



# HCAI e-Services Portal

*Public User Guide*

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Version Number: 1.0

## **Section 29 – HCAI Report Center: Office of Statewide Hospital Planning and Development**

## 1 Introduction

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

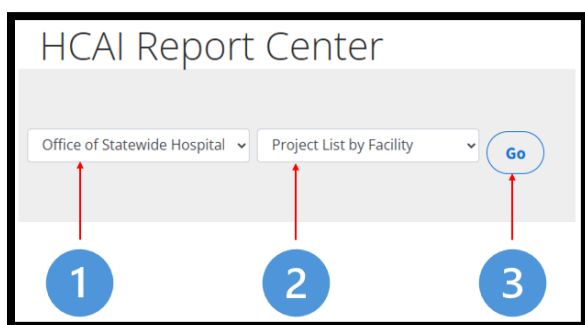
This section details the Office of Statewide Hospital Planning and Development reports available at the HCAI Report Center and how to use them. The Report Center is a collection of reports that provides information related to healthcare construction records submitted to HCAI.

## 2 Navigation

The HCAI Report Center can be accessed at <https://report.hcai.ca.gov/>. Use the guide below to select reports and view results.

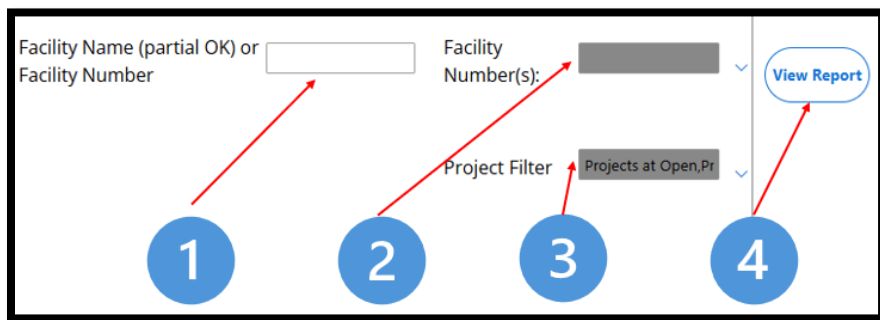
### 2.1 Report Selection

1. Select Division: Office of Statewide Hospital Planning and Development
2. Select Report: See full list below
3. Click "Go" to view the parameters for the report



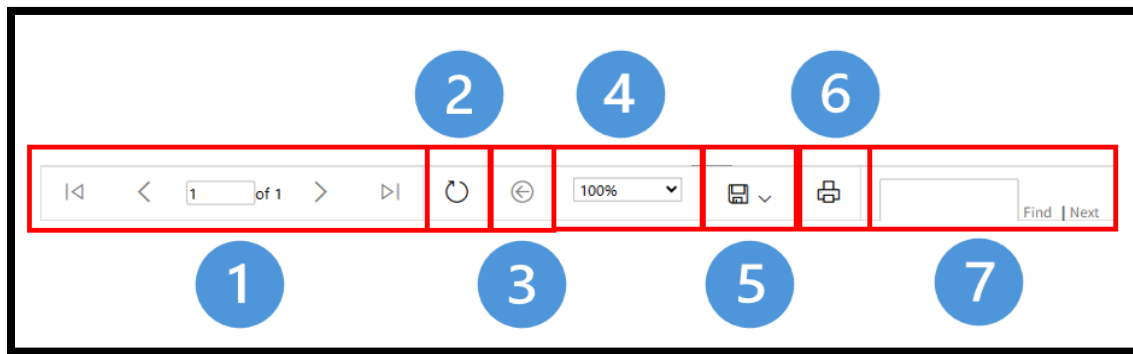
### 2.2 Select Parameters

The input parameters will change depending on which report you select. Please use the below as an example of where to enter and select parameters. Click "View Report" to return results.



### 2.3 Results Navigation Bar

1. Navigate through the report if there are multiple pages
2. Refresh the report's results
3. Navigate back to the parent report (if applicable)
4. Adjust the report's zoom level
5. Save the report as a Word document, Excel workbook, PDF file, etc.
6. Print the report
7. Enter search terms in the report and navigate through search results



## 3 Report List

The following reports are specific to the Office of Statewide Hospital Planning and Development.

### 3.1 Legacy Logbook Projects at Facility

This report provides information regarding projects that were completed before the year 2000 and are not accessible in the eServices Portal.

### 3.2 Project List by Facility

Provide the name or facility number of a single or multiple facilities and the report returns projects with the status types selected under "Project Filter." The data returned includes the dates of milestones in the project's life cycle: Open Date, Approved Date, Construction Start Date, etc. The following sub-reports are available by clicking the hyperlinks under each column heading.

[Plan Review Comments](#): displays all currently outstanding plan review comments for the project.

[AMC & PAD Report](#): displays all Alternate Method of Compliance and Post Approval Documents records submitted for the project with their current status, costs, fees, etc.

[Project Closure Summary](#): displays the status of items such as required Final Verified Compliance Reports, Final Cost Affidavits, and fees that must be resolved to close a project in compliance.

[OILs Report](#): displays any Outstanding Items identified during plan review which must be resolved during Field Operations.

[Project Documents List](#): click the plus icon to display a list of all documents that exist on the specific record. You must log in to the eServices Portal to download the documents.

[Field Op Reports](#): displays all Field Visit / Observation Reports for the project.

### **3.3 Project List by Professional**

Provide the License Number and License Type of a Professional and the report returns projects with the status types selected under "Project Filter." The same data as the *Project List by Facility* Report is available.

### **3.4 Functional Program List**

This report provides information regarding functional programs and indicates whether HCAI is waiting for the California Department of Public Health (CDPH) to concur or for if CDPH has completed the review.

### **3.5 Invoice Aging Report**

Provide the facility ID number and the report returns invoice aging information.

### **3.6 Projects by County**

Select one or more counties and the report returns all active projects in the selected counties.

### **3.7 Project Invoices Report**

Provide the project number and the report returns all invoices for a project including all amendment records.

### **3.8 Functional Program List - Pharmacy**

This report provides information regarding pharmacy functional programs and indicates whether HCAI is waiting for the California Department of Public Health (CDPH) to concur or if CDPH has completed the review.

### **3.9 Project List by Region, County, and Facility**

Select cascading parameters for Region, County, and facilities and the report returns important dates for each active project.

### **3.10 Functional Program List - Dietary**

This report provides information regarding dietary functional programs and indicates whether HCAI is waiting for the California Department of Public Health (CDPH) to concur or if CDPH has completed the review.

### **3.11 Water Rationing Plan List**

This report provides information regarding water rationing plans and indicates whether HCAI is waiting for the California Department of Public Health (CDPH) to concur or if CDPH has completed the review.

### **3.12 SNF Assessment List**

This report provides information regarding alternate power source assessment applications and indicates whether HCAI is waiting for CDPH to concur or CDPH has completed the review.

### **3.13 Integrated Review Comments and Responses**

This report displays real-time plan review comments and responses for Integrated Review projects *only*. A PIN is required to access the report.

### **3.14 IOR Project Workload Report**

This report is intended to assist an Inspector of Record (IOR) in tracking projects and for submission with building permit applications. Select an IOR license number and this report provides details for active projects for which the IOR is actively working.

### **3.15 IOR Looking for Facilities**

This report is intended to help IORs find facilities needing their services. Select an IOR license number, enter the miles radius, and the report returns a list of projects at facilities within the selected area along with facility contact information.

### **3.16 Facility Looking for IORs**

This report is intended to help facilities to find IORs to work on projects at the facility. Select a facility, enter the miles radius, and the report returns a list of IORs within the selected area along with contact information.

### **3.17 AB 869 Eligibility Summary**

This report provides a list of potentially eligible candidates for an extension to the 2030 seismic compliance deadline. Many facilities listed may not qualify for the extension based on other statutory requirements. Applications and compliance plans showing need for the delay were due on January 1, 2026.

### **3.18 AB 869 Extension Results Letter**

This report returns letters issued to facilities that have applied for an extension to the 2030 seismic compliance deadline under AB 869. Letters listed include all formal letters issued by the Office regarding the request for an extension under AB 869 including remarks letters, approval letters, and denial letters.