

**e-Services
Portal
User
Guide**

**HOSPITAL
SERVICES
REPORTING**

VERSION 1.4

**Section
25**

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1 Introduction

Welcome to HCAI Electronic Services Portal (eSP) User Guide

This guide details the step-by-step instructions for creating and submitting an application for Hospital Services Reporting using the HCAI eServices Portal.

Prerequisites:

- You must have an active eSP user account to create and submit a Compliance Plan application. For instruction on creating an eSP user account, refer to user guide [2. Account Registration](#).
- In order to submit the application, you will need the Facility Authorization (PIN) number. For further information refer to user guide [3. Facility Authorization](#).
- After the application is submitted to HCAI, your eSP user account must be associated to the application in order to interact with it. To learn more, refer to user guide [4. Account Management, Association and Delegation](#).

Who to Contact:

- For eSP technical support, contact eserv@hcai.ca.gov or (916) 440-8400.
- For eSP User Registration and Account Management, contact eCA.AccessManager@hcai.ca.gov or call (916) 440-8400.
- For questions regarding Hospital Services Reporting applications, contact SeismicComplianceUnit@hcai.ca.gov.

2 Application Overview

- Only General Acute Care (GAC) facilities are required to submit a Hospital Services Report.
- The application includes all of the buildings at a facility. Only one application is required per facility.
- After submittal, the facility representative may receive an email from HCAI stating that the application has been returned or remarked. If this occurs, the facility representative will need to edit the application and re-submit it. For step-by-step instructions, see [Section 4 – Editing a Returned or Remarked Hospital Services Report](#).
- After review and approval, a copy of the report should be printed and provided to each of the entities mandated to receive an annual status update. For step-by-step instructions, see [Section 5 – Printing the Hospital Services Report](#).

2.1 Page Flow Overview

The steps to create and submit a Hospital Services Reporting application are detailed in this section. The table below lists the page flow steps.

Table 1: eCA Pageflow

Page No.	Page Title	Description
Hospital Services Reporting		
1	Record Type	Enforcement → Create an Application → Hospital Services Reporting
2	Select Facility	Look up and select the facility from HCAI's facility database. eSP auto-populates the facility, address, and facility owner information.
3	Contact(s)	(Required) Enter the Authorized Agent. This individual will be the primary contact and will receive HCAI communication related to the project.
4	Building Services	Select the services that apply to each hospital building. Visit the Facility Details page for detailed facility and building information.
5	Facility Authorization	User enters a valid Facility PIN code.
6	Review	Final review of the application; edits can still be made if necessary.
7	Confirmation	Application submitted to HCAI. eSP issues a project ID number.

2.2 Basic Rules and Tips

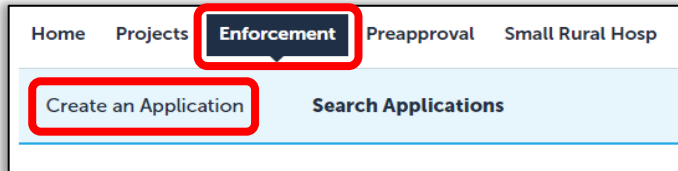
Below are some basic rules of submitting an application using the eSP page flow:

- ✓ When creating an application, follow the page flow to avoid errors or missed data.
- ✓ You must click the **Continue Application** button at the bottom of each page to save your entries and move to the next page.
- ✓ You can navigate back and forth between saved pages.
- ✓ If you must exit the application for any reason, click **Save and resume later** to save your progress. A temporary project number will be created, and an email with the project number and creation date will be sent to the email address associated with your eSP User Account.
- ✓ Once a temporary project number is created, you will have 30 days to submit the application or it will be automatically deleted. Once deleted, temporary projects cannot be restored.
- ✓ To resume an application, select the **Enforcement** tab and find the project in your **Records** list. Click the temporary project number and choose **"Start from the Beginning"**.
- ✓ It is recommended that you click the **Save and resume later** button as needed to prevent data loss due to system time-out.
- ✓ If any required data is missing from a page, an error message will be displayed at the top of the page when you click the **Continue Application** button. You must correct any errors before continuing to the next page.

3 Creating a Hospital Services Report

The following information will guide users through the steps necessary to create a Hospital Services Report application.

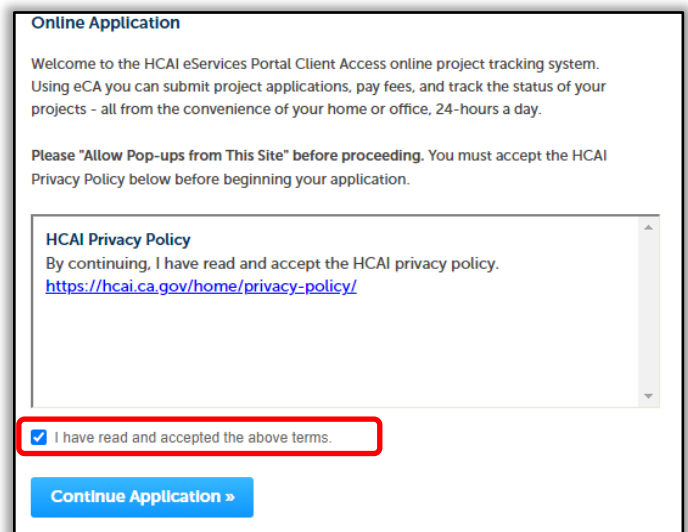
3.1 Create an Application



Select the **Enforcement** tab and then click **Create an Application**.

Accept HCAI Privacy Policy

Click on the link in the window to review the privacy policy. Check “I have read and accepted the above terms” then click on **Continue Application** button.



Online Application

Welcome to the HCAI eServices Portal Client Access online project tracking system. Using eCA you can submit project applications, pay fees, and track the status of your projects - all from the convenience of your home or office, 24-hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the HCAI Privacy Policy below before beginning your application.

HCAI Privacy Policy

By continuing, I have read and accept the HCAI privacy policy.
<https://hcai.ca.gov/home/privacy-policy/>

☒ I have read and accepted the above terms.

Continue Application >



- ▶ **Compliance Enforcement Applications**
 - ☐ Re-Open Closed Project
- ▶ **Hospital Reporting**
 - ☒ **Hospital Services Reporting**
 - ☐ Hospital Signage Reporting
- ▶ **SNF/ICF Assessments**
 - ☐ SNF Backup Power Assessment

Select a Record Type

Under Hospital Reporting, select the **Hospital Services Reporting** option.

Click on **Continue Application** to proceed.

3.2 Enter Facility Information

Step 1: Facility Information > Facility Details

Facility

Enter the HCAI Facility ID for this Project (or select 'Auto-fill' if available) and select a facility from the returned list. Both the Address and Owner sections will be automatically populated with information from our database. **Please verify that this information is correct.** If the facility information is incorrect or to add a new facility.

* Facility ID:

Facility Name:

Type of Facility:

County Code:

If you make a mistake and need to search again, click the **Clear** button in the Facility, Address and Owner sections. This clears all previously entered data and allows you to start over.

Once the correct facility is entered, click **Continue Application**.

Enter the five-digit HCAI Facility ID or Facility Name, then click the **Search** button. If the facility is found, the Facility, Address, and Owner sections will automatically populate and become read-only. Notify HCAI of any errors.

Step 1: Select Facility > SNF or ICF

* indicates a required field.

Facility

Enter the HCAI Facility ID of the Skilled Nursing Facility / Intermediate Care Facility for this application and then click on the Search button (or select 'Auto-fill' if available). Select the correct facility from the returned list. Both the Address and Owner sections will be automatically completed with the current information from our database. **Please verify that this information is correct.** Contact HCAI at eserve@hcai.ca.gov if the current facility information is incorrect or to add a new facility.

Only Skilled Nursing and Intermediate Care Facilities are required to submit an assessment. If your facility is not a Skilled Nursing or Intermediate Care Facility, you will not be permitted to continue.

* Facility ID:

Facility Name:

Responsible Region:

Type of Facility:

Geographic Region:

County Code:

RCO: ACO: DSE: Field FLSO:

Senior Architect: Plan Review PT: Closure PT:

Address

* Street No.: * Street Name: City: State: * Zip:

Owner

☐ Auto-fill with:

Owner Name:

Address Line 1: City: State: Zip:

Phone: E-mail:

3.3 Add Contacts

Authorized Agent: The Authorized Agent is the individual representing the facility to whom HCAI communications will be delivered. The Authorized Agent should be the facility representative, such as the administrator or PIN holder.

There are two options for adding contacts, **Select from Account** or **Add New**.

Step 1: Select Facility > Contact

Authorized Agent

The contact entered on this page should be the facility representative such as the administrator or PIN holder.

[Select from Account](#) [Add New](#)

Select Contact from Account

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Individual	Robert D Fisher
<input type="radio"/> Associated Owner		00000 - NO FACILITY - SYSTEM USE ONLY

[Continue](#) [Discard Changes](#)

If choosing **Select from Account**, you will be able to choose a contact associated with your eSP user account. Select the contact and click **Continue** to save.

Contact Information

* First Name: Jane Middle: Last Name: Doe Title: Project Manager

Name of Business: Project Management, Inc.

* Address Line 1: 123 Main Street * City: Los Angeles * State: CA * Zip: 90000

Work Phone: 123-456-7890 Mobile Phone: 987-654-3210 Fax: E-mail: Jane.Doe@PMInc.com

[Continue](#) [Clear](#) [Discard Changes](#)

If choosing **Add New** you will be prompted to enter new contact information. When all required fields are entered, click **Continue** to save the contact.

Other Contacts: You can add as many supplemental contacts as needed.

There are two options for adding contacts, **Select from Account** or **Add New**.

Other Contact

The contacts entered here are supplemental contacts.

Select from Account

Add New

Select Contact from Account

Select a contact to attach to this application.

If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Individual	Robert D Fisher
<input type="radio"/> Associated Owner		00000 - NO FACILITY - SYSTEM USE ONLY

Continue

Discard Changes

If choosing **Select from Account**, you will be able to choose a contact associated with your eSP user account. Select the contact and click **Continue** to save.

Contact Information

*First Name: Jane Middle: Last Name: Doe Title: Project Manager

Name of Business:
Project Management, Inc.

*Address Line 1: 123 Main Street *City: Los Angeles *State: CA *Zip: 90000

Work Phone: 123-456-7890 Mobile Phone: 987-654-3210 Fax: E-mail: Jane.Doe@PMInc.com

Continue

Clear

Discard Changes

If choosing **Add New** you will be prompted to enter new contact information. When all required fields are entered, click **Continue** to save the contact.

To advance to the next page, click **Continue Application**.

3.4 Building Services

Have Services Changed: If GAC Services have not changed since the previous submittal, select 'Yes' else Select 'No'.

Step 2: Hospital Services Reporting > Services

If the services provided at the facility have not changed since the previous submittal, Select Yes to the field data point. If services have changed, select No.

All buildings at your facility have been auto-populated into the following list. Services for the previous submittal have been auto-populated. Each building must have at least one service to continue with the submittal.

If no General Acute Care Services are provided at the building, enter Non GAC Services in text area field No GAC Services.

* indicates a required field.

Services

APPLICATION

Services Have Not Change Since Last Submittal



☐ Yes ☐ No

If you have selected 'Yes' to Services Have Not Changed Since Last Submittal, you may click **Continue Application** to bypass Building Service entry.

The **Building Services** table will auto-populate with a list of buildings located at the facility and the services submitted in previous yearly reporting (if previously submitted).

BUILDING SERVICES

To edit the building services, check the box next list of building and click Edit Selected Buildings

Showing 1-5 of 5

<input type="checkbox"/>	Building No.	Building Name
<input checked="" type="checkbox"/>	BLD-00090	Main Hospital Building & Additions
<input checked="" type="checkbox"/>	BLD-00093	Medical Records/Maintenance Bldg
<input checked="" type="checkbox"/>	BLD-00094	Boiler Building
<input type="checkbox"/>	BLD-02933	Bulk Oxygen Yard
<input type="checkbox"/>	BLD-00100	ICU Addition

Edit Selected Building

To enter services for a building, check the box next to the desired building number and click **Edit Selected Building**.

Checking multiple boxes will allow you to edit several buildings at once.

If a Hospital Services Report was submitted for a previous year, those services will auto-populate in the Building Services table. You can add or remove existing services by checking the box next to the desired building number and click **Edit Selected Building**.

Note: If No Change selected above, please verify that the auto-population of services report is correct.

A separate window will open listing the selected building(s), along with a list of potential services. Check the box next to each service that applies.

If a building contains no General Acute Care (GAC) services, describe the buildings **Non-GAC Uses** in the text box.

Click **Submit** to save your entries.

BUILDING SERVICES
Select the services at each building. To add a building not already shown, click Add a Building.

Building No.:

Building Name:

☒ Intensive Care
☐ Obstetrical Ante/Postpartum
☒ Surgical
☐ Radiological/Imaging
☒ Administration
☐ Obstetrical Recovery
☐ Nuclear Medicine

☒ Pediatric/Adolescent
☐ Intermediate Care
☐ Anesthesia
☒ Pharmaceutical
☒ Support Services
☐ Newborn/Well Baby
☐ Rehabilitation Therapy

☒ Nursing
☐ Psychiatric Nursing
☐ Skilled Nursing
☐ Clinical Lab
☒ Dietetic

Non-GAC Uses:



You must select at least one service, or Non-GAC Use, for **each building** in order to proceed with the application.

When finished entering services for each building, click **Continue Application**.

BUILDING SERVICES
To edit the building services, check the box next to the building number/name and click Edit Selected Building. To edit all buildings, select the box at top of the list of building and click Edit Selected Buildings

Showing 1-5 of 5

<input type="checkbox"/>	Building No.	Building Name	Nursing - General Medical / Surgical	Surgical	Anesthesia, Post-Anesthesia Care Unit	Clinical Lab	Imaging, Radiological / Diagnostic Imaging	Pharmacy	Dietetic	Administrative	
<input type="checkbox"/>	BLD-00090	Main Hospital Building & Additions	No	No	No	No	No	No	Yes	No	N
<input type="checkbox"/>	BLD-00093	Medical Records/Maintenance Bldg	No	No	Yes	No	No	Yes	No	No	Y
<input type="checkbox"/>	BLD-00094	Boiler Building	No	Yes	Yes	No	No	Yes	No	No	N
<input type="checkbox"/>	BLD-02933	Bulk Oxygen Yard	No	No	No	No	No	No	No	No	N
<input type="checkbox"/>	BLD-00100	ICU Addition	No	No	No	No	No	Yes	No	No	N

Edit Selected Building

Save and resume later

Continue Application »

3.5 Facility Authorization – PIN



Before entering the Facility PIN Code, it is recommended that you have clicked on “Save and Resume Later” at least once!

If you are authorized by the facility and have obtained a valid Facility PIN, enter it on this screen, then click **Continue Application** to proceed to the next page.

Enter PIN

SECURITY

Please enter your Facility's six digit PIN below. **You will not be able to complete this project without a valid PIN.** If you do not know your Facility's PIN, click "Save pending submittal" now. This will save your record and issue a temporary project number (e.g. 17TMP-00014); a confirmation email will be sent to you.

If you do not know the PIN but a PIN has been issued, forward the confirmation email to the PIN holder.

If your facility has not been issued a PIN, or you having other access issues, please contact the eCA Access Manager at eCA.Access.Manager@hcai.ca.gov or call (916) 440-8400.

Facility PIN Code:

Save and resume laterContinue Application »

If you do not have a valid Facility PIN code, click the **Save and resume later** button to save the record. eSP issues a temporary record number (25TMP-GAC-XXXXXX) which will be displayed in the Records list. You will also receive an email message with the temporary record number. You, or another authorized user, can click the **Resume Application** link to finish the application at a later time.

Your partial application (25TMP-GAC-02604) has been successfully saved.

To resume the application(s), go to the Records section and click the Resume Application link.

Records

To pay invoices, click the Pay Fees link, or click [Shopping Cart Payment Portal](#). You must be logged in to eCA to access the payment portal. See eCA Online Payment Instructions for more information.

Showing 1-10 of 22 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Status	Action
<input type="checkbox"/>	06/05/2025	25TMP-GAC-02604	Hospital Services Reporting			Resume Application

3.6 Review

Review the data entered and make edits as needed.

Click the **Edit** button in any section to make changes, then click **Continue Application** to save your changes and return to the Review page.

Once all data is verified, click **Continue Application** to submit the application.

The screenshot shows the 'Hospital Services Reporting' application in the 'Review' step. At the top, a progress bar indicates the steps: 1 Hospital Services Reporting, 2 Security, 3 Review (highlighted), 4 Pay Fees, and 5 Record Issuance. Below the progress bar, the title 'Step 4: Review' is displayed. A blue button labeled 'Save and resume later' is on the left, and a blue link 'Continue Application »' is on the right. A message states: 'Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.' The form contains three sections: 'Record Type' with the value 'Hospital Services Reporting'; 'Facility' with details (Facility ID 10006, Facility Name Orchard Hospital, Facility State: Opened, Type of Facility: General Acute Care, County Code: 04 - Butte) and an 'Edit' button; and 'Address' with the value '240 Spruce St, Gridley CA 95948' and an 'Edit' button. An 'Owner' section is partially visible at the bottom with an 'Edit' button.



If you entered an invalid Facility PIN an error message will prevent you from submitting the application. If this happens, click **Save and resume later**. On the Enforcement tab, locate your application in the Records list. Click **Resume Application** and choose **Start from the beginning**. Navigate through the pages to the *Facility Authorization* page and re-enter the correct PIN. The application will be locked after entering an incorrect PIN three (3) times.



An error has occurred.
ACA52439-Action Cancelled

You must correctly enter your facility's PIN code to create this project. Please select **Save Pending Submittal** to save your work, then go back into your temp record and proceed to the PIN entry screen.

3.7 Project Submittal Confirmation

On the final screen, eSP will display an application submission confirmation.

Email confirmation is automatically sent to the user that started the application and to the user that approved the application by entering the PIN.

Congratulations! You have successfully submitted an application to HCAI!

The screenshot shows the 'Hospital Services Reporting' application submission confirmation screen. At the top, there is a progress bar with five steps: 1 Applicant Information, 2 Hospital Services Reporting, 3 Security, 4 Review, and 5 Record Issuance. Step 2 is currently selected. Below the progress bar, a green banner with a checkmark icon states: 'Your application has been successfully submitted. Please print your record and retain a copy for your records.' Below this, a red-bordered box highlights the text: 'Thank you for using our online services. Your Record Number is GACSERV-2025-00002.' Below the red-bordered box, the text reads: 'You will need this number to check the status of your application. Please print a copy of your record and post it in the work area.' At the bottom, there is a blue button labeled 'View Record Details »' followed by the text '(You must post the record in the work area.)'.

Hospital Services Reporting

1 Applicant Information 2 Hospital Services Reporting 3 Security 4 Review 5 Record Issuance

Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is GACSERV-2025-00002.

You will need this number to check the status of your application. Please print a copy of your record and post it in the work area.

Select "View Record Details" to below to view the application status, or make other updates.

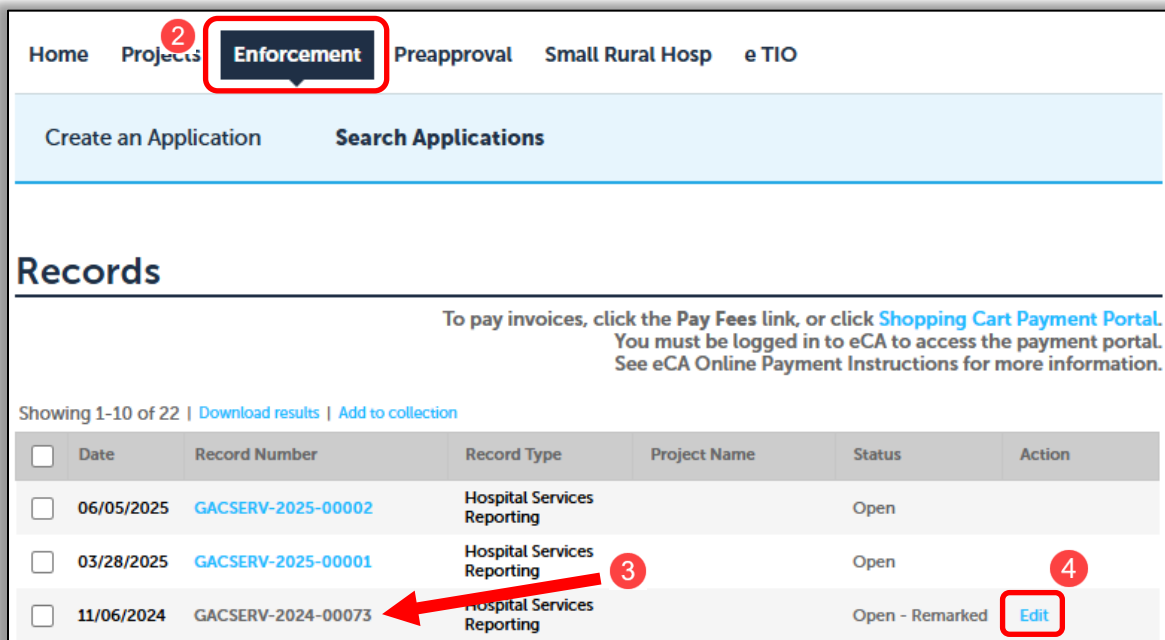
[View Record Details »](#) (You must post the record in the work area.)

4 Editing a Returned or Remarked Hospital Services Report

During the review process, HCAI staff may notify the applicant that the submittal requires additional information or that remarks exist. The applicant will receive an email notification from HCAI which includes reviewer remarks and instructions to log into the eServices Portal to resolve any outstanding issues.

To respond to reviewer remarks, applicants should edit the application by following these steps.

- 1 The applicant should log into the eServicesPortal at <https://esp.hcai.ca.gov/citizenaccess>.
- 2 Click the **Enforcement** tab.
- 3 Locate the Hospital Services Report project number in the **Records** table.
 - If you do not see the project listed in the **Records** table, your account may not be associated with the project. Please contact SeismicComplianceUnit@hcai.ca.gov to associate your eSP user account to the project that you are attempting to edit.
- 4 Click the **Edit** link in the Action column.
 - For the Edit link to be visible, the project must have a status of **Out to Applicant**. If you do not see the edit link, please contact SeismicComplianceUnit@hcai.ca.gov.



Home Projects **Enforcement** Preapproval Small Rural Hosp e TIO

Create an Application Search Applications

Records

To pay invoices, click the Pay Fees link, or click Shopping Cart Payment Portal. You must be logged in to eCA to access the payment portal. See eCA Online Payment Instructions for more information.

Showing 1-10 of 22 | Download results | Add to collection

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Status	Action
<input type="checkbox"/>	06/05/2025	GACSERV-2025-00002	Hospital Services Reporting		Open	
<input type="checkbox"/>	03/28/2025	GACSERV-2025-00001	Hospital Services Reporting		Open	
<input type="checkbox"/>	11/06/2024	GACSERV-2024-00073	Hospital Services Reporting		Open - Remarked	Edit

This will open the application for editing.

On the **Review** screen, scroll down to the Building Services section and click the **Edit** button.

Services at Building

BUILDING SERVICES **Edit**

Building No.	Building Name	Nursing - General Medical / Surgical	Surgical	Anesthesia, Post-Anesthesia Care Unit	Clinical Lab	Imaging, Radiological / Diagnostic Imaging	Pharmacy	Dietetic	Administrative	Sterile Processing	Ge St
BLD-00654	Original Building & Additions	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	No
BLD-03779	1st and 2nd Story Addition	Yes	No	No	Yes	No	No	No	No	Yes	No
BLD-00655	Dietary Addition	No	No	No	No	No	No	Yes	No	No	Yes

<input checked="" type="checkbox"/>	BLD-01447	Central Plant
<input checked="" type="checkbox"/>	BLD-03629	Foot Bridge
<input checked="" type="checkbox"/>	BLD-03264	Radiation Oncology Center - Structurally connected to BLD-05216

Edit Selected Building

Continue Application »

Check the box next to the desired building number and click **Edit Selected Building**. Checking multiple boxes will allow you to edit several buildings at once.

A separate window will open listing the selected building(s), along with a list of potential services. Check or uncheck the box next to each service to add or remove that service.

BUILDING SERVICES

Select the services at each building. To add a building not already shown, click Add a Building.

Building No.: Building Name:

<input checked="" type="checkbox"/> Intensive Care	<input checked="" type="checkbox"/> Pediatric/Adolescent	<input checked="" type="checkbox"/> Nursing
<input type="checkbox"/> Obstetrical Ante/Postpartum	<input type="checkbox"/> Intermediate Care	<input type="checkbox"/> Psychiatric Nursing
<input checked="" type="checkbox"/> Surgical	<input type="checkbox"/> Anesthesia	<input type="checkbox"/> Skilled Nursing
<input type="checkbox"/> Radiological/Imaging	<input checked="" type="checkbox"/> Pharmaceutical	<input type="checkbox"/> Clinical Lab
<input checked="" type="checkbox"/> Administration	<input checked="" type="checkbox"/> Support Services	<input type="checkbox"/> Dietetic
<input type="checkbox"/> Obstetrical Recovery	<input type="checkbox"/> Newborn/Well Baby	<input type="checkbox"/> Obstetrical Cesarean/Delivery
<input type="checkbox"/> Nuclear Medicine	<input type="checkbox"/> Rehabilitation Therapy	<input checked="" type="checkbox"/> Emergency
		<input type="checkbox"/> Renal Dialysis

Non-GAC Uses:

If a building contains no General Acute Care (GAC) services, describe the buildings **Non-GAC Uses** in the text box.

Click **Submit** to save your entries.

On the Building Services screen, click **Continue Application**.

BUILDING SERVICES

To edit the building services, check the box next to the building number/name and click Edit Selected Building. To edit all buildings, select the box at top of the list of building and click Edit Selected Buildings

Showing 1-3 of 3

<input type="checkbox"/>	Building No.	Building Name	Nursing - General Medical / Surgical	Surgical	Anesthesia, Post-Anesthesia Care Unit	Clinical Lab	Imaging, Radiological / Diagnostic Imaging	Pharmacy	Dietetic	Administrative	Sterile Processing
<input type="checkbox"/>	BLD-00654	Original Building & Additions	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No
<input type="checkbox"/>	BLD-03779	1st and 2nd Story Addition	Yes	No	No	Yes	No	No	No	No	Yes
<input type="checkbox"/>	BLD-00655	Dietary Addition	No	No	No	No	No	No	Yes	No	No

[Edit Selected Building](#)

[Continue Application »](#)

On the Review screen, click **Submit Updated Information** to submit your edits to HCAI.

Hospital Services Reporting

1	2 Hospital Services Reporting	3 Security	4 Review	5 Pay Fees	6 Record Issuance
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Step 4: Review

[Submit Updated Information](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Submit Updated Information" to submit.

Record Type

Hospital Services Reporting

Facility

Facility ID 11545
 Facility Name Los Angeles Community Hospital
 Facility State: Opened
 Type of Facility: General Acute Care
 County Code: 19 - Los Angeles

5 Printing the Hospital Services Report

Once the Hospital Service Report has been reviewed and approved by HCAI, print and submit a copy of the report to the following entities to satisfy the annual status update requirement:

- The county board of supervisors in whose jurisdiction the hospital building is located
- The city council in whose jurisdiction the hospital building is located, if applicable
- Any labor union representing workers who work in a general acute care building that is not SPC 3/NPC 5, SPC 4D/NPC 5, SPC 4/NPC 5, or SPC 5/NPC 5
- The board of directors of the special district or joint powers agency that provides fire and emergency medical services in the jurisdiction in which the hospital building is located, if applicable
- The department (**This is HCAI. The approved submittal of the Hospital Services Report satisfies the requirement for submittal to “the department”**)
- The board of directors of the hospital
- The local office of emergency services or the equivalent agency
- The Office of Emergency Services
- The medical health operational area coordinator

- 1 To print the Hospital Services Report, go the Facility Detail dashboard located on our website <https://hcai.ca.gov/facilities/building-safety/facility-detail/>.
- 2 Search for the facility number or name in the **Facility List Drop-down** search box and select the facility from the search results.

The screenshot shows the 'Facility Detail' dashboard. At the top, there is a header 'Facility Detail'. Below it, there is a text box that says: 'Click on the **Facility List Drop-down** below and scroll to find and select a facility. Or click the drop-down and begin typing a facility name or number to filter the list. Data is updated every 2 weeks.' Below this, there is a note: 'New: AB 2190 Quarterly Reports are now available.' and a link: 'For accessible copies of facility site plans email [Seismic Compliance Unit](#).' Below the text, there is a navigation bar with tabs: 'Facility Info', 'Building List/Seismic Info', 'Building Services', 'Instrumented Buildings', 'AB2190 Report', and 'Unauthorized C...'. Below the navigation bar, there is a section 'Show facilities:' with radio buttons: 'All', 'Do not have AB 2190 Extensions', and 'Have AB 2190 Extensions'. Below this, there is a 'Facility List Drop-down' search box. A red arrow points to this search box with the text: 'Enter the facility number or name and select the facility from the search results'. Below the search box, there is a list of facilities. The first facility in the list is '12364 Sharp Memorial Hospital' with details: '(HCAI ID: 106370694)', '7901 Frost St', 'San Diego, CA 92123', 'County: San Diego', 'License Type: General Acute Care', 'MSSA Designation: Urban', and 'HCAI Geographic Region: South Region'. Below the list, there is a 'Plan Review Supervisor:' field.

- Click on the **Building Services** tab.

Facility Detail

Click on the **Facility List Drop-down** below and scroll to find and select a facility. Or click the drop-down and begin typing a facility name or number to filter the list. Data is updated every 2 weeks.

New: AB 2190 Quarterly Reports are now available.

For accessible copies of facility site plans [email Seismic Compliance Unit](#).

Select the Building Services tab

Facility Info | Building List/Seismic Info | **Building Services** | Instrumented Buildings | AB2190 Report | Unauthorized Construction | Building Operational Plan | Compliance Plan

Show facilities:

☒ (All)
☐ Do not have AB 2190 Extensions
☐ Have AB 2190 Extensions

Facility List Drop-down

12364 Sharp Memorial Hospital

- On the Building Services tab, select the **Applicable Year**.

Facility Detail

Click on the **Facility List Drop-down** below and scroll to find and select a facility. Or click the drop-down and begin typing a facility name or number to filter the list. Data is updated every 2 weeks.

New: AB 2190 Quarterly Reports are now available.

For accessible copies of facility site plans [email Seismic Compliance Unit](#).

Facility Info | Building List/Seismic Info | Building Services | Instrumented Buildings | AB2190 Report | Unauthorized Construction | Building Operational Plan | Compliance Plan

Select the year of the report that you would like to view/print

Applicable Year

2024

12364 Sharp Memorial Hospital

Bldg Num	Bldg Name	Applicable Year	Nursing Med Surg	Surgical	Anesthesia PACU	Clinical Lab	Imaging Radiological Diagnostic Imaging	Pharmacy	Dietetic	Administrative	Sterile Processing	General Storage	Morgue	Employee Dressing	Housekeeping EVS	Laundry Linen	Special Procedures	ICU CCU ICU	Burn Unit	Neonatal Intensive Care Unit	Pediatric Adolescent Nursing Unit	Psychiatric Nursing	Obstetrics Perinatal Unit	Emergency	Nuclear Medicine	Rehabilitation Therapy	Physical Rehabilitation Nursing Unit	Renal Dialysis	Respiratory	Intermediate Care	Outpatient Services	Skilled Nursing Unit	Central Plant Utility Bldg	Canopies Corridor Buildings Tunnels	Non GAC Uses	SPC: 2 NPC: 2 This building does not significantly jeopardize life, but may not be repairable or functional following an earthquake.
BLD-01130	North Tower - East Building	2024		X			X																													

- Scroll down and click the **Hospital Services Report (where available)** button.

Select the Hospital Services Report

SPC = Structural Performance Category
 NPC = Nonstructural Performance Category
 SPC and NPC are applicable to Hospital Buildings only
 3s, 4s and 5s indicate SPC/NPC rating self-reported by the hospital and not verified by OSHPD

Hospital Services Report (where available)

Download PDF

To create a PDF of this table, use the Download PDF above button. Select "Specific sheets from this dashboard" and select the "Building Serv" sheet. For best results, use "Landscape" orientation.

The report will include a cover page, a list of buildings and services, a site plan, and a glossary.

SAMPLE – Hospital Services Report

2023 Hospital Seismic Performance Report

AB 1882

AB 1882 Purpose – Services and Performance Ratings

Assembly Bill 1882 requires each general acute care hospital operator to annually report the structural and non-structural performance ratings for each individual hospital building used for providing care, and services housed in each. Hospital operators are responsible to provide their report to specific public entities and hospital stakeholders until seismic compliance is achieved for all buildings.

This document includes a brief explanation of Structural and Non-structural Performance Ratings, along with details about services offered by the hospital. Additionally, it outlines the specific entities and stakeholders to whom the facility is required to submit the report. Furthermore, the document contains the facilities' site plan, building numbers and names, and a comprehensive table detailing the ratings of acute care services housed within each building.

Structural and Non-structural Performance Ratings The Structural Performance Category (SPC) of a hospital building, akin to bones and muscles in the human body, signifies its physical strength and stability, ranging from the strongest SPC-5 to the weakest SPC-1. The Non-structural Performance Category (NPC), like organs in the human body, includes system and equipment critical for daily operations, rated from functional NPC-5 to system risk to life NPC-1. Both SPC and NPC are crucial, collectively defining a hospital's effectiveness and quality of care.

Acute Care Services: General acute care services are grouped into four categories:

- Required clinical services – Nursing, Anesthesia, Imaging, Laboratory, Pharmacy, Dietetic
- Required support services – Administrative, Environmental Services, General Stores, Linen, Morgue
- Supplemental services – optional services requiring special licensure: Critical Care, Emergency, Pediatric, Psychiatric, Obstetric, Rehabilitation, Skilled Nursing, others
- Infrastructure – buildings that provide utilities and support circulation: Central Plants, canopies, corridor buildings, tunnels, skybridges

Reporting Requirements: Hospitals are required to issue reports to the following organizations and stakeholders:

- Local county board of supervisors
- City council, if applicable
- Any labor union representing employees working in buildings not fully conforming
- Special district or joint power agencies providing fire and emergency medical services district, if applicable
- Department of Health Care Access and Information
- Board of directors of the hospital
- Local office of emergency services or equivalent
- Office of Emergency Services
- Medical health operational area coordinator

Bldg Num	Bldg Name	Applicable Year	Nursing Med Surg	Surgical	Anesthesia PACU	Clinical Lab	Imaging Radiological Diagnostic Imaging	Pharmacy	Dietetic	Administrative	Sterile Processing	General Storage	Morgue	Employee Dressing	Housekeeping EVS	Laundry Linen	Special Procedures	ICU CCU PICU	Burn Unit	Neonatal Intensive Care Unit	Pediatric Adolescent Nursing Unit	Psychiatric Nursing	Obstetrics Perinatal Unit	Emergency	Nuclear Medicine	Rehabilitation Therapy	Physical Rehabilitation Nursing Unit	Renal Dialysis	Respiratory	Intermediate Care	Outpatient Services	Skilled Nursing	Central Pharmacy	Central Sterile	Medical Gas	Medical Gas Uses	
BLD 01235	New Stanford Hospital - Generator Building	2023																																			SPC: 5 NPC: 5 Earthquake Resilient
BLD 05225	New Stanford Hospital	2023	X	X	X	X	X	X	X		X	X		X	X			X								X											SPC: 5 NPC: 5 Earthquake Resilient
BLD 05215	New Stanford Hospital - Elevator / Stair Enclosure	2023																																X			SPC: 5 NPC: 5 Earthquake Resilient
BLD 05288	New Stanford Hospital - Utility Tunnel	2023																																X			SPC: N/A NPC: 5

SAMPLE – Hospital Services Report (Continued)

General Acute Care Hospital Building Services – Glossary

Service Category	Description
<u>Basic Clinical Services</u>	<u>Required for hospital licensure</u>
Nursing - General Medical/Surgical	General inpatient nursing bed units. <ul style="list-style-type: none"> Includes post-intensive care or transitional care/telemetry units Excludes specialty nursing units
Surgical	Surgery Department <ul style="list-style-type: none"> Includes patient preparation unit and operating rooms Hybrid operating room (in-room CT, MRI, other intraoperative imaging modalities)
Anesthesia, Post Anesthesia Care Unit	Post-surgery recovery unit
Clinical Laboratory	Laboratory services
Imaging, Radiological/Diagnostic Imaging	X-Ray, Fluoroscopy, CT, MRI, Ultrasound, Mammography
Pharmacy	Main Pharmacy <ul style="list-style-type: none"> Excludes in-unit medication rooms
Food Service	Patient meal preparation kitchen, servery & dining <ul style="list-style-type: none"> Includes emergency food storage location Excludes snack bars, unit food storage & break rooms