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1. How to Access the Form
   a. To access the form, go to the CDPH Flex Waiver web page <https://eforms.cdph.ca.gov/content/chcq-waiver/chcqlanding.html> and click on “Get Started”.
   b. You will see the page below, where you can click “Create an account” to create a new account or enter your credentials and click “Sign In” if you already created an account previously.
   c. Please note one registrant can submit multiple applications.

2. Sign Up for an Account
   a. Click “Create an account” on the page referenced in Section 1b. You will see the page below where you can fill in your information to set up an account.
3. Sign In to Your Account
   a. As explained in Section 1b, enter in your credentials and click “Sign In” to access your account.
   b. After signing in, you will first see the page below. Click “Open Now” on the “Licensing Waiver Application” panel, which will bring you to the Main Site page referenced in the next step 3c and in Section 4c.
   c. Click on the “Get Started” button which will bring you to the Dashboard page referenced in Section 4a. See 4a for further details.
4. **Navigating the Site**
   a. **Dashboard**
      i. Access the Dashboard page by clicking on the “Get Started” button referenced in Section 3b, or by clicking on the “Dashboard” button in the top navigation bar.
      
      ii. The Dashboard page is a view of all the applications available to be filled out. Currently there are the “Workforce Shortage Waiver” and the “Patient Needs Waiver”
b. My Applications
   i. Access the My Applications page by clicking on the “My Applications” button in the top navigation bar.

ii. The My Applications page is where you can see your Drafted Applications and Submitted Applications. Click on the “Draft Applications” or “Submitted Applications” tab to see your applications. See Section 8 for more details.
<table>
<thead>
<tr>
<th>Title</th>
<th>Draft</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workforce Shortage</td>
<td>Reports(1)</td>
<td>Reports(1)</td>
</tr>
<tr>
<td>Facility Name:</td>
<td>McKeeby Park Care Center</td>
<td>McKeeby Park Care Center</td>
</tr>
<tr>
<td>Waiver Year:</td>
<td>2018</td>
<td>2018</td>
</tr>
<tr>
<td>Time Ago:</td>
<td>3 Minutes Ago</td>
<td>4 Minutes Ago</td>
</tr>
</tbody>
</table>

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c. **Home**
   
i. Access the Home page by clicking on the “Home” button in the top navigation bar.

   ![Home page](image)

   ii. The Home page is the same page you see after you sign in, as referenced in Section 3b.

   ![Home page](image)

   ![Home page](image)

   ![Home page](image)

   ![Home page](image)

   d. **Contact Us**
      
i. Access the Contact Us page by clicking on the “Contact Us” button in the top navigation bar

   ![Contact Us page](image)

   ii. The Contact Us page is where you can see the contact information you might need if you have questions on how to fill out the application.
e. Sign Out
   i. Sign Out of your account by clicking on the “Sign Out” button in the top navigation bar.

   ii. You will see the sign in page seen in Section 1b after signing out of your account.
5. Creating a New Application Form
   a. To create a new application form, go to the Dashboard page referenced in Section 4a. Click on the “Apply” button to start a new waiver form.

   ![Application Form](image)

   b. You should see the page below which is the first page of the form. This screen is where you will search for a Skilled Nursing Facility (SNF) in which you will be submitting a waiver. You can search by “Facility ID”, “License Number”, and “Facility Name and City”.

   ![Search for SNF](image)
c. Once you enter information and select “Search”, the facility will be displayed in the “Search Results” section and you can select the checkbox of the desired facility, then click “Next” to proceed with filling out the waiver.

d. Attaching a File
   i. While filling out the form, you may be asked to attach a document to support the information that you have provided. In the example below, you click “Attach File(s)” when prompted and search your saved documents to upload.
e. Required Fields
i. Most of the data fields on the form will be required fields. If you do not fill out a required field, the form will not let you proceed to the next screen. If you click "Next", you will see a validation error message for each required field, as shown below. Once you fill out the required field, the error message will turn green.
f. Multiple Entries for One Section
i. In some sections of the form, you may have multiple entries of information to enter. In the example below, the Primary Recruitment Activity section will have an entry for each activity. Click the “+” icon in order to add another panel so you can enter in another set of information.

![Primary Recruitment Activity Form](image)

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g. Selecting a Date on Calendar

i. When selecting a date from the calendar, user can select the calendar icon and when the calendar displays in the pop-up window, user can navigate to other months and years by clicking on the date at the top at the top of the popup window to navigate between other months and years.

ii. If an activity is ongoing, then the “Activity End Date” is optional to fill out.
6. Saving a Draft of Your Form
   a. While filling out the form, you should save your progress after completing each page to ensure that your data is not lost. You should also save the form every time you need to take a break or if you need to finish filling out the form at a later time.
   b. To save your work, click the “Save” button at the bottom of each screen.
c. Saving the entire form may take 3-10 seconds. You MUST wait for the “Saved Successfully” message to pop-up to be sure that your application has been saved properly.
7. Accessing Drafted and Submitted Forms
   a. Continue Filling Out a Saved Draft of the Form
      i. Access the My Applications page as referenced in Section 4b. Click on the “Draft Applications” tab to see your list of drafted applications.

      ![Draft and Submitted Reports](image1)

      ii. Click on the title of the application you want to continue filling out, as shown below.

      ![Draft and Submitted Reports](image2)

      iii. You will be brought to the first page of the application. Keep clicking the “Next” button until you get to the page you want.
b. Reviewing a Previously Submitted Form
   i. Access the My Applications page as referenced in Section 4b. Click on the “Submitted Applications” tab to see your list of submitted applications.

   ii. Click on the title of the application you want review, as shown below.

   iii. You will be brought to the first page of the application. Keep clicking the “Next” button until you get to the page you want. The fields will be Read-Only, as you cannot change what you previously submitted.
8. Submitting the Form
   a. Disclaimer/Submission Page
      i. The final page of the form is shown below. You will need to check the box and electronically sign your name on this page. Click the “Submit” button to submit the form. Wait until you see the page referenced in Section 9b to ensure your application is received.
b. Thank You Page
   i. After successfully submitting your application, you should see a page similar to the one below. NOTE: The text on the page will vary depending on the type of waiver submitted: Patient Needs Waiver or Workforce Shortage Waiver.

![Thank You Page Screenshot]

You, your reference is PNW-2011-100000093. Should you need to inquire about your application, you may contact RNUnit at RNUnit@cdph.ca.gov. Emails must include your Reference ID.

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d. Confirmation Email
   i. After successfully submitting your application, you will receive an email, similar to the one shown below, confirming the submission with a PDF attachment detailing the information you submitted.
   ii. The email is sent to the one entered for the “Designated Point of Contact” section in the form.

Thank you for your Patient Needs Waiver application.

Your application has been sent to the California Department of Public Health, Licensing and Certification, Registered Nurse Unit for eligibility determination. If you have any questions about your application, contact CDPH at RNUNIT-WAIVER@cdph.ca.gov. Please include your Tracking ID in the email.

Your Tracking ID is: PNW-2019-040000018

California Department of Public Health
Licensing and Certification Program
Registered Nurse Unit
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Sacramento, CA 95899-7377
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