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**New York State**  
**Electronic Certificate of Need**  
**HCS LHCSA Submit Application Training**  
**Version 1.0**

**NYS Department of Health**

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## Revision History

Date	Version	Description	Author
4/17/2015	1.0	Initial Draft	Sanus Sharma Dulal

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## LHCSA submit application

### *Overview*

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#### **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

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#### **Security Roles**

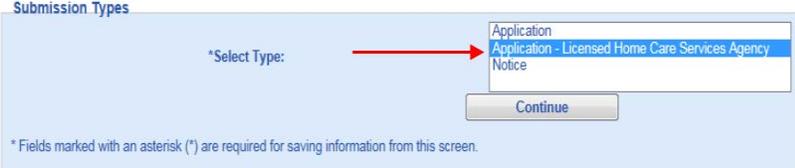
The HCS Coordinator will need to grant Submitter role for NYSE-CON access to HCS for each agency in order to create a LHCSA submittal in HCS.

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

	<p><b>4</b></p>	<p>Create New Submission page with Application Types list box is displayed. On this page, select <b>New Agency</b> in the “Select Type” selection box.</p> <p><b>Create New Submission</b></p> <p>Application - Licensed Home Care Services Agency Types</p> <p>Current Selection:</p> <p>*Select Type:</p>  <p>* Fields marked with an asterisk (*) are required for saving information from this screen.</p> <p>©2010 NYS Department of Health - Electronic Certificate of Need System System Information</p> <p><i>Figure 3: Sample Create New LCHSA – New Agency Application Type</i></p>
	<p><b>5</b></p>	<p>Click the <b>Continue</b> button.</p>

**6** Create New Submission page with input form is displayed.

### Create New Submission

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

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**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:

†Email:

†Phone:

Fax #:

†Street 1:

Street 2:

†City:

†State:

†Zip:

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**Additional Contact**

†First Name:

†Last Name:

†Email:

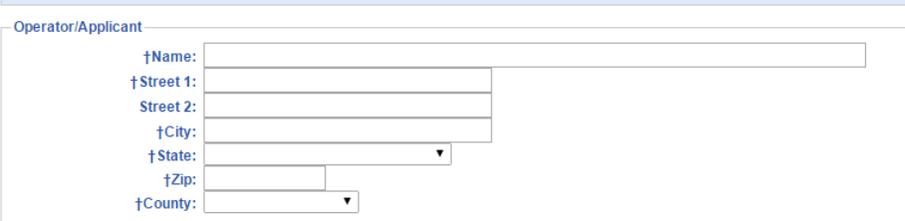
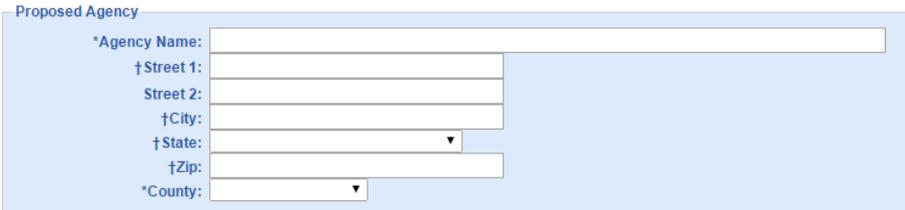
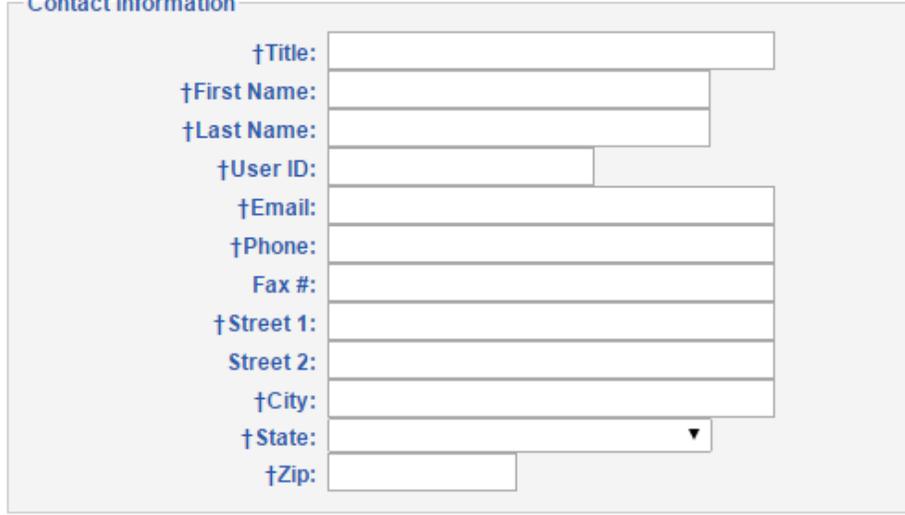
Save

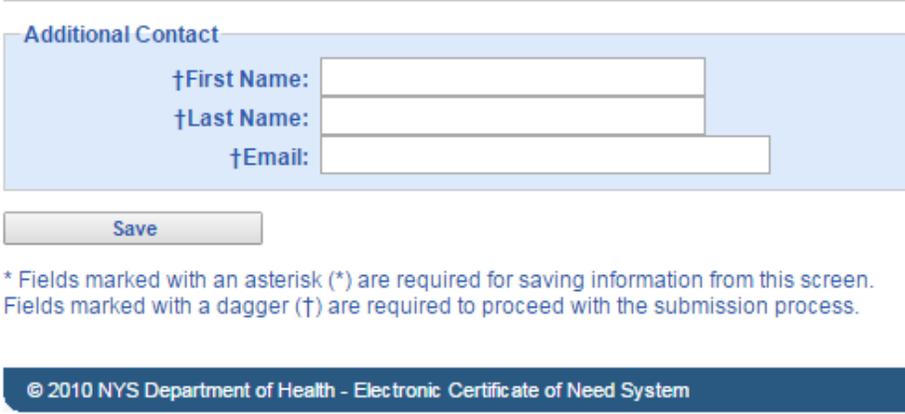
\* Fields marked with an asterisk (\*) are required for saving information from this screen.  
 † Fields marked with a dagger (†) are required to proceed with the submission process.

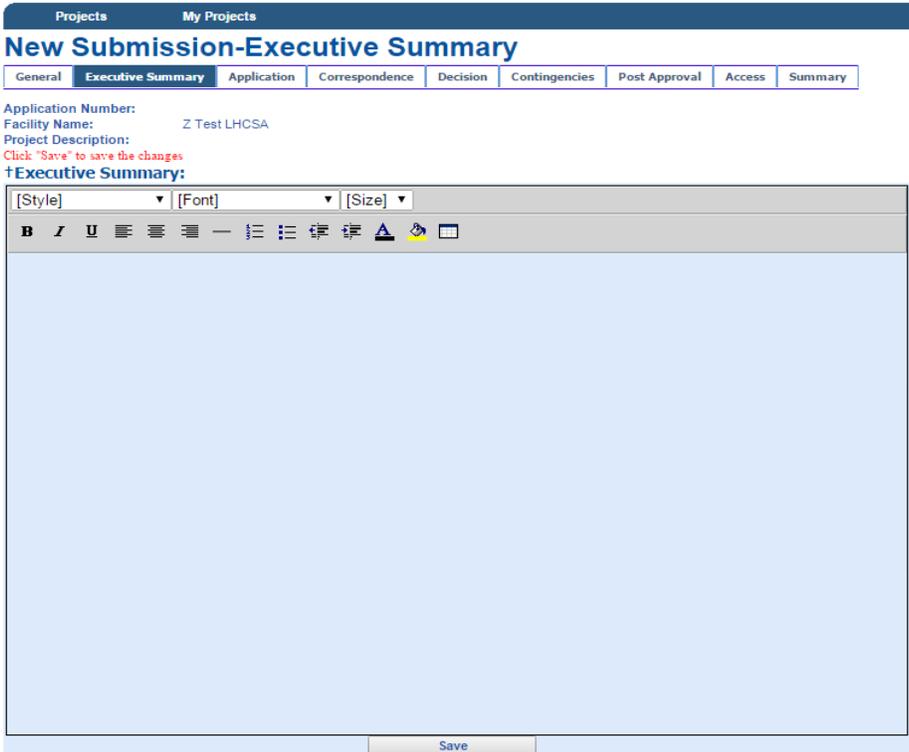
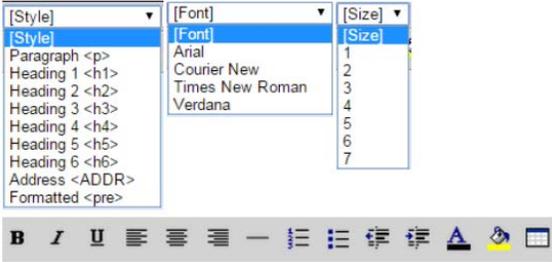
© 2010 NYS Department of Health - Electronic Certificate of Need System

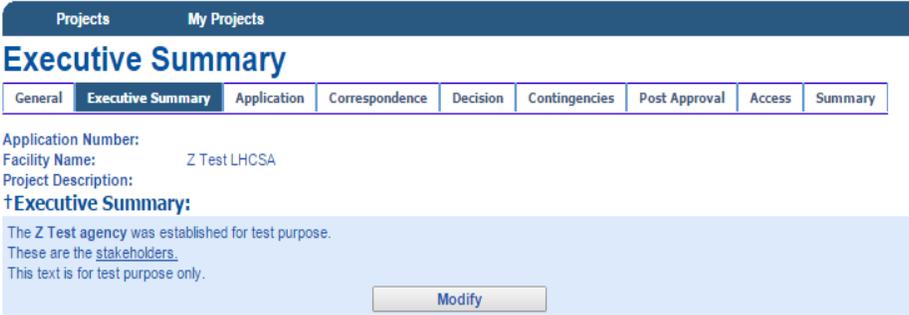
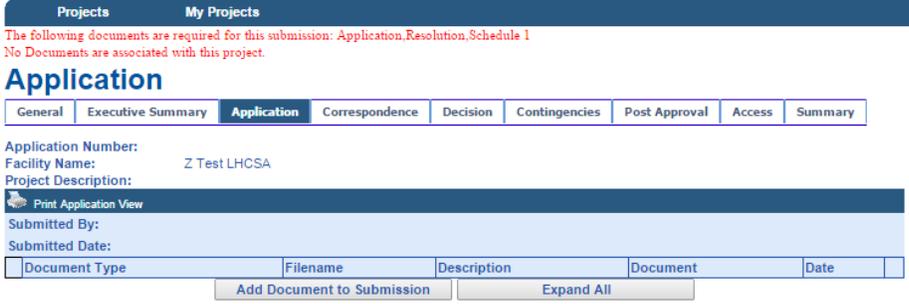
*Figure 4: Sample Create New Submission – LHCSA – New Agency*

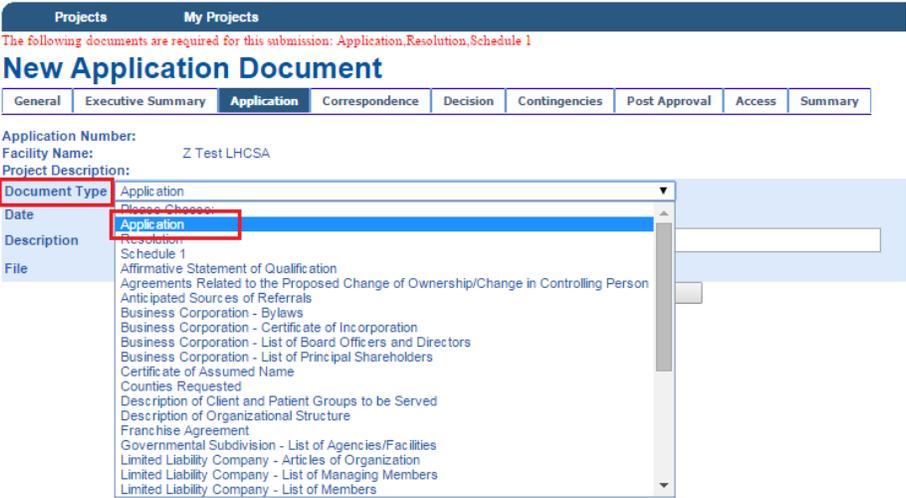
**Note:**  
 Fields marked with an asterisk (\*) are required for saving information from this screen.  
 Fields marked with a dagger (†) are required to proceed with the submission process.

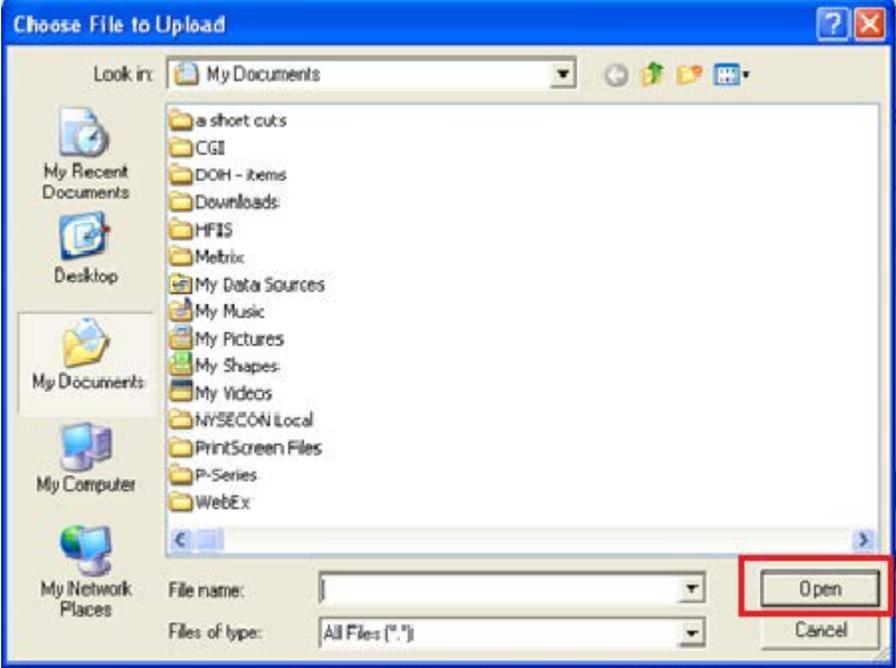
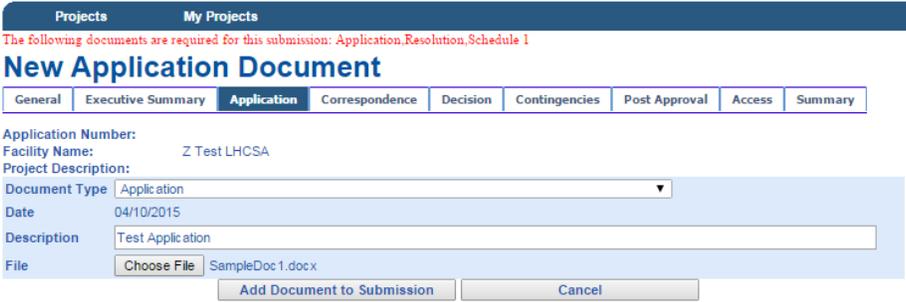
	<p><b>7</b></p>	<p><b>Enter the Operator/Applicant information. If the Operator/Applicant's State is New York, select a County from the drop-down.</b></p>  <p><i>Figure 4.1: Sample Create New Submission – Operator/Applicant Section</i></p>
	<p><b>8</b></p>	<p><b>Enter the details of the Proposed Agency.</b></p>  <p><i>Figure 4.2: Sample Create New Submission – Proposed Agency Section</i></p>
	<p><b>9</b></p>	<p><b>Enter the Contact Information details.</b></p>  <p><i>Figure 4.3: Sample Create New Submission – Contact Information Section</i></p>

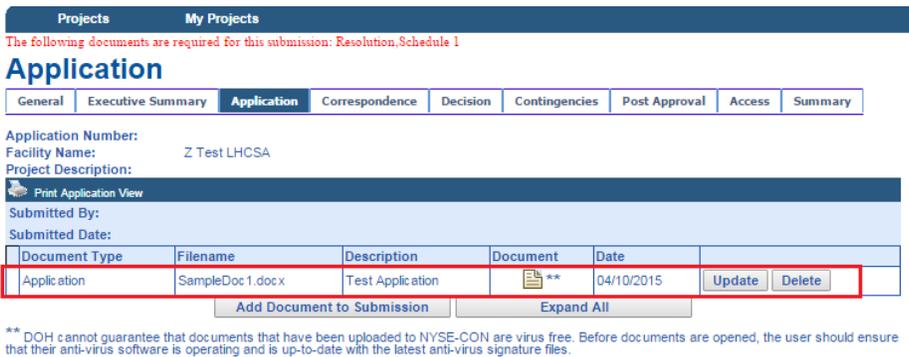
	<p><b>10</b></p>	<p><b>Enter the details for an Additional Contact.</b></p>  <p><i>Figure 4.4: Sample Create New Submission – Additional Contact Section</i></p>
	<p><b>11</b></p>	<p>Click <b>Save</b> button.</p>
	<p><b>12</b></p>	<p><b>General Information page is displayed.</b></p>  <p><i>Figure 5: Sample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

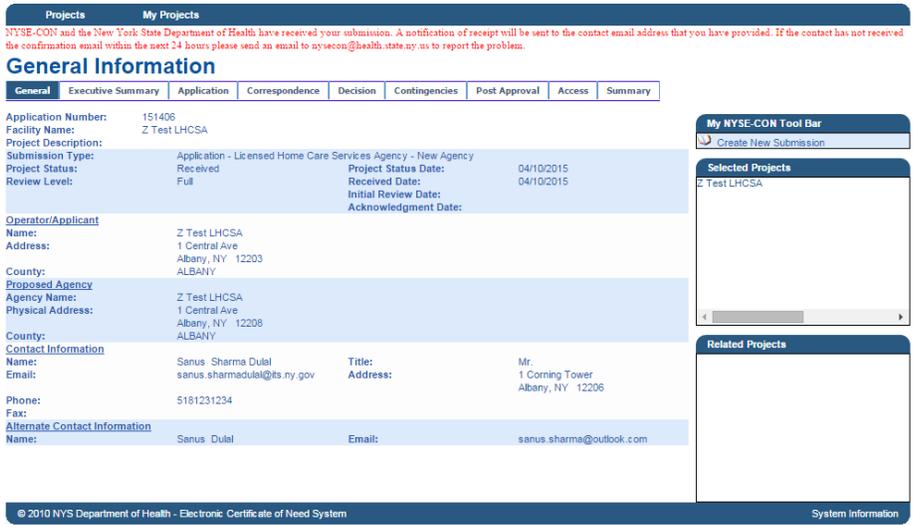
<p>14</p>	<p>New Submission- Executive Summary page is displayed.</p>  <p><i>Figure 6: Sample New Submission-Executive Summary Page</i></p>
<p>15</p>	<p><b>Enter</b> the executive summary in the text area.</p> <p><i>Note: Please refer to the Rich Text Formatting Best Practices section for formatting 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 <b>Save</b> button.</p>

	<p><b>18</b></p>	<p>The Executive Summary page is displayed. If changes need to be made to the executive summary, Click <b>Modify</b> button and repeat steps 15-17.</p>  <p style="text-align: center;"><i>Figure 7: Sample Executive Summary Page</i></p>
	<p><b>19</b></p>	<p>Select the <b>Application</b> tab.</p>
	<p><b>20</b></p>	<p>The Application page is displayed.</p>  <p style="text-align: center;"><i>Figure 8: Sample Application Page</i></p>
	<p><b>21</b></p>	<p>On the Application page, click the <b>Add Document to Submission</b> button.</p>
	<p><b>22</b></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><b>23</b></p>	<p><b>Select document to be added from Document Type drop-down.</b></p>  <p><i>Figure 10: Sample Document Type Selection- Application- New Application Document Page</i></p>
	<p><b>24</b></p>	<p><b>Enter a short description of the document to be added in the Description field.</b></p>  <p><i>Figure 11: Sample Description- Application- New Application Document Page</i></p>
	<p><b>25</b></p>	<p><b>Click Choose File button.</b></p>

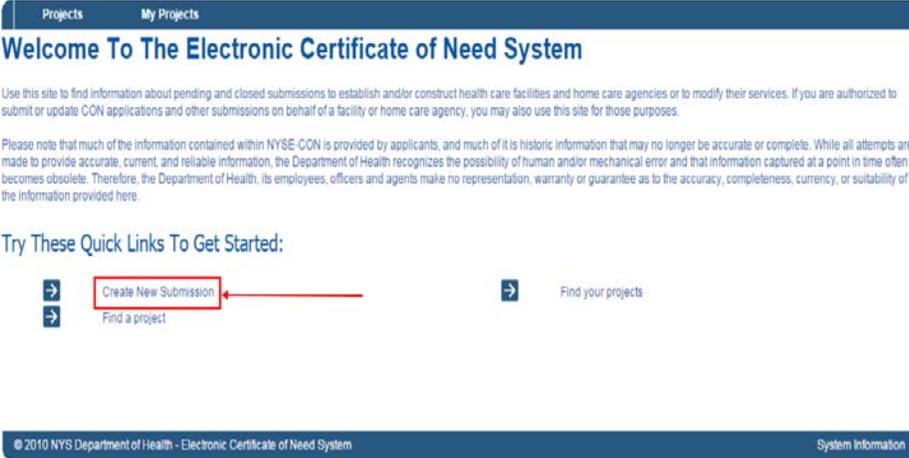
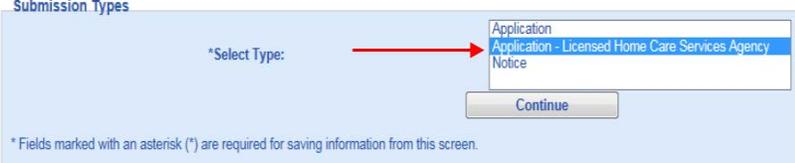
	<p><b>26</b></p>	<p>Depending on the browser the file upload window will open.          Locate and select the document to upload and then Click <b>Open</b>.</p>  <p style="text-align: center;"><i>Figure 12: Sample File to Upload Window</i></p>
	<p><b>27</b></p>	<p>The New Application Document page is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

	<p><b>29</b></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><b>30</b></p>	<p><b>Repeat</b> steps 20-29 as necessary to attach all required documents, multiple Resolution documents and any other additional documentation.</p>
	<p><b>31</b></p>	<p>Select the <b>General</b> tab.</p>
	<p><b>32</b></p>	<p>On the General Information page, click <b>Submit</b> button.</p>  <p><i>Figure 15: Sample General information Page- Submit</i></p>
	<p><b>33</b></p>	<p>The Confirm Submission page is displayed.</p>  <p><i>Figure 16: Sample Confirm Submission Page</i></p>
	<p><b>34</b></p>	<p>Click the <b>Confirm</b> button.</p>

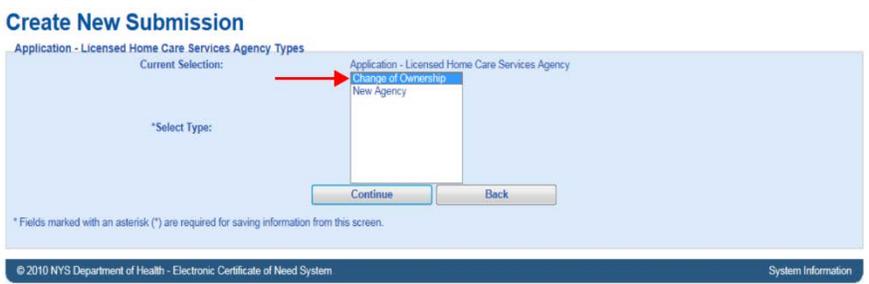
	<p><b>35</b></p>	<p>The General Information page with success message is displayed.</p>  <p>The screenshot displays the 'General Information' page for application 151408. It includes a success message at the top, a navigation menu with 'General' selected, and detailed information about the applicant (Sanus Sharma Dulal) and the proposed agency (Z Test LHCSA). On the right, there are toolbars for 'My NYSE-CON Tool Bar' and 'Selected Projects'.</p> <p><i>Figure 17: Sample General information Page- Success Message</i></p>
	<p><b>36</b></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><b>How to Create and submit LHSCA application for Change of Ownership</b></p>	<p><b>1</b></p>	<p>On the NYSE-CON home page Contingencies Tab, select the link <b>Create New Submission</b>.</p>  <p><i>Figure 18: Sample NYSE-CON home page</i></p>
	<p><b>2</b></p>	<p>Create New Submission page with Submission Types list box is displayed. On this page, select <b>Application – Licensed Home Care Services Agency</b> option from the Select Type selection box.</p>  <p><i>Figure 19: Sample Submission Types selection page</i></p>
	<p><b>3</b></p>	<p>Click the <b>Continue</b> button.</p>

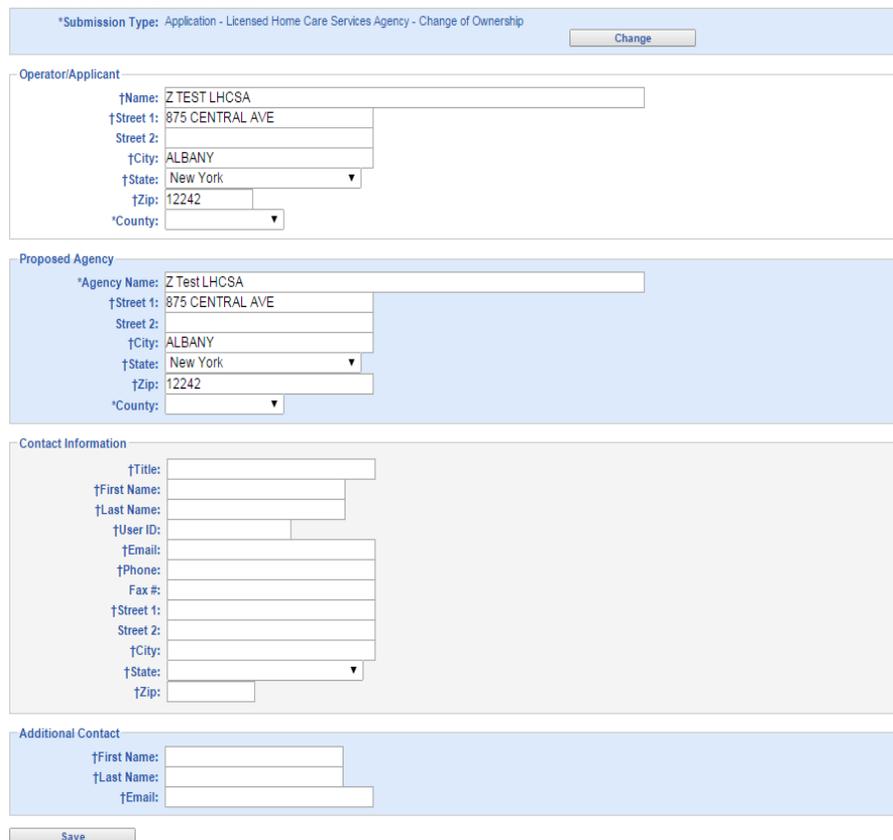
**4** Create New Submission page with Application Types list box is displayed. On this page, select **Change of Ownership** in the “Select Type” selection box.



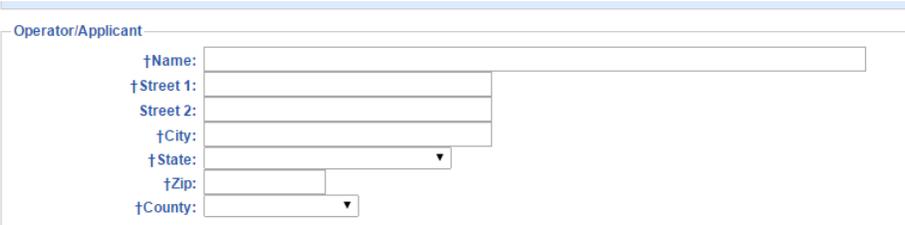
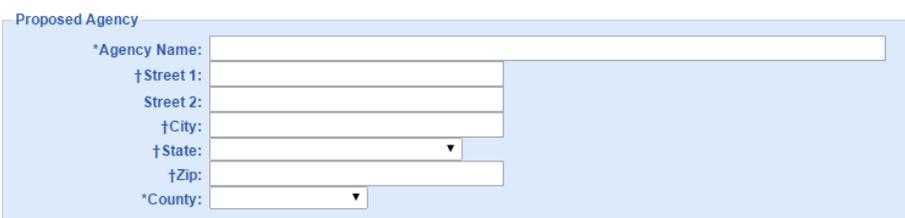
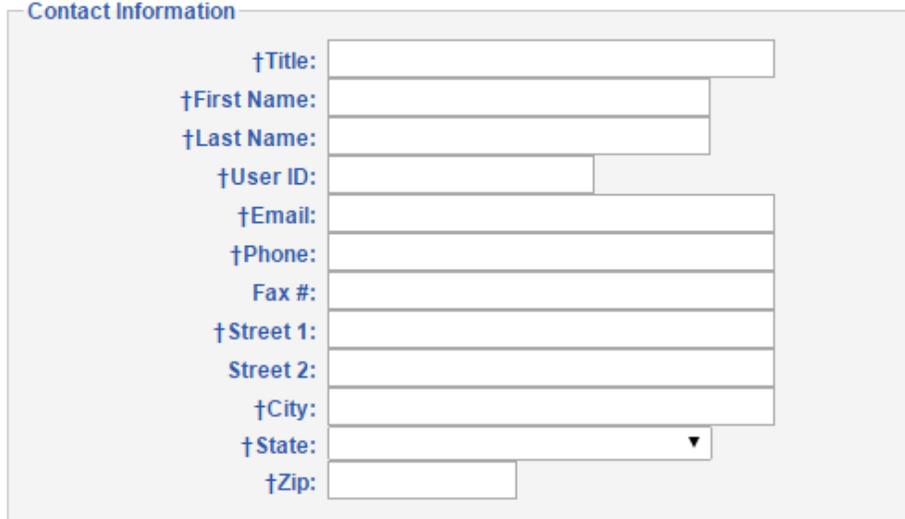
*Figure 20: Sample Create New LHCSA – Change of Ownership Application Type*

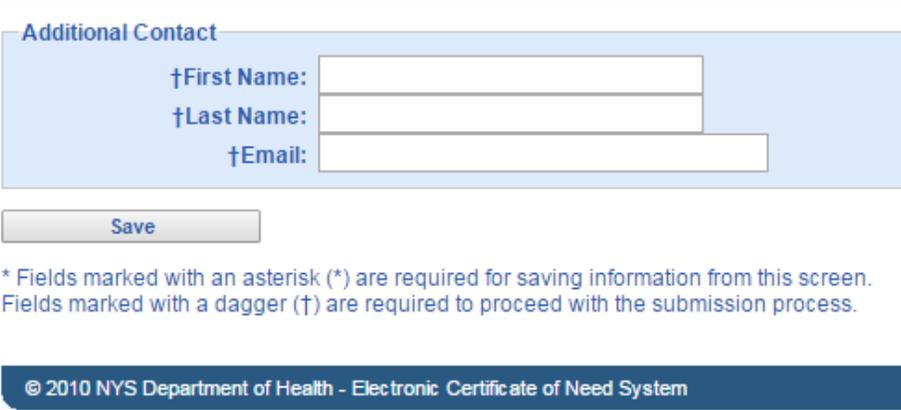
**5** Click the **Continue** button.

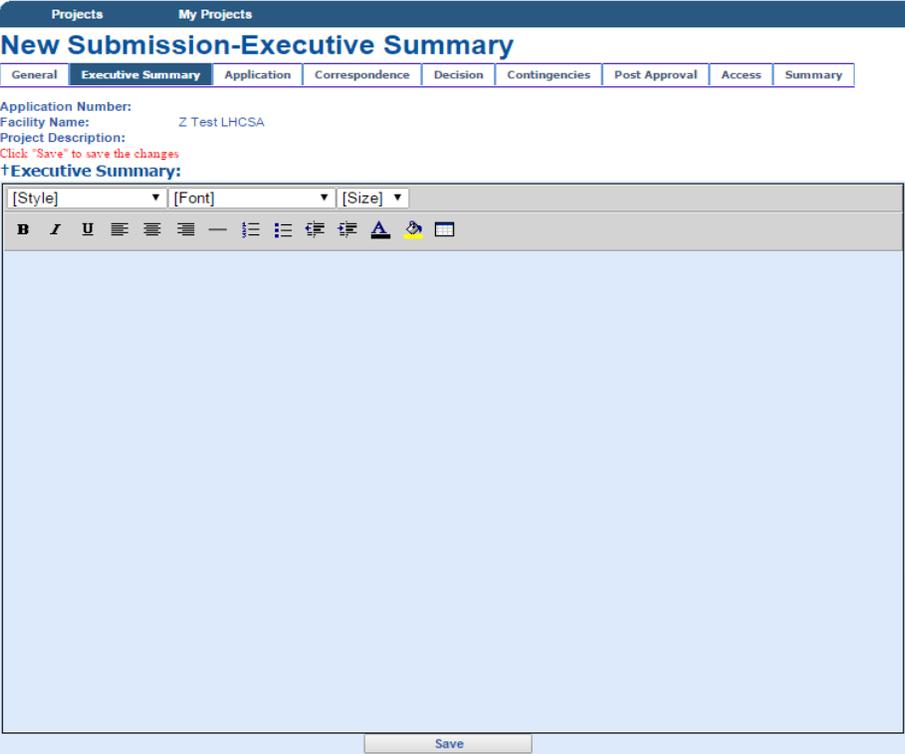
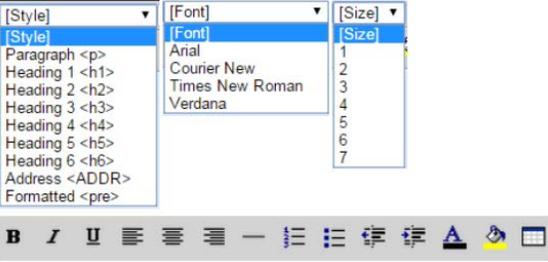
**6** Create New Submission page with input form is displayed.  
 Note: This section is applicable only if the user is a NYSE-CON Submitter for one agency and that agency does not have existing applications created.  
 See next Section for steps if the users is a NYSE-CON Submitter for more than one agency.

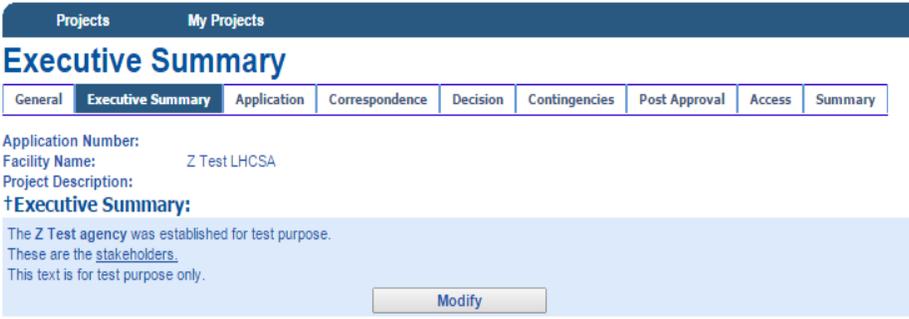
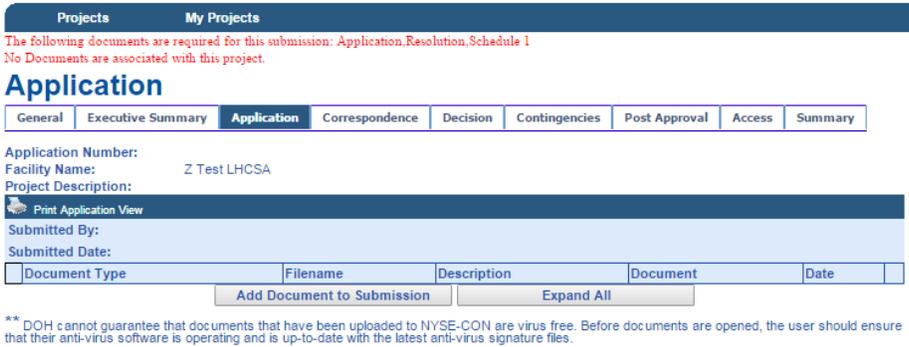
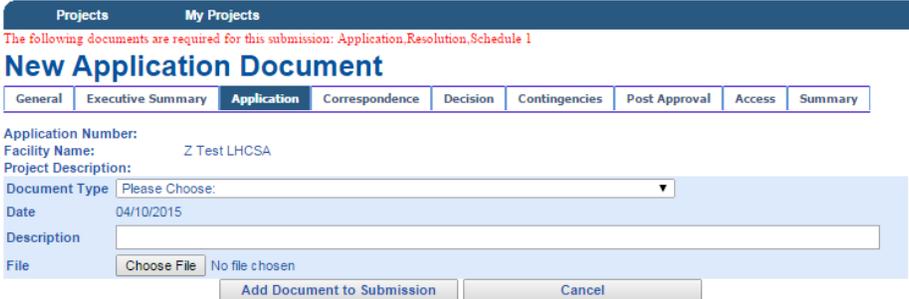


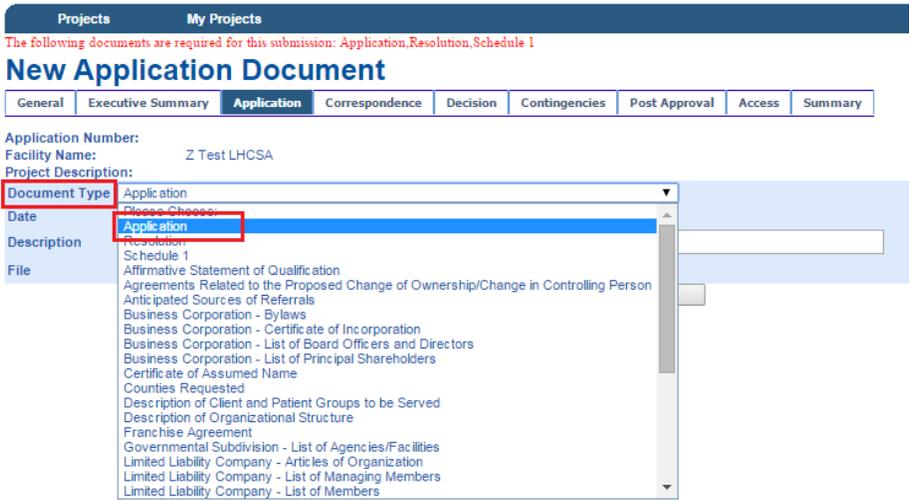
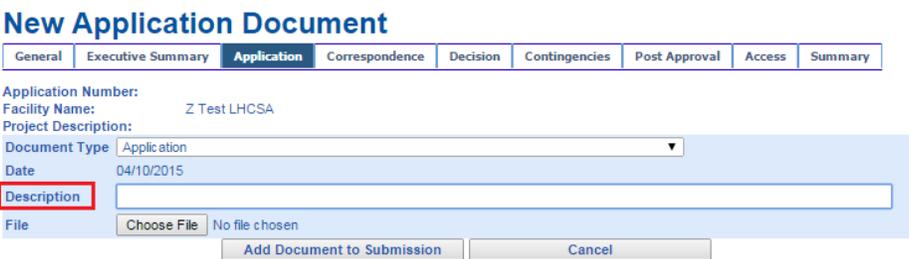
*Figure 21: Sample Create New Submission – LHCSA – Change of Ownership*

	<p><b>7</b></p>	<p><b>Enter the Operator/Applicant information. If the Operator/Applicant's State is New York, select a County from the drop-down.</b></p>  <p><i>Figure 21.1: Sample Create New Submission – Operator/Applicant Section</i></p>
	<p><b>8</b></p>	<p><b>Enter the details of the Proposed Agency.</b></p>  <p><i>Figure 21.2: Sample Create New Submission – Proposed Agency Section</i></p>
	<p><b>9</b></p>	<p><b>Enter the Contact Information details.</b></p>  <p><i>Figure 21.3: Sample Create New Submission – Contact Information Section</i></p>

	<p><b>10</b></p>	<p><b>Enter the details for an Additional Contact.</b></p>  <p><i>Figure 21.4: Sample Create New Submission – Additional Contact Section</i></p>
	<p><b>11</b></p>	<p>Click <b>Save</b> button.</p>
	<p><b>12</b></p>	<p><b>General Information page is displayed.</b></p>  <p><i>Figure 22: Sample General Information Page</i></p>
	<p><b>13</b></p>	<p>Select the <b>Executive Summary</b> 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><b>Enter</b> 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 <b>Save</b> 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 <b>Modify</b> button and repeat steps 15-17.</p> <p>If no changes are needed, select the <b>Application</b> 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 <b>Add Document to Submission</b> 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><b>23</b></p>	<p>To add the completed application, select <b>Application</b> from Document Type drop-down.</p>  <p>The screenshot shows the 'New Application Document' page with the 'Application' tab selected. The 'Document Type' dropdown menu is open, and 'Application' is highlighted. The menu includes various document types such as 'Resolution', 'Schedule 1', 'Affirmative Statement of Qualification', etc.</p> <p><i>Figure 27: Sample Document Type Selection- Application- New Application Document Page</i></p>
<p><b>24</b></p>	<p>Enter a short description of the document to be added in the Description field.</p>  <p>The screenshot shows the 'New Application Document' page with the 'Description' field highlighted. The 'Document Type' is set to 'Application' and the 'Date' is '04/10/2015'. The 'File' section shows a 'Choose File' button and 'No file chosen'.</p> <p><i>Figure 28: Sample Description- Application- New Application Document Page</i></p>
<p><b>25</b></p>	<p>Click <b>Choose File</b> button.</p>

26 Depending on the browser the file upload window will open.  
Locate and select the file to upload and then Click **Open**.

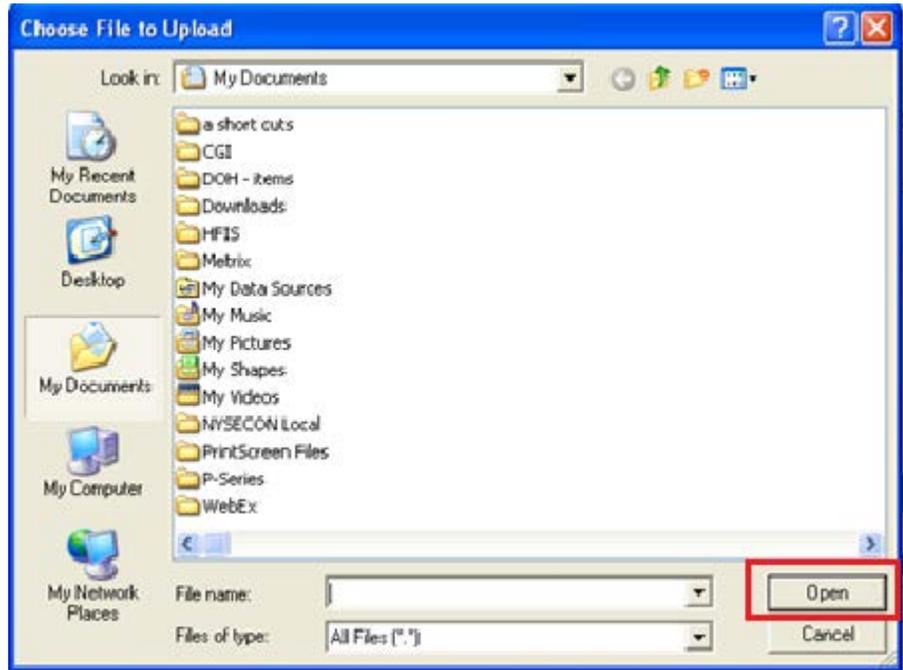


Figure 29: Sample File to Upload Window

27 The New Application Document page is displayed showing the name of the file uploaded.

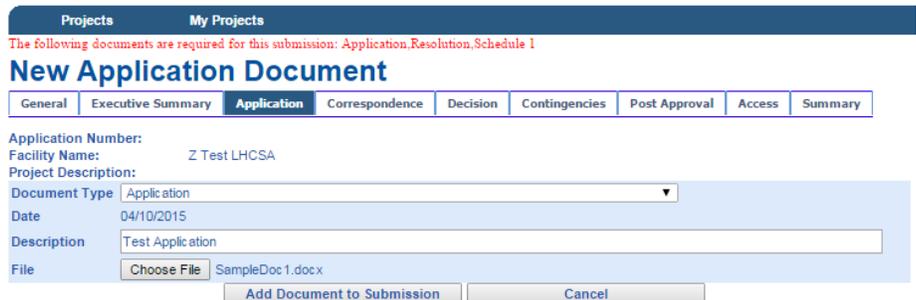
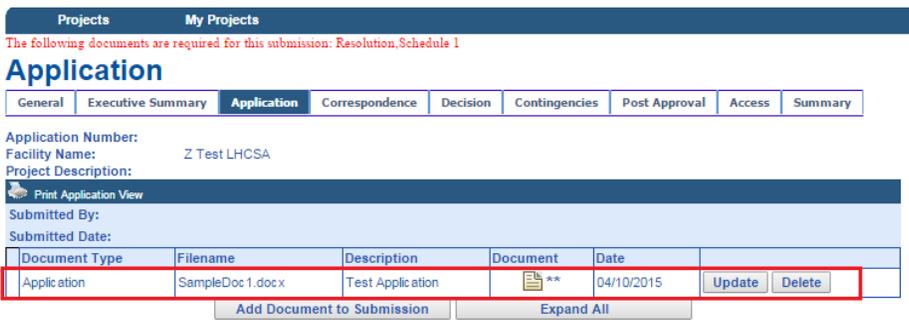
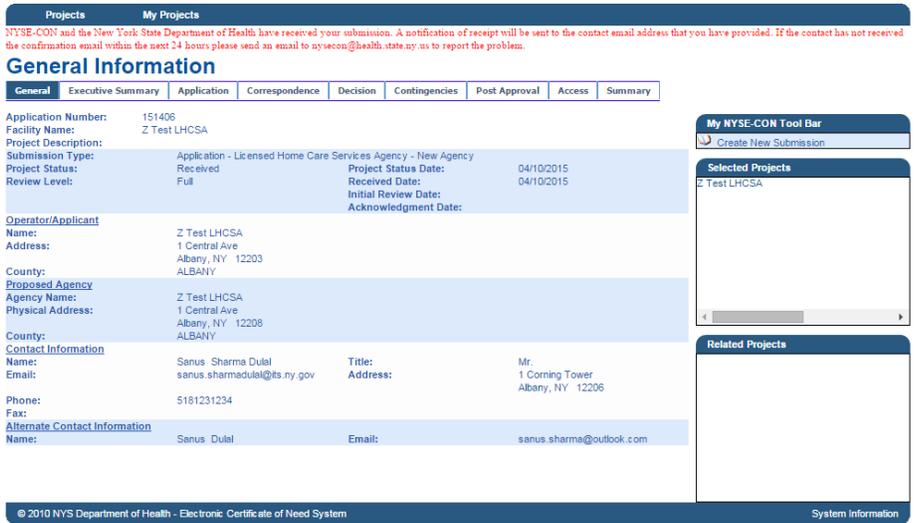


Figure 30: Sample New Application Document Page- Application File Selected

28 Click the **Add Document to Submission** button.

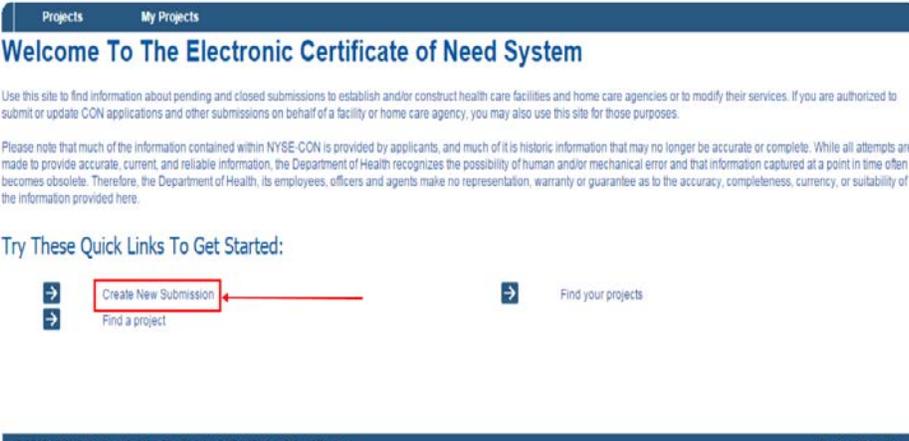
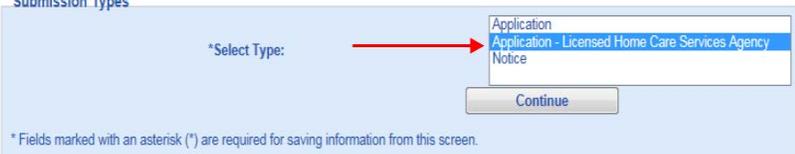
	<p><b>29</b></p>	<p>The Application page is displayed. The list shows the document uploaded to the submission.</p>  <p><i>Figure 31: Sample Application Document Page- Application File Added</i></p>
	<p><b>30</b></p>	<p><b>Repeat</b> steps 21-29 as necessary to attach all required documents, multiple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

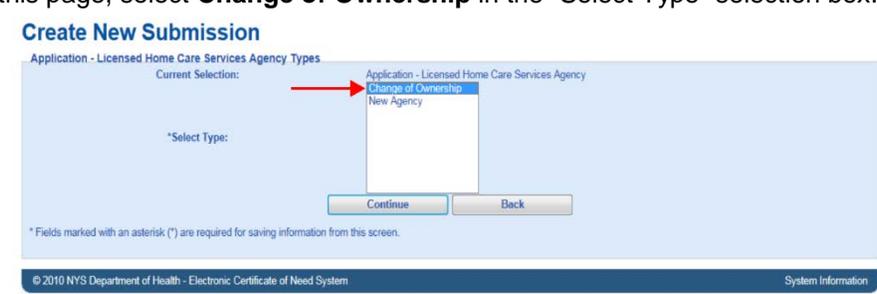
	<p><b>35</b></p>	<p>The General Information page with success message is displayed.</p>  <p>The screenshot displays the 'General Information' page for application 151408. It includes a success message at the top, a navigation menu with 'General' selected, and detailed information about the applicant (Z Test LHCSA), the proposed agency, and contact information for Sanus Sharma Dulal. On the right side, there are toolbars for 'My NYSE-CON Tool Bar' and 'Selected Projects'.</p> <p><i>Figure 34: Sample General information Page- Success Message</i></p>
	<p><b>36</b></p>	<p>The LHCSA application for Change of Ownership has been successfully submitted.</p>

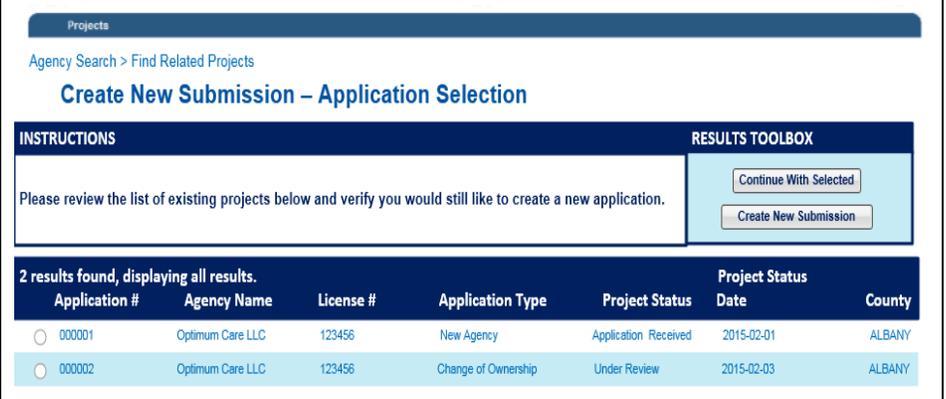
## ***Submitting LHCSA application for Change of Ownership- Multiple Agencies***

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

	<p><b>4</b> Create New Submission page with Application Types list box is displayed. On this page, select <b>Change of Ownership</b> in the “Select Type” selection box.</p>  <p><i>Figure 37: Sample Create New LCHSA – Change of Ownership Application Type</i></p>
	<p><b>5</b> Click the <b>Continue</b> button.</p>
	<p><b>6</b> 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><b>7</b> On this page, select the <b>Agency</b> 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><b>8</b> Click the <b>Continue</b> button.</p>

	<p><b>9</b></p>	<p>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.</p>  <p><i>Figure 39: Sample Create New Submission – Application Selection</i></p>
	<p><b>10</b></p>	<p>Click the <b>Create New Submission</b> button</p>

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

### Create New Submission

\*Submission Type: Application - Licensed Home Care Services Agency - Change of Ownership Change

---

**Operator/Applicant**

†Name: Z TEST LHCSA  
 †Street 1: 875 CENTRAL AVE  
 Street 2:  
 †City: ALBANY  
 †State: New York  
 †Zip: 12242  
 \*County:

---

**Proposed Agency**

\*Agency Name: Z Test LHCSA  
 †Street 1: 875 CENTRAL AVE  
 Street 2:  
 †City: ALBANY  
 †State: New York  
 †Zip: 12242  
 \*County:

---

**Contact Information**

†Title:  
 †First Name:  
 †Last Name:  
 †User ID:  
 †Email:  
 †Phone:  
 Fax #:  
 †Street 1:  
 Street 2:  
 †City:  
 †State:  
 †Zip:

---

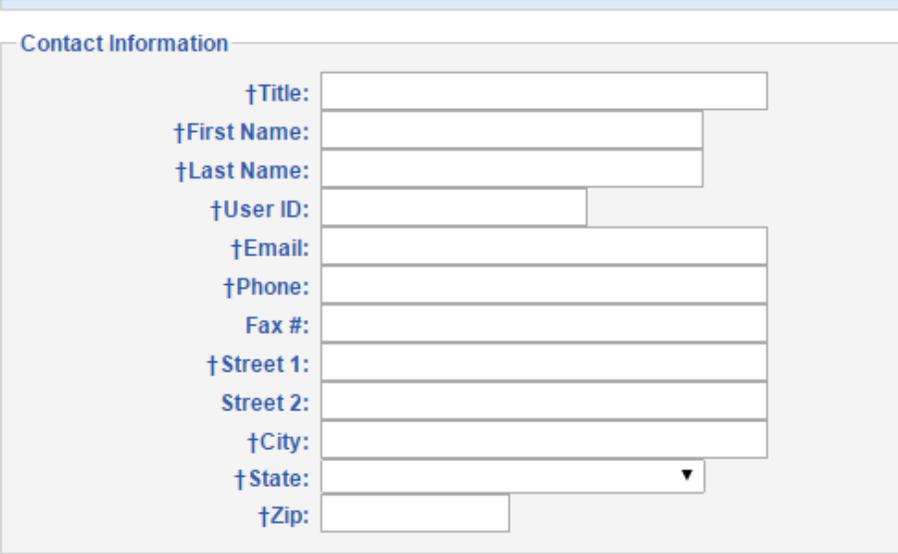
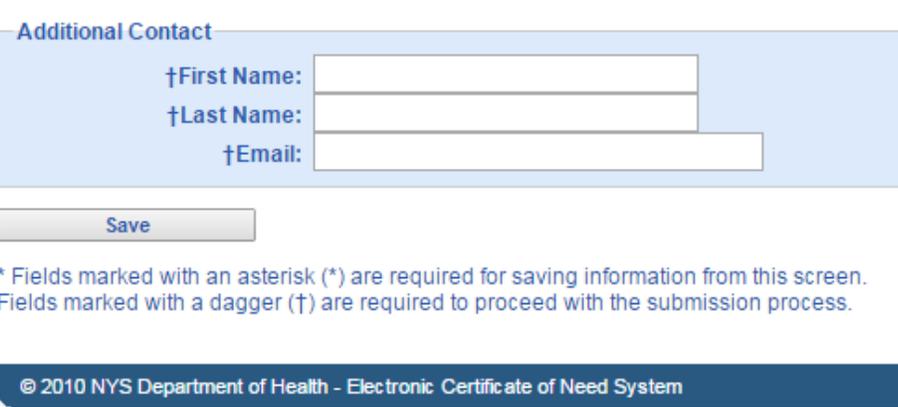
**Additional Contact**

†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 40: Sample Create New Submission – LHCSA – Change of Ownership**  
 Note: Fields are editable.

	<p><b>12</b></p>	<p><b>Enter the Contact Information details.</b></p>  <p><i>Figure 40.1: Sample Create New Submission – Contact Information Section</i></p>
	<p><b>13</b></p>	<p><b>Enter the details for an Additional Contact.</b></p>  <p><i>Figure 40.2: Sample Create New Submission – Additional Contact Section</i></p>
	<p><b>14</b></p>	<p>Click <b>Save</b> button.</p>

**15** General Information page is displayed.

The screenshot shows the 'General Information' page for a project. At the top, there are tabs for 'Projects' and 'My Projects'. Below that is the 'General Information' title and a navigation bar with tabs: 'General', 'Executive Summary', 'Application', 'Correspondence', 'Decision', 'Contingencies', 'Post Approval', 'Access', and 'Summary'. The 'General' tab is selected. The page displays the following information:

- 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)

Below this, there are sections for:

- 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, 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.sharma@outlook.com

At the bottom, there are 'Modify' and 'Submit' buttons. A copyright notice at the very bottom reads: © 2010 NYS Department of Health - Electronic Certificate of Need System.

Figure 41: Sample General Information Page

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

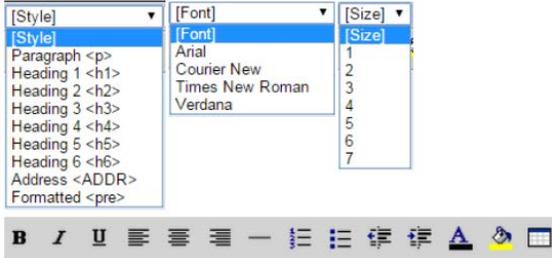
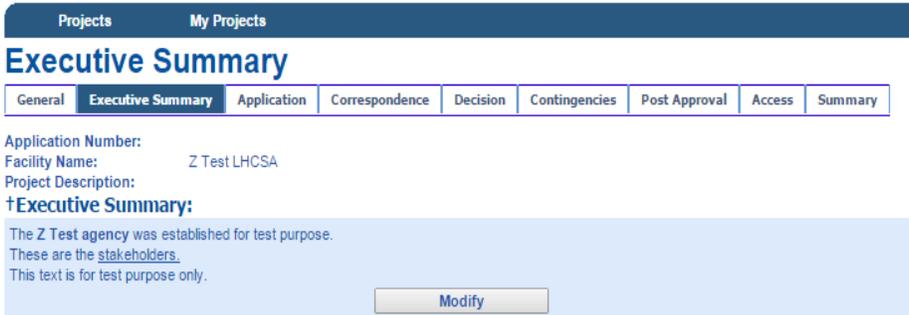
**17** New Submission- Executive Summary page is displayed.

The screenshot shows the 'New Submission-Executive Summary' page. The navigation bar is the same as in Figure 41, but the 'Executive Summary' tab is selected. The page displays the following information:

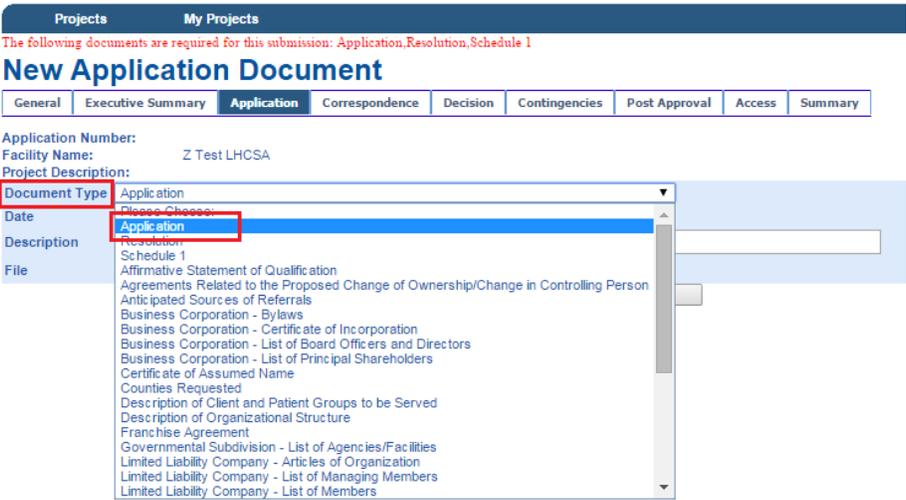
- Application Number:** (blank)
- Facility Name:** Z Test LHCSA
- Project Description:** (blank)
- Click "Save" to save the changes**
- †Executive Summary:** (Rich text editor area)

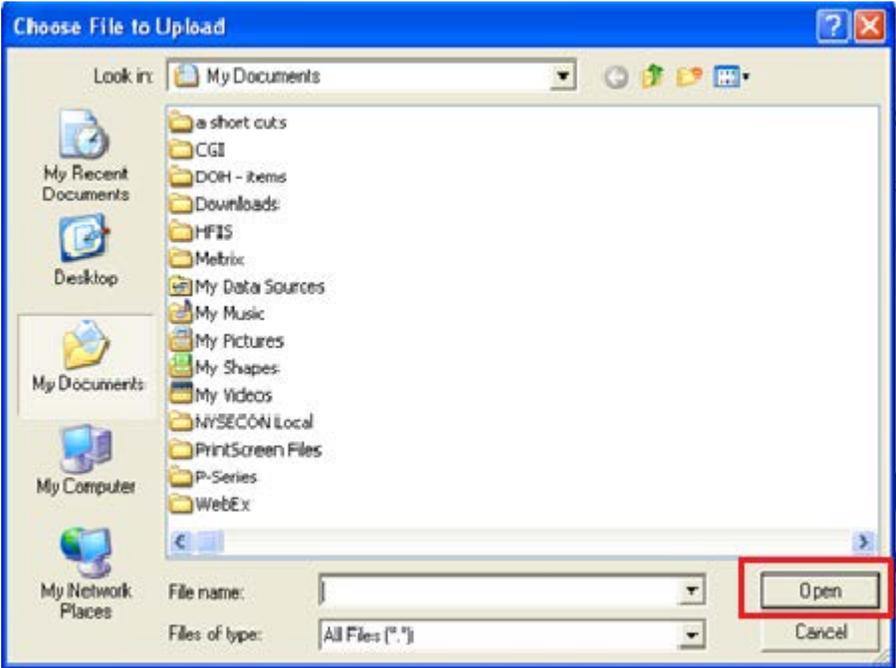
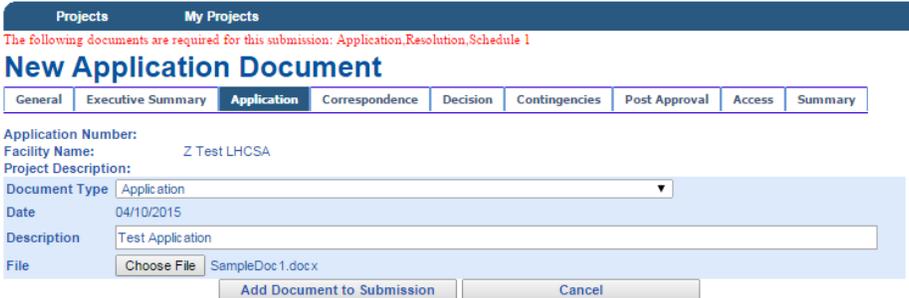
The rich text editor has a toolbar with the following options: [Style], [Font], [Size], Bold (B), Italic (I), Underline (U), Text Color, Background Color, Bulleted List, Numbered List, Link, Unlink, and Insert Image. A 'Save' button is located at the bottom of the editor area.

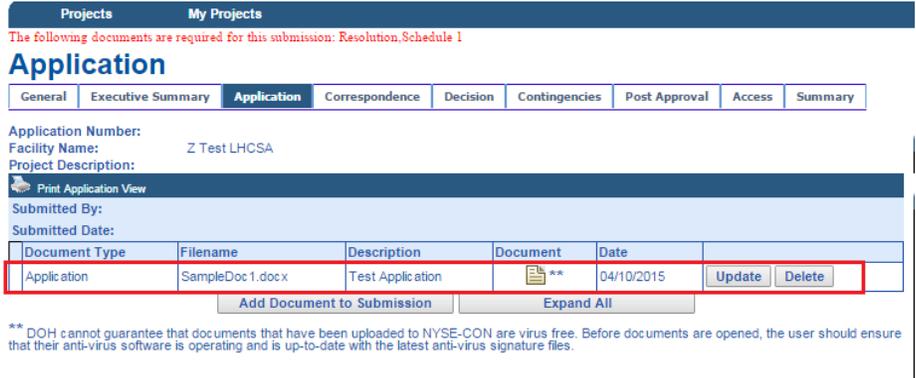
Figure 42: Sample New Submission-Executive Summary Page

	<p><b>18</b> 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><b>19</b> 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><b>20</b> Click the <b>Save</b> button.</p>
	<p><b>21</b> The Executive Summary page is displayed</p>  <p><i>Figure 43: Sample Executive Summary Page</i></p>
	<p><b>22</b> If changes need to be made to the executive summary, Click <b>Modify</b> button and repeat steps 15-17.</p> <p>If no changes are needed, select the <b>Application</b> tab.</p>

	<p><b>23</b></p>	<p>The Application page is displayed.</p> <p style="text-align: center;"><i>Figure 44: Sample Executive Summary Page</i></p>
	<p><b>24</b></p>	<p>On the Application page, click the <b>Add Document to Submission</b> button.</p>
	<p><b>25</b></p>	<p>New Application Document page is displayed.</p> <p style="text-align: center;"><i>Figure 45: Sample New Application Document Page</i></p>

	<p><b>26</b></p>	<p>To add the completed application, select <b>Application</b> from Document Type drop-down.</p>  <p>The screenshot shows the 'New Application Document' page with the 'Application' tab selected. The 'Document Type' dropdown menu is open, and 'Application' is highlighted. The menu includes various document types such as 'Resolution', 'Schedule 1', 'Affirmative Statement of Qualification', etc.</p> <p><i>Figure 46: Sample Document Type Selection- Application- New Application Document Page</i></p>
	<p><b>27</b></p>	<p>Enter a short description of the document to be added in the Description field.</p>  <p>The screenshot shows the 'New Application Document' page with the 'Description' field highlighted. The 'Document Type' is set to 'Application' and the 'Date' is '04/10/2015'. The 'File' section shows a 'Choose File' button and 'No file chosen'.</p> <p><i>Figure 47: Sample Description- Application- New Application Document Page</i></p>
	<p><b>28</b></p>	<p>Click <b>Choose File</b> button.</p>

	<p><b>29</b> Depending on the browser the file upload window will open. Select the file to upload and then Click <b>Open</b>.</p>  <p style="text-align: center;"><i>Figure 48: Sample File to Upload Window</i></p>
	<p><b>30</b> 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><b>31</b> Click the <b>Add Document to Submission</b> button.</p>

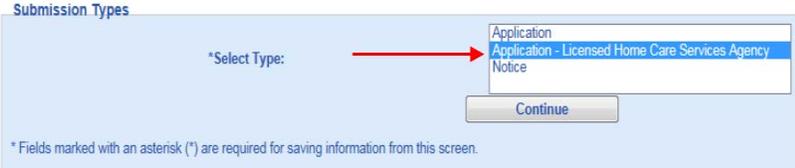
<p>32</p>	<p>The Application page is displayed. The list shows the document uploaded to the submission.</p>  <p><i>Figure 50: Sample Application Document Page- Application File Added</i></p>
<p>33</p>	<p>On the Application page, click the <b>Add Document to Submission</b> button to add more documents.</p>
<p>34</p>	<p><b>Repeat</b> 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 <b>General</b> tab.</p>
<p>36</p>	<p>On the General Information page, click <b>Submit</b> 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 <b>Confirm</b> button.</p>

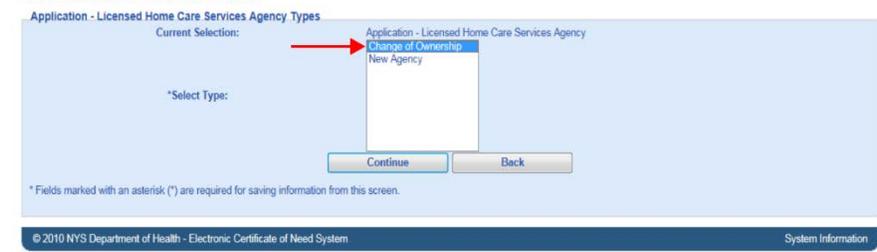
	<p><b>39</b></p>	<p>The General Information page with success message is displayed.</p>  <p>The screenshot displays the 'General Information' page for application 151408. It includes sections for Operator/Applicant, Proposed Agency, and Contact Information. The status is 'Received' and the project status date is 04/10/2015. 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.'</p>
	<p><b>40</b></p>	<p>The LHCSA application for Change of Ownership has been successfully submitted.</p>

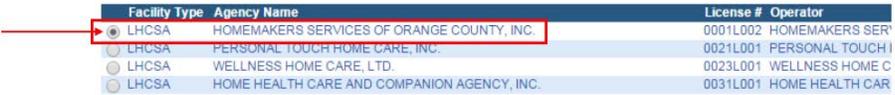
Figure 53: Sample General information Page- Success Message

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

	<p><b>4</b> Create New Submission page with Application Types list box is displayed. On this page, select <b>Change of Ownership</b> in the “Select Type” selection box.</p> <p><b>Create New Submission</b> Application - Licensed Home Care Services Agency Types</p>  <p><i>Figure 56: Sample Create New LCHSA – Change of Ownership Application Type</i></p>																																																			
	<p><b>5</b> Click the <b>Continue</b> button.</p>																																																			
	<p><b>6</b> Agency Search page is displayed.</p> <p><b>Create New Submission - Agency Search</b></p> <p>Enter the License number or Operator Name or Agency name.</p> <p>Agency Name: <input type="text"/> License #: <input type="text"/> 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><b>7</b> <b>Enter</b> 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><b>8</b> Click the <b>Search</b> button.</p>																																																			
	<p><b>9</b> Agency Search Results page is displayed.</p> <p><b>Create New Submission - Agency Search Results</b></p> <table border="1" data-bbox="552 1512 1461 1764"> <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:</td> <td>Home</td> <td>Operator Name:</td> <td></td> <td rowspan="2"><input type="button" value="Continue With Selected"/></td> </tr> <tr> <td>License #:</td> <td></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> </tr> <tr> <td colspan="2"><input type="button" value="Print Search Results"/></td> <td colspan="2">Address:</td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="552 1596 1461 1764"> <thead> <tr> <th>Facility Type</th> <th>Agency Name</th> <th>License #</th> <th>Operator</th> </tr> </thead> <tbody> <tr> <td>LHCSA</td> <td>HOMEMAKERS SERVICES OF ORANGE COUNTY, INC.</td> <td>0001L002</td> <td>HOMEMAKERS SERVICES OF ORANGE COUNTY, INC.</td> </tr> <tr> <td>LHCSA</td> <td>PERSONAL TOUCH HOME CARE, INC.</td> <td>0021L001</td> <td>PERSONAL TOUCH HOME CARE, INC.</td> </tr> <tr> <td>LHCSA</td> <td>WELLNESS HOME CARE, LTD.</td> <td>0023L001</td> <td>WELLNESS HOME CARE, LTD.</td> </tr> <tr> <td>LHCSA</td> <td>HOME HEALTH CARE AND COMPANION AGENCY, INC.</td> <td>0031L001</td> <td>HOME HEALTH CARE AND COMPANION AGENCY, INC.</td> </tr> <tr> <td>LHCSA</td> <td>HOMEMAKING SERVICES FOR CHRONICALLY ILL, INC.</td> <td>0034L002</td> <td>HOMEMAKING SERVICES FOR CHRONICALLY ILL, INC.</td> </tr> <tr> <td>LHCSA</td> <td>HOMEMAKERS OF STATEN ISLAND, INC.</td> <td>0046L001</td> <td>HOMEMAKER'S OF STATEN ISLAND, INC.</td> </tr> <tr> <td>LHCSA</td> <td>PROFESSIONAL HOME CARE, INC.</td> <td>0055L001</td> <td>PROFESSIONAL HOME CARE, INC.</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:		<input type="button" value="Continue With Selected"/>	License #:		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="Print Search Results"/>		Address:			Facility Type	Agency Name	License #	Operator	LHCSA	HOMEMAKERS SERVICES OF ORANGE COUNTY, INC.	0001L002	HOMEMAKERS SERVICES OF ORANGE COUNTY, INC.	LHCSA	PERSONAL TOUCH HOME CARE, INC.	0021L001	PERSONAL TOUCH HOME CARE, INC.	LHCSA	WELLNESS HOME CARE, LTD.	0023L001	WELLNESS HOME CARE, LTD.	LHCSA	HOME HEALTH CARE AND COMPANION AGENCY, INC.	0031L001	HOME HEALTH CARE AND COMPANION AGENCY, INC.	LHCSA	HOMEMAKING SERVICES FOR CHRONICALLY ILL, INC.	0034L002	HOMEMAKING SERVICES FOR CHRONICALLY ILL, INC.	LHCSA	HOMEMAKERS OF STATEN ISLAND, INC.	0046L001	HOMEMAKER'S OF STATEN ISLAND, INC.	LHCSA	PROFESSIONAL HOME CARE, INC.	0055L001	PROFESSIONAL HOME CARE, INC.
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LHCSA	PROFESSIONAL HOME CARE, INC.	0055L001	PROFESSIONAL HOME CARE, INC.																																																	

	<p><b>10</b></p>	<p><b>Select the radio button next to the agency.</b></p>  <p><i>Figure 59: Sample Create New Submission – Agency Search Results – Selection Made</i></p>
	<p><b>11</b></p>	<p>Click the <b>Continue with Selected</b> Button.</p>

**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 - Change of Ownership Change

---

**Operator/Applicant**

†Name: Z TEST LHCSA  
 †Street 1: 875 CENTRAL AVE  
 Street 2:  
 †City: ALBANY  
 †State: New York  
 †Zip: 12242  
 \*County:

---

**Proposed Agency**

\*Agency Name: Z Test LHCSA  
 †Street 1: 875 CENTRAL AVE  
 Street 2:  
 †City: ALBANY  
 †State: New York  
 †Zip: 12242  
 \*County:

---

**Contact Information**

†Title:  
 †First Name:  
 †Last Name:  
 †User ID:  
 †Email:  
 †Phone:  
 Fax #:  
 †Street 1:  
 Street 2:  
 †City:  
 †State:  
 †Zip:

---

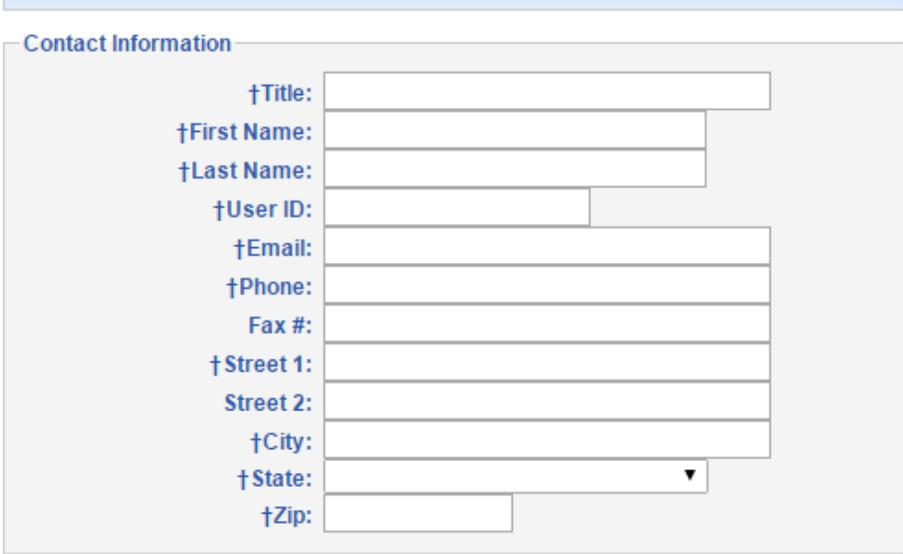
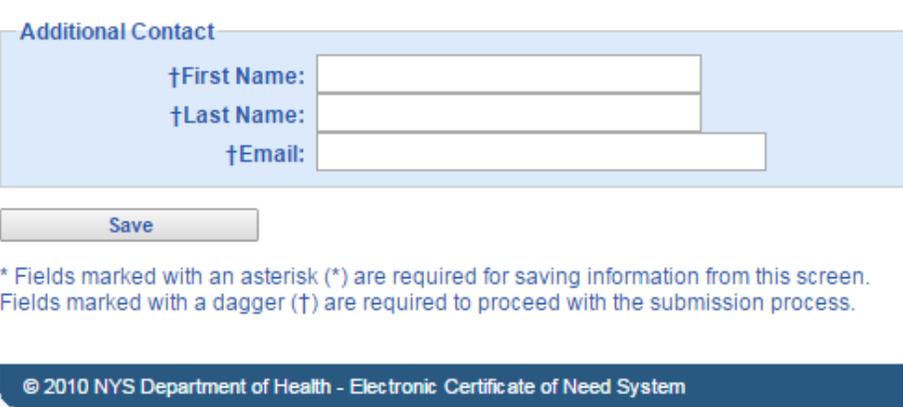
**Additional Contact**

†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><b>13</b> <b>Enter</b> the Contact Information details.</p>  <p><i>Figure 60.3: Sample Create New Submission – Contact Information Section</i></p>
	<p><b>14</b> <b>Enter</b> the details for an Additional Contact.</p>  <p><i>Figure 60.4: Sample Create New Submission – Additional Contact Section</i></p>
	<p><b>15</b> Click <b>Save</b> button.</p>

**16** General Information page is displayed.

The screenshot shows the 'General Information' page for a project. At the top, there are tabs for 'Projects' and 'My Projects'. Below that is the 'General Information' title and a navigation bar with tabs: 'General', 'Executive Summary', 'Application', 'Correspondence', 'Decision', 'Contingencies', 'Post Approval', 'Access', and 'Summary'. The 'General' tab is selected. The page displays the following information:

- 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)

Below this, there are sections for:

- 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, 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.sharma@outlook.com

At the bottom, there are 'Modify' and 'Submit' buttons. A copyright notice at the very bottom reads: © 2010 NYS Department of Health - Electronic Certificate of Need System.

Figure 61: Sample General Information Page

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

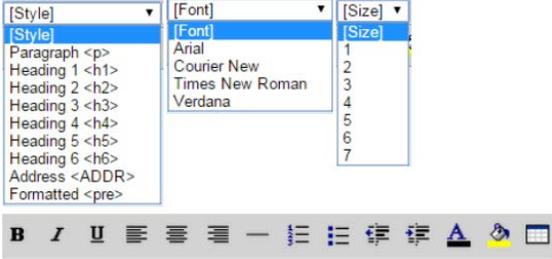
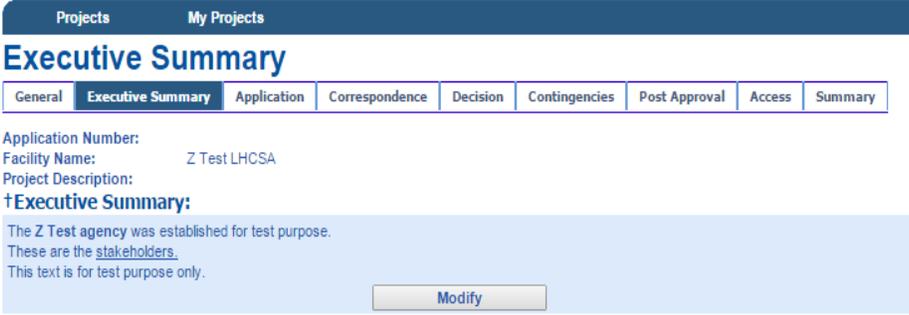
**18** New Submission- Executive Summary page is displayed.

The screenshot shows the 'New Submission-Executive Summary' page. The navigation bar is the same as in Figure 61, but the 'Executive Summary' tab is selected. The page displays the following information:

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

The rich text editor has a toolbar with the following options: [Style], [Font], [Size], Bold (B), Italic (I), Underline (U), Text Color, Background Color, Bulleted List, Numbered List, Link, Unlink, and Insert Image. A 'Save' button is located at the bottom of the editor area.

Figure 62: Sample New Submission-Executive Summary Page

	<p><b>19</b></p>	<p><b>Enter</b> 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><b>20</b></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><b>21</b></p>	<p>Click the <b>Save</b> button.</p>
	<p><b>22</b></p>	<p>The Executive Summary page is displayed</p>  <p><i>Figure 63: Sample Executive Summary Page</i></p>
	<p><b>23</b></p>	<p>If changes need to be made to the executive summary, Click <b>Modify</b> button and repeat steps 15-17.</p> <p>If no changes are needed, select the <b>Application</b> tab.</p>

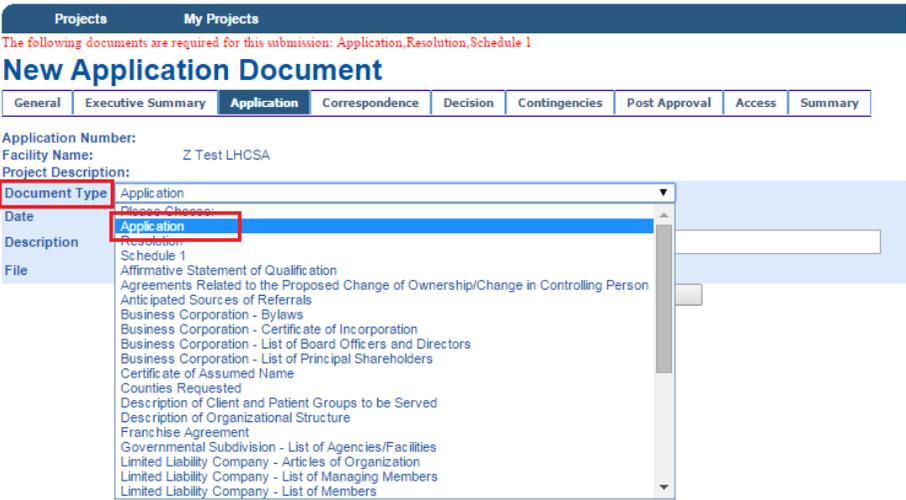
**24** The Application page is displayed.

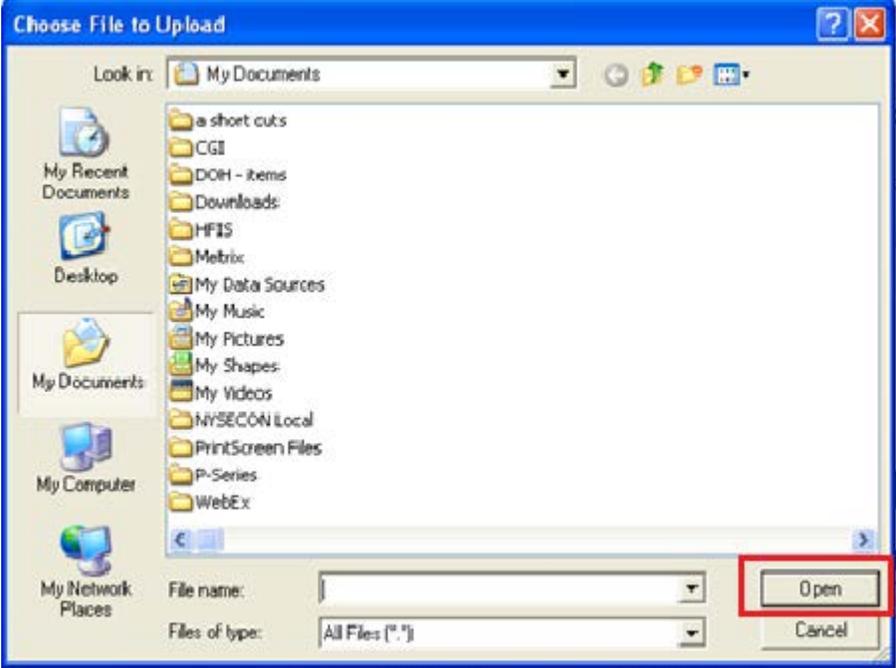
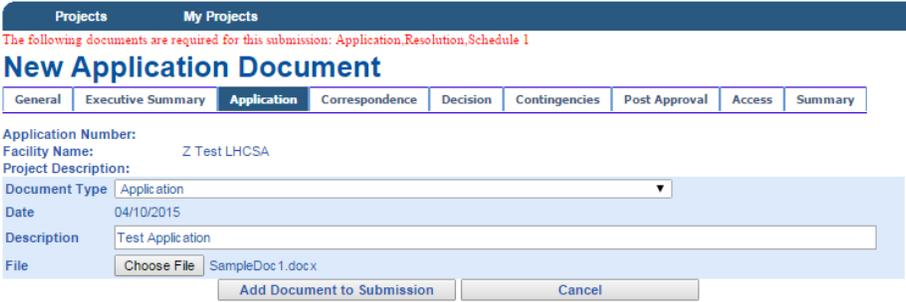
*Figure 64: Sample Executive Summary Page*

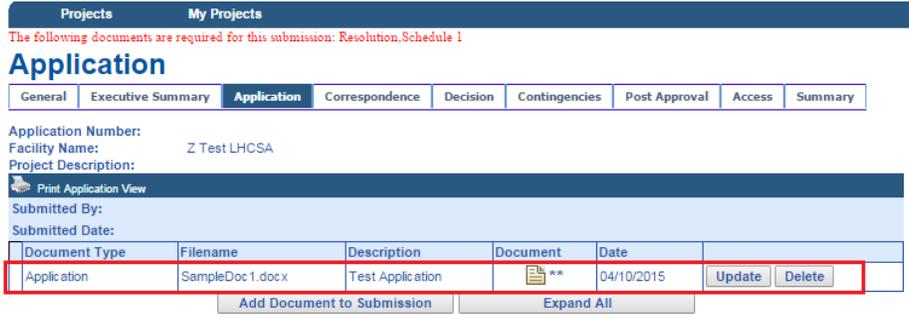
**25** On the Application page, click the **Add Document to Submission** button.

**26** New Application Document page is displayed.

*Figure 65: Sample New Application Document Page*

	<p><b>27</b></p>	<p>To add the completed application, select <b>Application</b> from Document Type drop-down.</p>  <p>The screenshot shows the 'New Application Document' page with the 'Application' tab selected. The 'Document Type' dropdown menu is open, and 'Application' is highlighted. The list of document types includes: Application, Resolution, Schedule 1, Affirmative Statement of Qualification, Agreements Related to the Proposed Change of Ownership/Change in Controlling Person, Anticipated Sources of Referrals, Business Corporation - Bylaws, Business Corporation - Certificate of Incorporation, Business Corporation - List of Board Officers and Directors, Business Corporation - List of Principal Shareholders, Certificate of Assumed Name, Counties Requested, Description of Client and Patient Groups to be Served, Description of Organizational Structure, Franchise Agreement, Governmental Subdivision - List of Agencies/Facilities, Limited Liability Company - Articles of Organization, Limited Liability Company - List of Managing Members, and Limited Liability Company - List of Members.</p> <p><i>Figure 66: Sample Document Type Selection- Application- New Application Document Page</i></p>
	<p><b>28</b></p>	<p>Enter a short description of the document to be added in the Description field.</p>  <p>The screenshot shows the 'New Application Document' page with the 'Application' tab selected. The 'Description' field is highlighted with a red box. The 'Document Type' dropdown is set to 'Application' and the 'Date' is '04/10/2015'. The 'File' section shows a 'Choose File' button and 'No file chosen'.</p> <p><i>Figure 67: Sample Description- Application- New Application Document Page</i></p>
	<p><b>29</b></p>	<p>Click <b>Choose File</b> button.</p>

	<p><b>30</b> Depending on the browser the file upload window will open. Locate and select the file to upload and then Click <b>Open</b>.</p>  <p style="text-align: center;"><i>Figure 68: Sample File to Upload Window</i></p>
	<p><b>31</b> 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><b>32</b> Click the <b>Add Document to Submission</b> button.</p>

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

	<p><b>39</b></p>	<p>The General Information page with success message is displayed.</p>  <p>The screenshot displays the 'General Information' page for application 151408. It includes sections for Operator/Applicant, Proposed Agency, and Contact Information. The application status is 'Received' and the review level is 'Full'. The project status date is 04/10/2015. The contact information lists Sanus Sharma Dulal as the primary contact and Mr. 1 Corning Tower as the address. 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.'</p> <p><i>Figure 73: Sample General information Page- Success Message</i></p>
	<p><b>40</b></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

<b>Homepage</b>	New York State Electronic Certificate of Need System home page.
-----------------	---

**Projects**    **My Projects**

## Welcome To The Electronic Certificate of Need System

Use this site to find information about pending and closed submissions to establish and/or construct health care facilities and home care agencies or to modify their services. If you are authorized to submit or update CON applications and other submissions on behalf of a facility or home care agency, you may also use this site for those purposes.

Please note that much of the information contained within NYSE-CON is provided by applicants, and much of it is historic information that may no longer be accurate or complete. While all attempts are made to provide accurate, current, and reliable information, the Department of Health recognizes the possibility of human and/or mechanical error and that information captured at a point in time often becomes obsolete. Therefore, the Department of Health, its employees, officers and agents make no representation, warranty or guarantee as to the accuracy, completeness, currency, or suitability of the information provided here.

**Try These Quick Links To Get Started:**

- [→ Create New Submission](#)
- [→ Find a project](#)
- [→ Find your projects](#)
- [→ Find a project](#)

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*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

<b>Select Submission Type</b>	This page allows to select the intended type of submission to be made.
-------------------------------	--

The screenshot shows a web interface for creating a new submission. At the top, there are tabs for 'Projects' and 'My Projects'. Below them is the title 'Create New Submission'. A section titled 'Submission Types' contains a label '\*Select Type:' followed by a dropdown menu. The dropdown menu is open, showing three options: 'Application', 'Application - Licensed Home Care Services Agency', and 'Notice'. Below the dropdown is a 'Continue' button. At the bottom of the form area, there is a note: '\* Fields marked with an asterisk (\*) are required for saving information from this screen.' The footer of the page includes '© 2010 NYS Department of Health - Electronic Certificate of Need System' and 'System Information'.

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.

The screenshot shows a web interface for creating a new LHCSA submission. At the top, there are tabs for 'Projects' and 'My Projects'. Below them is the title 'Create New Submission'. A section titled 'Application - Licensed Home Care Services Agency Types' contains a label 'Current Selection:' followed by a dropdown menu. The dropdown menu is open, showing two options: 'Change of Ownership' and 'New Agency'. Below the dropdown are 'Continue' and 'Back' buttons. At the bottom of the form area, there is a note: '\* Fields marked with an asterisk (\*) are required for saving information from this screen.' The footer of the page includes '© 2010 NYS Department of Health - Electronic Certificate of Need System' and 'System Information'.

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

<b>Saving Submission</b>	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:

†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.

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System Information

Figure: Sample Create New LHCSA Submission- Input Form

<b>Field Descriptions</b>	
Field Name	Description
*Submission Type	Display of the submission type selected.
Operator/Applicant	Operator Name <span style="float: right;">Change of Ownership Applications: Auto filled</span>

	Street 1	if it exists from search on existing agencies.
	Street 2	
	City	
	State	
	Zip	
	County	
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	.
	First Name	
	Last Name	
	User ID	
	Email	
	Phone	
	Fax	
	Street 1	
	Street 2	
	City	
	State	
	Zip	
	Additional Contact	
Last Name		
Email		
<b>Buttons</b>	<b>Description</b>	
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

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

The screenshot shows a web interface for 'My Projects' with a 'General Information' section. It includes tabs for 'General', 'Executive Summary', 'Application', 'Correspondence', 'Decision', 'Contingencies', 'Post Approval', 'Access', and 'Summary'. The main content area displays the following information:

- Application Number:** Z Test LHCSA
- 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:** Project Status Date: [blank]
- Review Level:** 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:**
  - 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.sharma@outlook.com

At the bottom of the form, there are 'Modify' and 'Submit' buttons. A footer at the very bottom of the page reads: '© 2010 NYS Department of Health - Electronic Certificate of Need System'.

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
<b>Buttons</b>	<b>Description</b>
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

<b>Executive Summary</b>	This page allows the user to provide the executive summary of the proposed project.
--------------------------	---

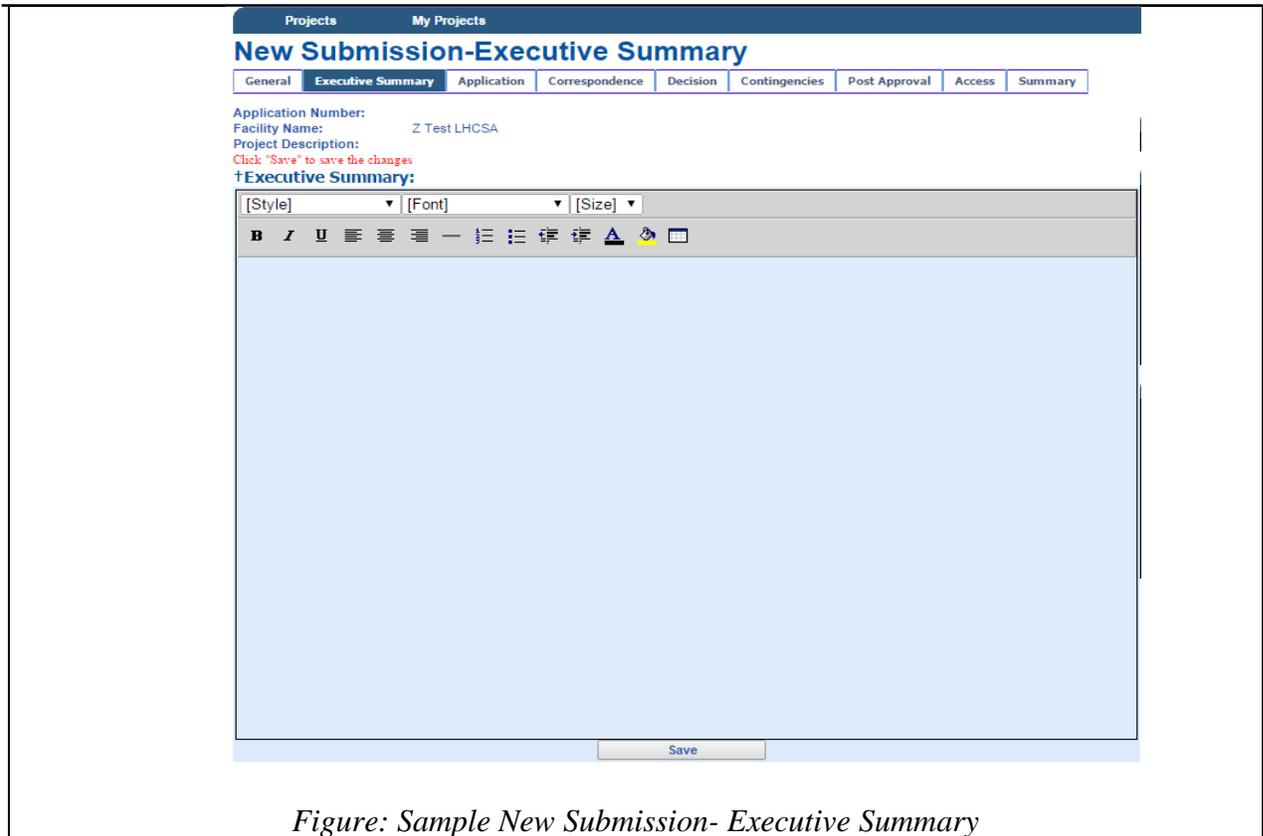


Figure: Sample New Submission- Executive Summary

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

<b>Modify the Executive Summary</b>	This page allows to modify the Executive Summary before submission.
-------------------------------------	---

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

<b>Application Tab</b>	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

<b>Confirm Submission</b>	This page allows to confirm or cancel the submission.
	
<i>Figure: Sample Confirm Submission</i>	
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

<b>General Information</b>	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 Date: 04/10/2015  
 Project Status: Full Received Date: 04/10/2015  
 Review Level: Initial Review Date:  
 Acknowledgment Date:

**Operator/Applciant**  
 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/Applciant	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