



# HCAI Report Center

The HCAI Report Center is a valuable resource to information.

Go to <https://report.oshpd.ca.gov/>

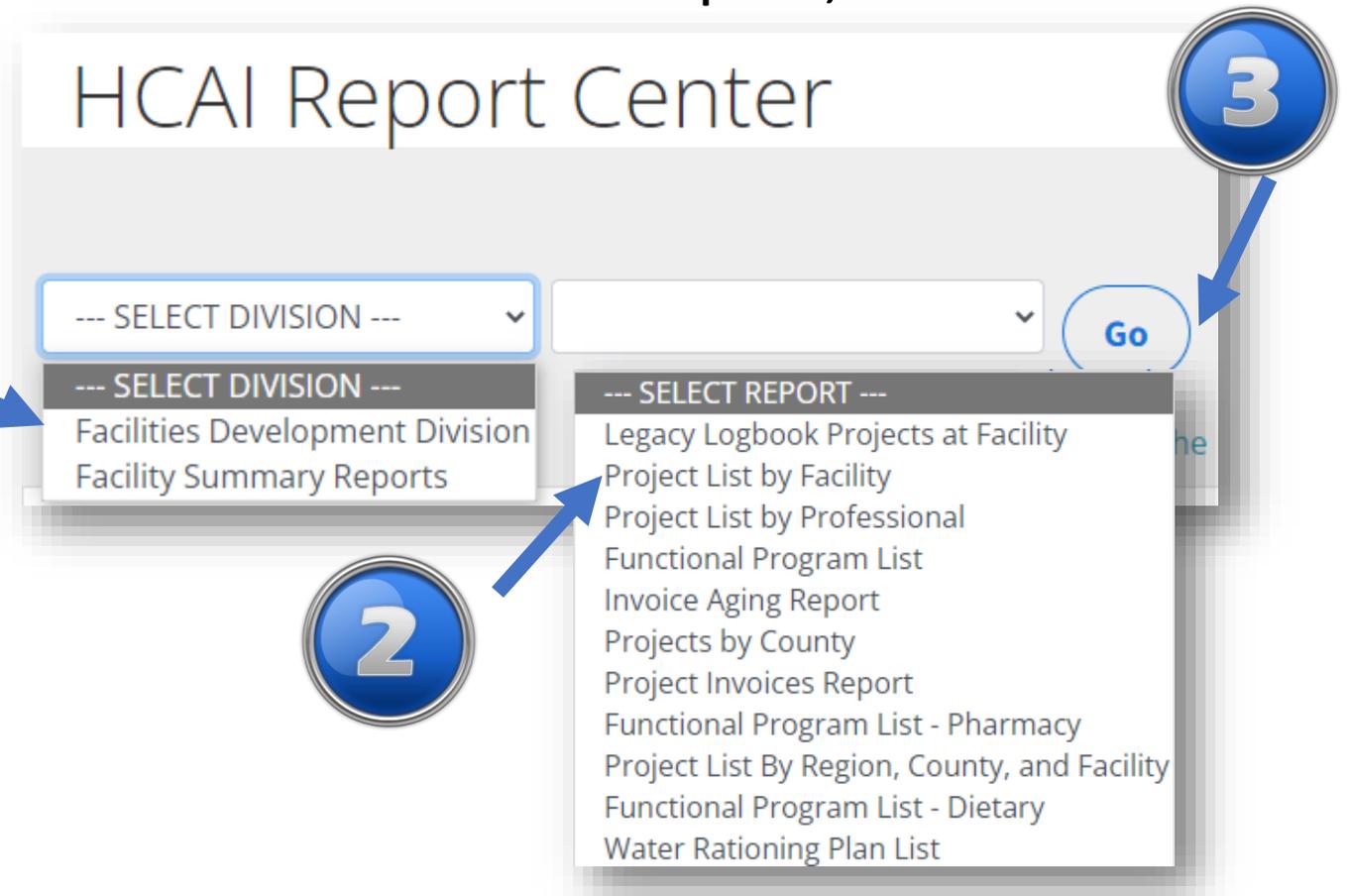
# The following reports are available in the HCAI Report Center:

1. Project List by Facility
2. Project List by Professional
3. Invoice Aging
4. Project Invoices
5. Projects by County
6. Functional Program
7. Functional Program – Dietary
8. Functional Project – Pharmacy
9. Water Rationing Plan
10. SNF Assessment List
11. Plan Review Comments and Responses IRP
12. Legacy Logbook Projects at Facility

# Using the Report Center – <https://report.hcai.ca.gov>

The Report Center is a collection of reports accessing multiple applications within HCAI. To view the results of a report, follow these tips:

1. Select Division
2. Select Report
3. Click Go to view the parameters for the report.



# Selecting Parameters

Each report has input parameters. On some reports, the parameters cascade meaning one parameter is dependent on another. Enter the first parameter and press the Tab key or click the mouse outside the parameters activate the next parameter.

4. Enter first parameter
5. Press Tab key
6. Select next parameter and press Tab key
7. Select remaining parameters
8. Click 'View Report'

Displays projects at a facility with detailed reports.

4 Facility Name (partial OK) or Facility Number scripps

5 Press Tab Key

6 Facility Number(s): 12268 - Scripps Men

7 Project Filter Projects at Open,Pro

8 View Report

# Viewing the Details

View Report executes the report, and the results of the report are displayed.

Note: Links in the report either take you eServices Portal or launch another sub-report.

9. Report Results

10. Links to eCA

11. Links to other reports

12. Export report to Excel or PDF or another format

The screenshot shows the HCAI FDD Report Center interface. At the top, there are search fields for 'Facility Name (partial OK) or Facility Number' (containing 'scripps') and 'Facility Number(s):' (containing '12268 - Scripps Mercy Hospital CH'). A 'View Report' button is on the right. Below this is a 'Project Filter' dropdown set to 'Projects at Open Projects in Review'. The main area is a table titled 'Projects By Facility' for 'Facility: 12339 - Scripps Mercy Hospital'. The table has columns for Project Number, Project Name, Status, Progress, and various report links. Callout 9 points to the 'View Report' button. Callout 10 points to the 'Project Number' column. Callout 11 points to the 'AMC/PAD' link in the 'AMC & PAD Report' column. Callout 12 points to the 'Export' icon in the browser toolbar.

Project Number	Project Name	Status	Progress	Plan Review Comments	AMC & PAD Report	Project Closure Summary	OILs Report	Project Documents List	Field Op Reports	DPOR	IOR	Primary Gravity LFRS	Kind of Project	Open Date
<a href="#">S172264-37-00</a>	Scripps Secondary Disinfection	Field Operations in Progress	85%		<a href="#">AMC/PAD</a>	<a href="#">Project Summary</a>		<a href="#">Documents</a>	<a href="#">Field Qps</a>	M. Preston - C22375	T. Perasco - A20634	No	Maintenance	9/2
<a href="#">S182827-37-00</a>	Pharmacy / Nuclear Medicine Relocation	Pending	100%	<a href="#">Plan Review Comments</a>	<a href="#">AMC/PAD</a>	<a href="#">Project Summary</a>	<a href="#">OILs</a>	<a href="#">Documents</a>	<a href="#">Field Qps</a>	T. Dinh - C34803	T. Perasco - A20634	No	Remodel	11/2

# Opening Sub-Reports

When you click item 11 from the previous page, you are generating a sub-report. A sub-report will open in a new browser tab.



If you want the output of a report or sub-report, click the export link and select the output type from Word, Excel, PDF, etc.



The report will open into the appropriate application for the output type.



A screenshot of the HCAI Report Center web application. The browser address bar shows the URL: https://report.hcai.ca.gov/index.aspx?did=OSHDPD&amp;rid=1058&amp;capId=S231600-34-00&amp;agencyId=oshp&amp;id=&amp;rs:F. The page header includes the HCAI logo and navigation links for 'Building Safety &amp; Finance', 'Loan Repayments, Scholarships &amp; Grants', and 'Workforce'. The main content area is titled 'HCAI Report Center' and features a search bar with 'Office of Statewide Hospital' selected and a 'Go' button. Below the search bar is a 'Project Closure Summary' section. A table is displayed with columns for 'Project Status', 'Closure Status', 'Closure Status Date', and 'Final'. The table contains one row with 'Active - Plan Review'. Below the table is another table with columns for 'Cost Row Type', 'Cost Type', 'Cost Date', 'Cost', 'Total Cost', and 'Imaging Cost'. The second table has three rows of cost data. An export icon is visible in the top right of the report area, and a dropdown menu is open, showing options for 'Word', 'Excel', 'PowerPoint', 'PDF', and 'TIFF file'. A blue arrow points from the 'PDF' option to the callout bubble with the number 15.

# Questions



Contact eServices Help Desk at  
916-440-8400 or [eserv@hcai.ca.gov](mailto:eserv@hcai.ca.gov)