

New York State

Electronic Certificate of Need

Applicant Training

Contingencies

NYS Department of Health

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Chapter Overview

Contents

In this chapter, the Applicant will learn how to:

1. View and Expand Contingencies.
 2. Respond to a Contingency
 3. Attach a document.
 4. View correspondence History
-

NYSE-CON provides the ability for an Applicant to respond to a contingency.

View and Expand Contingencies

The Contingencies module is reached via the Contingencies tab. To view and respond to a contingency, select the arrow beside the contingency or select the **Expand All** button to expand details for all contingencies and select **Respond** button.

Contingencies

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CON Project Number: 152140
 Facility Name: University Medical Center
 Project Description:

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#	Unit	Status	Description	Date Applied	Response Due
▶ 1	AER	Waiting For Response 01/04/2016	test Applicant Response in Public-Authenticated site	12/23/2015	02/21/2016
▶ 2	AER	No Submission 12/31/2015	test	12/23/2015	02/02/2016

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Figure 1: Sample Contingencies screen

Contingencies Field Descriptions	
Field Name	Description
Contingencies	Page title.
# (Number)	Contingency Number.
Status	Contingency Status will display.
Status Date	Date the status was changed.
Unit	Review unit for the contingency.
Description	Contingency description.
Date Applied	Date the contingency is published.
Response Due	Date the contingency submission 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 for all contingencies.

Select the Arrow toggle for every contingency. When selected the arrow toggle will point down and the page will refresh with contingency details.

Contingencies

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 Facility Name: University Medical Center
 Project Description:

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#	Unit	Status	Description	Date Applied	Response Due
▼ 1	AER	Waiting For Response 01/04/2016	test Applicant Response in Public-Authenticated site	12/23/2015	02/21/2016
<p><u>Units Applying the Contingency</u></p> <p>Architectural and Engineering Facility Planning</p> <p>Attachments:</p> <p style="text-align: center;"><input type="button" value="Respond"/></p> <ul style="list-style-type: none"> ▶ 01/04/2016 10:45:19 AM - Project Management - Follow up with applicant 0 ▶ 01/04/2016 10:43:51 AM - Applicant - Response 0 ▶ 12/31/2015 09:34:20 AM - Project Management - Follow up with applicant 0 ▶ 12/23/2015 10:42:22 AM - Applicant - Response 0 ▶ 12/23/2015 10:36:18 AM - Project Management - Contingency 					
▶ 2	AER	No Submission 12/31/2015	test	12/23/2015	02/02/2016

Figure 2: Sample contingencies screen when a contingency is expanded

Contingencies

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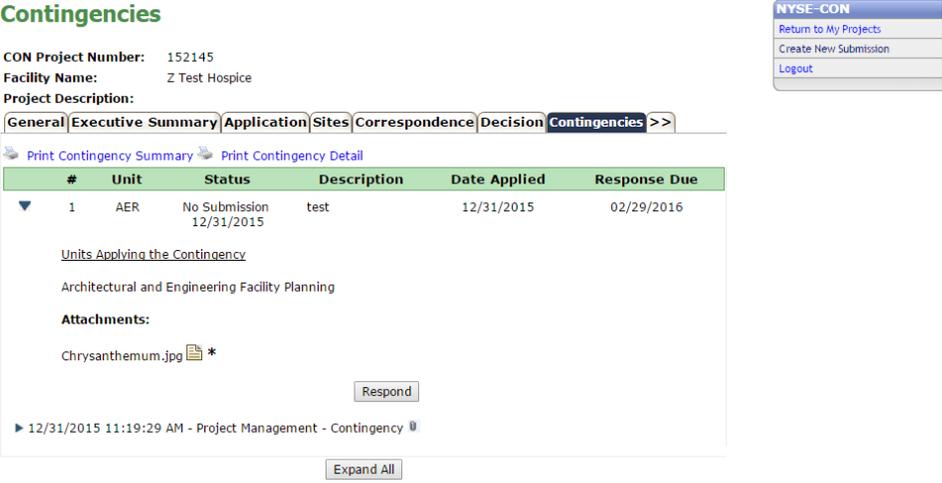
#	Unit	Status	Description	Date Applied	Response Due						
▼ 1	AER	Waiting For Response 01/04/2016	test Applicant Response in Public-Authenticated site	12/23/2015	02/21/2016						
<p>Units Applying the Contingency</p> <p>Architectural and Engineering Facility Planning</p> <p>Attachments:</p> <div style="text-align: center; margin-top: 10px;"><input type="button" value="Respond"/></div> <p>▼ 01/04/2016 10:45:19 AM - Project Management - Follow up with applicant ⌵</p> <p>Message</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">test</div> <p>▼ 01/04/2016 10:43:51 AM - Applicant - Response ⌵</p> <p>Message</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">test</div> <p>▼ 12/31/2015 09:34:20 AM - Project Management - Follow up with applicant ⌵</p> <p>Message</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">test</div> <p>▶ 12/23/2015 10:42:22 AM - Applicant - Response ⌵</p> <p>▶ 12/23/2015 10:36:18 AM - Project Management - Contingency</p> <tr style="background-color: #E6F2FF;"> <td>▶ 2</td> <td>AER</td> <td>No Submission 12/31/2015</td> <td>test</td> <td>12/23/2015</td> <td>02/02/2016</td> </tr>						▶ 2	AER	No Submission 12/31/2015	test	12/23/2015	02/02/2016
▶ 2	AER	No Submission 12/31/2015	test	12/23/2015	02/02/2016						

Figure 3: Sample expanded contingencies screen with second toggle expanded (to view messages).

Contingencies Field Descriptions	
Field Name	Description
Attachment(s)	Documents associated with contingency.
Contingency Correspondence Tree	Contingency correspondence link, that when clicked will open to the correspondence details.
Message	Message specific to the selected correspondence link will be displayed when the second arrow toggle is expanded.
Buttons	
Arrow Toggle	When selected, the arrow will point down to show details or sideways to close the detail view.
Second Arrow Toggle	When selected, the arrow will point down to show message specific to that correspondence link.

Pin indicator 	Indicates that an attachment exists for the correspondence link.
Respond	When selected the Respond to a Contingency page will display.
Expand All	When selected the contingency detail is displayed.

Respond to Contingency

Learning Objective	Step	Action
How to respond to a contingency or a follow up	1	<p>On the Contingencies Tab, expand the Contingency. Click on 'Respond' button.</p>  <p style="text-align: center;"><i>Figure 4: Sample Contingencies screen</i></p>

Button	
Respond	Select to respond to a contingency.
Expand All	Select to expand all the contingencies

2

On the **Respond to Contingency** page:

- Enter response under response text box
- Select **Add attachments** button if required.(Refer to “Attach a Document” section)
- Select **Save** button

Respond to Contingency

CON Project Number: 152145
 Facility Name: Z Test Hospice
 Project Description:

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Contingency Response

Contingency Number: 1
 Unit(s): Architectural and Engineering Facility Planning
 Status: No Submission
 Status Date: 12/31/2015
 Date Applied: 12/31/15
 Response Due: 02/29/2016
 Description: test

*Response:

Applicant Responding

Attachments:

Figure 5: Sample Respond to Contingency screen

Button	
Add attachment	Select to add any attachments (optional).
Save	Select to proceed with response.
Cancel	Select to return to previous page.

3 System displays **Confirm Response to Contingency** screen.
 Review information and select the **Confirm** button to proceed. or the **Cancel** button to return to the **Respond to Contingency** screen.
 Select '**Confirm**'.

Confirm Response to Contingency

CON Project Number: 152122
 Facility Name: Z Test Hospice
 Project Description:

General | Executive Summary | Application | Sites | Correspondence | Decision | **Contingencies** >>

Contingency Information

This contingency response will be saved and a notification of the response will be sent to reviewers.
 Press Confirm to continue and save the contingency response.
 Press Cancel to cancel the saving of the contingency response and return to the prior screen.

Contingency Number: 1
 Unit(s): Architectural and Engineering Facility Planning
 Status: No Submission
 Status Date: 01/04/2016
 Description: testing -correct
 Contingency Response: Applicant Responding
 Attachments: Chrysanthemum.jpg

Confirm Cancel

Notice

Figure 6: Sample Confirm Contingency Response to Contingency screen.

Button	
Confirm	Select to proceed.
Cancel	Select to return to previous screen

4

Contingencies screen is displayed with the new status (Under Review) and new correspondence added.

Note: Applicant cannot respond again until DOH responds.

Contingencies

CON Project Number: 152145
 Facility Name: Z Test Hospice
 Project Description:

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#	Unit	Status	Description	Date Applied	Response Due
1	AER	Under Review 12/31/2015	test	12/31/2015	

Units Applying the Contingency

Architectural and Engineering Facility Planning

Attachments:

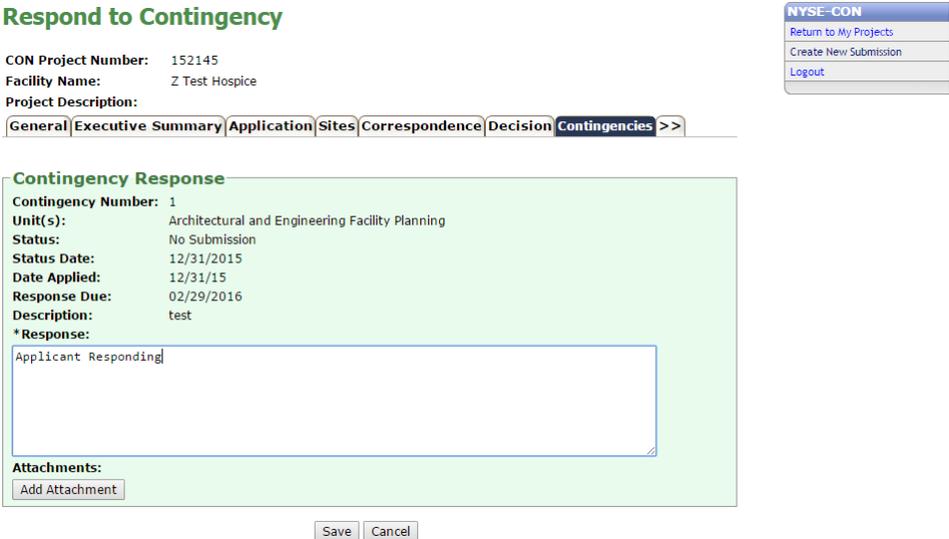
Chrysanthemum.jpg *

- ▶ 12/31/2015 11:36:34 AM - Applicant - Response
- ▶ 12/31/2015 11:32:59 AM - Project Management - Contingency Undone
- ▶ 12/31/2015 11:31:59 AM - Applicant - Response
- ▶ 12/31/2015 11:19:29 AM - Project Management - Contingency

[Expand All](#)

Figure 7: Sample Contingencies screen

Attach a document

<p>How to attach a document</p>	<p>1</p>	<p>Click Add Attachment button on the Respond to Contingency screen.</p>  <p><i>Figure 8: Sample Respond to Contingency screen to show add attachment button.</i></p>
	<p>2</p>	<p>Add Contingency Response Attachment screen is displayed.</p>  <p><i>Figure 9: Sample Add Contingency Response attachment screen.</i></p>
	<p>3</p>	<p>Select the File Type from the list (Contingency Response, Extension Request, Other).</p>
	<p>4</p>	<p>Enter description.</p>

- 5** Select the **Browse** button and select the file.
 Depending on the browser the file upload window will open.
 Select the file and then Select **Open**.

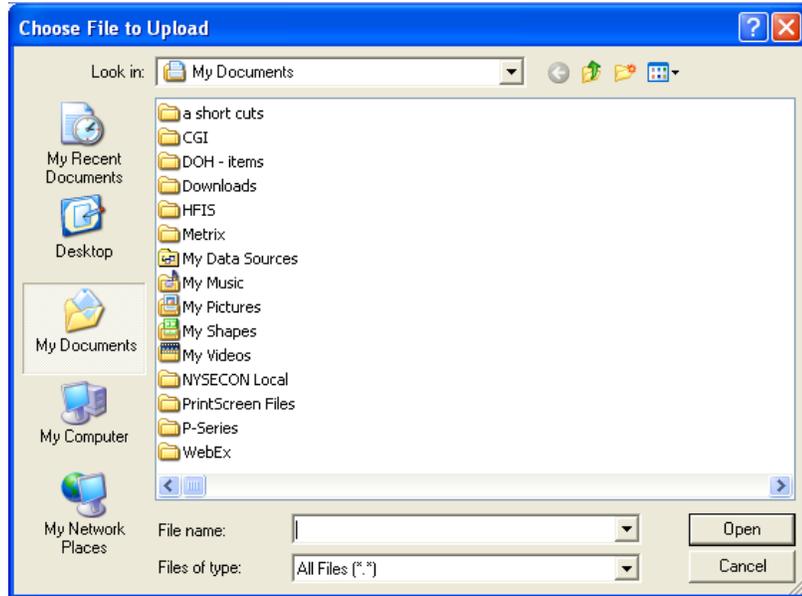


Figure 10: Sample File to Upload

- 6** **Add Contingency Response attachment** screen is displayed with document attached.
 Select the **Add Attachment** button.

Add Contingency Response Attachment

CON Project Number: 152145
Facility Name: Z Test Hospice
Project Description:

[General](#) | [Executive Summary](#) | [Application](#) | [Sites](#) | [Correspondence](#) | [Decision](#) | [Contingencies >>](#)

Contingency Number: 1
Unit(s): Architectural and Engineering Facility Planning
Status: No Submission
Status Date: 12/31/2015
Description: test
File Type: Contingency Response
Date: 12/31/2015
Description: Please enter a unique description
 add document
File: Choose File Chrysanthemum.jpg

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Figure 11: Sample Add Contingency Response attachment page with filled information.

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The **Respond to Contingency** screen will be displayed with the attachment added.

Respond to Contingency

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Facility Name: Z Test Hospice
Project Description:

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Contingency Response

Contingency Number: 1
Unit(s): Architectural and Engineering Facility Planning
Status: No Submission
Status Date: 12/31/2015
Date Applied: 12/31/15
Response Due: 02/29/2016
Description: test

*Response:
Applicant Responding

Attachments:
Chrysanthemum.jpg  *

.. ..

Figure 12: Sample Respond to Contingency screen with filled information.

View Correspondence

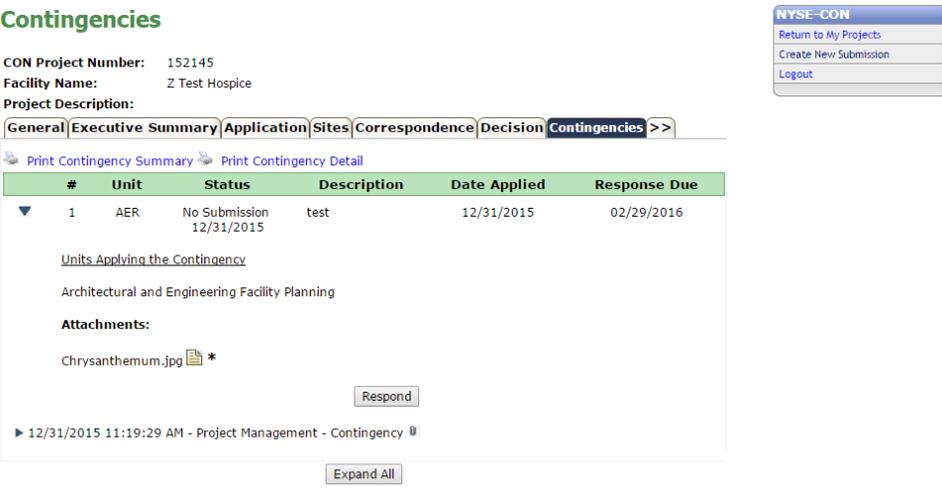
Learning Objective	Step	Action												
<p>How to View Correspondence</p>	<p>1</p>	<p>On the Contingencies Tab, expand the Contingency. Click the correspondence by placing your mouse on it.</p>  <p>Contingencies</p> <p>CON Project Number: 152145 Facility Name: Z Test Hospice Project Description:</p> <p>General Executive Summary Application Sites Correspondence Decision Contingencies >></p> <p>Print Contingency Summary Print Contingency Detail</p> <table border="1"> <thead> <tr> <th>#</th> <th>Unit</th> <th>Status</th> <th>Description</th> <th>Date Applied</th> <th>Response Due</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>AER</td> <td>No Submission 12/31/2015</td> <td>test</td> <td>12/31/2015</td> <td>02/29/2016</td> </tr> </tbody> </table> <p>Units Applying the Contingency Architectural and Engineering Facility Planning</p> <p>Attachments: Chrysanthemum.jpg *</p> <p>Respond</p> <p>12/31/2015 11:19:29 AM - Project Management - Contingency</p> <p>Expand All</p>	#	Unit	Status	Description	Date Applied	Response Due	1	AER	No Submission 12/31/2015	test	12/31/2015	02/29/2016
#	Unit	Status	Description	Date Applied	Response Due									
1	AER	No Submission 12/31/2015	test	12/31/2015	02/29/2016									
	<p>2</p>	<p>The selected correspondence screen is displayed.</p> <p>Note: This screen name may vary based on the selected correspondence and the selected correspondence will be highlighted.</p>  <p>View Contingency</p> <p>CON Project Number: 152145 Facility Name: Z Test Hospice Project Description:</p> <p>General Executive Summary Application Sites Correspondence Decision Contingencies >></p> <p>Contingency Information</p> <p>Contingency Number: 1 Unit(s): Architectural and Engineering Facility Planning Status: No Submission Status Date: 12/31/2015 Description: test</p> <p>Attachments: Chrysanthemum.jpg</p> <p>Return</p> <p>12/31/2015 11:19:29 AM - Project Management - Contingency</p>												

Figure 13: Sample Contingencies screen

Figure 14: Sample View Contingency screen