

## How the Approval Process Works

### 1. Step 1: Submitting the Functional Program and Stage I

- a. Prepare the Functional Program and the Stage I plans for submission to OSDH.
- b. While a facility is not required to submit the Functional Program and Stage I plans at the same time, submission of both is highly recommended in order to increase the chances of receiving approval or approval with comments.
- c. The fee that the Facility submits will cover the cost of review for up to 2 Stage I submittals and 2 Stage II submittals.
- d. **Templates for the Functional Program can be found at the following link:**
  - i. [https://www.ok.gov/health/Protective\\_Health/Medical\\_Facilities\\_Service/Health\\_Facilities\\_Plan\\_Review/Health\\_Facility\\_Plan\\_Review\\_Process\\_Improvement\\_Team/index.html](https://www.ok.gov/health/Protective_Health/Medical_Facilities_Service/Health_Facilities_Plan_Review/Health_Facility_Plan_Review_Process_Improvement_Team/index.html)

### 2. Step 2: Review by the Functional Program Reviewer

- a. The Functional Program Reviewer evaluates and reviews the functional program, once they have been received.
- b. The Functional Program Reviewer will either accept the functional program, accept the Functional Program with comments, or reject the functional program.
- c. *If the Facility* has submitted the Functional Program and the Stage I Plans together then the Facility must wait to hear from the OSDH Architect before proceeding to the next step after being notified that the Functional Program is approved.
- d. *If the Functional Program Reviewer approves* of the functional program then the Facility will move on to Step 3.
- e. *If the Functional Program Reviewer approves with comments* of the Functional Program then the Facility will move on to Step 3.
- f. *If the Functional Program Reviewer rejects* the functional program a Corrective Letter will be sent to the facility along with comments on the rejected functional program. The Facility will then refer back to Step 1 if this occurs.
  - i. The OSDH will coordinate a meeting with the Facility to resolve any notable substantive issues early in the process if a Facility is issued a Corrective Letter.

### 3. Step 3: Review by the OSDH Architect of Stage I

- a. The OSDH Architect will review the Stage I of the Complete Plans and come to a decision within 45 days from when the Plans were received.
- b. *If the Facility* submitted both the Functional Program and the Stage I Plans at the same time then the 45 days starts from the initial receipt of the documents.
- c. *If the OSDH Architect approves* the Stage 1 Complete Plans the OSDH Architect will notify the Facility and Architect of the approval, upon approval the facility will move into Stage II. Proceed to Step 4.
- d. *If the OSDH Architect approves with comments* of the Stage I Complete Plans the OSDH Architect will notify the Facility. Upon approval with comments the Facility may submit Stage II Plans correcting the comments and proceed to Step 4.
  - i. *However*, if the Facility submits corrections to Stage I within the Stage II plans the **Facility assumes the risk** of the Plans being rejected.



- e. *If the OSDH Architect rejects of the Stage I Complete Plans a Corrective Letter will be sent to the facility. Upon receiving the corrective letter the Facility will refer back to Step 1.*
  - i. *However, the Facility may submit Stage II plans **but** the facility assumes the risks of the Stage II Plans being disapproved.*
- 4. Step 4: Facility Submits Stage II Plans to OSDH**
  - a. The OSDH will review the Facility's Stage II Plans.
  - b. *If the OSDH approves of the Facility's Stage II plans then the Facility will be notified of the approval of the plans, the Facility may then move on to Step 5.*
  - c. *If the OSDH rejects the Facility's Stage II plans then the Facility will be notified of the disapproval. Once this occurs the Facility will start Step 4 over.*
- 5. Step 5: Construction Process**
  - a. The Contractor must submit a timeline to OSDH once Step 4 is complete.
  - b. The Contractor may begin the construction process after submitting a timeline to the OSDH.
- 6. Step 6: Inspection at the Halfway Point**
  - a. The Contractor needs to request and schedule an inspection with the OSDH, preferable a few weeks in advance, when the construction project has reached the halfway point.
    - i. *While this is not mandatory the Facility **assumes the risk if** at the completion the project does not meet the inspection requirements.*
  - b. The OSDH will conduct an inspection at the halfway point and determine if the progress is acceptable.
  - c. *The OSDH will notify the facility of a negative result if the construction is not acceptable, which will require the facility to take corrective actions.*
  - d. *The OSDH will notify the facility of a positive result, via email to the Facility CEO and contact person if the construction is acceptable.*
- 7. Step 7: Inspection at the Completion of Construction**
  - a. The Contractor **must** request and schedule an inspection once the project is complete.
    - i. Contact OSDH a few weeks prior to the completion of the project to schedule an inspection.
  - b. The OSDH will conduct an inspection and will determine if the completed construction is acceptable.
  - c. *The OSDH will notify the Facility with of a negative result if the construction is not acceptable, which will require the Facility to take corrective action and start Step 7 over.*
  - d. *The OSDH will notify the Facility with a positive result via email to the Facility CEO and contact person if the construction is acceptable, which will allow the Facility to move to Step 8.*
- 8. Step 8: The Facility receives approval for occupancy**
- 9. Step 9: The Facility occupies**
- 10. Step 10: The OSDH's role in the functional program ends**