

**New York State**

**Electronic Certificate of Need**

**Applicant Training**

**Contingencies**

**NYS Department of Health**

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## Chapter Overview

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### **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.

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.
<b>Buttons</b>	
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.

The screenshot displays the 'Contingencies' section of the NYSE-CON system. At the top, there are navigation tabs: 'General', 'Executive Summary', 'Application', 'Correspondence', 'Decision', 'Contingencies' (selected), 'Post Approval', and 'Summary'. Below the tabs, the application details are shown: Application Number: 152139, Facility Name: Z Test Hospice, and Project Description: [blank].

The main table lists contingencies with columns for '#', 'Unit', 'Status', 'Description', 'Date Applied', and 'Response Due'. Two contingencies are visible:

#	Unit	Status	Description	Date Applied	Response Due
1	AER	Waiting For Response 12/30/2015	Testing Applicant Response	12/23/2015	02/02/2016
2	AER	No Submission 12/30/2015	Training applicant response	12/30/2015	02/06/2016

The first contingency (Unit 1) is expanded, showing a 'Respond' button and a list of messages with timestamps and subjects, such as '12/30/2015 03:17:09 PM - Project Management - Follow up with applicant'. Below the messages is an 'Expand All' button.

On the right side of the screen, there are three panels: 'My NYSE-CON Tool Bar' with a 'Create New Submission' button, 'Selected Projects' showing 'CON 152139 - Z Test Hospice', and 'Related Projects' listing various CON numbers for 'Z Test Hospice'.

At the bottom of the screen, there is a footer: '© 2010 NYS Department of Health - Electronic Certificate of Need System' and 'System Information'.

Figure 2: Sample contingencies screen when a contingency is expanded

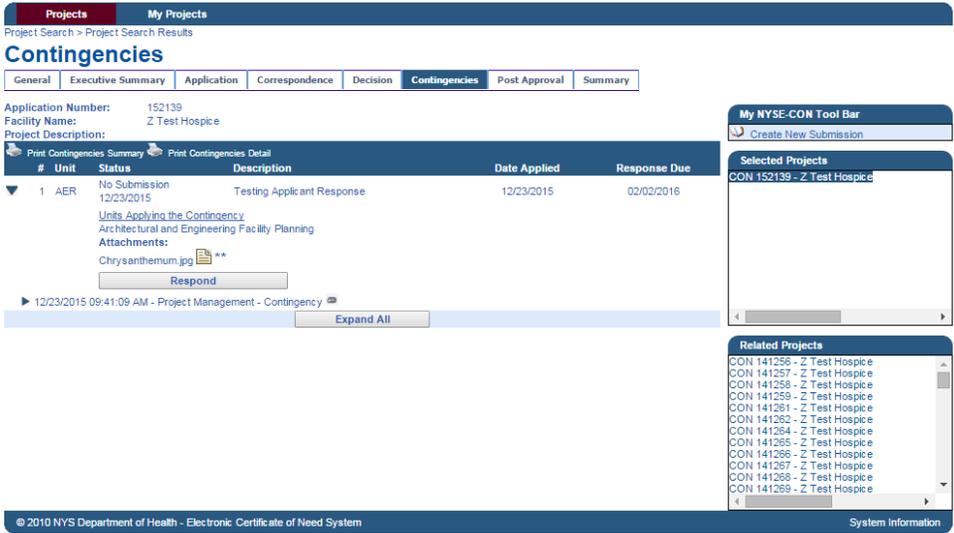
The screenshot displays the 'Contingencies' section of the NYSE-CON system. At the top, there are navigation tabs: General, Executive Summary, Application, Correspondence, Decision, Contingencies (selected), Post Approval, and Summary. Below the tabs, application details are shown: Application Number: 152139, Facility Name: Z Test Hospice, and Project Description. A table lists contingencies with columns for #, Unit, Status, Description, Date Applied, and Response Due. Two contingencies are shown. The second contingency is expanded to show a list of messages and attachments. On the right, there are sidebars for 'My NYSE-CON Tool Bar', 'Selected Projects', and 'Related Projects'.

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>The screenshot shows the 'Contingencies' tab in the NYSE-CON system. It displays a table with columns for Unit, Status, Description, Date Applied, and Response Due. A single contingency is listed with Unit '1 AER', Status 'No Submission', and Description 'Testing Applicant Response'. Below the table, there is a 'Respond' button and an 'Expand All' button. The interface includes a navigation bar with tabs like 'General', 'Executive Summary', 'Application', 'Correspondence', 'Decision', 'Contingencies', 'Post Approval', and 'Summary'. A sidebar on the right shows 'Selected Projects' and 'Related Projects'.</p>
		<p><i>Figure 4: Sample Contingencies screen</i></p>
<b>Button</b>		
Respond		Select to respond to a contingency.
Expand All		Select to expand all the contingencies

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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

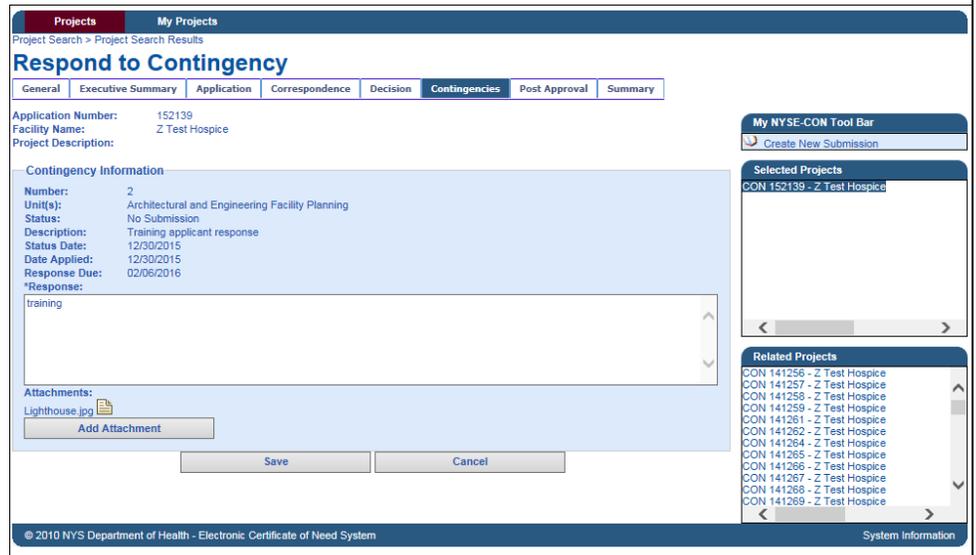


Figure 5: Sample Respond to Contingency screen

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

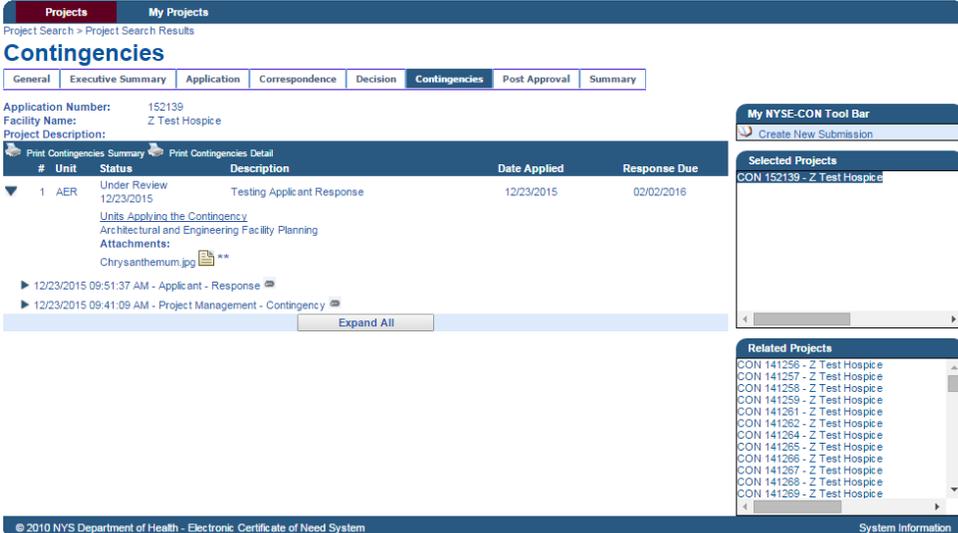
**3** System displays **Confirm Response to Contingency** screen.  
Review the information and select the **Confirm** button to proceed or the **Cancel** button to return to the **Respond to Contingency** screen.  
Select '**Confirm**'.



*Figure 6: Sample Confirm Contingency Response to Contingency screen.*

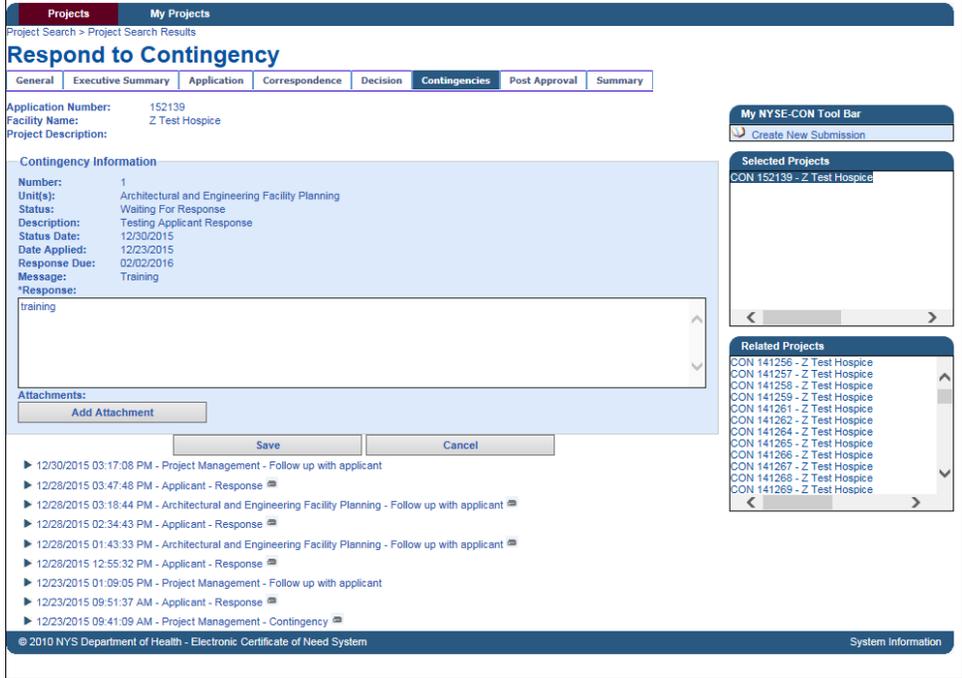
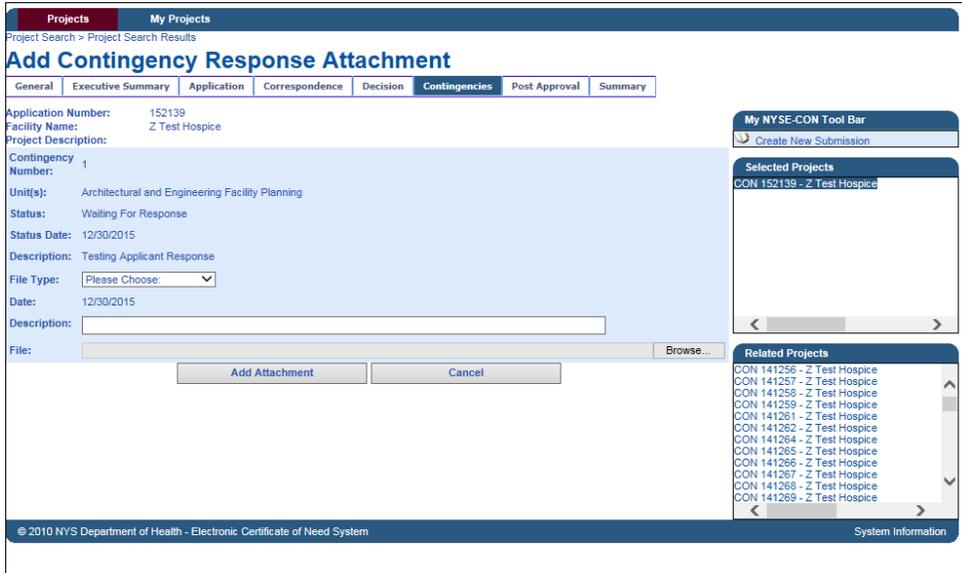
Button	
Confirm	Select to proceed.
Cancel	Select to return to previous screen

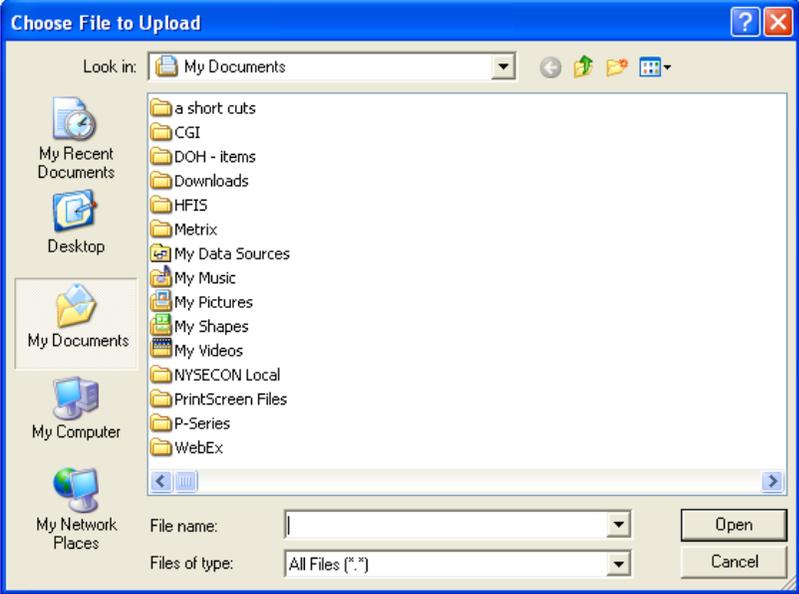
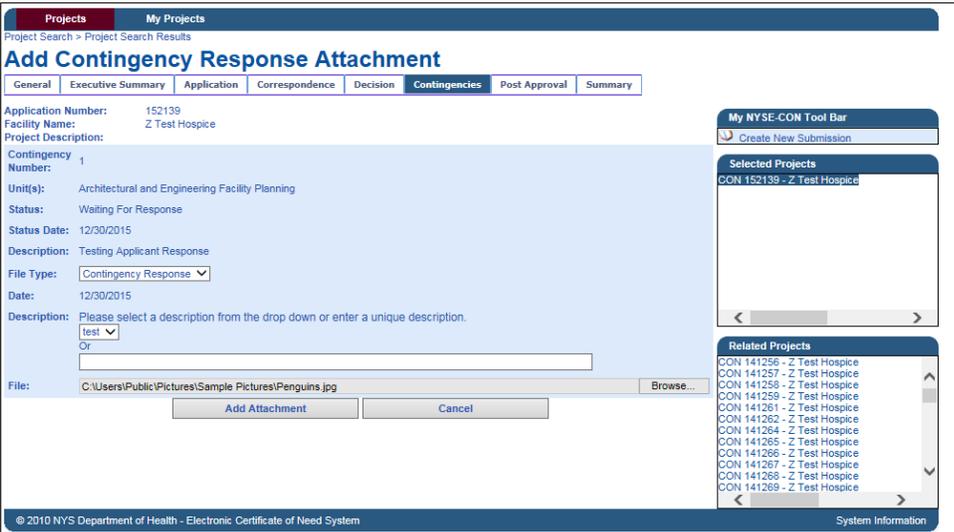
**4** Contingencies screen is displayed with the new status (Under Review) and new correspondence added.  
Note: Applicant cannot respond again until DOH responds.



*Figure 7: Sample Contingencies screen*

Attach a document

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

	4	Enter description.
	5	<p>Select the <b>Browse</b> button and select the file. Depending on the browser the file upload window will open. Select the file and then Select <b>Open</b>.</p>  <p style="text-align: center;"><i>Figure 10: Sample File to Upload</i></p>
	6	<p><b>Add Contingency Response attachment</b> screen is displayed with document attached. Select the <b>Add Attachment</b> button.</p>  <p style="text-align: center;"><i>Figure 11: Sample Add Contingency Response attachment page with filled information.</i></p>

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

**Projects** My Projects

Project Search > Project Search Results

### Respond to Contingency

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

Application Number: 152139  
 Facility Name: Z Test Hospice  
 Project Description:

**Contingency Information**

Number: 1  
 Unit(s): Architectural and Engineering Facility Planning  
 Status: Waiting For Response  
 Description: Testing Applicant Response  
 Status Date: 12/30/2015  
 Date Applied: 12/23/2015  
 Response Due: 02/02/2016  
 Message: Training  
 \*Response: training

**Attachments:**  
 Penguins.jpg  
 Add Attachment

Save Cancel

- ▶ 12/30/2015 03:17:08 PM - Project Management - Follow up with applicant
- ▶ 12/28/2015 03:47:48 PM - Applicant - Response
- ▶ 12/28/2015 03:18:44 PM - Architectural and Engineering Facility Planning - Follow up with applicant
- ▶ 12/28/2015 02:34:43 PM - Applicant - Response
- ▶ 12/28/2015 01:43:33 PM - Architectural and Engineering Facility Planning - Follow up with applicant
- ▶ 12/28/2015 12:55:32 PM - Applicant - Response
- ▶ 12/23/2015 01:09:05 PM - Project Management - Follow up with applicant
- ▶ 12/23/2015 09:51:37 AM - Applicant - Response
- ▶ 12/23/2015 09:41:09 AM - Project Management - Contingency

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**My NYSE-CON Tool Bar**  
 Create New Submission

**Selected Projects**  
 CON 152139 - Z Test Hospice

**Related Projects**  
 CON 141256 - Z Test Hospice  
 CON 141257 - Z Test Hospice  
 CON 141258 - Z Test Hospice  
 CON 141259 - Z Test Hospice  
 CON 141261 - Z Test Hospice  
 CON 141262 - Z Test Hospice  
 CON 141264 - Z Test Hospice  
 CON 141265 - Z Test Hospice  
 CON 141266 - Z Test Hospice  
 CON 141267 - Z Test Hospice  
 CON 141268 - Z Test Hospice  
 CON 141269 - Z Test Hospice

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

## View Correspondence History

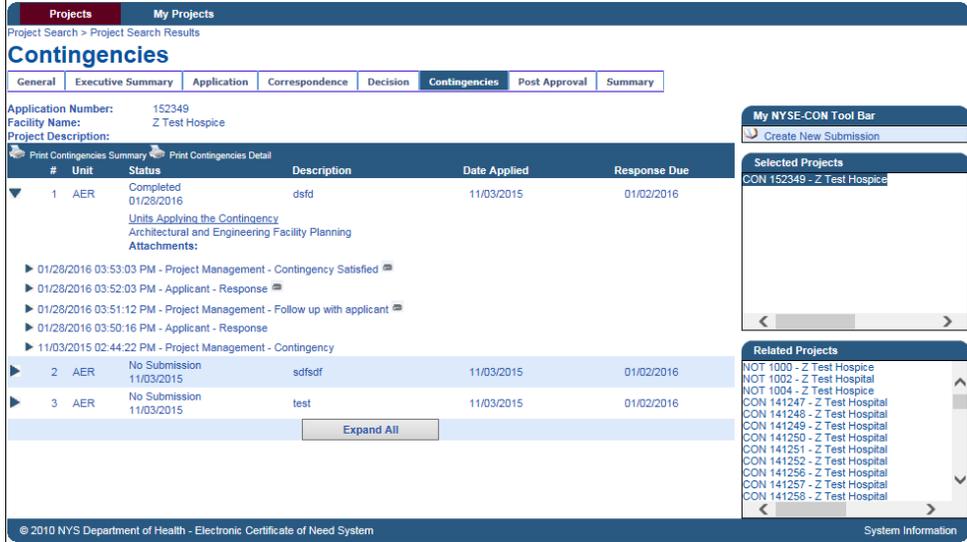
Learning Objective	Step	Action																								
<p><b>How to View Correspondence</b></p>	<p>1</p>	<p>On the Contingencies Tab, expand the Contingency. Click the correspondence by placing your mouse on it.</p>  <p>The screenshot shows the 'Contingencies' tab selected in the NYSE-CON system. The main table lists three contingencies:</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>Completed 01/28/2016</td> <td>dsfd</td> <td>11/03/2015</td> <td>01/02/2016</td> </tr> <tr> <td>2</td> <td>AER</td> <td>No Submission 11/03/2015</td> <td>sdfsdf</td> <td>11/03/2015</td> <td>01/02/2016</td> </tr> <tr> <td>3</td> <td>AER</td> <td>No Submission 11/03/2015</td> <td>test</td> <td>11/03/2015</td> <td>01/02/2016</td> </tr> </tbody> </table> <p>Below the table, the first contingency is expanded to show a list of correspondence items:</p> <ul style="list-style-type: none"> <li>01/28/2016 03:53:03 PM - Project Management - Contingency Satisfied</li> <li>01/28/2016 03:52:03 PM - Applicant - Response</li> <li>01/28/2016 03:51:12 PM - Project Management - Follow up with applicant</li> <li>01/28/2016 03:50:16 PM - Applicant - Response</li> <li>11/03/2015 02:44:22 PM - Project Management - Contingency</li> </ul> <p>Other UI elements include a 'My NYSE-CON Tool Bar' with 'Create New Submission', 'Selected Projects' (CON 152349 - Z Test Hospice), and 'Related Projects' (NOT 1000 - Z Test Hospice, etc.).</p>	#	Unit	Status	Description	Date Applied	Response Due	1	AER	Completed 01/28/2016	dsfd	11/03/2015	01/02/2016	2	AER	No Submission 11/03/2015	sdfsdf	11/03/2015	01/02/2016	3	AER	No Submission 11/03/2015	test	11/03/2015	01/02/2016
#	Unit	Status	Description	Date Applied	Response Due																					
1	AER	Completed 01/28/2016	dsfd	11/03/2015	01/02/2016																					
2	AER	No Submission 11/03/2015	sdfsdf	11/03/2015	01/02/2016																					
3	AER	No Submission 11/03/2015	test	11/03/2015	01/02/2016																					

Figure 13: Sample Contingencies screen

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The selected correspondence screen is displayed.

Note: This screen name may vary based on the selected correspondence and the selected correspondence will be highlighted.

The screenshot displays the 'View Contingency Follow Up' screen. At the top, there is a navigation bar with 'Projects' and 'My Projects' tabs. Below this, the breadcrumb 'Project Search > Project Search Results' is visible. The main title is 'View Contingency Follow Up'. A secondary navigation bar contains tabs for 'General', 'Executive Summary', 'Application', 'Correspondence', 'Decision', 'Contingencies' (which is highlighted), 'Post Approval', and 'Summary'. The main content area shows the following details:

- Application Number: 152349
- Facility Name: Z Test Hospice
- Project Description:

Under 'Contingency Information', the following details are listed:

- Number: 1
- Unit(s): Architectural and Engineering Facility Planning
- Status: Completed
- Status Date: 01/28/2016
- Description: dsfd
- Message: test

An 'Attachments' section shows 'Hydrangeas.jpg' with a document icon. A 'Return' button is located below the attachments. A list of correspondence items is shown below, with the following item highlighted:

- ▶ 01/28/2016 03:51:12 PM - Project Management - Follow up with applicant

Other correspondence items include:

- ▶ 01/28/2016 03:53:03 PM - Project Management - Contingency Satisfied
- ▶ 01/28/2016 03:52:03 PM - Applicant - Response
- ▶ 01/28/2016 03:50:16 PM - Applicant - Response
- ▶ 11/03/2015 02:44:22 PM - Project Management - Contingency

On the right side, there is a 'My NYSE-CON Tool Bar' with a 'Create New Submission' button. Below it is a 'Selected Projects' section showing 'CON 152349 - Z Test Hospice'. At the bottom right, a 'Related Projects' section lists various project codes and names, such as 'NOT 1000 - Z Test Hospice' and 'CON 141247 - Z Test Hospital'. The footer contains the copyright notice '© 2010 NYS Department of Health - Electronic Certificate of Need System' and a 'System Information' link.

Figure 14: Sample View Contingency Follow up screen