

**PROGRAM FLEX FOR PHYSICAL SPACE PROCESS
DEPARTMENT OF HEALTH CARE ACCESS AND INFORMATION (HCAI) AND
DEPARTMENT OF PUBLIC HEALTH (CDPH)**

Hospitals applying for a program flex of physical space from CDPH may also require changes to the configuration of the physical space. For these spaces, HCAI approval is needed. The following is the process hospitals should follow for these spaces:

1. Contact CDPH and HCAI regional/local office to discuss the temporary spaces that will be used in a different manner than is licensed and the ways in which the hospitals intend to use the space and comply with CDPH and HCAI standards for the alternative use of space.
2. Complete program flex application from CDPH.
3. If after CDPH review of the program flex application it is determined HCAI approval is required, a hospital should contact HCAI's Office of Statewide Hospital Planning and Development branch (OSHPD) Regional Supervisor for your facility and present the following:
 - Program flex application to CDPH; and,
 - Your hospitals' technical plans for the proposed new or alternate use of space by completing the [Alternate Method of Compliance form](#). This form can also be filled in through [HCAI eServices Portal](#).

OSHPD regional contact information can be found on the [OSHPD Facility Detail](#) web site.

In addition, HCAI has developed policy guidance for specific items related to the reconfiguration of space most commonly contemplated by hospitals, including:

- [Policy Intent Notice 4](#) - Review of Existing Facilities for Airborne Infection Isolation Rooms and Projects Related to Isolation, i.e. negative pressure rooms;
- [Policy Intent Notice 14](#) - Surge Tents - where surge tents do not meet State Fire Marshal requirements, HCAI recommends providing a fire watch per this notice
- [Policy Intent Notice 16](#) - Interior Finish Material(s) Approval
- [Policy Intent Notice 34](#) - Review of Mobile Units Used for Outpatient Hospital Services
- [Policy Intent Notice 35](#) - Healthcare Decontamination Facilities
- [Policy Intent Notice 36](#) - Projects of \$50,000 or less - Exempt from Plan Review Process
- [Policy Intent Notice 72](#) - Emergency Work Authorization
- [Code Application Notice 2-102.6](#) - Remodel
- [Code Application Notice 2-108](#) - Temporary Structures and Uses
- [Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#) - Guidance from HCAI, CDPH and Cal-OSHA