



SONIA Y. ANGELL, MD, MPH
State Public Health Officer & Director

State of California—Health and Human Services Agency
California Department of Public Health



GAVIN NEWSOM
Governor

December 23, 2019

AFL 19-41

TO: Acute Psychiatric Hospitals
General Acute Care Hospitals

SUBJECT: Statewide Launch of the New Online Application for General Acute Care Hospitals (GACH) and Acute Psychiatric Hospitals (APH)

AUTHORITY: California Health and Safety Code section 1272(e)

All Facilities Letter (AFL) Summary

- This AFL announces the California Department of Public Health (CDPH), Center for Health Care Quality's (CHCQ's) statewide launch of the new GACH/APH Online Application, available beginning December 23, 2019.
- This AFL provides instructions and resource materials on how to register and use the online portal to submit applications to the Centralized Applications Branch (CAB).

In an effort to streamline the facility application process, CDPH CHCQ is releasing an online application for GACHs and APHs on December 23, 2019. This new online application process makes it easier for providers to submit a complete application and improves the timeliness of application reviews.

The new GACH/APH Online Application allows providers to electronically submit Initial, Change of Ownership, and Report of Change applications. It also allows providers to validate their facility information, view their application's status, use pre-populated facility data in some application sections, and access help text for application guidance.

Prior to using the GACH/APH Online Application providers must first create an online account. To create an account, go to the [CDPH Certificates, Licenses, Permits, and Registrations Portal](#), select "Create an Account," and complete the required information. Once your account has been created, you will receive an email confirmation and may then use your username and password to login to the online portal. After logging into the online portal, you may start an online application by selecting "Apply Now" under "Apply for Facility Licensure" on the "Let's Get Started" page.

Center for Health Care Quality, Licensing and Certification Program
Centralized Applications Branch
P.O. Box 997377 MS 3207 • Sacramento, CA 95899-7377
(916) 324-6630 • (916) 324-4820 FAX
CABHospitals@cdph.ca.gov



For security purposes, you will need to become an authorized user for a specific facility to submit an online application for that facility. If you are not an authorized user, you will receive an Authorization Error popup message and will need to follow the guidance on the message to submit a User Access Request.

If there are multiple authorized users submitting applications for multiple facilities, a separate User Access Request will be required for each user and each facility. CAB staff will then verify with the facility that you are the authorized user for entering applications on behalf of the specific facility. Once you receive an email verifying you are an authorized user, you will be able to submit applications for that facility.

After you have submitted an online application, CAB and your local district office will be notified. You will receive an email when the application has been assigned to a CAB analyst. You will also be notified when corrections are needed, when the application is approved, withdrawn, or denied, and when the application has been sent to the district office for a survey request. Upon survey approval, CAB will issue an updated license to the facility address.

Providers are encouraged to begin submitting all GACH/APH Initial, Change of Ownership, and Report of Change applications through the online system. CAB plans to phase out the use of paper applications for this applicant type by July 1, 2020.

To access resource materials such as the [GACH/APH Online Application Processing – Providers User Guide](#) (PDF), Frequently Asked Questions, or other information about the online application, please visit the [Health Care Facilities Online Application](#) page.

For technical or program support with the online application, please submit a written inquiry to CDPHAEMSUPPORT@cdph.ca.gov. Please insert “GACH/APH Support” in the email’s subject line and include the following information in the email’s body:

- Your first and last name
- Phone number (including area code)
- Email address
- A brief description of your inquiry

Once CDPH receives your written request, a representative will contact you to assist with resolving your issue.

If you have any questions about this AFL, please contact the CAB Hospital Unit by phone at (916) 552-8632 or by email at CABHospitals@cdph.ca.gov.

Sincerely,

Original signed by Heidi W. Steinecker

Heidi W. Steinecker
Deputy Director