
New York State
Electronic Certificate of Need
HCS LHCSA Submit Application Training
Version 1.1

NYS Department of Health

Revision History

Date	Version	Description
04/17/2015	1.0	Initial Draft
02/28/2017	1.1	Updated the Screens throughout to add "NY.gov ID" and "HCS ID" radio buttons as options for User ID.

Table of Contents

LHCSA SUBMIT APPLICATION	6
OVERVIEW	6
SUBMITTING LHCSA APPLICATION FOR NEW AGENCY	7
SUBMITTING LHCSA APPLICATION FOR CHANGE OF OWNERSHIP- SINGLE AGENCY	17
SUBMITTING LHCSA APPLICATION FOR CHANGE OF OWNERSHIP- MULTIPLE AGENCIES	27
Submitters for less than Twenty Agencies	27
Submitters for more than Twenty Agencies	37
RICH TEXT FORMATTING BEST PRACTICES	47
SCREEN DESCRIPTIONS	48
Homepage	48
Create New Submission- Select Submission Type	48
Create New LHCSA Submission- Select Application Type	49
Create New Submission- Input Form	50
General Information	51
Create Executive Summary	53
Modify Executive Summary	54
Application	55
New Application Document	56
Confirm Submission	57
General Information- Successful Submission Message	57

Table of Figures

Figure 1: Sample NYSE-CON home page.....	7
Figure 2: Sample Submission Types selection page.....	7
Figure 3: Sample Create New LCHSA – New Agency Application Type	8
Figure 4: Sample Create New Submission – LHCSA – New Agency.....	8
Figure 4.1: Sample Create New Submission – Operator/Applicant Section	9
Figure 4.2: Sample Create New Submission – Proposed Agency Section	9
Figure 4.3: Sample Create New Submission – Contact Information Section	9
Figure 4.4: Sample Create New Submission – Additional Contact Section	10
Figure 5: Sample General Information Page	10
Figure 6: Sample New Submission-Executive Summary Page.....	11
Figure 6.1: Sample formatting buttons-Executive Summary Page.....	11
Figure 7: Sample Executive Summary Page	12
Figure 8: Sample Application Page	12
Figure 9: Sample New Application Document Page.....	12
Figure 10: Sample Document Type Selection- Application- New Application Document Page.....	13
Figure 11: Sample Description- Application- New Application Document Page.....	13
Figure 12: Sample File to Upload Window.....	14
Figure 13: Sample New Application Document Page- Application File Selected	14
Figure 14: Sample Application Document Page- Application File Added	15
Figure 15: Sample General information Page- Submit	15
Figure 16: Sample Confirm Submission Page	15
Figure 17: Sample General information Page- Success Message.....	16
Figure 18: Sample NYSE-CON home page.....	17
Figure 19: Sample Submission Types selection page.....	17
Figure 20: Sample Create New LCHSA – Change of Ownership Application Type	18
Figure 21: Sample Create New Submission – LHCSA – Change of Ownership	18
Figure 21.1: Sample Create New Submission – Operator/Applicant Section.....	19
Figure 21.2: Sample Create New Submission – Proposed Agency Section	19
Figure 21.3: Sample Create New Submission – Contact Information Section	19
Figure 21.4: Sample Create New Submission – Additional Contact Section	20

Figure 22: Sample General Information Page.....	20
Figure 23: Sample New Submission-Executive Summary Page.....	21
Figure 23.1: Sample formatting buttons-Executive Summary Page.....	21
Figure 24: Sample Executive Summary Page.....	22
Figure 25: Sample Executive Summary Page.....	22
Figure 26: Sample New Application Document Page.....	22
Figure 27: Sample Document Type Selection- Application- New Application Document Page.....	23
Figure 28: Sample Description- Application- New Application Document Page.....	23
Figure 29: Sample File to Upload Window.....	24
Figure 30: Sample New Application Document Page- Application File Selected.....	24
Figure 31: Sample Application Document Page- Application File Added.....	25
Figure 32: Sample General information Page- Submit.....	25
Figure 33: Sample Confirm Submission Page.....	25
Figure 34: Sample General information Page- Success Message.....	26
Figure 35: Sample NYSE-CON home page.....	27
Figure 36: Sample Submission Types selection page.....	27
Figure 37: Sample Create New LCHSA – Change of Ownership Application Type.....	28
Figure 38: Sample Create New Submission – Agency Selection.....	28
Figure 39: Sample Create New Submission – Application Selection.....	29
Figure 40: Sample Create New Submission – LHCSA – Change of Ownership.....	29
Figure 40.1: Sample Create New Submission – Contact Information Section.....	30
Figure 40.2: Sample Create New Submission – Additional Contact Section.....	30
Figure 41: Sample General Information Page.....	31
Figure 42: Sample New Submission-Executive Summary Page.....	31
Figure 42.1: Sample formatting buttons-Executive Summary Page.....	32
Figure 43: Sample Executive Summary Page.....	32
Figure 44: Sample Executive Summary Page.....	32
Figure 45: Sample New Application Document Page.....	33
Figure 46: Sample Document Type Selection- Application- New Application Document Page.....	33
Figure 47: Sample Description- Application- New Application Document Page.....	33
Figure 48: Sample File to Upload Window.....	34
Figure 49: Sample New Application Document Page- Application File Selected.....	34
Figure 50: Sample Application Document Page- Application File Added.....	35
Figure 51: Sample General information Page- Submit.....	35
Figure 52: Sample Confirm Submission Page.....	35
Figure 53: Sample General information Page- Success Message.....	36
Figure 54: Sample NYSE-CON home page.....	37
Figure 55: Sample Submission Types selection page.....	37
Figure 56: Sample Create New LCHSA – Change of Ownership Application Type.....	38
Figure 57: Sample Create New Submission – Agency Search.....	38
Figure 58: Sample Create New Submission – Agency Search Results.....	38
Figure 59: Sample Create New Submission – Agency Search Results – Selection Made.....	39
Figure 60: Sample Create New Submission – LHCSA – Change of Ownership.....	39
Figure 60.3: Sample Create New Submission – Contact Information Section.....	40
Figure 60.4: Sample Create New Submission – Additional Contact Section.....	40
Figure 61: Sample General Information Page.....	41
Figure 62: Sample New Submission-Executive Summary Page.....	41
Figure 62.1: Sample formatting buttons-Executive Summary Page.....	42
Figure 63: Sample Executive Summary Page.....	42
Figure 64: Sample Executive Summary Page.....	42
Figure 65: Sample New Application Document Page.....	43
Figure 66: Sample Document Type Selection- Application- New Application Document Page.....	43
Figure 67: Sample Description- Application- New Application Document Page.....	43
Figure 68: Sample File to Upload Window.....	44
Figure 69: Sample New Application Document Page- Application File Selected.....	44
Figure 70: Sample Application Document Page- Application File Added.....	45

Figure 71: Sample General information Page- Submit.....	45
Figure 72: Sample Confirm Submission Page	45
Figure 73: Sample General information Page- Success Message.....	46

LHCSA submit application

Overview

Contents

In this chapter, you will learn how to:

1. Create LHCSA submission for New Agency
2. Create LHCSA submission for Change of Ownership
 - a. For NYSE-CON Submitters for one Agency
 - b. For NYSE-CON Submitters for less than twenty Agencies
 - c. For NYSE-CON Submitters for more than twenty Agencies
3. Search for an Agency
4. Add Executive Summary
5. Add Documents to Submission
6. Submit the LHCSA Application

Security Roles

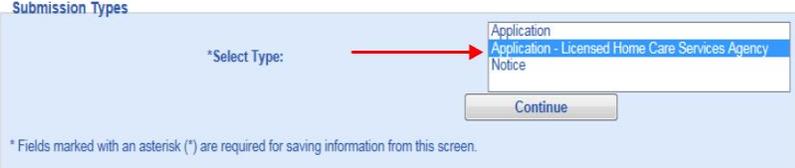
The HCS Coordinator will need to grant Submitter role for NYSE-CON access to HCS for each agency in order to create a LHCSA submittal in HCS.

The applicant role has the ability to:

- Create new applications
 - Modify applications before submission
 - View all application documents
 - Upload and view application documents
 - Submit applications
 - View and reply to correspondences
 - Search for Agency
-

Submitting LHCSA application for New Agency

Learning Objective: This section explains how to create and submit the LHCSA application for a New Agency.

Learning Objective	Step	Action
<p>How to Create and submit LHSCA application for New Agency type</p>	<p>1</p>	<p>On the NYSE-CON home page Contingencies Tab, select the link Create New Submission.</p>  <p><i>Figure 1: Sample NYSE-CON home page</i></p>
	<p>2</p>	<p>Create New Submission page with Submission Types list box is displayed. On this page, select Application – Licensed Home Care Services Agency option from the Select Type selection box.</p>  <p><i>Figure 2: Sample Submission Types selection page</i></p>
	<p>3</p>	<p>Click the Continue button.</p>

4 Create New Submission page with Application Types list box is displayed. On this page, select **New Agency** in the “Select Type” selection box.

Create New Submission

Application - Licensed Home Care Services Agency Types

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Figure 3: Sample Create New LCHSA – New Agency Application Type

5 Click the **Continue** button.

6 Create New Submission page with input form is displayed.

Create New Submission

*Submission Type: Application - Licensed Home Care Services Agency - New Agency Change

Operator/Applicant

†Name:
 †Street 1:
 †Street 2:
 †City:
 †State:
 †Zip:
 County:

Proposed Agency

*Agency Name:
 †Street 1:
 †Street 2:
 †City:
 †State:
 †Zip:
 *County:

Contact Information

†Title:
 †First Name:
 †Last Name:
 †User ID:
 †Account Type: NY.gov ID HCS ID
 †Email:
 †Phone:
 Fax #:
 †Street 1:
 †Street 2:
 †City:
 †State:
 †Zip:

Additional Contact

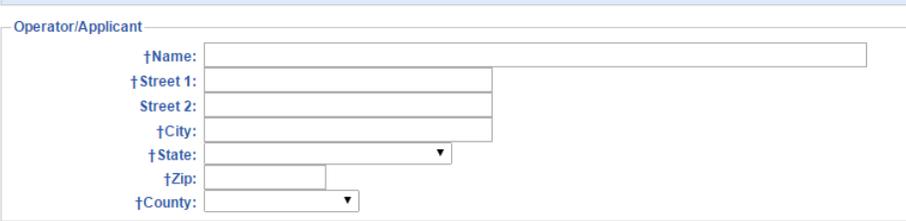
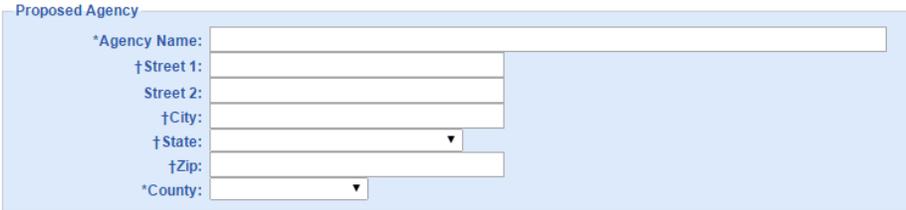
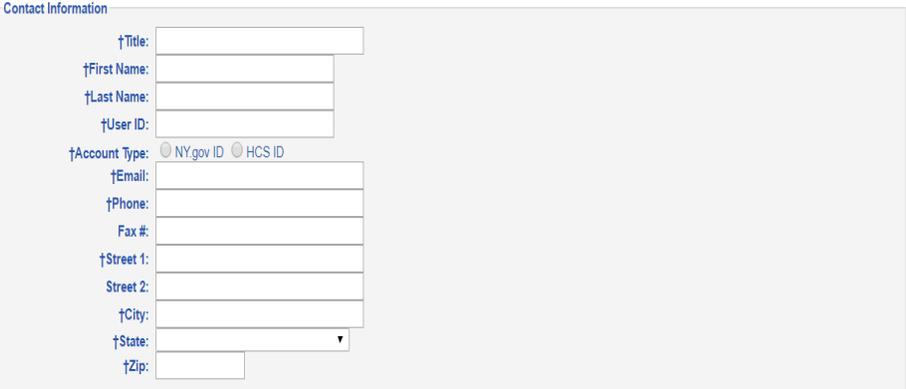
†First Name:
 †Last Name:
 †Email:

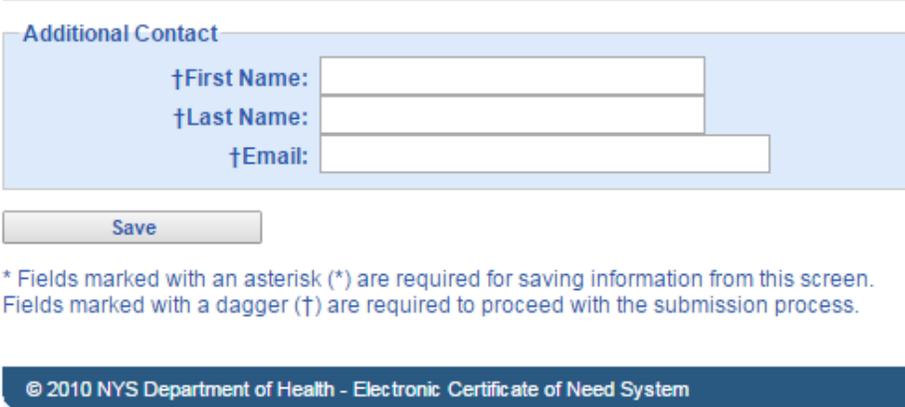
Save

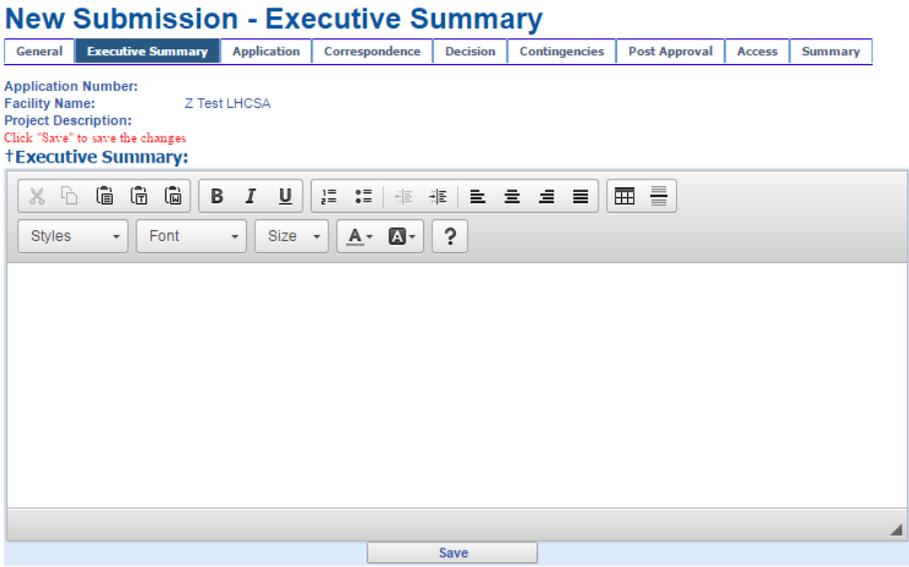
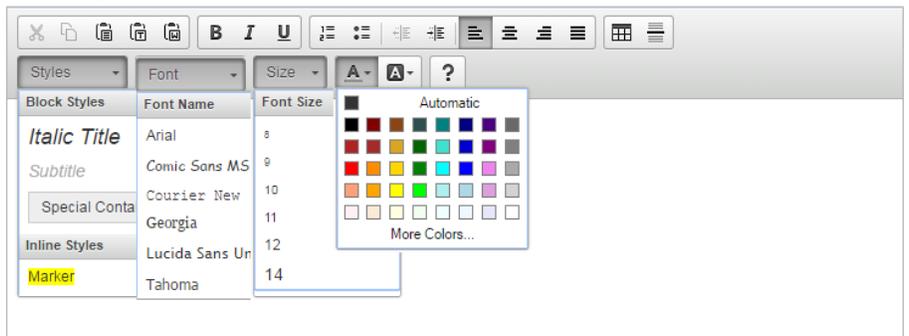
* Fields marked with an asterisk (*) are required for saving information from this screen.
 † Fields marked with a dagger (†) are required to proceed with the submission process.

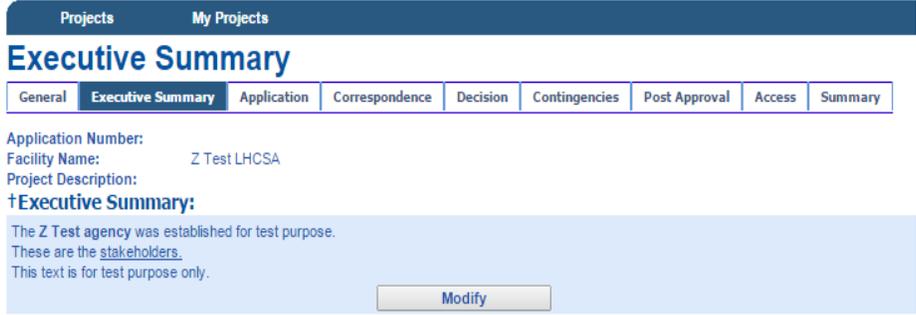
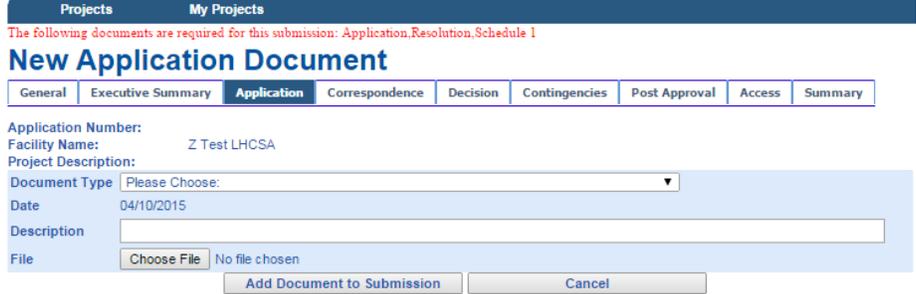
Figure 4: Sample Create New Submission – LHCSA – New Agency

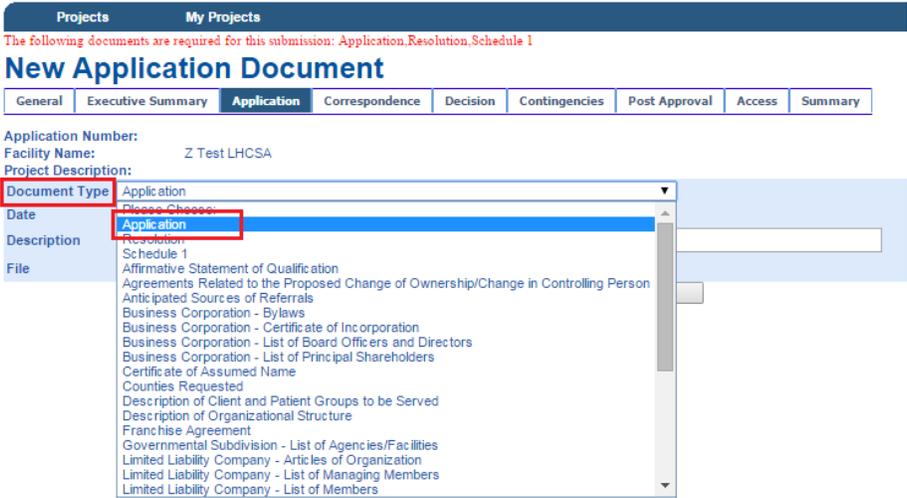
Note:
 Fields marked with an asterisk (*) are required for saving information from this screen.
 Fields marked with a dagger (†) are required to proceed with the submission process.

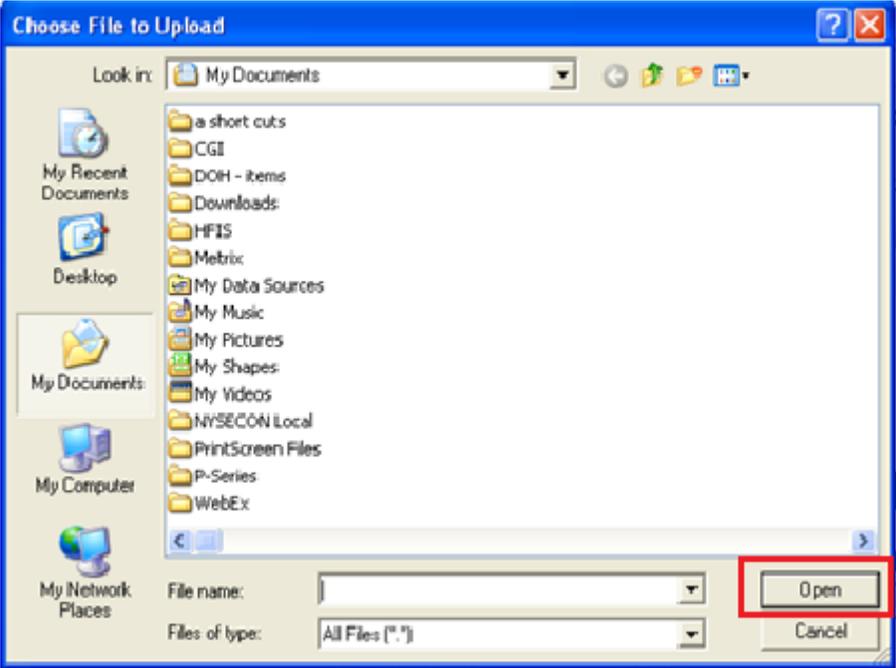
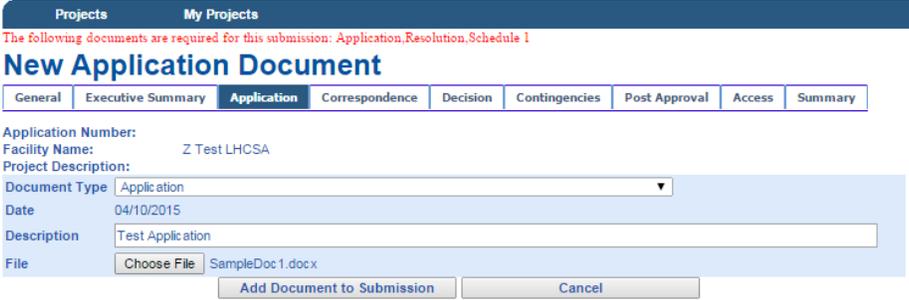
	<p>7</p>	<p>Enter the Operator/Applicant information. If the Operator/Applicant’s State is New York, select a County from the drop-down.</p>  <p><i>Figure 4.1: Sample Create New Submission – Operator/Applicant Section</i></p>
	<p>8</p>	<p>Enter the details of the Proposed Agency.</p>  <p><i>Figure 4.2: Sample Create New Submission – Proposed Agency Section</i></p>
	<p>9</p>	<p>Enter the Contact Information details. **Note: Please specify if the entered User ID is “NY.gov ID” or “HCS ID”</p>  <p><i>Figure 4.3: Sample Create New Submission – Contact Information Section</i></p>

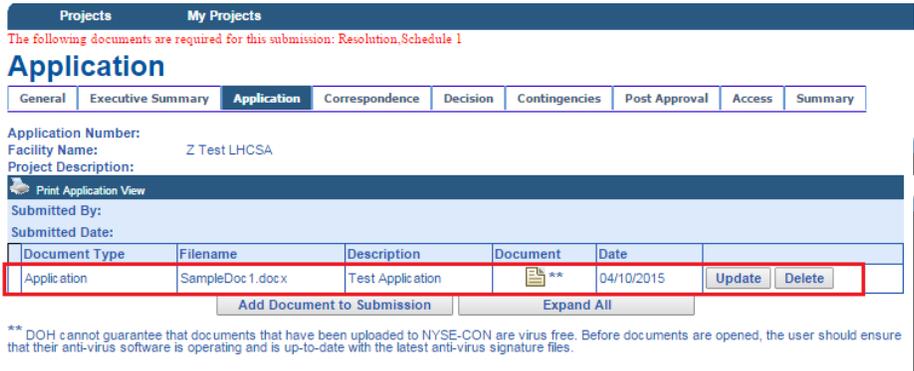
	<p>10</p>	<p>Enter the details for an Additional Contact.</p>  <p><i>Figure 4.4: Sample Create New Submission – Additional Contact Section</i></p>
	<p>11</p>	<p>Click Save button.</p>
	<p>12</p>	<p>General Information page is displayed.</p>  <p><i>Figure 5: Sample General Information Page</i></p>
	<p>13</p>	<p>Select the Executive Summary tab from the General Information page.</p>

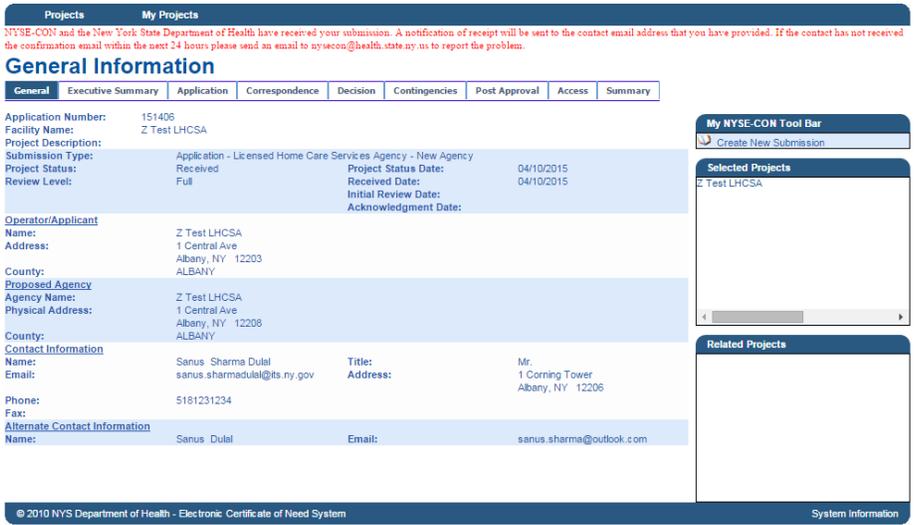
	<p>14</p>	<p>New Submission- Executive Summary page is displayed.</p>  <p><i>Figure 6: Sample New Submission-Executive Summary Page</i></p>
	<p>15</p>	<p>Enter the executive summary in the text area.</p> <p><i>Note: Please refer to the Rich Text Formatting Best Practices section for formatting your text.</i></p>
	<p>16</p>	<p>Text can be formatted using the buttons provided. The options allow to apply a font style, size, color etc. to the entered text.</p>  <p><i>Figure 6.1: Sample formatting buttons- Executive Summary Page</i></p>
	<p>17</p>	<p>Click the Save button.</p>

<p>18</p>	<p>The Executive Summary page is displayed. If changes need to be made to the executive summary, Click Modify button and repeat steps 15-17.</p>  <p style="text-align: center;"><i>Figure 7: Sample Executive Summary Page</i></p>
<p>19</p>	<p>Select the Application tab.</p>
<p>20</p>	<p>The Application page is displayed.</p>  <p style="text-align: center;"><i>Figure 8: Sample Application Page</i></p>
<p>21</p>	<p>On the Application page, click the Add Document to Submission button.</p>
<p>22</p>	<p>New Application Document page is displayed.</p>  <p style="text-align: center;"><i>Figure 9: Sample New Application Document Page</i></p>

	<p>23</p>	<p>Select document to be added from Document Type drop-down.</p>  <p><i>Figure 10: Sample Document Type Selection- Application- New Application Document Page</i></p>
	<p>24</p>	<p>Enter a short description of the document to be added in the Description field.</p>  <p><i>Figure 11: Sample Description- Application- New Application Document Page</i></p>
	<p>25</p>	<p>Click Choose File button.</p>

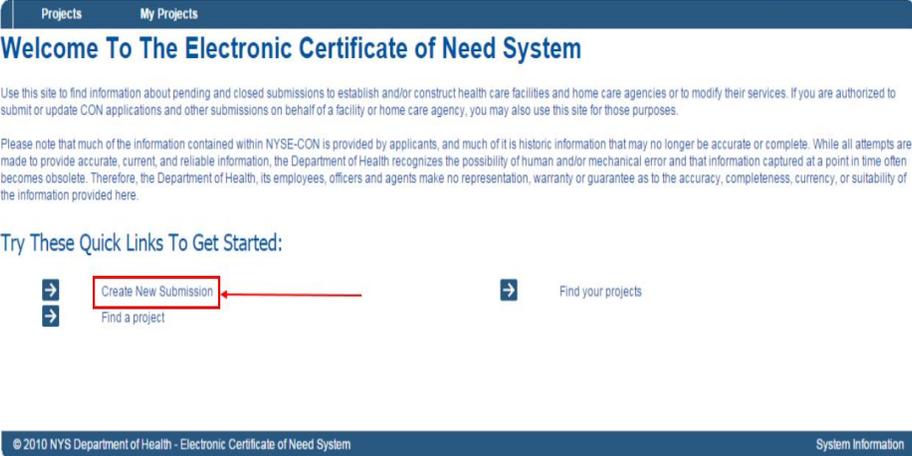
	<p>26</p>	<p>Depending on the browser the file upload window will open. Locate and select the document to upload and then Click Open.</p>  <p style="text-align: center;"><i>Figure 12: Sample File to Upload Window</i></p>
	<p>27</p>	<p>The New Application Document page is displayed showing the name of the file uploaded.</p>  <p style="text-align: center;"><i>Figure 13: Sample New Application Document Page- Application File Selected</i></p>
	<p>28</p>	<p>Click the Add Document to Submission button.</p>

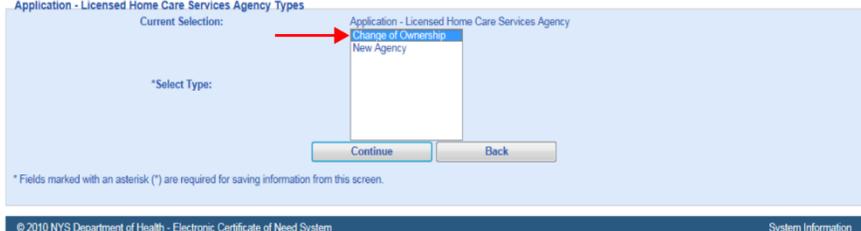
	<p>29</p>	<p>The Application page is displayed. The list shows the document uploaded to the submission. The information message will update to show the remaining documents that are required for submission to the department.</p>  <p><i>Figure 14: Sample Application Document Page- Application File Added</i></p>
	<p>30</p>	<p>Repeat steps 20-29 as necessary to attach all required documents, multiple Resolution documents and any other additional documentation.</p>
	<p>31</p>	<p>Select the General tab.</p>
	<p>32</p>	<p>On the General Information page, click Submit button.</p>  <p><i>Figure 15: Sample General Information Page- Submit</i></p>
	<p>33</p>	<p>The Confirm Submission page is displayed.</p>  <p><i>Figure 16: Sample Confirm Submission Page</i></p>
	<p>34</p>	<p>Click the Confirm button.</p>

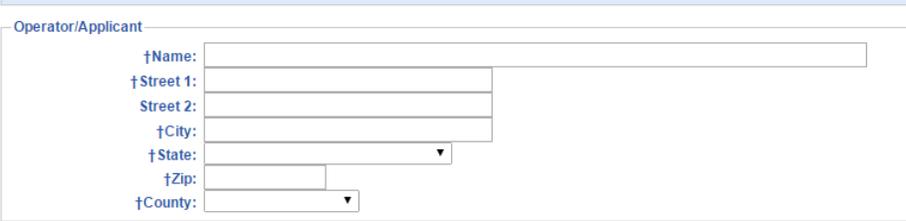
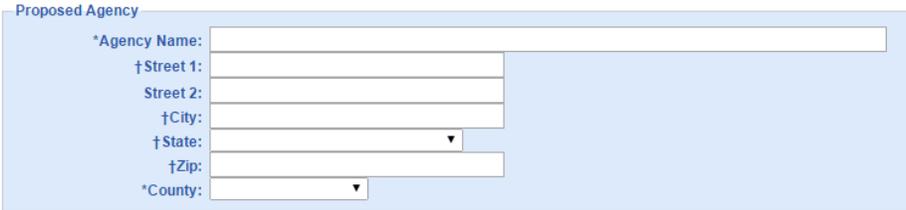
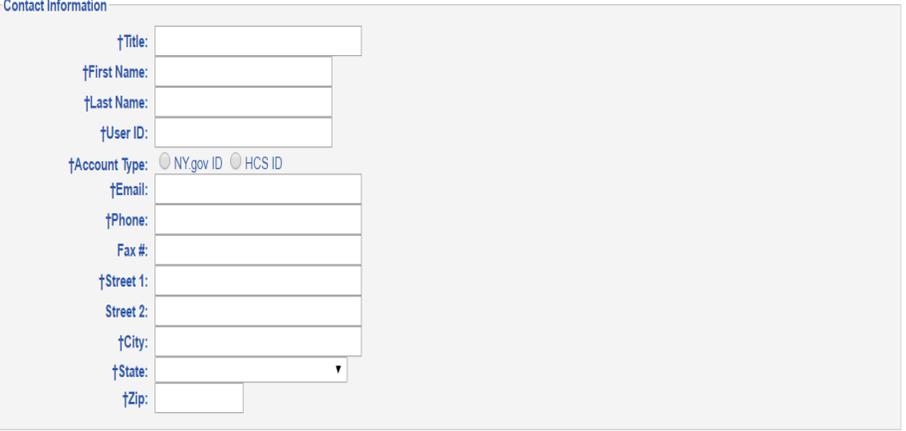
	<p>35</p>	<p>The General Information page with success message is displayed.</p>  <p>The screenshot shows the 'General Information' page for application 151406. It includes sections for Operator/Applicant (Z Test LHCSA) and Proposed Agency (Z Test LHCSA), both with addresses in Albany, NY. Contact information for Sanus Sharma Dulal is provided. A success message at the top states: 'NYSE-CON and the New York State Department of Health have received your submission. A notification of receipt will be sent to the contact email address that you have provided. If the contact has not received the confirmation email within the next 24 hours please send an email to nysecon@health.state.ny.us to report the problem.' The page also features a 'My NYSE-CON Tool Bar' with a 'Create New Submission' button, and lists 'Selected Projects' (Z Test LHCSA) and 'Related Projects'.</p> <p style="text-align: center;"><i>Figure 17: Sample General Information Page- Success Message</i></p>
	<p>36</p>	<p>The LHCSA application for New Agency has been successfully submitted.</p>

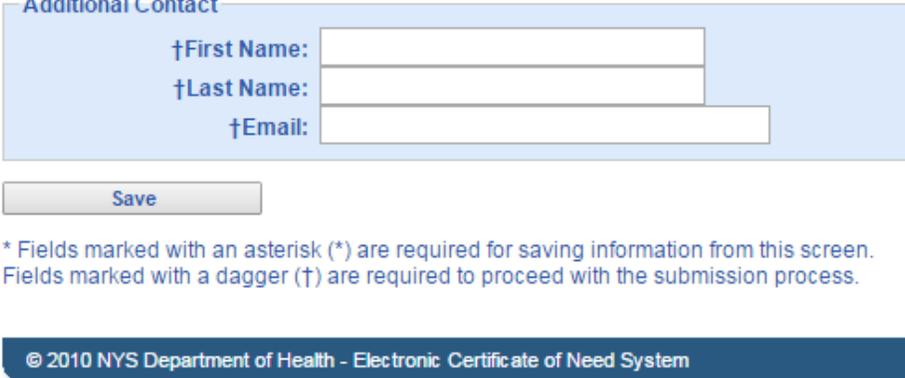
Submitting LHCSA application for Change of Ownership- Single Agency

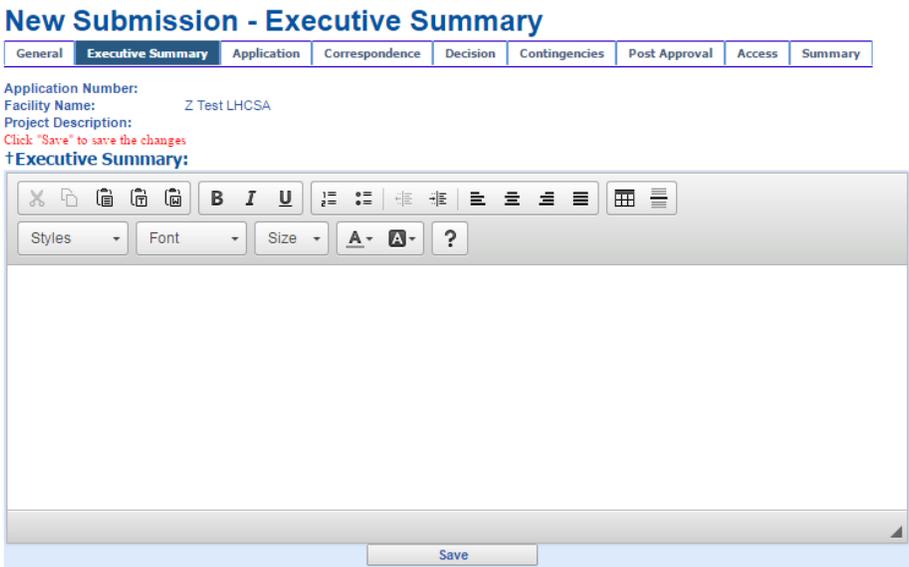
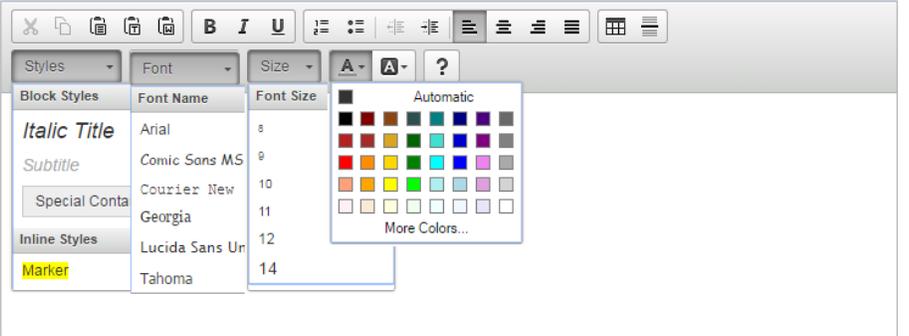
Learning Objective: This section explains how to create and submit the LHCSA application for a Change of Ownership. This section is for applicants with only one affiliated agency and no existing applications.

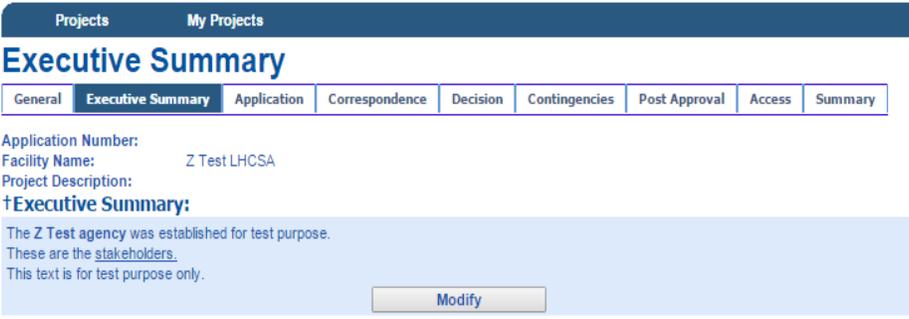
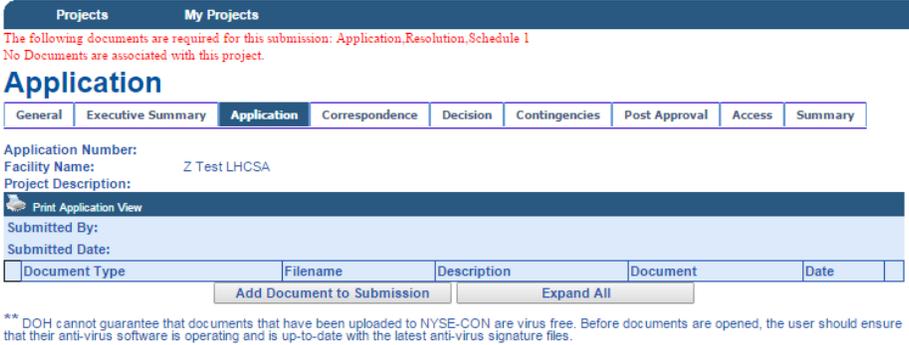
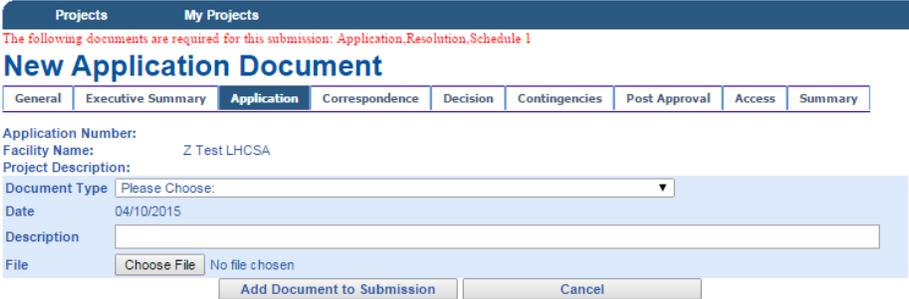
Learning Objective	Step	Action
<p>How to Create and submit LHSCA application for Change of Ownership</p>	<p>1</p>	<p>On the NYSE-CON home page Contingencies Tab, select the link Create New Submission.</p>  <p><i>Figure 18: Sample NYSE-CON home page</i></p>
	<p>2</p>	<p>Create New Submission page with Submission Types list box is displayed. On this page, select Application – Licensed Home Care Services Agency option from the Select Type selection box.</p>  <p><i>Figure 19: Sample Submission Types selection page</i></p>
	<p>3</p>	<p>Click the Continue button.</p>

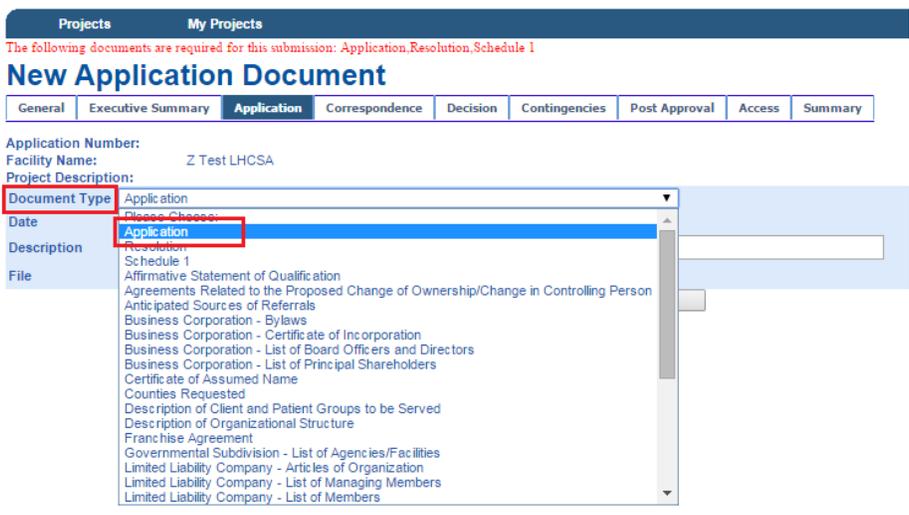
	<p>4</p>	<p>Create New Submission page with Application Types list box is displayed. On this page, select Change of Ownership in the “Select Type” selection box.</p> <p>Create New Submission</p> <p>Application - Licensed Home Care Services Agency Types</p>  <p><i>Figure 20: Sample Create New LHCSA – Change of Ownership Application Type</i></p>
	<p>5</p>	<p>Click the Continue button.</p>
	<p>6</p>	<p>Create New Submission page with input form is displayed.</p> <p>Note: This section is applicable only if the user is a NYSE-CON Submitter for one agency and that agency does not have existing applications created. See next Section for steps if the users is a NYSE-CON Submitter for more than one agency.</p> <p>Create New Submission</p> <p>*Submission Type: Application - Licensed Home Care Services Agency - Change of Ownership <input type="button" value="Change"/></p> <p>Operator/Applicant</p> <p>Modify the Operator/Applicant as needed.</p> <p>†Name: Z Test LHCSA †Street 1: 875 CENTRAL AVE Street 2: †City: ALBANY †State: New York †Zip: 12242 County:</p> <p>Proposed Agency</p> <p>Modify the Proposed Agency as needed.</p> <p>*Agency Name: Z TEST LHCSA †Street 1: 875 CENTRAL AVE Street 2: †City: ALBANY †State: New York †Zip: 12242 *County:</p> <p>Contact Information</p> <p>†Title: †First Name: †Last Name: †User ID: †Account Type: <input type="radio"/> NY.gov ID <input type="radio"/> HCS ID †Email: †Phone: Fax #: †Street 1: Street 2: †City: †State: †Zip:</p> <p>Additional Contact</p> <p>†First Name: †Last Name: †Email:</p> <p><input type="button" value="Save"/></p> <p><i>Figure 21: Sample Create New Submission – LHCSA – Change of Ownership</i></p>

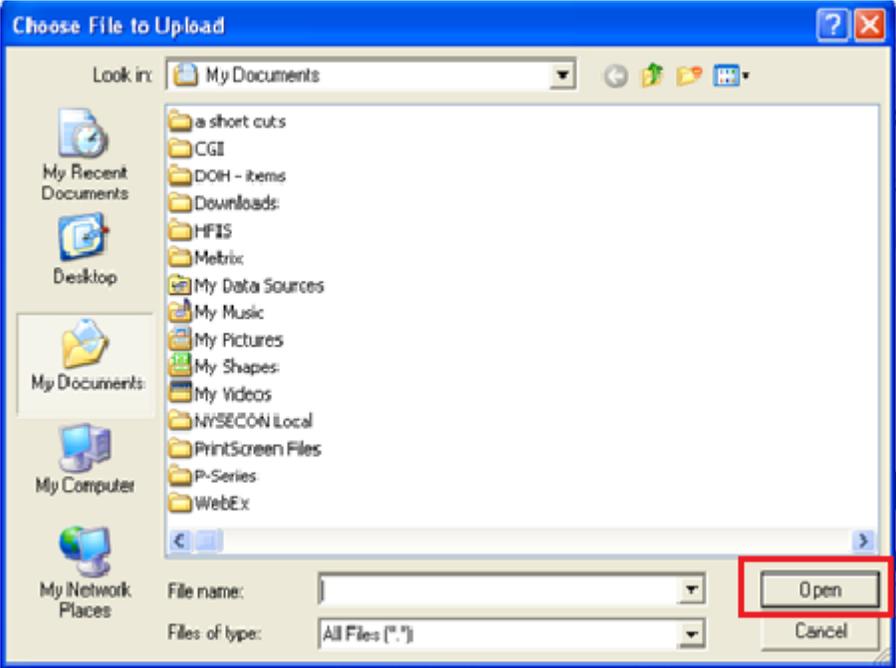
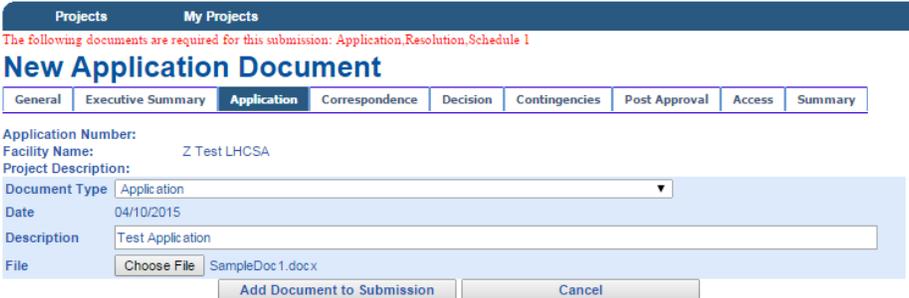
	<p>7</p>	<p>Enter the Operator/Applicant information. If the Operator/Applicant's State is New York, select a County from the drop-down.</p>  <p><i>Figure 21.1: Sample Create New Submission – Operator/Applicant Section</i></p>
	<p>8</p>	<p>Enter the details of the Proposed Agency.</p>  <p><i>Figure 21.2: Sample Create New Submission – Proposed Agency Section</i></p>
	<p>9</p>	<p>Enter the Contact Information details. **Note: Please specify if the entered User ID is "NY.gov ID" or "HCS ID"</p>  <p><i>Figure 21.3: Sample Create New Submission – Contact Information Section</i></p>

	<p>10</p>	<p>Enter the details for an Additional Contact.</p>  <p><i>Figure 21.4: Sample Create New Submission – Additional Contact Section</i></p>
	<p>11</p>	<p>Click Save button.</p>
	<p>12</p>	<p>General Information page is displayed.</p>  <p><i>Figure 22: Sample General Information Page</i></p>
	<p>13</p>	<p>Select the Executive Summary tab from the General Information page.</p>

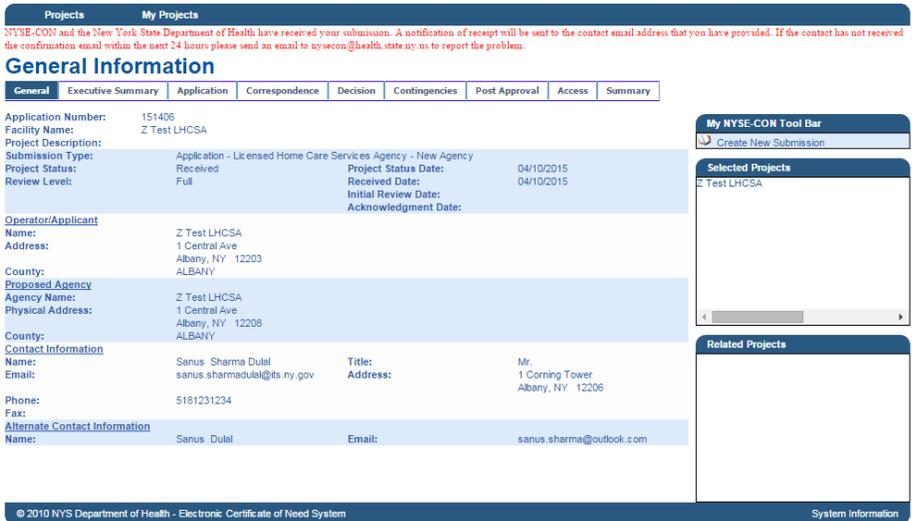
	<p>14</p>	<p>New Submission- Executive Summary page is displayed.</p>  <p><i>Figure 23: Sample New Submission- Executive Summary Page</i></p>
	<p>15</p>	<p>Enter the executive summary in the text area.</p> <p>Note: Please refer to the Rich Text Formatting Best Practices section for formatting your text.</p>
	<p>16</p>	<p>Text can be formatted using the buttons provided. The options allow to apply a font style, size, color etc. to the entered text.</p>  <p><i>Figure 23.1: Sample formatting buttons- Executive Summary Page</i></p>
	<p>17</p>	<p>Click the Save button.</p>

	<p>18</p>	<p>The Executive Summary page is displayed</p>  <p><i>Figure 24: Sample Executive Summary Page</i></p>
	<p>19</p>	<p>If changes need to be made to the executive summary, Click Modify button and repeat steps 15-17.</p> <p>If no changes are needed, select the Application tab.</p>
	<p>20</p>	<p>The Application page is displayed.</p>  <p><i>Figure 25: Sample Executive Summary Page</i></p>
	<p>21</p>	<p>On the Application page, click the Add Document to Submission button.</p>
	<p>22</p>	<p>New Application Document page is displayed.</p>  <p><i>Figure 26: Sample New Application Document Page</i></p>

	<p>23</p>	<p>To add the completed application, select Application from Document Type drop-down.</p>  <p><i>Figure 27: Sample Document Type Selection- Application- New Application Document Page</i></p>
	<p>24</p>	<p>Enter a short description of the document to be added in the Description field.</p>  <p><i>Figure 28: Sample Description- Application- New Application Document Page</i></p>
	<p>25</p>	<p>Click Choose File button.</p>

	<p>26</p>	<p>Depending on the browser the file upload window will open. Locate and select the file to upload and then Click Open.</p>  <p style="text-align: center;"><i>Figure 29: Sample File to Upload Window</i></p>
	<p>27</p>	<p>The New Application Document page is displayed showing the name of the file uploaded.</p>  <p style="text-align: center;"><i>Figure 30: Sample New Application Document Page- Application File Selected</i></p>
	<p>28</p>	<p>Click the Add Document to Submission button.</p>

<p>29</p>	<p>The Application page is displayed. The list shows the document uploaded to the submission.</p>  <p><i>Figure 31: Sample Application Document Page- Application File Added</i></p>
<p>30</p>	<p>Repeat steps 21-29 as necessary to attach all required documents, multiple Resolution documents and any other additional documentation.</p>
<p>31</p>	<p>Select the General tab.</p>
<p>32</p>	<p>On the General Information page, click Submit button.</p>  <p><i>Figure 32: Sample General Information Page- Submit</i></p>
<p>33</p>	<p>The Confirm Submission page is displayed.</p>  <p><i>Figure 33: Sample Confirm Submission Page</i></p>
<p>34</p>	<p>Click the Confirm button.</p>

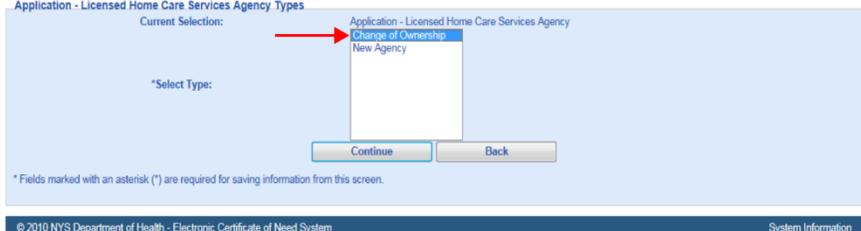
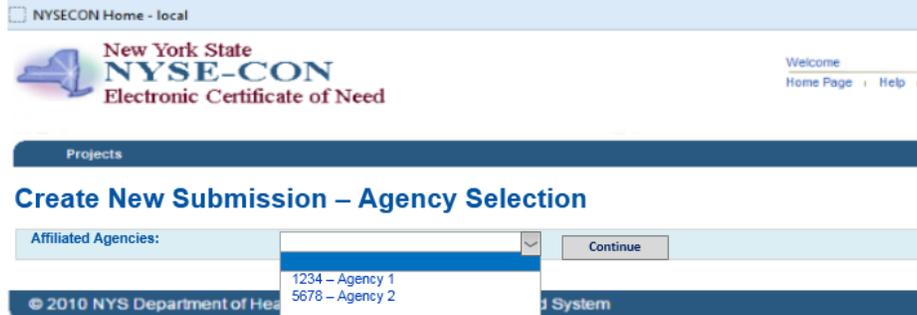
	<p>35</p>	<p>The General Information page with success message is displayed.</p>  <p>The screenshot shows the 'General Information' page for application 151406. It includes sections for Operator/Applicant (Z Test LHCSA) and Contact Information (Sanus Sharma Dulal). The page also features a 'My NYSE-CON Tool Bar' with a 'Create New Submission' button, and lists 'Selected Projects' and 'Related Projects'.</p> <p><i>Figure 34: Sample General Information Page- Success Message</i></p>
	<p>36</p>	<p>The LHCSA application for Change of Ownership has been successfully submitted.</p>

Submitting LHCSA application for Change of Ownership- Multiple Agencies

Submitters for less than Twenty Agencies

Learning Objective: This section explains how to create and submit the LHCSA application for a Change of Ownership. This section is for users who are NYSE-CON Submitters for more than one but less than twenty agencies.

Learning Objective	Step	Action
<p>How to Create and submit LHSCA application for Change of Ownership-</p>	<p>1</p>	<p>On the NYSE-CON home page Contingencies Tab, select the link Create New Submission.</p>  <p><i>Figure 35: Sample NYSE-CON home page</i></p>
	<p>2</p>	<p>Create New Submission page with Submission Types list box is displayed. On this page, select Application – Licensed Home Care Services Agency option from the Select Type selection box.</p>  <p><i>Figure 36: Sample Submission Types selection page</i></p>
	<p>3</p>	<p>Click the Continue button.</p>

	<p>4 Create New Submission page with Application Types list box is displayed. On this page, select Change of Ownership in the “Select Type” selection box.</p> <p>Create New Submission</p>  <p><i>Figure 37: Sample Create New LCHSA – Change of Ownership Application Type</i></p>
	<p>5 Click the Continue button.</p>
	<p>6 Agency Selection page with the list of agencies the user has NYSE-CON Submitter role are displayed in the dropdown list.</p>  <p><i>Figure 38: Sample Create New Submission – Agency Selection</i></p>
	<p>7 On this page, select the Agency for the application submission from the dropdown.</p> <p><i>Note: If the desired Agency is not displayed, select the blank row and click Continue to search for an Agency.</i></p>
	<p>8 Click the Continue button.</p>

9 Application Selection page is displayed if there are submissions already created in the event the user would like to continue with a submission already created. If that is the case, select the radio button for the existing submission and select Continue with Selected button. Otherwise, continue to step 10.

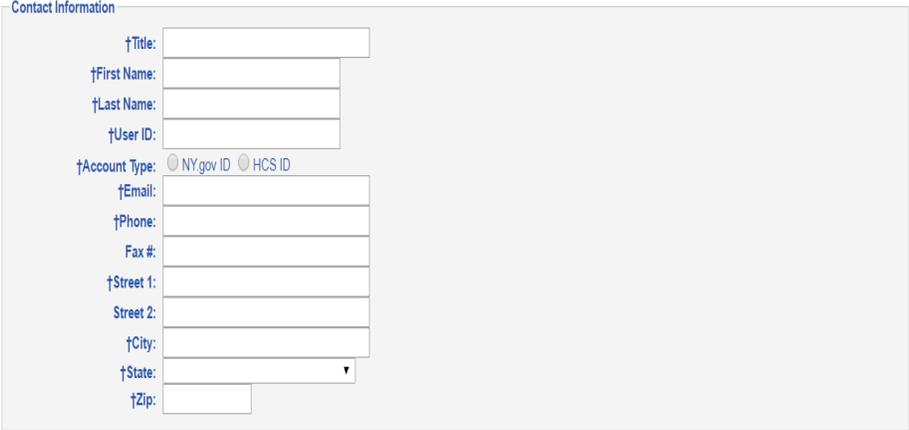
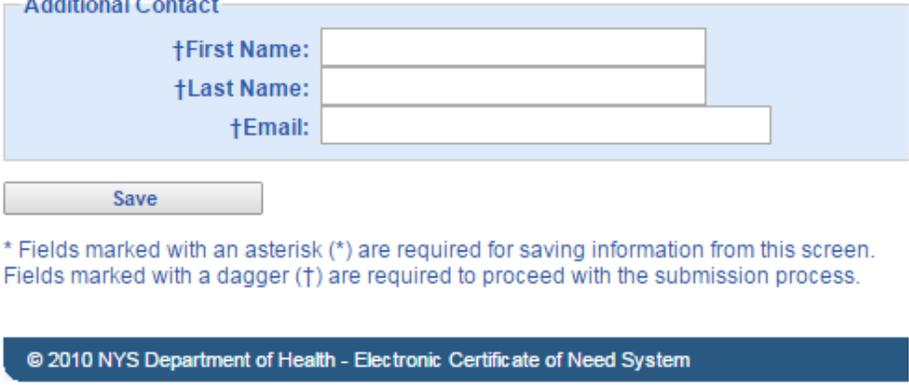
Figure 39: Sample Create New Submission – Application Selection

10 Click the **Create New Submission** button

11 Create New Submission page with input form is displayed with selected agency information auto-populated.

Figure 40: Sample Create New Submission – LHCSA – Change of Ownership

Note: Fields are editable.

	<p>12</p>	<p>Enter the Contact Information details. **Note: Please specify if the entered User ID is “NY.gov ID” or “HCS ID”</p>  <p><i>Figure 40.1: Sample Create New Submission – Contact Information Section</i></p>
	<p>13</p>	<p>Enter the details for an Additional Contact.</p>  <p><i>Figure 40.2: Sample Create New Submission – Additional Contact Section</i></p>
	<p>14</p>	<p>Click Save button.</p>

15 General Information page is displayed.

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Figure 41: Sample General Information Page

16 Select the **Executive Summary** tab from the General Information page.

17 New Submission- Executive Summary page is displayed.

Click "Save" to save the changes

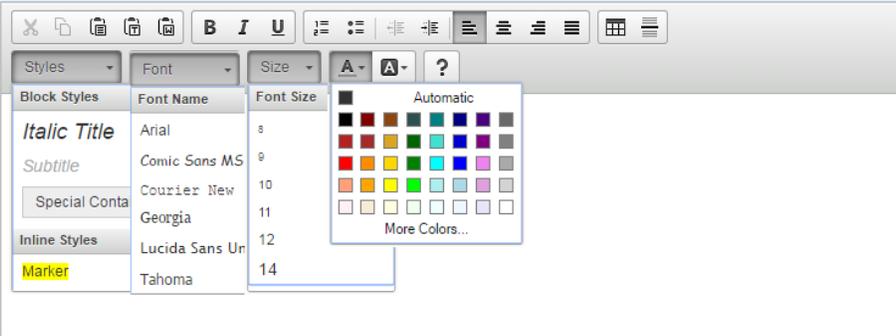
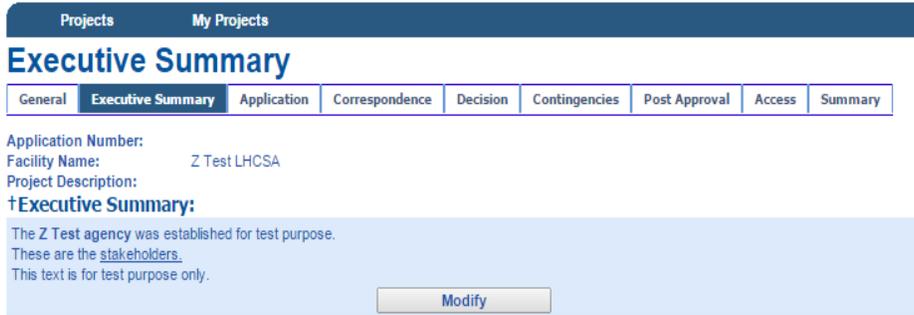
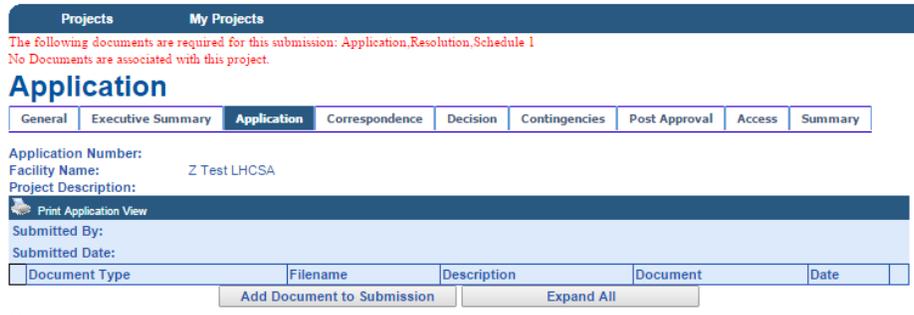
† Executive Summary:

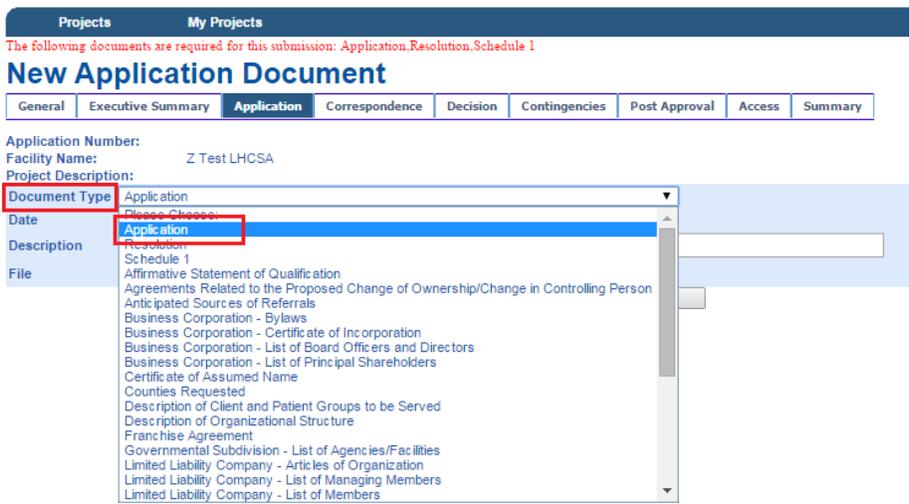
Save

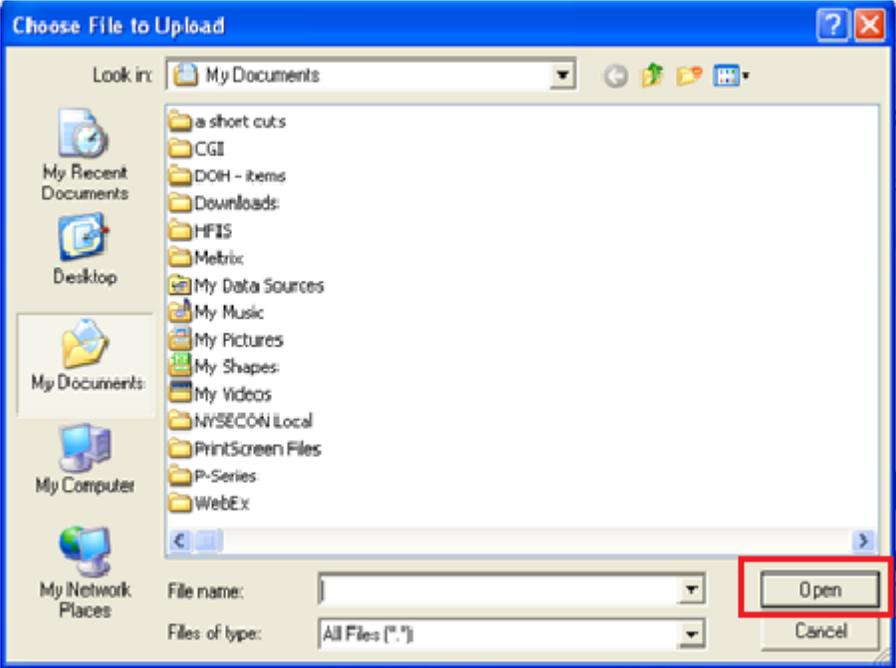
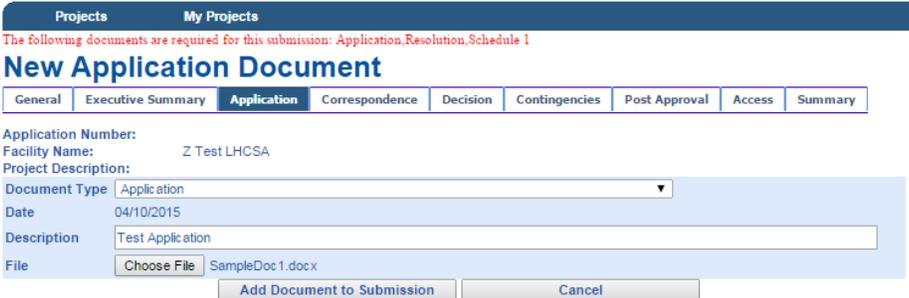
Figure 42: Sample New Submission- Executive Summary Page

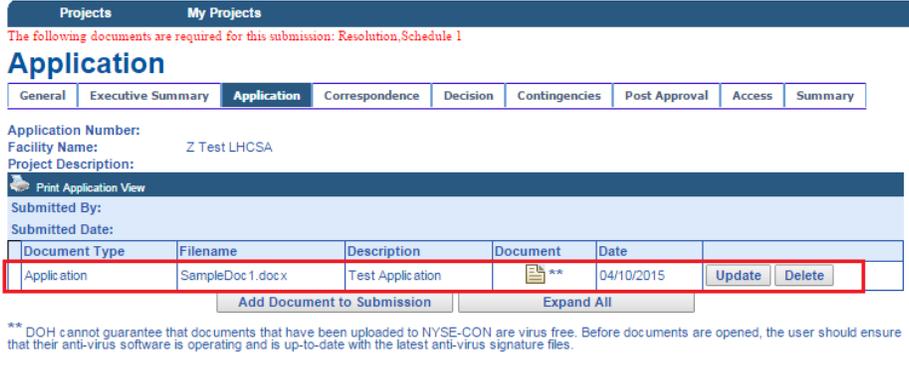
18 Enter the executive summary in the text area.

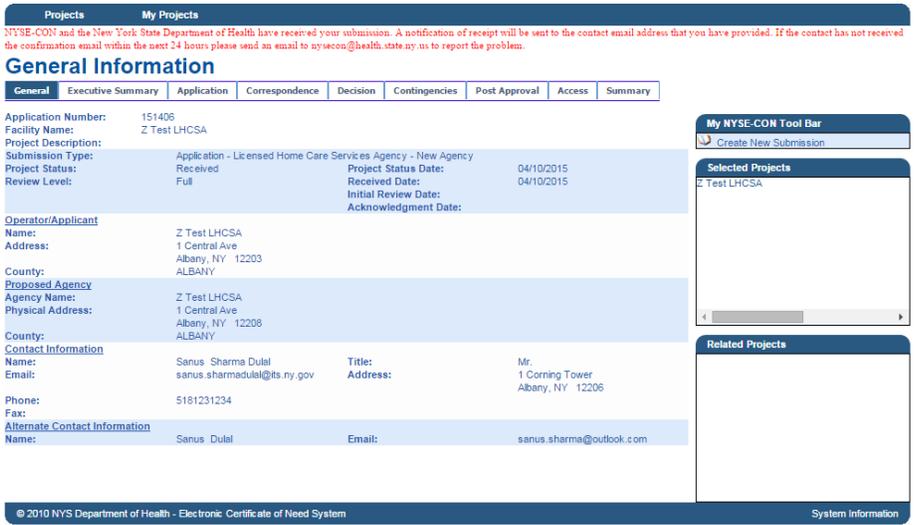
Note: Please refer to the Rich Text Formatting Best Practices section for formatting your text.

	<p>19</p>	<p>Text can be formatted using the buttons provided. The options allow to apply a font style, size, color etc. to the entered text.</p>  <p><i>Figure 42.1: Sample formatting buttons- Executive Summary Page</i></p>
	<p>20</p>	<p>Click the Save button.</p>
	<p>21</p>	<p>The Executive Summary page is displayed</p>  <p><i>Figure 43: Sample Executive Summary Page</i></p>
	<p>22</p>	<p>If changes need to be made to the executive summary, Click Modify button and repeat steps 15-17.</p> <p>If no changes are needed, select the Application tab.</p>
	<p>23</p>	<p>The Application page is displayed.</p>  <p><i>Figure 44: Sample Executive Summary Page</i></p>
	<p>24</p>	<p>On the Application page, click the Add Document to Submission button.</p>

	<p>25</p>	<p>New Application Document page is displayed.</p>  <p><i>Figure 45: Sample New Application Document Page</i></p>
	<p>26</p>	<p>To add the completed application, select Application from Document Type drop-down.</p>  <p><i>Figure 46: Sample Document Type Selection- Application- New Application Document Page</i></p>
	<p>27</p>	<p>Enter a short description of the document to be added in the Description field.</p>  <p><i>Figure 47: Sample Description- Application- New Application Document Page</i></p>
	<p>28</p>	<p>Click Choose File button.</p>

	<p>29</p>	<p>Depending on the browser the file upload window will open. Select the file to upload and then Click Open.</p>  <p style="text-align: center;"><i>Figure 48: Sample File to Upload Window</i></p>
	<p>30</p>	<p>The New Application Document page is displayed showing the name of the file uploaded.</p>  <p style="text-align: center;"><i>Figure 49: Sample New Application Document Page- Application File Selected</i></p>
	<p>31</p>	<p>Click the Add Document to Submission button.</p>

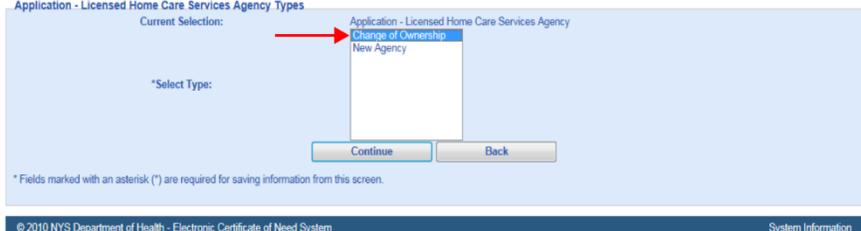
<p>32</p>	<p>The Application page is displayed. The list shows the document uploaded to the submission.</p>  <p><i>Figure 50: Sample Application Document Page- Application File Added</i></p>
<p>33</p>	<p>On the Application page, click the Add Document to Submission button to add more documents.</p>
<p>34</p>	<p>Repeat steps 23-33 as necessary to attach all required documents, multiple Resolution documents and any other additional documentation.</p>
<p>35</p>	<p>Select the General tab.</p>
<p>36</p>	<p>On the General Information page, click Submit button.</p>  <p><i>Figure 51: Sample General Information Page- Submit</i></p>
<p>37</p>	<p>The Confirm Submission page is displayed.</p>  <p><i>Figure 52: Sample Confirm Submission Page</i></p>
<p>38</p>	<p>Click the Confirm button.</p>

	<p>39</p>	<p>The General Information page with success message is displayed.</p>  <p>The screenshot displays the 'General Information' page for an application. At the top, there is a 'Projects' header and a success message: 'NYSE-CON and the New York State Department of Health have received your submission. A notification of receipt will be sent to the contact email address that you have provided. If the contact has not received the confirmation email within the next 24 hours please send an email to nysecon@health.state.ny.us to report the problem.' Below this is a navigation bar with tabs: 'General', 'Executive Summary', 'Application', 'Correspondence', 'Decision', 'Contingencies', 'Post Approval', 'Access', and 'Summary'. The 'General' tab is active, showing fields for Application Number (151406), Facility Name (Z Test LHCSA), Project Description (Application - Licensed Home Care Services Agency - New Agency), Submission Type (Received), Project Status Date (04/10/2015), Review Level (Full), and Initial Review Date (04/10/2015). It also lists contact information for the Operator/Applicant (Sanus Sharma Dulal) and the Proposed Agency (Z Test LHCSA). On the right side, there are sections for 'My NYSE-CON Tool Bar' (with a 'Create New Submission' button), 'Selected Projects' (listing 'Z Test LHCSA'), and 'Related Projects'. A footer contains the copyright notice '© 2010 NYS Department of Health - Electronic Certificate of Need System' and 'System Information'.</p> <p style="text-align: center;"><i>Figure 53: Sample General Information Page- Success Message</i></p>
	<p>40</p>	<p>The LHCSA application for Change of Ownership has been successfully submitted.</p>

Submitters for more than Twenty Agencies

Learning Objective: This section explains how to create and submit the LHCSA application for a Change of Ownership. This section is for users who are NYSE-CON Submitters for more than twenty agencies.

Learning Objective	Step	Action
<p>How to Create and submit LHSCA application for Change of Ownership-</p>	<p>1</p>	<p>On the NYSE-CON home page Contingencies Tab, select the link Create New Submission.</p>  <p style="text-align: center;"><i>Figure 54: Sample NYSE-CON home page</i></p>
	<p>2</p>	<p>Create New Submission page with Submission Types list box is displayed. On this page, select Application – Licensed Home Care Services Agency option from the Select Type selection box.</p>  <p style="text-align: center;"><i>Figure 55: Sample Submission Types selection page</i></p>
	<p>3</p>	<p>Click the Continue button.</p>

	<p>4 Create New Submission page with Application Types list box is displayed. On this page, select Change of Ownership in the “Select Type” selection box.</p> <p>Create New Submission</p> <p>Application - Licensed Home Care Services Agency Types</p>  <p><i>Figure 56: Sample Create New LCHSA – Change of Ownership Application Type</i></p>																																																											
	<p>5 Click the Continue button.</p>																																																											
	<p>6 Agency Search page is displayed.</p> <p>Create New Submission - Agency Search</p> <p>Enter the License number or Operator Name or Agency name.</p> <p>Agency Name: <input type="text"/></p> <p>License #: <input type="text"/></p> <p>Operator Name: <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/></p> <p>© 2010 NYS Department of Health - Electronic Certificate of Need System</p> <p><i>Figure 57: Sample Create New Submission – Agency Search</i></p>																																																											
	<p>7 Enter at least one or all three search criteria.</p> <p>Note: Agency name must be a minimum of 2 characters License # must be exact Operator Name must be a minimum of 2 characters</p>																																																											
	<p>8 Click the Search button.</p>																																																											
	<p>9 Agency Search Results page is displayed.</p> <p>Create New Submission - Agency Search Results</p> <table border="1" data-bbox="560 1512 1469 1774"> <thead> <tr> <th colspan="2">SEARCH CRITERIA</th> <th colspan="2">DISPLAY RESULT PREFERENCES</th> <th>RESULTS TOOLBOX</th> </tr> </thead> <tbody> <tr> <td>Agency Name: Home</td> <td>Operator Name:</td> <td>Per Page:</td> <td><input type="radio"/> Display 25 <input type="radio"/> Display 50 <input type="radio"/> Display 100 <input type="radio"/> Display All</td> <td rowspan="2"><input type="button" value="Continue With Selected"/></td> </tr> <tr> <td>License #:</td> <td></td> <td colspan="2">Address:</td> </tr> <tr> <td colspan="2"><input type="button" value="Print Search Results"/></td> <td colspan="3"></td> </tr> <tr> <th>Facility Type</th> <th>Agency Name</th> <th>License #</th> <th>Operator</th> <td></td> </tr> <tr> <td><input type="radio"/> LHCSA</td> <td>HOMEMAKERS SERVICES OF ORANGE COUNTY, INC.</td> <td>0001L002</td> <td>HOMEMAKERS SERVICES OF ORANGE COUNTY, INC.</td> <td></td> </tr> <tr> <td><input type="radio"/> LHCSA</td> <td>PERSONAL TOUCH HOME CARE, INC.</td> <td>0021L001</td> <td>PERSONAL TOUCH HOME CARE, INC.</td> <td></td> </tr> <tr> <td><input type="radio"/> LHCSA</td> <td>WELLNESS HOME CARE, LTD.</td> <td>0023L001</td> <td>WELLNESS HOME CARE, LTD.</td> <td></td> </tr> <tr> <td><input type="radio"/> LHCSA</td> <td>HOME HEALTH CARE AND COMPANION AGENCY, INC.</td> <td>0031L001</td> <td>HOME HEALTH CARE AND COMPANION AGENCY, INC.</td> <td></td> </tr> <tr> <td><input type="radio"/> LHCSA</td> <td>HOMEMAKING SERVICES FOR CHRONICALLY ILL, INC.</td> <td>0034L002</td> <td>HOMEMAKING SERVICES FOR CHRONICALLY ILL, INC.</td> <td></td> </tr> <tr> <td><input type="radio"/> LHCSA</td> <td>HOMEMAKERS OF STATEN ISLAND, INC.</td> <td>0046L001</td> <td>HOMEMAKER'S OF STATEN ISLAND, INC.</td> <td></td> </tr> <tr> <td><input type="radio"/> LHCSA</td> <td>PROFESSIONAL HOME CARE, INC.</td> <td>0056L001</td> <td>PROFESSIONAL HOME CARE, INC.</td> <td></td> </tr> </tbody> </table> <p><i>Figure 58: Sample Create New Submission – Agency Search Results</i></p>	SEARCH CRITERIA		DISPLAY RESULT PREFERENCES		RESULTS TOOLBOX	Agency Name: Home	Operator Name:	Per Page:	<input type="radio"/> Display 25 <input type="radio"/> Display 50 <input type="radio"/> Display 100 <input type="radio"/> Display All	<input type="button" value="Continue With Selected"/>	License #:		Address:		<input type="button" value="Print Search Results"/>					Facility Type	Agency Name	License #	Operator		<input type="radio"/> LHCSA	HOMEMAKERS SERVICES OF ORANGE COUNTY, INC.	0001L002	HOMEMAKERS SERVICES OF ORANGE COUNTY, INC.		<input type="radio"/> LHCSA	PERSONAL TOUCH HOME CARE, INC.	0021L001	PERSONAL TOUCH HOME CARE, INC.		<input type="radio"/> LHCSA	WELLNESS HOME CARE, LTD.	0023L001	WELLNESS HOME CARE, LTD.		<input type="radio"/> LHCSA	HOME HEALTH CARE AND COMPANION AGENCY, INC.	0031L001	HOME HEALTH CARE AND COMPANION AGENCY, INC.		<input type="radio"/> LHCSA	HOMEMAKING SERVICES FOR CHRONICALLY ILL, INC.	0034L002	HOMEMAKING SERVICES FOR CHRONICALLY ILL, INC.		<input type="radio"/> LHCSA	HOMEMAKERS OF STATEN ISLAND, INC.	0046L001	HOMEMAKER'S OF STATEN ISLAND, INC.		<input type="radio"/> LHCSA	PROFESSIONAL HOME CARE, INC.	0056L001	PROFESSIONAL HOME CARE, INC.	
SEARCH CRITERIA		DISPLAY RESULT PREFERENCES		RESULTS TOOLBOX																																																								
Agency Name: Home	Operator Name:	Per Page:	<input type="radio"/> Display 25 <input type="radio"/> Display 50 <input type="radio"/> Display 100 <input type="radio"/> Display All	<input type="button" value="Continue With Selected"/>																																																								
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<input type="radio"/> LHCSA	PERSONAL TOUCH HOME CARE, INC.	0021L001	PERSONAL TOUCH HOME CARE, INC.																																																									
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<input type="radio"/> LHCSA	HOMEMAKING SERVICES FOR CHRONICALLY ILL, INC.	0034L002	HOMEMAKING SERVICES FOR CHRONICALLY ILL, INC.																																																									
<input type="radio"/> LHCSA	HOMEMAKERS OF STATEN ISLAND, INC.	0046L001	HOMEMAKER'S OF STATEN ISLAND, INC.																																																									
<input type="radio"/> LHCSA	PROFESSIONAL HOME CARE, INC.	0056L001	PROFESSIONAL HOME CARE, INC.																																																									

10 Select the radio button next to the agency.

Facility Type	Agency Name	License #	Operator
<input checked="" type="radio"/> LHCSA	HOMEMAKERS SERVICES OF ORANGE COUNTY, INC.	0001L002	HOMEMAKERS SER
<input type="radio"/> LHCSA	PERSONAL TOUCH HOME CARE, INC.	0021L001	PERSONAL TOUCH I
<input type="radio"/> LHCSA	WELLNESS HOME CARE, LTD.	0023L001	WELLNESS HOME C
<input type="radio"/> LHCSA	HOME HEALTH CARE AND COMPANION AGENCY, INC.	0031L001	HOME HEALTH CAR

Figure 59: Sample Create New Submission – Agency Search Results – Selection Made

11 Click the **Continue with Selected** Button.

12 Create New Submission page with input form is displayed with selected agency information auto-populated. Fields are editable.

Create New Submission

*Submission Type: Application - Licensed Home Care Services Agency - New Agency Change

Operator/Applicant

†Name:
 †Street 1:
 Street 2:
 †City:
 †State:
 †Zip:
 County:

Proposed Agency

*Agency Name:
 †Street 1:
 Street 2:
 †City:
 †State:
 †Zip:
 *County:

Contact Information

†Title:
 †First Name:
 †Last Name:
 †User ID:
 †Account Type: NY.gov ID HCS ID
 †Email:
 †Phone:
 Fax #:
 †Street 1:
 Street 2:
 †City:
 †State:
 †Zip:

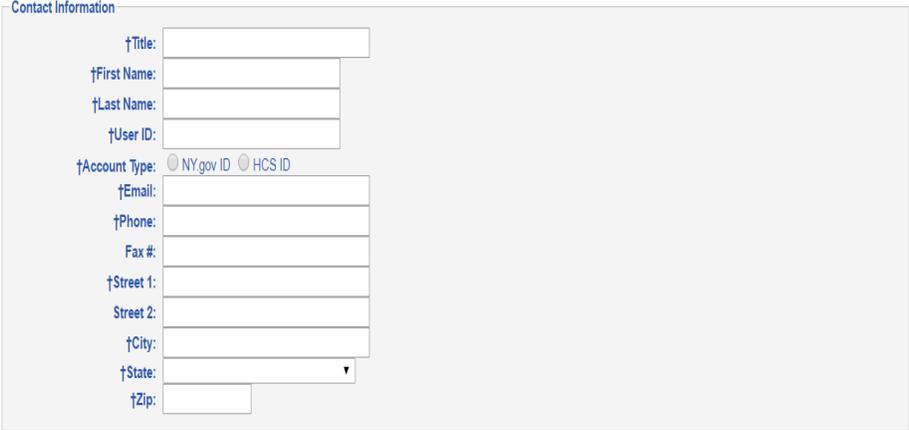
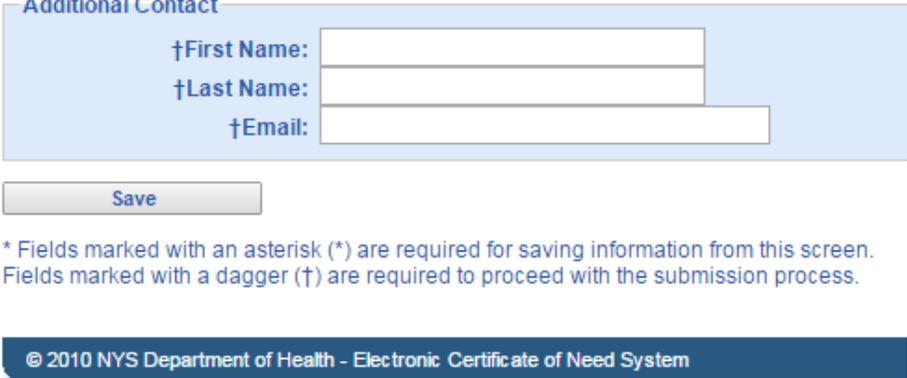
Additional Contact

†First Name:
 †Last Name:
 †Email:

Save

* Fields marked with an asterisk (*) are required for saving information from this screen.
 † Fields marked with a dagger (†) are required to proceed with the submission process.

Figure 60: Sample Create New Submission – LHCSA – Change of Ownership

	<p>13 Enter the Contact Information details. **Note: Please specify if the entered User ID is “NY.gov ID” or “HCS ID”</p>  <p><i>Figure 60.3: Sample Create New Submission – Contact Information Section</i></p>
	<p>14 Enter the details for an Additional Contact.</p>  <p><i>Figure 60.4: Sample Create New Submission – Additional Contact Section</i></p>
	<p>15 Click Save button.</p>

16 General Information page is displayed.



The screenshot shows the 'General Information' page with the following details:

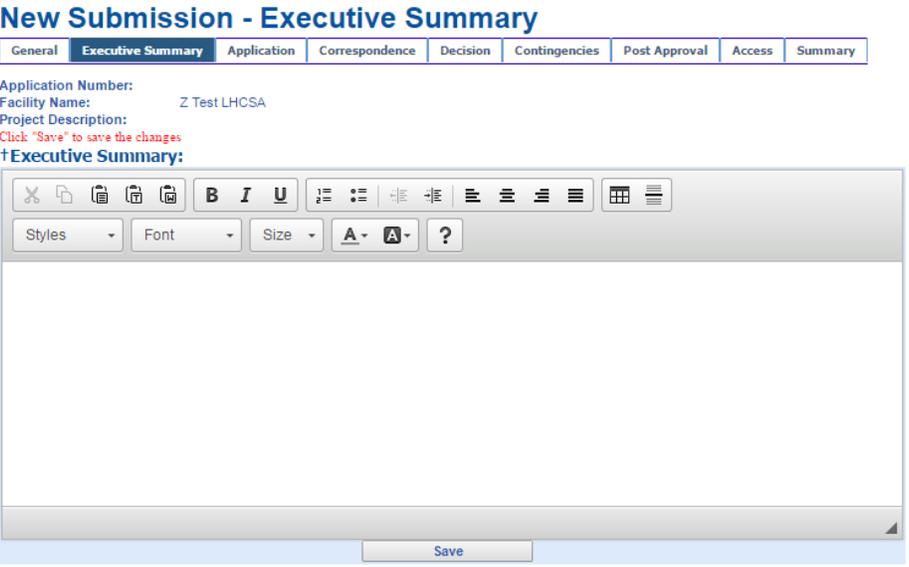
- Application Number:** (blank)
- Facility Name:** Z Test LHCSA
- Project Description:** Application - Licensed Home Care Services Agency - New Agency
- Submission Type:** Application - Licensed Home Care Services Agency - New Agency
- Project Status:** (blank)
- Review Level:** (blank)
- Project Status Date:** (blank)
- Received Date:** (blank)
- Initial Review Date:** (blank)
- Acknowledgment Date:** (blank)
- Operator/Applicant Name:** Z Test LHCSA
- Address:** 1 Central Ave, Albany, NY 12203
- County:** ALBANY
- Proposed Agency Name:** Z Test LHCSA
- Physical Address:** 1 Central Ave, Albany, NY 12208
- County:** ALBANY
- Contact Information Name:** Sanus Sharma Dulal
- Email:** sanus.sharmadulal@its.ny.gov
- Title:** Mr.
- Address:** 1 Corning Tower, Albany, NY 12206
- Phone:** 5181231234
- Fax:** (blank)
- Alternate Contact Information Name:** Sanus Dulal
- Email:** sanus.sherma@outlook.com

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Figure 61: Sample General Information Page

17 Select the **Executive Summary** tab from the General Information page.

18 New Submission- Executive Summary page is displayed.



The screenshot shows the 'New Submission - Executive Summary' page with the following details:

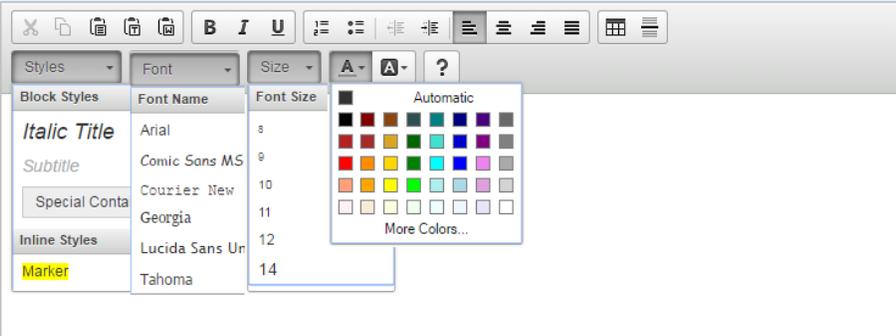
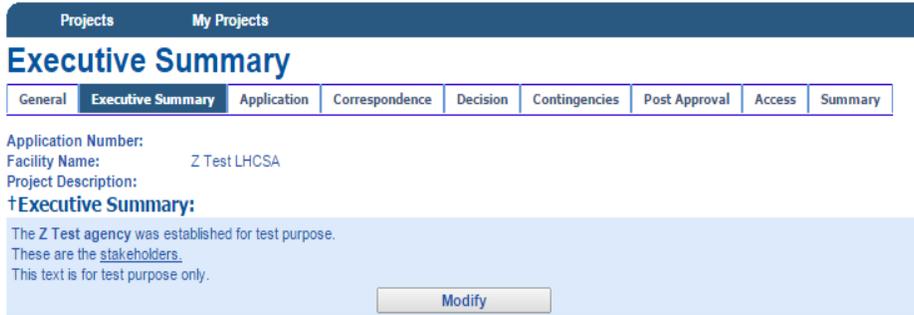
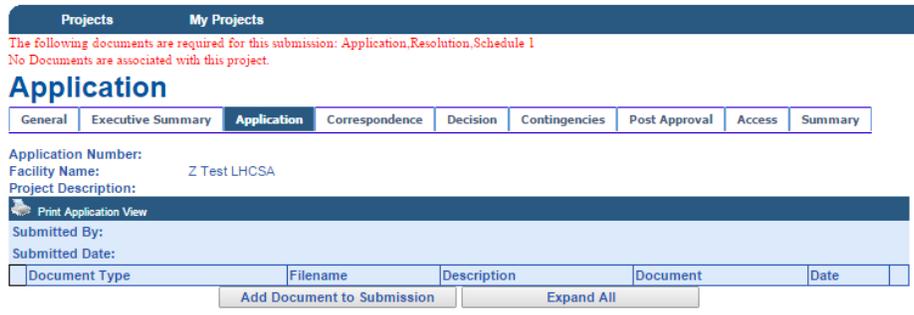
- Application Number:** (blank)
- Facility Name:** Z Test LHCSA
- Project Description:** (blank)
- Click "Save" to save the changes**
- Executive Summary:** (Rich text editor area)

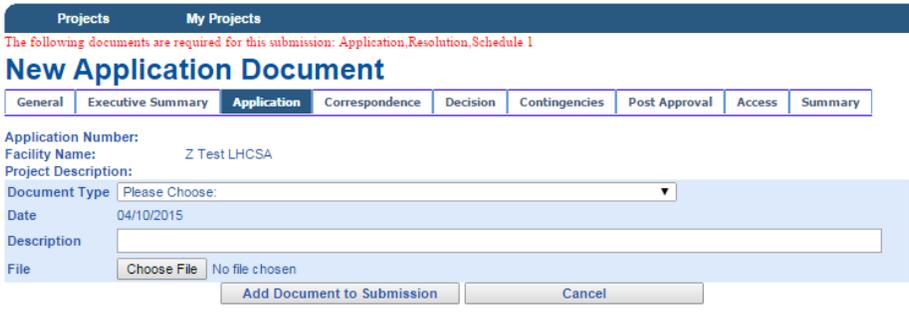
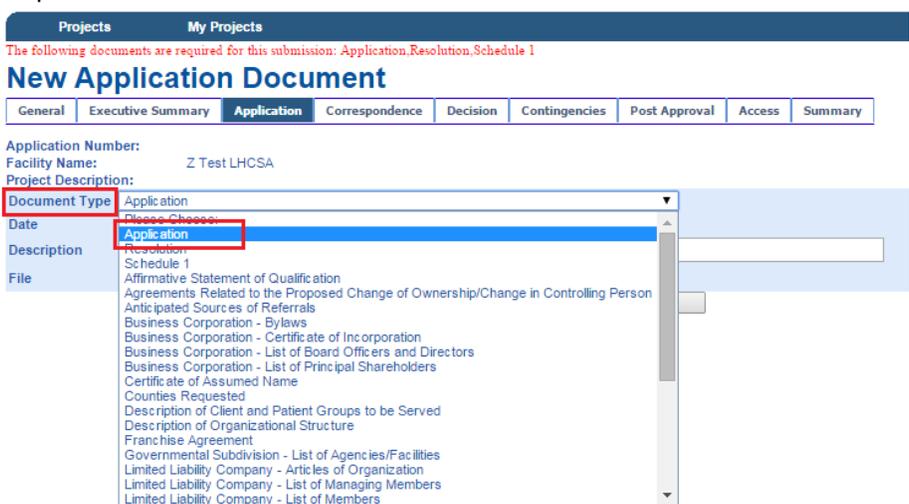
Save

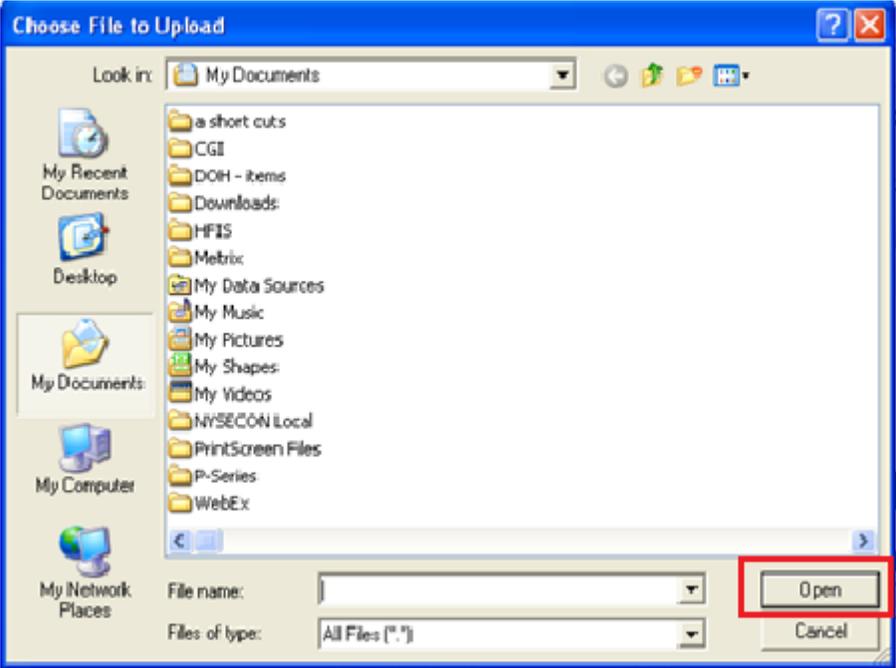
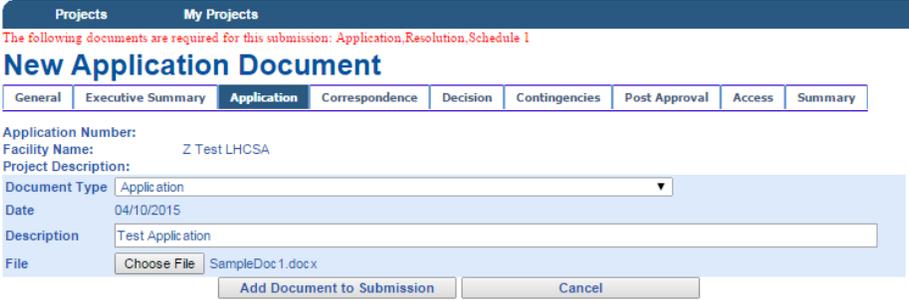
Figure 62: Sample New Submission- Executive Summary Page

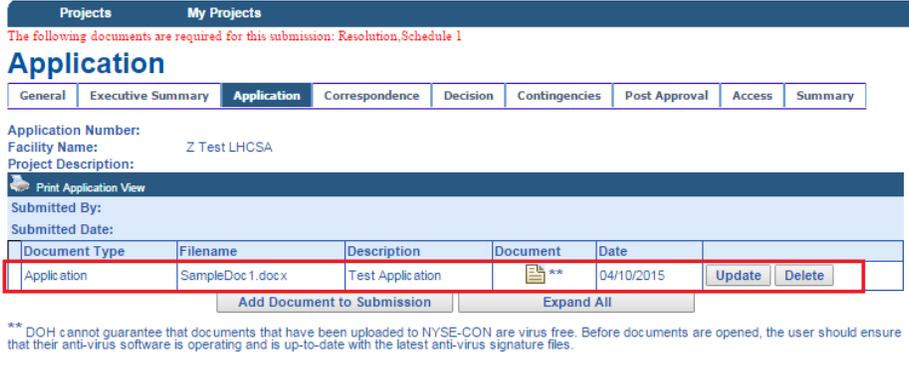
19 Enter the executive summary in the text area.

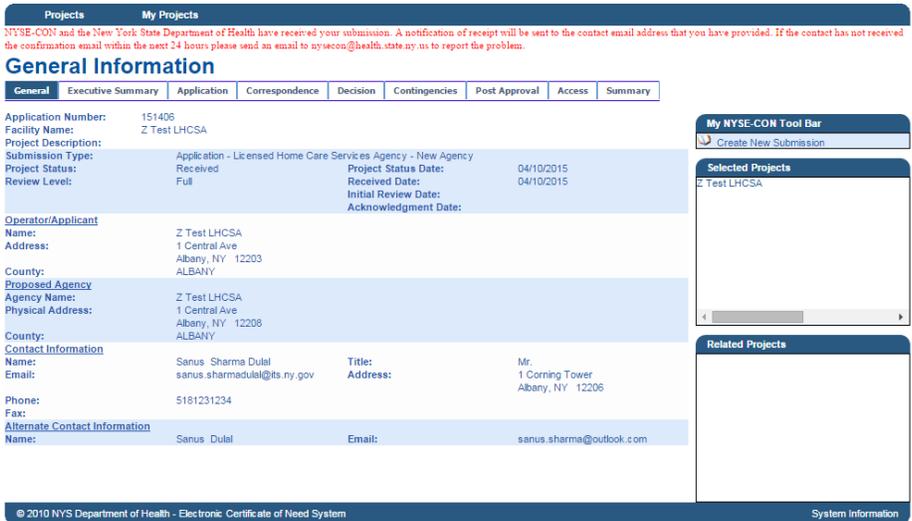
Note: Please refer to the Rich Text Formatting Best Practices section for formatting your text.

	<p>20</p>	<p>Text can be formatted using the buttons provided. The options allow to apply a font style, size, color etc. to the entered text.</p>  <p><i>Figure 62.1: Sample formatting buttons- Executive Summary Page</i></p>
	<p>21</p>	<p>Click the Save button.</p>
	<p>22</p>	<p>The Executive Summary page is displayed</p>  <p><i>Figure 63: Sample Executive Summary Page</i></p>
	<p>23</p>	<p>If changes need to be made to the executive summary, Click Modify button and repeat steps 15-17.</p> <p>If no changes are needed, select the Application tab.</p>
	<p>24</p>	<p>The Application page is displayed.</p>  <p><i>Figure 64: Sample Executive Summary Page</i></p>

	25	On the Application page, click the Add Document to Submission button.
	26	<p>New Application Document page is displayed.</p>  <p><i>Figure 65: Sample New Application Document Page</i></p>
	27	<p>To add the completed application, select Application from Document Type drop-down.</p>  <p><i>Figure 66: Sample Document Type Selection- Application- New Application Document Page</i></p>
	28	<p>Enter a short description of the document to be added in the Description field.</p>  <p><i>Figure 67: Sample Description- Application- New Application Document Page</i></p>
	29	Click Choose File button.

	<p>30</p>	<p>Depending on the browser the file upload window will open. Locate and select the file to upload and then Click Open.</p>  <p style="text-align: center;"><i>Figure 68: Sample File to Upload Window</i></p>
	<p>31</p>	<p>The New Application Document page is displayed showing the name of the file uploaded.</p>  <p style="text-align: center;"><i>Figure 69: Sample New Application Document Page- Application File Selected</i></p>
	<p>32</p>	<p>Click the Add Document to Submission button.</p>

	<p>33 The Application page is displayed. The list shows the document uploaded to the submission.</p>  <p><i>Figure 70: Sample Application Document Page- Application File Added</i></p>
	<p>34 Repeat steps 25-33 as necessary to attach all required documents, multiple Resolution documents and any other additional documentation.</p>
	<p>35 Select the General tab.</p>
	<p>36 On the General Information page, click Submit button.</p>  <p><i>Figure 71: Sample General Information Page- Submit</i></p>
	<p>37 The Confirm Submission page is displayed.</p>  <p><i>Figure 72: Sample Confirm Submission Page</i></p>
	<p>38 Click the Confirm button.</p>

	<p>39</p>	<p>The General Information page with success message is displayed.</p>  <p>The screenshot displays the 'General Information' page for application 151406. It includes sections for Operator/Applicant (Z Test LHCSA), Proposed Agency (Z Test LHCSA), and Contact Information (Sanus Sharma Dulal). A success message at the top states: 'NYSE-CON and the New York State Department of Health have received your submission. A notification of receipt will be sent to the contact email address that you have provided. If the contact has not received the confirmation email within the next 24 hours please send an email to nysecon@health.state.ny.us to report the problem.' The page also features a 'My NYSE-CON Tool Bar' with a 'Create New Submission' button, and lists 'Selected Projects' and 'Related Projects'.</p> <p><i>Figure 73: Sample General Information Page- Success Message</i></p>
	<p>40</p>	<p>The LHCSA application for Change of Ownership has been successfully submitted.</p>

Rich Text Formatting Best Practices

Do's:

1. It is always recommended to enter the text manually in the text box.
2. Highlight, Bold, Italicize and Underline the text.
3. Change the Color, Style and Size of the font.
4. Use the Alignment icons to increase or decrease the indent of the paragraph.
5. Use the Background fill color icon to change the color behind the selected text, paragraph or table cell.
6. Create a bulleted list and numbered list using the icons.
7. Insert a horizontal line using the Horizontal rule icon to separate the paragraphs.
8. Insert table using the icon. Select the number of rows and columns to be added while inserting the table.
9. The Rich Text features are dependent on browser type and browser version. If the user experiences any adverse behavior, it is recommended to use another browser.

Don'ts:

1. Do not enter languages other than English.
2. Copying the text from other sources is not recommended.
3. Do not copy and paste Quotations (Single/Double) from any source.
4. Do not copy bulleted list from MS Word or any other source.
5. Adding a row after inserting the table is not recommended.

Note: Please refer to rich text included in Figures 6, 23, 42 and 62.

Screen Descriptions

Homepage

Homepage	New York State Electronic Certificate of Need System home page.
-----------------	---

Figure: Sample NYSE-CON Homepage

Field Descriptions

Field Name	Description
Submission Types/Select Type	Single select box for submission types in NYSE-CON
Hyperlinks	Description
Create New Submission	Allows the applicant to create a new submission
Find your projects	Opens the Project search page
Find a project	Opens the Project search page

Create New Submission- Select Submission Type

Select Submission Type	This page allows to select the intended type of submission to be made.

Figure: Sample Select Submission Type

Field Descriptions	
Field Name	Description
Submission Types/Select Type	Single select box for submission types in NYSE-CON
Buttons	Description
Continue	When selected the Submission Type is saved and user is forwarded to the next screen.

Create New LHCSA Submission- Select Application Type

Select Application Type This page allows to select the type of LHCSA submission. Options are New Agency and Change of Ownership.

Figure: Sample Select Application Type

Field Descriptions	
Field Name	Description
Current Selection	Displays the selected submission type.
Select Type	Single select box.

Buttons	Description
Continue	When selected the Application Type is saved and the next screen is displayed.
Back	When selected the User is returned back one level to the Submission Type selection page.

Create New Submission- Input Form

Saving Submission This page allows the applicant to enter the data to be saved.

Create New Submission

*Submission Type: Application - Licensed Home Care Services Agency - New Agency Change

Operator/Applicant

†Name:
 †Street 1:
 Street 2:
 †City:
 †State:
 †Zip:
 County:

Proposed Agency

*Agency Name:
 †Street 1:
 Street 2:
 †City:
 †State:
 †Zip:
 *County:

Contact Information

†Title:
 †First Name:
 †Last Name:
 †User ID:
 †Account Type: NY.gov ID HCS ID
 †Email:
 †Phone:
 Fax #:
 †Street 1:
 Street 2:
 †City:
 †State:
 †Zip:

Additional Contact

†First Name:
 †Last Name:
 †Email:

Save

* Fields marked with an asterisk (*) are required for saving information from this screen.
 † Fields marked with a dagger (†) are required to proceed with the submission process.

Figure: Sample Create New LHCSA Submission- Input Form

Field Descriptions

Field Name	Description
*Submission Type	Display of the submission type selected.
Operator/Applicant	Operator Name Street 1 Street 2 City State Change of Ownership Applications: Auto filled if it exists from search on existing agencies.

	Zip	
	County	If State = NY, then County is required.
Proposed Agency	*Agency Name	Change of Ownership Applications: Auto filled if it exists from search on existing agencies
	Street 1	
	Street 2	
	City	
	State	
	Zip	
	*County	
Contact Information	Title	Primary Contact's details. **Account Type has two radio buttons "NY.gov ID" and "HCS ID"
	First Name	
	Last Name	
	User ID	
	Account Type**	
	Email	
	Phone	
	Fax	
	Street 1	
	Street 2	
	City	
	State	
	Zip	
Additional Contact	First Name	
	Last Name	
	Email	
Buttons	Description	
Change	Allows the user to change the submission type. When selected the system cancels the Create New Submission form and displays the Select Submission Type page.	
Save	When selected the system saves the data entered in the submission and displays the General Information page.	

General Information

Select Application Type	This page allows to select the type of LHCSA submission. Options are New Agency and Change of Ownership.
--------------------------------	--

Projects My Projects

General Information

General Executive Summary Application Correspondence Decision Contingencies Post Approval Access Summary

Application Number:
Facility Name: Z Test LHCSA
Project Description:
Submission Type: Application - Licensed Home Care Services Agency - New Agency
Project Status:
Review Level:
Project Status Date:
Received Date:
Initial Review Date:
Acknowledgment Date:

Operator/Applicant
Name: Z Test LHCSA
Address: 1 Central Ave
Albany, NY 12203
County: ALBANY

Proposed Agency
Agency Name: Z Test LHCSA
Physical Address: 1 Central Ave
Albany, NY 12208
County: ALBANY

Contact Information
Name: Sanus Sharma Dulal Title: Mr.
Email: sanus.sharmadulal@its.ny.gov Address: 1 Corning Tower
Albany, NY 12206
Phone: 5181231234
Fax:
Alternate Contact Information
Name: Sanus Dulal Email: sanus.sharma@outlook.com

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Figure: Sample General Information

Field Descriptions

Field Name	Description
Application Number	Generated by the system when the application is submitted
Facility Name	Agency the LHCSA application was created/submitted for
Project Description	Project description of the displayed application entered and updated by PMU
Submission Type	Submission Type of the displayed application
Project Status	Current status the LHCSA application is in
Review Level	Current Review level of the project
Project Status Date	Project Status Date for the Application
Received Date	Date the application was received
Initial Review Date	Date the displayed application was initially reviewed by PMU
Acknowledgment Date	Date the Acknowledgment letter was signed for the selected application
Operator/Applicant	Section label
Name	Operator Name for the proposed agency
Address	Address of the operator for the proposed agency in format: Street line 1, Street line 2, City, State and Zip Code
County	NYS County of the address for the operator for the proposed agency

Proposed Agency	Section label
Agency Name	Name of the proposed agency
Physical Address	Physical location of the proposed agency in format: Street line 1, Street line 2, City, State and Zip code
County	NYS County of the physical location for the proposed agency
Contact Information	Section label
Name	Full Name of the person who will receive all official correspondence from DOH
Title	Personal title of the Contact person
Email	Email where official notification by DOH can be sent
Address	Mailing Address in format: Street line 1, Street line 2, City, State and Zip code
Phone	Phone number where the contact can be reached
Fax	Fax number where the contact can be sent official correspondence from DOH
Alternate Contact Information	Section label
Name	Full Name of alternate individual who will also receive all official correspondence from DOH
Email	Additional email where official contact between application and DOH can be sent
Buttons	Description
Modify	When selected the Modify Submission Page displays which allows the user to make any changes to the general information entered before Submission.
Submit	When selected the system saves the data entered in the submission. If any required information is missing, a message for the User will be displayed. If the required information is entered the Confirm Submission page is displayed.

Create Executive Summary

Executive Summary	This page allows the user to provide the executive summary of the proposed project.
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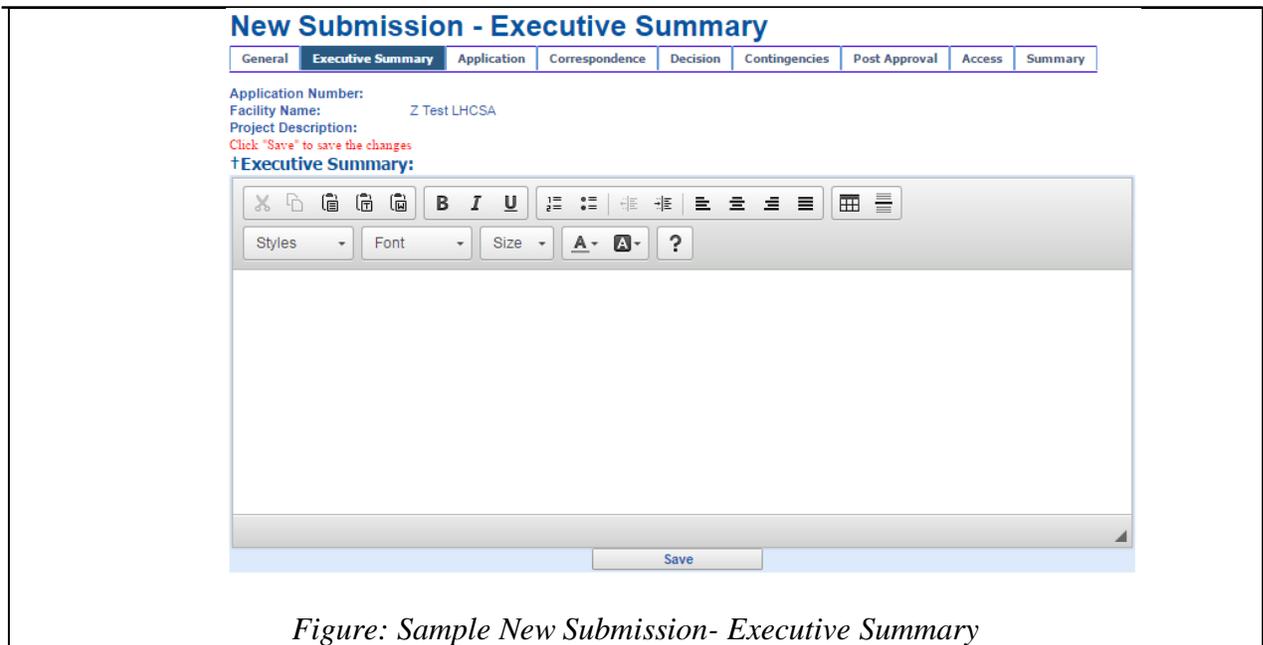


Figure: Sample New Submission- Executive Summary

Field Descriptions	
Field Name	Description
Application Number	Generated by the system when the application is submitted
Facility Name	Agency the LHCSA application was created/submitted for
Project Description	Project description of the displayed application entered and updated by PMU
Style	Drop down list of all the available styles
Font	Drop down list of all the available fonts
Size	Drop down list of all the available alphabet sizes
Executive Summary Text Box	Overview details of the Proposal
Buttons	Description
Save	When selected saves entered information and displays the Executive Summary page

Modify Executive Summary

Modify the Executive Summary	This page allows to modify the Executive Summary before submission.
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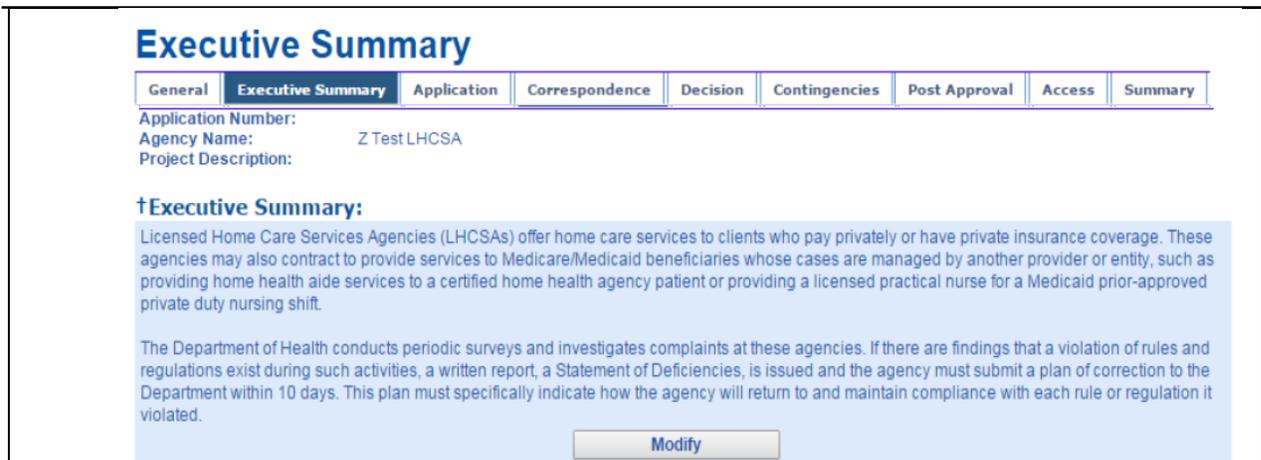


Figure: Sample Executive Summary

Field Descriptions	
Field Name	Description
Application Number	Generated by the system when the application is submitted
Facility Name	Agency the LHCSA application was created/submitted for
Project Description	Project description of the displayed application entered and updated by PMU
Executive Summary Text Box	Text entered by the user.
Buttons	Description
Modify	When selected displays the Executive Summary page to allow the user to make any changes.

Application

Application Tab	This page allows the User to add documents to the submission, view and update any added documents.
------------------------	--

Figure: Sample Application Page

Field Descriptions

Field Name	Description
Application Number	Generated by the system when the application is submitted
Facility Name	Agency the LHCSA application was created/submitted for
Project Description	Project description of the displayed application entered and updated by PMU
Submitted By	Displays the name of the submitter
Submitted Date	Displays the date the documents were first added.
Document Type	Displays the document type selected by the user.
Filename	Displays the file name of the document uploaded.
Description	Displays the description entered by the user.
Document	Displays the Icon with a link to the actual document.
Date	The Date the file was uploaded.
Buttons	Description
Add Document to Submission	When selected the New Application Document page will display (Figure 20).
Expand All	When selected displays all documents that have been added for all document types; including all versions.
Hyperlinks	Description
Print Application View	Allows the user to print the table with the list of documents uploaded.

New Application Document

New Application Document Documents can be attached to the submission by selecting the Document Type from the drop-down box, entering a Description and using the Choose File button.

Figure: Sample New Application Document Page

Field Descriptions

Field Name	Description
------------	-------------

Application Number	Generated by the system when the application is submitted
Facility Name	Agency the LHCSA application was created/submitted for
Project Description	Project description of the displayed application entered and updated by PMU
Document Type	Drop down list of document types pertaining to the submission.
Date	Auto filled with the current system date.
Description	Information entered that describes the document being added to the submission
File	File selected
Buttons	Description
Choose File	When selected a browser window opens for the User to select a file to upload to the submission.
Add Document to Submission	When selected the selected document is uploaded and the Application page is displayed.
Cancel	When selected the document and information added will not be saved. Application page is displayed.

Confirm Submission

Confirm Submission This page allows to confirm or cancel the submission.



Figure: Sample Confirm Submission

Field Descriptions

Buttons	Description
Confirm	When selected the submission is submitted, the notification of receipt is generated and the General Information page with successful submission message is displayed.
Cancel	When selected the submission is not submitted and the General Information page is displayed. Modifications can still be made.

General Information- Successful Submission Message

General Information This page displays the general information along with the success message. An application number is assigned to the submission.

Projects My Projects

NYSE-CON and the New York State Department of Health have received your submission. A notification of receipt will be sent to the contact email address that you have provided. If the contact has not received the confirmation email within the next 24 hours please send an email to nysecon@health.state.ny.us to report the problem.

General Information

General Executive Summary Application Correspondence Decision Contingencies Post Approval Access Summary

Application Number: 151406
 Facility Name: Z Test LHCSA
 Project Description: Application - Licensed Home Care Services Agency - New Agency
 Submission Type: Received
 Project Status: Full
 Review Level: Full
 Project Status Date: 04/10/2015
 Received Date: 04/10/2015
 Initial Review Date:
 Acknowledgment Date:

Operator/Applicant
 Name: Z Test LHCSA
 Address: 1 Central Ave
 Albany, NY 12203
 County: ALBANY

Proposed Agency
 Agency Name: Z Test LHCSA
 Physical Address: 1 Central Ave
 Albany, NY 12208
 County: ALBANY

Contact Information
 Name: Sanus Sharma Dulal Title: Mr.
 Email: sanus.sharmadulal@its.ny.gov Address: 1 Corning Tower
 Albany, NY 12206

Phone: 5181231234
 Fax:
Alternate Contact Information
 Name: Sanus Dulal Email: sanus.sharma@outlook.com

My NYSE-CON Tool Bar
 Create New Submission

Selected Projects
 Z Test LHCSA

Related Projects

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Figure: Sample General Information

Field Descriptions

Field Name	Description
Application Number	Generated by the system when the application is submitted
Facility Name	Agency the LHCSA application was created/submitted for
Project Description	Project description of the displayed application entered and updated by PMU
Submission Type	Submission Type of the displayed application
Project Status	Current status the LHCSA application is in
Review Level	Current Review level of the project
Project Status Date	Project Status Date for the Application
Received Date	Date the application was received
Initial Review Date	Date the displayed application was initially reviewed by PMU
Acknowledgment Date	Date the Acknowledgment letter was signed for the selected application
Operator/Applicant	Section label
Name	Operator Name for the proposed agency
Address	Address of the operator for the proposed agency in format: Street line 1, Street line 2, City, State and Zip Code
County	NYS County of the address for the operator for the proposed agency

Proposed Agency	Section label
Agency Name	Name of the proposed agency
Physical Address	Physical location of the proposed agency in format: Street line 1, Street line 2, City, State and Zip code
County	NYS County of the physical location for the proposed agency
Contact Information	Section label
Name	Full Name of the person who will receive all official correspondence from DOH
Title	Personal title of the Contact person
Email	Email where official notification by DOH can be sent
Address	Mailing Address in format: Street line 1, Street line 2, City, State and Zip code
Phone	Phone number where the contact can be reached
Fax	Fax number where the contact can be sent official correspondence from DOH
Alternate Contact Information	Section label
Name	Full Name of alternate individual who will also receive all official correspondence from DOH
Email	Additional email where official contact between application and DOH can be sent