HCAI e-Services Portal

Section 6A – Application Alternate Methods of Compliance

Department of Health Care Access and Information

1   Introduction

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

This section provides step-by-step instructions for creating and submitting an Application for Post-Approval Documents (PAD) or Alternate Method of Compliance (AMC) using eCA. **This section does not provide instructions for creating an Application for Building Permit; these are found in Section 7.**

Remember: Help is available throughout the application. Wherever you see a help ⑦ icon, click on the question mark to open help and instructions for that item in the application.

Alert: When submitting Alternate Method of Compliance using eServices portal, it is not necessary to fill out and attach form HCAI-FD-126 to the electronic application. The electronic application contains the same information as does the form HCAI-FD-126.

2   Create and submit an Amendment

2.1   Page Flow Overview

You must follow predefined steps to create and submit amendments to HCAI projects. The steps involved in submitting and amendment are slightly different from those when creating a new project. Most of the information from the 'parent' project is copied to the amendment, which significantly speeds up the application process. Below is an illustration of the page flow steps for amendments:

Table 1: eCA Pageflow

2.2   Basic rules of page flow

Below are some basic rules of submitting an application using the page flow.

- ✓ You may navigate back and forth among the completed pages only.
- ✓ Click on the **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, you must click the **Save** button in the section to save each record to the project application prior to adding the next.
- ✓ It is recommended that you click the **Save pending submittal** as needed to prevent any data lose due to data entry errors.
- ✓ If any required data is missing from the page, upon clicking on **Continue Application**, an error message will be displayed on the top of the page - you must correct all errors before continuing to the next page flow screen.

"Amendments" to an Application for New Project (referred to as a 'parent project') can be Post Approval Document (PAD), Alternate Method of Compliance (AMC) or Building Permit (BP). To create an application for an amendment, locate the "Parent" application for new project record and create the amendment by doing the following:

1. Search for the "Parent" project for which you want to submit an Amendment AMC either by using the Project Search feature or by locating it on your project list under the **Project** tab. If your Public User account is properly associated or delegated with the required permission to create a AMC, 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.

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 AMC amendment.
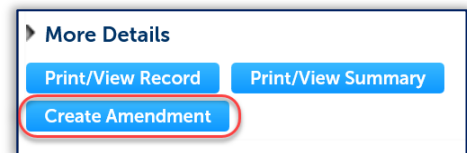
On the following screen, select the Amendment Type AMC for this user guide using one of the radio options; instructions for creating an Application for Building Permit amendment are found in Section 7.

Submit the amendment by following the steps. Steps for application submission of AMCs and PADs are the same unless described otherwise.

Step 1. **Add additional licensed professionals**

When submitting an amendment for a AMC, Licensed Professional(s) listed on the parent project will be automatically copied to the amendment. Only Licensed Professional(s) not listed on the parent project need to be added to the new record, as may be the case with a Deferred Submittal Item when the Design Professional with Delegated Responsibility differs from the Design Professional(s) of Record for the project. You can add one or multiple additional licensed professionals. **Do not add licensed professionals if they already existed on the parent 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.

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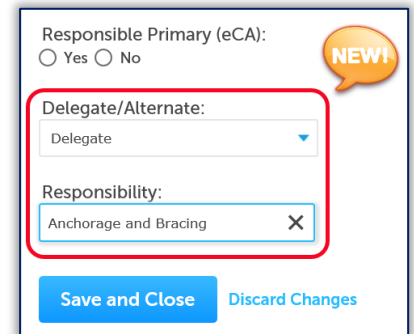
When searching by name and license type, locate the correct LP in the returned list then check the box next to their license number and click **Continue**. The LP's name, address, and other information will be automatically populated with the current information from our database.

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

Click the Edit link for each licensed professional to indicate his or her role on the project – Alternate or Delegate. Delegates should include the area of responsibility, such as 'Fire Alarm' or 'Anchorage & Bracing', etc.

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

Step 2. **Record Details**

For **AMC amendments**, you must enter the Applicant Tracking Number; Type of AMC, Description of Proposal, Reason for Change, and Scope of Change, etc. See Below.

AMC Types are described below:

- **ALTERNATE METHOD OF COMPLIANCE** means the approved use of an alternative material, method of construction, device or design to comply with an architectural, electrical, mechanical or plumbing regulation.
- **ALTERNATE MEANS OF PROTECTION** means the approved use of an alternative material, assembly or method of construction to comply with a fire and life safety regulation pursuant to Section 111.2.4, California Chapter 1, California Fire Code.
- **DESIGN CRITERIA.** Where design is based on ASCE 7 Chapters 16, 17, 18, or 31, the ground motion, wind tunnel design recommendations, analysis, and design methods, material assumptions, testing requirements, and acceptance criteria proposed by the structural engineer shall be submitted to HCAI in the form of structural design criteria for approval.
- **PROGRAM FLEXIBILITY** means the approved use of an alternate space utilization, new concepts of design, treatment techniques or alternate finish materials. Program flexibility requests must be reviewed by the Department of Public Health and the Office, or other authority having jurisdiction.
- **UNREASONABLE HARDSHIP**. When the enforcing agency finds that compliance with the building standard would make the specific work of the project affected by the building standard infeasible, based on an overall evaluation of the following factors:
  - The cost of providing access.
  - The cost of all construction contemplated.
  - The impact of proposed improvements on financial feasibility of the project.
  - The nature of the accessibility which would be gained or lost.
  - The nature of the use of the facility under construction and its availability to persons with disabilities.

Step 3. **AMC Details**

- **Applicant Tracking Number:**
  Enter your tracking number for
  this submittal
- **Type of AMC:** Select the type of
  AMC based on the descriptions
  on page 4.
- **L & C Approval Required:**
  Indicate whether this alternate
  affects healthcare operations
  and requires concurrence from
  the California Department of
  Public Health, Licensing &
  Certification section. (Program
  flexibility will always require L&C
  approval.)
- **Local Authority Approval
  Required**: Indicate whether this
  alternate requires approval from
  any city or county authority (fire
  department, planning department,
  etc.) or any other regulatory agency approval (AQMD, FAA, etc.).
- **Description of Proposal:** Provide a description of the proposed alternative in as much detail as
  reasonably possible; the material, method or work being proposed must be at least the equivalent
  of that prescribed in this code in quality, strength, effectiveness, fire resistance, durability and
  safety.
- **Reason**: Describe why compliance with the prescriptive requirements of the code are not being
  followed.
- **Scope of Change**: Provide a detailed description of the scope of the change.
- **Code Year**: Select the code year the submittal is referencing.
- **Building Standards Code**: Select the Building Standards Code which the submittal is covered by.
- **Code Section:** Enter the code sections which the submittal is requesting an alternate.

Click **Continue Application** to go to the Next Page.

Step 4. This next step requires document upload during submission. Provide documents supporting your application scope. If you fail to upload supporting documents for your request, you request will be denied.   Click the Add button and select your documents to upload. *** Supporting Documents are Required – You cannot continue without documents

Error will occur if no documents are uploaded.
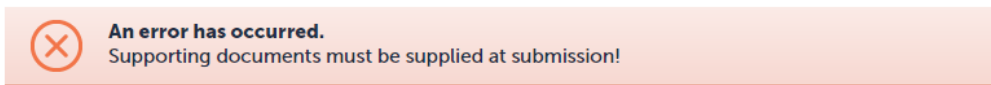
Enter Facility PIN code or Save pending submittal.
Before entering the Facility PIN Code, it is recommended that you have clicked on "Save pending submittal" at least once!

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

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. Any authorized public users can "Resume Application" at a later time.
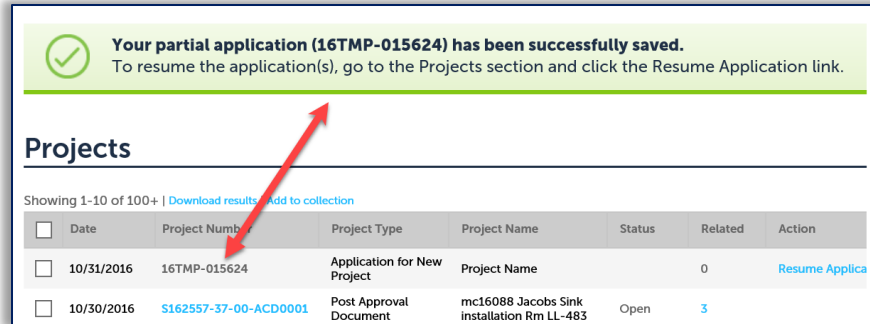
If you enter an invalid Facility PIN, eCA displays an error message at the review step and prevents you from completing the application. You may return to the Security page and re-enter the correct PIN; however, after 3 times entering an incorrect PIN, the application will be locked.
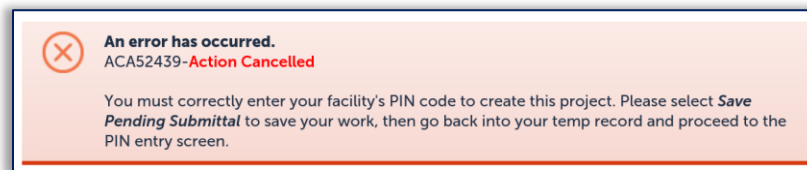
Step 5.   **Select Payment Option.**

After entering a valid Facility PIN code, select one of the payment options. The description of each payment options is as follows:
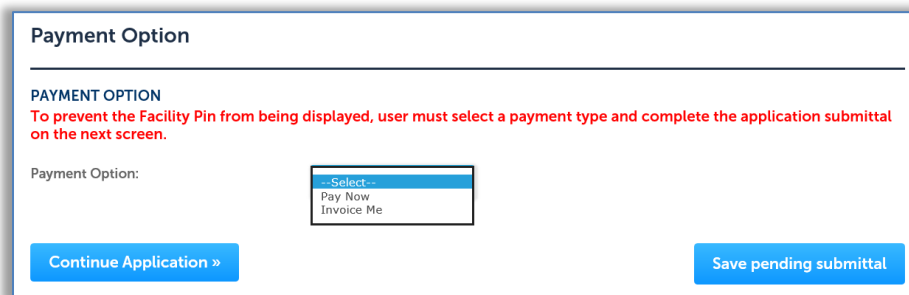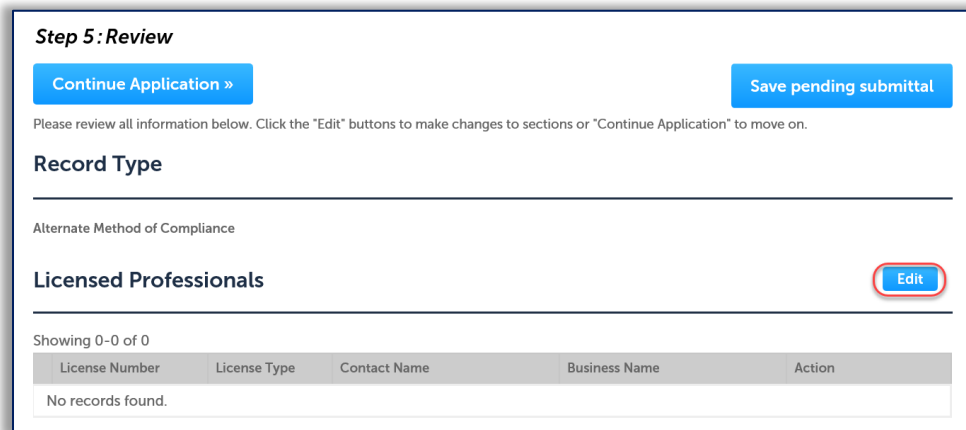
- **Invoice Me**: HCAI will mail an invoice to the facility billing address on file.
- **Pay Now**: facility intends to make an immediate online payment using a credit card on the next screen before the application is submitted.

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 6. **Review data entered and make edits if needed.**

On this screen, review all of the information entered on the application; click the **Edit** button in each application step to make necessary changes.

Step 7. **Pay Application Fees online.**

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 9 below.

Step 8. **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 9. **Submit online payment.**

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

Step 10. **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 amendment project application.

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.

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 OSHPD, regardless of whether the project will be submitted to the office or to field staff for a FREER review.


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 check, there exist two methods to upload construction documents to your AMC. On the main page for the details, select the Attachments tab and upload documents (See New Document Control for instructions as shown in the next picture).
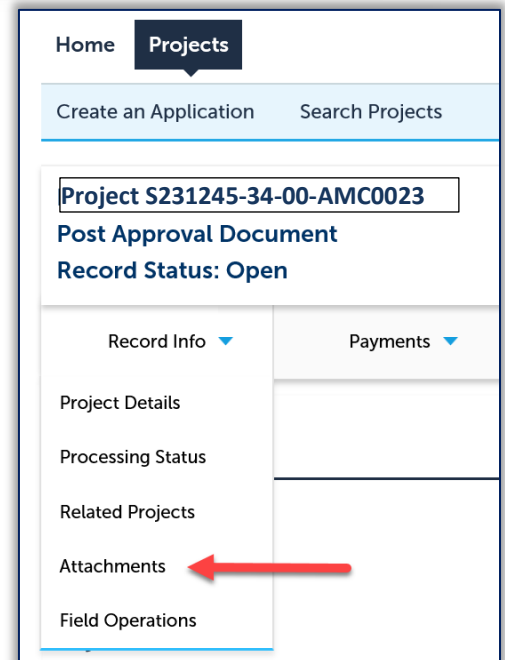
Method #1

The attachments tab on the record details screen. See user guide #15 for this new document control. Also see User Guide #11 for specific information on how to format the electronic documents prior to uploading.
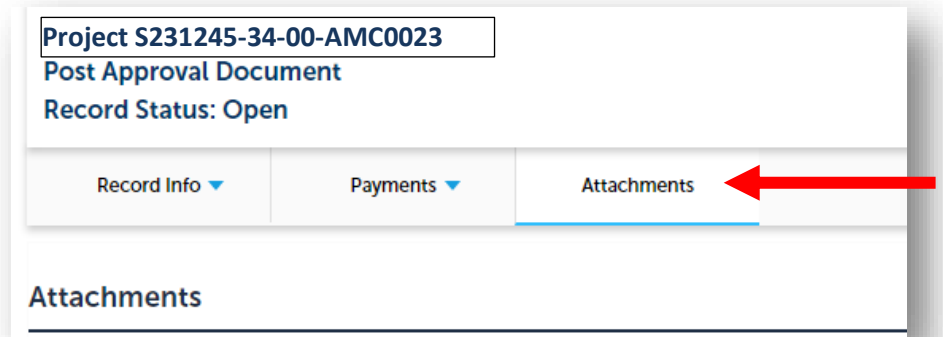
Method #2

Click the Dropdown menu Record Info and select **Attachments.**

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

Your Application for a Alternate Method of Compliance is ready to be reviewed by HCAI!