HCAI e-Services Portal

Public User Guide

Version Number: 9.6

Section 5 – Applications for New Projects

Department of Health Care Access and Information

1 Introduction

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

This section details the step-by-step instructions for creating and submitting an application for a new HCAI construction project using eCA.

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 Page Flow Overview

The predefined steps to create and submit project applications are detailed in this guide. The steps involved in submitting an Application for a New Project, or AFNP, is slightly different from those in submitting for a PADs and Building Permits. Below is an illustration of the page flow steps.

Table 1: eCA Pageflow

Page No.	Page Title	Description
Application for New Project		
1	Record Type	Select Application for New Project on this step;
2	Facility Information	Look up and select the facility from HCAI's facility database. eCA auto-populates the facility, address, and facility owner information.
3	Project Details	Record the Project Name, Scope, and other project details specific to the project.
4	Emergency Work	If project is for emergency work, additional data fields are displayed in alignment with PIN 72.
5	Table Information	Enter estimated Project Costs, list all Enclosures, identify any Deferred Approval Items and specify the Structural Software used.
6	Professionals and Contacts	Look up and identify each Licensed Professional(s) and Contact(s) specific to the application. eCA auto-populates the LP's information.
7	Facility Authorization	Enter a valid Facility PIN code. Usually entered by Facility Representative but may be entered by any user with the valid PIN.
8	Payment Options	Selects one of the application fee payment options: "Pay Now" or "Invoice Me".
9	Review	Final review opportunity of all the data entered on the application for accuracy; edits can still be made if necessary.
10	Pay Fees	If the "Pay Now" option is selected, you must pay the outstanding fee by credit card.
11	Confirmation	Project application is submitted to HCAI and eCA issues a project ID number. You may print project summary sheet, preliminary invoice or payment receipt as needed.

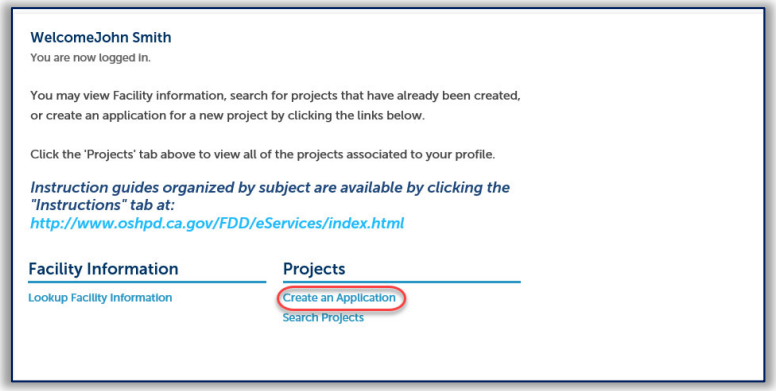
2.2 Basic rules of page flow

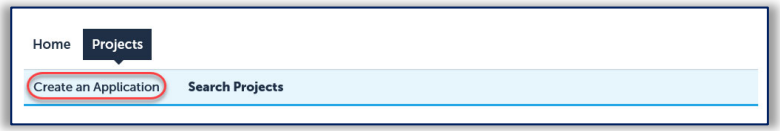
Below are some basic rules of submitting an application using the eServices Portal:

- ✓ When creating an application for a new project, follow the page flow in order to avoid errors or missed data.
- ✓ You can save, at any time and multiple times, an "in progress" application by clicking **Save Pending Submittal** button and then resume the project submission later.
- ✓ When resuming an existing in-progress application, you will be given the option to start from the beginning or continue where the application was left off.
- ✓ You can navigate back and forth within the completed pages.
- ✓ You must click on **Continue Application** or **Save pending submittal** button to save the data entered on the page.
- ✓ If a page contains a section that allows for multiple records to be added, for example multiple licensed professional or multiple contacts, eCA will automatically Save the selection. If any edits are needed, click the Edit link for the individual (such as setting the Responsible Primary Licensed Professional). To add the next record, click **Look Up** or **Add New** as applicable.
- ✓ It is recommended that you click the **Save pending submittal** button as needed to prevent data loss due to data entry errors.
- ✓ If any required data is missing from the page, when the **Continue Application** button is clicked, an error message is displayed on the top of the page. You must correct any errors before continuing to the next page flow screen.

2.3 Create and Submit an AFNP

The following information will guide you through the steps necessary to create an Application for New Project (or AFNP).



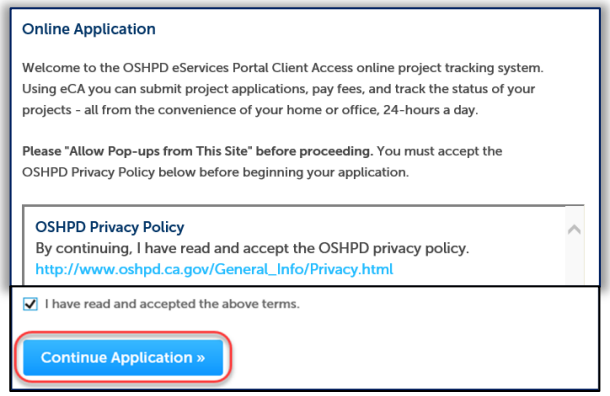


Step 1. **Start Create an ANFP**

Only registered users may create an Application for a New Project. Navigate to the **Home** or **Projects** tab and begin by clicking on the **Create an Application** link.

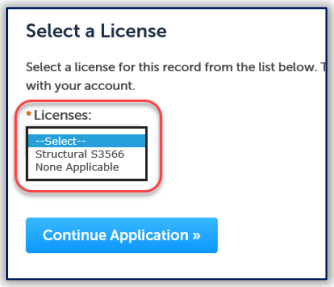
Step 2. **Accept HCAI Privacy Policy**

Click on the link in the window to review the privacy policy. Check "I have read and accepted the above terms" then click the **Continue Application** button.



Step 3. **Select a License**

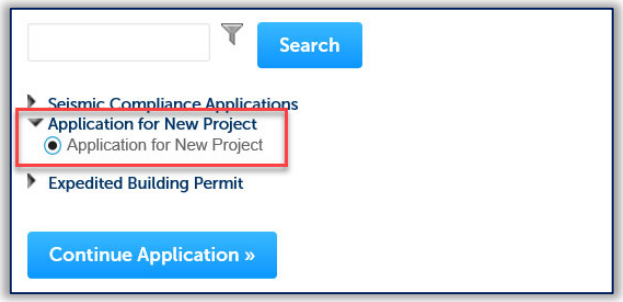
If you are a Licensed Professional (Architect, Engineer, Contractor, IOR), you will be given the opportunity to select your license and have it automatically added to the Professionals section. To do this, click the down arrow and select your license; if you do not want your license listed on this application, select None Applicable. If you are not a Licensed Professional (or if your license has not been associated to your Public User account), this option will not be available.



Step 4. **Select Record Type**

Select "Application for New Project" then click the **Continue Application** button.

An alternate project type for single-story Skilled Nursing Facilities or Intermediate Care Facilities that are of wood frame construction is the application for Expedited Building Permit. Refer to User Guide #8; for more information regarding projects eligible for the Expedited Building Permit, see 'How To Guides' at: https://hcai.ca.gov/construction-finance/resources/skilled-nursing-facilities-snfs/



Cliick **Continue Application** to proceed with application.

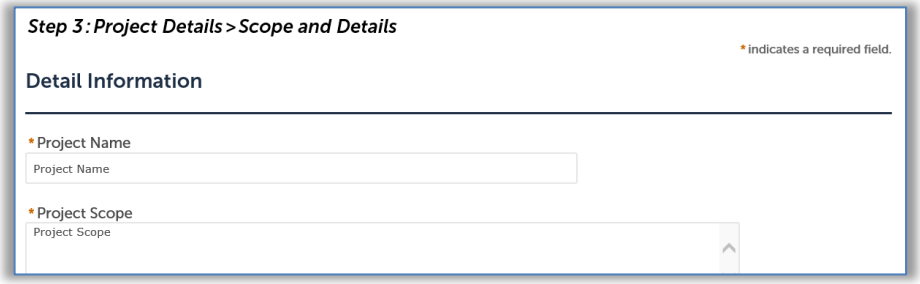
Step 5. **Enter Facility Information**

Enter the HCAI Facility ID or Facility Name then click the **Search** button. If the facility is found, the facility information, address, and owner fields will be automatically populated and become read-only. Notify HCAI of any errors. To search for another facility, click the **Clear** button in Facility section. This clears the previous entered facility. To advance to the next page flow step, click **Continue Application**.



Step 6. **Enter Project Details and Additional Details.**

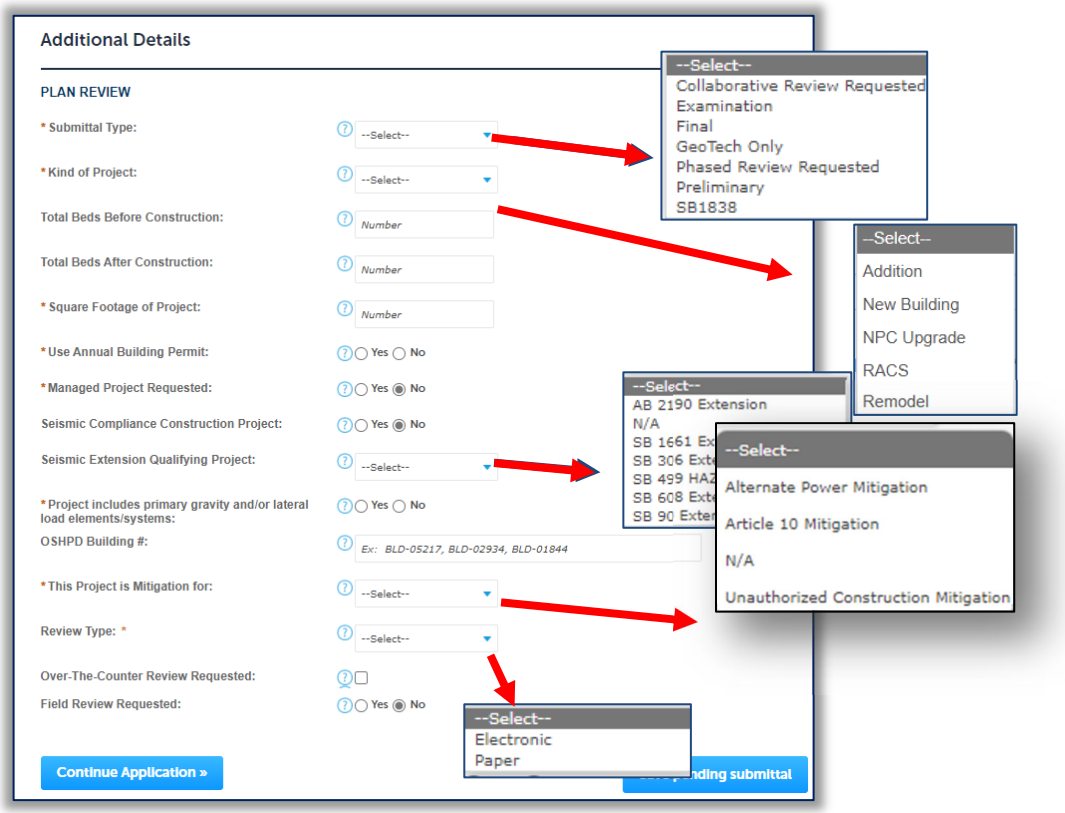
- Enter the record/project name and enter a detailed description of the work to be performed.Full



Note: Emergency Work - Full description of the proposed work noting all demolition, architecture, mechanical, electrical, plumbing, and structural work to be performed under the emergency authorization

Complete the addition details specific to the project. For a brief description of each field, see below:

- **Submittal Type**: Indicate the type of project that is being submitted for review:
  - Phased or Collaborative Review Requested – projects over $20 million
  - Examination – Clinics and other projects reviewed on a T&M fee basis
  - Final – 100% Construction Documents review
  - Geotech Only – Geotechnical Report review by Engineering Geologist
  - Preliminary – Architectural and Fire & Life Safety review of preliminary plans
  - SB 1838 – Projects of $50,000 or less – exempt from plan review



- **Kind of Project**: Indicate which kind of project is being submitted for review:
  - NPC Upgrade - Projects with NPC upgrade scope only.
  - Addition – projects which increases the floor or roof area
  - New Building
  - Remodel (Use this for Emergency Work)
  - RACS (Removal of Acute Care Services)
- **Total Beds Before & After Construction**: Enter the total bed count before construction and after construction. If the bed count is not being affected by this project, this information is not required.
- **Square Footage of Project** – enter the area of the project in square feet; this is a required field. See help for additional information
- **Use Annual Building Permit**: Indicate if this project will be under the facility Annual Building Permit. You cannot answer "Yes" to the question "Use Annual Building Permit" unless you have an active Annual Building Permit for the current fiscal year.
- **Managed Project Requested**: Managed projects are projects where schedules and deadlines relating to plan review and construction are negotiated between the Office and the Applicant. These projects will not follow the traditional 60-day or 80-day review goal.
- **Seismic Compliance Construction Project**: Indicate if the project is a Seismic Compliance Construction Project. If yes, the Seismic Compliance section must be completed.
- **Seismic Extension Qualifying Project**: Select 'SB 90 Extension' if this project is a Seismic Extension Qualifying Project. Select 'N/A' if not a qualifying project. Selecting any other values will display an error message and will block continue this application.
- **Project includes primary gravity** and/or lateral load elements/systems: Indicate if the project includes primary gravity and/or lateral load elements/systems. When "Yes" is selected, the project will be created as an "H" project; when "No" is selected, the project will be created as an "S" project.
- **HCAI Building Number**: Enter the HCAI Building Number for each building that this project affects. Building numbers are available for look-up at https://hcai.ca.gov/construction-finance/facility-detail/
- **This project is mitigation for**: If applicable, select the appropriate value based on the following. Otherwise, select 'N/A'.
  - **Alternate Power Mitigation –** Select this value if the project is mitigation for Alternate Power Source. In accordance with Assembly Bill 2511, Skilled Nursing Facilities, or OSHPD 2 Buildings, and Health and Safety Code (HSC), Section 1418.22 requirements for alternative source of power to maintain a safe temperature for residents, maintain availability of life-saving equipment, and maintain availability of oxygen-generating devices. Refer to Advisory Guide 6 – Alternate Source of Power for SNF's.
  - **Unauthorized Construction Investigation –** Select this value if the project is mitigation from the result of an unauthorized construction investigation. Title 24, Part 1, Section 7-128 was chaptered to address construction that was performed without a permit. Section 7-128 specifies that construction or alteration of any health facility performed without the benefit of review, permit, and/or observation by the Office shall be subject to examination by the Office to assess relevant code compliance.
  - **Article 10 Mitigation** – Select this value if the project is mitigation for non-structural walls or partitions as described in California Administrative Code, Title 24, Part 1, Chapter 6 , Article 10 - EVALUATION OF ELEMENTS THAT ARE NOT PARTOF THE LATERAL-FORCE-RESISTING SYSTEM. SPC-1 buildings that did not meet the January 1, 2015 Seismic Compliance deadline are prohibited from any new remodel projects except Seismic Compliance projects, maintenance and emergency repairs.

- **Review Type:** Select **Electronic** if you are requesting the project to be reviewed by HCAI in an electronic format. Select **Paper** if you are submitting paper construction documents.

- **Over-The-Counter Review Requested:** Check the box if you are requesting the project to be reviewed at an over-the-counter location**.** Note: OTC Review will disable Field Review Requested option.
- **Field Review Requested:** Select **Yes** if you are requesting the project to be reviewed by HCAI Field Staff at the project site during their normal visits or remoting using electronic plan review software. **If field** review is requested, you must contact the HCAI field staff to schedule review of all documents. You are presented with additional data confirmations to enter.

"Field Reviewed Projects are projects that are reviewed in the field by HCAI field staff. To be eligible for field review, the project must be simple enough to be reviewed by HCAI staff within the amount of time permitted by the program." The FREER Manual identifies the kinds of projects that are eligible for field review. If a Field Review is requested, you must contact the HCAI Field Staff to arrange for a review of the construction documents.

Note: Selecting Field Review Request 'Yes' will present four more data entry fields for acknowledgement and confirmation that the HCAI Field Staff have been contacted and accepted the field review of the construction documents. For the last three checkboxes, select the checkboxes indicating the field staff that are needed to complete the field review. Options: Compliance Officer, District Structural Engineer, and Fire & Life Safety Officer

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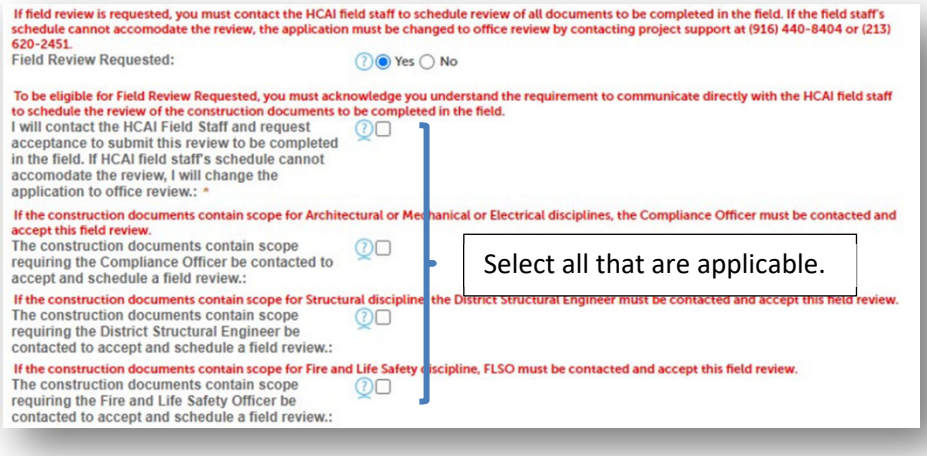
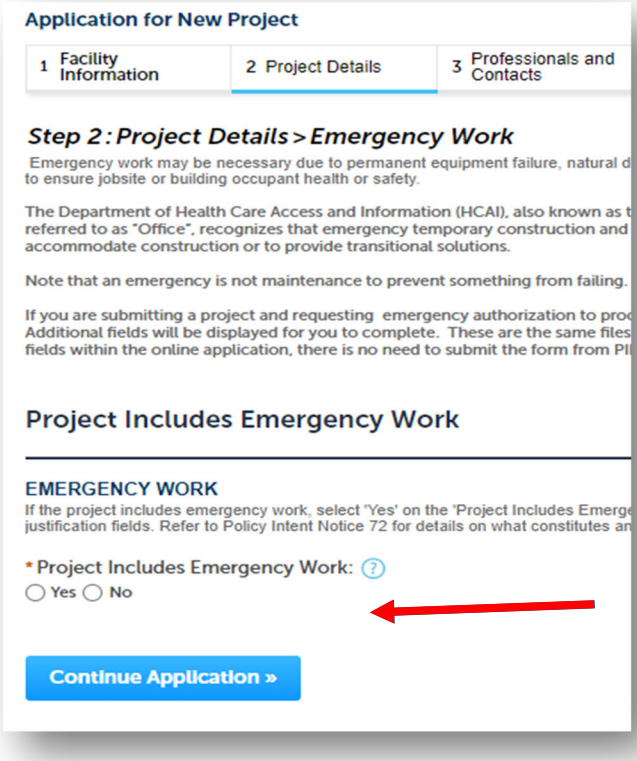


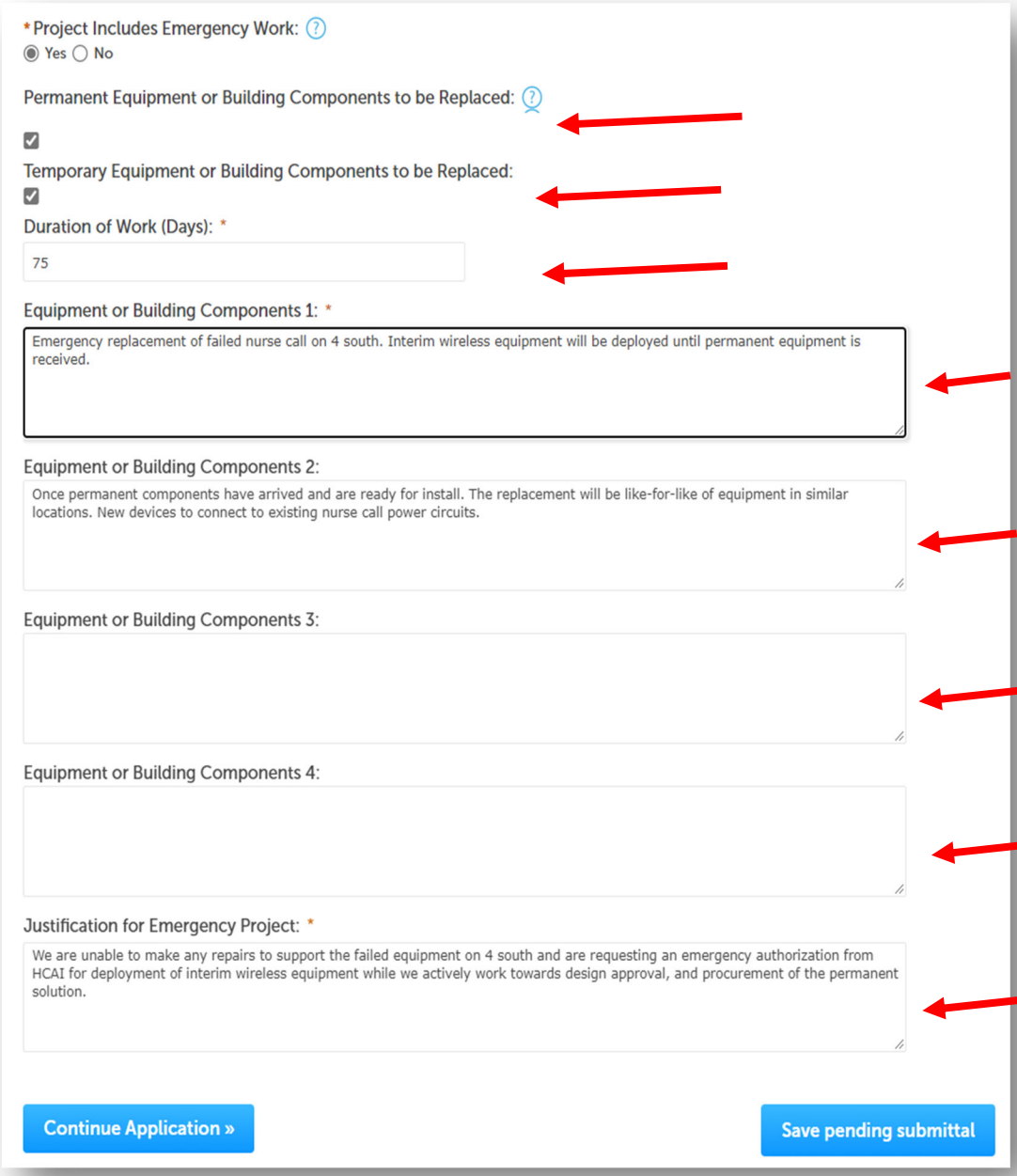
Click **Continue Application** to proceed to the next step.

Step 7. **Emergency Work (Optional)**

- If the project does not have emergency work as detailed in PIN72, select **No.**
- If the project does include emergency work, select **Yes** to display the justification fields for emergency work. These are the same fields as describe in PIN 72 and can be replacement for submitting the form to the RCO for approval. Enter all pertinent data related to the emergency work so the RCO can review the details. Even though you submit the project, you must still contact the RCO to inform the RCO of the emergency work.



Emergency Work (Continued)



Note: When project includes emergency work, an IOR is required to the application.

- **Permanent Equipment and/or Building Components** - State if the construction work/equipment is permanent.
- **Temporary Equipment and/or Building Components** - State if the construction work/equipment is temporary
- **Time Duration** – Enter the time duration, if work is temporary.
- **Equipment and/or Building Component Details -** Enter the equipment and/or building components to be replaced. Enter permanent and temporary equipment. i.e., temporary emergency generator

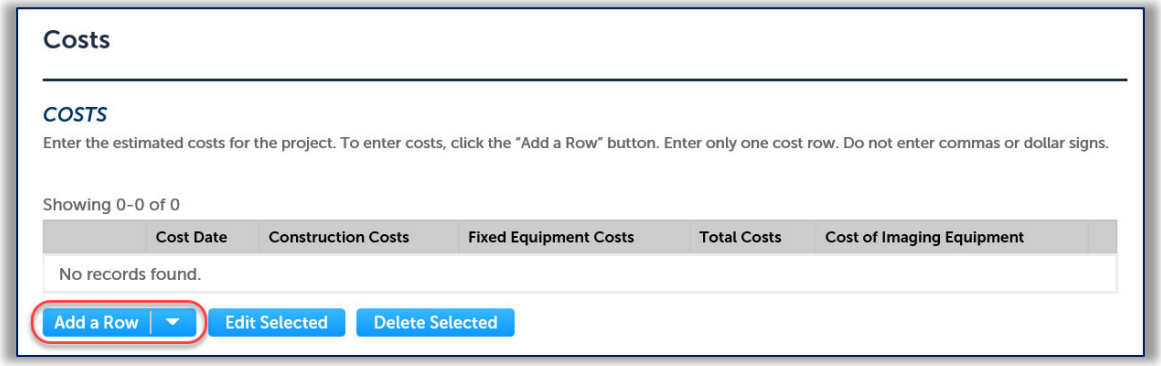
with size and capacity and location, boiler replace size and capacity and location, HVAC unit size and capacity and location, etc. If multiple items are to be replaced, (i.e. multiple HVAC units) indicate the most critical unit to be replaced.

- **Justification** - Justification for the need of an Emergency Authorization and reason this service is critical to patient care and/or operation of the facility.

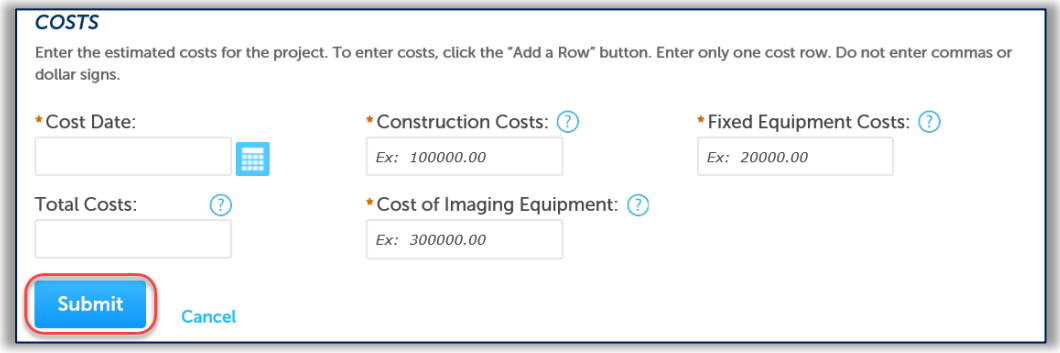
Step 8. **Enter Project Tabular Information.**

Costs

The project estimated construction costs are entered on this step and you must enter one Costs row. To add one Costs row, click the **Add a Row** button in the COSTS section.



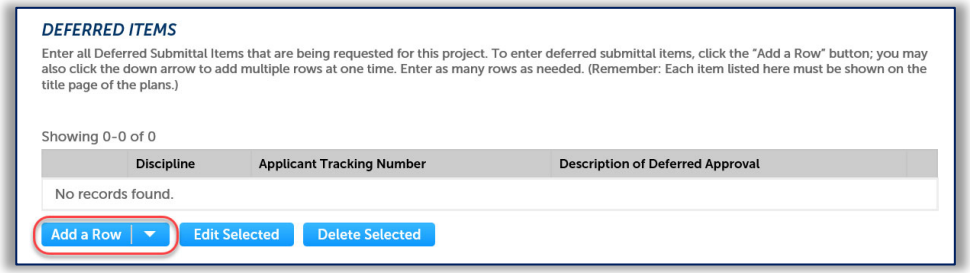
On the pop-up window, enter the estimated Construction Costs, Fixed Equipment Costs and Imaging Equipment Costs, then click the **Submit** button to copy form to Costs Table. For more info, click



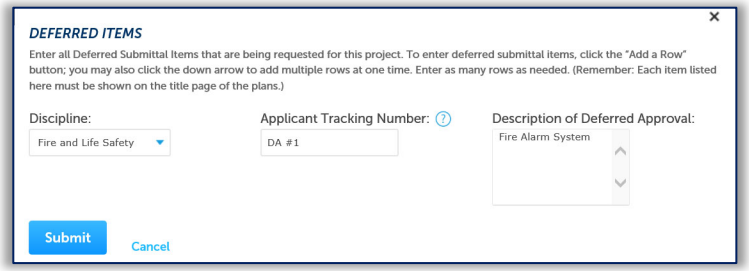
Deferred Items

Where a portion of the design cannot be fully detailed on the approved construction documents because of variations in product design and manufacture, the approval of the construction documents for such portion may be deferred until the material suppliers are selected. HCAI has sole discretion as to the portions of the design that may be deferred. All deferred items allowed by HCAI must be clearly described on the construction documents. Deferred submittals must comply with Title 24, California Administrative Code Section 7-126.

For each type of Deferred Submittal Item, click Add a Row to create a new entry in the Deferred Items Table or click the down arrow to add up to 10 rows simultaneously.



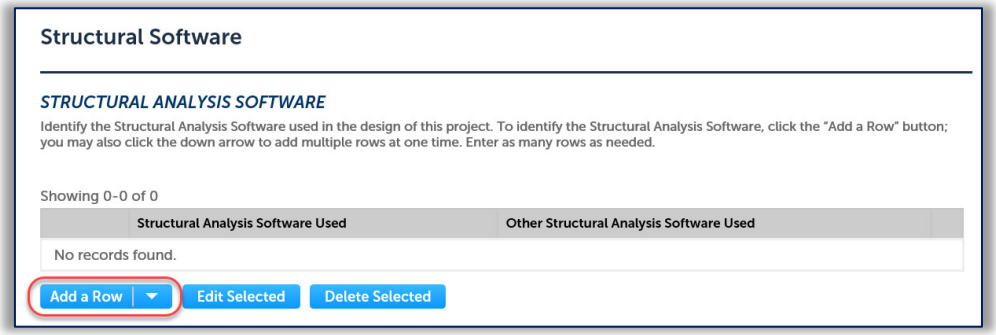
In the pop-up window, enter the discipline specific to the deferred item, i.e. Fire & Life Safety for a fire alarm deferred submittal item, enter the tracking number that will be used by the Applicant and provide a brief description of the deferred submittal item.



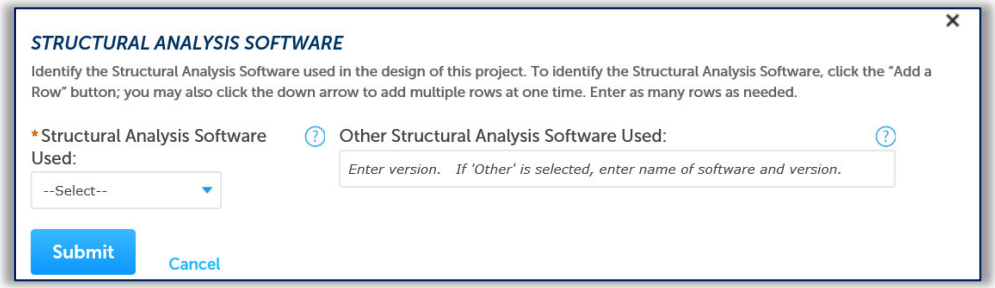
Structural Analysis Software

When applicable, indicate the type of structural design software used in the preparation of the design.

For each type of structural analysis software, click Add a Row to create a new entry in the Structural Analysis Software Table or click the down arrow to add up to 10 rows simultaneously.



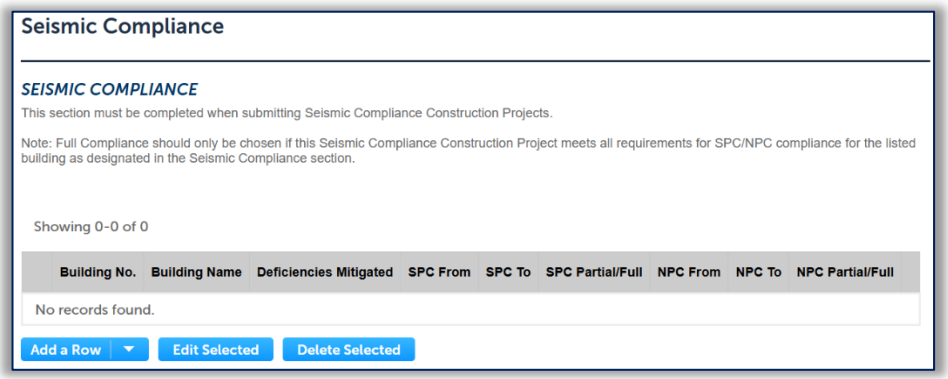
In the pop-up window, enter the Structural Analysis Software used.



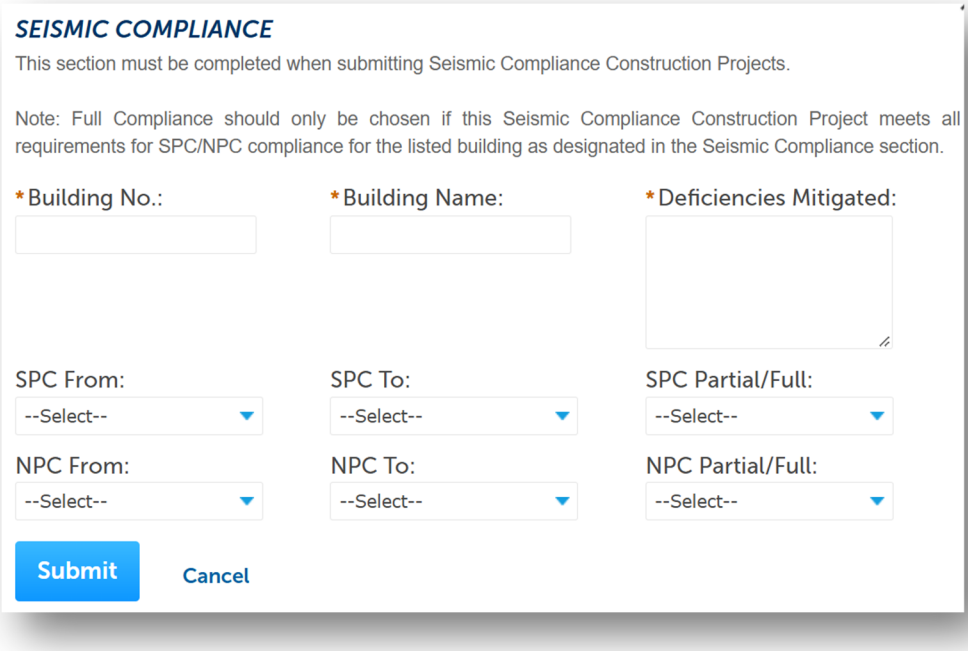
Note: If your designs were prepared using software not listed in this area, please be advised that plan review may be delayed while HCAI develops a work-around, or purchases the software indicated.

Seismic Compliance

This section must be completed when submitting Seismic Compliance Construction Projects. Click **Add a Row** for each building impacted by this project.



Note: Full Compliance should only be chosen if this Seismic Compliance Construction Project meets all requirements for SPC/NPC compliance for the listed building as designated in the Seismic Compliance section.



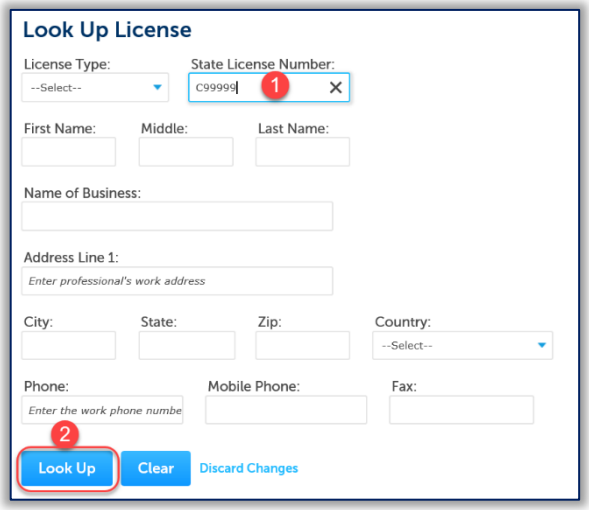
When finished, click **Continue Application** to proceed to the next screen.

Step 9. **Add Licensed Professionals (LP) to the project.**

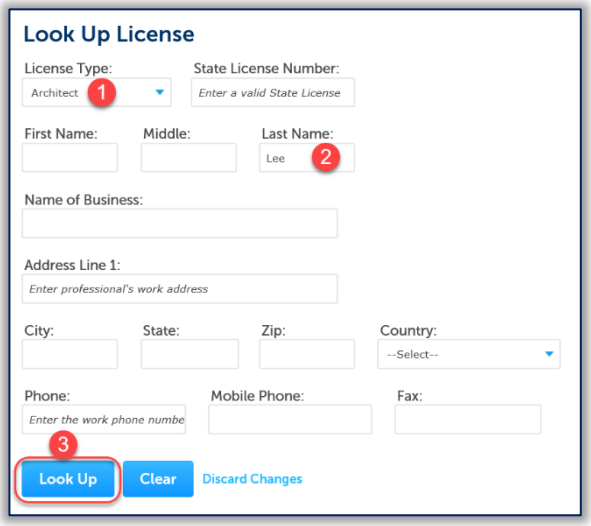
Search the HCAI database for active LP records by entering at least one search criteria such as License Type, License Number, or Name. Click on the **Look Up** button to perform the search. If an LP is not found in your search, the reason may be:

- License is not in our database
- License is expired or other reason for inactive.

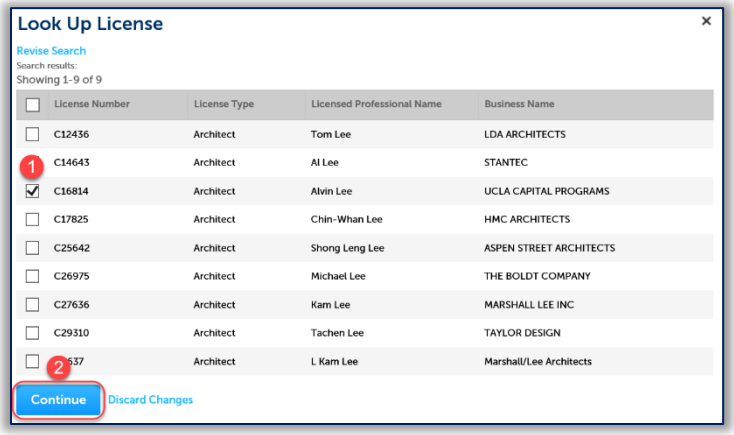
Licensed Professionals (LP) data must be validated against the licensing authority before they can be added to projects so you must contact eserv@hcai.ca.gov or 916-440-8400 if an LP is not in your search results.



To obtain the best search results, limit the number of fields in the search. For instance, enter only the license number and leave all other fields empty. eCA will automatically find and add the professional to the application. If you do not know the LP's license number, enter the license type and last name only and then click **Look Up**. The search results will return all licensed professionals with that last name. If the search returns no results, the Licensed Professional is not currently in our database. Contact HCAI at eserv@hcai.ca.gov or 916-440-8400 to add a new Licensed Professional to our database.



When searching by name and license type, locate the correct LP in the returned list then check the box next to their license number and click **Continue**. The LP's name, address, and other information will be automatically populated with the current information from our database.

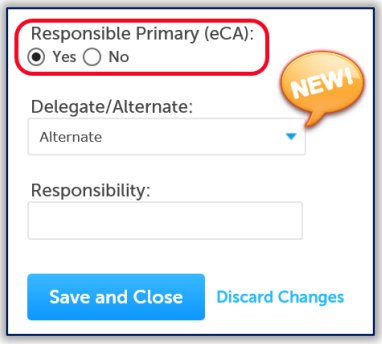


Please verify that the information is correct. Contact HCAI at eserv@hcai.ca.gov or 916-440-8400 to update the existing Licensed Professional's information.

Note: When project includes emergency work, an IOR is required to the application. If Emergency Work = No, IOR cannot be added to submittal.

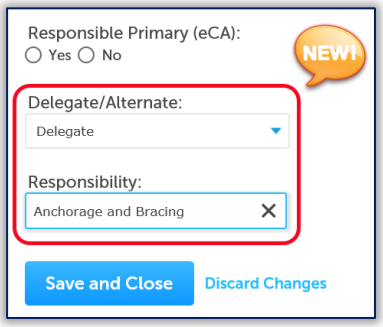
To indicate which licensed professional is the 'Design Professional in Responsible Charge' (DPOR) of the project, click the Edit link to the right of the screen and set the "Responsible Primary (eCA)' button to **Yes**.





To indicate a professional's role on the project, click the Edit link for each licensed professional and select (Alternate or Delegate.) Delegates should include the area of responsibility, such as 'Structural' or 'Anchorage & Bracing', etc.

Note: DPOR does not require an entry for Delegate/Alternate and Responsibility.

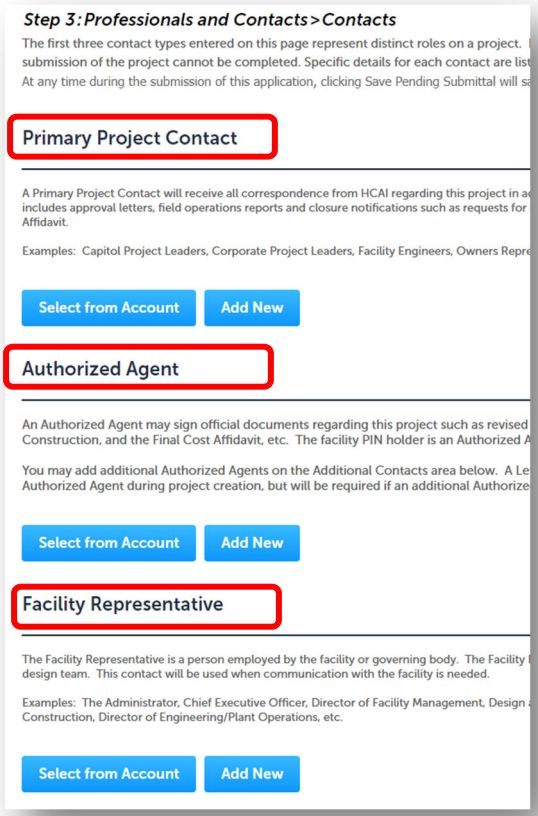


You can always delete the Licensed Professional(s) by clicking on the **Delete** link at the end of the row in the list of professionals.

To add additional Licensed Professionals, repeat the steps above; continue these steps to add all Licensed Professionals (Delegates and Alternates) to the project.

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

*Step 10.***Adding Contacts.**



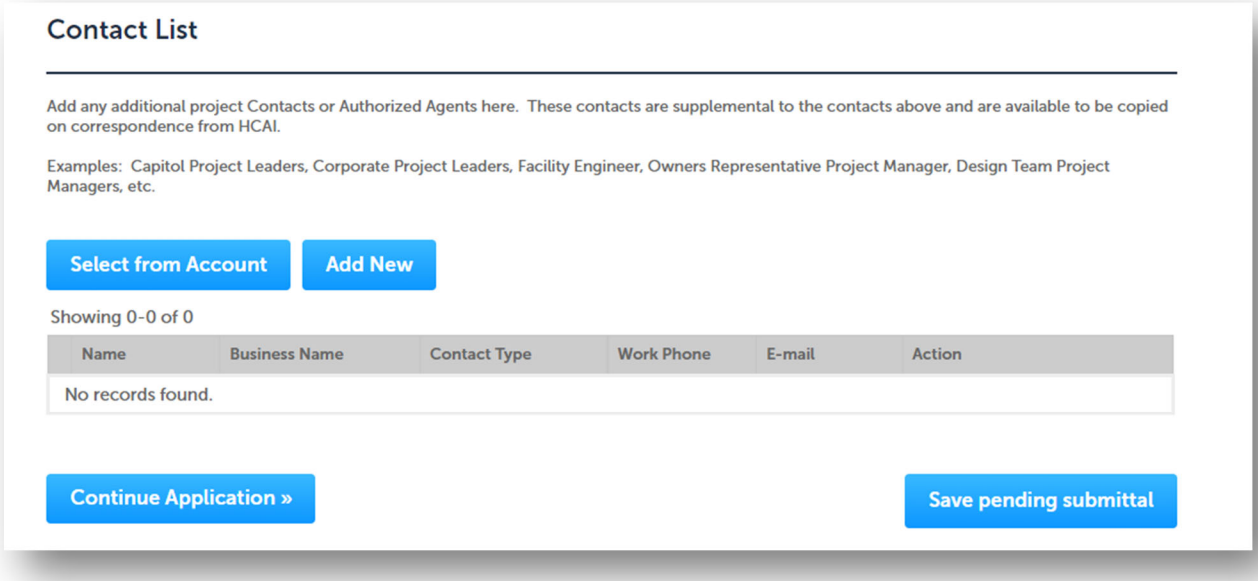
There are three Contact types that must be included for every project (Primary Project Contact, Authorized Agent, and Facility Representative).

Primary Project Contact will receive all correspondence from HCAI regarding this project in addition to the Design Professional of Record. This includes approval letters, field operations reports and closure notifications such as requests for Final Verified Compliance Reports and Final Cost Affidavit.

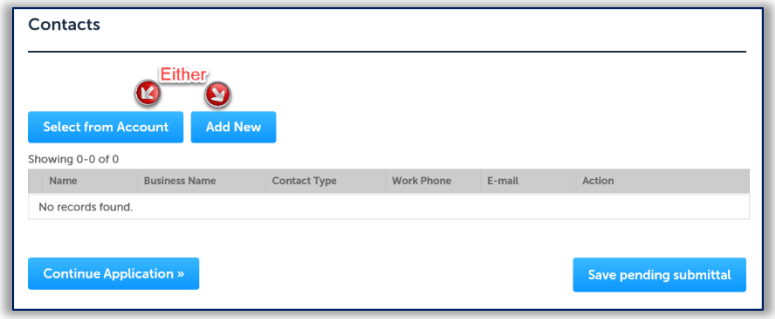
Authorized Agent may sign official documents regarding this project such as revised project applications, the Notice of Start of Construction, and the Final Cost Affidavit, etc. The facility PIN holder is an Authorized Agent by default.

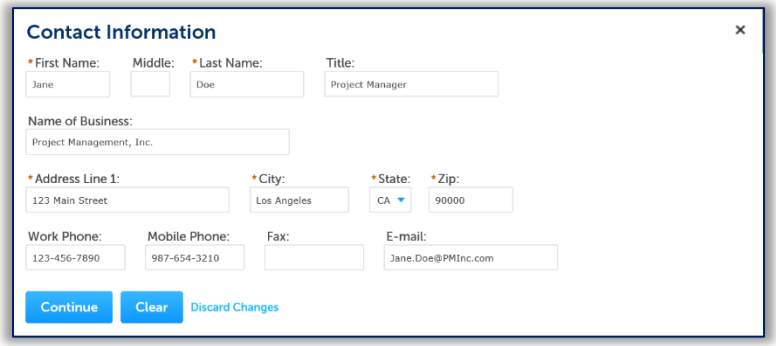
Facility Representative is a person employed by the facility or governing body. The Facility Representative is NOT an employee or owner from the design team. This contact will be used when communication with the facility is needed.

The fourth contact type is for additional projects contacts. This can be more Authorized Agents or a plain Contact. You can enter multiple contacts in this contact group.



Unlike adding Licensed Professionals, a search function is not available for Contacts and they must be added by clicking the **Add New** button and completing each applicable field **OR** by clicking the **Select from Account** button to use information contained in your Public User account. The Contact Type is preselected and click on the **Continue** button to save the selected contact. When complete, click **Continue** to copy the information to the Contacts List. Multiple Contacts may be added to the project.





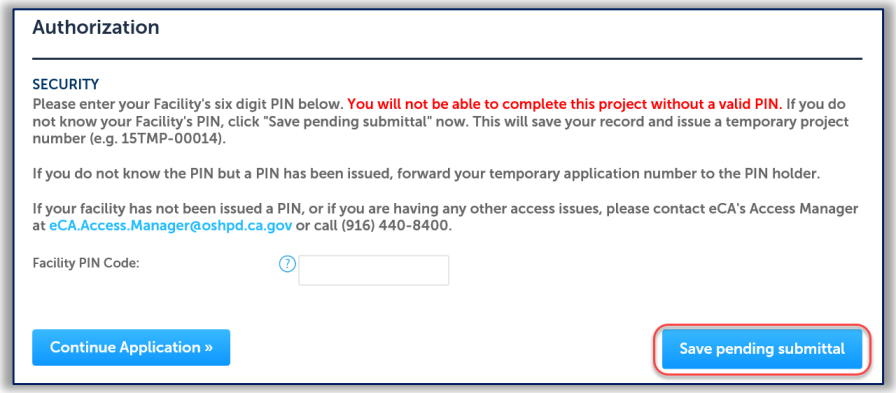


Click **Continue Application** to proceed to the next screen.

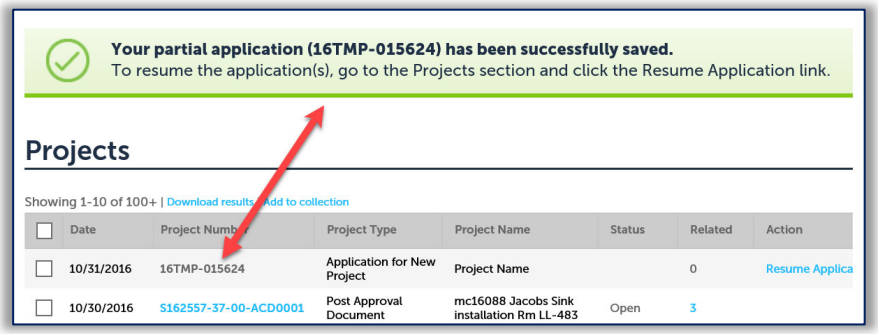
Step 11. **Enter Facility PIN code or Save pending submittal.**

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

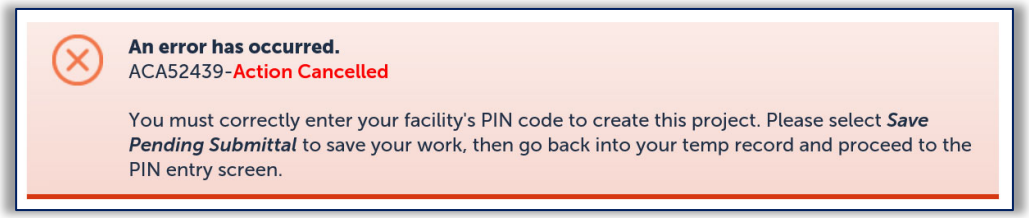
If you do not have a valid Facility PIN code, click the **Save pending submittal** button to save the record.



If you click the "Save pending submittal" button, the application process stops and you will be redirected to the Project List page. eCA issues a temporary Project ID and displays the application in the Project list. You or other authorized users can "Resume Application" at a later time.



If you enter an invalid Facility PIN, eCA displays an error message at the review step and prevents you from completing the application. You may return to the Security page and re-enter the correct PIN; however, after 3 times entering an incorrect PIN, the application will be locked.



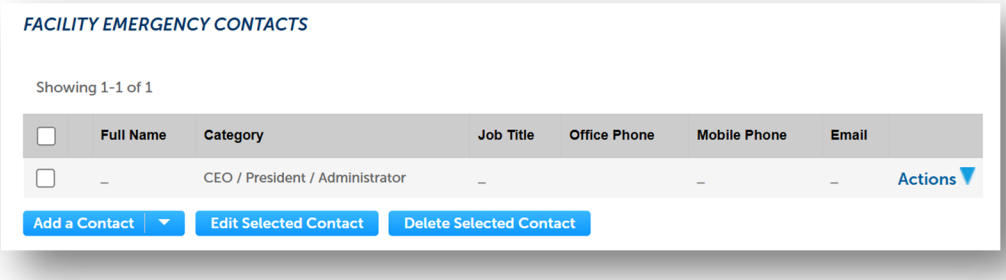
If you are authorized by the facility and have obtained a valid Facility PIN, enter it on the screen, then click **Continue Application** button to proceed to the next page flow screen.

*Step 12.***Facility Emergency Contacts**

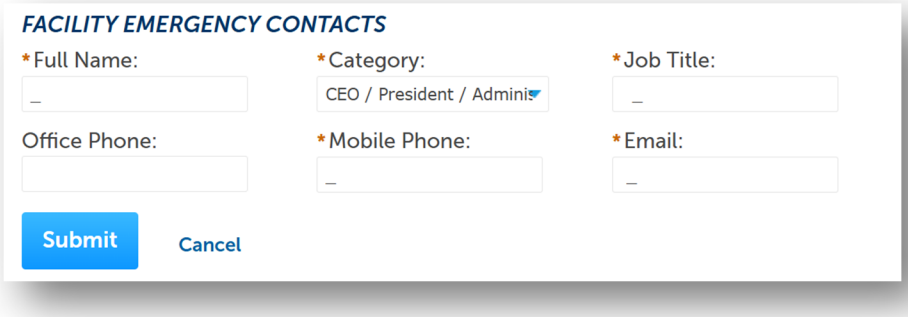
OSHPD requires every facility to provide emergency contact information for use during a declared emergency or disaster, including a fire, flood or earthquake. All contacts must be a facility employees and may not be design professionals working on facility project**s.**

IMPORTANT: Each facility must designate at least one emergency contact, and at least one designated contact must be the facility's CEO, president, or administrator.

On the first-time entering Facility Emergency Contacts, a single row will be created for the CEO / President / Administrator.



To Edit a Contact: Check the box next to the row you wish to edit and click the **Edit Selected Contact** button to open the edit page as shown below. The red * indicates a required field. Enter contact information and click **Submit** when finished.



To Add a Contact: Click the **Add a Contact** button to open a new edit page. Enter the information and click **Submit** when finished.

To Delete a Contact: Check the box next to the row you wish to delete and click the **Delete Selected Contact** button to delete the row.

Enter as many emergency contacts as desired. The available contact types are as follows:

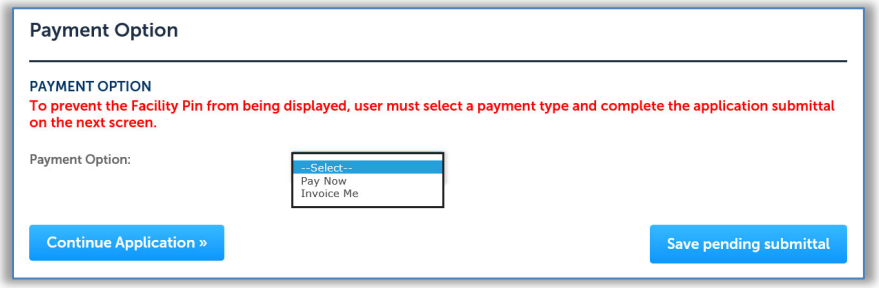


Once all Emergency Contacts are entered, click **Continue Application** to move to the next page.

Note: After the initial submission, on subsequent Application for New Project submissions, the Emergency Contact list will be prepopulated with information from the facility's most recent submission. Review the list and add, update, or remove contacts as necessary.

Step 13. **Select Payment Option.**

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



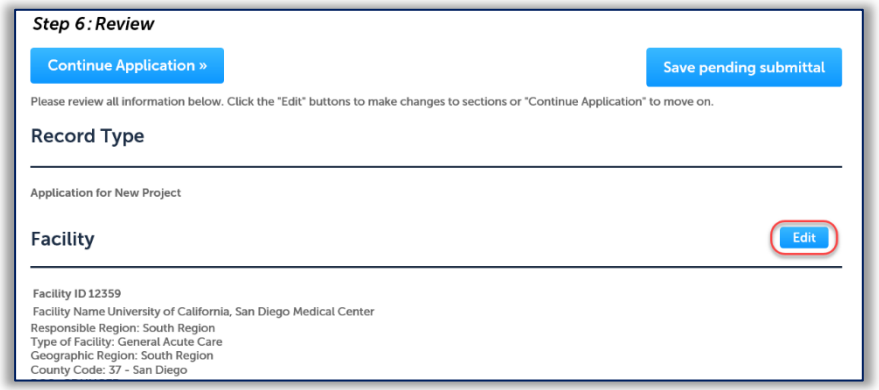
- **Invoice Me**: HCAI will mail an invoice to the facility billing address on file.
- **Pay Now**: facility intends to make an immediate online payment using a credit card on the next screen before the application is submitted.

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.

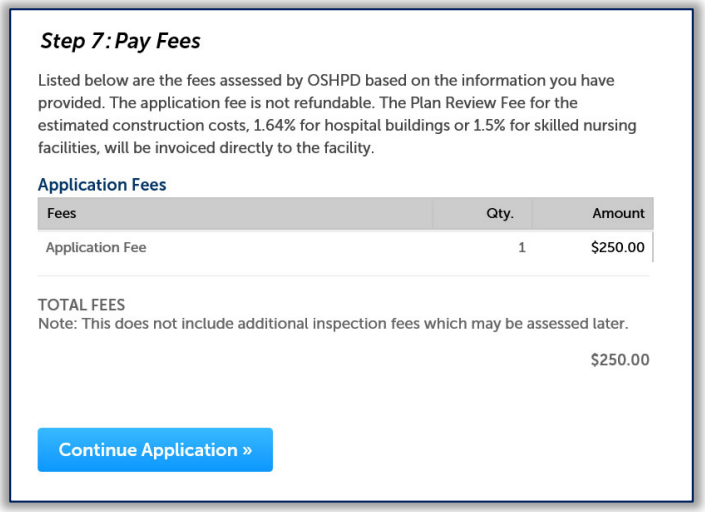
Step 14. **Review the data entered and makes edits if needed.**

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.

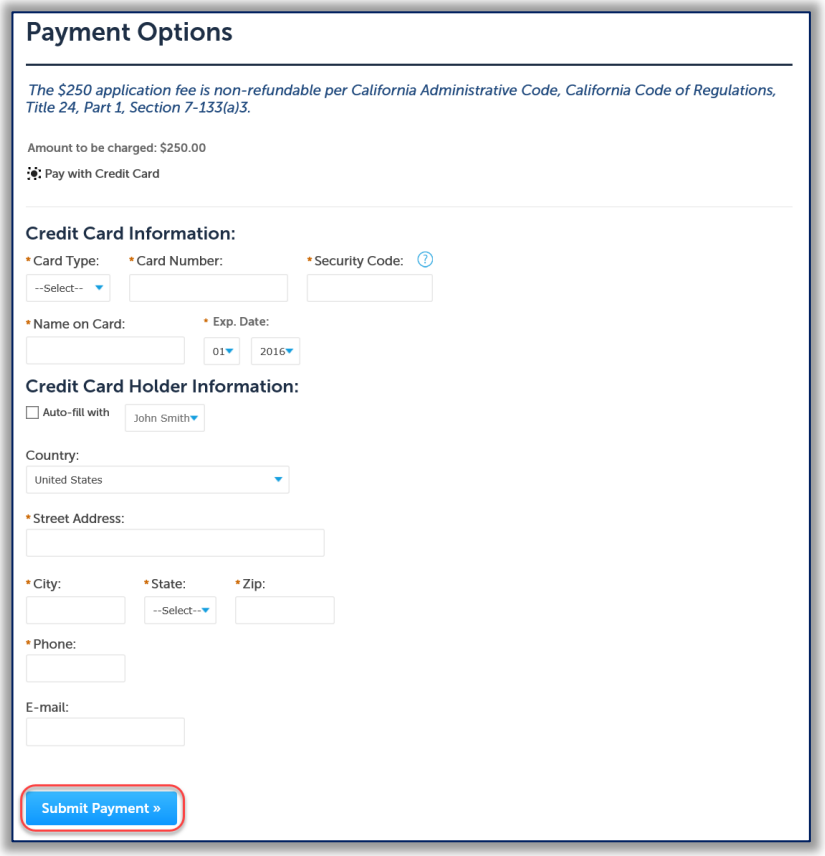
If you selected the "Invoice Me" option, skip to step 14 below.



Step 15. **Pay Application Fees online.**

If you selected "Pay Now" option, this screen displays the total fees to be paid with a credit card.

Click on **Continue Application** to proceed to the payment screen.



Step 16. **Submit online payment.**

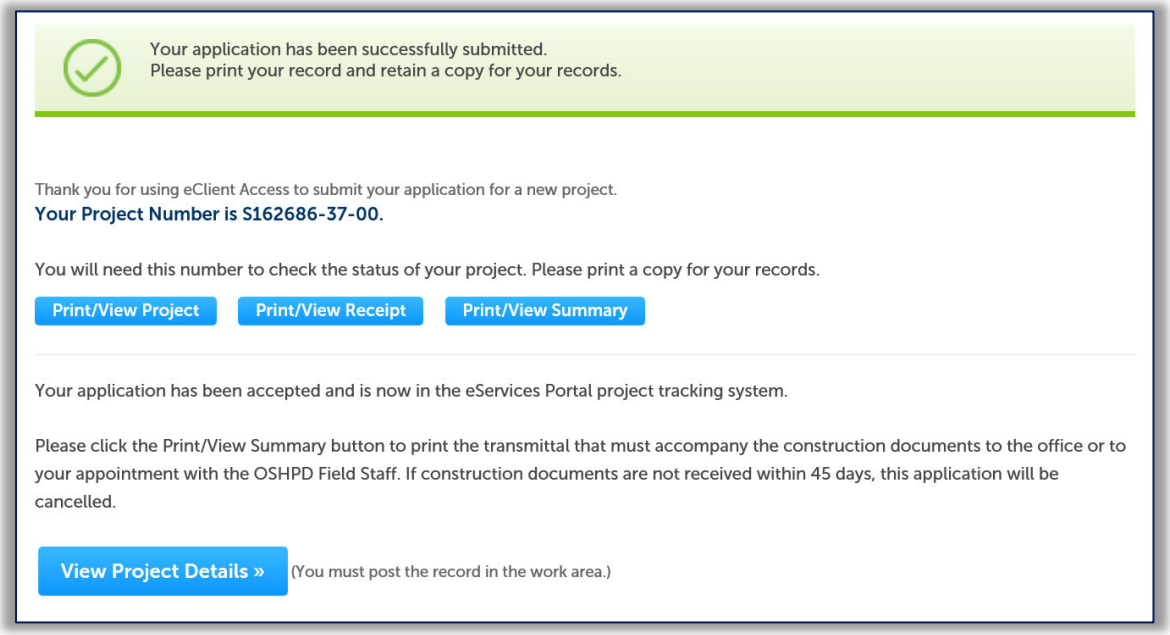
On this screen, enter the accurate credit card information then click on **Submit Payment** button.

Step 17. **Project submission confirmation.**

On this final screen, eCA display a project submission confirmation including the project record number. You may print a project record summary from this screen, and if the fees were paid with a credit card, a payment receipt can be printed. These documents open in a PDF format sand may be saved or emailed. You can also view the detailed information about the project by clicking on **View Record Details** button.

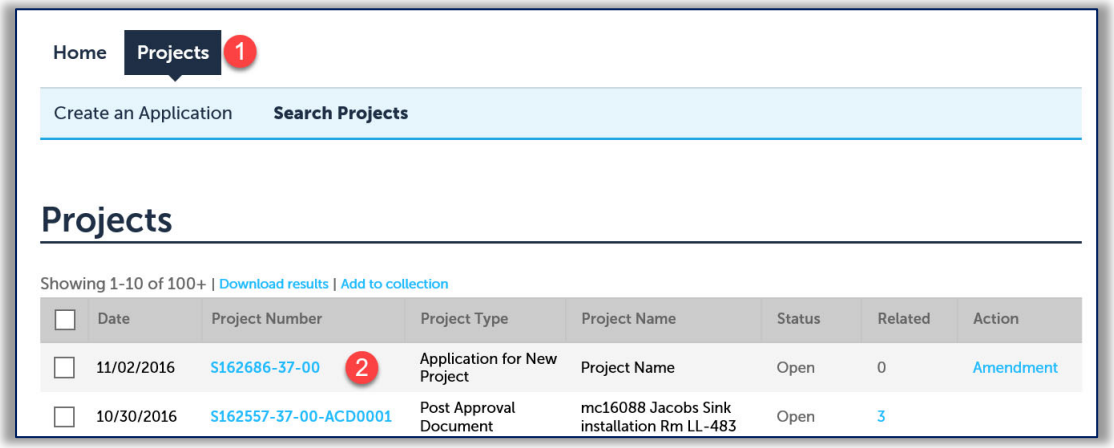
Email confirmation is automatically sent to the Public User that started the application (Design Professional) and to the Public User that approved the application by entering the PIN (Owner Representative).

Congratulations! You have successfully submitted an Application for a New Project to HCAI! (The project record number is displayed as shown in the graphic on the next page)

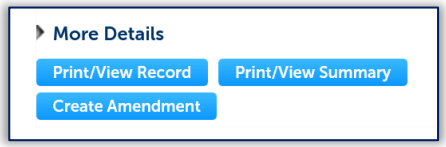


3 Submit Construction Documents to HCAI

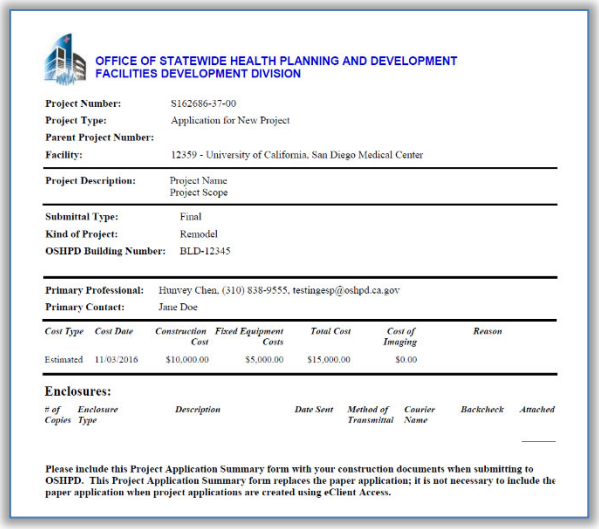
When the Design Professional receives the confirmation email, they must log in to eCA and click the Projects tab. The most recent project will be at the top of the list or use the search feature to find the project.



Click on the project number to open the Project Detail view. Below the 'More Details' section, click the **Print/View Summary** button – this will open the Project Summary report that must be printed and included when ***paper construction documents*** are submitted to HCAI, regardless of whether the project will be submitted to the office or to field staff for a FREER review.



Document Submittal (Continued)



OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT
FACILITIES DEVELOPMENT DIVISION

Project Number: S162686-37-00
Project Type: Application for New Project
Parent Project Number:
Facility: 12359 - University of California, San Diego Medical Center

Project Description: Project Name
Project Scope

Submittal Type: Final
Kind of Project: Remodel
OSHPD Building Number: BLD-12345

Primary Professional: Hunvey Chen, (310) 838-9555, testingesp@oshpd.ca.gov
Primary Contact: Jane Doe

Cost Type	Cost Date	Construction Cost	Fixed Equipment Costs	Total Cost	Cost of Imaging	Reason
Estimated	11/03/2016	$10,000.00	$5,000.00	$15,000.00	$0.00	

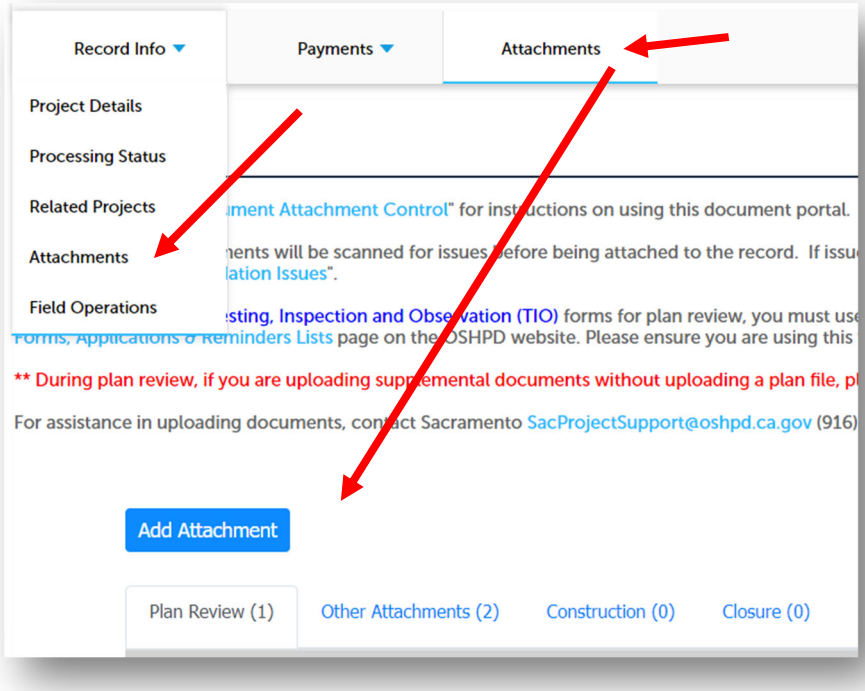
Enclosures:

# of Copies	Enclosure Type	Description	Date Sent	Method of Transmittal	Courier Name	Backcheck	Attached

Please include this Project Application Summary form with your construction documents when submitting to OSHPD. This Project Application Summary form replaces the paper application; it is not necessary to include the paper application when project applications are created using eClient Access.

This form is the transmittal letter and is the only document that is required for a paper plans and documents; it is not necessary to include a paper application when project applications are created using eClient Access.

For electronic plan submittal and electronic plan review, there are two methods to View or Add documents, click the Dropdown menu Record Info and select **Attachments**. Or select the **Attachment** link shown below.



Follow the instructions in User Guide #10 to attach plans and construction documents to this record for instantaneous submittal to HCAI. Also see User Guide #11 for specific information on how to format the electronic documents prior to uploading.

Congratulations!

Your Application for a New Project is ready to be reviewed by HCAI!