



HOSPITAL SIGNAGE REPORTING

**VERSION 1.0** 

Section 26

> Office of Statewide Hospital Planning and Development January 2023



# **1** Introduction

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

This section provides users with step-by-step instructions for creating and submitting a Hospital Services Reporting using eCA.

**Remember:** This user guide provides step-by-step help to submit the assessment. For help with submitting an application, user account, or other, contact us at <u>eserv@hcai.ca.gov</u> or 916-440-8400.

# What should you know about submitting a Hospital Signage Reporting application.

- Each Hospital Signage Reporting application is for only one building. Submit a separate application for each building at a facility.
- A floor plan showing the location of the sign(s) and the notice (signage) used are required.

# 2 Hospital Signage Reporting

# 2.1 Page Flow Overview

Users must follow the predefined steps to create and submit Hospital Signage Reporting. Below is an illustration of the page flow steps.

Page No.	Page Title	Description			
Hospital Signage Reporting					
1	Record Type	User must select Hospital Signage Reporting on this step.			
2	Select Facility	User selects the facility from HCAI's facility database. eCA auto- populates the facility, address, and facility owner information. Only General Acute Care facilities are required to submit signage reporting.			
3	Contact	User enters facility authorized agent that HCAI/OSHPD will communicate with while reviewing the submittal.			
4	OSHPD Building #s	User identifies the OSHPD building number. Visit <u>Facility Details</u> web page.			
5	Attachments	User uploads attachments such as floor plan and Notice (Signage) and other documents.			
6	Facility Authorization	User enters a valid Facility PIN code. Usually entered by Facility Representative but may be entered by any user with the valid PIN.			
7	Review	User reviews the data entered on the application for accuracy; edits can still be made if necessary.			
8	Confirmation	Application submitted to HCAI. eCA issues a record ID number. User prints summary sheet.			
9					

#### Table 1: eCA Pageflow



# 2.2 Basic rules of page flow

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

- ✓ To start creating an application for a new assessment, or to resume an existing in-progress application, user must start from the first page flow step.
- ✓ User can navigate back and forth within the completed pages.
- ✓ User must click on "Continue Application" or "Save and Resume Later" 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 professionals or multiple contacts, user must click the "Save" button in the section to save each professional/contact to the record to add the next.
- ✓ It is recommended that user clicks the "Save and Resume Later" 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. User must correct any errors before continuing to the next page flow screen.

# 2.3 Create and Submit a Hospital Signage Reporting

The following information will guide users through the steps necessary to create an application for Hospital Signage Reporting

If you do not have an eClient Access login, click the "**Register for an Account**" link on the eClient Access site at <u>https://esp.oshpd.ca.gov</u>.

Home P	rojects Enfor	rcement Preapproval	Small Rural Hosp
Create ar	n Application	Search Applicatio	ns

# Step 1. Start Create an Hospital Signage Reporting

Only registered users may create an Application for Hospital Signage Application. Begin by clicking on the Enforcement module and then "Create an Application".

**Note:** You must submit a separate Hospital Signage Reporting application for each building at your facility.





# 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 on "Continue Application" button.

- Step 3. Select Record Type
- Compliance Enforcement Applications O Re-Open Closed Project
- Hospital Reporting O Hospital Services Reporting Hospital Signage Reporting
- SNF/ICF Assessments O SNF Backup Power Assessment

Select the "Hospital Signage Reporting" then click on "Continue Application" button.

)	Facility Na	ame		
•				
-				
	•	•	•	•

**Enter Facility Information** Step 4. Enter the HCAI Facility ID or Facility Name then click on "Search" button. If the facility is found, the facility information, address, and owner fields will be automatically populated and become read-only.

To search for another facility or reset and start over, click on "Clear" button in Facility, Address and Owner section. This

clears the previous entered facility. Repeat step 4 above. Once the correct facility is selected, to advance to the next page flow step, click on "Continue Application".



## Step 5. Enter Contact

A Contact is the individual representing the Facility to whom correspondence will be copied.

- If the logged in user is the contact, click "Select from Account" to add the contact.
- If the logged in user is not the contact, click
  "Add New" to enter the information. Click
  Continue to return to application.

Missing data from required fields must be completed to continue the application.

When entered, click on "Continue Application".

Step 6	. OSHPD	Building	Number
--------	---------	----------	--------

Enter the OSHPD building number. Visit <u>Facility Details</u> web page to determine the number and type of buildings at each facility. If other buildings exist at the facility that do not have a building number, contact <u>SeismicComplianceUnit@hcai.ca.gov</u>. Building numbers will be issued for those buildings.

### Step 7. Attachments

A Floor Plan showing location of all signs in building and a document showing the sign used are required to complete this section.

To add an attachment, click "Add".

Site Plan show	ving locations of all h	eating units, cooling	units, generators, and alter	nate power source a	nd area of cov	verage for each is req	uired to complete
cessary.	accontent questions	indicate non-complia	ance for nearing, coulling, gr	morator or alterifiate	power, submit	asion of brohosed tell	neoration will be
e maximum f	ile size allowed is 30	00 MB.					
e;adp;bat;chi	m;cmd;com;cpl;exe	;hta;htm;html;ins;is	p;jar;js;jse;lib;lnk;mde;mh	t;mhtml;msc;msp;r	nst;php;pif;re	eg;scr;sct;shb;shs;sys	s;vb;vbe;vbs;vxd;v
e disallowed t	ne types to upload.						
							•
Name	Туре	Size	Latest Update	Action			
lame No records 1	Type found.	Size	Latest Update	Action			
lame No records	Type found.	Size	Latest Update	Action			
Name No records 1	Type found.	Size	Latest Update	Action			
lame No records t	Type found.	Size	Latest Update	Action			

Step 1: Select Facility > Contact				
Authorized Agent				
The contact entered on this page s	should be the facility representative such as the a			
Select from Account	Add New			
Continue Application »				
_				



*Step 8. Facility PIN* If you are authorized by the facility and have obtained a valid Facility PIN, enter it on the screen, then click on "Continue Application" button to proceed to the next page flow screen.

If you do not have a valid Facility PIN code, click on "Save and Resume Later" button to save the record.

PIN	* indicates a required field.
SECURITY Please enter your Facility's six digit PIN below. You will not be able to complete this project witho know your Facility's PIN, click "Save pending submittal" now. This will save your record and issue (e.g. 17TMP-00014); a confirmation email will be sent to you.	ut a valid PIN. If you do not a temporary project number
If you do not know the PIN but a PIN has been issued, forward the confirmation email to the PIN I If your facility has not been issued a PIN, or you having other access issues, please contact the eC	holder. A Access Manager at
Continue Application »	Save and resume later

**Department of Health Care Access and Information** Section 26 – Hospital Signage Reporting



If you click the "Save and Resume Later" button, the application process stops, and user is redirected to the record List page. eCA issues a temporary Project ID and displays the application in user's record list. Users can "**Resume Application**" at a later time.

Your partial application (23TMP-GAC-00035) has been successfully saved. To resume the application(s), go to the Records section and click the Resume Application link.								
howin	ig 1-10 of 32   D	ownload results   Add to collection						
	Date	Record Number	Record Type	Project Name	Status	Action		
	01/31/2023	23TMP-GAC-00035	Hospital Signage Report	ing		Resume Application		

If user enters an invalid Facility PIN, eCA displays an error message and prevents user from proceeding to the next screen. The application will be locked. Click **"Save and Resume Later"** and when resumed, select **"Start from Beginning** 

# Step 9. User reviews the data entered and makes edits if needed.

On this screen, user can click on "Edit" button in each application step to make necessary changes.



Once all data is verified, click on "Continue Application" to submit the application.



## Step 10. Submission confirmation.

On this final screen, eCA displays an application submission confirmation including the record number. User can print a record summary from this screen. These documents are in PDF format and may be saved or emailed. User can view the detailed information about the project by clicking on "**View Record Details**" button.

Hospital Signage Reporting									
L 2 Hospital Signage 3 Apply use PIN 4 Review 5 Pay Fees 6 Record Issuance									
Step 6: Record Issuance									
Your application has been successfully submitted. Please print your record and retain a copy for your records.									
Thank you for using our online services. Your Record Number is GACSIGN-20 View Record Details »	23-00011.								

Email confirmation is automatically sent to the public user that started the application and to the public user that approved the application (Owner Representative).

# Congratulations! You have successfully submitted an application for Hospital Signage Reporting to HCAI!

HCAI will review the submittal and if deemed acceptable, an HCAI field staff will visit the site to confirm placement of signs.