Integrating OSHPD’s eServices and ePlanCheck Portals

June 23, 2016
CHA Webinar

Welcome
Mary Barker
California Hospital Association
Program Overview

Cheri Hummel
California Hospital Association

Faculty

Paul A. Coleman 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 healthcare 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.
Gary Dunger is the OSHPD business process manager and program manager for the Electronic Services Portal at OSHPD Facilities Development Division. The eServices Portal is OSHPD’s web-based project tracking and plan submittal program that allows facility owners and design professionals to submit project applications and construction documents online for electronic document review. Formerly the OSHPD chief fire and life safety officer and regional compliance officer, Mr. Dunger has been involved with health facilities construction for 30 years.
Based on geographical assignments, staff in each office – Sacramento and Los Angeles – are divided into seven work groups, each defined as a “Region.”
Workload in Construction Values 2012+

Project Plan Review Data Analysis 2015

- PADS 63%
- Plan Reviews 37%
FDD foresees a continuation of small renovation projects and fewer large new buildings.

The numbers of small projects may increase from current numbers.

SPC-4D projects will be coming into the office after January 1, 2016.

Removal of acute care services from SPC-1 buildings continue to be problematic and should increase in the coming years.

FDD will establish a task force to look at repurposing existing buildings.

There will be more than 700 SPC-2 buildings to deal with between now and 2030.

FDD foresees continued development of “Auto Codes” which will allow some code requirements to be electronically checked from the designers’ CADD drawings/model.

FDD will be transitioning to Electronic Plan/Archive storage – eliminate paper plan archives.

Continued development of manners in which clients may interact with FDD, such as Virtual OTCs, GO To Meeting, etc. – may eliminate need for off-site OTCs, such as San Diego.

Development of a web-based training program for Inspectors of Record.

Continuing trend to move closer to model codes with fewer amendments.

Continue to develop new programs and expand exiting ones.
Upcoming Programs/Processes

Auto Codes

Upcoming Programs/Processes

eTl
Upcoming Programs/Processes

1. eBAR CODES

2. Auto Codes

3. OSHPD e-Services Portal
   - Public User Guide
   - Version Number: 4.2
   - Section 9 - Expedited Building Permits for Skilled Nursing Facilities
   - Building Permit
### Upcoming Programs/Processes

#### eRAD

#### eWarehouse

### Table: Code Ref. Requirements Sheet No. Ref. No.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Reference</th>
<th>Sheet Index</th>
<th>OSHPD #</th>
<th>Architect/EOR's Stamp and Signature</th>
<th>Primary Architect/EOR's Signature</th>
<th>Intent Note</th>
<th>Code References</th>
<th>Project Location Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 Project scope identified</td>
<td>Clearly identify the scope of the work.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1 Sheet Index correct</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2 OSHPD # on all sheets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3 Architect/EOR's stamp and signature on their sheets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.4 Primary Architect/EOR's signature on all sheets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.5 Intent Note included in General Notes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.6 Code references correct</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.7 Project location plan provided</td>
<td>Provide vicinity map and site map showing location of project.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Functional Program

#### 2.0 Provide a Functional Program

Applies to all scopes and disciplines of the project that affect patient care directly or indirectly, by means of new construction, additions, or modifications to specific hospital departmental function which form an integral part of the facility. Projects that only involve equipment replacement, fire safety upgrades or renovations that will not change the occupancy, function, or use of existing space shall not require a function program.

#### 2.1 Executive Summary

Purpose of project. Project type and size. Construction type/occupancy and building systems.

#### 2.2 Content


### Accessibility for Existing Building and Facilities

#### 3.0 Path of travel requirements in alterations, addition and structural repairs met

1. A primary entrance to the building or facility,
2. Toilet and bathing facilities serving the area (public M/F, staff M/F, patient),
3. Drinking fountains serving the area,
4. Public telephones serving the area, and
5. Signs.

### General Architectural Requirements

#### 4.0 Floor plans

Drawn to scale showing room numbers and names using code terminology

#### 4.1 Rooms and corridors

Fully dimensioned

#### 4.2 Door and windows

Dimensions shown and/or scheduled

#### 4.3 Accessibility Clearances

Dimensions shown

#### 4.4 Reflected Ceiling Plans

Show ceiling types and ceiling construction detail and ceiling heights in all areas
Upcoming Programs/Processes

OSHPD/FDD Mobile App

Features

- Common web links used by OSHPD/FDD office and field staff.
- Directs user to install applications required to open some web content such as Google Earth.
- Useful hints for home work areas.

Upcoming Programs/Processes

Plan Review Without Borders
HFSSA § 129761. Use of information technology

The office shall use, to the extent possible, information technology to facilitate the timely performance of its duties and responsibilities under this chapter.

- FDD will be capable of performing electronic plan reviews statewide by this summer. Why?
  - To comply with the law
  - 90% of hospital construction documents are prepared electronically
  - Reduce shipping time and costs
  - Reduce storage requirements (files, warehouse, etc.) for paper documents
  - Eliminate the need to lift and carry heavy rolls of plans throughout the office
  - Accommodate plan review in the smaller sized cubicles required by DGS
  - Reduce time from approval to permit issuance
  - It’s the right thing to do

How It Was Done
How It Is Done Today

[Image of a person using computer software to create architectural plans]

How It Is Done Today

[Image of a 3D architectural model of a building]
How It Is Done Today

How It Is Done Today
How It Is Done Today

Design and Review Process *Today*

- Design in 3D
- Arch Review
- FLS Review
- Elec Review
- Mech Review
- Struc Review
- 60 – 80 days or longer

- Return in 2D
- Regulatory Review in 2D
- Preprint/PMF
- Regulatory Review in 2D
- Preprint/PMF
- Regulatory Review in 2D
- Preprint/PMF
- Build in 2D / 3D

- Flatten to 2D
Traditional Plan Review Revenue to Cost

Electronic Plan Review Revenue to Cost
**Electronic Plan Review**

- **Benefits:**
  - Staff location no longer a factor. Network files can be accessed from any FDD location.
  - Rapid interaction with clients as plans are sent electronically back and forth. Minor revisions can be implemented immediately.
  - Due to increased workflow efficiencies, the cost of review has been reduced.

**Electronic Plan Review**

Client

Plan Review Process

Elect Files

Printing

Approved Plans to Construction
All plan reviewers have received upgrades to monitors and video cards to facilitate document review on the computer.
New Ways of Doing Business

Stand-up Computing Work Stations

Smartboard/OTC Room
New Ways of Doing Business

Quiet/Task Rooms

Collaboration Areas
Timeline

- Staff location no longer a factor
- Rapid interaction with clients via electronic file viewing
- Increased workflow efficiencies

ePlanCheck (ePC) Software

- Currently in use by Rapid Review Unit
- Offers enhanced Plan Review and Notation Tools
- Concurrent Reviews
- Enhanced Corrections Report
ePC Standard Comments

Standard database of comments that is:

• Searchable by various fields
• Sorted by discipline and category of comment
• Consistent language for standard plan review comments
• Editable as needed

ePC Sheet Navigation

• Navigation system that is scalable to various project sizes
• Flexible navigation through use of thumbnails, bookmarks, tabs and multiple viewing windows
• Requires compliant bookmark formatting by clients
ePC Overlay Abilities

Allows for rapid comparison of changes between first review and subsequent submittals (with or without "clouds").

Dependent upon compliant sheet sequencing by clients:

- Added sheets placed at end of each submittal package
- Deleted sheets replaced by blank placeholders

---

ePC Multiple View Windows
ePC Remarks Package Deliverable

Remarks Package deliverables consist of:

- OSHPD Remarks Letter
- ePC Corrections Report
  - Sortable by various criteria
  - Keyed references for comments via sheet numbers and tag identifiers
- PDF plans with Keyed Tags

ePC Digital Stamping of Approved Plans

Digitally applied stamps allow for faster processing by FDD staff:

- Eliminates manual stamping and signing of each sheet
- Allows for electronic transmission of “locked” plans and files upon project approval
- Facilitates electronic archiving of approved documents
In March 2016, OSHPD announced the integration of the eServices Portal with ePlanCheck.

- Allows clients to submit electronic plans and construction documents immediately after submitting their application
- Project status can be monitored in real-time
- Comments or noted on the plans and on an electronic corrections report spreadsheet
- Responses to comments are accommodated on corrections report for resubmittal of corrected docs
- Resubmittal of plans with a mouse-click
- Approved plans are digitally stamped and uploaded to eSP where clients can immediately download
New Requirements for Submittals

Instructions for uploading plans and construction documents were emailed to all clients in March 2016 and are available on the FDD web site at: http://www.oshpd.ca.gov/FDD/eServices

- Plans (or “Plan Sets”) must be saved in PDF format.
- Each file must be under 100 MB in size.
- Please flatten the drawing layers in your CAD program before creating the PDF.
- Pages must be straight, clear with no streaks; sheets must be contrasting with background and not too light or dark.
- PDF bookmarks of each sheet are required; bookmark names must include the plan sheet number and sheet title.
New Requirements for Submittals

✓ For small plan review projects or ACD, DSI or AMC submittals where the page count is under 50 sheets, creating a single PDF document is acceptable and the file name must be a describing prefix “Plan” followed by the OSHPD project number separated by an underscore:

<table>
<thead>
<tr>
<th>File Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan_S151234-19-00.pdf</td>
<td>Small Project Filename Recommendations</td>
</tr>
<tr>
<td>Plan_SS114321-0-ACD0001.pdf</td>
<td></td>
</tr>
<tr>
<td>Plan_HL101234-0-AMC0002.pdf</td>
<td></td>
</tr>
<tr>
<td>Plan_H140001-35-00-DSI0001.pdf</td>
<td></td>
</tr>
</tbody>
</table>

New Requirements for Submittals

✓ For projects with more than 50 sheets, construction plans must be divided into smaller PDF file sets that facilitate Electronic Plan Check.

✓ The instructions include a chart that illustrates some examples for the file naming conventions of plan sets for submittal to OSHPD, where the plans are grouped into logical “sets.”

➢ Choose the appropriate discipline code and insert an underscore character ( _ ) between this code and the filename, as shown in these examples:
## New Requirements for Submittals

### New Plan File Naming Conventions

<table>
<thead>
<tr>
<th>Discipline Code</th>
<th>Separator</th>
<th>Plan Filename</th>
<th>Submitted Filenames w/ Discipline Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>_</td>
<td>S151234-19-00 Foundation Plans</td>
<td>S_S151234-19-00 Foundation Plans.pdf</td>
</tr>
<tr>
<td>S</td>
<td>_</td>
<td>S151234-19-00 Framing Plans</td>
<td>S_S151234-19-00 Framing Plans.pdf</td>
</tr>
<tr>
<td>A</td>
<td>_</td>
<td>A151234-19-00 Site Plans</td>
<td>A_A151234-19-00 Site Plans.pdf</td>
</tr>
<tr>
<td>A</td>
<td>_</td>
<td>A151234-19-00 Floor Plans</td>
<td>A_A151234-19-00 Floor Plans.pdf</td>
</tr>
<tr>
<td>A</td>
<td>_</td>
<td>A151234-19-00 Reflected Ceiling Plans</td>
<td>A_A151234-19-00 Reflected Ceiling Plans.pdf</td>
</tr>
<tr>
<td>M</td>
<td>_</td>
<td>M151234-19-00 Mechanical Plans</td>
<td>M_M151234-19-00 Mechanical Plans.pdf</td>
</tr>
</tbody>
</table>

---

### DISCIPLINE CODE CHART

- A – Architectural
- B – Geotechnical
- C – Civil
- D – Process
- E – Electrical
- F – Fire Protection
- G – General
- H – Hazardous Material
- I – Interiors
- J – Justice / Detention
- K – Food Service
- L – Landscape
- M – Mechanical
- O – Operations
- P – Plumbing
- Q – Equipment
- S – Structural
- T – Telecommunication
- U – Railway
- V – Survey / Mapping
- W – Civil Works
- X – TITLE 24 / Other Disciplines
- Y – Security
- Z – Contractors / Shop Drawings
New Requirements for Submittals

- Submitted plans must all be properly “oriented,” meaning face up, not sideways or upside down, so that the document can be viewed without rotating it.
- Failure to submit correctly oriented plans may result in the submittal being returned, which will delay review.

- bookmarks: Each sheet must be provided with “bookmarks” that list the sheet number and sheet title.
- Bookmarks must not be created in folders and subfolders.
New Requirements for Submittals

✓ To facilitate digital stamping a 3” x 4” OSHPD Approval Stamp Space is required on each sheet.
✓ This space must be located in the proximity of the right edge of the sheet, or within or immediately adjacent to, the overall title block area.
✓ The OSHPD Approval Stamp Space must be located in the same exact location on each sheet.

New Requirements for Submittals

✓ Supplemental documents or attachments consist of any files that are not CAD plans.
✓ These may include Soils Reports, Specifications, Structural Calculations, Hydraulic Calculations, Testing, Inspection and Observation Programs, Reference Plans, images, etc.
✓ These must also be submitted in PDF format with a specific prefix, a space between this prefix and the filename and the OSHPD Project Number as the filename.
New Requirements for Submittals

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Separator</th>
<th>Plan Filename</th>
<th>Submitted Filenames w/ Document Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specifications</td>
<td>Space</td>
<td>S151234-19-00</td>
<td>Spec S151234-19-00.pdf</td>
</tr>
<tr>
<td>Calculations</td>
<td>Space</td>
<td>S151234-19-00</td>
<td>Calc S151234-19-00.pdf</td>
</tr>
<tr>
<td>TIO</td>
<td>Space</td>
<td>S151234-19-00</td>
<td>TIO S151234-19-00.pdf</td>
</tr>
<tr>
<td>Reference Plans</td>
<td>Space</td>
<td>S151234-19-00</td>
<td>Ref S151234-19-00.pdf</td>
</tr>
<tr>
<td>Soils Reports</td>
<td>Space</td>
<td>S151234-19-00</td>
<td>Geo S151234-19-00.pdf</td>
</tr>
<tr>
<td>Images</td>
<td>Space</td>
<td>S151234-19-00</td>
<td>Img S151234-19-00.pdf</td>
</tr>
<tr>
<td>Product Data Sheets</td>
<td>Space</td>
<td>S151234-19-00</td>
<td>Prod S151234-19-00.pdf</td>
</tr>
<tr>
<td>Other Documents</td>
<td>Space</td>
<td>S151234-19-00</td>
<td>Docs S151234-19-00.pdf</td>
</tr>
</tbody>
</table>

Corrected Plans

- The entire set of corrected plans must be submitted for backcheck review and approval
- Do not resubmit only the corrected sheets
- Please maintain and update bookmarks on each sheet
- Provide a written response to all comments; the written response must include a description and a location of the corrections made to the construction documents
- The OSHPD Plan Review Comments document is provided with a location for written responses to plans; this document must be resubmitted with corrected plans
New Requirements for Submittals

✓ Corrected Plans
  • When available, use the Resubmit action link to upload the corrected plans – this will insure the corrected set is properly associated with the previous reviewed set

<table>
<thead>
<tr>
<th>Name</th>
<th>Virtual Folders</th>
<th>Upload Date</th>
<th>Action</th>
<th>Type</th>
<th>Size</th>
<th>Latest Update</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calc 5160397-10-00.pdf</td>
<td></td>
<td>01 - First Final 03/06/2016</td>
<td>Actions</td>
<td>Calc</td>
<td>1.81 MB</td>
<td>03/06/2016</td>
<td>Calculation</td>
</tr>
<tr>
<td>TIO 5160397-10-00.pdf</td>
<td></td>
<td>01 - First Final 03/06/2016</td>
<td>Actions</td>
<td>TIO</td>
<td>876.59 KB</td>
<td>03/06/2016</td>
<td>Testing Int</td>
</tr>
<tr>
<td>Plan 5160397-10-00296960616G4.pdf</td>
<td></td>
<td>01 - First Final 03/06/2016</td>
<td>Resubmit</td>
<td>Plan</td>
<td>4.84 MB</td>
<td>03/06/2016</td>
<td>Blood Bank</td>
</tr>
<tr>
<td>Plan 5160397-10-00296960616G4.pdf</td>
<td></td>
<td>01 - First Final 03/06/2016</td>
<td>Actions</td>
<td>Plan</td>
<td>4.84 MB</td>
<td>03/06/2016</td>
<td>Blood Bank</td>
</tr>
<tr>
<td>(PlanReviewCommentReport_20160306_154546 xe)</td>
<td></td>
<td>03/06/2016</td>
<td>Actions</td>
<td>Documents</td>
<td>15.94 KB</td>
<td>03/06/2016</td>
<td></td>
</tr>
</tbody>
</table>

New Requirements for Submittals

✓ Use the EXACT same filename as the original submittal. DO NOT change the file names when submitting new “versions” – eSP will automatically version the submittals. Maintaining consistent filenames will expedite the review process.

✓ DO NOT reorder, extract or insert pages in your corrected plans. For example, if a 4-page set of construction plans was returned to you for corrections, resubmit a 4-page set of corrected construction plans in the same page order.

✓ Rearranging, extracting or inserting pages out of order will cause delays in completing your plan review; plans that have been rearranged, had sheets extracted or had sheets inserted will be returned.
New Requirements for Submittals

- If, in response to comments additional plan sheets are required and new plan sheets or plan sets are being submitted:
  - Revised/corrected plans must be submitted in the same page order as the previous submittal
  - Place new plan sheets at the end of the corrected plan set document. **DO NOT** place new pages in the middle or beginning of the submittal
  - Additional pages added to supplemental documents may be added in order and do not need to be added at the end of the document
- If a plan sheet is deleted, revised/corrected plans must include a blank page placeholder in place of the deleted sheet with the words "DELETED SHEET" included on the page.

Use virtual folders to resubmit corrected documents and keep them sorted properly.

When plans are approved, all previously reviewed docs will be deleted and approved docs will be in the Approved Documents virtual folder.

**Attachments**

- Name: Plan 1-0105-00-053.pdf
  - Action: Plan
  - Status: Draft

- Name: Plan 1-0105-00-106.pdf
  - Action: Plan
  - Status: Draft

- Name: Plan 1-0105-00-054.pdf
  - Action: Plan
  - Status: Draft

- Name: Plan 1-0105-00-055.pdf
  - Action: Plan
  - Status: Draft

- Name: Plan 1-0105-00-056.pdf
  - Action: Plan
  - Status: Draft

- Name: Plan 1-0105-00-057.pdf
  - Action: Plan
  - Status: Draft

- Name: Plan 1-0105-00-058.pdf
  - Action: Plan
  - Status: Draft
Auto Codes

Design and Building Process *Future*

Design | Review | Build

Concurrent Integrated 3D Review

Thank You

**Paul A. Coleman**  
Deputy Director  
California Office of Statewide Health Planning and Development  
Facilities Development Division  
Paul.Coleman@oshpd.ca.gov

**Gary Dunger**  
Chief Fire and Life Safety Officer  
California Office of Statewide Health Planning and Development  
Facilities Development Division  
Gary.Dunger@oshpd.ca.gov
Questions

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

Phone questions:
To ask a question, hit *1

Upcoming Programs

Meeting New Requirements for Sterile Compounding Webinar
June 28, 10:00 a.m. – 12:00 p.m., PT

The California State Board of Pharmacy and United States Pharmacopeia Convention are planning changes that will significantly impact hospital pharmacy compounding of hazardous and nonhazardous medications and facility structures. All of the changes will impact numerous hospital departments, including pharmacy, human resources and facilities.

Make plans now to attend and learn what the changes will mean for your hospital. Take home helpful tools and resources to ready your facility for compliance.
Thank You and Evaluation

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

For education questions, contact Mary Barker at (916) 552-7514 or mbarker@calhospital.org.