



HCAI e-Services Portal

Public User Guide

Version Number: 6.6

Section 10 – Attaching Plans and Documents to a Project Record






1 Introduction

Welcome to HCAI Electronic Services Portal Client Access (eCA) User Guide

This section provides users with step-by-step instructions for attaching plans and other construction documents to a project record using eCA. This includes documents for electronic plan review, but also includes other documents for Construction Start and Project Closure.



Remember: Help is available throughout the application. Wherever you see a help  icon, click on the question mark to open help and instructions for that item in the application.

2 Attachments

2.1 Attachments Descriptions (Document Types)

Attachments are electronic files such as PDFs or image files that you can upload from your computer to the eServices Portal, and then associate the attachment with a specific project record, such as a Project, Building Permit, Post-Approval Document, Expedited Building Permit, etc. Attachments can be just about any relevant document or file, such as special instructions, diagrams, pictures, or other information relevant to the record, however the Document Types are limited based on the record the attachment is being uploaded to; this is known as public user permissions for each attachment associated with a record.

Once a document, plan, photo, etc. is uploaded to eSP, the attachment can be downloaded and viewed by any Public User with Facility Authorization and by any Licensed Professional associated with that project. However, attachments cannot be deleted by Public Users once they are uploaded – even if they were erroneous. Attachments can only be deleted by HCAI staff.

A description of attachments and the records that they can be associated with are listed in Table 1 below:



Table 1: Attachments by Record Type

| Attachment Name | Record Type | Description |
|---|---|---|
| Attachments by Record Type | | |
| Plan | Project, Increment, PAD, AMC | Construction floor plans of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of applicable codes and relevant laws, ordinances, rules and regulations. Plans do not include specifications, calculations, product data, etc. |
| Calculations | Project, Increment, PAD, AMC | Structural calculations, hydraulic calculations, etc. necessary to support the design criteria and parameters of the Plans. |
| Specifications | Project, Increment, PAD | The portion of the Contract Documents consisting of the written requirements for materials, equipment, systems, standards and workmanship for the work, and performance of related services. |
| Testing, Inspection and Observation Program (TIO) | Project, Increment, PAD | The TIO program identifies all materials and tests to be performed on the project, all special inspections to be performed on the project, and the firm(s) and/or individual(s) to perform each of the required tests and inspection. The TIO program must also identify each Licensed Professional that must verify that the work is in compliance with the approved construction documents. |
| Final Costs Affidavit | Project, Increment, Expedited Building Permit | Upon completion of the project, the hospital governing board or authority is required to submit the <i>actual construction cost</i> for a project as part of the final approval of the work. This may be in any format acceptable to HCAI, including letter, response to Final Costs requests from HCAI, etc. |
| Verified Compliance Report | Project, Increment, Expedited Building Permit | HCAI-FD-123 form completed by Professionals, Inspectors and Contractors as identified in the TIO program verifying that the work has been performed and materials used and installed are in accordance with the construction documents. |
| Notice of Start of Construction | Project, Increment, Expedited Building Permit | HCAI-FD-123 form completed by the governing board or authority of the health facility listing the name and address of the contractor, the contract price, the date on which contract was awarded and the date of construction start. |
| Functional Program | Project, Increment Master | An executive summary of the project, required by CAC Section 7-119, that clearly describes the purpose of the project, the project components and scope, affected support functions, operational and environment of care requirements, architectural space and technology requirements and planning considerations. |
| Workers Compensation Insurance Certificate | Building Permit, Expedited Building Permit | California law requires employers to have workers' compensation insurance if they have even one employee. Proof of sufficient workers' compensation insurance or a certificate of self-insurance is required for issuance of any Building Permit |
| Application for Inspector of Record | Building Permit, Expedited Building Permit | HCAI-FD-124 form identifying the inspector(s) who will provide competent, adequate and continuous inspection for the project. |



| | | |
|---------------------|--|---|
| IOR Workload Report | Building Permit, Expedited Building Permit | A list of all active projects that a Certified Hospital Inspector is currently working on; this report is used by the Regional Compliance Officer to determine if the cumulative workload is excessive based on the geographic location work sites, the scope of current projects, the current phase of each project, and the number of current projects. |
| Documents | Project, Increment, Expedited Building Permit PAD, AMC | All other documents not already classified may be uploaded; this would include soils reports, product data sheets, reference drawings, etc. |
| Photos | Project, Increment, Expedited Building Permit PAD, AMC | Photos may be uploaded if they are relevant to the project. |
| Other | Project, Increment, Expedited Building Permit PAD, AMC | Miscellaneous classification of attachments. |

2.2 File Size Limitations

The maximum file size for attachments that can be uploaded to eSP has been limited to **300 Mb**. Plans with a file size less than 200 Mb should be submitted as a single file. File names for single-file plans must follow the naming convention below:

| Document Type | Separator | Plan Filename | Submitted Filenames |
|---------------|-----------|--------------------|------------------------|
| Plan | _ | Plan_S151234-19-00 | Plan_S151234-19-00.pdf |

It is anticipated that larger project plan sets will exceed the 200 Mb file size limit. Projects with more than 150 plan sheet must be divided into smaller PDF file sets that facilitate Electronic Plan Check. The chart below illustrates some examples for the file naming conventions of plan sets for submittal to HCAI, where the plans are grouped into logical 'sets'. Choose the appropriate discipline code and insert an underscore character (_) between this code and the filename, as shown in these examples:

| Discipline Code* | Separator | Plan Filename | Submitted Filenames w/ Discipline Code |
|------------------|-----------|-----------------------------------|---|
| S | _ | S151234-19-00 Structural Plans | S_S151234-19-00 Structural Plans.pdf |
| A | _ | S151234-19-00 Architectural Plans | A_S151234-19-00 Architectural Plans.pdf |
| M | _ | S151234-19-00 Mechanical Plans | M_S151234-19-00 Mechanical Plans.pdf |

*See Discipline Code Chart



| DISCIPLINE CODE CHART | |
|-------------------------|----------------------------------|
| A – Architectural | M – Mechanical |
| B – Geotechnical | O – Operations |
| C – Civil | P – Plumbing |
| D – Process | Q – Equipment |
| E – Electrical | S – Structural |
| F – Fire Protection | T – Telecommunication |
| G – General | U – Railway |
| H – Hazardous Material | V – Survey / Mapping |
| I – Interiors | W – Civil Works |
| J – Justice / Detention | X – TITLE 24 / Other Disciplines |
| K – Food Service | Y – Security |
| L – Landscape | Z – Contractors / Shop Drawings |

For additional information on electronic plan submission, refer to HCAI Electronic Submittal Recommendations.

3 Attaching Plans and Documents to a Record

The following information will guide users through the steps necessary to attach plans and other documents to a project record.



Attachments are uploaded to existing project records; these instructions assume a project has already been created in eSP. To create a new project record, refer to Section 5 – Application for New Projects.

Step 1. Open the Record Detail

Use Project Search, Projects tab or Collections to locate the project. Click on the project number link to open the Record Detail.

| Projects | | | | | | | |
|-------------------------------------|---------------------------------------|-----------------------------|--|-----------------|---------|--------------------------|--|
| Date | Project Number | Project Type | Project Name | Status | Related | Action | |
| <input type="checkbox"/> 10/03/2014 | S142258-19-00 | Application for New Project | Custom Cabinet | Open - Returned | 0 | Amendmer | |
| <input type="checkbox"/> 10/02/2014 | S132085-19-00-ACD0006 | Post Approval Document | HMNMH Cardiac Rehab Relocation | Approved | 9 | | |
| <input type="checkbox"/> 09/23/2014 | S142153-19-00 | Application for New Project | RRU-Electronic Menu Displays | Open - Remarkd | 1 | Amendmer | |
| <input type="checkbox"/> 09/22/2014 | S132085-19-00-ACD0005 | Post Approval Document | HMNMH Cardiac Rehab Relocation | Approved | 9 | | |
| <input type="checkbox"/> 09/16/2014 | P-2012-02304-ACD0001 | Post Approval Document | RRU-Multiple Locations Security Cameras. | Approved | 3 | | |

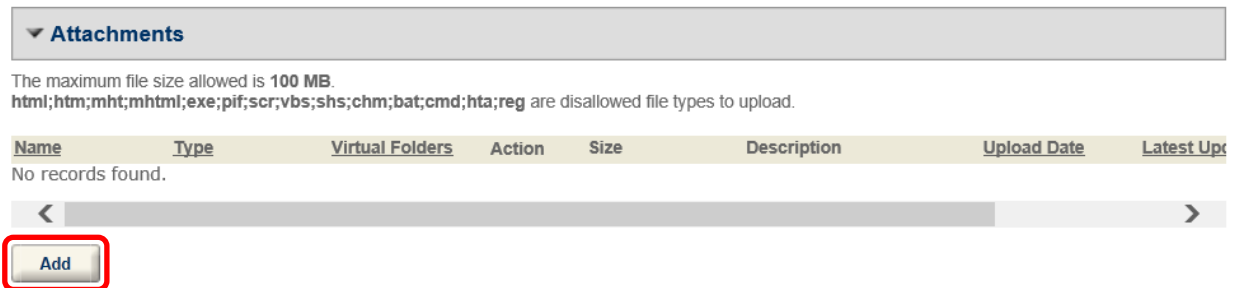
Step 2. Open the Attachments Section


Scroll down to the Attachments bar and click on the chevron to expand the selection.



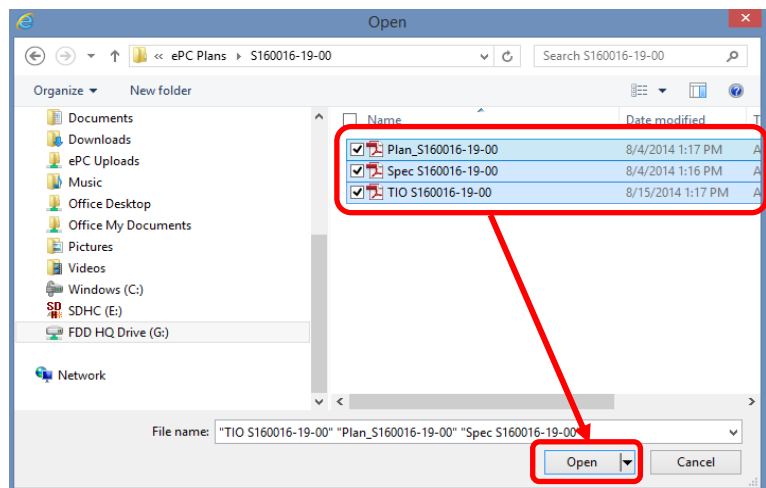
Step 3. Upload Files to eSP

Click the “Add” button.



Only registered users with Facility Authorization or Licensed Professional association (or their delegates) may upload attachments. If the “Add” button  is not visible, your account is not properly associated or authorized for the project.

Locate the files on your computer that you desire to upload. Select each file, then click “Open; you may also hold down the Ctrl key and selected multiple files to upload simultaneously.



Step 4. Complete Document Type, Description and Virtual Folders

When the progress bar reaches 100%, use the dropdown menu to select the appropriate document type for the file being uploaded; for additional information on document types, see Section 2.1 above. Enter a description of the attachment in the text field “Description”. Select the appropriate Virtual Folder for this attachment. Click “Save”.

*Type: [Remove](#)
 Plan ▼

File:
 Plan_S160016-19-00.pdf
 100 %

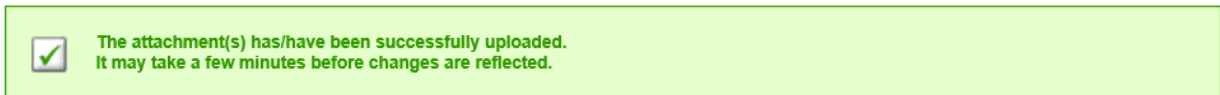
*Description:
 Floor Plans

Virtual Folders:
 01 - First Final Review
 02 - Backcheck 1
 03 - Backcheck 2
 04 - Backcheck 3
 05 - Backcheck 4
 06 - Backcheck 5
 07 - Backcheck 6
 40 - Approved Documents
 70 - Functional Program
 90 - Closure Documents

Save Add Remove All

Step 5. Confirm Upload

When documents have been successfully uploaded, and acknowledgment bar appears at the top of the record detail page.



The upload is complete and visible in the eSP database when the “Action” column is complete and the dropdown menu is visible.

| Name | Virtual Folders | Upload Date | Action | Type | Size | Latest Update | Description |
|------------------------|-------------------------|-------------|-----------|------|-----------|---------------|---|
| Plan_S160016-19-00.pdf | 01 - First Final Review | 03/06/2016 | Actions ▼ | Plan | 11.20 MB | 03/06/2016 | Floor Plans |
| Spec_S160016-19-00.pdf | 01 - First Final Review | 03/06/2016 | Actions ▼ | Spec | 5.48 MB | 03/06/2016 | Specifications |
| TIO_S160016-19-00.pdf | 01 - First Final Review | 03/06/2016 | Actions ▼ | TIO | 223.58 KB | 03/06/2016 | Testing, Inspection a Observation Program |

< >

Add

4 Downloading and Viewing Attachments

To download and view, copy or save any attachment, click on the Name link. Depending on your browser settings, the plan or document will open in a new window or you will be prompted to open in the program associated with the file type, i.e. Adobe for PDF files.

| Name | Virtual Folders | Upload Date | Action | Type | Size | Latest Update | Description |
|--|-------------------------|-------------|---------------------------|------|-----------|---------------|---|
| Plan_S160016-19-00.pdf | 01 - First Final Review | 03/06/2016 | Actions ▼ | Plan | 11.20 MB | 03/06/2016 | Floor Plans |
| Spec_S160016-19-00.pdf | 01 - First Final Review | 03/06/2016 | Actions ▼ | Spec | 5.48 MB | 03/06/2016 | Specifications |
| TIO_S160016-19-00.pdf | 01 - First Final Review | 03/06/2016 | Actions ▼ | TIO | 223.58 KB | 03/06/2016 | Testing, Inspection a Observation Progr |

Do you want to open or save **Plan_S160016-19-00.pdf** (11.1 MB) from **tstespiis.oshpd.gov**?

5 Electronic Plans and Plan Review Comments

When plans have been reviewed by HCAI, the Design Professional of Record will receive an email advising the review is complete. If the project has outstanding deficiencies the reviewed documents with remarks will be uploaded to eSP. Comments will be visible as interactive ‘tags’ identifying the location of the issue and the deficiency or comment. The reviewed plan is identified in two ways – the file name is changed with a date and time stamp added to the end and a “Resubmit” action identified in the Action column.

| Name | Virtual Folders | Upload Date | Action | Type | Size | Latest Update | Description |
|--|-------------------------|-------------|---|-----------|-----------|---------------|---------------------------|
| Calc_S160097-10-00.pdf | 01 - First Final Review | 03/06/2016 | Actions ▼ | Calc | 1.81 MB | 03/06/2016 | Calculation: |
| TIO_S160097-10-00.pdf | 01 - First Final Review | 03/06/2016 | Actions ▼ | TIO | 876.59 KB | 03/06/2016 | Testing, Ins Observati... |
| Plan_S160097-10-0020160306163159[4].pdf | 01 - First Final Review | 03/06/2016 | Resubmit Actions ▼ | Plan | 4.84 MB | 03/06/2016 | Blood Bank |
| Plan_S160097-10-00.pdf | 01 - First Final Review | 03/06/2016 | Actions ▼ | Plan | 4.03 MB | 03/06/2016 | Blood Bank |
| /PlanReviewCommentReport_20160306_164946.xls | | 03/06/2016 | Actions ▼ | Documents | 15.94 KB | 03/06/2016 | |



A comments spreadsheet is also attached; this spreadsheet should be downloaded and used to enter responses to comments as required by regulation.

| Name | Virtual Folders | Upload Date | Action | Type | Size | Latest Update | Description |
|--|-------------------------|-------------|---|-----------|-----------|---------------|---------------------------|
| Calc_S160097-10-00.pdf | 01 - First Final Review | 03/06/2016 | Actions ▼ | Calc | 1.81 MB | 03/06/2016 | Calculation: |
| TIO_S160097-10-00.pdf | 01 - First Final Review | 03/06/2016 | Actions ▼ | TIO | 876.59 KB | 03/06/2016 | Testing, Ins Observati... |
| Plan_S160097-10-0020160306163159f4].pdf | 01 - First Final Review | 03/06/2016 | Resubmit Actions ▼ | Plan | 4.84 MB | 03/06/2016 | Blood Bank |
| Plan_S160097-10-00.pdf | 01 - First Final Review | 03/06/2016 | Actions ▼ | Plan | 4.03 MB | 03/06/2016 | Blood Bank |
| /PlanReviewCommentReport_20160306_164946.xls | | 03/06/2016 | Actions ▼ | Documents | 15.94 KB | 03/06/2016 | |

Comments are listed in the order they were entered, but columns can be sorted and filtered to list comments by discipline (if desired) or comments by sheet, etc.

| PDF File | Page No. | Sheet Title | Comment No. | Discipline | Comment Date | Comment By | Category | Subcategory | Comment | Comment Disposition | Response By | Response |
|--|----------|-------------|-------------|------------|--------------|-------------|-----------------------|------------------------|--|---------------------|-------------|----------|
| Plan_S160097-10-00.pdf | 1 | Plan-001 | 0001 | F&LS | 3/8/2016 | Gary Dunger | General Requirements | INFORMATION ON PLANS | 2013 California Building Standards Code LIST ALL APPLICABLE CODES ON PLANS: 2013 California Administrative Code (CAC) - Part 1, Title 24, California Code of Regulations (CCR) 2013 California Building Code (CBC) - Part 2, Title 24, CCR Based on the 2012 International Building Code (IBC) 2013 California Electrical Code (CEC) - Part 3, Title 24, CCR Based on the 2011 National Electrical Code (NEC) 2013 California Mechanical Code (CMC) - Part 4, Title 24, CCR Based on the 2012 Uniform Mechanical Code (UMC) 2013 California Plumbing Code (CPC) - Part 5, Title 24, CCR Based on the 2012 Uniform Plumbing Code (UPC) 2013 California Fire Code (CFC) - Part 9, Title 24, CCR Based on the 2012 International Fire Code (IFC) | Open | | |
| Plan_S160097-10-00.pdf | 1 | Plan-001 | 0002 | F&LS | 3/8/2016 | Gary Dunger | General Requirements | INFORMATION ON PLANS | Please add the following general note: Review of the fire alarm system is limited to general device placement only, for the purposes of assisting the bid process for deferred submittal to OSHPD for review/approval. Review/approval of these drawings as part of the permit set does not constitute approval to modify or add to the existing fire alarm system to include the installation or relocation of any devices. [2010 CBC 107.2.1 and 107.3.4.2; 2013 CBC 107.2.1 and 107.3.4.1] | Open | | |
| Plan_S160097-10-00.pdf | 3 | Plan-003 | 0003 | ELEC | 3/8/2016 | Gary Dunger | Special Occupancies | HEALTH CARE FACILITIES | No essential services (normal power, emergency power, nurse call, etc.) are allowed to originate in, enter or pass through a seismically non-conforming structure to serve a seismically conforming structure. Indicate on plans which structures are seismically conforming and which structures are seismically non-conforming. CEC 517.4 | Open | | |
| Plan_S160097-10-00.pdf | 3 | Plan-003 | 0004 | F&LS | 3/8/2016 | Gary Dunger | Group I-2 Occupancies | FIRE ALARM | Smoke detectors shall be provided in patient and client sleeping rooms. Actuation of such detectors shall cause a visual display on the corridor side of the room in which the detector is located and shall cause an audible and visual alarm at the respective nurses' station. A nurse call system listed for this function is an acceptable means of providing the audible and visual alarm at the respective nurses' station and corridor room display. Operation of the smoke detector shall not include any alarm verification feature. [2010 CBC 907.2.6.2.2; 2013 CBC 907.2.6.2.2] | Open | | |

6 Resubmitting Corrected Plans



When corrections are complete on plans, a corrected set must be uploaded to eSP for a backcheck review by HCAI. **The file name for the corrected set of plans must match the file name of the previously submitted plans exactly.** Do not include "Backcheck 1" or any other identifying information in the file name. Plans will be placed in different virtual folders to differentiate the versions.



When uploading corrected plans, **do not use the "Add" button** – corrected plans are uploaded using the 'Resubmit' Action. If plans are uploaded using the Add button they will not be properly associated to the previous review and will be returned, resulting in delays.



Step 1. Upload the Corrected Plans

After confirming the file name for the corrected plans matches the file name for the previous submittal, click the “Resubmit” Actions link:

| Name | Virtual Folders | Upload Date | Action | Type | Size | Latest Update | Description |
|--|-------------------------|-------------|---------------------|-----------|-----------|---------------|---------------------------|
| Calc S160097-10-00.pdf | 01 - First Final Review | 03/06/2016 | Actions | Calc | 1.81 MB | 03/06/2016 | Calculation: |
| TIO S160097-10-00.pdf | 01 - First Final Review | 03/06/2016 | Actions | TIO | 876.59 KB | 03/06/2016 | Testing, Ins Observati... |
| Plan_S160097-10-0020160306163159[4].pdf | 01 - First Final Review | 03/06/2016 | Resubmit Actions | Plan | 4.84 MB | 03/06/2016 | Blood Bank |
| Plan_S160097-10-00.pdf | 01 - First Final Review | 03/06/2016 | Actions | Plan | 4.03 MB | 03/06/2016 | Blood Bank |
| /PlanReviewCommentReport_20160306_164946.xls | | 03/06/2016 | Actions | Documents | 15.94 KB | 03/06/2016 | |

Do not click the Add button.

eSP will remember the settings from the previous submittal. Change the Virtual Folder to “02-Backcheck 1 and click Save.

| Name | Virtual Folders | Upload Date | Action | Type | Size | Latest Update | Description |
|--|-------------------------|-------------|---------|-----------|-----------|---------------|--------------------------|
| Calc S160097-10-00.pdf | 01 - First Final Review | 03/06/2016 | Actions | Calc | 1.81 MB | 03/06/2016 | Calculation |
| TIO S160097-10-00.pdf | 01 - First Final Review | 03/06/2016 | Actions | TIO | 876.59 KB | 03/06/2016 | Testing, In: Observati.. |
| Plan_S160097-10-00.pdf | 01 - First Final Review | 03/06/2016 | Actions | Plan | 4.03 MB | 03/06/2016 | Blood Bank |
| /PlanReviewCommentReport_20160306_164946.xls | | 03/06/2016 | Actions | Documents | 15.94 KB | 03/06/2016 | |
| Plan_S160097-10-0020160306163159[4].pdf | 01 - First Final Review | 03/06/2016 | Actions | Plan | 4.84 MB | 03/06/2016 | Blood Bank |
| Plan_S160097-10-00.pdf | 02 - BackCheck 1 | 03/06/2016 | Actions | Plan | 6.93 MB | 03/06/2016 | Blood Bank |

Add

When upload is complete, the “Resubmit” action is changed and the plan is uploaded into the correct Virtual Folder. HCAI will be notified and the Backcheck review will be completed within established timeframes.

If the project requires additional backcheck submittals and reviews, repeat these steps.

7 Plan Approval

When plans are approved by HCAI they will be digitally stamped and uploaded to the “Approved Documents” Virtual Folder. Plans can be viewed or downloaded for printing or distribution at any time.

If you have any problems or need additional information or assistance, email the eCA Access Manager at eCA.Access.Manager@hcai.ca.gov or call (916) 440-8484. You may also contact your HCAI Program Technician for your facility directly for assistance.