HCAI e-Services Portal

Public User Guide

Version Number: 8.7

Section 6B – Applications for Post-Approval Documents

Department of Health Care Access and Information

1 Introduction

Welcome to HCAI 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) 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 icon, click on the question mark to open help and instructions for that item in the application.

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

Page No.	Page Title	Description
PAD		
1	Professionals	Add any additional professionals who are not on the parent AFNP application form (specifically Deferred Submittal Items).
2	PAD Details	Enter Plan Review information, Deferred Items, Costs, and Enclosures, as applicable.
3	Facility Confirmation	Add additional contacts to the application if needed. Enter the facility PIN in order to proceed to the submittal screen.
4	Payment Method	Select the desired payment options: Pay Now or Invoice Me.
5	Review	Review the data entered on the application and make any needed changes.
6	Pay Fee	If you selected the "Pay Now" option on step 4, pay the application fee online using a credit card.
7	Confirmation	When all steps are complete and the application is accepted, eCA issues a Project/Record Number. You may print the summary sheet and invoice if desired.

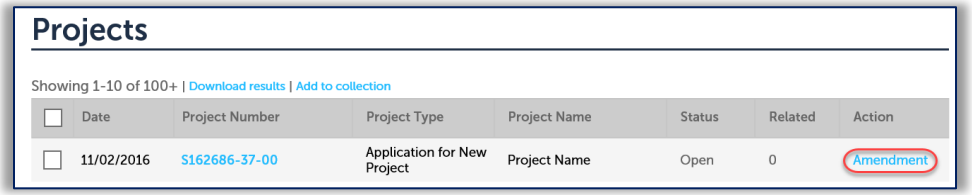
2.2 Basic rules of page flow

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

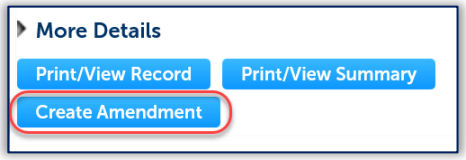
- ✓ You may navigate back and forth among the completed pages only.
- ✓ Click on the **Continue Application** or **Save pending submittal** button to save the data entered on the page.
- ✓ If a page contains a section that allows for multiple records to be added, for example multiple licensed professional 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:

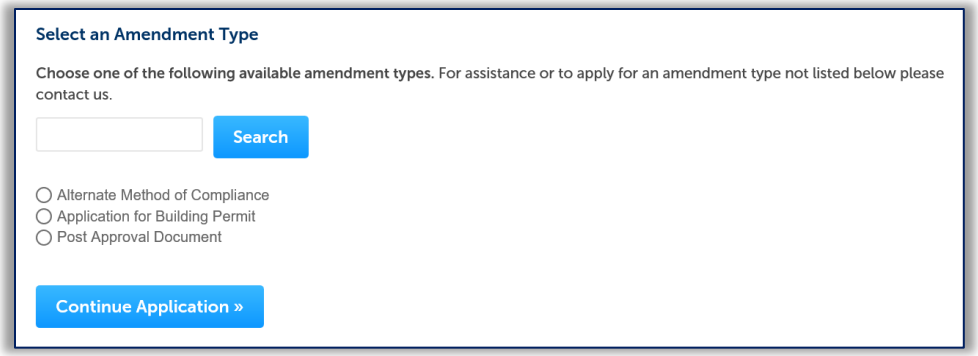
1. Search for the "Parent" project for which you want to submit an Amendment either by using the Project Search feature or by locating it on your project list under the **Project** tab. If your Public User account is properly associated or delegated with the required permission to create a PAD, an "Amendment"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



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

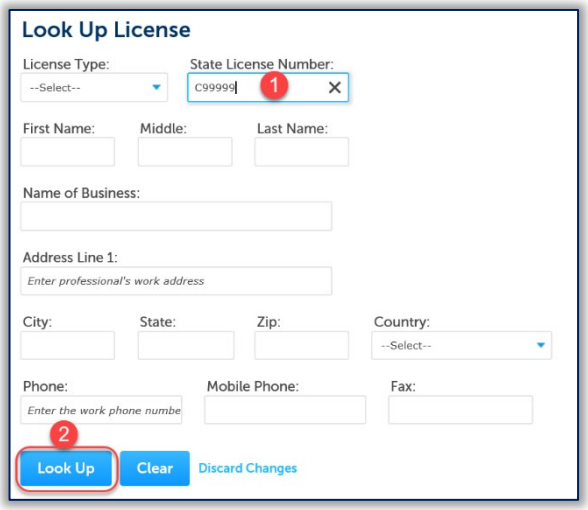


Submit the amendment by following the steps. Steps for application submission of PADs are the same unless described otherwise.

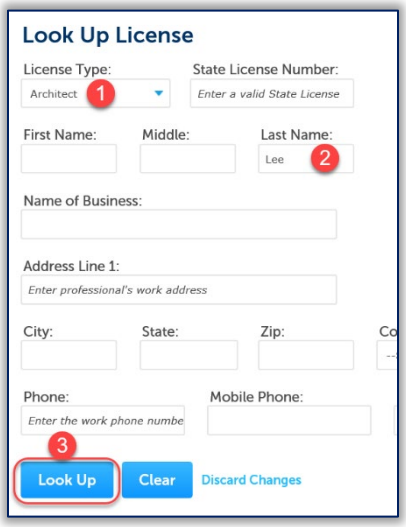
Step 1. **Add additional licensed professionals**

When submitting an amendment for a PAD (Amended Construction Document (ACD) or Deferred Submittal Item (DSI)), Licensed Professional(s) listed on the parent project will be automatically copied to the amendment. For DSI's only, add ALL Licensed Professional(s) with delegated responsibility for the design of the DSI that are not listed on the parent project Design Professional(s) of Record. **Do not add licensed professionals if this new submittal is an ACD.**

Click on the **Look Up** button to perform the search. Search the HCAI database for active LP records by entering at least one search criteria such as License Type, License Number, or Name.



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 in our database.

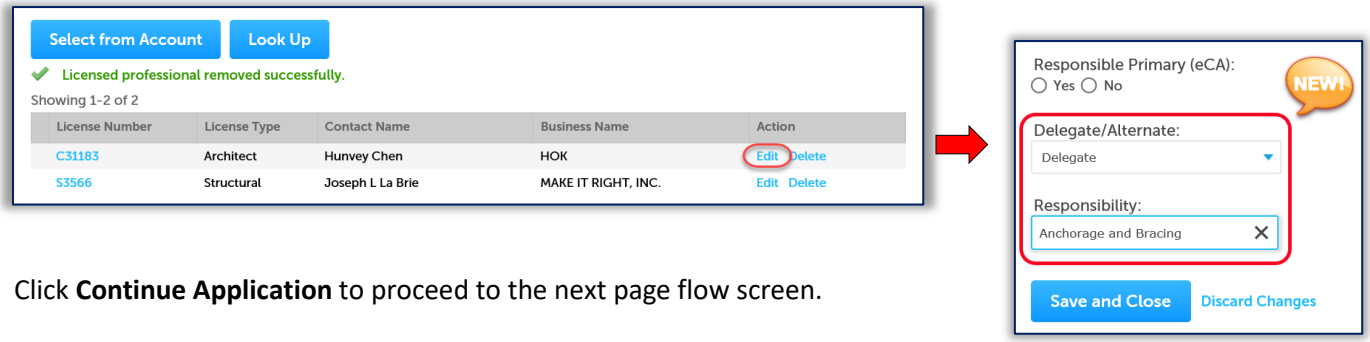


When searching by name and license type, locate the correct LP in the returned list then check the box next to their license number and click

Continue. The LP's name, address, and other information will be automatically populated with the current information from our database.

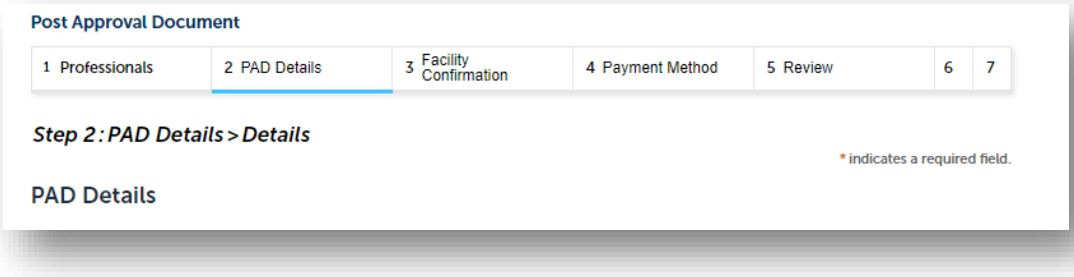
Contact HCAI at eserv@hcai.ca.gov to update an existing Licensed Professional's information.

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 'Fire Alarm' or 'Anchorage & Bracing', etc.



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

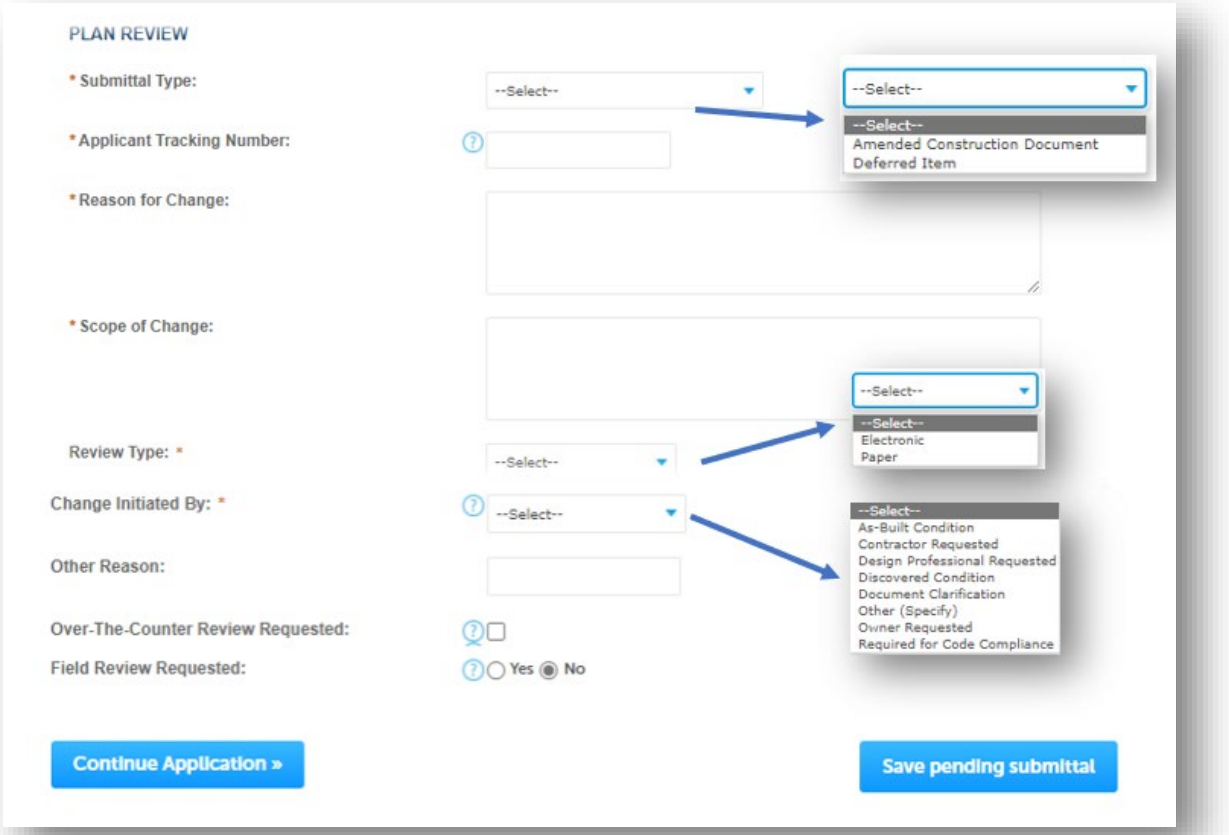
Step 2. **Record Details**



For **PAD amendments**, there are a few fields needed to identify the type and scope of the review.

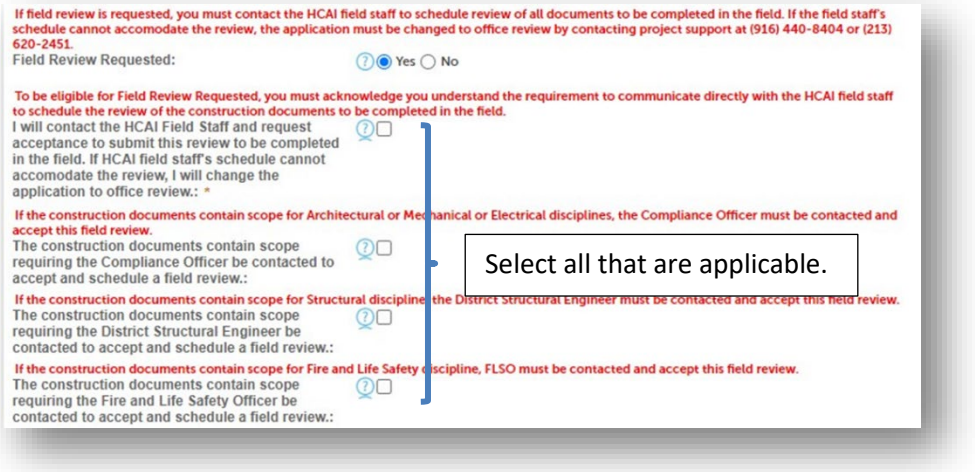
- **Submittal Type**: Indicate the type of amendment that is being submitted for review:
  - Amended Construction Document (ACD)
  - Deferred Submittal Item (DSI)
- **Applicant Tracking Number**: enter the client's tracking number for this review.
- **Reason for Change**: specify the reason the change has occurred.
- **Scope of Change:** enter the scope of the requested change.
- **Review Type:** select Electronic or Paper depending on the construction document format being submitted.
- **Change Initiated By:** select the reason that triggered this change (Only for ACD)

- **Other Reason:** enter reason when Other selected above.
- **Over-The-Counter Review Requested:** Check the box if an OTC Review is being requested.
- Refer to HCAI web site for OTC schedule and details.
- **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.

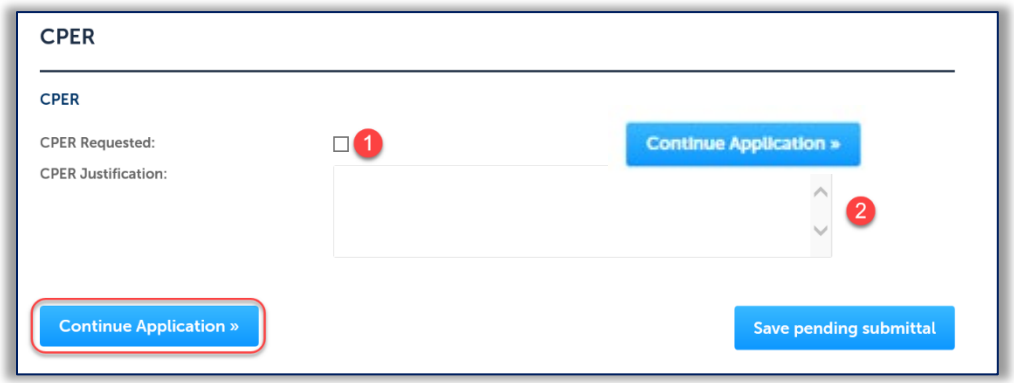
Note: Selecting Field Review Request 'Yes' will present four more data entry fields for acknowledgement and confirmation that the HCAI Field Staff have been contacted and accepted the field review of the construction documents. For the last three checkboxes, select the checkboxes indicating the field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



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

Critical Path Expedited Review

An ACD that would cause a confirmed undue delay to the construction schedule may be reviewed following the Critical Path Expedite Review (CPER) process. The ACD must be submitted to the HCAI Field Staff who will confirm the ACD impacts the schedule and will qualify the ACD for a CPER. The ACD will then be submitted to the office for review. When plans are received in the Office, plan review staff will interrupt whatever they are working on to immediately complete the CPER.

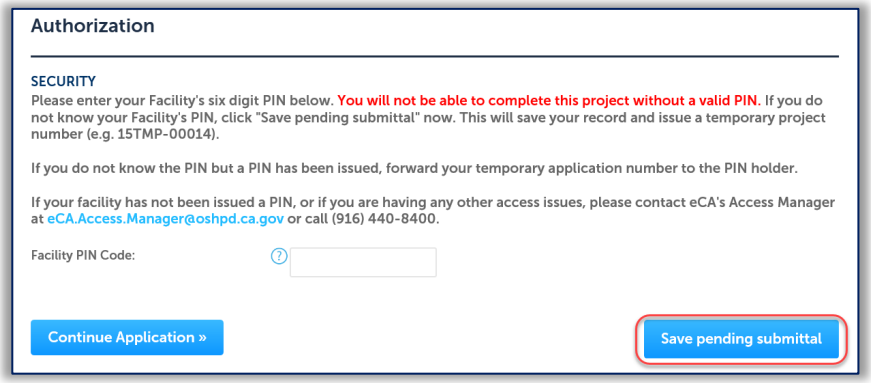


Step 3. **Enter Facility PIN code or Save pending submittal.**

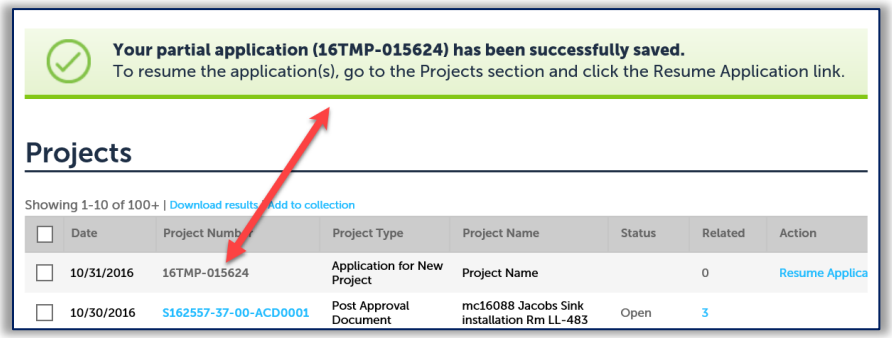
Before entering the Facility PIN Code, it is recommended that you have clicked on "Save pending submittal" at least once!

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.

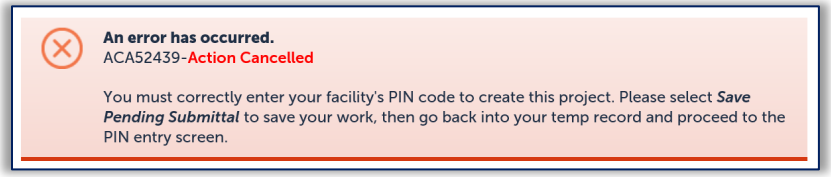
If you do not have a valid Facility PIN code, click the **Save pending submittal** button to save the record.



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.

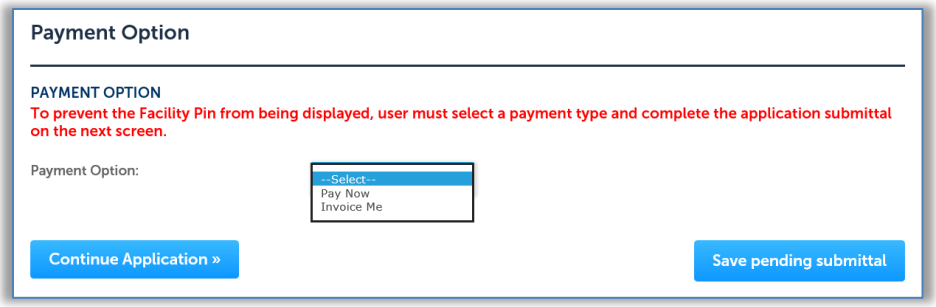


If you enter an invalid Facility PIN, eCA displays an error message at the review step and prevents you from completing the application. You may return to the Security page and re-enter the correct PIN; however, after 3 times entering an incorrect PIN, the application will be locked.



Step 4. **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:



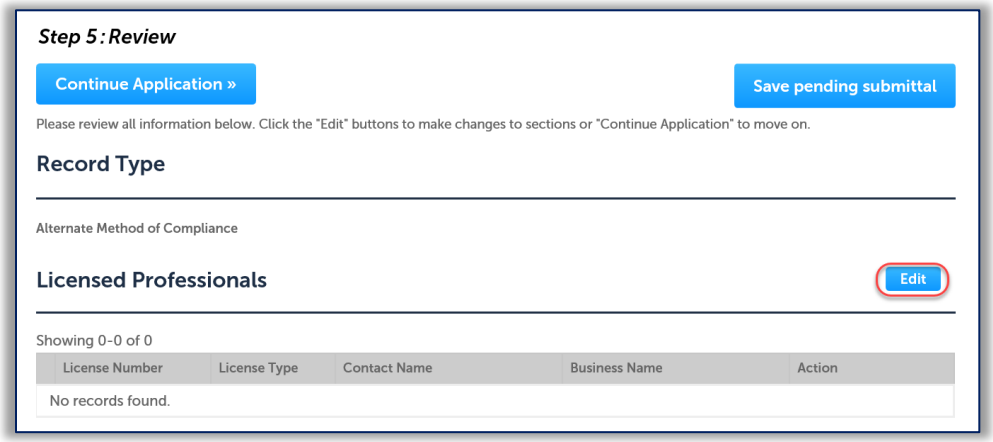
- **Invoice Me**: HCAI will mail an invoice to the facility billing address on file.
- **Pay Now**: facility intends to make an immediate online payment using a credit card on the next screen before the application is submitted.

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 5. **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.

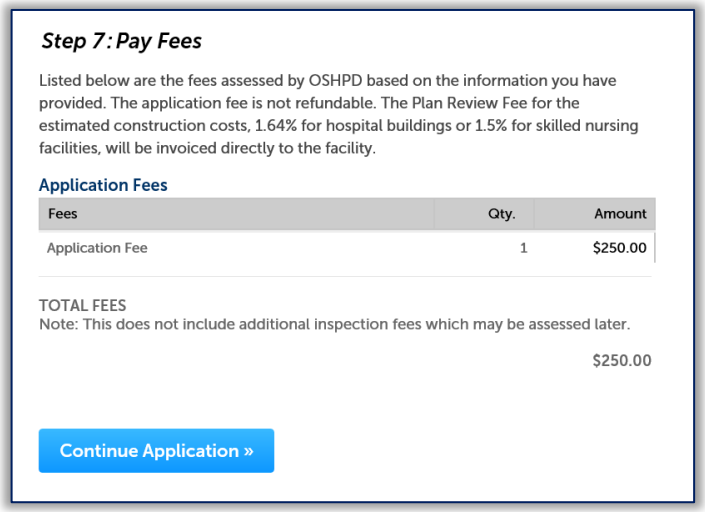


Step 6. **Pay Application Fees online.**

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.

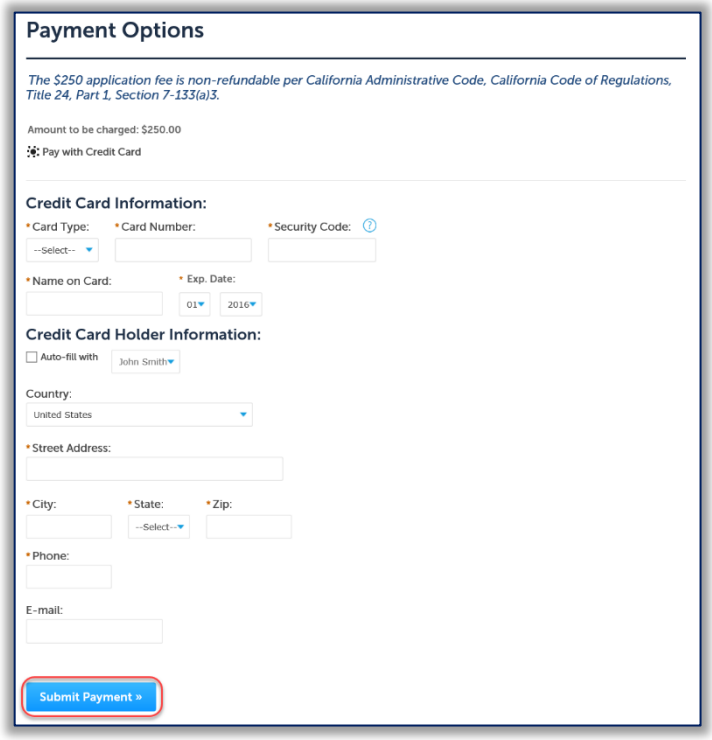
Step 7. **Pay Application Fees online.**



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 8. **Submit online payment.**



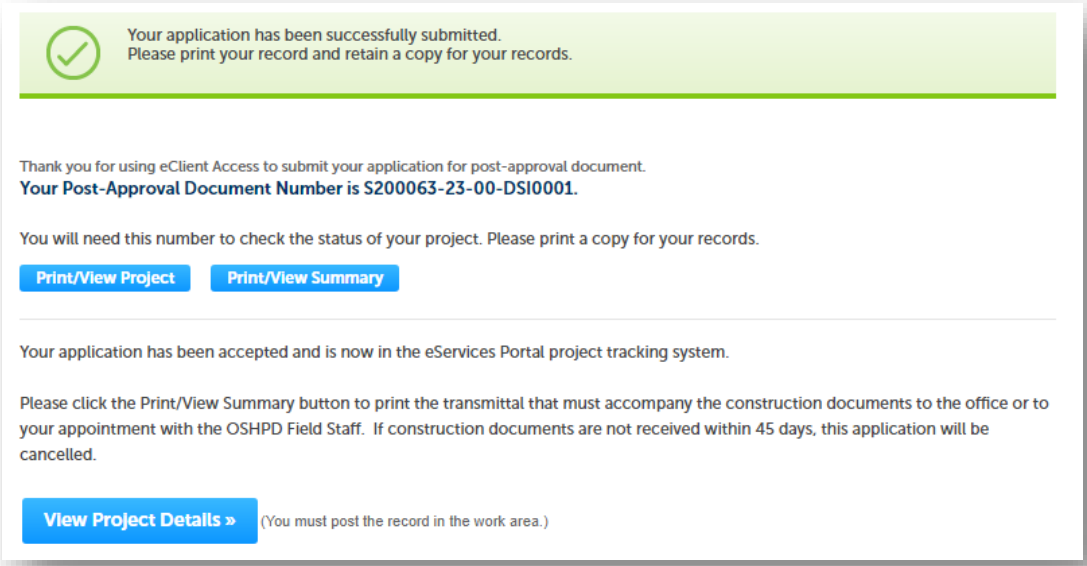
On this screen, enter the accurate credit card information then click on **Submit Payment** button.

Step 9. **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.

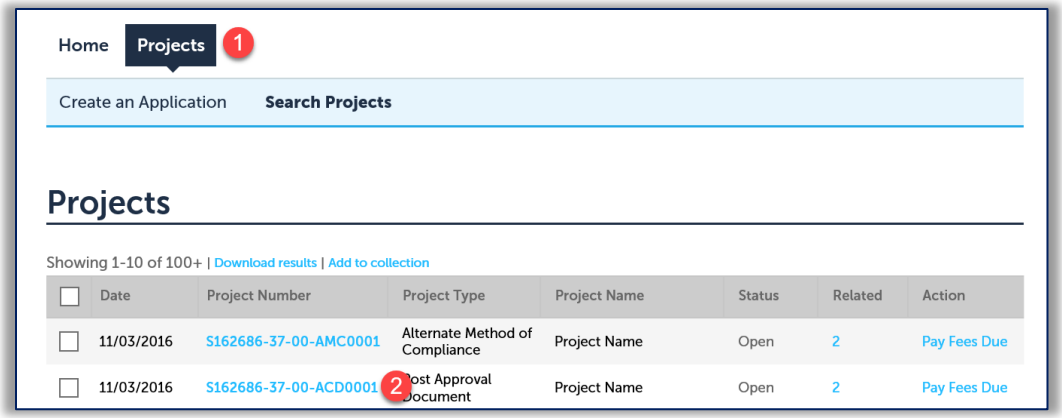
Email confirmation is automatically sent to the Public User that started the application (Design Professional) and to the Public User that approved the application by entering the PIN (Owner Representative).



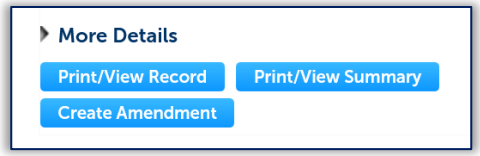
Congratulations! You have successfully submitted an amendment project application.

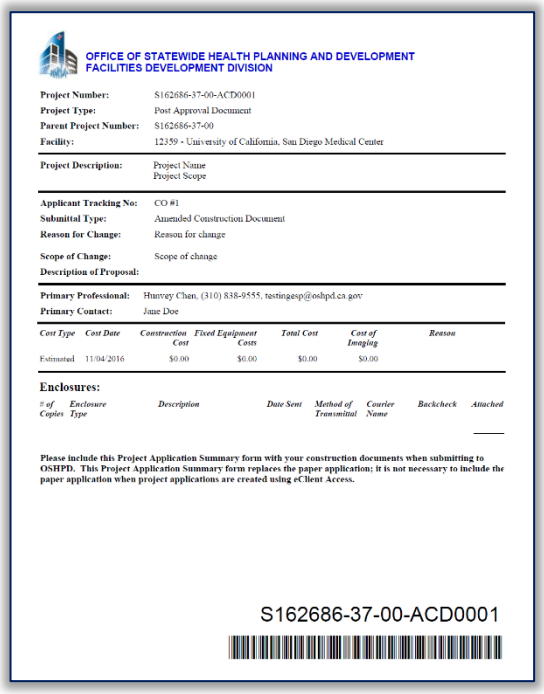
3 Submit Construction Documents to HCAI

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





OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT
FACILITIES DEVELOPMENT DIVISION

Project Number: S162686-37-00-ACD0001
Project Type: Post Approval Document
Parent Project Number: S162686-37-00
Facility: 12359 - University of California, San Diego Medical Center

Project Description: Project Name
Project Scope

Applicant Tracking No: CO #1
Submittal Type: Amended Construction Document
Reason for Change: Reason for change

Scope of Change: Scope of change
Description of Proposal:

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	11/04/2016	$0.00	$0.00	$0.00	$0.00	

Enclosures:

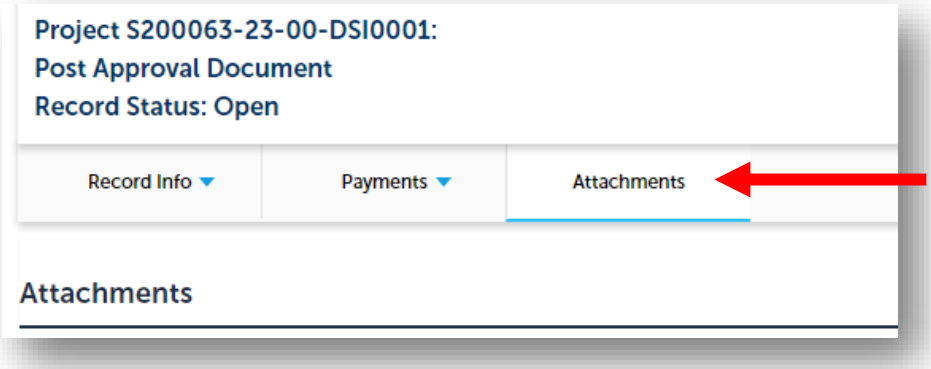
# of Copies	Enclosure Type	Description	Date Sent	Method of Transmittal	Courier Name	Backcheck	Attached

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.

S162686-37-00-ACD0001

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 PAD. 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).



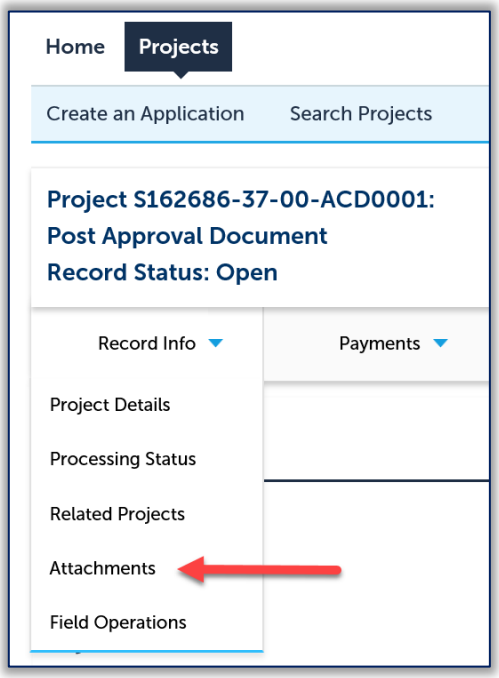
Method #1

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 HCAI. Also see User Guide #11 for specific information on how to format the electronic documents prior to uploading.



Your Application for a Post-Approval is ready to be reviewed by HCAI!