.00

Services: Submit Data, Loan Repayment Programs, Scholarships, Grants, Faculty Appeals

Data Submissions: Patient-Level Administrative Data, Health Facility Utilizations, Hospital & LTC Financials, Community Agency Zipped Data Submissions, Healthcare Financial Reporting Policies, Hospital Discharge Data

CA Healthcare Infrastructure: All Facilities, Healthcare Facility Detail, Services Compliance and Safety, Hospital Community Benefit Plans, California Primary Care Office

Public Transparency: Public Meetings, Public Records, Payment to Agency Reports

About OSHPD: Newsroom, Directors, Law & Regulation, Public Meetings, Careers

# 如何提交交付文件？

- 点击应交付的交付文件后，受资助人将首先审查并确认其联系信息是否准确。

注意：如果联系信息不准确，受资助人必须点击“Profile（个人资料）”链接更新个人资料，并相应地更新其合同信息。受资助人不能在此页面更新其联系信息。

- 联系信息得到验证后，受资助人必须点击“I Agree（我同意）”复选框才能继续。

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### Confirm Your Contact and Employer Information

Please review your contact information below. If the information is not current, please make changes in your [Profile](#).

Name	Email	Phone
Michael Edgewood	medgewo@hcai.ca.gov	(916) 884-4444
Address	City/Zip/Dept	
2000 W. El Camino Ave		
State	CA	95603

My contact information listed above is correct:

I Agree

Click “Profile（个人资料）” to update contact information.

# 如何提交交付文件？

- 你的联系信息通过验证后，你将需要验证你的雇主信息。

**注意：**将只列出受资助人的当前雇主。

- 如果雇主和所有相关信息正确无误，受资助人可以不变更信息。
- 如果任何信息不正确，如直接患者护理小时数和/或开始/结束日期，或者如果雇主非当前雇主，受资助人**必须**联系其项目官员，以便项目官员帮助受资助人更新雇主信息。

**注意：**所有新雇主必须由计划官员核实并确定其符合资格。

**STOP! PLEASE READ:**  
The table below shows your current employers.  
Please review and ensure the table below reflects your current employers.  
NOTE: All changes to employment must be verified and approved by HCAI. If your employer is not accurate and/or has changed, please contact your program representative. Your program representative will be able to assist you further in updating your employer.

Progress Report(s)  
For each current employer, click the OPTIONS arrow and select DOWNLOAD PROGRESS REPORT. You will be required to upload the signed Progress Report(s) on the next page.

Employer Name	I currently work here	Start Date	End Date	Direct Patient Care Hours Per Week	Total Hours Weekly Worked	How Employment History	Options
Stanford University Hospital	Yes	01/05/2023				No	▼

I have downloaded the Progress Report for each of the employers listed above.

Downloaded Progress Report

[Save & Continue](#)

# 如何提交交付文件？

- 雇主信息得到核实和/或更新后，受资助人可下载每个现有雇主的进度报告。
- 要下载进度报告，受资助人将按照以下步骤进行操作：
  1. 受资助人须点击雇主栏的“Options（选项）”下拉菜单，并选择“Download Progress Report（下载进度报告）”。
  2. 受资助人需要将进度报告的 PDF 文件下载至到自己的电脑中。
  3. 然后，受资助人必须将进度报告打印出来，填写进度报告，签名，并获得其直接主管或相关指定人员的签名，以核实工时和信息正确性。
  4. 下载完所有进度报告后，受资助人将勾选“Downloaded Progress Report（下载进度报告）”复选框，并点击“Save & Continue（保存 & 继续）”。

## STOP! PLEASE READ!

The table below shows your current employer(s).

Please review and ensure the table below reflects your current employer(s).

NOTE: All changes to employment must be verified and approved by HCAI. If your employer is not accurate and/or has changed, please contact your program representative. Your program representative will be able to assist you further in updating your employer.

Progress Report(s)

For each current employer, click the OPTIONS arrow and select DOWNLOAD PROGRESS REPORT. You will be required to upload the signed Progress Report(s) on the next page.

Employer Name	I currently work here	Start Date	End Date	Direct Patient Care Hours Per Week	Total Hours Weekly Worked	New Employment History	Options
Stanford University Hospital	Yes	01/09/2023				No	 Download Progress Report

I have downloaded the Progress Report for each of the employers listed above.

Downloaded Progress Report

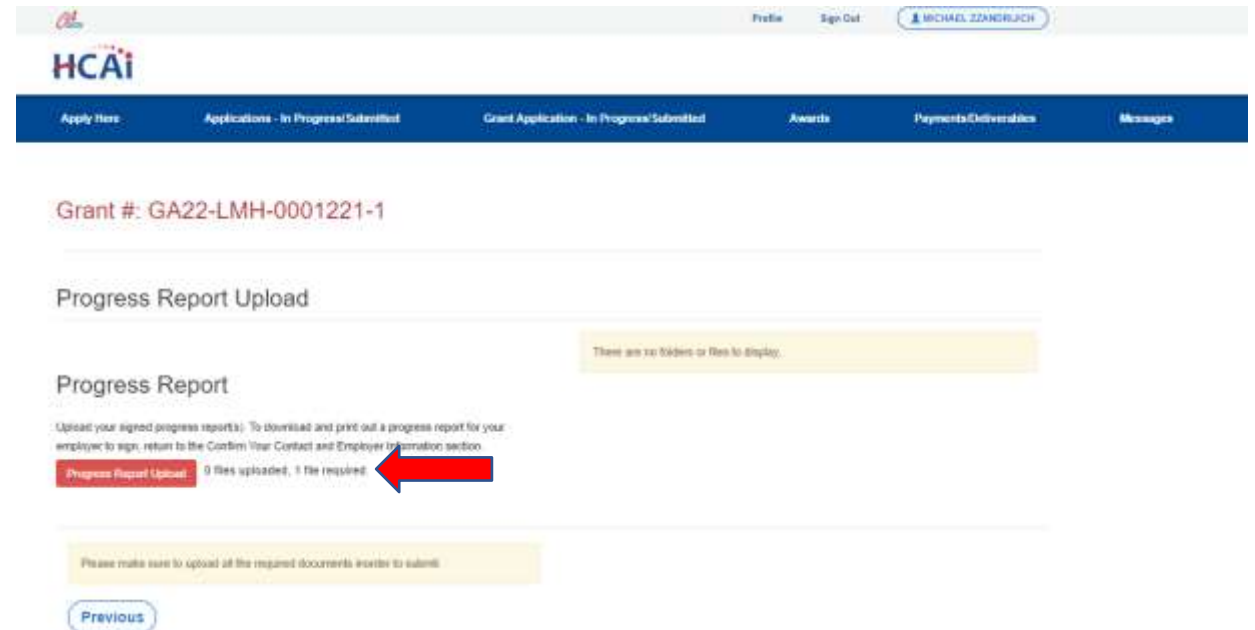
Save & Continue



# 如何提交交付文件？

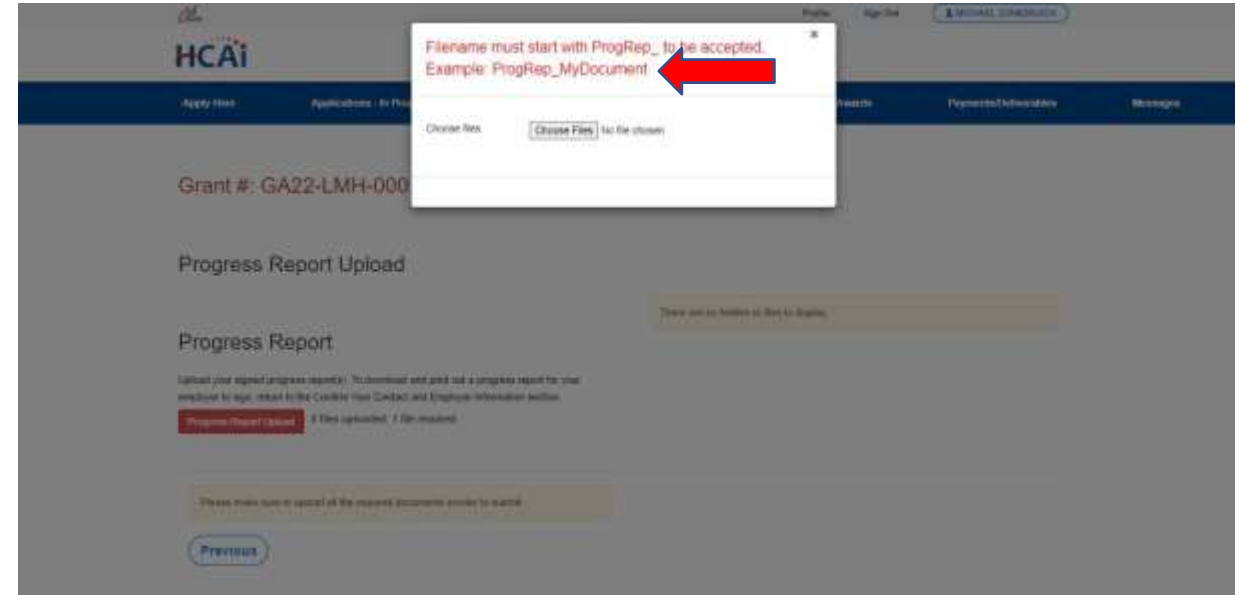
- 受资助人须在上传页面上传已完成的交付文件。在本例中，我们上传的是进度报告。
  - 再上载交付文件的数量达到所需量前，上载交付文件的按钮都将保持红色（见图 4.1）。
- 注意：**每个交付文件上传按钮旁边都标明了所需的文件数量。
- 如果受资助人要上传一份以上的进度报告，则每个文件必须使用不同的名称。

图 4.1



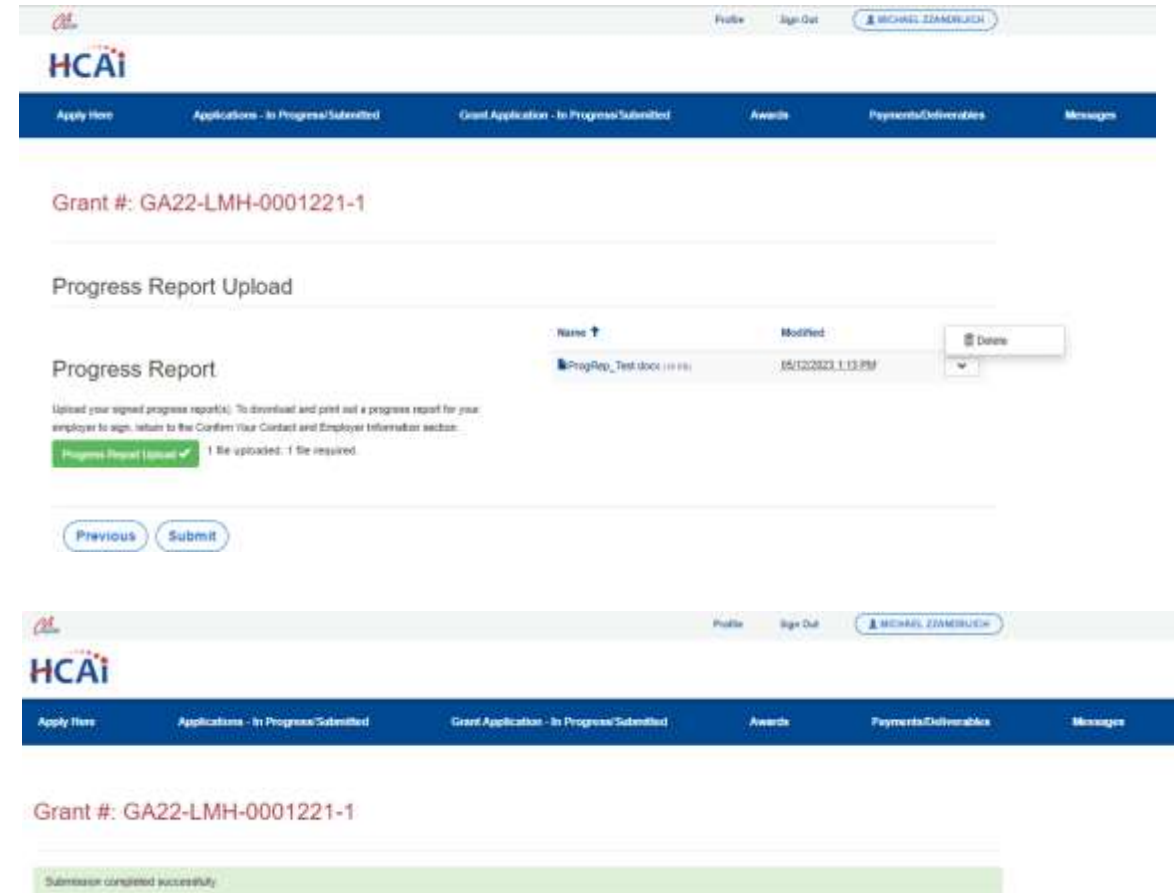
# 如何提交交付文件？

- 在上传交付文件之前，受资助人必须确保使用与交付文件相关的正确前缀保存文件。
- 点击交付文件上传按钮，即可找到交付文件所需的前缀。交付文件的前缀将在上传窗口的红色文本中标识。  
例如，“ProgRep\_Employer Name”



# 如何提交交付文件？

- 上传了所有必需的交付文件后，交付文件上传按钮将变为绿色。
- 受资助人可点击“Submit（提交）”。完成此操作后，交付文件将被提交以供审核。
- 受资助人点击“Submit（提交）”后，将收到一条“Submission Confirmation（确认提交）”信息。



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### Progress Report Upload

Name ↑	Modified	Actions
ProgRep_Test.docx (11 KB)	05/12/2022 1:13 PM	

**Progress Report**

Upload your signed progress report(s). To download and print out a progress report for your employer to sign, return to the Confirm Your Contact and Employer Information section.

Progress Report Upload ✓ 1 file uploaded, 1 file required.

[Previous](#) [Submit](#)

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Submission completed successfully.