SB 499 Reporting Form Requirements

September 6, 2012

CHA Web Seminar

CALIFORNIA
HOSPITAL
ASSOCIATION

Welcome

Liz Mekjavich
California Hospital Association

Continuing Education Offered for this Program

- **Architects** — This seminar has been approved by AIA National for 2 LU/HWS units. (Reference CHA103 — through the American Institute of Architects California Council)

- Full attendance, **completion of online survey**, AIA number, and attestation of attendance is required to receive continuing education credit for this seminar

Program Overview

Roger Richter

California Hospital Association

Faculty: Paul Coleman, Architect

Paul Coleman, Architect, is the deputy director for the California Office of Statewide Health Planning and Development (OSHPD), Facilities Development Division (FDD). As deputy director, Mr. Coleman is the chief building official for California's hospitals — more than 4,000 buildings located at 1,709 health care facilities under FDD jurisdiction statewide. Prior to assuming the role of deputy director in 2009, Mr. Coleman served as OSHPD's southern California deputy division chief in the FDD. There he was responsible for planning and directing work of the program staff, and assisted in the formulation and implementation of policies related to enforcement of the Seismic Safety Act. Mr. Coleman is a licensed architect and general contractor in the state of California.

Faculty: Brett W. Beekman, SE

Brett W. Beekman, SE, is a district structural engineer for the Office of Statewide Health Planning and Development (OSHPD). Mr. Beekman has 25 years of experience in structural engineering and design. Currently, he is involved in the generation of the online report that OSHPD has made available to hospital facilities to meet the reporting requirements of SB 499. Further duties include interaction with hospital facilities regarding the reporting requirements of SB 499, management of all Structural Contract Out contracts, development of secondary structural typical details for use on hospital projects and structural review of documents submitted for plan check.

Faculty: Chris Tokas SE, F. SEOC

Chris Tokas SE, F. SEOC, is deputy division chief of Northern California operations for the Office of Statewide Health Planning and Development. Mr. Tokas has 25 years of experience in structural engineering and design, with special emphasis in the areas of seismic evaluation, analysis, and retrofit. He has designed and managed seismic upgrade projects for a wide variety of public, private, and institutional clients and has been involved in all phases of seismic risk reduction programs, including development of criteria, evaluation of existing structural capacity, schematic design, and preparation of construction documents.

Office of Statewide Health Planning & Development
Facilities Development Division
The Building Department for California's Hospitals

SB 499 Reporting Form Requirements
Presented by Brett W. Beekman, SE

Revisions to the 2012 SB 499 Online Report

- Building, Project and Facility Data is now populated using the new Accela database system.

- Revised Building Resolution Definitions

- Online reporting tool is upgraded to avoid problems experienced in completing last years report

- Balance of Report similar to last years format

What to have before getting started

- The facilities Annual Utilization Report

- Facility Master Plan, including the Final configuration of the SPC 1 Building(s)

- List of OSHPD project numbers for the SPC1 Building's method of compliance, i.e., Retrofit, Replacements, Removal or Rebuild

- Building Configuration Data, i.e., Final SPC Rating, Extension Date, etc.

New Building Resolution Definitions

- Revised Building Resolution Definitions as utilized by OSHPD are represented below. Said revisions are per Hospital Building Safety Board recommendations or per legislation.

  a. RETROFIT means the facility intends to upgrade the building to SPC-2 or SPC-5 status. HAZUS is considered a Retrofit via analysis to SPC-2 status.

  b. REMOVE means the building and all its services will no longer be a part of the General Acute Care (GAC) services provided at the facility.

  c. REPLACE means the building will be replaced by another building or buildings of SPC-2 or higher status and its services will move to that building or buildings.

  d. REBUILD means that the building will be replaced by a new SPC-5 building or buildings and its services will move to that building or buildings. Please note that this definition is consistent with the Rebuild definition contained in SB 90.

Legislated Penalties for Not Complying w/ Reporting Requirements

- A hospital that has not submitted a report pursuant to this section shall be assessed a fine of:
  - $10 per licensed acute care bed per day; but,
  - In no case to exceed $1,000 per day

  for each SPC-1 building not in compliance until it has complied with the requirements of the law.

- These fines shall be deposited into the Hospital Building Fund.

- A hospital assessed a fine may appeal the assessment to the Hospital Building Safety Board.

Web-Based Report Format

- OSHPD has updated the web-based Online Report

  – To assist hospitals to comply with the SB 499 reporting requirements.

- Updated 2012 SB 499 Online Report is currently available and ready for use.

- OSHPD reminders to those that have not reported.

  – No later than October 1, 2012, OSHPD will contact any hospitals that have not started the report to advise them of the reporting requirements and of the monetary penalty for not reporting.

SB 499 Report Format

- SB499 Report Format
  - Put together by OSHPD to help facilities with report generation and to standardize report formats presented to OSHPD by the facilities.

- Final Report Format as submitted to OSHPD basically follows the Legislative Bill format. Go to: www.leginfo.ca.gov/bilinfo.html for copy of the SB 499 bill.

- Initial Online Report Format used in generating the Final Report is defined in the Building Information Tab within the Navigation Screen containing Sections 1 through 6.

Add New Buildings

Section 1 (SPC1 Buildings)
Building Configuration
Unit Type Per Building
Service Type Per Building
Project Building List

Section 2 (SPC2 to SPC5 Buildings)
Building Configuration
Unit Type Per Building
Service Type Per Building

Section 3
Section 2ABC
Unit Type Per Building
Service Type Per Building
Section 2E & 3

Section 4 (SPC1 Buildings)
Service Type Per Building

Section 5
Final Building Configuration

Section 6
Final Submission

Logout
FAQs

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Once the facility has received the OSHPD letter containing the link to the Report Form, the link may be used to access the SB499 Login Page.

https://esp.oshpd.ca.gov/

SB 499 Report Format (Login Page)

WELCOME TO THE
OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT (OSHPD)
SB499 ESP APPLICATION

LOGIN

User ID

Password

Submit   [Help]

The user ID and password for the log-in and SB 499 report submittal were provided in a letter to the facility contact from the Office of Statewide Health Planning and Development (OSHPD). This user ID and password are provided to the facility contact or its designee for reporting purposes only. It is the responsibility of the facility contact to safeguard the user ID and password assigned and provided to their facility. OSHPD is not responsible for loss, misuse, or unlawful activity resulting from the use of the user ID and password by persons to whom facility contacts have delegated reporting responsibility or manipulation of the user ID or password by the facility contact or persons to whom facility contacts have delegated reporting responsibility for purposes other than SB 499 reporting activities. The facility contact is responsible for providing valid data in this report.

- Once the Login Page is accessed, then the password and User ID from the OSHPD letter provided should be input at the appropriate locations and the Submit button clicked. Click on the red help button if assistance is required.

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- After logging in the Report Header list will appear. See the following information regarding the proper input protocol for the Report Header.

SB 499 Report Format (Report Header)

SB 499 Report Header List

This first part of this screen will only need to be completed on the first time the online report form is accessed. After the initial login, only the *Report Header List* will be viewed after logging in to the report form on future logins.

Report Header

Report Header List

New Report Header

Year of Report: 2010 ▾

Add Report Header

Select the Report year from the dropdown [2010] box.
2010
2011
2012

Click on the *Add Report Header* button.

Report Header List screen showing the report year, the Facility ID, Facility Name, and the Hospital Owner appears.

Report Header List

Year of report	Facility Id	Facility Name	Hospital Owner		
2010	10000	Mirage Hospital	The Mad Hatter	Edit	Select

To proceed to the next section of the report, click the *Select* button.

To edit the Hospital Owner/License name on this screen, click the *Edit* button.

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SB499 Report Format (Report Header)

After you click the Edit button, a form titled *Hospital* Information appears below the *Report Header List* showing the Hospital Owner/License name for your facility, the facility's e-mail addresses and the submitter's name.

HOSPITAL INFORMATION

Year of Report	2012
Facility ID	10180
Facility Name	General Hospital The
Address	2200 Harrison Avenue
City	Eureka
Hospital Owner/Licensee	Imagine Hospital, Inc.
Contact 1 e-mail address	John.Doe@Hospital.com
Contact 2 e-mail address	Jane.Doe@MedCtr.org
Contact 3 e-mail address	Jason.Doe@MedCtr.org
Submitter Name	John Doe

Save   Cancel

To make changes to the *Hospital Owner/Licensee*, *Contact e-mail* addresses or *Submitter Name*, click in the white area of the data entry field and type in the correct information. When all changes have been made, click on the *Save* button. NOTE: only changes or updates to the Hospital Owner/License, Contact e-mail address and Submitter Name fields can be made on this screen.

To exit or close this screen without making changes or updates, click the *Cancel* button.

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Section 1 (SPC-1 Buildings)

- **Building Configuration List:** Once the Report Header is complete and the Select Button pressed, you will be automatically put in **Section 1** (SPC-1 Buildings) portion of the navigation bar shown on the left side of the screen. Highlighted in red is the subsection titled Building Configuration. See the following information regarding the proper input protocol for the Building Configuration List.

Section 1 (SPC-1 Buildings)

Section 1 – SPC Rating 1 Buildings (for facility buildings rated SPC 1)
Next to the navigation section is the first screen in *Section 1 – SPC1 Buildings*: The *Building Configuration List*.

Section 1 (SPC1 Buildings)

[Help]

BUILDING CONFIGURATION LIST

For buildings which are planned for rebuild, retrofit or replacement this report shall identify; Whether the hospital owner intends to rebuild, retrofit or replace the building to SPC2, SPC3, SPC4 or SPC5 per Section 130061(c)(1)(A). The deadline, as described in Section 130060 or Section 130061.5, for rebuild, retrofit or replacement of the building that the hospital owner intends to meet, and the applicable extension for which the hospital owner has been approved per Section 130061(c)(1)(B).

Bldg. No.	Building Name	Alternate Building Address	Building Resolution	Final SPC Rating* If required	ExtensionDate*	Anticipated Completion Date *	
BLD-00523	Original Hospital Building	2200 Harrison Avenue	Remove	N/A	01/01/2013	12/31/2012	View
BLD-00524	1950 Addition Building	2200 Harrison Avenue	Retrofit	SPC2	01/01/2013	12/31/2012	View
BLD-00525	1955 Addition Building	2200 Harrison Avenue	Remove	N/A	01/01/2013	12/31/2012	View
BLD-00526	Center Bldg - 1957 Addition	2200 Harrison Avenue	Rebuild	SPC5	01/01/2016	12/31/2015	View
BLD-02651	West Side Bldg - 1957 Addition	2200 Harrison Avenue	Replace	SPC5	01/01/2013	12/31/2012	View

[1]

Section 1 (SPC-1 Buildings)

At the top of the screen is a recap of the bill language for reporting on the SPC 1 buildings along with blue Hyperlinks to said language. This page contains a list of the facility's buildings that are currently classified as SPC 1. The list also shows the OSHPD building number; building name; alternate building address (if different from the facility address); building resolution (Replace, Retrofit, Remove and Rebuild); final SPC rating, if required; applicable extension date; and anticipated completion date of construction.

NOTE: If the facility has a building which has submitted HAZUS evaluation and confirmation of HAZUS SPC 2 approval has not been received by the facility prior to beginning submittal of the SB499 report, the building status will show as SPC 1.

To change or modify any of the information showing on the *Building Configuration Detail* screen, click on the *View* button associated with the building at the end of row. A *Building Configuration Detail* screen will appear with fields for each of the detail information. To exit the *Building Configuration Detail* screen without making any changes, click the *Cancel* button.

Section 1 (SPC-1 Buildings)

Building Configuration

BUILDING CONFIGURATION DETAIL

Bldg. No.	BLD-00526
Bldg. Name	Center Bldg - 1957 Addition
Alternate Address	2200 Harrison Avenue
Bldg. Resolution*	Rebuild
Retrofit/Replacement Type	Yes-Submitted
Final SPC Rating* If required	SPC5
ExtensionDate*	01/01/2016
Anticipated Completion Date *	12/31/2015

Extension Deadline depends on the Type and the time in years of the extension requested and is subject to OSHPD approval. Maximum Extension Date for SB1661 and SB499 is 01/01/2015 and is conditioned on milestones being met. For SB608 the Extension Deadline is 01/01/2018. For SB306 the Extension Deadline is 01/01/2020. For SB90 the Extension Deadline is up to 01/01/2020.

Submit   Cancel

Information in the *Building Configuration Detail* screen can be changed according to the field type.

- If there is a drop-down list provided, click on the drop-down list and select from the options given. See further information on the Building Resolution drop-down list below.
- If the field is a white area, click in the white data area and type the information in.

Building Resolution drop-down list:
- Revised Building Resolution Definitions as utilized by OSHPD are contained in the drop-down list. Said revisions are per Hospital Building Safety Board recommendations. Please note the following definitions define more explicitly the Building Resolution/Final SPC Rating Relationship:
- a. **RETROFIT** means the facility intends to upgrade the building to SPC-2 or SPC-5 status. HAZUS is considered a Retrofit via analysis to SPC-2 status. Please see the following possible Retrofit/Final SPC Rating combinations.
  - I. **Retrofit (Final SPC Rating = SPC-2)**: Retrofit using the following: HAZUS 2010, HAZUS 2010/VSI, Advanced Analysis, Retrofit per CBC Chapter 34A to SPC-2.
  - II. **Retrofit (Final SPC Rating = SPC-5)**: Retrofit using CBC Chapter 34A to SPC-5.

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b. **REMOVE** means the building and all its services will no longer be a part of the General Acute Care (GAC) services provided at the facility. Please see the following possible Remove/Final SPC Rating combination.

    I.   **Remove (Final SPC Rating = N/A)**: Remove means Removal of the Building and all its Services from GAC (see CAN 1 – 6 -1.4.5.1.4.).

c. **REPLACE** means the building will be replaced by another building or buildings of SPC-2 or higher status and its services will move to that building or buildings. Please see the following possible Replace/Final SPC Rating combinations.

    I.   **Replace (Final SPC Rating = SPC-2)**: Replace in this case means Replacement of the Building from GAC Service with a SPC-2 building(s) with transferal of some or all the GAC Services to said SPC-2 building(s).

    II.   **Replace (Final SPC Rating = SPC-3)**: Replace in this case means Replacement of the Building from GAC Service with a SPC-3 building(s) with transferal of some or all the GAC Services to said SPC-3 building(s).

    III.   **Replace (Final SPC Rating = SPC-4)**: Replace in this case means Replacement of the Building from GAC Service with a SPC-4 building(s) with transferal of some or all the GAC Services to said SPC-4 building(s).

    IV.   **Replace (Final SPC Rating = SPC-5 (existing))**: Replace in this case means Replacement of the Building from GAC Service with an existing SPC-5 building(s) with transferal of some or all the GAC Services to said SPC-5 building(s).

d. **REBUILD** means that the building will be replaced by a new SPC-5 building or buildings and its services will move to that building or buildings. Please see the following possible Rebuild/Final SPC Rating combination. Please note that this definition is consistent with the Rebuild definition contained in SB90.

   I. **Rebuild (Final SPC Rating = SPC-5 (new))**: Rebuild in this case means Replacement of the Building from GAC Service with an new SPC-5 building(s) with transferal of some or all the GAC Services to said SPC-5 building(s).

   Please note that if some of the services will be transferred to an existing SPC-2 thru SPC-5 building as well as to a new SPC-5 building the Building Resolution is considered Rebuild. This is consistent with the Rebuild definition contained in SB90

Please refer to the red text at the bottom of the Building Configuration Detail page for guidance when choosing an Extension Date from the Extension Date drop-down list.

Once input for the *Building Configuration Detail* page is complete click the Submit button.

If *Retrofit* choice is selected from the Building Resolution drop-down list, the *Building Configuration Detail* screen will disappear and the *Building Configuration List* reappears with the changes that were just made.

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Section 1 (SPC-1 Buildings)

If the *Replace, Remove or Rebuild* choice is selected from the Building Resolution drop-down list, the screen to verify the bed counts for service and unit type appears. The *Beds per Service Type* section will be on top and the *Beds per Unit Type* section will show on the lower half of the screen.

PLEASE VERIFY THE BED COUNTS FOR EACH SERVICE TYPE AND UNIT TYPE

SERVICE TYPE

Provide the number of inpatient beds and patient days per type of service per building per Section 130061(c)(1)(F)

Select Building: BLD-00525 - 1955 Addition Building

Type of Service Provided

	Service	Inpatient Beds	Patient Days
☑	Nursing	15	2499
☐	Intensive Care	0	0
☐	Pediatric/ Adolescent	0	0
☐	Psychiatric Nursing	0	0
☐	Obstetrical Ante/ Postprtum	0	0
☑	Intermediate Care	10	1000
☐	Skilled Nursing	0	0

Total Beds this building per service 25

- ☐ Surgical
- ☐ Anesthesia
- ☐ Clinical Lab
- ☐ Radiological/ Imaging
- ☐ Pharmaceutical
- ☐ Dietetic
- ☐ Administration
- ☐ Support Services
- ☑ Central Plant
- ☐ Obstetrical Recovery
- ☐ Newborn/well baby
- ☐ Emergency
- ☐ Nuclear Medicine
- ☑ Rehabilitation
- ☐ Renal Dialysis
- ☐ Outpatient Surgery
- ☐ Obstectrical Cesarean/ Deliv

Section 1 (SPC-1 Buildings)

To enter information into the *Beds per Service Type* section, click on the check box next to the service type for each service that is provided in the building. For building services which have *inpatient beds* or *patient days*, type in a number in the box provided. *NOTE: If the building service has inpatient beds or patient days associated with it, a number greater than zero must be provided for the inpatient bed field if that service check box is checked.*

After entering in the service type information, scroll down to the *Beds per Unit Type* section.

Section 1 (SPC-1 Buildings)

UNIT TYPE

Provide the number of inpatient beds and patient days per type of unit per building per Section 130061(c)(1)(F)

Select Building: BLD-00525 - 1955 Addition Building ▾

Medical/Surgical (include GYN)
Inpatient Beds 0   Patient Days 0

Acute Respiratory Care
Inpatient Beds 0   Patient Days 0

Acute Psychiatric
Inpatient Beds 0   Patient Days 0

Perinatal (exclude Newborn / GYN)
Inpatient Beds 0   Patient Days 0

Burn
Inpatient Beds 0   Patient Days 0

Skilled Nursing
Inpatient Beds 0   Patient Days 0

Pediatric
Inpatient Beds 0   Patient Days 0

Intensive Care Newborn Nursery
Inpatient Beds 0   Patient Days 0

Intermediate Care
Inpatient Beds 10   Patient Days 1000

Intensive Care
Inpatient Beds 0   Patient Days 0

Rehabilitation Center
Inpatient Beds 15   Patient Days 2499

Int. Care/Developmentally Disabled
Inpatient Beds 0   Patient Days 0

Coronary Care
Inpatient Beds 0   Patient Days 0

Chemical Dependency
Inpatient Beds 0   Patient Days 0

Total Beds this building per Unit 25

Total Beds this building per Service 25

Confirmation
☐ Please confirm that the Beds Per Service/Unit type are accurate before continuing.

Submit   Cancel

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Click on the white field areas to type data into the Inpatient Beds and Patient Days locations. These bed breakdowns are based on the Healthcare Information Division of OSHPD annual reports.

For each unit type where there is a number entered for inpatient beds there must also be a number entered for patient days. The patient day number may be zero if the inpatient beds are in suspence.

When all service and unit type information has been entered, check the confirmation box located in the lower left corner of the screen and click the *Submit* button. The screen to verify the service and unit type beds disappears and the *Building Configuration List* will reappear.

Repeat the process described above for each building that has building information to change on the *Building Configuration List*.

When Building Configuration input data from the previous years SB499 Online Report needs to be changed, follow the process listed above for revision of said data.

Section 1 (SPC-1 Buildings)

Add New Buildings: Once the Building Configuration list is complete for all SPC-1 buildings, the Add New Buildings section is next.

Click on the Add New Building section at the top of the navigation bar at the left side of the screen to access the section. Upon clicking the section it will be highlighted in red.

See the following information regarding the proper input protocol for the Add New Building section.

Section 1 (SPC-1 Buildings)

SECTION 1F BUILDING LIST

New Building: Red Queen Wing   [Add Building]

Bldg. No.	Building Name	New Site?		
N_2	White Queen Wing	☐	Edit	Delete
N_3	March Hare Wing	☑	Edit	Delete

Type the new building name in the white data entry box, and click the *Add Building* button. The report will automatically generate a number for the new building. To change the building name or to set the check box that confirms that this building is a new site, click the Edit button at the end of the row of the desired building.

Section 1 - SPC Rating 1 Buildings

SECTION 1F BUILDING LIST

New Building: [ ]   [Add Building]

New building added successfully.

Bldg. No.	Building Name	New Site?		
N_2	White Queen Wing	☐	Update	Cancel
N_3	March Hare Wing	☑	Edit	Delete
N_4	Red Queen Wing	☐	Edit	Delete

Click *Update* to save revisions. A confirmation message will appear above the building list. Click *Cancel* to not save the revisions.

Section 1 (SPC-1 Buildings)

Unit Type per Building: Once the Building Configuration list is complete for all SPC-1 buildings, the Unit Type Per Building subsection is next.

Click on the Unit Type Per Building subsection in the navigation bar at the left side of the screen to access the subsection. Upon clicking the subsection it will be highlighted in red.

See the following information regarding the proper input protocol for the Unit Type Per Building subsection.

Section 1 (SPC-1 Buildings)

Section 1 - Unit Type per Building

Next to the navigation section is the second screen in *Section 1 – Unit Type per Building: Unit Type.*

At the top of the screen is a recap of the bill language for reporting the number of inpatient beds and patient days for SPC1 buildings along with a blue Hyperlink to said language. The *Unit Type* screen appears. Choose a building from the *Select Building* drop-down list. Click on the *Load Data* button to activate the data entry boxes.

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Section 1 (SPC-1 Buildings)

For each unit type in the building, type a number equal to or greater than zero in the box provided for *inpatient beds* and *patient days*. *Inpatient beds in suspense shall be included even if their patient day count is zero.*

NOTE: If the unit type has a number typed in the *inpatient beds* box, then there must be a number typed in the *patient days* box unless the beds are in suspense and there is no patient days to report.

After all the unit beds and bed days provided in the building have been entered, click the *Save* button. A confirmation message will appear: *Record updated successfully.*
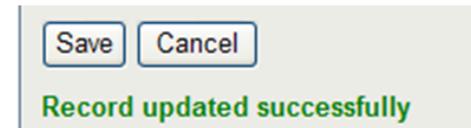
Choose the next building from the drop down list and follow the data entry process explained above until data for each building in the *Select Building* drop down list has been entered

Section 1 (SPC-1 Buildings)

The total beds by service and unit type for that building will be reflected in the lower right corner of the form. This is provided for a check of the beds listed under Service Type against those listed under Unit Type. Please confirm the two numbers match. If they do not match revise the input so they do.

Total Beds this building per Unit `10`

Total Beds this building per Service `10`

When Unit input data from the previous years SB499 online Report needs to be changed, follow the process listed above for revision of inpatient bed and patient day counts.

Please note that the inpatient bed and patient day counts reported for this section should be for the year 2011. This will allow for a full years data and eliminates partial counts for the year 2012. The year 2012 counts will be addressed in the 2013 SB499 Report.

Section 1 (SPC-1 Buildings)

Service Type per Building: Once the Unit Type per Building input is complete for all SPC-1 buildings, the Service Type per Building subsection is next.

Click on the Service Type per Building section in the navigation bar at the left side of the screen to access the subsection. Upon clicking the subsection it will be highlighted in red.

See the following information regarding the proper input protocol for the Service Type per Building subsection.

Section 1 (SPC-1 Buildings)

Section 1 - Service Type per Building

This screen is used for the SPC-1 buildings that will be retrofitted. To reach this section, click on the link located in the navigation area on the left side of the screen entitled Service Type Per Building. After the link is clicked, a screen will open labeled *Service Type*. This screen shows the bill language along with a hyperlink to said language as well as a drop-down list with the facility's SPC-1 building numbers and names.

SERVICE TYPE

Provide the number of inpatient beds and patient days per type of service per building per Section 130061(c)(1)(F)

Select Building: BLD-00523 - Original Hospital Building ▼ [Load Data]

To begin entering data on services provided within the building, select a building from the Select Building drop-down list and click on the *Load Data* button to activate the service type data entry fields.

Once the service type, inpatient beds, and patient day's fields have been activated, click on the checkbox next to each service type for the building. If the service type has inpatient beds or patient days associated with it, type a number equal to or greater than zero in the box provided for the service's inpatient beds and patient days. *NOTE: If the service checked has inpatient beds and patient days associated with it, there must be a number in the inpatient beds and patient day field. Inpatient beds in suspense shall be included even if their patient day count is zero.*

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Section 1 (SPC-1 Buildings)

SERVICE TYPE

Provide the number of inpatient beds and patient days per type of service per building per Section 130061(c)(1)(F)

Select Building: BLD-00523 - Original Hospital Building   [Load Data]

Type of Service Provided

☑ Nursing   Inpatient Beds 28   Patient Days 0

☐ Intensive Care   Inpatient Beds 0   Patient Days 0

☐ Pediatric/   Inpatient Beds 0   Patient Days 0
  Adolescent

☐ Psychiatric   Inpatient Beds 0   Patient Days 0
  Nursing

☐ Obstetrical Ante/ Inpatient Beds 0   Patient Days 0
  Postprtum

☐ Intermediate   Inpatient Beds 0   Patient Days 0
  Care

☐ Skilled Nursing   Inpatient Beds 0   Patient Days 0

Total Beds this building per service 28

☐ Surgical   ☐ Obstetrical Recovery
☐ Anesthesia   ☐ Newborn/well baby
☐ Clinical Lab   ☐ Emergency
☐ Radiological/   ☐ Nuclear Medicine
  Imaging
☐ Pharmaceutical   ☐ Rehabilitation
☐ Dietetic   ☐ Renal Dialysis
☐ Administration   ☐ Outpatient Surgery
☐ Support Services ☐ Obstectrical Cesarean/ Deliv
☐ Central Plant

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After all the services provided in the building have been checked and a number has been entered for the services with inpatient beds and patient days, click the *Save* button. A confirmation message will appear: *Record updated successfully.*

| Save | Cancel |

Record updated successfully
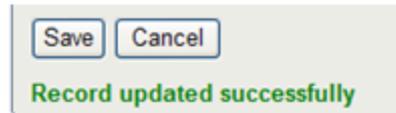
Repeat the process explained above for each building in the drop down list on the *Service Type per Building* section that is to be retrofitted.

When the *Beds per Service Type* section is completed, click on the link for the *Beds per Unit Type* located on the left hand side of the screen and verify that the "Total Beds this building per Unit" and the "Total Beds this building per Service" amounts in the lower right hand corner match.

When Service input data from the previous years SB499 online Report needs to be changed, follow the process listed above for revision of inpatient bed and patient day counts.

Please note that the inpatient bed and patient day counts reported for this section should be for the year 2011. This will allow for a full years data and eliminates partial counts for the year 2012. The year 2012 counts will be addressed in the 2013 SB499 Report.

Section 1 (SPC-1 Buildings)

Project Building List: Once the Service Type per Building input is complete for all SPC-1 buildings, the Project Building List subsection is next.

Click on the Project Building List subsection in the navigation bar at the left side of the screen to access the subsection. Upon clicking the sub section it will be highlighted in red.

See the following information regarding the proper input protocol for the Project Building List subsection.

Section 1 (SPC-1 Buildings)

Section 1 - Project Building List

The *Project Building List* is for updating or providing project information for the SPC-1 buildings at the facility. To update or input project information, click the link located in the navigation section on the left side of the screen. The *Project Building List* screen opens. To view project data for the building, click on the arrow of the Select Building dropdown list to see a list of SPC-1 buildings for the facility.

[Help]

SELECT BUILDING

For each building which is planned for rebuild, retrofit or replacement, provide the project number or numbers, per Section 130061(c)(1)(C). The projected construction start date or dates and projected completion date or dates per Section 130061(c)(1)(D) and the most recent project status and approvals per Section 130061(c)(1)(E).

Select Building: | BLD-00523 - Original Hospital Building ▼ | | View Building Projects | | Add Project |

BLD-00523 - Original Hospital Building
BLD-00524 - 1950 Addition Building
BLD-00525 - 1955 Addition Building
BLD-00526 - Center Bldg - 1957 Addition
BLD-02651 - West Side Bldg - 1957 Addition

Section 1 (SPC-1 Buildings)

Click the *View Building Projects* button to view the building's project information that has been already entered from the OSHPD data base. A *Project Building List* will appear showing projects associated with the building and the project information.

[Help]

SELECT BUILDING

For each building which is planned for rebuild, retrofit or replacement, provide the project number or numbers, per Section 130061(c)(1)(C). The projected construction start date or dates and projected completion date or dates per Section 130061(c)(1)(D) and the most recent project status and approvals per Section 130061(c)(1)(E).

Select Building: BLD-00523 - Original Hospital Building ▾ [View Building Projects] [Add Project]

PROJECT BUILDING LIST

Project No.	Sub No	Scope	Date In	Plan Approval Date	Projecetd Start Date*	Projected Completion Date	Status"	CEQA Review	
HS970727-0	0	PERINATAL UNIT REMODEL	4/11/1997	10/23/1998	1/28/1999		CLOS	☐	[Delete]

Section 1 (SPC-1 Buildings)

If the building has no project information, a message stating "No Records Found" will appear below the *Select Building* section.

SELECT BUILDING

For each building which is planned for rebuild, retrofit or replacement, provide the project number or numbers, per Section completion date or dates per Section 130061(c)(1)(D) and the most recent project status and approvals per Section 13006

Select Building: BLD-00524 - 1950 Addition Building ▾   [View Building Projects]   [Add Project]

PROJECT BUILDING LIST

NO RECORDS FOUND.

Section 1 (SPC-1 Buildings)

To add a project to a building, select the building from the Select Building dropdown list then click the *Add Project* button. A *Project Selection* form will appear below the *Select Building* section.

SELECT BUILDING

For each building which is planned for rebuild, retrofit or replacement, provide the project number or numbers, per Section completion date or dates per Section 130061(c)(1)(D) and the most recent project status and approvals per Section 13006

Select Building: [BLD-00523 - Original Hospital Building ▼]   [View Building Projects]   [Add Project]

PROJECT SELECTION

Project Type   [E ▼]   Facility   [10180]   [Search]

Click on the arrow of the Project Type dropdown list and choose the project type. Project types are E (examination project); G (annual project); H (major structural project); I or IM (incremental project or incremental master project (Accela based)); P (major and incidental structural project (Accela based)) and S (incidental structural project). Projects that have been closed as inactive, cancelled by the facility, and projects flagged as transferred to another project will not be shown.

PROJECT SELECTION

Project Type	E ▾	Facility	10180	Search
	E			
	G			
	H			
	I			
	P			
	S			

Click the *Search* button.

Section 1 (SPC-1 Buildings)

The project number and description appears in a Project List dropdown list below the Project Type dropdown list. Click on the *Select* button to view the project information details.

PROJECT SELECTION

Project Type	S ▾	Facility	10180	Search

Project List: SS010863-0 - NPC2 EQUIPMENT ANCHORAGE ▾ Select

- SS010863-0 - NPC2 EQUIPMENT ANCHORAGE
- SS011267-0 - LAB ALTERATIONS
- SS012281-0 - VOICE/DATA CONNECTIVITY BETWEEN CAMPUSES
- SS012339-0 - URGENT CARE CENTER
- SS020419-0 - AUXILIARY POWER FOR EXISTING STANDBY GENERATOR
- SS020505-0 - MOBILE P.E.T. SYSTEM
- SS040945-0 - RE-ROOF REHAB AREA
- SS080109-0 - RECOVERY ROOM DOOR

Section 1 (SPC-1 Buildings)

The project and new building project information appears below the Project List dropdown list for buildings.

PROJECT SELECTION

Project Type   S ▼   Facility   10180   [Search]

Project List   SS040945-0 - RE-ROOF REHAB AREA ▼   [Select]

PROJECT INFORMATION

Project No.	SS040945-0
Sub No.	0
Scope	RE-ROOF REHAB AREA
Date In	5/26/2004
Plan Approval Date	5/26/2004
Status	CLOS

NEW BUILDING PROJECT

Projected Start Date   5/26/2004

[Add this Project]   [Cancel]

Projected Start Date is a required field and the date provided may be edited if there is a date in the data entry field. To add the project information shown on the screen to the building, click on the *Add this Project* button, otherwise click the *Cancel* button to return back to the *Select Building* screen.

Note that if the Project Type letter chosen for the Project Type drop-down list does not generate any projects it's because there are no projects associated with that letter in the Project Data Base. A "Message from webpage" will pop up stating the above non-project condition.

SELECT BUILDING

For each building which is planned for rebuild, retrofit or replacement, provide the project number or numbers, per Section completion date or dates per Section 130061(c)(1)(D) and the most recent project status and approvals per Section 1300

Select Building: BLD-0[

Message from webpage

⚠ The OSHPD Project Data Base does not contain the Project Type that starts with the letter selected from the Project Type drop down box. As such, a Project List for Project Types beginning with said letter can't be generated.

OK

PROJECT SELECTI

Project Type   P ▾

Project List   ▾

roject

Section 1 (SPC-1 Buildings)

If the project is undergoing a California Environment Quality Act (CEQA) review by others, click the box labeled *CEQA Review in Progress* in the New Building Project section to confirm that a CEQA Review is in Progress.

PROJECT SELECTION

| Project Type | E ▾ | Facility | 10000 | Search |

| Project List | EL780860 - 2000 PHASE 1 REMODEL ▾ | Select |

PROJECT INFORMATION

Project No.	EL780860
Sub No.	0
Scope	2000 PHASE 1 REMODEL
Date In	5/28/1998
Plan Approval Date	12/11/1998
Status	CLSD

NEW BUILDING PROJECT

| Projected Start Date | 12/15/1998 |
| Prjoected Completion Date | 3/6/2000 |

☐ CEQA Review In Progress

Add this Project   Cancel

Projected Start Date and Projected Completion Date are required fields and dates provided may be edited if there is a date in the data entry field. To add the project information shown on the screen to the building, click on the *Add this Project* button, otherwise click the *Cancel* button to return back to the *Select Building* screen.

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Section 1 (SPC-1 Buildings)

SELECT BUILDING

Select Building: [13 - '66 Pediatric Unit ▾]   [View Building Projects]   [Add Project]

PROJECT BUILDING LIST

Project No.	Sub No	Scope	Date In	Plan Approval Date	Projecetd Start Date*	Projected Completion Date	Status"	CEQA Review	
AA911283	0	ANNUAL BUILDING PERMIT	10/30/1991		12/15/1998		CLSD	☐	[Delete]

To remove a project from a building, click the *Delete* button at the end of the row of the project that is to be deleted.

When Building Project input data from the previous years SB499 Online Report needs to be changed, follow the process listed above for revision of said data.

Section 2 (SPC-2 to SPC-5 Buildings)

Building Configuration List: Once Section 1 is complete and has been saved, click on the Building Configuration subsection of the navigation bar for Section 2. Highlighted in red is the subsection titled Building Configuration. See the following information regarding the proper input protocol for the Building Configuration List Section.

Section 2 (SPC-2 to SPC-5 Buildings)

Section 2 – Building Configuration (SPC 2 through SPC 5 buildings)

This section applies to buildings at the facility planned for retrofit or replacement with a rating of SPC 2 or higher. Select this section by clicking on the *Building Configuration* link located under the *Section 2* heading in the navigation section. A screen with the bill language and a list of buildings at the facility rated SPC 2 or higher will appear.

Section 2 (SPC2 to SPC5 Buildings)

[Help]

BUILDING CONFIGURATION LIST

Report information pursuant to subdivision (c), include information on the number of inpatient beds, by type of unit and type of service, provided by facilities operating buildings that are classified as SPC-2, SPC-3, SPC-4, and SPC-5 per Section 130061(e).

Bldg. No.	Building Name	Alternate Building Address	Building Resolution	Final SPC Rating* If required	ExtensionDate*	Anticipated Completion Date *	
BLD-02652	Stair #1	2200 Harrison Avenue	Remain	N/A		12/31/2012	View
BLD-02653	Nursery	2200 Harrison Avenue	Remain	N/A		12/31/2012	View
BLD-02654	Stair #2	2200 Harrison Avenue	Remain	N/A		12/31/2012	View
BLD-02655	Stair #3	2200 Harrison Avenue	Remain	N/A		12/31/2012	View
BLD-02656	Radiology Wing	2200 Harrison Avenue	Remain	N/A		12/31/2012	View
BLD-02657	Lobby	2200 Harrison Avenue	Remain	N/A		12/31/2012	View

[1]

To change or modify any of the information showing on the *Building Configuration Detail* screen, click on the *View* button associated with the building information to change at the end of the row.

Section 2 (SPC-2 to SPC-5 Buildings)

A *Building Configuration Detail* screen will appear with fields for the detail information. To exit the *Building Configuration Detail* screen without making any changes, click the *Cancel* button.

BUILDING CONFIGURATION DETAIL

Bldg. No.	BLD-02653
Bldg. Name	Nursery
Alternate Address	2200 Harrison Avenue
Bldg. Resolution*	Remain ▼
Retrofit/Replacement Type	No ▼
Final SPC Rating* If required	N/A ▼
ExtensionDate*	▼
Anticipated Completion Date *	12/31/2012

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Information in the *Building Configuration Detail* screen can be changed according to the field type.

- If there is a drop-down list provided, click on the drop-down list and select from the options given. See further information on the Building Resolution drop-down list below.
- If the field is white area, click in the white area and type in the information.
- Please note that for a Building Resolution of Remain indicates that the building will stay as is with regard to Building Resolution, Replacement Type, Final SPC Rating, Extension Date and Anticipated Completion Date. Changing the Remain Building Resolution can be accomplished by clicking on the Building Resolution drop-down list and choosing one of the other building resolutions.

Building Resolution drop-down list:

- Revised Building Resolution Definitions as utilized by OSHPD are contained in the drop-down list. Said revisions are per Hospital Building Safety Board recommendations. Please note the following definitions define more explicitly the Building Resolution/Final SPC Rating Relationship:
  a. **RETROFIT** means the facility intends to upgrade the building to SPC-2 or SPC-5 status. HAZUS is considered a Retrofit via analysis to SPC-2 status. Please see the following possible Retrofit/Final SPC Rating combinations.
    I. **Retrofit (Final SPC Rating = SPC-2)**: Retrofit using the following: HAZUS 2010, HAZUS 2010/VSI, Advanced Analysis, Retrofit per CBC Chapter 34A to SPC-2.
    II. **Retrofit (Final SPC Rating = SPC-5)**: Retrofit using CBC Chapter 34A to SPC-5.

b. **REMOVE** means the building and all its services will no longer be a part of the General Acute Care (GAC) services provided at the facility. Please see the following possible Remove/Final SPC Rating combination.

I. **Remove (Final SPC Rating = N/A)**: Remove means Removal of the Building and all its Services from GAC (see CAN 1 – 6 -1.4.5.1.4).

c. **REPLACE** means the building will be replaced by another building or buildings of SPC-2 or higher status and its services will move to that building or buildings. Please see the following possible Replace/Final SPC Rating combinations.

I. **Replace (Final SPC Rating = SPC-2)**: Replace in this case means Replacement of the Building from GAC Service with a SPC-2 building(s) with transferal of some or all the GAC Services to said SPC-2 building(s).

II. **Replace (Final SPC Rating = SPC-3)**: Replace in this case means Replacement of the Building from GAC Service with a SPC-3 building(s) with transferal of some or all the GAC Services to said SPC-3 building(s).

III. **Replace (Final SPC Rating = SPC-4)**: Replace in this case means Replacement of the Building from GAC Service with a SPC-4 building(s) with transferal of some or all the GAC Services to said SPC-4 building(s).

Section 2 (SPC-2 to SPC-5 Buildings)

iv. **Replace (Final SPC Rating = SPC-5 (existing))**: Replace in this case means Replacement of the Building from GAC Service with an existing SPC-5 building(s) with transferal of some or all the GAC Services to said SPC-5 building(s).

d. **REBUILD** means that the building will be replaced by a new SPC-5 building or buildings and its services will move to that building or buildings. Please see the following possible Rebuild/Final SPC Rating combination. Please note that this definition is consistent with the Rebuild definition contained in SB90.

I. **Rebuild (Final SPC Rating = SPC-5 (new))**: Rebuild in this case means Replacement of the Building from GAC Service with an new SPC-5 building(s) with transferal of some or all the GAC Services to said SPC-5 building(s).

Please note that if some of the services will be transferred to an existing SPC-2 thru SPC-5 building as well as to a new SPC-5 building the Building Resolution is considered Rebuild. This is consistent with the Rebuild definition contained in SB90

Once input for the *Building Configuration Detail* page is complete click the Submit button.

If *Retrofit* is selected, the *Building Configuration Detail* screen will disappear and the *Building Configuration List* reappears with the changes that were just made.

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Section 2 (SPC-2 to SPC-5 Buildings)

If the *Replace, Remove or Rebuild* choice is selected from the Building Resolution drop-down list, the screen to verify the bed counts for service and unit type appears. The *Beds per Service Type* section will be on top and the *Beds per Unit Type* section will show on the lower half of the screen.

SERVICE TYPE

Include information on the number of inpatient beds by type of service provided by buildings that are classified as SPC-2, SPC-3, SPC-4, and SPC-5 per Section 130061(e)

Select Building: [BLD-02653 - Nursery ▼] [Load Data]

Type of Service Provided

- ☐ Nursing — Inpatient Beds [0]
- ☐ Intensive Care — Inpatient Beds [0]
- ☑ Pediatric/ Adolescent — Inpatient Beds [10]
- ☐ Psychiatric Nursing — Inpatient Beds [0]
- ☐ Obstetrical Ante/ Postprtum — Inpatient Beds [0]
- ☐ Intermediate Care — Inpatient Beds [0]
- ☐ Skilled Nursing — Inpatient Beds [0]

Total Beds this building per service [10]

- ☐ Surgical
- ☐ Anesthesia
- ☐ Clinical Lab
- ☐ Radiological/ Imaging
- ☐ Pharmaceutical
- ☐ Dietetic
- ☐ Administration
- ☐ Support Services
- ☐ Central Plant

- ☐ Obstetrical Recovery
- ☐ Newborn/well baby
- ☐ Emergency
- ☐ Nuclear Medicine
- ☐ Rehabilitation
- ☐ Renal Dialysis
- ☐ Outpatient Surgery
- ☐ Obstectrical Cesarean/ Deliv

[Save] [Cancel]

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Section 2 (SPC-2 to SPC-5 Buildings)

Check boxes may already show a checkmark next to the service type for each service that is provided in the building. These checkmarks are based on selections made in Section 1 of the report or is data from the previous year's report. For building services which have *inpatient beds* associated with the service type, a number shows in the box provided. To make changes to the service data please click on the check boxes to toggle back and forth between the service being provided or not. To change the *Inpatient Beds* and *Patient Day* counts simply click on the white field associated with the information to be changed and type in the revision.

Scroll down to the *Beds by Unit Type* section. Click on the *Load Data* button to view bed numbers entered from Section 1.

Click the *Submit* button in the lower left corner of the screen to copy the data into this page of the form.

[Submit] [Cancel]

Repeat the process described above for each building that has building information to change on the *Building Configuration List*.

Please confirm that the bed counts match between the Service Type and Unit Type by checking the Total Bed counts in the lower right hand corner of the Unit Type page.

Total Beds this building per Unit | 10

Total Beds this building per Service | 10

When Building Configuration input data from the previous years SB499 Online Report needs to be changed, follow the process listed above for revision of said data.

Section 2 (SPC-2 to SPC-5 Buildings)

Unit Type Per Building: Once the Building Configuration List is complete and has been saved (click the submit button), click on the Unit Type Per Building subsection of the navigation bar for Section 2. Highlighted in red is the subsection titled Unit Type Per Building. See the following information regarding the proper input protocol for the Unit Type Per Building subsection.

Section 2 (SPC-2 to SPC-5 Buildings)

Section 2 – Unit Type per Building
Select this page by clicking on the *Unit Type per Building* link located under the *Section 2* heading in the navigation section. A screen with the bill language and a list of buildings at the facility rated SPC 2 or higher. Click on the *Load Data* button to copy Beds per Unit Type data entered from a previous page or to activate the check boxes and inpatient beds data entry fields.

If there is no numbers showing in the inpatient data entry fields, enter the data in as follows: click inside the data entry field next to the inpatient beds label and type a number equal to or greater than zero (0) into the field.

EXAMPLE: Correct data entry   EXAMPLE: Incorrect data entry

After completing all the data entry for this page, click on the *Save* button in the lower left corner of the screen to save the data. Click the *Cancel* button to not save the data entered.

Save | Cancel

Record updated successfully

Choose the next building from the drop down list and follow the data entry process explained above until data for each building in the *Select Building* drop down list has been entered.

The total beds by service and unit type for that building will be reflected in the lower right corner of the form. This is provided for a check of the beds listed under Service Type against those listed under Unit Type. Please confirm the two numbers match. If they do not match revise the input so that they do.

Total Beds this building per Unit 10

Total Beds this building per Service 10

Section 2 (SPC-2 to SPC-5 Buildings)

When Unit input data from the previous years SB499 online Report needs to be changed, follow the process listed above for revision of inpatient bed and patient day counts.

Please note that the inpatient bed and patient day counts reported for this section should be for the year 2011. This will allow for a full years data and eliminates partial counts for the year 2012. The year 2012 counts will be addressed in the 2013 SB499 Report.

Service Type Per Building: Once the Unit Type Per Building subsection is complete and has been saved (click the save button), click on the Service Per Building subsection of the navigation bar for Section 2. Highlighted in red is the subsection titled Service Type Per Building. See the following information regarding the proper input protocol for the Service Type Per Building subsection.

Section 2 (SPC-2 to SPC-5 Buildings)

Section 2 – Service Type per Building
Select this page by clicking on the *Service Type per Building* link located under the *Section 2* heading in the navigation section. A screen with the bill language and a list of buildings at the facility rated SPC 2 or higher. Click on the *Load Data* button to copy Beds per Service Type data entered from a previous page or to activate the check boxes and inpatient beds data entry fields.

Section 2 (SPC-2 to SPC-5 Buildings)

If there is no number or check marks showing on the page, enter the data in as follows: check the box next the service provided in the building and type a number equeal to or greater than zero (0) in the inpatient beds data entry field.

NOTE: If there is a check mark in the service type box, there must be a number entered in the inpatient beds box.

EXAMPLE: Correct data entry

☑ Psychiatric Nursing   Inpatient Beds 2

EXAMPLE: Incorrect data entry

☑ Nursing   Inpatient Beds [ ]

After completing all the data entry for this page, click on the *Save* button in the lower left corner of the screen to save the data. Click the *Cancel* button to not save the data entered.

[Save] [Cancel]

Record updated successfully

Choose the next building from the drop down list and follow the data entry process explained above until data for each building in the *Select Building* drop down list has been entered.

When Service input data from the previous years SB499 online Report needs to be changed, follow the process listed above for revision of inpatient bed and patient day counts.

Please note that the inpatient bed and patient day counts reported for this section should be for the year 2011. This will allow for a full years data and eliminates partial counts for the year 2012. The year 2012 counts will be addressed in the 2013 SB499 Report.

Section 2ABC: Once Section 2 is complete and has been saved, click on Section 2ABC of the navigation bar for Section 3. Highlighted in red is the subsection titled Section 2ABC. See the following information regarding the proper input protocol for the Building Configuration List Section.

Section 2ABC of form Section 3 – To access this page within the section, click on the link under the *Section 3* heading labeled *Section 2ABC*. Buildings from Section 1 and 2

BLD-00523 - Original Hospital Building ▼
BLD-00523 - Original Hospital Building
BLD-00525 - 1955 Addition Building
BLD-00526 - Center Bldg - 1957 Addition
BLD-02651 - West Side Bldg - 1957 Addition

with a building resolution of *remove, replace or rebuild* will appear in the *Select Building drop down list*. Begin filling out the form by choosing a building from the list (click on th arrow in
the blue box; drag the mouse down the list; highlight the building; release the mouse).

Click on *Load Data* button to load Service Type information and the anticipated completion date entered before filling out the Planned Usage information (check marks will appear in check boxes next to the service in the Type of Service section and a removal date will appear in the *Removal Date* text box).

Click on the *Planned Usage* dropdown list and choose one option from the list

For *Clinic* or *Medical Office Building* selections, Click on the *Jurisdiction* dropdown list and choose one option from the list

Clinic ▼
Clinic
Medical Office Building
Skilled Nursing Facility
Sold
Demolished
Other
N/A

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For *Clinic* or *Medical Office Building* selections, Click on the *Jurisdiction* dropdown list and choose one option from the list

Demolished
Other
N/A

Planned Usage: Medical Office Building ▾

Jurisdiction: Local Authority ▾

Local Authority
OSHPD

For *Other* selection, briefly type in a description of the building use in the space provided. Please limit description to 75 characters or less.

Planned Usage: Other ▾

Other Usage:

When all required data has been entered, click on the *Save* button in the lower left corner of the screen. A message will appear to confirm that the data has been saved.

Save   Cancel

Record updated successfully

To not save the entries, click on the *Cancel* button.

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Unit Type per Building: Once Section 2ABC is complete and has been saved, click on the Unit Type per Building subsection of the navigation bar for Section 3. Highlighted in red is the subsection titled Unit Type per Building. See the following information regarding the proper input protocol for the Unit Type per Building.

Section 3 - Unit Type per Building

This page of the report is for providing inpatient beds and patient day information for building to be removed for 2009, 2010 and 2011. Please note that the reporting years for the 2012 SB499 Report will remain 2009, 2010 and 2011. This will allow Hospitals to report Inpatient Bed and Patient Day counts for full year increments and eliminates partial counts for the year 2012. The year 2011 counts will be addressed in the 2012 SB499 Report.

To access this page within the section, click on the link under the *Section* 3 heading labeled *Unit Type per Building.*

Buildings with a building resolution of *remove* from Sections 1 and 2 will appear in the *Select Building drop down list*. Due to operational constraints buildings with a resolution of replace and rebuild are also in the drop down list but their unit type information is not required.

BLD-00523 - Original Hospital Building ▼
BLD-00523 - Original Hospital Building
BLD-00525 - 1955 Addition Building
BLD-00526 - Center Bldg - 1957 Addition
BLD-02651 - West Side Bldg - 1957 Addition

Begin filling out the form by choosing a building from the *Select Building* dropdown list.

2009 ▼
2011
2009
2010

Choose the report year for the unit types to be reported from the dropdown list for the year.

Click on the *Load Data* button to activate the inpatient beds and patient days fields. [Load Data]

Type a date in the *Info. Current As of* text box. NOTE: this date can represent any date which the facility wishes to use as confirmation/verification of the data entered into the report up to the date when the report is due (November 1, 2012).

Info. Current As Of: [   ]

After the inpatient beds and patient days fields appear, numbers appear in the inpatient beds and patient days fields from Section 1 or Section 2. If these numbers for inpatient beds and patient days are accurate, no data entry is required on this page. Click the *Save* button and then go to the next building on the list.

If you wish to change the numbers in the fields or if there is no number showing, type in a number equal to or greater than zero (0) in the inpatient beds and patient days fields for each unit type within the building. *NOTE: For each unit type in the building, if there is a number typed in the inpatient beds field, there must also be a number typed in the patient days field. Data entry fields for inpatient beds and patient days may appear skewed if the screen size is not maximized. To avoid this from happening, maximize the screen.*

Medical/Surgical (include GYN)
Inpatient Beds [12]   Patient Days
[3]

Example: Correct entry for a unit type with inpatient beds and patient days.

Burn
Inpatient Beds [100]   Patient Days [45]

Examples: Incorrect entry for a unit type with inpatient beds and patient days.

Int. Care/Developmentally Disabled
Inpatient Beds [ ]   Patient Days [10]

Pediatric
Inpatient Beds [25]   Patient Days [0]

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When the inpatient beds field and patient days field for each unit type in the building has a number in those fields, click on the *Save* button in the lower left corner of the screen. A message will appear to confirm that the data has been loaded into the form.

Save | Cancel
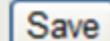
Record updated successfully

If the *Info.Current As of* text box is not filled out a Red text message will appear when the Save button is clicked stating the following:
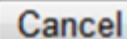
Save | Cancel

'Info. Current As Of Date' cannot be blank.

To not save the data entered, click on the *Cancel* button.

When Unit input data from the previous years SB499 online Report needs to be changed, follow the process listed above for revision of inpatient bed and patient day counts.
Please note as indicated above this Unit Type information in Section 3 is for building with a Building Resolution of "Remove" only. Unit Data for other building resolutions is not required.

Service Type per Building: Once the Unit Type per Building subsection is complete and has been saved, click on the Service Type per Building subsection of the navigation bar for Section 3. Highlighted in red is the subsection titled Service Type per Building. See the following information regarding the proper input protocol for the Service Type per Building.

Section 3- Service Type per Building – To access this page within the section, click on the link under the *Section 3* heading labeled *Service Type per Building*. Buildings with a building resolution of *remove* from Sections 1 and 2 will appear in the *Select Building drop down list*. Due to operational constraints buildings with a resolution of replace and rebuild are also in the drop down list but their unit type information is not required. Begin filling out the form by choosing a building from the list

BLD-00523 - Original Hospital Building ▼
BLD-00523 - Original Hospital Building
BLD-00525 - 1955 Addition Building
BLD-00526 - Center Bldg - 1957 Addition
BLD-02651 - West Side Bldg - 1957 Addition

Choose the report year for the services to be reported from the dropdown list for the year. Click on the *Load Data* button. Please note that the reporting years for the 2012 SB499 Report will be 2009, 2010 and 2011. This will allow Hospitals to report Inpatient Bed and Patient Day counts for full year increments and eliminates partial counts for the year 2012. The year 2012 counts will be addressed in the 2013 SB499 Report.

2011 ▼ Load Data

Check marks in the check box for service types previously entered will then appear on the form and the Inpatient Beds and Patient Days text boxes will appear.

For each service that has a check mark in the check box and data entry fields for inpatient beds and patient days, type a number equal to or greater than zero (0) in the field provided.

NOTE: *If the service type has inpatient beds and patient days associated with it, a number must be typed in the field provided for recording the number of inpatient beds and patient days for that service type.*

Example: Correct entry for a service type with inpatient beds and patient days.

☑ Nursing   Inpatient Beds `35`   Patient Days `75`

Example: Incorrect entry for a service type with inpatient beds and patient days.

☑ Psychiatric Nursing   Inpatient Beds `50`   Patient Days [ ]

Example: Correct entry for a service type without inpatient beds and patient days.

☑ Newborn/well baby

After all service types in the building have check marks in their boxes and all service types which require inpatient beds and patient days have numbers in the number fields, click on the *Save* button in the lower left corner of the page.

`Save` `Cancel`

A message will appear to confirm that the data has been loaded into the form.

Record updated successfully

To not save the data entered, click on the *Cancel* button.

When Service input data from the previous years SB499 online Report needs to be changed, follow the process listed above for revision of inpatient bed and patient day counts.

Section 2E & 3: Once Service Type per Building subsection is complete and has been saved, click on Section 2E &3 subsection of the navigation bar for Section 3. Highlighted in red is the subsection titled Section 2E &3. See the following information regarding the proper input protocol for Section 2E & 3.

Section 3 - Section 2E & 3

This page is for buildings with a building resolution of Remove from Section 1 and Section 2. To access this page within the section, click on the link under the *Section* 3 heading labeled *Section 2E & 3*. The page can be accessed by clicking on the link labeled *Section 2E & 3* under the Section 3 heading in the navigation section on the page.

[Help]

SECTION 2E

Report whether the general acute care services and beds will be relocated to a new or existing building and any corresponding building sites or project numbers for buildings with a Building Resolution of "Rebuild" or "Replace", see Section Section 130061(c)(2)(E). For each facility with buildings that will be removed from acute care service: Report any net change in the inpatient beds by the type of service, taking into account beds within buildings to be taken out of service, beds within buildings to be retrofitted or replaced, and beds provided in any other buildings used for general acute inpatient services care by the facility. Section 130061(c)(3)

Select Building: BLD-00523 - Original Hospital Building [Load Data]

Buildings with a building resolution of *remove, replace or rebuild* from Sections 1 and 2 will appear in the *Select Building dropdown list*. Begin filling out the form by choose a building from the list (click on the arrow in the blue box).

| BLD-00523 - Original Hospital Building ▾ |
| BLD-00523 - Original Hospital Building |
| BLD-00525 - 1955 Addition Building |
| BLD-00526 - Center Bldg - 1957 Addition |
| BLD-02651 - West Side Bldg - 1957 Addition |

Click on the *Load Data* button to view records applicable to this section. A list of the service and unit types, building number, building name, and Replacement Service type will appear.

To complete the building information for the service type and view project information for the service type at the building, click on the *View* button. A *Replacement Service Types* section, *Building List* section, *and Project List* section will appear on the screen showing data that was entered from previous Section 1 and Section 2 of the form.

To change the Replacement Service Type, choose an option from the dropdown list.

Replacement Service Type

Relocated to retrofitted building

Relocated to new building
Relocated to retrofitted building
Relocated to other building
Relocated to new & retrofitted Building
Relocated to new & other Building
Relocated to other & retrofitted building
Relocated to new , retrofitted, & other building
Removed from hospital services
N/A

Click the *Save* button to save the change. Click cancel to make no changes.

NOTE: Each replacement service type is tied to the service provided within the building that was selected.

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Below the Replacement Service Types section appears the Building List. If the user has selected the *Replacement Service Type: Relocated to a new* building, the section will show a list of the new buildings that were added at the beginning of the form using the *Add New Buildings* link (located in the Navigation area on the left hand side of the screen above Section 1 (SPC Buildings))

BUILDING LIST

| New Building | Bed Count | Building No. | N_1 - The Red Queen Pavilion | Add Building |

Build Relocation	Building Number	Bed Count	
New Building		5	Delete
New Building	N_1 - The Red Queen Pavilion	5	Delete

[1]

Enter a bed count for the beds that will be relocated to the new building, select a building from the *Building No.* dropdown list, and then click on the *Add Building* button.

New Building	Bed Count	4	Building No.	N_1 - The Red Queen Pavilion	Add Building
				N_1 - The Red Queen Pavilion	
				N_2 - Cheshire Gardens	

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A message will appear confirming that the new building was added to the *Build Relocation* list and the building that was just added will appear in the *Build Relocation* list.

Building added successfully

Build Relocation	Building Number	Bed Count	
New Building	N_2 - Cheshire Gardens	4	Delete

If you wish to remove one of the new buildings added to the *Building Relocation* list or showing in the *Building Relocation* list, click on the *Delete* button at the end of the row for the new building.

NOTE: If you wish to relocate the services to a new building but have not yet added the new building to the report, save data that has been entered on this page, and go back to the *Add New Buildings* link in the navigation section above Section 1. Use this page to add the building to the report. Save the new building to the report and then return to the link for Section 2E& 3 under Section 3. The new building should now show in the Building No. dropdown list and the report should allow you to add the building to the service type.

Below the *Building List* is the *Project List* that provides a list of projects.

PROJECT LIST

Add Project

Project No.	Sub No	Projecetd Start Date*	Projected Completion Date	From Facility	
AA011526	0	10/23/2001	11/23/2016	10000	Delete

A project may also be added by clicking on the *Add Project* link located below the *Project* List section heading. The *Add Project* link will cause the *Project Selection* screen to appear below the *Project List* section.

PROJECT SELECTION

Project Type   E ▼   Facility   10000   Search

NOTE: Each project associated with the building is tied to the service/unit type provided within the building that was selected.

Click on the arrow of the Project Type dropdown list and choose the project type. Project types are E (examination project); G (annual project); H (major structural project); I (incremental project and IM (incremental Master)); P (Projects) and S (incidental structural project). Projects that have been closed as inactive, cancelled by the facility, and projects flagged as transferred to another project will not be shown.

PROJECT SELECTION

| Project Type | E ▾ | Facility | 10180 | Search |

E
G
H
I
P
S

The facility number shown in the Facility text box is the default facility number for the project. If it is known that the project will be moved to another facility, type in the facility number for where the project will be located. Click the *Search* button.

The project number and description appears in a Project List dropdown list below the Project Type dropdown list. Click on the *Select* button to view the project information details.

PROJECT SELECTION

| Project Type | E ⌄ | Facility | 10000 | Search |
| Project List | EL780860 - 2000 PHASE 1 REMODEL ⌄ | Select | | |

The project and new building project information appears below the Project List dropdown list.

PROJECT SELECTION

Project Type [E ∨] Facility [10000] [Search]

Project List [EL780860 - 2000 PHASE 1 REMODEL ∨] [Select]

PROJECT INFORMATION

Project No.	EL780860
Sub No.	0
Scope	2000 PHASE 1 REMODEL
Date In	5/28/1998
Plan Approval Date	12/11/1998
Status	CLSD

NEW BUILDING PROJECT

Projected Start Date [12/15/1998]

[Add this Project] [Cancel]

The *Projected Start Date* is a required field that will show a date provided from a previous section of this form. It may be edited by clicking in the data entry field. Or if the field is blank, type in a projected start date.

To add the project information shown on the screen to the building, click on the *Add this Project* button. A confirmation message will appear.

New project added successfully.

Click the *Cancel* Button to cancel adding the building or return back to the *Select Building* screen.

If there are no projects associated with the building, a message will appear in the Project List section.

Service Type per Building: Once Section 3 is complete and has been saved, click on Service Type per Building on the navigation bar for Section 4. Highlighted in red is the subsection titled Service Type per Building.

Section 4 (SPC-1 Buildings) - This section is for reporting the type of service provided in the SPC-1 buildings.

BLD-00524 - 1950 Addition Building ▾
BLD-00523 - Original Hospital Building
BLD-00524 - 1950 Addition Building
BLD-00525 - 1955 Addition Building
BLD-00526 - Center Bldg - 1957 Addition
BLD-02651 - West Side Bldg - 1957 Addition

Service Type per Building- To access this page within the section, click on the link under the *Section* 4 heading labeled *Service Type per Building*. Buildings with a SPC-1 rating will appear in the *Select Building dropdown list*. Begin filling out this section by choosing a building from the list.

Click on the *Load Data* button to the view the services in the building selected from Section 1 and copy the services to this form. ☑ Skilled Nursing

If there are no services entered for the building, a message will appear under the Select Building dropdown list. [Load Data] **Record not found.**

Final Building Configuration: Once Section 4 is complete and has been saved, click on Final Building Configuration on the navigation bar for Section 5. Highlighted in red is the subsection titled Final Building Configuration. See the following information regarding the proper input protocol for Final Building Configuration

Section 5 – Final Building Configuration

This section *applies to all buildings* (and all building SPC ratings) at facilities that contain one or more SPC-1 buildings. To select this screen, click on the link located under the *Section* 5 heading on the navigation section. A list of all buildings at the facility appears.

Section 5

[Help]

BUILDING CONFIGURATION LIST

Report the final configuration of all buildings on the hospital campus showing how each building will comply with the SPC-5/NPC-4 or 5 requirements whether by retrofit or by replacement and the type of service that will be provided in each general acute care hospital building per Section 130061(c)(5).

Bldg. No.	Building Name	Alternate Building Address	Building Resolution	Final SPC Rating* If required	ExtensionDate*	Anticipated Completion Date *	
BLD-00523	Original Hospital Building	2200 Harrison Avenue	Remove	N/A	01/01/2013	12/31/2012	View
BLD-00524	1950 Addition Building	2200 Harrison Avenue	Retrofit	SPC2	01/01/2013	12/31/2012	View
BLD-00525	1955 Addition Building	2200 Harrison Avenue	Remove	N/A	01/01/2013	12/31/2012	View
BLD-00526	Center Bldg - 1957 Addition	2200 Harrison Avenue	Rebuild	SPC5	01/01/2016	12/31/2015	View
BLD-02651	West Side Bldg - 1957 Addition	2200 Harrison Avenue	Replace	SPC5	01/01/2013	12/31/2012	View
BLD-02652	Stair #1	2200 Harrison Avenue	Remain	N/A		12/31/2012	View
BLD-02653	Nursery	2200 Harrison Avenue	Remain	N/A		12/31/2012	View
BLD-02654	Stair #2	2200 Harrison Avenue	Remain	N/A		12/31/2012	View
BLD-02655	Stair #3	2200 Harrison Avenue	Remain	N/A		12/31/2012	View
BLD-02656	Radiology Wing	2200 Harrison Avenue	Remain	N/A		12/31/2012	View

[1] [2]

To view building configuration and service type information for each building listed, click the *View* button associated with the building information.

Section 5 – Final Building Configuration, Service Type page
(This page is viewed after the user clicks on a *View* button from the *Final Building Configuration List*.)

SERVICE TYPE

Report the final configuration of all buildings on the hospital campus showing how each building will comply with the SPC-5/NPC-4 or 5 requirements whether by retrofit or by replacement and the type of service that will be provided in each general acute care hospital building per [Section 130061(c)(5)]

Select Building: [BLD-00524 - 1950 Addition Building ▼] [Load Data]

Configuration: [Retrofit Non-Conforming building to SPC 2 and NPC 3 and remove from service by 2030 ▼]

Type of Service Provided

☐ Nursing
☑ Intensive Care
☐ Pediatric/ Adolescent
☐ Psychiatric Nursing
☐ Obstetrical Ante/ Postprtum
☐ Intermediate Care
☐ Skilled Nursing

☐ Surgical
☐ Anesthesia
☐ Clinical Lab
☐ Radiological/ Imaging
☐ Pharmaceutical
☐ Dietetic
☐ Administration
☐ Support Services
☐ Central Plant

☐ Obstetrical Recovery
☐ Newborn/well baby
☐ Emergency
☐ Nuclear Medicine
☐ Rehabilitation
☐ Renal Dialysis
☐ Outpatient Surgery
☐ Obstectrical Cesarean/ Deliv

[Save] [Cancel]

A *Service Type* screen will appear for the building selected.

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Click the *Load Data* button to activate the service type checkboxes.

SERVICE TYPE

Report the final configuration of all buildings on the hospital campus showing how each building will comply with the SPC-5/NPC-4 or
130061(c)(5)

Select Building: [BLD-00524 - 1950 Addition Building ▼] [Load Data]

Configuration: [Retrofit Non-Conforming building to SPC 2 and NPC 3 and remove from service by 2030 ▼]

Type of Service Provided

☐ Nursing

☑ Intensive Care ☐ Surgical ☐ Obstetrical Recovery

☐ Pediatric/ Adolescent ☐ Anesthesia ☐ Newborn/well baby

☐ Psychiatric Nursing ☐ Clinical Lab ☐ Emergency

☐ Obstetrical Ante/ Postprtum ☐ Radiological/ Imaging ☐ Nuclear Medicine

☐ Intermediate Care ☐ Pharmaceutical ☐ Rehabilitation

☐ Skilled Nursing ☐ Dietetic ☐ Renal Dialysis

☐ Administration ☐ Outpatient Surgery

☐ Support Services ☐ Obstectrical Cesarean/ Deliv

☐ Central Plant

[Save] [Cancel]

For SPC-1 buildings only: If a service type has already been selected from a previous
screen in the report, a check mark will show in the checkbox.

To select the configuration for the building, click on the Configuration dropdown box and make a choice from the list.

Retrofit Non-Conforming building to SPC 2 and NPC 3 and remove from service by 2030 ▼
Retrofit Non-Conforming building to SPC 2 and NPC 3 and remove from service by 2030
Retrofit Non-Conforming building to SPC 5 and NPC 4 or NPC 5
Retrofit Conforming building to NPC 4 or NPC 5
Replace with existing SPC2 and NPC3 building and remove from service in 2030.
Replace with existing SPC3, SPC4 or SPC5 and NPC4 or NPC5 building.
Rebuild (Per SB90 Definition for Rebuild) with new SPC5 and NPC4 or NPC5 building.
Remove from GAC service by 1/1/2013
Remove from GAC service by 1/1/2015
Remove from GAC service by 1/1/2020
Remove from GAC service by 1/1/2030
N/A

After all data has been entered for the building, click the *Save* button. A message will appear confirming that the data was updated.
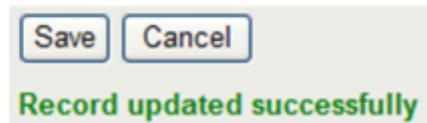
Save Cancel

Click the *Cancel* button to not save changes or selections and return back to the *Building Configuration List* screen.

Record updated successfully

Repeat the process explained above for each of the buildings listed in the *Building Configuration List*.

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Final Submission: Once Section 5 is complete and has been saved, click on Final Submission on the navigation bar for Section 6. Highlighted in red is the subsection titled Final Submission. This section contains three buttons called "Verify Bed Count", "View Report" and "Final Submission". The Verify Bed Count button when clicked will check Service vs. Unit type bed counts in buildings to make sure they are the same. The View Report button can be used to view a .pdf version of the final report format. The final report format generally follows the legislation format. It is highly recommended that the facility use the "View Report" Button prior to clicking the "Final Submission" button to verify the report content. Once the final submission button is pushed the report is submitted to OSHPD and can no longer be accessed by the facility.

Logout and Frequently Asked Questions (FAQ's)

- At the bottom of the navigation bar are the "Logout" and "FAQs" sections.

  Logout
  FAQs

- The Logout section is used when the input session is over. *Please make sure to save all input data prior to logging out.*

- Currently, there is a list of 28-FAQs in the FAQs section. Please consult it for answers to common questions.

- Not filling out the online report in order, Section by Section.

- Generation of incomplete report data especially Building Configuration data.

  - Building Resolution.

- Inpatient Bed counts for Services per Building and Unit Type per Building do not match.

- Difference between reported Unit bed count total and HID bed count total.

Most Common Mistakes and How to Avoid Them

- Incorrect Extension Dates provided on the Building Configuration page of Section 1.

- Retrofit/Replacement Type information not filled out properly on Building Configuration page of Section 1.

- Report Final Building Configuration correctly.

Thank you

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Questions

Online questions:
Type your question in the
Q & A box, hit enter

Phone questions:
To ask a question hit 14
To remove a question hit 13

2012 Publications

- **California Hospital Compliance Manual**

- **Consent Law**

- **Principles of Consent and Advance Directives**

- **Minors and Health Care Law**

- **Mental Health Law**

- **California Health Information Privacy Manual** *(Available Late 2012)*
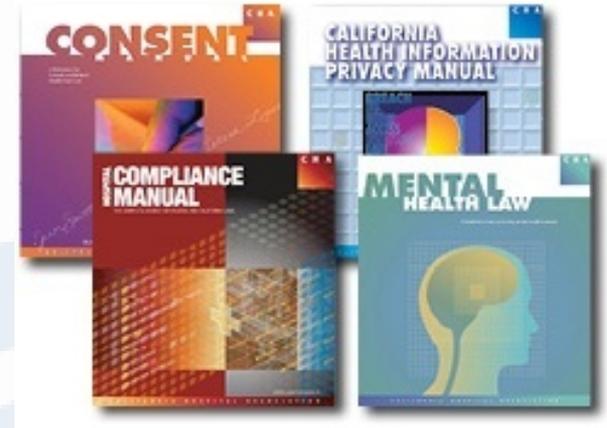
Learn more at **www.calhospital.org/publications**

Upcoming Programs

- **Disaster Planning for California Hospitals**
  October 15 – 17, 2012, Sacramento

- **Behavioral Health Care Symposium**
  December 3 – 4, 2012, Huntington Beach

- **Post-Acute Care Conference**
  January 31 – February 1, 2013, Huntington Beach

- **Rural Health Care Symposium**
  March 13 – 15 , 2013, Sacramento

Thank You and Evaluation

Thank you for participating in today's program. An online evaluation will be sent to you shortly.

Reminder: evaluation completion is **required** to receive continuing education credits.

For education questions, contact Liz Mekjavich at (916) 552-7500 or lmekjavich@calhospital.org.