



HCAI eServices Portal

Public User Guide

Version Number: 1.2

Section 14 – Amendments and Quarterly Reports for Seismic Extension Projects



1 Introduction

Welcome to HCAI Electronic Services Portal (eSP) User Guides

This user guide details the step-by-step instructions for making Amendments to and entering Quarterly Reports for Seismic Compliance Extension applications using the HCAI eServices Portal.



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 Project Applications

2.1 Locate and Select the Seismic Extension Project

Step 1. Find the approved Seismic Extension - SPC project



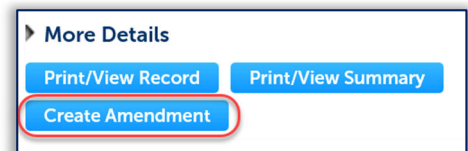
Only registered users that are associated with the approved Seismic Extension project may enter Quarterly Reports.

“Amendments” to a Seismic Extension project (referred to as a ‘parent project’) can be an Amended Seismic Extension (AMEND) or an AB 2190 Quarterly Report (SQR). To create an application for an Amendment or Quarterly Report, locate the “Parent” application for the Seismic Extension project record and create the amendment by doing the following:

1. Search for the “Parent” project for which you want to submit an Amendment/Quarterly Report either by using the Project Search feature or by locating it on your project list under the **Projects** tab. If your Public User account is properly associated or delegated with the required permission to create an Amendment/Quarterly Report, an “Amendment” link will be visible at the end of the project record. You may create the amendment by clicking this link or by completing step 2 below.

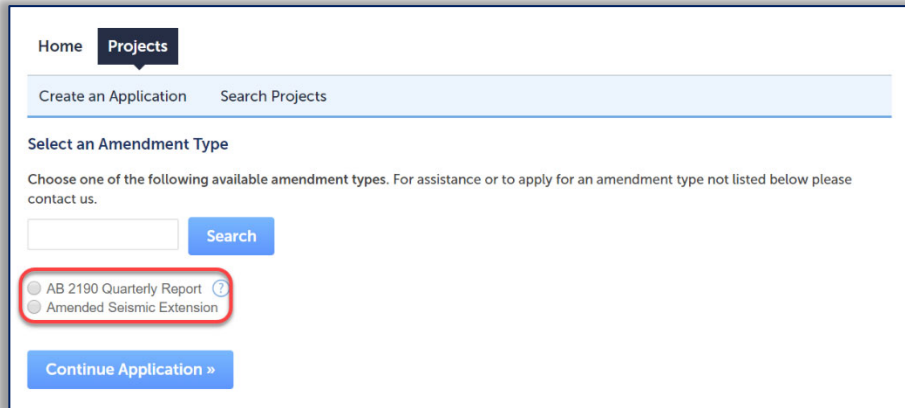
<input type="checkbox"/>	Date	Project Number	Project Type	Project Name	Status	Related	Action
<input type="checkbox"/>	11/02/2016	S162686-37-00	Application for New Project	Project Name	Open	0	Amendment

2. Click on the project number link to open the Project Details page. On the details page, click on the **Create Amendment** button to create a CPR amendment.



Step 2. Select an Amendment Type

On the following screen, select the Amendment Type (Amended Seismic Extension or an AB 2190 Quarterly Report) using one of the radio button options. Click **Continue Application**.



2.2 Enter an Amendment for a Seismic Compliance Extension Project

In accordance with California Health & Safety Code, Section 130062(f), adjustments to previously approved Seismic Compliance Extensions may be made as necessary to deal with contractor, labor, or material delays, or with acts of God, or with governmental entitlements, experienced by the hospital.

The following information will guide you through the steps necessary to enter an Amendment to an approved Seismic Compliance Extension record.

Step 1. Amendment Details

Changes to previously approved Seismic Compliance Extensions are permitted as follows:

- The AB 2190 Extension Type may be changed to **Rebuild, Replace** or **Retrofit**
- The HCAI Project Number(s) may be added (but not changed)
- The Requested Extension Deadline date can be amended; new dates cannot exceed statutory deadlines based on the AB 2190 Extension Type selected (July 1, 2022 for Retrofit or Replace, January 1, 2025 for Rebuild)

Click the dropdown menu to select the desired **AB 2190 Extension Type**, enter the **HCAI Project Number** and enter or use the calendar feature to amend the **Requested Extension Deadline**, as applicable to the proposed amendment.

If an adjustment to the previously approved Seismic Compliance Extension is granted, the hospital must submit a revised construction schedule, and the hospital and the office shall identify at least two new major milestones consistent with the adjustment.

To add new Milestones or to propose an amendment to a previously approved Milestone, click the **Add a Row** button.

On the pop-up window, enter the anticipated date of completion of the milestone, a description of the milestone and any comments specific to the milestone. Milestones **may not be** ‘submit plans’, ‘obtain building permit’, ‘begin construction’ or ‘final seismic compliance date’.

Milestones will be reviewed by the Office prior to acceptance of extension request. When all Milestones have been entered, click **Continue Application** to proceed to the next step.

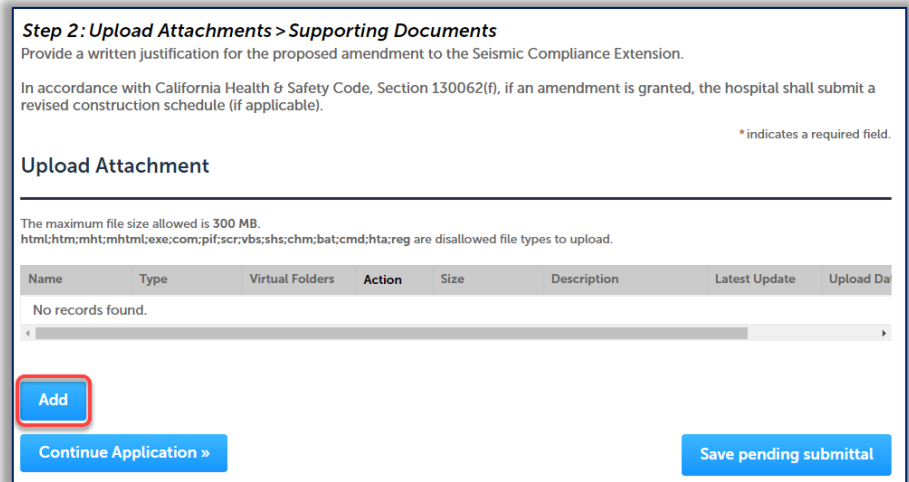
Step 2. Upload Attachments

Upload (1) a letter from the hospital describing the reason and justifications for the proposed amendments to the previously approved method of compliance with compliance date.

When construction has already commenced (or when available before start of construction), upload a new construction schedule that identifies at least two major milestones consistent with the proposed amendment, relating to the compliance plan that will be used as the basis for determining whether the hospital is making adequate progress toward meeting the seismic compliance deadline. Milestones will be reviewed by the Office prior to acceptance of extension request.

The file size can be up to 300 MB.

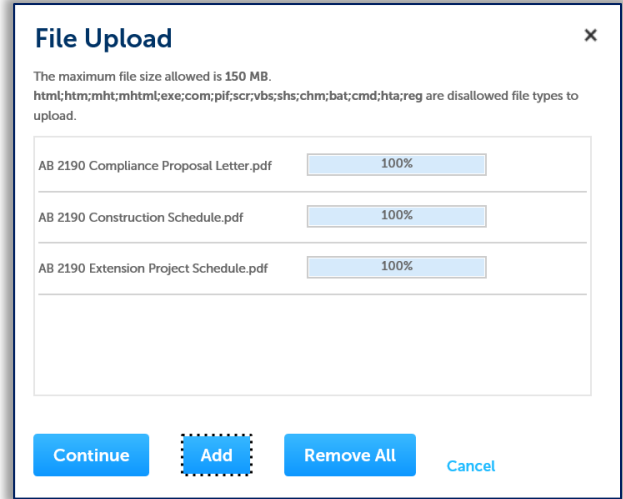
- Start by clicking the **Add** button.



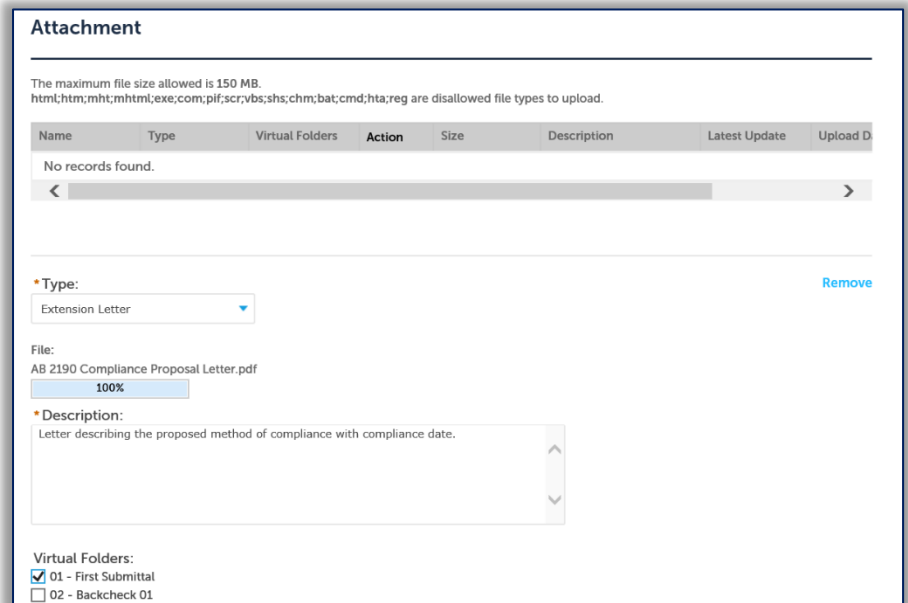
- Click the **Add** button and locate the files to upload on your computer. Select multiple files by using the ‘Ctrl’ button.

Name	Date modified	Type	Size
AB 2190 Compliance Proposal Letter	1/2/2019 2:39 PM	Adobe Acrobat D...	40 KB
AB 2190 Construction Schedule	1/2/2019 2:42 PM	Adobe Acrobat D...	40 KB
AB 2190 Extension Project Schedule	1/2/2019 2:39 PM	Adobe Acrobat D...	40 KB

- When File Upload completes, click the **Continue** button.



- Complete the file description and file type information using the dropdown boxes and filling in the description fields.
- Click the **Save** button. eSP will copy the files to the HCAI database. An acknowledgement of the upload will appear at the top of the page and you will receive a confirmation email.



The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.



It is important that you wait to see the Actions column populate before navigating away from this page; if you continue prior to the upload completing (Actions column is blank), your files may not transfer to HCAI correctly.

Attachment

The maximum file size allowed is 150 MB.
html;htm;mht;mhtml;exe;com;pif;scr;vbs;shs;chm;bat;cmd;hta;reg are disallowed file types to upload.

Name	Type	Virtual Folders	Action	Size	Description	Latest Update	Upload I
AB 2190 Compliance Proposal Letter.pdf	Extension Letter	01 - First Submittal	Actions ▼	39.09 KB	Letter describing the proposed... read more	01/02/2019	01/02/20
AB 2190 Construction Schedule.pdf	Construction Schedule	01 - First Submittal	Actions ▼	39.09 KB	Construction schedule for SPC-3 Compliance.	01/02/2019	01/02/20
AB 2190 Extension Project Schedule.pdf	Extension Schedule	01 - First Submittal	Actions ▼	39.09 KB	Extension schedule for plan review... read more	01/02/2019	01/02/20

Step 3. PIN Validation

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



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

Until the PIN number is entered, the Amendment will not be submitted for review and approval.

Step 3: Owner Authorization > PIN Validation * indicates a required field.

Enter Facility PIN

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

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

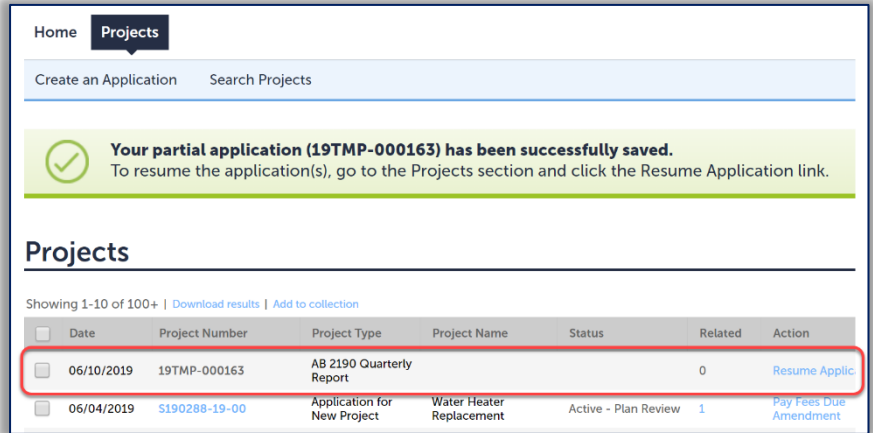
If your facility has not been issued a PIN, or you having other access issues, please contact the eCA Access Manager at eCA.Access.Manager@oshpd.ca.gov or call (916) 440-8400.

Pin Code:

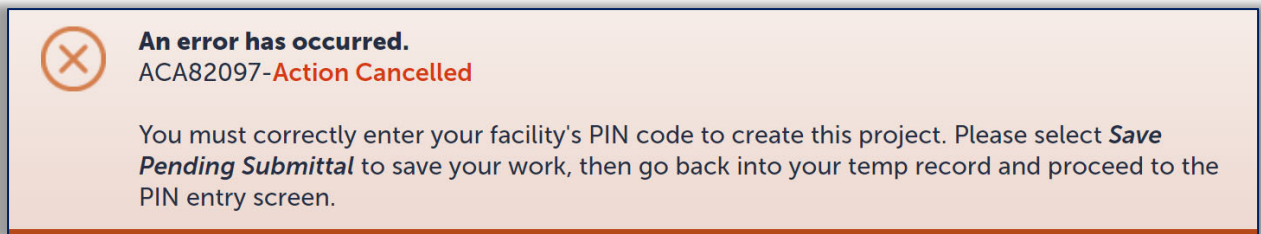
[Continue Application >](#) [Save pending submittal](#)

If you do not have a valid Facility PIN code, click the **Save pending submittal** button to save the record.

If you click the “Save pending submittal” button, all data entries are saved, and the application process stops; you will be redirected to the Project List page. eSP issues a temporary Project ID and displays the application in the Project list. You will receive an automated email message with instructions to forward it to the PIN holder for completion of the application. You or other authorized users can “Resume Application” at a later time.

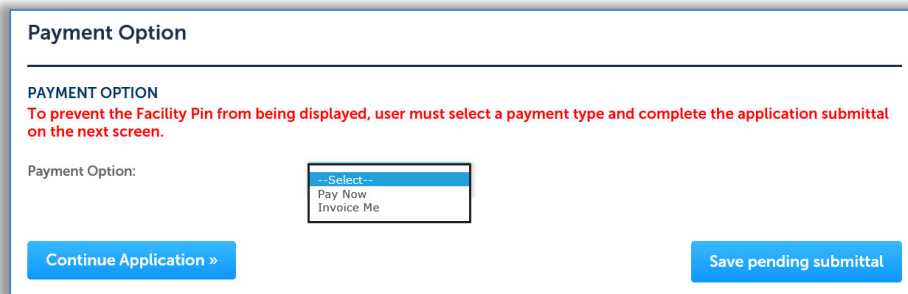


If you enter an invalid Facility PIN, eSP displays an error message at the review step and prevents you from completing the application. You must return to the Security page and re-enter the correct PIN.



Step 4. Payment Details

After entering a valid Facility PIN code, select one of the payment options. The description of each payment options is as follows:



- **Invoice Me:** HCAI will mail an invoice to the facility billing address on file.
- **Pay Now:** facility intends to make an immediate online payment using a credit card on the next screen before the application is submitted.

If you do not select a payment type and proceed to complete the application, the Facility PIN will be visible on the review page to any authorized user when the application is resumed later. To prevent the Facility PIN from being displayed, you must complete this step by selecting a payment type and completing the application. When this step is completed, the Facility PIN is hidden from all users.

Click **Continue Application** to proceed to the next page flow screen.

Step 5. Review the data entered and makes edits if needed.

On this screen, click the **Edit** button in each application step to make necessary changes.

Once all data is verified, click **Continue Application** to proceed to the next page flow screen.

Step 6. Project submission confirmation.

On this final screen, eSP displays a project submission confirmation including the Seismic Compliance Extension Amendment record number. You may print a project record summary from this screen. These documents open in a PDF format and may be saved or emailed. You can also view the detailed information about the project by clicking on **View Record Details** button.

Email confirmation is automatically sent to the Public User that started the application (Project Contact) and to the Public User that approved the application by entering the PIN (Owner Representative).

Congratulations! You have successfully submitted the Seismic Compliance Extension Amendment to HCAI!

Home **Projects**

Create an Application Search Projects

Amended Seismic Extension

1	2	3 Owner Authorization	4 Payment Details	5 Review	6 Pay Fees	7 Confirmation
---	---	-----------------------	-------------------	----------	------------	----------------

Step 7: Confirmation

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

Thank you for using eClient Access to submit your project.
Your Project Number is SES-2019-00001-AMEND08.

Conditions

Showing 1-1 of 1

Default - 1 Cleared
Facility
 Northridge earthquake M6.4 34.21 -118.54
 over 0.20g since SMRF modifications were done
 Cleared || 01/17/1994

You will need this number to check the status of your project. Please print a copy for your records.

[Print/View Project](#) [Print/View Summary](#)

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

2.3 Enter a Quarterly Report for a Seismic Extension Project

Assembly Bill 2190 (2018) requires that hospitals granted AB 2190 extensions must provide a quarterly status report to the Office, with the first report due on July 1, 2019, and every October 1, January 1, April 1, and July 1 thereafter, until seismic compliance is achieved. Regulations permit a quarterly report to be submitted 15 calendar days before the report is due. Quarterly Reports may only be submitted during the following date ranges:

Start March 15th - End April 1st

Start June 14th - End July 1st

Start Sept 14th - End Oct 1st

Start Dec 15th - End Jan 1st

The following information will guide you through the steps necessary to enter a Quarterly Report for an approved Seismic Extension.

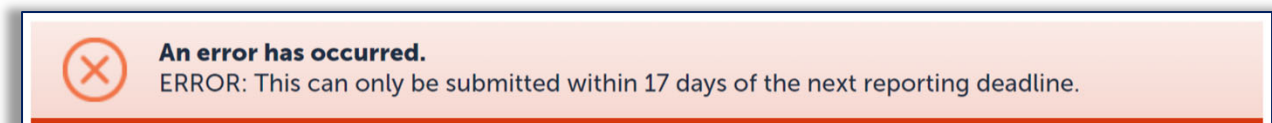
Step 1. Date Validation

Assembly Bill 2190 (2018) requires hospitals that have been granted a seismic extension to provide a quarterly status report to the Office, with the first report due on July 1, 2019, and every October 1, January 1, April 1, and July 1 thereafter, until seismic compliance is achieved. Regulations permit a quarterly report to be submitted 15 calendar days before the report is due.

Step 1 will validate the current date to confirm the quarterly report is being entered within an acceptable date range. There is no data entry on this page.

Click **Continue Application** to advance to the next page.

If you attempt to create a Quarterly Report/Update amendment outside of the date limitations specified by law, you will receive the following error message:



Step 2. Data Entry > Extension Details

Step 2 displays the current approved Seismic Extension information; this information is provided to confirm the quarterly report is being entered for the correct extension type and the correct building. If any of the information is incorrect, contact the Seismic Compliance Unit.

If information is correct, click **Continue Application** to proceed to the next page.

Step 3. Reporting on Milestones

Milestones that have been previously submitted and approved for this Seismic Extension will be listed on this page; Quarterly Updates are required for each milestone listed here. We strongly recommend that entries be composed in a separate text editor (such as notepad or word) and then copied and pasted into the Quarterly Update text box. The Quarterly Update field can have up to 4096 characters.

To enter the Quarterly Update individually, from the Actions drop-down menu click **Edit**.

Enter the Quarterly Update information in the text box. (Copy and paste information from text editor.)

Click **Submit** to complete and close the Quarterly Report/Update.

Repeat for each milestone. The caution symbol(s) indicate Milestones in need of a Quarterly Update and will disappear when all updates are properly entered.



Do not use the “Add a Row”, “Edit Selected” or “Delete Selected” buttons below the milestone table or the “Delete” action on each row. This does not have any effect on the approved Seismic Extension and may prevent the Quarterly Reports/Updates from being submitted. If errors were made during this step, exit without saving and start over.

When all updates are complete, Click **Continue Application** to proceed to the next page.

Step 4. PIN Validation

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

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



Until the PIN number is entered, the Quarterly Report/Update will not be posted. **Failure to submit Quarterly Reports/Updates prior to statutory deadlines will result in the fines prescribed in the California Health & Safety Code, Section 130062(d)3.**

AB 2190 Quarterly Report

1 Submission Begin 2 Data Entry 3 Owner Authorization 4 Review 5 Pay Fees 6

Step 3: Owner Authorization > PIN Validation

Quarterly Reports/Updates will not be posted until a valid Facility PIN is entered and submitted. Failure to submit Quarterly Reports/Updates prior to statutory deadlines will result in the fines prescribed in the California Health & Safety Code, Section 130062(d)3.

* Indicates a required field.

Enter the Facility PIN to continue:

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

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

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

Pin Code:

[Continue Application >](#) [Save pending submittal](#)

If you do not have a valid Facility PIN code, click the **Save pending submittal** button to save the record.

If you click the “Save pending submittal” button, all data entries are saved, and the application process stops; you will be redirected to the Project List page. eSP issues a temporary Project ID and displays the application in the Project list. You will receive an automated email message with instructions to forward it to the PIN holder for completion of the application. You or other authorized users can “Resume Application” at a later time.

Home **Projects**

Create an Application Search Projects


Your partial application (19TMP-000163) has been successfully saved.
To resume the application(s), go to the Projects section and click the Resume Application link.

Projects

Showing 1-10 of 100+ | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Project Number	Project Type	Project Name	Status	Related	Action
<input type="checkbox"/>	06/10/2019	19TMP-000163	AB 2190 Quarterly Report			0	Resume Applic
<input type="checkbox"/>	06/04/2019	S190288-19-00	Application for New Project	Water Heater Replacement	Active - Plan Review	1	Pay Fees Due Amendment

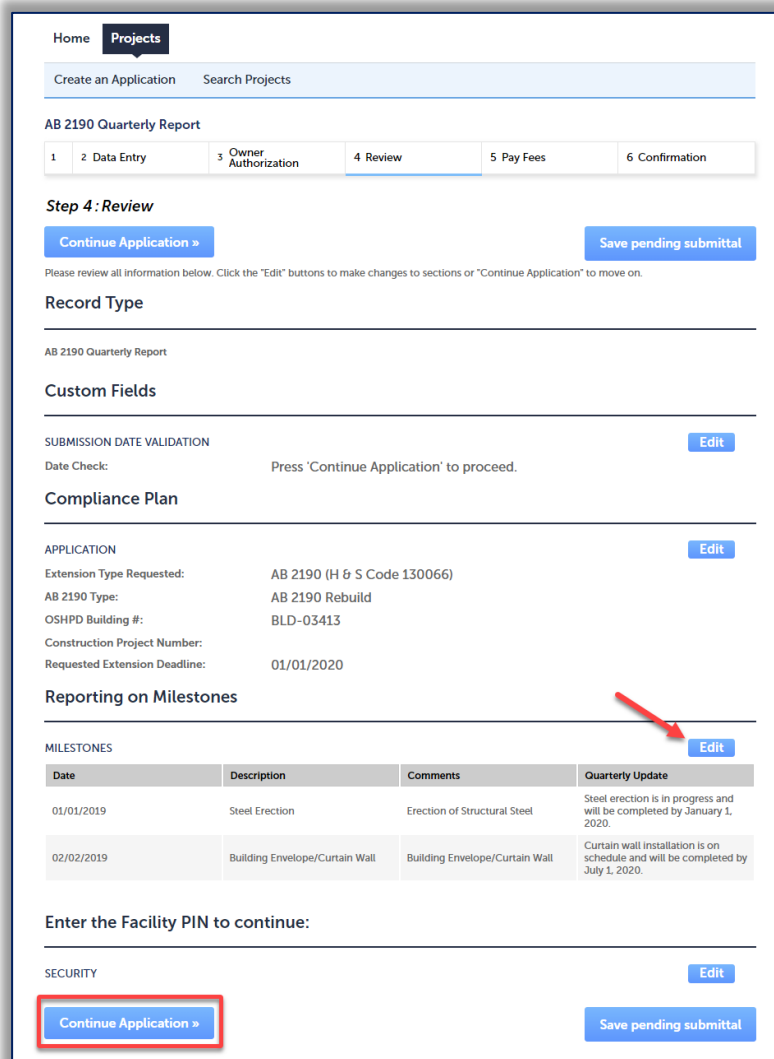
If you enter an invalid Facility PIN, eSP displays an error message at the review step and prevents you from completing the application. You must return to the Security page and re-enter the correct PIN.

 **An error has occurred.**
ACA82097-Action Cancelled

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

Step 5. Review the data entered and makes edits if needed.

On this screen, click the **Edit** button in each application step to make necessary changes.



Home **Projects**

Create an Application Search Projects

AB 2190 Quarterly Report

1 2 Data Entry 3 Owner Authorization 4 Review 5 Pay Fees 6 Confirmation

Step 4: Review

Continue Application » Save pending submittal

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

AB 2190 Quarterly Report

Custom Fields

SUBMISSION DATE VALIDATION **Edit**

Date Check: Press 'Continue Application' to proceed.

Compliance Plan

APPLICATION **Edit**

Extension Type Requested: AB 2190 (H & S Code 130066)
AB 2190 Type: AB 2190 Rebuild
OSHDP Building #: BLD-03413
Construction Project Number:
Requested Extension Deadline: 01/01/2020

Reporting on Milestones

MILESTONES **Edit**

Date	Description	Comments	Quarterly Update
01/01/2019	Steel Erection	Erection of Structural Steel	Steel erection is in progress and will be completed by January 1, 2020.
02/02/2019	Building Envelope/Curtain Wall	Building Envelope/Curtain Wall	Curtain wall installation is on schedule and will be completed by July 1, 2020.

Enter the Facility PIN to continue:

SECURITY **Edit**

Continue Application » Save pending submittal

Once all data is verified, click **Continue Application** to proceed to the next page flow screen.

Note: There are no fees for the submission for the quarterly report.

Step 6. Project submission confirmation.

On this final screen, eSP displays a project submission confirmation including the Seismic Extension record number. You may print a project record summary from this screen. These documents open in a PDF format and may be saved or emailed. You can also view the detailed information about the project by clicking on **View Record Details** button.

Email confirmation is automatically sent to the Public User that started the application (Project Contact) and to the Public User that approved the application by entering the PIN (Owner Representative).

Congratulations! You have successfully submitted the AB 2190 Quarterly Report to HCAI!

The screenshot shows a web interface with a navigation bar containing 'Home' and 'Projects' (the latter is highlighted). Below the navigation bar are two buttons: 'Create an Application' and 'Search Projects'. The main content area is titled 'AB 2190 Quarterly Report' and features a progress bar with six steps: 1, 2 Data Entry, 3 Owner Authorization, 4 Review, 5 Pay Fees, and 6 Confirmation (which is highlighted with a blue border). Below the progress bar, the text reads 'Step 6: Confirmation'. A green banner with a checkmark icon contains the message: 'Your application has been successfully submitted. Please print your record and retain a copy for your records.' Below this banner, there is a thank you message: 'Thank you for using eClient Access to submit your project. Your Project Number is SES-2019-00001-SQR07.' This is followed by another message: 'You will need this number to check the status of your project. Please print a copy for your records.' Two blue buttons are provided: 'Print/View Project' and 'Print/View Summary'. At the bottom, there is a message: 'Choose "View Record Details" to check the status of your Quaterly Reports/Updates.' and a blue button labeled 'View Project Details »' with the text '(You must post the record in the work area.)' next to it.