SB 499 Reporting Form Requirements

September 6, 2012
CHA Web Seminar
Welcome

Liz Mekjavich
California Hospital Association
Continuing Education Offered for this Program

- **Architects** — This seminar has been approved by AIA National for 2 LU/HWS units. (Reference CHA103 — through the American Institute of Architects California Council)

- Full attendance, completion of online survey, AIA number, and attestation of attendance is required to receive continuing education credit for this seminar
Program Overview

Roger Richter
California Hospital Association
Paul Coleman, Architect, is the deputy director for the California Office of Statewide Health Planning and Development (OSHPD), Facilities Development Division (FDD). As deputy director, Mr. Coleman is the chief building official for California’s hospitals — more than 4,000 buildings located at 1,709 health care facilities under FDD jurisdiction statewide. Prior to assuming the role of deputy director in 2009, Mr. Coleman served as OSHPD’s southern California deputy division chief in the FDD. There he was responsible for planning and directing work of the program staff, and assisted in the formulation and implementation of policies related to enforcement of the Seismic Safety Act. Mr. Coleman is a licensed architect and general contractor in the state of California.
Brett W. Beekman, SE, is a district structural engineer for the Office of Statewide Health Planning and Development (OSHPD). Mr. Beekman has 25 years of experience in structural engineering and design. Currently, he is involved in the generation of the online report that OSHPD has made available to hospital facilities to meet the reporting requirements of SB 499. Further duties include interaction with hospital facilities regarding the reporting requirements of SB 499, management of all Structural Contract Out contracts, development of secondary structural typical details for use on hospital projects and structural review of documents submitted for plan check.
Chris Tokas SE, F. SEOC, is deputy division chief of Northern California operations for the Office of Statewide Health Planning and Development. Mr. Tokas has 25 years of experience in structural engineering and design, with special emphasis in the areas of seismic evaluation, analysis, and retrofit. He has designed and managed seismic upgrade projects for a wide variety of public, private, and institutional clients and has been involved in all phases of seismic risk reduction programs, including development of criteria, evaluation of existing structural capacity, schematic design, and preparation of construction documents.
Office of Statewide Health Planning & Development
Facilities Development Division
The Building Department for California’s Hospitals

SB 499 Reporting Form Requirements
Presented by Brett W. Beekman, SE
What is New, Revisions to the Report

Revisions to the 2012 SB 499 Online Report

• Building, Project and Facility Data is now populated using the new Accela database system.

• Revised Building Resolution Definitions

• Online reporting tool is upgraded to avoid problems experienced in completing last years report

• Balance of Report similar to last years format
What to have before getting started

• The facilities Annual Utilization Report

• Facility Master Plan, including the Final configuration of the SPC 1 Building(s)

• List of OSHPD project numbers for the SPC1 Building’s method of compliance, i.e., Retrofit, Replacements, Removal or Rebuild

• Building Configuration Data, i.e., Final SPC Rating, Extension Date, etc.
New Building Resolution Definitions

- Revised Building Resolution Definitions as utilized by OSHPD are represented below. Said revisions are per Hospital Building Safety Board recommendations or per legislation.

  a. **RETOFIT** means the facility intends to upgrade the building to SPC-2 or SPC-5 status. HAZUS is considered a Retrofit via analysis to SPC-2 status.

  b. **REMOVE** means the building and all its services will no longer be a part of the General Acute Care (GAC) services provided at the facility.

  c. **REPLACE** means the building will be replaced by another building or buildings of SPC-2 or higher status and its services will move to that building or buildings.

  d. **REBUILD** means that the building will be replaced by a new SPC-5 building or buildings and its services will move to that building or buildings. Please note that this definition is consistent with the Rebuild definition contained in SB 90.
Legislated Penalties for Not Complying w/ Reporting Requirements

• A hospital that has not submitted a report pursuant to this section shall be assessed a fine of:
  – $10 per licensed acute care bed per day; but,
  – In no case to exceed $1,000 per day for each SPC-1 building not in compliance until it has complied with the requirements of the law.

• These fines shall be deposited into the Hospital Building Fund.

• A hospital assessed a fine may appeal the assessment to the Hospital Building Safety Board.
Web-Based Report Format

- OSHPD has updated the web-based Online Report
  - To assist hospitals to comply with the SB 499 reporting requirements.

- Updated 2012 SB 499 Online Report is currently available and ready for use.

- OSHPD reminders to those that have not reported.
  - No later than October 1, 2012, OSHPD will contact any hospitals that have not started the report to advise them of the reporting requirements and of the monetary penalty for not reporting.
SB 499 Report Format

- SB499 Report Format
  - Put together by OSHPD to help facilities with report generation and to standardize report formats presented to OSHPD by the facilities.

- Final Report Format as submitted to OSHPD basically follows the Legislative Bill format. Go to: www.leginfo.ca.gov/bilinfo.html for copy of the SB 499 bill.

- Initial Online Report Format used in generating the Final Report is defined in the Building Information Tab within the Navigation Screen containing Sections 1 through 6.
Once the facility has received the OSHPD letter containing the link to the Report Form, the link may be used to access the SB499 Login Page.
https://esp.oshpd.ca.gov/
SB 499 Report Format (Login Page)

- Once the Login Page is accessed, then the password and User ID from the OSHPD letter provided should be input at the appropriate locations and the Submit button clicked. Click on the red help button if assistance is required.
After logging in the Report Header list will appear. See the following information regarding the proper input protocol for the Report Header.
SB 499 Report Format (Report Header)

SB 499 Report Header List
This first part of this screen will only need to be completed on the first time the online report form is accessed. After the initial login, only the Report Header List will be viewed after logging in to the report form on future logins.

Select the Report year from the dropdown box.

Click on the Add Report Header button.

Report Header List screen showing the report year, the Facility ID, Facility Name, and the Hospital Owner appears.

To proceed to the next section of the report, click the Select button.

To edit the Hospital Owner/License name on this screen, click the Edit button.
After you click the Edit button, a form titled Hospital Information appears below the Report Header List showing the Hospital Owner/Licensee name for your facility, the facility's e-mail addresses and the submitter's name.

To make changes to the Hospital Owner/Licensee, Contact e-mail addresses or Submitter Name, click in the white area of the data entry field and type in the correct information. When all changes have been made, click on the Save button. NOTE: only changes or updates to the Hospital Owner/Licensee, Contact e-mail address and Submitter Name fields can be made on this screen.

To exit or close this screen without making changes or updates, click the Cancel button.
• **Building Configuration List:** Once the Report Header is complete and the Select Button pressed, you will be automatically put in **Section 1 (SPC-1 Buildings)** portion of the navigation bar shown on the left side of the screen. Highlighted in red is the subsection titled Building Configuration. See the following information regarding the proper input protocol for the Building Configuration List.
Section 1 – SPC Rating 1 Buildings (for facility buildings rated SPC 1)

Next to the navigation section is the first screen in Section 1 – SPC1 Buildings: The Building Configuration List.

<table>
<thead>
<tr>
<th>Building Configuration List</th>
</tr>
</thead>
<tbody>
<tr>
<td>For buildings which are planned for rebuild, retrofit or replacement this report shall identify, whether the hospital owner intends to rebuild, retrofit or replace the building to SPC2, SPC3, SPC4 or SPC5 per Section 130061(c)(1)(A). The deadline, as described in Section 130060 or Section 130061.5, for rebuild, retrofit or replacement of the building that the hospital owner intends to meet, and the applicable extension for which the hospital owner has been approved per Section 130061(c)(1)(B).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bldg. No.</th>
<th>Building Name</th>
<th>Alternate Building Address</th>
<th>Building Resolution</th>
<th>Final SPC Rating* If required</th>
<th>Extension Date*</th>
<th>Anticipated Completion Date*</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLD-00523</td>
<td>Original Hospital Building</td>
<td>2200 Harrison Avenue</td>
<td>Remove</td>
<td>N/A</td>
<td>01/01/2013</td>
<td>12/31/2012</td>
</tr>
<tr>
<td>BLD-00524</td>
<td>1950 Addition Building</td>
<td>2200 Harrison Avenue</td>
<td>Retrofit</td>
<td>SPC2</td>
<td>01/01/2013</td>
<td>12/31/2012</td>
</tr>
<tr>
<td>BLD-00525</td>
<td>1955 Addition Building</td>
<td>2200 Harrison Avenue</td>
<td>Remove</td>
<td>N/A</td>
<td>01/01/2013</td>
<td>12/31/2012</td>
</tr>
<tr>
<td>BLD-00526</td>
<td>Center Bldg - 1957 Addition</td>
<td>2200 Harrison Avenue</td>
<td>Rebuild</td>
<td>SPC5</td>
<td>01/01/2016</td>
<td>12/31/2015</td>
</tr>
<tr>
<td>BLD-02651</td>
<td>West Side Bldg - 1957 Addition</td>
<td>2200 Harrison Avenue</td>
<td>Replace</td>
<td>SPC5</td>
<td>01/01/2013</td>
<td>12/31/2012</td>
</tr>
</tbody>
</table>
Section 1 (SPC-1 Buildings)

At the top of the screen is a recap of the bill language for reporting on the SPC 1 buildings along with blue Hyperlinks to said language. This page contains a list of the facility’s buildings that are currently classified as SPC 1. The list also shows the OSHPD building number; building name; alternate building address (if different from the facility address); building resolution (Replace, Retrofit, Remove and Rebuild); final SPC rating, if required; applicable extension date; and anticipated completion date of construction.

NOTE: If the facility has a building which has submitted HAZUS evaluation and confirmation of HAZUS SPC 2 approval has not been received by the facility prior to beginning submittal of the SB499 report, the building status will show as SPC 1.

To change or modify any of the information showing on the Building Configuration Detail screen, click on the View button associated with the building at the end of row. A Building Configuration Detail screen will appear with fields for each of the detail information. To exit the Building Configuration Detail screen without making any changes, click the Cancel button.
Section 1 (SPC-1 Buildings)

Building Configuration

**Building Configuration Detail**

- **Bldg. No.**: BLD-00526
- **Bldg. Name**: Center Bldg - 1957 Addition
- **Alternate Address**: 2200 Harrison Avenue
- **Bldg. Resolution**: Rebuild
- **Retrofit/Replacement Type**: Yes-Submitted
- **Final SPC Rating**: SPC5
- **Extension Date**: 01/01/2016
- **Anticipated Completion Date**: 12/31/2015

*Extension Deadline depends on the Type and the time in years of the extension requested and is subject to OSHPD approval. Maximum Extension Date for SB1661 and SB499 is 01/01/2015 and is conditioned on milestones being met. For SB608 the Extension Deadline is 01/01/2018. For SB306 the Extension Deadline is 01/01/2020. For SB90 the Extension Deadline is up to 01/01/2020.*
Information in the *Building Configuration Detail* screen can be changed according to the field type.

- If there is a drop-down list provided, click on the drop-down list and select from the options given. See further information on the Building Resolution drop-down list below.
- If the field is a white area, click in the white data area and type the information in.

**Building Resolution drop-down list:**

- Revised Building Resolution Definitions as utilized by OSHPD are contained in the drop-down list. Said revisions are per Hospital Building Safety Board recommendations. Please note the following definitions define more explicitly the Building Resolution/Final SPC Rating Relationship:
  
  a. **RETFIT** means the facility intends to upgrade the building to SPC-2 or SPC-5 status. HAZUS is considered a Retrofit via analysis to SPC-2 status. Please see the following possible Retrofit/Final SPC Rating combinations.
  
  i. **Retrofit (Final SPC Rating = SPC-2):** Retrofit using the following: HAZUS 2010, HAZUS 2010/VSI, Advanced Analysis, Retrofit per CBC Chapter 34A to SPC-2.
  
  ii. **Retrofit (Final SPC Rating = SPC-5):** Retrofit using CBC Chapter 34A to SPC-5.
Section 1 (SPC-1 Buildings)

b. REMOVE means the building and all its services will no longer be a part of the General Acute Care (GAC) services provided at the facility. Please see the following possible Remove/Final SPC Rating combination.

I. **Remove (Final SPC Rating = N/A):** Remove means Removal of the Building and all its Services from GAC (see CAN 1–6-1.4.5.1.4.).

c. REPLACE means the building will be replaced by another building or buildings of SPC-2 or higher status and its services will move to that building or buildings. Please see the following possible Replace/Final SPC Rating combinations.

I. **Replace (Final SPC Rating = SPC-2):** Replace in this case means Replacement of the Building from GAC Service with a SPC-2 building(s) with transferal of some or all the GAC Services to said SPC-2 building(s).

II. **Replace (Final SPC Rating = SPC-3):** Replace in this case means Replacement of the Building from GAC Service with a SPC-3 building(s) with transferal of some or all the GAC Services to said SPC-3 building(s).

III. **Replace (Final SPC Rating = SPC-4):** Replace in this case means Replacement of the Building from GAC Service with a SPC-4 building(s) with transferal of some or all the GAC Services to said SPC-4 building(s).

IV. **Replace (Final SPC Rating = SPC-5 (existing)):** Replace in this case means Replacement of the Building from GAC Service with an existing SPC-5 building(s) with transferal of some or all the GAC Services to said SPC-5 building(s).
d. **REBUILD** means that the building will be replaced by a new SPC-5 building or buildings and its services will move to that building or buildings. Please see the following possible Rebuild/Final SPC Rating combination. Please note that this definition is consistent with the Rebuild definition contained in SB90.

i. **Rebuild (Final SPC Rating = SPC-5 (new))**: Rebuild in this case means Replacement of the Building from GAC Service with an new SPC-5 building(s) with transferal of some or all the GAC Services to said SPC-5 building(s).

Please note that if some of the services will be transferred to an existing SPC-2 thru SPC-5 building as well as to a new SPC-5 building the Building Resolution is considered Rebuild. This is consistent with the Rebuild definition contained in SB90.

Please refer to the red text at the bottom of the Building Configuration Detail page for guidance when choosing an Extension Date from the Extension Date drop-down list.

Once input for the *Building Configuration Detail* page is complete click the Submit button.

If *Retrofit* choice is selected from the Building Resolution drop-down list, the *Building Configuration Detail* screen will disappear and the *Building Configuration List* reappears with the changes that were just made.
If the Replace, Remove or Rebuild choice is selected from the Building Resolution drop-down list, the screen to verify the bed counts for service and unit type appears. The Beds per Service Type section will be on top and the Beds per Unit Type section will show on the lower half of the screen.

**PLEASE VERIFY THE BED COUNTS FOR EACH SERVICE TYPE AND UNIT TYPE**

### SERVICE TYPE

Provide the number of inpatient beds and patient days per type of service per building per Section 130061(c)(1)(F).

Select Building: BLD-00525 - 1955 Addition Building

<table>
<thead>
<tr>
<th>Type of Service Provided</th>
<th>Inpatient Beds</th>
<th>Patient Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing</td>
<td>15</td>
<td>2499</td>
</tr>
<tr>
<td>Intensive Care</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pediatric/Adolescent</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Psychiatric Nursing</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Obstetrical Ante/Postprtum</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Intermediate Care</td>
<td>10</td>
<td>1000</td>
</tr>
<tr>
<td>Skilled Nursing</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Total Beds this building per service: 25
To enter information into the *Beds per Service Type* section, click on the check box next to the service type for each service that is provided in the building. For building services which have *inpatient beds* or *patient days*, type in a number in the box provided. **NOTE:** *If the building service has inpatient beds or patient days associated with it, a number greater than zero must be provided for the inpatient bed field if that service check box is checked.*

After entering in the service type information, scroll down to the *Beds per Unit Type* section.
Section 1 (SPC-1 Buildings)

<table>
<thead>
<tr>
<th>UNIT TYPE</th>
<th>Inpatient Beds</th>
<th>Patient Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical/Surgical (include GYN)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Perinatal (exclude Newborn / GYN)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pediatric</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Intensive Care</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Coronary Care</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Acute Respiratory Care</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burn</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Intensive Care Newborn Nursery</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rehabilitation Center</td>
<td>15</td>
<td>2499</td>
</tr>
<tr>
<td>Chemical Dependency</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Total Beds this building per Unit: 25
Total Beds this building per Service: 25

Confirmation

Please confirm that the Beds Per Service/Unit type are accurate before continuing.

Submit  Cancel
Section 1 (SPC-1 Buildings)

Click on the white field areas to type data into the Inpatient Beds and Patient Days locations. These bed breakdowns are based on the Healthcare Information Division of OSHPD annual reports.

_For each unit type where there is a number entered for inpatient beds there must also be a number entered for patient days. The patient day number may be zero if the inpatient beds are in suspense._

When all service and unit type information has been entered, check the confirmation box located in the lower left corner of the screen and click the _Submit_ button. The screen to verify the service and unit type beds disappears and the _Building Configuration List_ will reappear.

Repeat the process described above for each building that has building information to change on the _Building Configuration List_.

When Building Configuration input data from the previous years SB499 Online Report needs to be changed, follow the process listed above for revision of said data.
Section 1 (SPC-1 Buildings)

Add New Buildings: Once the Building Configuration list is complete for all SPC-1 buildings, the Add New Buildings section is next.

Click on the Add New Building section at the top of the navigation bar at the left side of the screen to access the section. Upon clicking the section it will be highlighted in red.

See the following information regarding the proper input protocol for the Add New Building section.
Section 1 (SPC-1 Buildings)

Type the new building name in the white data entry box, and click the Add Building button. The report will automatically generate a number for the new building. To change the building name or to set the check box that confirms that this building is a new site, click the Edit button at the end of the row of the desired building.

Click Update to save revisions. A confirmation message will appear above the building list. Click Cancel to not save the revisions.
Unit Type per Building: Once the Building Configuration list is complete for all SPC-1 buildings, the Unit Type Per Building subsection is next.

Click on the Unit Type Per Building subsection in the navigation bar at the left side of the screen to access the subsection. Upon clicking the subsection it will be highlighted in red.

See the following information regarding the proper input protocol for the Unit Type Per Building subsection.
Section 1 - Unit Type per Building

Next to the navigation section is the second screen in Section 1 – Unit Type per Building: Unit Type.

At the top of the screen is a recap of the bill language for reporting the number of inpatient beds and patient days for SPC1 buildings along with a blue Hyperlink to said language. The Unit Type screen appears. Choose a building from the Select Building drop-down list. Click on the Load Data button to activate the data entry boxes.
For each unit type in the building, type a number equal to or greater than zero in the box provided for inpatient beds and patient days. Inpatient beds in suspense shall be included even if their patient day count is zero.

NOTE: If the unit type has a number typed in the inpatient beds box, then there must be a number typed in the patient days box unless the beds are in suspense and there is no patient days to report.

After all the unit beds and bed days provided in the building have been entered, click the Save button. A confirmation message will appear: Record updated successfully.

Choose the next building from the drop down list and follow the data entry process explained above until data for each building in the Select Building drop down list has been entered.
The total beds by service and unit type for that building will be reflected in the lower right corner of the form. This is provided for a check of the beds listed under Service Type against those listed under Unit Type. Please confirm the two numbers match. If they do not match revise the input so they do.

![Total Beds this building per Unit](10)
Total Beds this building per Service](10)

When Unit input data from the previous years SB499 online Report needs to be changed, follow the process listed above for revision of inpatient bed and patient day counts.

Please note that the inpatient bed and patient day counts reported for this section should be for the year 2011. This will allow for a full years data and eliminates partial counts for the year 2012. The year 2012 counts will be addressed in the 2013 SB499 Report.
Service Type per Building: Once the Unit Type per Building input is complete for all SPC-1 buildings, the Service Type per Building subsection is next.

Click on the Service Type per Building section in the navigation bar at the left side of the screen to access the subsection. Upon clicking the subsection it will be highlighted in red.

See the following information regarding the proper input protocol for the Service Type per Building subsection.
Section 1 - Service Type per Building
This screen is used for the SPC-1 buildings that will be retrofitted. To reach this section, click on the link located in the navigation area on the left side of the screen entitled Service Type Per Building. After the link is clicked, a screen will open labeled Service Type. This screen shows the bill language along with a hyperlink to said language as well as a drop-down list with the facility’s SPC-1 building numbers and names.

<table>
<thead>
<tr>
<th>SERVICE TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide the number of inpatient beds and patient days per type of service per building per Section 130061(c)(1)(F)</td>
</tr>
</tbody>
</table>

Select Building: BLD-00523 - Original Hospital Building

To begin entering data on services provided within the building, select a building from the Select Building drop-down list and click on the Load Data button to activate the service type data entry fields.

Once the service type, inpatient beds, and patient day’s fields have been activated, click on the checkbox next to each service type for the building. If the service type has inpatient beds or patient days associated with it, type a number equal to or greater than zero in the box provided for the service’s inpatient beds and patient days. NOTE: If the service checked has inpatient beds and patient days associated with it, there must be a number in the inpatient beds and patient day field. Inpatient beds in suspense shall be included even if their patient day count is zero.
# Section 1 (SPC-1 Buildings)

## Service Type

Provide the number of inpatient beds and patient days per type of service per building per [Section 130061(c)(1)(F)](https://www.sbhcnetwork.org/

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Inpatient Beds</th>
<th>Patient Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing</td>
<td>28</td>
<td>0</td>
</tr>
<tr>
<td>Intensive Care</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pediatric/Adolescent</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Psychiatric Nursing</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Obstetrical Ante/Postprtum</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Intermediate Care</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Skilled Nursing</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total Beds this building per service**: 28

- Surgical
- Obstetrical Recovery
- Anesthesia
- Newborn/well baby
- Clinical Lab
- Emergency
- Radiological/Imaging
- Nuclear Medicine
- Pharmaceutical
- Rehabilitation
- Dietetic
- Renal Dialysis
- Administration
- Outpatient Surgery
- Support Services
- Obstetrical Cesarean/ Deliv
- Central Plant
After all the services provided in the building have been checked and a number has been entered for the services with inpatient beds and patient days, click the Save button. A confirmation message will appear: *Record updated successfully.*

Repeat the process explained above for each building in the drop down list on the *Service Type per Building* section that is to be retrofitted.

When the *Beds per Service Type* section is completed, click on the link for the *Beds per Unit Type* located on the left hand side of the screen and verify that the “Total Beds this building per Unit” and the “Total Beds this building per Service” amounts in the lower right hand corner match.

When Service input data from the previous years SB499 online Report needs to be changed, follow the process listed above for revision of inpatient bed and patient day counts.

Please note that the inpatient bed and patient day counts reported for this section should be for the year 2011. This will allow for a full years data and eliminates partial counts for the year 2012. The year 2012 counts will be addressed in the 2013 SB499 Report.
Project Building List: Once the Service Type per Building input is complete for all SPC-1 buildings, the Project Building List subsection is next.

Click on the Project Building List subsection in the navigation bar at the left side of the screen to access the subsection. Upon clicking the sub section it will be highlighted in red.

See the following information regarding the proper input protocol for the Project Building List subsection.
Section 1 - Project Building List

The Project Building List is for updating or providing project information for the SPC-1 buildings at the facility. To update or input project information, click the link located in the navigation section on the left side of the screen. The Project Building List screen opens. To view project data for the building, click on the arrow of the Select Building dropdown list to see a list of SPC-1 buildings for the facility.
Section 1 (SPC-1 Buildings)

Click the View Building Projects button to view the building’s project information that has been already entered from the OSHPD data base. A Project Building List will appear showing projects associated with the building and the project information.

**SELECT BUILDING**

For each building which is planned for rebuild, retrofit or replacement, provide the project number or numbers, per Section 130061(c)(1)(C). The projected construction start date or dates and projected completion date or dates per Section 130061(c)(1)(D) and the most recent project status and approvals per Section 130061(c)(1)(E).

Select Building: BLD-00523 - Original Hospital Building  
View Building Projects  
Add Project

**PROJECT BUILDING LIST**

<table>
<thead>
<tr>
<th>Project No.</th>
<th>Sub No</th>
<th>Scope</th>
<th>Date In</th>
<th>Plan Approval Date</th>
<th>Projected Start Date</th>
<th>Projected Completion Date</th>
<th>Status</th>
<th>CEQA Review</th>
</tr>
</thead>
</table>
If the building has no project information, a message stating “No Records Found” will appear below the Select Building section.
Section 1 (SPC-1 Buildings)

To add a project to a building, select the building from the Select Building dropdown list then click the Add Project button. A Project Selection form will appear below the Select Building section.
Click on the arrow of the Project Type dropdown list and choose the project type. Project types are E (examination project); G (annual project); H (major structural project); I or IM (incremental project or incremental master project (Accela based)); P (major and incidental structural project (Accela based)) and S (incidental structural project). Projects that have been closed as inactive, cancelled by the facility, and projects flagged as transferred to another project will not be shown.

Click the Search button.
Section 1 (SPC-1 Buildings)

The project number and description appears in a Project List dropdown list below the Project Type dropdown list. Click on the Select button to view the project information details.
Section 1 (SPC-1 Buildings)

The project and new building project information appears below the Project List dropdown list for buildings.

**PROJECT SELECTION**

- **Project Type**: Facility
- **Project List**: SS040945-0 - RE-ROOF REHAB AREA

**PROJECT INFORMATION**

- **Project No.**: SS040945-0
- **Sub No.**: 0
- **Scope**: RE-ROOF REHAB AREA
- **Date In**: 5/26/2004
- **Plan Approval Date**: 5/26/2004
- **Status**: CLOS

**NEW BUILDING PROJECT**

- **Projected Start Date**: 5/26/2004
Projected Start Date is a required field and the date provided may be edited if there is a date in the data entry field. To add the project information shown on the screen to the building, click on the **Add this Project** button, otherwise click the **Cancel** button to return back to the **Select Building** screen.

Note that if the Project Type letter chosen for the Project Type drop-down list does not generate any projects it’s because there are no projects associated with that letter in the Project Data Base. A “Message from webpage” will pop up stating the above non-project condition.
Section 1 (SPC-1 Buildings)

If the project is undergoing a California Environment Quality Act (CEQA) review by others, click the box labeled CEQA Review in Progress in the New Building Project section to confirm that a CEQA Review is in Progress.

Projected Start Date and Projected Completion Date are required fields and dates provided may be edited if there is a date in the data entry field. To add the project information shown on the screen to the building, click on the Add this Project button, otherwise click the Cancel button to return back to the Select Building screen.
To remove a project from a building, click the *Delete* button at the end of the row of the project that is to be deleted.

When Building Project input data from the previous years SB499 Online Report needs to be changed, follow the process listed above for revision of said data.
Building Configuration List: Once Section 1 is complete and has been saved, click on the Building Configuration subsection of the navigation bar for Section 2. Highlighted in red is the subsection titled Building Configuration. See the following information regarding the proper input protocol for the Building Configuration List Section.
Section 2 – Building Configuration (SPC 2 through SPC 5 buildings)
This section applies to buildings at the facility planned for retrofit or replacement with a rating of SPC 2 or higher. Select this section by clicking on the Building Configuration link located under the Section 2 heading in the navigation section. A screen with the bill language and a list of buildings at the facility rated SPC 2 or higher will appear.

To change or modify any of the information showing on the Building Configuration Detail screen, click on the View button associated with the building information to change at the end of the row.
A Building Configuration Detail screen will appear with fields for the detail information. To exit the Building Configuration Detail screen without making any changes, click the Cancel button.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bldg. No.</td>
<td>BLD-02653</td>
</tr>
<tr>
<td>Bldg. Name</td>
<td>Nursery</td>
</tr>
<tr>
<td>Alternate Address</td>
<td>2200 Harrison Avenue</td>
</tr>
<tr>
<td>Bldg. Resolution*</td>
<td>Remain</td>
</tr>
<tr>
<td>Retrofit/Replacement Type</td>
<td>No</td>
</tr>
<tr>
<td>Final SPC Rating*</td>
<td>N/A</td>
</tr>
<tr>
<td>ExtensionDate*</td>
<td></td>
</tr>
<tr>
<td>Anticipated Completion Date*</td>
<td>12/31/2012</td>
</tr>
</tbody>
</table>
Information in the *Building Configuration Detail* screen can be changed according to the field type.

- If there is a drop-down list provided, click on the drop-down list and select from the options given. See further information on the Building Resolution drop-down list below.
- If the field is white area, click in the white area and type in the information.
- Please note that for a Building Resolution of Remain indicates that the building will stay as is with regard to Building Resolution, Replacement Type, Final SPC Rating, Extension Date and Anticipated Completion Date. Changing the Remain Building Resolution can be accomplished by clicking on the Building Resolution drop-down list and choosing one of the other building resolutions.

**Building Resolution drop-down list:**

- Revised Building Resolution Definitions as utilized by OSHPD are contained in the drop-down list. Said revisions are per Hospital Building Safety Board recommendations. Please note the following definitions define more explicitly the Building Resolution/Final SPC Rating Relationship:
  
  a. **RETROFIT** means the facility intends to upgrade the building to SPC-2 or SPC-5 status. HAZUS is considered a Retrofit via analysis to SPC-2 status. Please see the following possible Retrofit/Final SPC Rating combinations.

  i. **Retrofit (Final SPC Rating = SPC-2):** Retrofit using the following: HAZUS 2010, HAZUS 2010/VSI, Advanced Analysis, Retrofit per CBC Chapter 34A to SPC-2.

  ii. **Retrofit (Final SPC Rating = SPC-5):** Retrofit using CBC Chapter 34A to SPC-5.
Section 2 (SPC-2 to SPC-5 Buildings)

b. **REMOVE** means the building and all its services will no longer be a part of the General Acute Care (GAC) services provided at the facility. Please see the following possible Remove/Final SPC Rating combination.

   i. **Remove (Final SPC Rating = N/A):** Remove means Removal of the Building and all its Services from GAC (see CAN 1 – 6 -1.4.5.1.4).

c. **REPLACE** means the building will be replaced by another building or buildings of SPC-2 or higher status and its services will move to that building or buildings. Please see the following possible Replace/Final SPC Rating combinations.

   i. **Replace (Final SPC Rating = SPC-2):** Replace in this case means Replacement of the Building from GAC Service with a SPC-2 building(s) with transferal of some or all the GAC Services to said SPC-2 building(s).

   II. **Replace (Final SPC Rating = SPC-3):** Replace in this case means Replacement of the Building from GAC Service with a SPC-3 building(s) with transferal of some or all the GAC Services to said SPC-3 building(s).

   III. **Replace (Final SPC Rating = SPC-4):** Replace in this case means Replacement of the Building from GAC Service with a SPC-4 building(s) with transferal of some or all the GAC Services to said SPC-4 building(s).
iv. **Replace (Final SPC Rating = SPC-5 (existing))**: Replace in this case means Replacement of the Building from GAC Service with an existing SPC-5 building(s) with transferal of some or all the GAC Services to said SPC-5 building(s).

d. **REBUILD** means that the building will be replaced by a new SPC-5 building or buildings and its services will move to that building or buildings. Please see the following possible Rebuild/Final SPC Rating combination. Please note that this definition is consistent with the Rebuild definition contained in SB90.

l. **Rebuild (Final SPC Rating = SPC-5 (new))**: Rebuild in this case means Replacement of the Building from GAC Service with an new SPC-5 building(s) with transferal of some or all the GAC Services to said SPC-5 building(s).

Please note that if some of the services will be transferred to an existing SPC-2 thru SPC-5 building as well as to a new SPC-5 building the Building Resolution is considered Rebuild. This is consistent with the Rebuild definition contained in SB90.

Once input for the *Building Configuration Detail* page is complete click the Submit button.

If Retrofit is selected, the *Building Configuration Detail* screen will disappear and the *Building Configuration List* reappears with the changes that were just made.
If the *Replace, Remove or Rebuild* choice is selected from the Building Resolution drop-down list, the screen to verify the bed counts for service and unit type appears. The *Beds per Service Type* section will be on top and the *Beds per Unit Type* section will show on the lower half of the screen.
Section 2 (SPC-2 to SPC-5 Buildings)

Check boxes may already show a checkmark next to the service type for each service that is provided in the building. These checkmarks are based on selections made in Section 1 of the report or is data from the previous year’s report. For building services which have *inpatient beds* associated with the service type, a number shows in the box provided. To make changes to the service data please click on the check boxes to toggle back and forth between the service being provided or not. To change the *Inpatient Beds* and *Patient Day* counts simply click on the white field associated with the information to be changed and type in the revision.

Scroll down to the *Beds by Unit Type* section. Click on the *Load Data* button to view bed numbers entered from Section 1.
Section 2 (SPC-2 to SPC-5 Buildings)

Click the Submit button in the lower left corner of the screen to copy the data into this page of the form.

Submit  Cancel

Repeat the process described above for each building that has building information to change on the Building Configuration List.

Please confirm that the bed counts match between the Service Type and Unit Type by checking the Total Bed counts in the lower right hand corner of the Unit Type page.

When Building Configuration input data from the previous years SB499 Online Report needs to be changed, follow the process listed above for revision of said data.
Section 2 (SPC-2 to SPC-5 Buildings)

Unit Type Per Building: Once the Building Configuration List is complete and has been saved (click the submit button), click on the Unit Type Per Building subsection of the navigation bar for Section 2. Highlighted in red is the subsection titled Unit Type Per Building. See the following information regarding the proper input protocol for the Unit Type Per Building subsection.
Section 2 – Unit Type per Building
Select this page by clicking on the Unit Type per Building link located under the Section 2 heading in the navigation section. A screen with the bill language and a list of buildings at the facility rated SPC 2 or higher. Click on the Load Data button to copy Beds per Unit Type data entered from a previous page or to activate the check boxes and inpatient beds data entry fields.

If there is no numbers showing in the inpatient data entry fields, enter the data in as follows: click inside the data entry field next to the inpatient beds label and type a number equal to or greater than zero (0) into the field.

**EXAMPLE: Correct data entry**

![Intensive Care Inpatient Beds 4](image)

**EXAMPLE: Incorrect data entry**

![Pediatric Inpatient Beds ](image)
Section 2 (SPC-2 to SPC-5 Buildings)

After completing all the data entry for this page, click on the Save button in the lower left corner of the screen to save the data. Click the Cancel button to not save the data entered.

Choose the next building from the drop down list and follow the data entry process explained above until data for each building in the Select Building drop down list has been entered.

The total beds by service and unit type for that building will be reflected in the lower right corner of the form. This is provided for a check of the beds listed under Service Type against those listed under Unit Type. Please confirm the two numbers match. If they do not match revise the input so that they do.
When Unit input data from the previous years SB499 online Report needs to be changed, follow the process listed above for revision of inpatient bed and patient day counts.

Please note that the inpatient bed and patient day counts reported for this section should be for the year 2011. This will allow for a full years data and eliminates partial counts for the year 2012. The year 2012 counts will be addressed in the 2013 SB499 Report.

**Service Type Per Building:** Once the Unit Type Per Building subsection is complete and has been saved (click the save button), click on the Service Per Building subsection of the navigation bar for Section 2. Highlighted in red is the subsection titled Service Type Per Building. See the following information regarding the proper input protocol for the Service Type Per Building subsection.
Section 2 – Service Type per Building
Select this page by clicking on the Service Type per Building link located under the Section 2 heading in the navigation section. A screen with the bill language and a list of buildings at the facility rated SPC 2 or higher. Click on the Load Data button to copy Beds per Service Type data entered from a previous page or to activate the check boxes and inpatient beds data entry fields.
Section 2 (SPC-2 to SPC-5 Buildings)

If there is no number or check marks showing on the page, enter the data in as follows: check the box next the service provided in the building and type a number equal to or greater than zero (0) in the inpatient beds data entry field.

**NOTE:** If there is a check mark in the service type box, there must be a number entered in the inpatient beds box.

**EXAMPLE:** Correct data entry

![Correct data entry example](image)

**EXAMPLE:** Incorrect data entry

![Incorrect data entry example](image)

After completing all the data entry for this page, click on the Save button in the lower left corner of the screen to save the data. Click the Cancel button to not save the data entered.

Choose the next building from the drop down list and follow the data entry process explained above until data for each building in the Select Building drop down list has been entered.
When Service input data from the previous years SB499 online Report needs to be changed, follow the process listed above for revision of inpatient bed and patient day counts.

Please note that the inpatient bed and patient day counts reported for this section should be for the year 2011. This will allow for a full years data and eliminates partial counts for the year 2012. The year 2012 counts will be addressed in the 2013 SB499 Report.

Section 2ABC: Once Section 2 is complete and has been saved, click on Section 2ABC of the navigation bar for Section 3. Highlighted in red is the subsection titled Section 2ABC. See the following information regarding the proper input protocol for the Building Configuration List Section.
Section 2ABC of form Section 3 – To access this page within the section, click on the link under the Section 3 heading labeled Section 2ABC. Buildings from Section 1 and 2 with a building resolution of remove, replace or rebuild will appear in the Select Building drop down list. Begin filling out the form by choosing a building from the list (click on the arrow in the blue box; drag the mouse down the list; highlight the building; release the mouse).

Click on Load Data button to load Service Type information and the anticipated completion date entered before filling out the Planned Usage information (check marks will appear in check boxes next to the service in the Type of Service section and a removal date will appear in the Removal Date text box).

Click on the Planned Usage dropdown list and choose one option from the list.

For Clinic or Medical Office Building selections, Click on the Jurisdiction dropdown list and choose one option from the list.
For **Clinic** or **Medical Office Building** selections, click on the **Jurisdiction** dropdown list and choose one option from the list.

<table>
<thead>
<tr>
<th>Planned Usage:</th>
<th>Medical Office Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jurisdiction:</td>
<td>Local Authority</td>
</tr>
<tr>
<td></td>
<td>Local Authority</td>
</tr>
<tr>
<td></td>
<td>OSHPD</td>
</tr>
</tbody>
</table>

For **Other** selection, briefly type in a description of the building use in the space provided. Please limit description to 75 characters or less.

<table>
<thead>
<tr>
<th>Planned Usage:</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Usage:</td>
<td></td>
</tr>
</tbody>
</table>

When all required data has been entered, click on the **Save** button in the lower left corner of the screen. A message will appear to confirm that the data has been saved. **Record updated successfully**

To not save the entries, click on the **Cancel** button.
**Unit Type per Building:** Once Section 2ABC is complete and has been saved, click on the Unit Type per Building subsection of the navigation bar for Section 3. Highlighted in red is the subsection titled Unit Type per Building. See the following information regarding the proper input protocol for the Unit Type per Building.
Section 3 - Unit Type per Building

This page of the report is for providing inpatient beds and patient day information for building to be removed for 2009, 2010 and 2011. Please note that the reporting years for the 2012 SB499 Report will remain 2009, 2010 and 2011. This will allow Hospitals to report Inpatient Bed and Patient Day counts for full year increments and eliminates partial counts for the year 2012. The year 2011 counts will be addressed in the 2012 SB499 Report.

To access this page within the section, click on the link under the Section 3 heading labeled Unit Type per Building.
Buildings with a building resolution of *remove* from Sections 1 and 2 will appear in the *Select Building drop down list*. Due to operational constraints buildings with a resolution of replace and rebuild are also in the drop down list but their unit type information is not required.

Begin filling out the form by choosing a building from the *Select Building* dropdown list.

Choose the report year for the unit types to be reported from the dropdown list for the year.

Click on the *Load Data* button to activate the inpatient beds and patient days fields.

Type a date in the *Info. Current As of* text box. NOTE: this date can represent any date which the facility wishes to use as confirmation/verification of the data entered into the report up to the date when the report is due (November 1, 2012).
After the inpatient beds and patient days fields appear, numbers appear in the inpatient beds and patient days fields from Section 1 or Section 2. If these numbers for inpatient beds and patient days are accurate, no data entry is required on this page. Click the Save button and then go to the next building on the list.

If you wish to change the numbers in the fields or if there is no number showing, type in a number equal to or greater than zero (0) in the inpatient beds and patient days fields for each unit type within the building. **NOTE:** For each unit type in the building, if there is a number typed in the inpatient beds field, there must also be a number typed in the patient days field. Data entry fields for inpatient beds and patient days may appear skewed if the screen size is not maximized. To avoid this from happening, maximize the screen.

**Example:** Correct entry for a unit type with inpatient beds and patient days.

<table>
<thead>
<tr>
<th>Burn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inpatient Beds</td>
</tr>
<tr>
<td>Patient Days</td>
</tr>
</tbody>
</table>

**Examples:** Incorrect entry for a unit type with inpatient beds and patient days.

<table>
<thead>
<tr>
<th>Int. Care/Developmentally Disabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inpatient Beds</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pediatric</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inpatient Beds</td>
</tr>
</tbody>
</table>
When the inpatient beds field and patient days field for each unit type in the building has a number in those fields, click on the Save button in the lower left corner of the screen. A message will appear to confirm that the data has been loaded into the form.

If the *Info. Current As of* text box is not filled out a Red text message will appear when the Save button is clicked stating the following:

![](image)

To not save the data entered, click on the *Cancel* button.

When Unit input data from the previous years SB499 online Report needs to be changed, follow the process listed above for revision of inpatient bed and patient day counts. **Please note as indicated above this Unit Type information in Section 3 is for building with a Building Resolution of “Remove” only. Unit Data for other building resolutions is not required.**
Service Type per Building: Once the Unit Type per Building subsection is complete and has been saved, click on the Service Type per Building subsection of the navigation bar for Section 3. Highlighted in red is the subsection titled Service Type per Building. See the following information regarding the proper input protocol for the Service Type per Building.
Section 3- Service Type per Building – To access this page within the section, click on the link under the Section 3 heading labeled Service Type per Building. Buildings with a building resolution of remove from Sections 1 and 2 will appear in the Select Building drop down list. Due to operational constraints buildings with a resolution of replace and rebuild are also in the drop down list but their unit type information is not required.

Begin filling out the form by choosing a building from the list

![Dropdown list of buildings]

Choose the report year for the services to be reported from the dropdown list for the year. Click on the Load Data button. Please note that the reporting years for the 2012 SB499 Report will be 2009, 2010 and 2011. This will allow Hospitals to report Inpatient Bed and Patient Day counts for full year increments and eliminates partial counts for the year 2012. The year 2012 counts will be addressed in the 2013 SB499 Report.

![Dropdown list with year and Load Data button]

Check marks in the check box for service types previously entered will then appear on the form and the Inpatient Beds and Patient Days text boxes will appear.
For each service that has a check mark in the check box and data entry fields for inpatient beds and patient days, type a number equal to or greater than zero (0) in the field provided.

**NOTE:** If the service type has inpatient beds and patient days associated with it, a number must be typed in the field provided for recording the number of inpatient beds and patient days for that service type.

**Example: Correct entry for a service type with inpatient beds and patient days.**

<table>
<thead>
<tr>
<th>Nursing</th>
<th>Inpatient Beds</th>
<th>Patient Days</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>35</td>
<td>75</td>
</tr>
</tbody>
</table>

**Example: Incorrect entry for a service type with inpatient beds and patient days.**

<table>
<thead>
<tr>
<th>Psychiatric Nursing</th>
<th>Inpatient Beds</th>
<th>Patient Days</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>50</td>
<td></td>
</tr>
</tbody>
</table>

**Example: Correct entry for a service type without inpatient beds and patient days.**

<table>
<thead>
<tr>
<th>Newborn/well baby</th>
</tr>
</thead>
</table>

After all service types in the building have check marks in their boxes and all service types which require inpatient beds and patient days have numbers in the number fields, click on the Save button in the lower left corner of the page.
A message will appear to confirm that the data has been loaded into the form.

To not save the data entered, click on the Cancel button.

When Service input data from the previous years SB499 online Report needs to be changed, follow the process listed above for revision of inpatient bed and patient day counts.

**Section 2E & 3**: Once Service Type per Building subsection is complete and has been saved, click on Section 2E &3 subsection of the navigation bar for Section 3. Highlighted in red is the subsection titled Section 2E & 3. See the following information regarding the proper input protocol for Section 2E & 3.
Section 3 - Section 2E & 3

This page is for buildings with a building resolution of Remove from Section 1 and Section 2. To access this page within the section, click on the link under the Section 3 heading labeled Section 2E & 3. The page can be accessed by clicking on the link labeled Section 2E & 3 under the Section 3 heading in the navigation section on the page.

Buildings with a building resolution of remove, replace or rebuild from Sections 1 and 2 will appear in the Select Building dropdown list. Begin filling out the form by choose a building from the list (click on the arrow in the blue box).
Click on the \textit{Load Data} button to view records applicable to this section. A list of the service and unit types, building number, building name, and Replacement Service type will appear.

To complete the building information for the service type and view project information for the service type at the building, click on the \textit{View} button. A \textit{Replacement Service Types} section, \textit{Building List} section, and \textit{Project List} section will appear on the screen showing data that was entered from previous Section 1 and Section 2 of the form.
To change the Replacement Service Type, choose an option from the dropdown list.

Click the Save button to save the change. Click cancel to make no changes.

NOTE: Each replacement service type is tied to the service provided within the building that was selected.
Below the Replacement Service Types section appears the Building List. If the user has selected the *Replacement Service Type: Relocated to a new building*, the section will show a list of the new buildings that were added at the beginning of the form using the *Add New Buildings* link (located in the Navigation area on the left hand side of the screen above Section 1 (SPC Buildings)).

Enter a bed count for the beds that will be relocated to the new building, select a building from the *Building No.* dropdown list, and then click on the *Add Building* button.
A message will appear confirming that the new building was added to the Build Relocation list and the building that was just added will appear in the Build Relocation list.

<table>
<thead>
<tr>
<th>Build Relocation</th>
<th>Building Number</th>
<th>Bed Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Building</td>
<td>N_2 - Cheshire Gardens</td>
<td>4</td>
</tr>
</tbody>
</table>

If you wish to remove one of the new buildings added to the Building Relocation list or showing in the Building Relocation list, click on the Delete button at the end of the row for the new building.

NOTE: If you wish to relocate the services to a new building but have not yet added the new building to the report, save data that has been entered on this page, and go back to the Add New Buildings link in the navigation section above Section 1. Use this page to add the building to the report. Save the new building to the report and then return to the link for Section 2E& 3 under Section 3. The new building should now show in the Building No. dropdown list and the report should allow you to add the building to the service type.

Below the Building List is the Project List that provides a list of projects.
A project may also be added by clicking on the Add Project link located below the Project List section heading. The Add Project link will cause the Project Selection screen to appear below the Project List section.

NOTE: Each project associated with the building is tied to the service/unit type provided within the building that was selected.
Click on the arrow of the Project Type dropdown list and choose the project type. Project types are E (examination project); G (annual project); H (major structural project); I (incremental project and IM (incremental Master)); P (Projects) and S (incidental structural project). Projects that have been closed as inactive, cancelled by the facility, and projects flagged as transferred to another project will not be shown.

The facility number shown in the Facility text box is the default facility number for the project. If it is known that the project will be moved to another facility, type in the facility number for where the project will be located. Click the Search button.

The project number and description appears in a Project List dropdown list below the Project Type dropdown list. Click on the Select button to view the project information details.
The project and new building project information appears below the Project List dropdown list.

The *Projected Start Date* is a required field that will show a date provided from a previous section of this form. It may be edited by clicking in the data entry field. Or if the field is blank, type in a projected start date.
To add the project information shown on the screen to the building, click on the *Add this Project* button. A confirmation message will appear.

Click the *Cancel* Button to cancel adding the building or return back to the *Select Building* screen.

If there are no projects associated with the building, a message will appear in the Project List section.
**Service Type per Building:** Once Section 3 is complete and has been saved, click on Service Type per Building on the navigation bar for Section 4. Highlighted in red is the subsection titled Service Type per Building.

Section 4 (SPC-1 Buildings) - This section is for reporting the type of service provided in the SPC-1 buildings.

Service Type per Building - To access this page within the section, click on the link under the Section 4 heading labeled Service Type per Building. Buildings with a SPC-1 rating will appear in the Select Building dropdown list. Begin filling out this section by choosing a building from the list.

Click on the Load Data button to view the services in the building selected from Section 1 and copy the services to this form.

If there are no services entered for the building, a message will appear under the Select Building dropdown list.
Final Building Configuration: Once Section 4 is complete and has been saved, click on Final Building Configuration on the navigation bar for Section 5. Highlighted in red is the subsection titled Final Building Configuration. See the following information regarding the proper input protocol for Final Building Configuration.

Section 5 – Final Building Configuration
This section applies to all buildings (and all building SPC ratings) at facilities that contain one or more SPC-1 buildings. To select this screen, click on the link located under the Section 5 heading on the navigation section. A list of all buildings at the facility appears.

<table>
<thead>
<tr>
<th>Building ID</th>
<th>Building Name</th>
<th>Alternate Building Address</th>
<th>Building Type</th>
<th>Final SPC Rating</th>
<th>Estimated Finish Date</th>
<th>Anticipated Completion Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLD-10264</td>
<td>Old Hospital Building</td>
<td>200 Hospital Avenue</td>
<td>Renovate</td>
<td>N/A</td>
<td>01/01/2013</td>
<td>N/A</td>
</tr>
<tr>
<td>BLD-10265</td>
<td>1955 Addition Building</td>
<td>200 Hospital Avenue</td>
<td>Renovate</td>
<td>SPC2</td>
<td>01/01/2013</td>
<td>N/A</td>
</tr>
<tr>
<td>BLD-10266</td>
<td>1955 Addition Building</td>
<td>200 Hospital Avenue</td>
<td>Renovate</td>
<td>SPC3</td>
<td>01/01/2013</td>
<td>N/A</td>
</tr>
<tr>
<td>BLD-10267</td>
<td>Center Bldg. - 1957 Addition</td>
<td>200 Hospital Avenue</td>
<td>Renovate</td>
<td>SPC4</td>
<td>01/01/2013</td>
<td>N/A</td>
</tr>
<tr>
<td>BLD-10268</td>
<td>West Side Bldg. - 1957 Addition</td>
<td>200 Hospital Avenue</td>
<td>Renovate</td>
<td>SPC5</td>
<td>01/01/2013</td>
<td>N/A</td>
</tr>
<tr>
<td>BLD-10269</td>
<td>Star #1</td>
<td>200 Hospital Avenue</td>
<td>Renovate</td>
<td>SPC6</td>
<td>01/01/2013</td>
<td>N/A</td>
</tr>
<tr>
<td>BLD-10270</td>
<td>Nursery</td>
<td>200 Hospital Avenue</td>
<td>Renovate</td>
<td>SPC7</td>
<td>01/01/2013</td>
<td>N/A</td>
</tr>
<tr>
<td>BLD-10271</td>
<td>Star #2</td>
<td>200 Hospital Avenue</td>
<td>Renovate</td>
<td>SPC8</td>
<td>01/01/2013</td>
<td>N/A</td>
</tr>
<tr>
<td>BLD-10272</td>
<td>Star #3</td>
<td>200 Hospital Avenue</td>
<td>Renovate</td>
<td>SPC9</td>
<td>01/01/2013</td>
<td>N/A</td>
</tr>
<tr>
<td>BLD-10273</td>
<td>Radiology Wing</td>
<td>200 Hospital Avenue</td>
<td>Renovate</td>
<td>SPC10</td>
<td>01/01/2013</td>
<td>N/A</td>
</tr>
</tbody>
</table>

To view building configuration and service type information for each building listed, click the View button associated with the building information.
Section 5 – Final Building Configuration, Service Type page
(This page is viewed after the user clicks on a View button from the Final Building Configuration List.)

A Service Type screen will appear for the building selected.
Click the *Load Data* button to activate the service type checkboxes.

**SERVICE TYPE**

Report the final configuration of all buildings on the hospital campus showing how each building will comply with the SPC-5/NPC-4 or 130061(c)(5).

Select Building: BLD-00524 - 1950 Addition Building

Configuration: Retrofit Non-Conforming building to SPC 2 and NPC 3 and remove from service by 2030

Type of Service Provided:
- [ ] Nursing
- [ ] Intensive Care
- [ ] Pediatric/Adolescent
- [ ] Psychiatric Nursing
- [ ] Obstetrical Ante/Postpartum
- [ ] Intermediate Care
- [ ] Skilled Nursing
- [ ] Surgical
- [ ] Anesthesia
- [ ] Clinical Lab
- [ ] Radiological/Imaging
- [ ] Pharmaceutical
- [ ] Dietetic
- [ ] Administration
- [ ] Support Services
- [ ] Central Plant
- [ ] Obstetrical Recovery
- [ ] Newborn/well baby
- [ ] Emergency
- [ ] Nuclear Medicine
- [ ] Rehabilitation
- [ ] Renal Dialysis
- [ ] Outpatient Surgery
- [ ] Obstetrical Cesarean/ Deliv

For SPC-1 buildings only: If a service type has already been selected from a previous screen in the report, a check mark will show in the checkbox.
To select the configuration for the building, click on the Configuration dropdown box and make a choice from the list.

After all data has been entered for the building, click the Save button. A message will appear confirming that the data was updated.

Click the Cancel button to not save changes or selections and return back to the Building Configuration List screen.

Repeat the process explained above for each of the buildings listed in the Building Configuration List.
Final Submission: Once Section 5 is complete and has been saved, click on Final Submission on the navigation bar for Section 6. Highlighted in red is the subsection titled Final Submission. This section contains three buttons called “Verify Bed Count”, “View Report” and “Final Submission”. The Verify Bed Count button when clicked will check Service vs. Unit type bed counts in buildings to make sure they are the same. The View Report button can be used to view a .pdf version of the final report format. The final report format generally follows the legislation format. It is highly recommended that the facility use the “View Report” Button prior to clicking the “Final Submission” button to verify the report content. Once the final submission button is pushed the report is submitted to OSHPD and can no longer be accessed by the facility.
Logout and Frequently Asked Questions (FAQ’s)

• At the bottom of the navigation bar are the “Logout” and “FAQs” sections.

• The Logout section is used when the input session is over. *Please make sure to save all input data prior to logging out.*

• Currently, there is a list of 28-FAQs in the FAQs section. Please consult it for answers to common questions.
Most Common Mistakes and How to Avoid Them

• Not filling out the online report in order, Section by Section.
• Generation of incomplete report data especially Building Configuration data.
  ▪ Building Resolution.
• Inpatient Bed counts for Services per Building and Unit Type per Building do not match.
• Difference between reported Unit bed count total and HID bed count total.
Most Common Mistakes and How to Avoid Them

• Incorrect Extension Dates provided on the Building Configuration page of Section 1.
• Retrofit/Replacement Type information not filled out properly on Building Configuration page of Section 1.
• Report Final Building Configuration correctly.
Thank you

Paul Coleman
paul.coleman@oshpd.ca.us
(916) 440-8381

Brett W. Beekman
brett.beekman@oshpd.ca.gov
(916) 440-8411

Chris Tokas
chris.tokas@oshpd.ca.gov
(916) 440-8381
Questions

Online questions:
Type your question in the Q & A box, hit enter

Phone questions:
To ask a question hit 14
To remove a question hit 13
2012 Publications

- California Hospital Compliance Manual
- Consent Law
- Principles of Consent and Advance Directives
- Minors and Health Care Law
- Mental Health Law
- California Health Information Privacy Manual (Available Late 2012)

Learn more at www.calhospital.org/publications
Upcoming Programs

- **Disaster Planning for California Hospitals**  
  *October 15 – 17, 2012, Sacramento*

- **Behavioral Health Care Symposium**  
  *December 3 – 4, 2012, Huntington Beach*

- **Post-Acute Care Conference**  
  *January 31 – February 1, 2013, Huntington Beach*

- **Rural Health Care Symposium**  
  *March 13 – 15, 2013, Sacramento*
Thank You and Evaluation

Thank you for participating in today’s program. An online evaluation will be sent to you shortly.

**Reminder**: evaluation completion is **required** to receive continuing education credits.

For education questions, contact Liz Mekjavich at (916) 552-7500 or lmekjavich@calhospital.org.