
New York State
Electronic Certificate of Need
HCS 2.4.0.0 Training
Chapter 10
Contingencies
Applicant

NYS Department of Health

Chapter 10

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Contingencies

Chapter Overview

Contents

In this chapter, the Applicant will learn how to:

- 1 View Contingencies
 - 2 Contingency Submission process
 - 3 Extension Request process
-

NYSE-CON now provides the ability for an applicant to submit and view the status of Contingencies.

Contingencies

The Contingencies module is reached via the **Contingencies** tab on the Navigation bar (Figure 10.1). To view and act on contingency details, select the **arrow** beside the contingency or select the **Expand All** button to expand details for all contingencies.

The screenshot shows the 'Contingencies' page with the following data:

#	Status	Description	Date Applied	Response Due
1	No Submission 02/19/2014	Submission of a check for the amount enumerated in the approval letter, payable to the New York State Department of Health. Public Health Law Section 2802.7 states that all construction applications requiring review by the Public Health and Health Planning Council shall pay an additional fee of fifty-five hundredths of one percent of the total capital value of the project, exclusive of CON fees.	02/19/2014	04/20/2014
2	No Submission 02/19/2014	Submission of a check for the amount enumerated in the approval letter, payable to the New York State Department of Health. Public Health Law Section 2802.7 states that all construction applications requiring review by the Public Health and Health Planning Council shall pay an additional fee of fifty-five hundredths of one percent of the total capital value of the project, exclusive of CON fees.	02/19/2014	04/20/2014
3	No Submission 02/19/2014	Submission of a check for the amount enumerated in the approval letter, payable to the New York State Department of Health. Public Health Law Section 2802.7 states that all construction applications requiring review by the Public Health and Health Planning Council shall pay an additional fee of fifty-five hundredths of one percent of the total capital value of the project, exclusive of CON fees.	02/19/2014	04/20/2014

Figure 10.1: Sample Contingencies Page

Contingencies Page Field Descriptions

Field Name	Description
#	Contingency Number.
Status	Contingency Status will display <ul style="list-style-type: none"> Completed (when the contingency is satisfied) No Submission (from published until the applicant responds) Established in Error (when deleted) Under Unit Review (when the applicant sends in a response) Waiting for Response (when waiting on the applicant) Withdrawn (when withdrawn)
Status Date	Date of the status.
Description	Contingency description.
Date Applied	Date the contingency is published.
Response Due	Date the contingency response is due.
Buttons	
Arrow Toggle	When selected the arrow toggle will point down and the page will refresh with contingency details.

Expand All	When selected the contingency detail is displayed.
------------	--

Contingencies – expanded view

The Contingencies module is reached via the **Contingencies** tab on the Navigation bar (Figure 10.2). When the arrow toggle or Expand All button are selected, the details for the contingencies and action buttons are visible.

Contingencies

General Application Correspondence Decision **Contingencies** Post Approval Summary

Application Number: 132027
Facility Name: Z Test Hospital
Project Description:

Print Contingencies Summary Print Contingencies Detail

#	Status	Description	Date Applied	Response Due
1	No Submission 12/06/2013	SUBMIT DETAILED, MOVEABLE EQUIP. LIST SHOWING DESCRIPTION OF ITEMSTEST DATA	12/06/2013	02/04/2014
Units Applying the Contingency Construction Cost Control Attachments: <input type="button" value="Respond"/> <input type="button" value="Request Extension"/> 12/06/2013 - Project Management - Applicant - Contingency				
2	No Submission 12/06/2013	SUBMIT 3 DETAILED ESTIMATES, OR 3 COMPETITIVE CONSTRUCT. BID RESULTS TEST DATA	12/06/2013	04/05/2014
Units Applying the Contingency Construction Cost Control Attachments: <input type="button" value="Respond"/> <input type="button" value="Request Extension"/> 12/06/2013 - Project Management - Applicant - Contingency <input type="button" value="Expand All"/>				

Figure 10.2: Sample Contingencies Page

Contingencies Page Field Descriptions

Field Name	Description
#	Contingency Number.
Status	Contingency Status will display <ul style="list-style-type: none"> Completed (when the contingency is satisfied) No Submission (from published until the applicant responds) Established in Error (when deleted) Under Unit Review (when the applicant sends in a response) Waiting for Response (when waiting on the applicant) Withdrawn (when withdrawn)
Status Date	Date of the status.
Description	Contingency description.
Date Applied	Date the contingency is published.
Response Due	Date the contingency response is due.
Units Applying the Contingency	Name of the unit(s) applying the contingency.

Attachment(s)	Documents sent regarding the contingency.
Contingency Correspondence Tree	Contingency correspondence link, that when clicked will open to the correspondence details.
Buttons	
Arrow Toggle	When selected, the arrow will point down to show details or sideways to close the detail view.
Respond	When selected the Respond to a Contingency page will display.
Request Extension	When selected the Request Extension page will display.
Expand All	When selected the contingency detail is displayed.

Notification - CON project information published

When the contingencies are published the following notification will be sent. Select the link within the email to enter NYS-CON and be directed to the general information page. Select the **Contingencies Tab** to view the Contingency. If not logged on to the Health Commerce System, the user will be re-directed to log on first, select the link again to continue.

Email Notification Sent	
1	Applicant contact
2	Alternate contact

Sent from DEV Environment - CON project information published on-line for Application CON # 141053, Z Test Hospital, Facility ID 8888

NYS Department of Health <nysecon@health.state.ny.us>

 Extra line breaks in this message were removed.

Sent: Thu 5/1/2014 3:38 PM

To: Konda, Rajakrupka (HEALTH-LN)

Notification Date: 05/01/2014

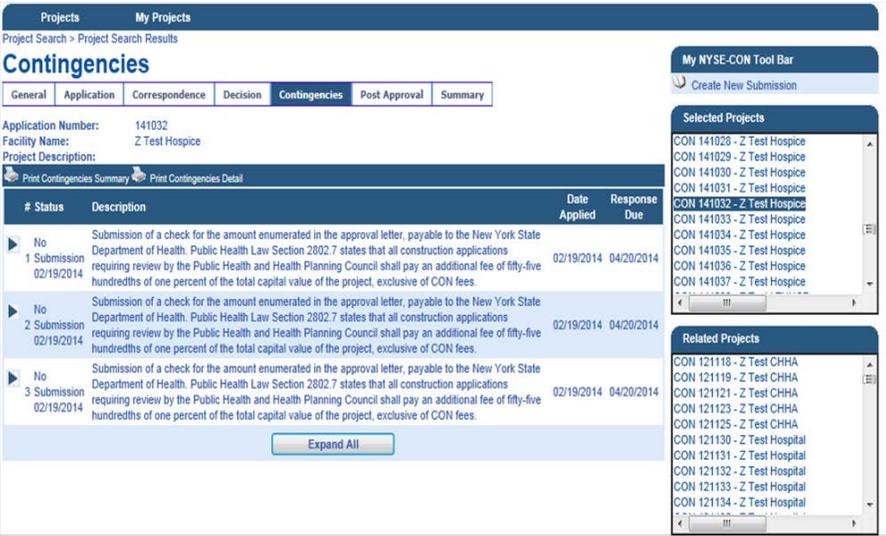
New information for the following CON project was published on-line and may be viewed: Application CON # 141053
Facility: Z Test Hospital, Facility ID 8888 Project Description:
Contingencies for the project may also be viewed in NYSE-CON.

For your convenience you may use the following link to go directly to the General Information page for this project. If you are using NYSE-CON via the Health Commerce System (HCS) use this link
<https://devcommerce.health.state.ny.us/doh2/applinks/nysecon/viewProject?applicationId=23683>

If you are not logged into the NYSE-CON system you will be redirected to the Login page. After you login please select this link again to continue to the project.

Figure 10.3: Sample Contingency published Email

Respond to a Contingency

Learning Objective	Step	Action
<p>How to Respond to a Contingency</p>	<p>1</p>	<p>On the Contingencies tab, expand the Contingency by selecting the toggle arrow or Expand All button.</p>  <p style="text-align: center;"><i>Figure 10.4: Sample Contingencies Tab</i></p>
	<p>2</p>	<p>Select the Respond button.</p>  <p style="text-align: center;"><i>Figure 10.5: Sample Expanded Contingency</i></p>

- 3 The Respond to Contingency page will appear. On the Respond to Contingency page, enter a response in the Contingency Response text box.

Figure 10.6: Sample Respond to Contingency

- 4 Select the **Add Attachment** button

Figure 10.7: Sample Respond to Contingency

5 The Add Contingency Response Attachment page will appear.
 File Type is auto-filled. All attachments will have the file type 'Contingency Response'.

Add Contingency Response Attachment

General Application Correspondence Decision **Contingencies** Post Approval Summary

Application Number: 132027
 Facility Name: Z Test Hospital
 Project Description:

Contingency 1
 Number:

File Type: Contingency Response

Date: 12/31/2013

Description: Please enter a unique description

File:

Figure 10.8: Sample Add Contingency Response Attachment

6 Enter a unique description for the file that will display on the Application tab.

7 Select the 'Browse' or 'Choose File' button, depending on the browser.
 Locate and select the file to be attached and select Open.

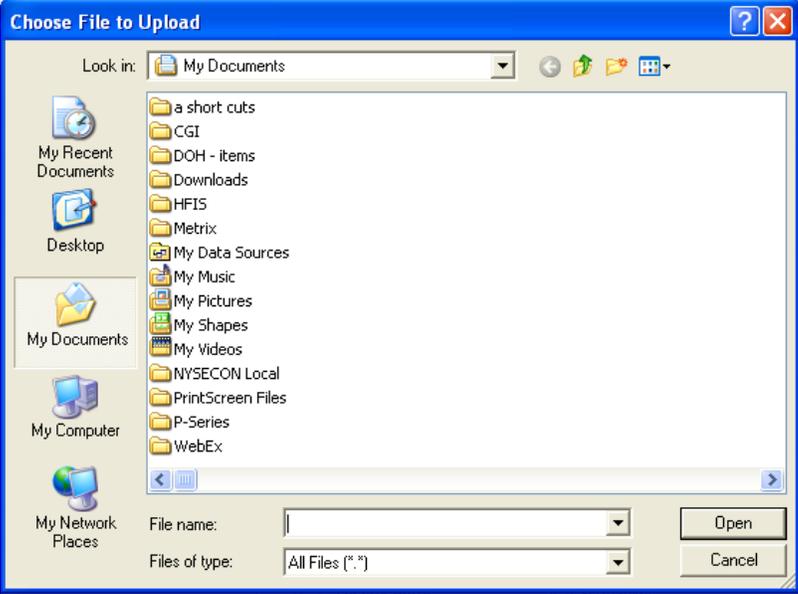


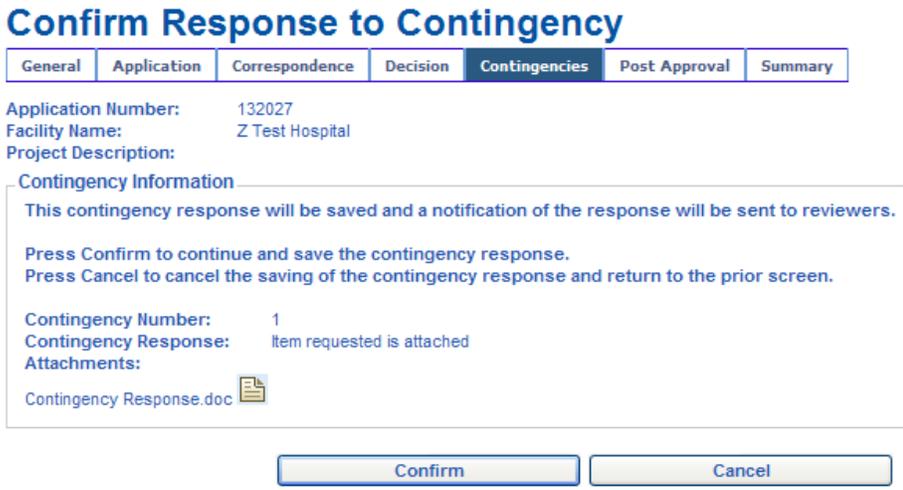
Figure 10.9: Sample File Attachment

8 Back on the Add Contingency Response Attachment page, select the **Add Attachment** button.

Figure 10.10: Sample Add Contingency Response Attachment

9 The Respond to Contingency page will appear with the document attached. Select the **Save** button.

Figure 10.11: Sample Respond to Contingency

10	<p>The Confirm Response to Contingency page will appear.</p>  <p><i>Figure 10.12: Sample Confirm Response to Contingency</i></p>
11	<p>Review the data and if it is correct, select the Confirm button. If the data is incorrect, select the Cancel button to return to the Respond to Contingency page. The entered text and added attachments will not be saved.</p>

View Contingency Response Follow-Up Details

When the department requires additional information or clarification, a follow-up will be sent.

The Contingency Response Follow-Up page.

View Contingency Response Follow-Up

General
Application
Correspondence
Decision
Contingencies
Post Approval
Summary

Application Number: 132027
 Facility Name: Z Test Hospital
 Project Description:

Contingency Response Follow Up

Contingency Number: 1
 Response: Need 2 additional items. Please send in the updated description of each item
 Attachments:

Respond
Return

- 12/06/2013 - Project Management - Applicant - Contingency - 12/31/2013
- 12/31/2013 - Applicant - Contingency Submission - 12/31/2013
- 12/31/2013 - Construction Cost Control - Contingency Submission Follow-Up

Figure 10.13: Sample View Contingency Response Follow-Up

View Contingency Response Follow-Up Field Descriptions

Field Name	Description
Contingency Number	Number of the contingency.
Response	The additional items being requested for this contingency.
Attachments	Document(s) attached for the follow-up.
Buttons	
Respond	When selected the Respond to Contingency Response Follow-up page displays.
Return	When selected the Contingencies tab page redisplays.

Notification – Contingency Response Follow Up

A Contingency Response Follow Up notification may be sent. Select the link within the email notification to enter NYSECON and go directly to the contingency information. If you have not logged on to the Health Commerce System, you will be directed to log on first, and then please select the link again to continue to the contingency information.

Email Notification Sent	
1	Applicant contact
2	Alternate contact

Sent from EVAL Environment - Contingency Submission Follow Up in NYSE-CON for Application CON # 141053, zTestUATDTC

 NYS Department of Health <nysecon@health.state.ny.us>

Sent: Thu 5/1/2014 4:59 PM

To:  Konda, Rajakrupka (HEALTH-LN)

Notification Date: 05/01/2014

A contingency submission follow up request was entered in NYSE-CON for the following contingency for Application CON # 141053, zTestUATDTC:

1 Submission of a copy of a competitive bid analysis or copies of vendor quotations to verify that the amounts included on Schedule 8A/8B were sound and reasonable. The material shall be submitted prior to entering into any purchase agreements.

Units Associated with the Contingency:
Construction Cost Control

For your convenience you may use the following link to go directly to the contingency information: If you are using NYSE-CON via the Health Commerce System (HCS) use this link
<https://evalcommerce.health.state.ny.us/doh2/applinks/nysecon/viewContingencyAction?id=6749>.

If you are using the Public Authenticated system use this link
<https://evalapps.health.state.ny.us/facilities/cons/public/nysecon/viewContingencyAction?id=6749>.

If you are not logged into the system you will be redirected to the Login page. After you log in please select this link again to continue to the contingency information.

Figure 10.14: Sample Contingency Response Follow Up

Respond to Contingency Response Follow-up Details

The Respond to Contingency Response Follow-up page will appear.

Respond to Contingency Response Follow-up

General
Application
Correspondence
Decision
Contingencies
Post Approval
Summary

Application Number: 132027
 Facility Name: Z Test Hospital
 Project Description:

Contingency Information

Contingency Number: 1
 Review Response: Need 2 additional items. Please send in the updated description of each item
 Review Documents:
 *Contingency Response:

*Response Attachments:

Add Attachment

Save

Cancel

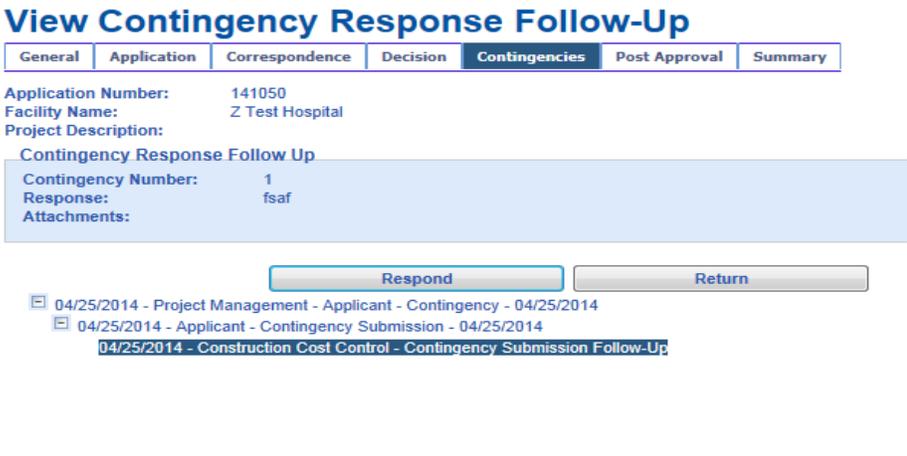
Figure 10.15: Sample Respond to Contingency Response Follow-up

View Contingencies Field Descriptions

Field Name	Description
Contingency Number	Number of the contingency.
Review Response	Additional Items requested.
Review Documents	Documents accompanying the request.
Contingency Response	*Required – A message to accompany the documents.
Response Attachments	*Required – Attachments required for the response.

Buttons	
Add Attachment	When selected the Add Contingency Response Attachment page is displayed.
Save	When selected, a new page Confirm Response to a Contingency will display.
Cancel	When selected the system will close this page and return to the Contingency page without saving the information.

Respond to Contingency Response Follow-Up

Learning Objective	Step	Action
<p>How Respond to Contingency Response Follow-up</p>	<p>1</p>	<p>On the View Contingency Response Follow-Up page, select the Respond button.</p>  <p><i>Figure 10.16: Sample View Contingency Response Follow-Up</i></p>
	<p>2</p>	<p>On the Respond to Contingency Response Follow-up page, enter the Contingency Response in the Contingency Response textbox. Select the Add Attachment button.</p>  <p><i>Figure 10.17: Sample Respond to Contingency Response Follow-up</i></p>

3 The Add Contingency Response Attachment page will appear.

Figure 10.18: Sample Add Contingency Response Attachment

4 File Type is auto-filled. All attachments will have the file type 'Contingency Response Follow Up'.

5 Enter a unique description for the file that will display on the Application tab.

6 Select the 'Browse' or 'Choose File' button, depending on the browser. Locate and select the file to be attached.

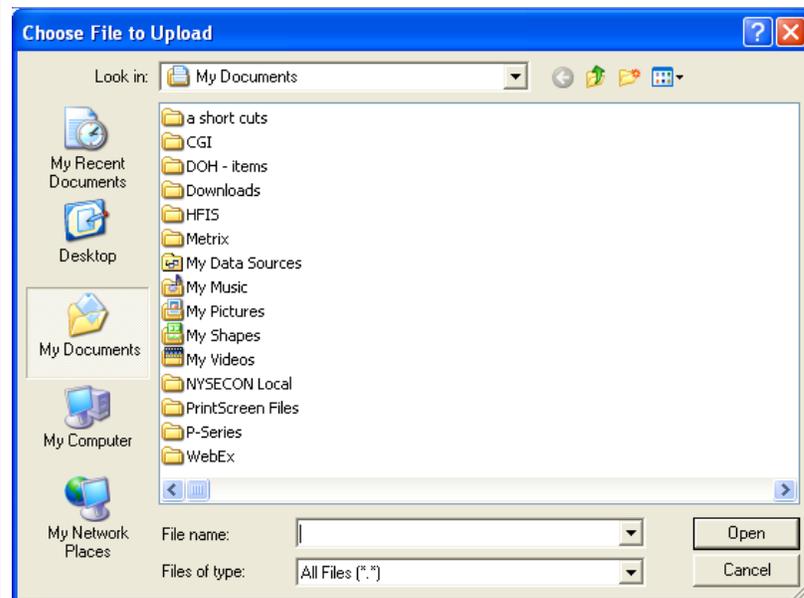
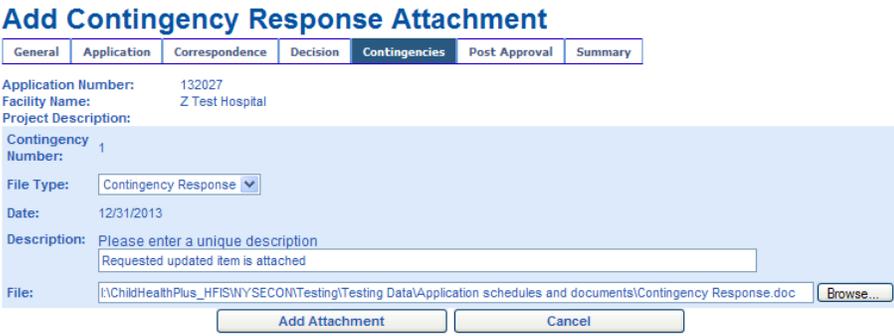
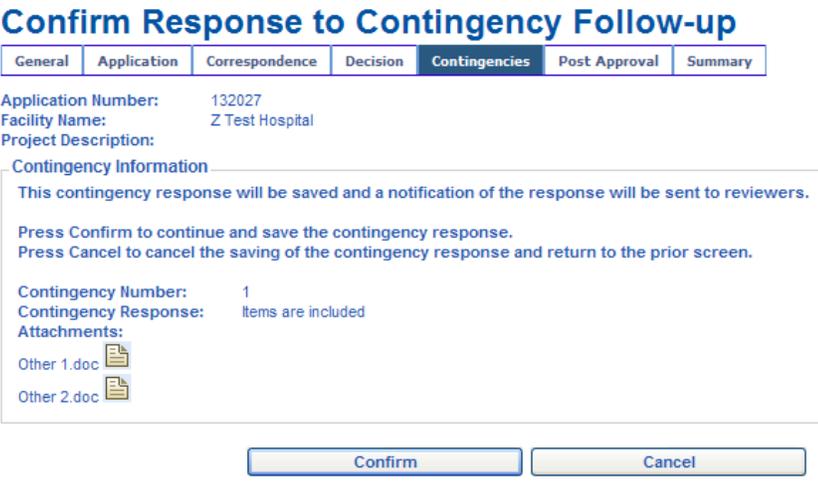


Figure 10.18: Sample File attachment

7	<p>Select the Add Attachment button.</p>  <p><i>Figure 10.19: Sample Add Contingency Response Attachment</i></p>
8	<p>The Confirm Response to Contingency Follow-up page will appear.</p>  <p><i>Figure 10.20: Sample Confirm Response to Contingency Follow-up</i></p>
9	<p>Review the data and if it is correct, select the Confirm button. If the data is incorrect, select the Cancel button to return to the Respond to Contingency page. The entered text and added attachments will not be saved.</p>

Request Contingency Extension Details

The Request Contingency Extension page. *An Extension Request timeline is required.

Request Contingency Extension

General Application Correspondence Decision **Contingencies** Post Approval Summary

Application Number: 132027
 Facility Name: Z Test Hospital
 Project Description:

Contingency Information

Number: 2
 Unit(s): Construction Cost Control
 Status: No Submission
 Status Date: 12/06/2013
 Date Applied: 12/06/2013
 Response Due: 04/05/2014
 Description: SUBMIT 3 DETAILED ESTIMATES, OR 3 COMPETITIVE CONSTRUCT. BID RESULTS TEST DATA
 *Reason for Extension Request:

Attach a document with a timeline for resolving the contingency.

Attachments:

Add Attachment

Save Cancel

Figure 10.21: Sample Request Contingency Extension

Request Contingency Extension Page Field Descriptions

Field Name	Description
#	Contingency Number.
Unit(s)	Name of the Unit that is requiring the contingency.
Status	<p>Contingency Status will display</p> <ul style="list-style-type: none"> Completed (when the contingency is satisfied) No Submission (from published until the applicant responds) Established in Error (when deleted) Under Unit Review (when the applicant sends in a response) Waiting for Response (when waiting on the applicant) Withdrawn (when withdrawn) <p>*A contingency may have two concurrent statuses if an extension has been requested.</p>
Status Date	Date of the status.
Date Applied	Date the contingency is published.
Response Due	Date the contingency response is due.
Description	Contingency description.

Field Name	Description
Reason for Extension Request	Enter the reason the extension request is needed.
Attachment(s)	*Required - Document that contains the extension request time line to explain when the contingency can be completed.
Contingency Correspondence Tree	Correspondence between the applicant and reviewer. Each line is a link that when selected opens the correspondence.
Buttons	
Add Attachment	When selected the Add Contingency Extension Request Attachment page is displayed.
Save	When selected Confirm Request for Contingency Extension will display.
Cancel	When selected the system will close this page and return to the Contingency page without saving the information.

Notification - CON project information published on-line

When requesting an extension for the contingency, select the link within the email notification to enter NYS-CON and select the **Contingencies Tab**. If you are not logged into the system you will be redirected to the Login page. After you log in please select this link again to continue to the contingency information.

Email Notification Sent	
1	Applicant contact
2	Alternate contact

Sent from DEV Environment - CON project information published on-line for Application CON # 141053, Z Test Hospital, Facility ID 8888

 NYS Department of Health <nysecon@health.state.ny.us>

 Extra line breaks in this message were removed.

Sent: Thu 5/1/2014 3:38 PM

To:  Konda, Rajakrupka (HEALTH-LN)

Notification Date: 05/01/2014

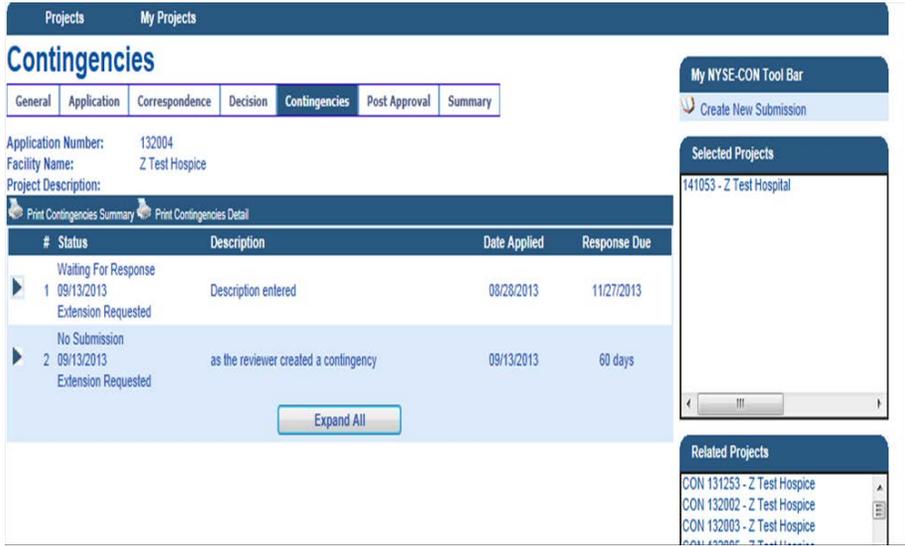
New information for the following CON project was published on-line and may be viewed: Application CON # 141053
Facility: Z Test Hospital, Facility ID 8888 Project Description:
Contingencies for the project may also be viewed in NYSE-CON.

For your convenience you may use the following link to go directly to the General Information page for this project. If you are using NYSE-CON via the Health Commerce System (HCS) use this link
<https://devcommerce.health.state.ny.us/doh2/applinks/nysecon/viewProject?applicationId=23683>

If you are not logged into the NYSE-CON system you will be redirected to the Login page. After you login please select this link again to continue to the project.

Figure 10.22: Sample Contingency published Email

Contingency Extension Request

Learning Objective	Step	Action
<p>How to submit a Contingency Extension Request</p>	<p>1</p>	<p>To view contingency details, select the arrow next to the Contingency to expand the information.</p>  <p>The screenshot shows the 'Contingencies' tab interface. At the top, there are tabs for 'General', 'Application', 'Correspondence', 'Decision', 'Contingencies', 'Post Approval', and 'Summary'. Below these, the application details are shown: Application Number: 132004, Facility Name: Z Test Hospice, and Project Description. A table lists contingencies with columns for '#', 'Status', 'Description', 'Date Applied', and 'Response Due'. Two contingencies are visible: one with status 'Waiting For Response' and another with 'No Submission'. An 'Expand All' button is located at the bottom of the table. On the right side, there are sections for 'My NYSE-CON Tool Bar' with a 'Create New Submission' button, 'Selected Projects' (listing '141053 - Z Test Hospital'), and 'Related Projects' (listing several CON numbers for Z Test Hospice).</p> <p style="text-align: center;"><i>Figure 10.23: Sample Contingencies Tab</i></p>
	<p>2</p>	<p>Select the Request Extension button for the Contingency requiring an extension.</p>  <p>The screenshot shows a detailed view of a contingency. It includes the same top navigation and application details as Figure 10.23. The contingency table shows one entry with status 'No' and description: 'Submission of a check for the amount enumerated in the approval letter, payable to the New York State Department of Health. Public Health Law Section 2802.7 states that all construction applications requiring review by the Public Health and Health Planning Council shall pay an additional fee of fifty-five hundredths of one percent of the total capital value of the project, exclusive of CON fees.' The date applied is 02/19/2014 and the response due date is 04/20/2014. Below the table, there are links for 'Units Applying the Contingency', 'Project Management', and 'Attachments'. At the bottom, there are two buttons: 'Respond' and 'Request Extension'. The footer of the page reads '02/19/2014 - Project Management - Applicant - Contingency'.</p> <p style="text-align: center;"><i>Figure 10.24: Sample Contingencies tab</i></p>

3 On the Request Contingency Extension page, enter the reason for extension request in the Reason for Extension Request textbox.

Select the **Add Attachment** button

Figure 10.25: Sample Request Contingency Extension

4 The Add Contingency Extension Request Attachment page will appear. File Type is auto-filled. All attachments will have the file type Extension Request.

Add Contingency Extension Request Attachment

Figure 10.26: Sample Add Contingency Extension Request Attachment

5 Enter a unique description for the added attachment that will display on the Application tab

- 6 Select the 'Browse' or 'Choose File' button, depending on the browser. Locate and select the file to be attached.
Select **Open**.

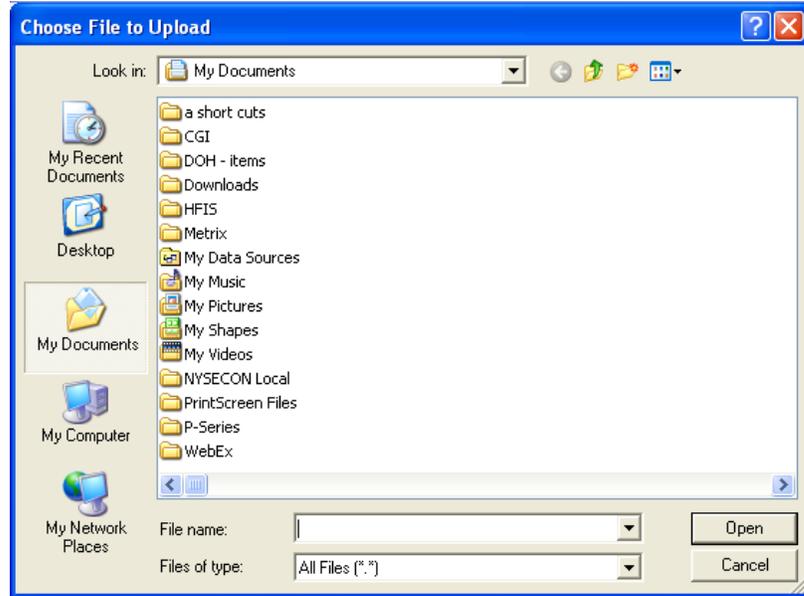


Figure 10.27: Sample File to Upload

- 7 Back on the Add Contingency Extension Request Attachment page, select the **Add Attachment** button.

Add Contingency Extension Request Attachment

General Application Correspondence Decision **Contingencies** Post Approval Summary

Application Number: 132027
 Facility Name: Z Test Hospital
 Project Description:

Contingency Number: 2

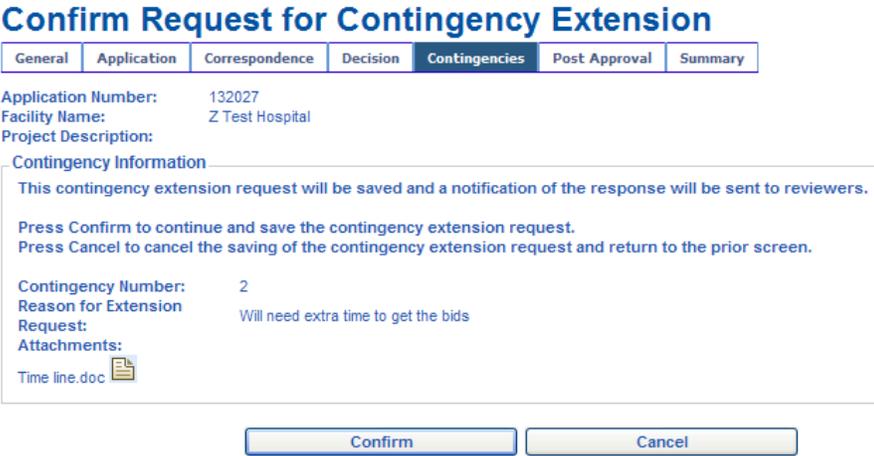
File Type: Extension Request

Date: 12/31/2013

Description: Please enter a unique description
 Time Line

File: I:\ChildHealthPlus_HFIS\NYSECON\Testing\Testing Data\Application schedules and documents\Time line.doc

Figure 10.28: Sample Add Contingency Extension Request Attachment

<p>8</p>	<p>The Request Contingency Extension page will appear.</p> <p>Select the Save button.</p>  <p><i>Figure 10.29: Sample Request Contingency Extension</i></p>
<p>9</p>	<p>The Confirm Request for Contingency Extension page will appear.</p>  <p><i>Figure 10.30: Sample Confirm Response to Contingency</i></p>
<p>10</p>	<p>Review the data and if it is correct, select the Confirm button. If the data is incorrect, select the Cancel button to return to the Respond to Contingency page. The entered text and added attachments will not be saved.</p>

Contingency Extension Request Follow-Up Details

When the department needs additional information or clarification for the extension request, a Contingency Extension Request Follow-Up will be sent.

The View Contingency Extension Request Follow Up page.

View Contingency Extension Request Follow-Up

General
Application
Correspondence
Decision
Contingencies
Post Approval
Summary

Application Number: 132027
 Facility Name: Z Test Hospital
 Project Description:

Contingency Extension Request Follow Up

Contingency Number: 2
 Response: Additional detail required in the time line please explain the need for 6 additional months
 Attachments:

Respond
Return

- 12/06/2013 - Project Management - Applicant - Contingency - 12/31/2013
- 12/31/2013 - Applicant - Extension Request - 12/31/2013
- 12/31/2013 - Construction Cost Control - Extension Request Follow-Up

Figure 10.31: Sample View Contingency Extension Request Follow-Up

View Contingency Extension Request Follow-Up Field Descriptions	
Field Name	Description
Contingency Number	Number of the contingency.
Response	The additional items being requested for this contingency.
Attachments	Document(s) attached for the follow-up.
Buttons	
Respond	When selected the Respond to Contingencies Extension Request Follow-up page displays.
Return	When selected the Contingencies tab page redisplay.

Respond to Contingency Extension Request Follow Up Details

The Response to Contingency Extension Request Follow Up page.

Response to Contingency Extension Request Follow Up

General	Application	Correspondence	Decision	Contingencies	Post Approval	Summary
---------	-------------	----------------	----------	---------------	---------------	---------

Application Number: 141037
 Facility Name: Z Test Hospice
 Project Description:

Contingency Information

Contingency Number: 2
 Unit(s): Construction Cost Control
 Status: No Submission
 Status Date: 04/29/2014
 Date Applied: 04/29/2014
 Response Due: 04/21/2014
 Description: This is a test
 *Reason for Extension Request:

Attach a document with a timeline for resolving the contingency.
 Attachments:

Figure 10.32: Sample Respond to Contingency Extension Request Follow Up

Respond to Contingency Extension Request Follow Up Field Descriptions

Field Name	Description
Contingency Number	Number of the contingency
Unit(s)	Name of the Unit(s) requiring the contingency
Status	Contingency Status will display <ul style="list-style-type: none"> Completed (when the contingency is satisfied) No Submission (from published until the applicant responds) Established in Error (when deleted) Under Unit Review (when the applicant sends in a response) Waiting for Response (when waiting on the applicant) Withdrawn (when withdrawn) *A contingency may have two concurrent statuses if an extension has been requested.
Status Date	Date of the status.
Date Applied	Date the contingency is published.
Response Due	Date the contingency response is due.
Description	Contingency description.
Reason for Extension Request	Enter the reason the extension request is needed.
Attachment(s)	Document(s) that contains the time line to explain when the contingency can be completed.

Buttons	
Add Attachment	When selected the Add Contingency Extension Request Attachment page is displayed.
Save	When selected Confirm Request Extension Follow Up to a Contingency will display.
Cancel	When selected the system will close this page and return to the Contingency page without saving the information.

Notification – Respond to Contingency Extension Request Follow-Up

When responding to an extension request follow-up for the contingency, select the link within the email notification to enter NYSECON and be directed to the Contingency Information. If you are not logged into the system you will be redirected to the Login page. After you log in please select this link again to continue to the contingency information.

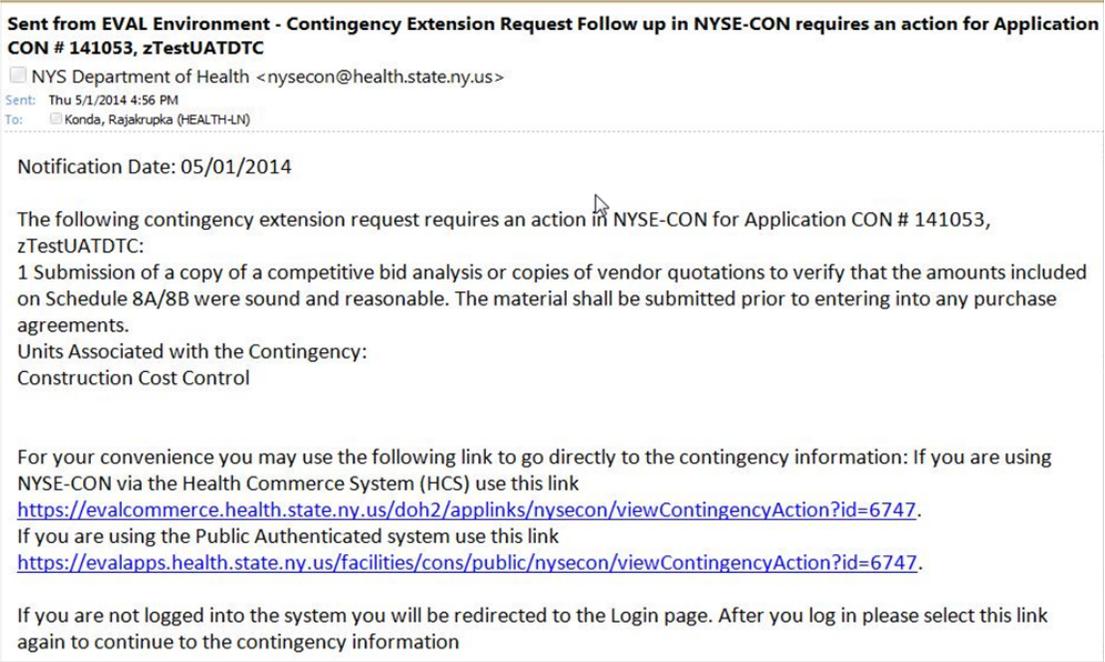
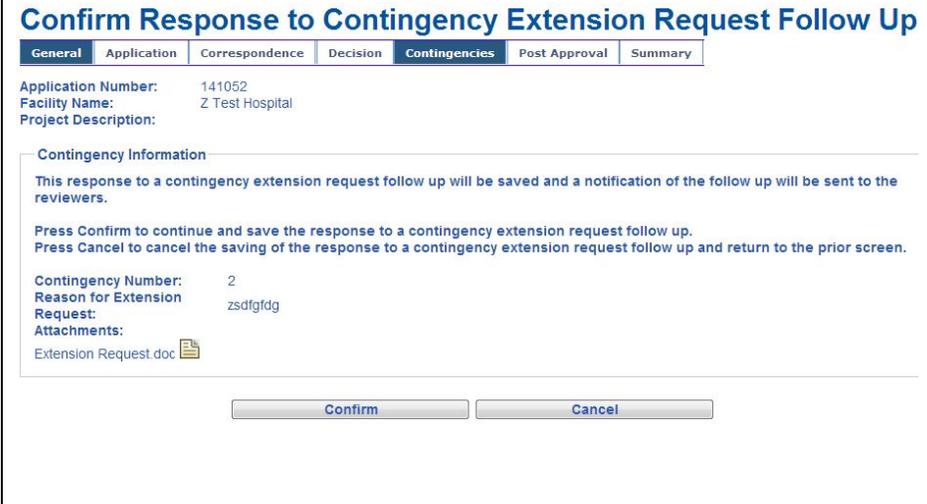
Email Notification Sent	
1	Applicant contact
2	Alternate contact
 <p>Sent from EVAL Environment - Contingency Extension Request Follow up in NYSE-CON requires an action for Application CON # 141053, zTestUATDTC</p> <p><input type="checkbox"/> NYS Department of Health <nysecon@health.state.ny.us></p> <p>Sent: Thu 5/1/2014 4:56 PM</p> <p>To: <input type="checkbox"/> Konda, Rajakrupka (HEALTH-LN)</p> <hr/> <p>Notification Date: 05/01/2014</p> <p>The following contingency extension request requires an action in NYSE-CON for Application CON # 141053, zTestUATDTC:</p> <p>1 Submission of a copy of a competitive bid analysis or copies of vendor quotations to verify that the amounts included on Schedule 8A/8B were sound and reasonable. The material shall be submitted prior to entering into any purchase agreements.</p> <p>Units Associated with the Contingency: Construction Cost Control</p> <p>For your convenience you may use the following link to go directly to the contingency information: If you are using NYSE-CON via the Health Commerce System (HCS) use this link https://evalcommerce.health.state.ny.us/doh2/applinks/nysecon/viewContingencyAction?id=6747.</p> <p>If you are using the Public Authenticated system use this link https://evalapps.health.state.ny.us/facilities/cons/public/nysecon/viewContingencyAction?id=6747.</p> <p>If you are not logged into the system you will be redirected to the Login page. After you log in please select this link again to continue to the contingency information</p>	

Figure 10.33: Sample Contingency Extension Request Follow Up Email

Respond to Contingency Extension Request Follow-Up

Learning Objective	Step	Action
How Respond to a Contingency Extension Request Follow-Up	1	<p>On the View Contingency Extension Request Follow-Up page, select the Respond button.</p>  <p><i>Figure 10.34: Sample View Contingency Extension Request Follow-Up</i></p>
	2	<p>On the Response to Contingency Extension Request Follow Up page, enter the reason for the extension request and add an attachment.</p> <p>Click the Save button.</p>  <p><i>Figure 10.35: Sample Respond to Contingency Extension Request Follow Up</i></p>

	3	<p>The Confirm Response to Contingency Extension Request Follow Up page will appear.</p>  <p><i>Figure 10.36: Sample Confirm Respond to Contingency Extension Follow Up</i></p>
	4	<p>Review the data and if it is correct, select the Confirm button. If the data is incorrect, select the Cancel button to return to the Respond to Contingency page. The entered text and added attachments will not be saved.</p>

Completed Contingency on Contingencies Tab

When the department deems the contingency has been satisfied, the status will change to 'Completed'.

The screenshot displays the 'Contingencies' tab within a project management interface. The top navigation bar includes 'Projects' and 'My Projects'. Below this, a breadcrumb trail reads 'Project Search > Project Search Results'. The main heading is 'Contingencies', followed by a tabbed interface with options: 'General', 'Application', 'Correspondence', 'Decision', 'Contingencies' (selected), 'Post Approval', and 'Summary'.

Key information provided includes:

- Application Number:** 131011
- Facility Name:** Z Test Hospital
- Project Description:** Certify Hospital revision test project

Below this information are links for 'Print Contingencies Summary' and 'Print Contingencies Detail'.

The main data table is as follows:

#	Status	Description	Date Applied	Response Due
	No Submission			
1	02/10/2014 Extension Requested	Submission of State Hospital Code (SHC) Drawings, acceptable to the Department, as described in BAEFP Drawing Submission Guidelines DSG-01.	02/10/2014	04/11/2014
2	Completed 02/10/2014	Submission of a revised CON Schedule 8B which reflects the elimination of the \$[ENTER AMOUNT HERE] Additional Processing Fee. The Additional Processing Fee is not applicable for applications processed as an Administrative Certificate of Need.	02/10/2014	04/11/2014

For the completed entry (row 2), additional details are shown:

- Units Applying the Contingency:** Construction Cost Control
- Attachments:**
 - 02/10/2014 - Project Management - Applicant - Contingency - 02/10/2014
 - 02/10/2014 - Applicant - Contingency Submission - 02/10/2014
 - 02/10/2014 - Construction Cost Control - Contingency Satisfaction

On the right side of the interface, there are sections for 'My NYSE-CON Tools' (with a 'Create New Submission' button), 'Selected Projects' (listing various CON numbers like 131007, 131008, etc.), and 'Related Projects' (listing CON numbers like 121118, 121119, etc.).

Figure 10.37: Sample Contingencies Tab – Completed Contingency