

Instructions/help for completing the SB 499 on-line report

Go to the internet site and click on the link which will take you to the SB499 form. ([internet site: https://esp.oshpd.ca.gov/](https://esp.oshpd.ca.gov/))

Please note that the system will log you off automatically after five (5) minutes of inactivity. Please save as you go or when switching screens when appropriate or when pausing in data entry for more than five minutes.

After clicking on the link to bring up the form, the log-in screen appears.

WELCOME TO THE
OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT (OSHPD)
SB499 ERP APPLICATION

LOGIN

Facility ID

Password

The user ID and password for the log-in and SB 499 report submittal were provided in a letter to the facility contact from the Office of Statewide Health Planning and Development (OSHPD). This user ID and password are provided to the facility contact or its designee for reporting purposes only. It is the responsibility of the facility contact to safeguard the user ID and password assigned and provided to their facility. OSHPD is not responsible for loss, misuse, or unlawful activity resulting from the use of the user ID and password by persons to whom facility contacts have delegated reporting responsibility or manipulation of the user ID or password by the facility contact or persons to whom facility contacts have delegated reporting responsibility for purposes other than SB 499 reporting activities. The facility contact is responsible for providing valid data in this report.

Enter in your OSHPD facility number and the password that was provided to you. Click on the *Submit* button or press *Enter*.

You will then see a *Report Header List* screen showing the report year, the Facility ID, Facility Name, and the Hospital Owner.

| Report Header List | | | |
|---------------------------|-------------|-----------------|----------------|
| Year of report | Facility Id | Facility Name | Hospital Owner |
| 2010 | 10000 | Mirage Hospital | The Mad Hatter |

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/License name for your facility and the facility's e-mail addresses.

Report Header List

| Year of report | Facility Id | Facility Name | Hospital Owner |
|----------------|-------------|-----------------|----------------|
| 2010 | 10000 | Mirage Hospital | The Mad Hatter |

| HOSPITAL INFORMATION | |
|---|--|
| Year of Report | 2010 |
| Facility ID | 10000 |
| Facility Name | Mirage Hospital |
| Address | 819 Catepillar St. |
| City | Looking Glass |
| Hospital Owner/Licensee | <input type="text" value="The Mad Hatter"/> |
| Contact 1 e-mail address | <input type="text" value="m.hatter@wonderland.com"/> |
| Contact 2 e-mail address | <input type="text" value="c.cat@wonderland.com"/> |
| Contact 3 e-mail address | <input type="text"/> |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> | |

To make changes to the *Hospital Owner/Licensee* or *Contact e-mail* addresses, click in the white area of the 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/License and Contact e-mail address fields can be made on this screen.

To exit or close this screen without making changes or updates, click the *Cancel* button.

If you do not need to change or update the Hospital Owner/License name on the *Report Header List*, click the *Select* button.

Add New Buildings

This where new buildings at this or new site will be entered.

Section 1 - SPC Rating 1 Buildings

| SECTION 1F BUILDING LIST | | | |
|--------------------------|---|---|---|
| New Building: | <input type="text" value="Red Queen Wing"/> | <input type="button" value="Add Building"/> | |
| Bldg. No. | Building Name | New Site? | |
| N_2 | White Queen Wing | <input type="checkbox"/> | <input type="button" value="Edit"/> <input type="button" value="Delete"/> |
| N_3 | March Hare Wing | <input checked="" type="checkbox"/> | <input type="button" value="Edit"/> <input type="button" value="Delete"/> |

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

Section 1 - SPC Rating 1 Buildings

SECTION 1F BUILDING LIST

New Building:

New building added successfully.

| Bldg. No. | Building Name | New Site? | |
|-----------|---|-------------------------------------|---|
| N_2 | <input type="text" value="White Queen Wing"/> | <input type="checkbox"/> | <input type="button" value="Update"/> <input type="button" value="Cancel"/> |
| N_3 | March Hare Wing | <input checked="" type="checkbox"/> | <input type="button" value="Edit"/> <input type="button" value="Delete"/> |
| N_4 | Red Queen Wing | <input type="checkbox"/> | <input type="button" value="Edit"/> <input type="button" value="Delete"/> |

Hospital Building Information

[Add New Buildings](#)

Section 1 (SPC1 Buildings)

- [Building Configuration](#)
- [Service Type Per Building](#)
- [Unit Type Per Building](#)
- [Project Building List](#)

Section 2 (SPC2 to SPC5 Buildings)

- [Building Configuration](#)
- [Service Type Per Building](#)
- [Unit Type Per Building](#)

Section 3

- [Section 2ABC](#)
- [Service Type Per Building](#)
- [Unit Type Per Building](#)
- [Section 2E & 3](#)

Section 4 (SPC1 Buildings)

- [Service Type Per Building](#)

Section 5

- [Building Configuration](#)

Section 6

- Final Submission

[Logout](#)

The *Building Information* tab appears. On the left hand side of the screen is a navigation section. This section lists all the report sections that the facility needs to complete.

- Add New Buildings is where new buildings are added.
- Section 1 applies to the SPC 1 buildings and their building resolution (retrofit, replace, remove).
- Section 2 applies to the buildings at the facility with a rating of SPC 2 through SPC 5.
- Section 3 applies to buildings that will be removed from General Acute Service.
- Section 4 applies to services for SPC-1 buildings only.
- Section 5 applies to the final configuration of all buildings at the facility.
- Section 6 is the final submission of the report.
- Logout logs the user off the report.

Note the information must be entered in sequence. Sections 1 and 2 must be done prior to Sections 3 and 5. Section 4 does not require any input as the data is transferred from Section 1 data.

The navigation section will also appear in the same area within the other sections of the report.

Section 1 – SPC Rating 1 Buildings (for facility buildings rated SPC 1)

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

Section 1 - SPC Rating 1 Buildings

| BUILDING CONFIGURATION LIST | | | | | | | |
|---|-------------------------------|----------------------------|---------------------|-------------------------------|----------------|-------------------------------|----------------------|
| For buildings which are planned for retrofit or replacement the report shall identify: Whether the hospital owner intends to retrofit or replace the building to SPC 2 or SPC 5 per Section 130061(c)(1)(A). The deadline, as described in Section 130060 or 130061.5, for 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). | | | | | | | |
| Bldg. No. | Building Name | Alternate Building Address | Building Resolution | Final SPC Rating* If required | ExtensionDate* | Anticipated Completion Date * | |
| 10 | '63 ICU/Physical Therapy Addn | 819 Catepillar St. | Replace | SPC5 | 01/01/2013 | 1/1/2013 | View |
| 11 | '63 Blue Building | 819 Catepillar St. | Retrofit | SPC5 | 01/01/2020 | 1/31/2018 | View |
| 12 | Inhalation Therapy Addn | 819 Catepillar St. | Remove | N/A | 01/01/2013 | 7/31/2012 | View |
| 13 | '66 Pediatric Unit | 819 Catepillar St. | Replace | SPC5 | 01/01/2020 | | View |
| 14 | '66 Administration Addn | 819 Catepillar St. | Retrofit | N/A | 01/01/2015 | 2/16/2014 | View |

[1]

This screen shows a recap of the bill language for reporting on the SPC 1 buildings and a list of the facility's buildings that are rated 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, or Remove); 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.

Building Configuration

| BUILDING CONFIGURATION DETAIL | |
|-------------------------------|---|
| Bldg. No. | <input type="text" value="11"/> |
| Bldg. Name | <input type="text" value="'63 Blue Building"/> |
| Alternate Address | <input type="text" value="819 Catepillar St."/> |
| Bldg. Resolution | <input type="text" value="Retrofit"/> |
| Replacement Type | <input type="text" value="Hazus-Submitted"/> |
| Final SPC Rating* If required | <input type="text" value="SPC5"/> |
| ExtensionDate* | <input type="text" value="01/01/2020"/> |
| Anticipated Completion Date * | <input type="text" value="1/31/2018"/> |

[Update](#) [Remove](#) [Retrofit](#) [Replace](#) [Cancel](#)

this field is disabled.

Information in the *Building Configuration Detail* screen can be changed according to the field type.

- If there is a drop-down list provided, select from the list except as noted below.
- If the field is a white area, click in the white data area and type the information.

Buttons at the bottom of the screen:

- Click the *Retrofit*, *Replace*, or *Remove* buttons to change the building resolution. Drop box for

If *Retrofit* or *Replace* choice is selected, the *Building Configuration Detail* screen will disappear and the *Building Configuration List* reappears with the changes.

If the *Remove* button is clicked, 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.

BEDS PER 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: 14 - '66 Administration Admn

Type of Service Provided

| | | | | |
|---|------------------|----------------|---|--|
| <input type="checkbox"/> Nursing | Inpatient Beds 0 | Patient Days 0 | <input type="checkbox"/> Surgical | <input type="checkbox"/> Obstetrical Recovery |
| <input type="checkbox"/> Intensive Care | Inpatient Beds 0 | Patient Days 0 | <input type="checkbox"/> Anesthesia | <input type="checkbox"/> Newborn/well baby |
| <input type="checkbox"/> Pediatric/Adolescent | Inpatient Beds 0 | Patient Days 0 | <input type="checkbox"/> Clinical Lab | <input type="checkbox"/> Emergency |
| <input type="checkbox"/> Psychiatric Nursing | Inpatient Beds 0 | Patient Days 0 | <input type="checkbox"/> Radiological/Imaging | <input type="checkbox"/> Nuclear Medicine |
| <input type="checkbox"/> Obstetrical Ante/Postprtum | Inpatient Beds 0 | Patient Days 0 | <input type="checkbox"/> Pharmaceutical | <input type="checkbox"/> Rehabilitation |
| <input type="checkbox"/> Intermediate Care | Inpatient Beds 0 | Patient Days 0 | <input type="checkbox"/> Dietetic | <input type="checkbox"/> Renal Dialysis |
| <input type="checkbox"/> Skilled Nursing | Inpatient Beds 0 | Patient Days 0 | <input type="checkbox"/> Administration | <input type="checkbox"/> Outpatient Surgery |
| Total Beds this building per service 0 | | | <input type="checkbox"/> Support Services | <input type="checkbox"/> Obstetrical Cesarean/ Deliv |
| | | | <input type="checkbox"/> Central Plant | |

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 both the beds and days fields if that service check box is checked.**

After entering in the service type information, scroll down to the *Beds per Unit Type* section.

BEDS PER UNIT TYPE
Provide the number of inpatient beds and patient days per type of unit per building per Section 130061 (c) (1) (F)

Select Building: 10 - '63 ICU/Physical Therapy Admn [Load Data](#)

| | | |
|---|--|--|
| Medical/Surgical (include GYN) Inpatient Beds 12 Patient Days 3 | Acute Respiratory Care Inpatient Beds 0 Patient Days 0 | Acute Psychiatric Inpatient Beds 0 Patient Days 0 |
| Perinatal (exclude Newborn / GYN) Inpatient Beds 0 Patient Days 0 | Burn Inpatient Beds 0 Patient Days 0 | Skilled Nursing Inpatient Beds 236 Patient Days 112 |
| Pediatric Inpatient Beds 0 Patient Days 0 | Intensive Care Newborn Nursery Inpatient Beds 0 Patient Days 0 | Intermediate Care Inpatient Beds 0 Patient Days 0 |
| Intensive Care Inpatient Beds 0 Patient Days 0 | Rehabilitation Center Inpatient Beds 0 Patient Days 0 | Int. Care/Developmentally Disabled Inpatient Beds 0 Patient Days 0 |
| Coronary Care Inpatient Beds 0 Patient Days 0 | Chemical Dependency Inpatient Beds 0 Patient Days 0 | |

Total

Click on the *Load Data* button to allow data input in to the Inpatient Beds and Patient Days. 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.

When all service and unit type information has been entered for the building to be removed from service, check the confirmation box located in the lower left corner of the screen and click the *Update* 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*.

Section 1 - Service Type per Building

This screen is used for the SPC-1 buildings that will be retrofitted or replaced. To reach this section, click on the link located in the navigation area on the left side of the screen. After the link is clicked, a screen will open labeled *Beds per Service Type*. This screen shows the bill language and a drop down box with the facility's SPC-1 building numbers and names.

BEDS PER 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:

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

Once the service type, inpatient beds, and patient days 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 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 days field.*

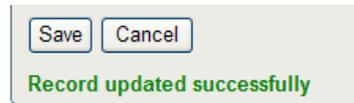
BEDS PER SERVICE TYPE
Provide the number of inpatient beds and patient days per type of service per building per Section 130061 (c) (1) (F)

Select Building:

Type of Service Provided

| | | | |
|---|---|---|--|
| <input type="checkbox"/> Nursing | Inpatient Beds <input type="text" value="0"/> Patient Days <input type="text" value="0"/> | <input type="checkbox"/> Surgical | <input type="checkbox"/> Obstetrical Recovery |
| <input type="checkbox"/> Intensive Care | Inpatient Beds <input type="text" value="0"/> Patient Days <input type="text" value="0"/> | <input type="checkbox"/> Anesthesia | <input type="checkbox"/> Newborn/well baby |
| <input type="checkbox"/> Pediatric/Adolescent | Inpatient Beds <input type="text" value="0"/> Patient Days <input type="text" value="0"/> | <input type="checkbox"/> Clinical Lab | <input type="checkbox"/> Emergency |
| <input type="checkbox"/> Psychiatric Nursing | Inpatient Beds <input type="text" value="0"/> Patient Days <input type="text" value="0"/> | <input type="checkbox"/> Radiological/Imaging | <input type="checkbox"/> Nuclear Medicine |
| <input type="checkbox"/> Obstetrical Ante/Postpartum | Inpatient Beds <input type="text" value="0"/> Patient Days <input type="text" value="0"/> | <input type="checkbox"/> Pharmaceutical | <input type="checkbox"/> Rehabilitation |
| <input type="checkbox"/> Intermediate Care | Inpatient Beds <input type="text" value="0"/> Patient Days <input type="text" value="0"/> | <input type="checkbox"/> Dietetic | <input type="checkbox"/> Renal Dialysis |
| <input type="checkbox"/> Skilled Nursing | Inpatient Beds <input type="text" value="0"/> Patient Days <input type="text" value="0"/> | <input type="checkbox"/> Administration | <input type="checkbox"/> Outpatient Surgery |
| Total Beds this building per service <input type="text" value="0"/> | | <input type="checkbox"/> Support Services | <input type="checkbox"/> Obstetrical Cesarean/ Deliv |
| | | <input type="checkbox"/> 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.

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.

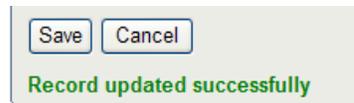
Unit Type per Building

The *Unit Type per Building* screen appears. Click on the *Load Data* button to activate the data entry boxes.

For each unit type in the building, type a number greater than zero in the box provided for *inpatient beds* and *patient days*.

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.

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*.



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*.

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.

SELECT BUILDING

Select Building:

- 10 - '63 ICU/Physical Therapy Addn
- 11 - '63 Blue Building
- 12 - Inhalation Therapy Addn
- 13 - '66 Pediatric Unit
- 14 - '66 Administration Addn

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

SELECT BUILDING

Select Building:

PROJECT BUILDING LIST

| Project No. | Sub No | Scope | Date In | Plan Approval Date | Project Start Date* | Projected Completion Date | Status | CEQA Review | |
|-------------|--------|--------------------------|-----------|--------------------|---------------------|---------------------------|--------|--------------------------|---------------------------------------|
| HS780001 | 0 | C.T. SCANNER REPLACEMENT | 7/3/1998 | 11/13/1998 | 8/6/1998 | | CLSD | <input type="checkbox"/> | <input type="button" value="Delete"/> |
| CC931597 | 0 | PARTIAL ROOF REPLACEMENT | 1/13/1994 | 1/13/1994 | 8/6/1998 | | CLSD | <input type="checkbox"/> | <input type="button" value="Delete"/> |

If the building has no project information for the building, a message stating this will appear below the *Select Building* section.

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.

SELECT BUILDING

Select Building:

PROJECT SELECTION

Project Type: Facility:

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 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.

PROJECT SELECTION

Project Type: Facility:

- E
- G
- H
- I
- S

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.

PROJECT SELECTION

Project Type: Facility:

Project List:

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

PROJECT SELECTION

Project Type: Facility:

Project List:

PROJECT INFORMATION

Project No. EL780860

Sub No. 0

Scope 2000 PHASE 1 REMODEL

Date In 5/28/1998

Plan Approval Date 12/11/1998

Status CLSD

NEW BUILDING PROJECT

Projected Start Date:

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.

SELECT BUILDING

Select Building:

PROJECT BUILDING LIST

| Project No. | Sub No | Scope | Date In | Plan Approval Date | Project Start Date* | Projected Completion Date | Status** | CEQA Review |
|-------------|--------|------------------------|------------|--------------------|---------------------|---------------------------|----------|--|
| AA911283 | 0 | ANNUAL BUILDING PERMIT | 10/30/1991 | | 12/15/1998 | | CLSD | <input type="checkbox"/> <input type="button" value="Delete"/> |

To remove a project from a building, click the *Delete* button at the end of the row.

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.

Section 2 (SPC2 to SPC5 Buildings)

[\[Help\]](#)

BUILDING CONFIGURATION LIST

Report information pursuant to subdivision (c), include information on the number of inpatient beds, by type of unit and type of service, provided by facilities operating buildings that are classified as SPC-2, SPC-3, SPC-4, and SPC-5 per Section 130061(e).

| Bldg. No. | Building Name | Alternate Building Address | Building Resolution | Final SPC Rating* If required | ExtensionDate* | Anticipated Completion Date * | |
|-----------|----------------------|----------------------------|---------------------|-------------------------------|----------------|-------------------------------|----------------------|
| 18 | '74 Emergency Adbn | 819 Catepillar St. | Remove | N/A | 01/01/2020 | 1/31/2018 | View |
| 19 | '74 ICU/CCU Adbn | 819 Catepillar St. | Replace | SPC5 | 01/01/2020 | 12/31/2019 | View |
| 20 | '84 Surgery Building | 819 Catepillar St. | Retrofit | SPC5 | 01/01/2013 | 12/18/2011 | View |

[\[1\]](#)

To change or modify any of the information showing on the *Building Configuration Detail* screen, click on the *View* button associated with the building 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.

Building Configuration

BUILDING CONFIGURATION DETAIL

| | |
|-------------------------------|---|
| Bldg. No. | <input type="text" value="11"/> |
| Bldg. Name | <input type="text" value="'63 Blue Building"/> |
| Alternate Address | <input type="text" value="819 Catepillar St."/> |
| Bldg. Resolution | <input type="text" value="Retrofit"/> |
| Replacement Type | <input type="text" value="Hazes-Submitted"/> |
| Final SPC Rating* If required | <input type="text" value="SPC5"/> |
| ExtensionDate* | <input type="text" value="01/01/2020"/> |
| Anticipated Completion Date * | <input type="text" value="1/31/2018"/> |

[Update](#) [Remove](#) [Retrofit](#) [Replace](#) [Cancel](#)

Information in the *Building Configuration Detail* screen can be changed according to the field type.

- If there is a drop-down list provided, select an option provided from the list.
- If the field is white area, click in the white area and type in the information.

Buttons at the bottom of the screen:

- Click the *Retrofit*, *Replace*, or *Remove* buttons to change the building resolution.

If *Retrofit* or *Replace* is selected, the *Building Configuration Detail* screen

will disappear and the *Building Configuration List* reappears with the changes.

If the *Remove* button is clicked, 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.

BEDS PER SERVICE TYPE

Include information on the number of inpatient beds by type of service provided by buildings that are classified as SPC-2, SPC-3, SPC-4, and SPC-5 per Section 130061 (e)

Select Building: 19 - '74 ICU/CCU Addn ▼

Type of Service Provided

| | |
|---|---|
| <input type="checkbox"/> Nursing Inpatient Beds <input style="width: 50px;" type="text" value="0"/> | <input type="checkbox"/> Surgical <input checked="" type="checkbox"/> Obstetrical Recovery |
| <input type="checkbox"/> Intensive Care Inpatient Beds <input style="width: 50px;" type="text" value="0"/> | <input type="checkbox"/> Anesthesia <input checked="" type="checkbox"/> Newborn/well baby |
| <input type="checkbox"/> Pediatric/Adolescent Inpatient Beds <input style="width: 50px;" type="text" value="0"/> | <input type="checkbox"/> Clinical Lab <input checked="" type="checkbox"/> Emergency |
| <input type="checkbox"/> Psychiatric Nursing Inpatient Beds <input style="width: 50px;" type="text" value="0"/> | <input type="checkbox"/> Radiological/Imaging <input checked="" type="checkbox"/> Nuclear Medicine |
| <input type="checkbox"/> Obstetrical Ante/Postprtum Inpatient Beds <input style="width: 50px;" type="text" value="0"/> | <input type="checkbox"/> Pharmaceutical <input checked="" type="checkbox"/> Rehabilitation |
| <input type="checkbox"/> Intermediate Care Inpatient Beds <input style="width: 50px;" type="text" value="0"/> | <input type="checkbox"/> Dietetic <input checked="" type="checkbox"/> Renal Dialysis |
| <input type="checkbox"/> Skilled Nursing Inpatient Beds <input style="width: 50px;" type="text" value="0"/> | <input type="checkbox"/> Administration <input checked="" type="checkbox"/> Outpatient Surgery |
| Total Beds this building per service <input style="width: 50px;" type="text" value="0"/> | <input type="checkbox"/> Support Services <input checked="" type="checkbox"/> Obstetrical Cesarean/ Deliv |
| | <input type="checkbox"/> Central Plant |

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. For building services which have *inpatient beds* associated with the service type, a number shows in the box provided. To paste the copied entries into this section of the report, click the *Save* button in the lower left corner of the screen.

Save
Cancel
Record updated successfully

Scroll down to the *Beds by Unit Type* section. Click on the *Load Data* button to view bed numbers entered from Section 1.

BEDS PER UNIT TYPE

Include information on the number of inpatient beds by type of unit provided by buildings that are classified as SPC-2, SPC-3, SPC-4, and SPC-5 per Section 130061 (e)

Select Building: 19 - '74 ICU/CCU Addn ▼ Load Data

| | | |
|---|--|--|
| Medical/Surgical (include GYN) Inpatient Beds <input style="width: 50px;" type="text" value="0"/> Patient Days <input style="width: 50px;" type="text" value="0"/> | Acute Respiratory Care Inpatient Beds <input style="width: 50px;" type="text" value="0"/> Patient Days <input style="width: 50px;" type="text" value="0"/> | Acute Psychiatric Inpatient Beds <input style="width: 50px;" type="text" value="0"/> Patient Days <input style="width: 50px;" type="text" value="0"/> |
| Perinatal (exclude Newborn / GYN) Inpatient Beds <input style="width: 50px;" type="text" value="0"/> Patient Days <input style="width: 50px;" type="text" value="0"/> | Burn Inpatient Beds <input style="width: 50px;" type="text" value="0"/> Patient Days <input style="width: 50px;" type="text" value="0"/> | Skilled Nursing Inpatient Beds <input style="width: 50px;" type="text" value="0"/> Patient Days <input style="width: 50px;" type="text" value="0"/> |
| Pediatric Inpatient Beds <input style="width: 50px;" type="text" value="0"/> Patient Days <input style="width: 50px;" type="text" value="0"/> | Intensive Care Newborn Nursery Inpatient Beds <input style="width: 50px;" type="text" value="0"/> Patient Days <input style="width: 50px;" type="text" value="0"/> | Intermediate Care Inpatient Beds <input style="width: 50px;" type="text" value="0"/> Patient Days <input style="width: 50px;" type="text" value="0"/> |
| Intensive Care Inpatient Beds <input style="width: 50px;" type="text" value="0"/> Patient Days <input style="width: 50px;" type="text" value="0"/> | Rehabilitation Center Inpatient Beds <input style="width: 50px;" type="text" value="0"/> Patient Days <input style="width: 50px;" type="text" value="0"/> | Int. Care/Developmentally Disabled Inpatient Beds <input style="width: 50px;" type="text" value="0"/> Patient Days <input style="width: 50px;" type="text" value="0"/> |
| Coronary Care Inpatient Beds <input style="width: 50px;" type="text" value="0"/> Patient Days <input style="width: 50px;" type="text" value="0"/> | Chemical Dependency Inpatient Beds <input style="width: 50px;" type="text" value="0"/> Patient Days <input style="width: 50px;" type="text" value="0"/> | |

Total Beds this building per Unit
 Total Beds this building

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



Save Cancel
Record updated successfully

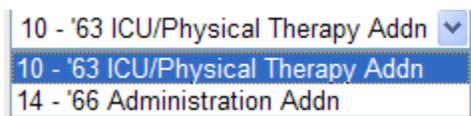
Repeat the process described above for each building that has building information to change on the *Building Configuration List*.

Section 3 – This section is for reporting information that applies to any building(s) to be removed from General Acute Care services. The links to access pages in this section are located within the navigation section on the left hand side of the screen under the *Section 3* heading.

NOTE: buildings from the Section 1 and Section 2 –*Building Configuration List* (the second screen after log-in) with a building resolution to *remove* will show in the *Select Building drop down list* on the screens within Section 3.

If no buildings at the facility are to be removed from General Acute Care Services, no buildings will show next to the *Select Building* dropdown list. *Please confirm that there are buildings that were selected for removal prior to completing this section of the report.*

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* will appear in the *Building drop down list*. Begin filling out the form choosing a building from the list (click on the the blue box; drag the mouse down the list; the building; release the mouse).



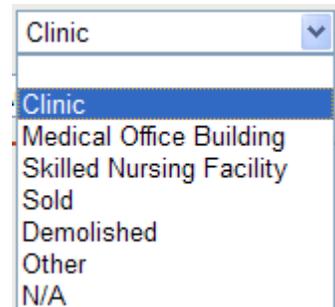
10 - '63 ICU/Physical Therapy Addn
10 - '63 ICU/Physical Therapy Addn
14 - '66 Administration Addn

Select by arrow in highlight

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* box).

Click on the *Planned Usage* dropdown list and choose one from the list

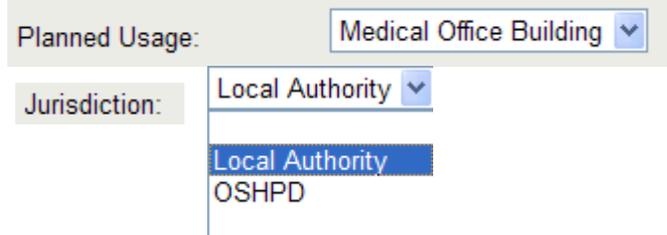
For *Clinic* or *Medical Office Building* selections, Click on the *Jurisdiction* dropdown list and choose one option from the list



Clinic
Clinic
Medical Office Building
Skilled Nursing Facility
Sold
Demolished
Other
N/A

text

option



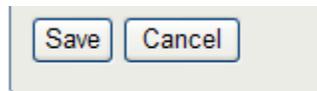
Planned Usage: Medical Office Building
Jurisdiction: Local Authority
Local Authority
OSHPD

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



Planned Usage: Other
Other Usage:

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.

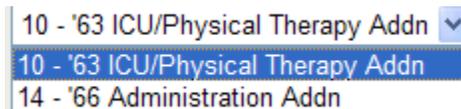


button in to

Record updated suc

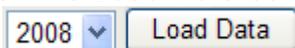
To not save the entries, click on the *Cancel* button.

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



appear in out the

Choose the report year for the services to be reported from the dropdown list for the year. Click on the *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 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.*

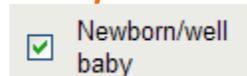
Example: Correct entry for a service type with inpatient beds and patient days.



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



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



After all service types in the building have check marks in 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.



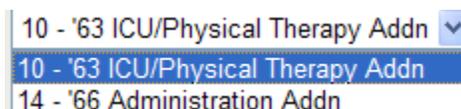
their and the Save

A message will appear to confirm that the data has been loaded into the form.

Record updated successfully

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

Section 3 - Unit Type per Building – 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



the

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

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

2008

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

After the unit type inpatient beds and patient days fields appear, type in a number greater than zero (0) for the number of inpatient beds and patient days for each unit type within the building in the fields provided. **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 is not maximized. To avoid this from happening, maximize the screen.

| | |
|---------------------------------------|---------------------------------|
| Medical/Surgical (include GYN) | |
| Inpatient Beds | <input type="text" value="12"/> |
| Patient Days | <input type="text" value="3"/> |

typed beds size is

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

| | |
|----------------|----------------------------------|
| Burn | |
| Inpatient Beds | <input type="text" value="100"/> |
| Patient Days | <input type="text" value="45"/> |

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

| | |
|---|---------------------------------|
| Int. Care/Developmentally Disabled | |
| Inpatient Beds | <input type="text"/> |
| Patient Days | <input type="text" value="10"/> |
| Pediatric | |
| Inpatient Beds | <input type="text" value="25"/> |
| Patient Days | <input type="text" value="0"/> |

When the inpatient beds field and patient days field for unit type in the building has a number in those fields, click Save button in the lower left corner of the screen. A message will appear to confirm that the data has been into the form. **Record updated successfully**

| | |
|-------------------------------------|---------------------------------------|
| <input type="button" value="Save"/> | <input type="button" value="Cancel"/> |
|-------------------------------------|---------------------------------------|

each on the loaded

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

Section 3 - Section 2E & 3 – To access this page within the section, click on the link under the *Section 3* heading labeled *Section 2E & 3*. Buildings with a building resolution of *remove* 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).

| | |
|------------------------------------|----------------------------------|
| 10 - '63 ICU/Physical Therapy Addn | <input type="button" value="v"/> |
| 10 - '63 ICU/Physical Therapy Addn | |
| 14 - '66 Administration Addn | |

Click on the *Load Data* button to view records applicable to this section. A list will appear showing the building number, building name, service types selected from previous sections, and the replacement service type.

SECTION 2E

Report whether the general acute care services and beds will be relocated to a new or retrofitted building and any corresponding building sites or project numbers per Section 130061(c)(2)(E) . For each facility with buildings that will be removed from acute care service: Report any net change in the inpatient beds by the type of service, taking into account beds within buildings to be taken out of service, beds within buildings to be retrofitted or replaced, and beds provided in any other buildings used for general acute inpatient services care by the facility. Section 130061(c)(3)

Select Building: 14 - '66 Administration Addn Load Data

| Bldg. No. | Building Name | Service Type | Replacement Service Type | |
|-----------|-------------------------|--|---------------------------|-------------------|
| 14 | '66 Administration Addn | Intensive Care | Relocated to new building | View |
| 14 | '66 Administration Addn | Administration | N/A | View |
| 14 | '66 Administration Addn | Support Services | N/A | View |
| 14 | '66 Administration Addn | Burn | N/A | View |
| 14 | '66 Administration Addn | Intermediate Care / Developmentally Disabled | N/A | View |

[\[1\]](#)

To edit the *Replacement Service Type* or view project information for the building, click on the *View* button. A *Replacement Service Types* and *Project List* will appear on the screen showing data that was entered from previous sections of the form.

REPLACEMENT SERVICE TYPES

Service Type Administration

Replacement Service Type N/A

Is Active

Save Cancel

PROJECT LIST

[Add Project](#)

| Project No. | Sub No | Project Start Date* | Projected Completion Date | From Facility | |
|-------------|--------|---------------------|---------------------------|---------------|---------------------|
| AA011526 | 0 | 10/23/2001 | | 10000 | Delete |

[\[1\]](#)

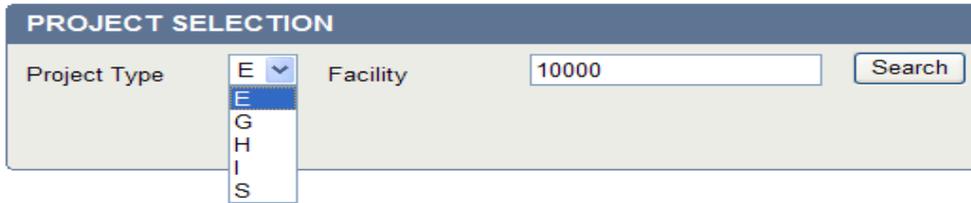
To change the Replacement Service Type, choose an option from the drop down list. Click the *Save* button to save the change. Click *cancel* to make no changes.

A project may also be added by clicking on the *Add Project* link which will cause the *Project Selection* screen to appear below the *Project List* section.

PROJECT SELECTION

Project Type E Facility 10000 Search

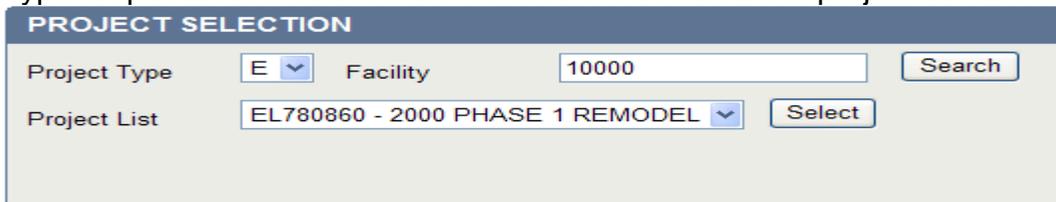
Click on the arrow of the Project Type dropdown list and choose the project type. Project types are E (examination project); G (annual project); H (major structural project); I (incremental project); and S (incidental structural project). Projects that have been closed as inactive, cancelled by the facility, and projects flagged as transferred to another project will not be shown.



The screenshot shows a form titled "PROJECT SELECTION". It has a "Project Type" dropdown menu with a blue arrow pointing down, and a list of options: E, G, H, I, and S. The "Facility" field is a text input containing "10000". To the right of the Facility field is a "Search" button.

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 screenshot shows the "PROJECT SELECTION" form. The "Project Type" dropdown is set to "E". The "Facility" field contains "10000". Below these is a "Project List" dropdown menu with the selected item "EL780860 - 2000 PHASE 1 REMODEL". To the right of the Project List dropdown is a "Select" button.

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



The screenshot shows the "PROJECT SELECTION" form with the "Project List" dropdown set to "EL780860 - 2000 PHASE 1 REMODEL". Below this is a "PROJECT INFORMATION" section with the following details:

| | |
|--------------------|----------------------|
| Project No. | EL780860 |
| Sub No. | 0 |
| Scope | 2000 PHASE 1 REMODEL |
| Date In | 5/28/1998 |
| Plan Approval Date | 12/11/1998 |
| Status | CLSD |

Below the "PROJECT INFORMATION" section is a "NEW BUILDING PROJECT" section with a "Projected Start Date" field containing "12/15/1998" and two buttons: "Add this Project" and "Cancel".

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.

The project and new building project information appears below the Project List dropdown list for buildings. To add the project to the building project list, click the *Add this Project* button and a message will appear confirming that the project was added to the building project list. The *Project list* will then reappear showing the new project that was added to the list.

To cancel adding the building, click the *Cancel* Button.

If there are no projects associated with the building, a message will appear in the Project List section.

SECTION 2E

Report whether the general acute care services and beds will be relocated to a new or retrofitted building and any corresponding building sites or project numbers per Section 130061(c)(2)(E) . For each facility with buildings that will be removed from acute care service: Report any net change in the inpatient beds by the type of service, taking into account beds within buildings to be taken out of service, beds within buildings to be retrofitted or replaced, and beds provided in any other buildings used for general acute inpatient services care by the facility. Section 130061(c)(3)

Select Building: 14 - '66 Administration Addn Load Data

REPLACEMENT SERVICE TYPES

Service Type: Support Services

Replacement Service Type: N/A

Is Active

Save Cancel

PROJECT LIST

[Add Project](#)

NO RECORDS FOUND.

If you know that there are projects associated with this service type for the building, click on the *Add Project* link and follow the instructions mentioned above to add the project; otherwise click on the *Cancel* button.

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 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.

10 - '63 ICU/Physical Therapy Addn ▼

10 - '63 ICU/Physical Therapy Addn

11 - '63 Blue Building

12 - Inhalation Therapy Addn

13 - '66 Pediatric Unit

14 - '66 Administration Addn

the

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

Skilled Nursing

If there are no services entered for the building, a message will appear under the Select Building dropdown list.

Load Data Record not found.

Section 5 – Building Configuration (Final Building Configuration by 2030)- under construction.

This section *applies to all buildings* (and all building ratings) at the facility planned for retrofit or replacement. 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 identified for retrofit or replacement appears.

Section 5

| BUILDING CONFIGURATION LIST | | | | | | | |
|--|-------------------------------|----------------------------|---------------------|-------------------------------|----------------|-------------------------------|----------------------|
| For buildings which are planned for retrofit or replacement the report shall identify: Whether the hospital owner intends to retrofit or replace the building to SPC 2 or SPC 5 per Section 130061(c)(1)(A). The deadline, as described in Section 130060 or 130061.5, for 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). | | | | | | | |
| Bldg. No. | Building Name | Alternate Building Address | Building Resolution | Final SPC Rating* If required | ExtensionDate* | Anticipated Completion Date * | |
| 10 | '63 ICU/Physical Therapy Addn | 819 Catepillar St. | Replace | SPC5 | 01/01/2020 | 1/1/2019 | View |
| 11 | '63 Blue Building | 819 Catepillar St. | Remove | N/A | 01/01/2013 | 12/31/2012 | View |
| 12 | Inhalation Therapy Addn | 819 Catepillar St. | Retrofit | N/A | 01/01/2015 | 11/29/2014 | View |
| 13 | '66 Pediatric Unit | 819 Catepillar St. | Replace | SPC5 | 01/01/2020 | 3/26/2018 | View |
| 14 | '66 Administration Addn | 819 Catepillar St. | Remove | N/A | 01/01/2013 | 12/31/2012 | View |
| 18 | '74 Emergency Addn | 819 Catepillar St. | Retrofit | N/A | 01/01/2020 | 12/31/2016 | View |
| 19 | '74 ICU/CCU Addn | 819 Catepillar St. | Replace | SPC5 | 01/01/2020 | 1/18/2016 | View |
| 20 | '84 Surgery Building | 819 Catepillar St. | Retrofit | N/A | 01/01/2015 | 2/14/2014 | View |

To view building configuration and service type information for each building listed, click the *View* button associated with the building information.

A *Beds per Service Type* screen will appear for the building selected.

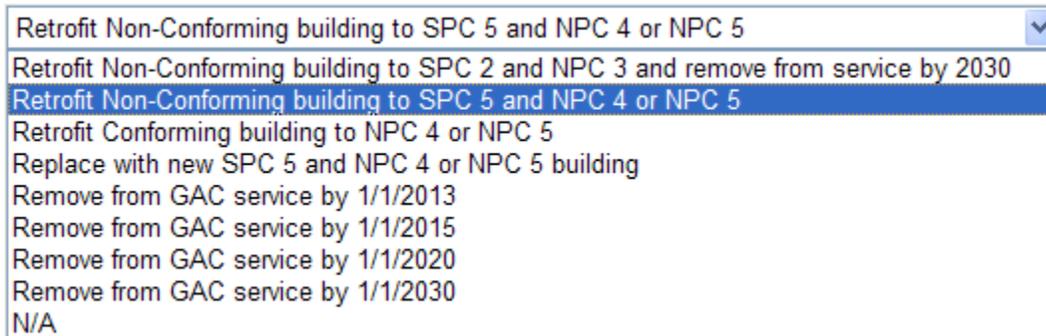
Click the *Load Data* button to activate the service type checkboxes.

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.

Section 5

| BEDS PER 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 5 requirements whether by retrofit or by replacement and the type of service that will be provided in each general acute care hospital building per Section 130061 (c) (5) | |
| Select Building: | 10 - '63 ICU/Physical Therapy Addn Load Data |
| Configuration: | Retrofit Non-Conforming building to SPC 5 and NPC 4 or NPC 5 |
| Type of Service Provided | |
| <input type="checkbox"/> Nursing | <input checked="" type="checkbox"/> Surgical |
| <input checked="" type="checkbox"/> Intensive Care | <input type="checkbox"/> Obstetrical Recovery |
| <input type="checkbox"/> Pediatric/ Adolescent | <input checked="" type="checkbox"/> Anesthesia |
| <input type="checkbox"/> Psychiatric Nursing | <input checked="" type="checkbox"/> Clinical Lab |
| <input type="checkbox"/> Obstetrical Ante/ Postpartum | <input type="checkbox"/> Radiological/ Imaging |
| <input type="checkbox"/> Intermediate Care | <input type="checkbox"/> Pharmaceutical |
| <input type="checkbox"/> Skilled Nursing | <input type="checkbox"/> Rehabilitation |
| | <input type="checkbox"/> Dietetic |
| | <input type="checkbox"/> Renal Dialysis |
| | <input type="checkbox"/> Administration |
| | <input checked="" type="checkbox"/> Outpatient Surgery |
| | <input type="checkbox"/> Support Services |
| | <input type="checkbox"/> Obstetrical Cesarean/ Deliv |
| | <input type="checkbox"/> Central Plant |
| Save | Cancel |

To select the configuration for the building, click on the Configuration dropdown box and make a choice from the list.



After all modifications for the building have been made, click the **Save** button. A message below the **Save** and **Cancel** buttons in the lower left corner of the screen will appear confirming that the data was received.



Click the **Cancel** button to erase modifications or revisions and return back to the *Building Configuration List* screen.

Repeat the process explained above for each of the buildings listed on the *Building Configuration List*.