
New York State
Electronic Certificate of Need
HCS Applicant Training
Submit Application

V3.4

NYS Department of Health

Revision History

Date	Version	Description	Author
05/06/2011	1.0	Initial Release	
03/14/2013	2.0	Phase 2 Release	
01/14/2015	3.0	Added Executive Summary Updated all the screens to reflect Executive Summary tab.	Rishitha Patlolla
4/14/2015	3.1	Changed fig 4.19 to include to disclaimer on executive summary page. Added point 9 in rich text best practices. Changed fig 4.23 to include to disclaimer on modify executive summary page.	Sandhya Acha
07/27/2015	3.2	Added screenshots to include application type "Transfer of Ownership Interest". Updated the numbering of the figures.	Sanus Sharma Dulal
12/03/2015	3.3	Removed reference to Transfer of Ownership Interest submission type. Separate training document for Transfer of Ownership Interest has been created.	Sanus Sharma Dulal
1/28/2016	3.4	Updated Executive summary section to include new rich text editor and added new rich text editor limitations.	Sandhya Acha

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Submit Application

Chapter Overview

Contents

In this chapter, one will learn how to:

- 1 Create a new Submission
- 2 Search for a Facility
- 3 View the facility results
- 4 Enter Executive Summary
- 4 View existing applications
- 5 Saving the New Submission
- 6 Adding Application Documents
- 7 Submitting the Submission
- 8 Modify Submission

This process is for Applicants who have Submitter role for NYSECON.

HCS Coordinator will need to grant one access for one's organization.

As a CON-Submitter one can:

Create New Applications, Modify them before submission

View All tabs, Upload Documents, Respond to Correspondence

And Submit the Application

The other Role available CON_Update has limited access:

Modify applications before submission

View All tabs, Upload Documents, Respond to Correspondence

Note CON Updater cannot create an application or submit it.

NYSE-CON now provides the ability for an applicant to submit a CON Application or a Notice. The system will now walk one through defining the type of submission that is being passed on to DOH. The image captured in Figure 4 provides an overview of how granular one can go with a submission.

Creating a New Submission

Menu selection The Create New Application module is reached via the Quick link **Create New Submission** located on the Home page (Figure 1) or in the NYSE-CON Tool bar (Figure 2). This opens the Create a New Submission screen. (Figure 3).

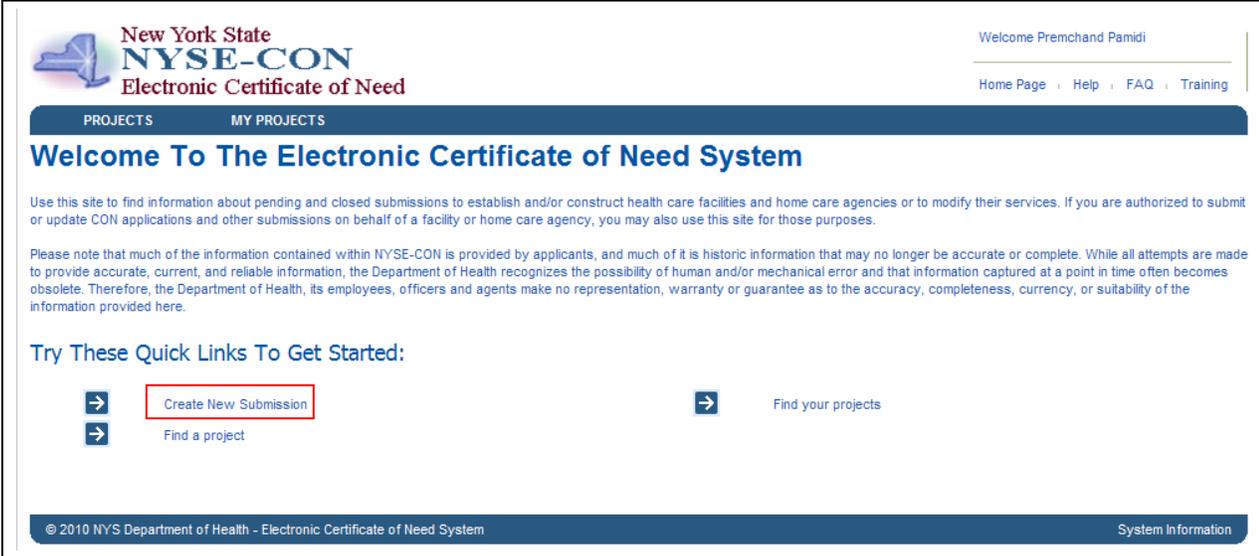


Figure 1: Sample Home Page



Figure 2: Sample NYSE-CON Tool Bar

Submission Type Selection

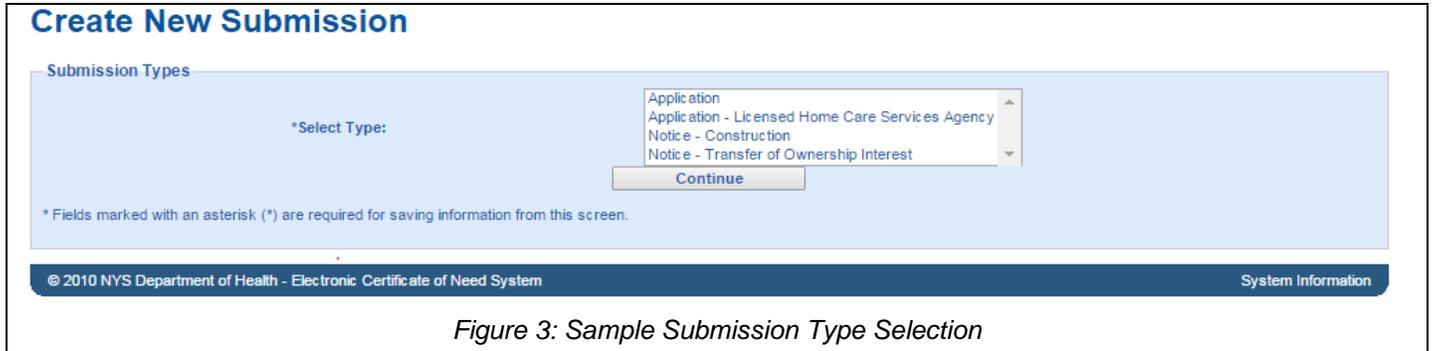


Figure 3: Sample Submission Type Selection

Create New Submission	
Field Name	Description
Submission Types	Label for Submission Type screen
Select Types	List of submission types for single select.
Continue	Select button to proceed to multiple submission selection pages

Submission Types Hierarchy

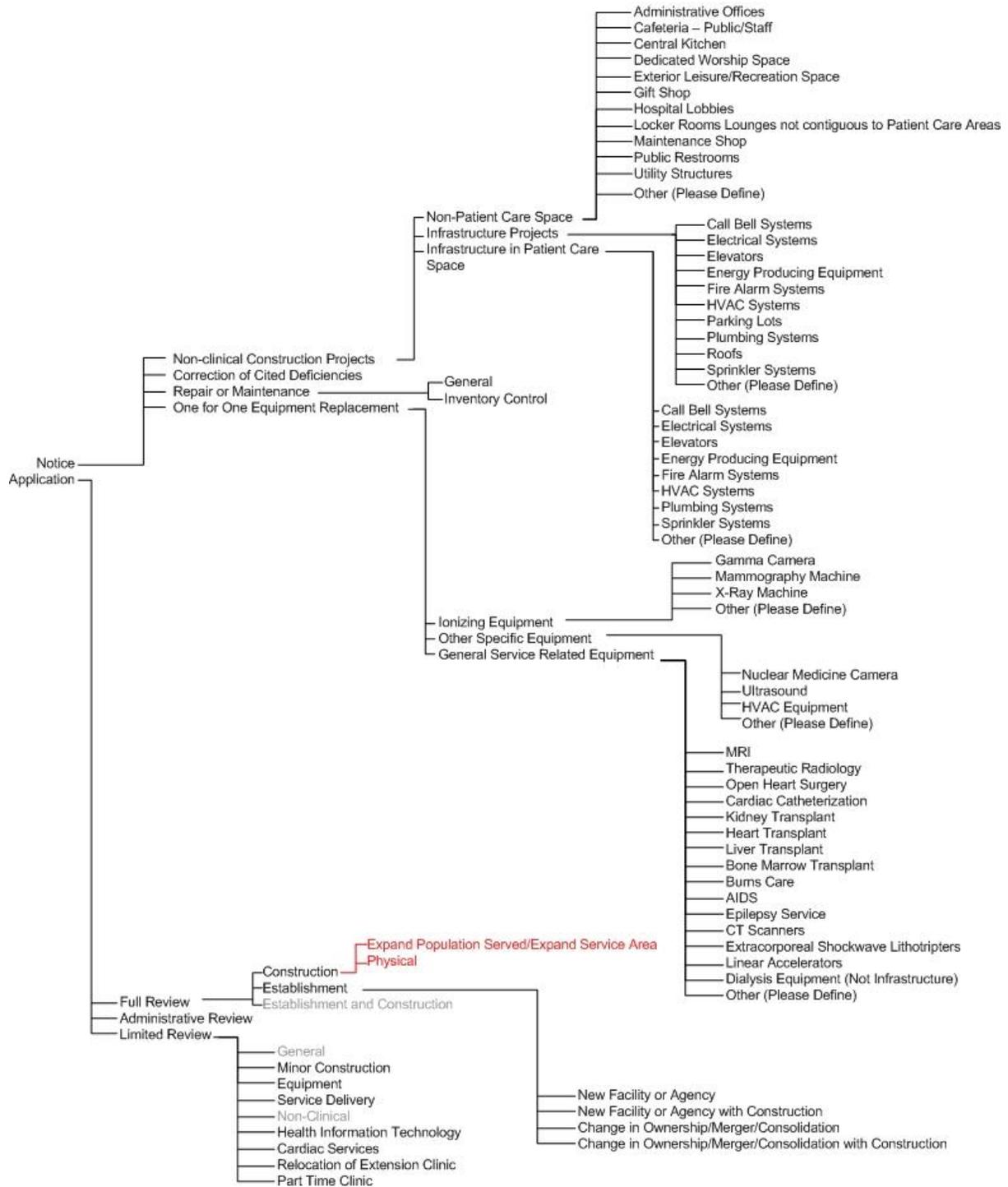
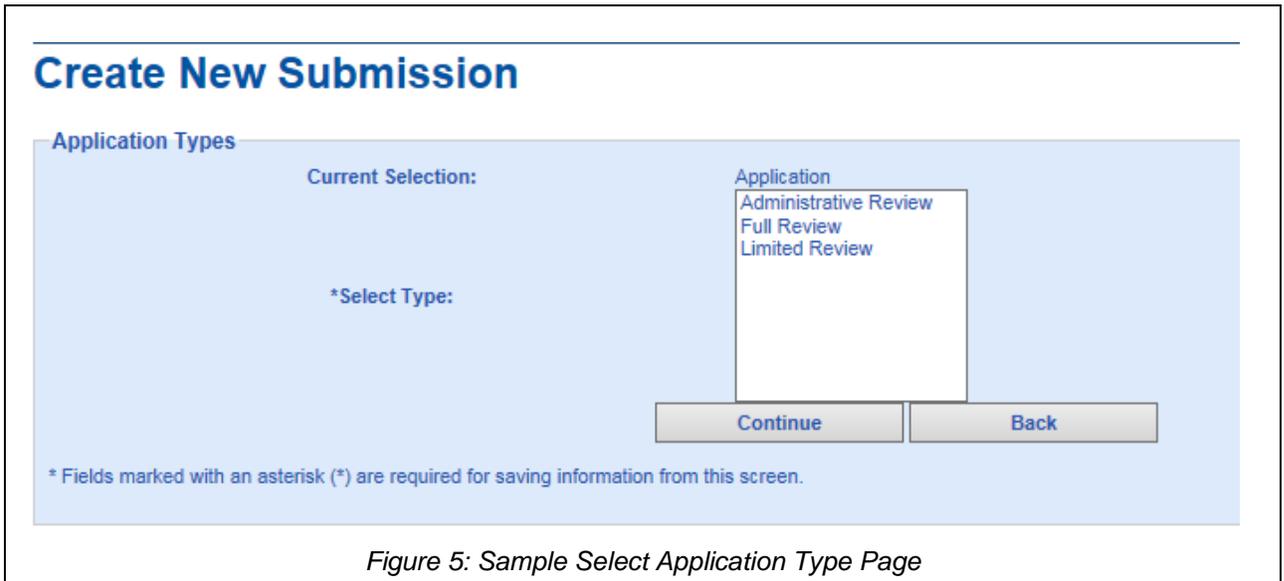


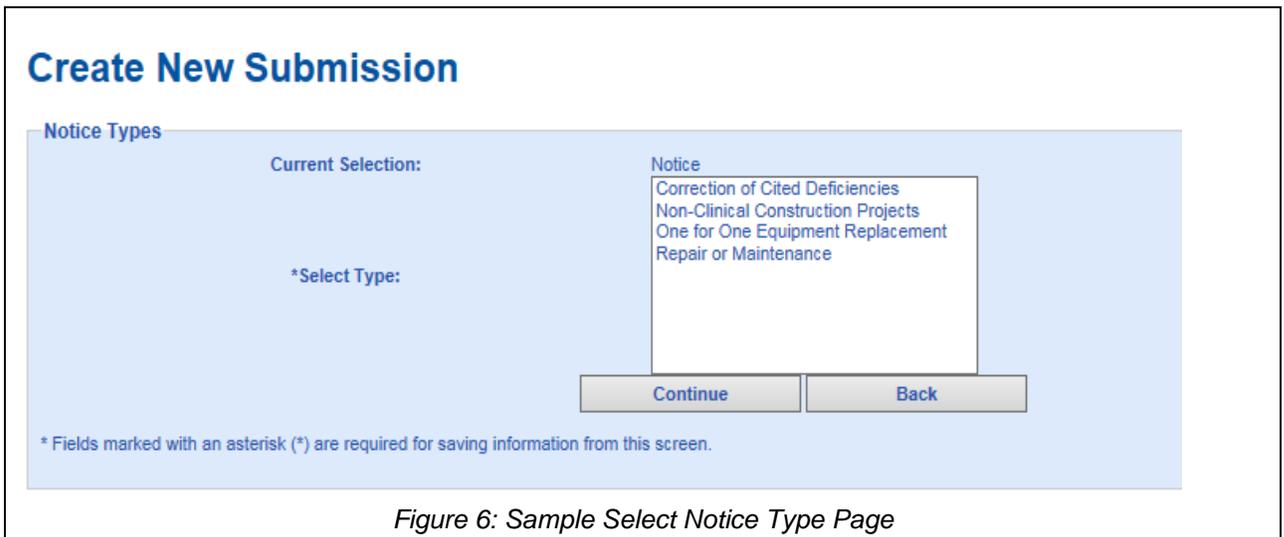
Figure 4: Submission Types Hierarchy

Application Types



Create New Submission – Field Descriptions	
Field Name	Description
Current Selection	Displays the current submission type selected.
Select Type	Single Select box.
Continue	When selected the selection process continues or proceeds to the facility selection process.
Back	When selected the selection process returns back one level.

Notice Types



Create New Submission – Field Descriptions	
Field Name	Description
Current Selection	Displays the current submission type selected.
Select Type	Single Select box.
Continue	When selected the selection process continues or proceeds to the facility selection process
Back	When selected the selection process returns back one level.

Facility Search

Figure 7: Sample Create New Submission – Facility Search

Create New Application – Facility Search Field Descriptions	
Field Name	Description
Facility Type	Single select dropdown select box.
Facility Name	Textbox for partial or full entry of a facility name in a LIKE search. For example, if a user enters “alb” in this search field, then the system will return “ A lbany Medical Center,” “ A lbany Memorial Hospital,” “VNA of A lbany,” etc.
Facility ID	Textbox for full entry of a facility identifier in an EXACT search.
Operator Certificate #	Textbox for full entry of an operating certificate # in an EXACT search.
Note: if a facility name is entered a facility type must also be selected.	

Learning Objective	Step	Action
How to Search for a Facility	1	Enter or select the desired criteria* in the Facility Search screen. <i>Note: Facility information must be valid in Health Facility Information System (HFIS)</i>
	2	Click the Search button. Result: The Create New Submission – Facility Search Result screen appears (Figure 8) with the Project search results sorted alphabetically by Facility Name.

Facility Search Results

Submission Type Selection > Facility Search/Selection

Create New Submission - Facility Search Results

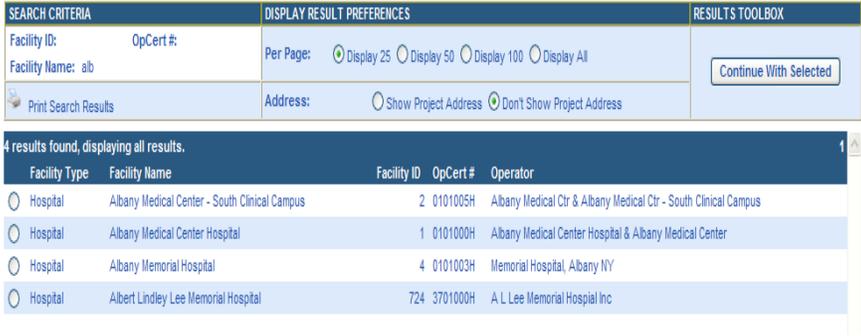
SEARCH CRITERIA	DISPLAY RESULT PREFERENCES	RESULTS TOOLBOX
Facility ID: _____ OpCert #: _____ Facility Name: alb	Per Page: <input checked="" type="radio"/> Display 25 <input type="radio"/> Display 50 <input type="radio"/> Display 100 <input type="radio"/> Display All	<input type="button" value="Continue With Selected"/>
<input type="button" value="Print Search Results"/>	Address: <input type="radio"/> Show Project Address <input checked="" type="radio"/> Don't Show Project Address	

4 results found, displaying all results.

Facility Type	Facility Name	Facility ID	OpCert #	Operator
<input type="radio"/> Hospital	Albany Medical Center - South Clinical Campus	2	0101005H	Albany Medical Ctr & Albany Medical Ctr - South Clinical Campus
<input type="radio"/> Hospital	Albany Medical Center Hospital	1	0101000H	Albany Medical Center Hospital & Albany Medical Center
<input type="radio"/> Hospital	Albany Memorial Hospital	4	0101003H	Memorial Hospital, Albany NY
<input type="radio"/> Hospital	Albert Lindley Lee Memorial Hospital	724	3701000H	A L Lee Memorial Hospital Inc

Figure 8: Sample Create New Submission – Facility Search Results

Create New Application – Facility Search Results Field Descriptions	
Field Name	Description
Facility Type	Official Facility Type in HFIS.
Facility Name	Name of each respective facility.
Facility ID	Identification number of each respective facility.
OpCert #	Operating certificate number of each respective facility.
Operator	Operator of each respective facility.

Learning Objective	Step	Action
<p>How to Select a Facility and Continue</p>	<p>1</p>	<p>Select the radio button next to the facility.</p> <p><small>Submission Type Selection > Facility Search/Selection</small></p> <p>Create New Submission - Facility Search Results</p>  <p><i>Figure 8.1: Sample Create New Submission – Facility Search Result</i></p>
	<p>2</p>	<p>Select the Continue with Selected button.</p> <p>Results: the Create New Application – Application Selection screen appears (Figure 9).</p>

Application Selection

Submission Type Selection > Facility Search/Selection

Create New Submission - Application Selection

INSTRUCTIONS							RESULTS TOOLBOX		
Please review the list of existing projects below and verify whether you would still like to create a new submission.							<input type="button" value="Continue With Selected"/> <input type="button" value="Create New Submission"/>		
166 results found, displaying 1 to 25.							1, 2, 3, 4, 5, 6, 7 [Next/Last] ▲		
#	Project Description	Facility ID	Facility Name	OpCert #	Review Level	Submission Type	Project Status	Project Status Date	County
<input type="radio"/> 10	Enter a Description by the applicant	8888	Z Test Hospital	1092H		Notice - Non-clinical Infrastructure Projects - Roofs	Received	12/19/2011	
<input type="radio"/> 11	Enter a Description by the applicant	8888	Z Test Hospital	1092H		Notice - Non-clinical Infrastructure Projects - Other (Please Define)	Received	12/19/2011	
<input type="radio"/> 111002		8888	Z Test Hospital	1092H		Application - Full Review - Establishment - New Facility or Agency	Told To Contact Area Office	01/13/2011	CATTARAUGUS
<input type="radio"/> 111003		8888	Z Test Hospital	1092H		Application - Full Review - Construction	Received	01/13/2011	ALBANY
<input type="radio"/> 111004		8888	Z Test Hospital	1092H		Application - Full Review - Establishment - Change in Ownership/Merger/Consolidation	Received	01/13/2011	ALBANY
<input type="radio"/> 111005		8888	Z Test Hospital	1092H		Application - Administrative Review	Received	01/13/2011	ALBANY
<input type="radio"/> 111006		8888	Z Test Hospital	1092H		Application - Limited Review - Cardiac Services	Received	01/13/2011	ALBANY

Figure 9: Sample Create New Submission – Application Selection

Create New Submission – Application Selection Field Descriptions	
Field Name	Description
#	Project # for the selected Facility.
Project Description	Project Description for the project.
Facility ID	Facility ID for the selected Facility.
Facility Name	Facility name for the selected Facility.
OpCert #	OpCert # for the selected Facility.
Review Level	Review Level for the project.
Submission Type	Submission Type for the project.
Project Status	Project Status for the project.
Project Status Date	Project Status Date for the project.
County	County for the project.

Learning Objective	Step	Action
How to Create a New Submission	1	Click the Create New Submission button Result: The Create New Submission screen opens up. Note all data required should be available on Schedule 1.

Create New Submission - CON

Submission Type Selection > Facility Search/Selection > Submission Selection
 Fields marked with a dagger (†) are required to proceed with the submission process.

Create New Submission

*Submission Type: Application - Full Review - Establishment - Change in Ownership/Merger/Consolidation with Construction Change

Main Site Information

*Facility Type: Hospital
 *Facility Name: Z Test Hospital
 Facility ID: 10009
 †Street 1: 1 Hospital
 Street 2:
 †City: Albany
 State: NY
 †Zip Code: 12222
 *County: ALBANY Change

Current Operator

†Name: Mercy 3 Albany
 †Street 1: 2215 Burdett AVE
 Street 2:
 †City: Troy
 State: NY
 †Zip Code: 12180
 County: ALBANY

Proposed Operator

Same as Current Operator?

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

Contact Information

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

Alternate Contact Information

†First Name:
 †Last Name:
 †Email:

Project Site Information

Same as Main Site?

†Project Site Name:
 †Street 1:
 Street 2:
 †City:
 †State:
 †Zip Code:
 †County:

†Total Project Cost:

Total Project Cost for Admin and Full Review CONs that involve construction is the figure entered on Schedule 8B, column C, line 10.
 For Limited Review Applications that involve construction and/or equipment purchase, the total project cost is located in Schedule LRA 2, line 8.1.
 For limited review applications that have no costs, please enter zero.

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 10: Sample Create New Submission - CON

Create New Submission - Notice

Submission Type Selection > Facility Search/Selection > Submission Selection
 Fields marked with a dagger (†) are required to proceed with the submission process.

Create New Submission

*Submission Type: Notice - One for One Equipment Replacement - General Service Related Equipment - Burns Care

†Submission ID:

Description:
 A brief description of this submission.

Is this submission for a cited deficiency?

Main Site Information

*Facility Type: Hospital
 *Facility Name: Z Test Hospital
 Facility ID: 8888
 †Street 1: 1 Hospital
 Street 2:
 †City: Albany
 State: NY
 †Zip Code: 12222
 *County: ALBANY

Current Operator

†Name: Mercy 3 Albany
 †Street 1: 2215 Burdett AVE
 Street 2:
 †City: Troy
 State: NY
 †Zip Code: 12180
 County: ALBANY

Contact Information

†Title:
 †First Name:
 †Last Name:
 †Email:
 †Phone:
 Fax:
 †Street 1:
 Street 2:
 †City:
 †State:
 †Zip Code:

Alternate Contact Information

†First Name:
 †Last Name:
 †Email:

Project Site Information

Same as Main Site?

†Project Site Name:
 †Street 1:
 Street 2:
 †City:
 †State:
 †Zip Code:
 †County:

†Total Project Cost:

* 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 11: Sample Create New Submission - Notices

Create New Submission Field Descriptions		
Field Name	Description	
Submission Type	Display of the submission type selected.	
Submission Description	(Notices only) Text box field available for free form entry.	
Is this submission for a cited deficiency?	(Notices only) Check box.	
Main Site Information	Facility Type	Auto filled from HFIS if it exists or can be obtained from Schedule 1 of the application.
	Facility Name	
	Facility ID	
	Street Line 1	
	Street Line 2	
	County	
	City	
	State	
Zip Code		
Current Operator	Name	
	Street Line 1	
	Street Line 2	
	County	
	City	
	State	
	Zip Code	

Create New Submission Field Descriptions		
Field Name	Description	
Contact Information	Title	Information obtained from Schedule 1.
	First Name	
	Last Name	
	Email	
	User ID	
	Phone	
	Fax	
	Street Line 1	
	Street Line 2	
	City	
	State	
	Zip Code	
Alternate Contact	First Name	Optional as a backup for the contact.
	Last Name	
	Email	
Proposed Operator	Operator Name	
	Street Line 1	
	Street Line 2	
	County	
	City	
	State	
Project Site Information	Project Site Name	Information can be obtained from Schedule 1 of the application. If it is the same as the main site select the check box and the information will fill with the main site information.
	Facility ID	
	Street Line 1	
	Street Line 2	
	County	
	City	
	State	
Zip Code		
Total Project Cost	Total Project Cost amount (also known as the Submitted Capital Cost)	

Learning Objective	Step	Action
How to enter information and save a New Submission	1	The Submission Type will auto fill.
	2	Main Site Information will auto fill from HFIS. If one is entering a New Facility enter the Main Site information.
	3	Operator Information will auto fill from HFIS.
	4	Enter the Proposed Operator Information. If applicable, select the same as current operator checkbox
	5	Enter the Contact Information. If available enter Alternate Contact information.
	6	Enter the Project Site Information. If applicable, select the same as main site checkbox.
	7	Enter the Total Project Cost amount (also known as the Submitted Capital Cost).
	8	<p>Select the Save button.</p> <p>Result: General Information page will appear with the information entered is displayed, along with instructions of what to do next.</p>

NOTE: Saving the project can be done with minimal data but the message 'Fields marked with a dagger (†) are required to proceed with the submission process.' and only the General tab will be available until all required fields are entered. – Select Modify button to continue to enter the required data.

The application identifying information has been saved. Complete the data entry process to continue.
 Fields marked with a dagger (†) are required to proceed with the submission process.

General Information

General

Application Number:
 Facility Name: Z Test Hospital
 Project Description:
 Description:
 Submission Type: Application - Limited Review - Health Information Technology
 Project Status: Project Status Date:
 Review Level: Received Date:
 Total Project Cost: Initial Review Date:
 Acknowledgment Date:

Main Site Information
 Facility Name: Z Test Hospital
 Physical Address: 1 Hospital Albany, NY 12222
 Facility ID: 8888
 Facility Type: Hospital
 County: ALBANY
 Region:
 Current Operator: Mercy 3 Albany 2215 Burdett AVE Troy, NY 12180
 Operating Certificate Number: 1092H
 Current Operator County: ALBANY

Contact Information
 Name: Title:
 Email: Address:
 Phone:
 Fax:

Alternate Contact Information
 Name: Email:

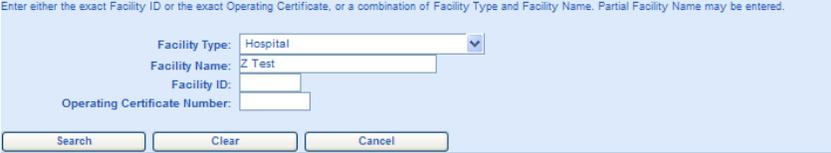
Project Site Information
 Project Site Name:
 Physical Address: County:
 Proposed Operator: Proposed Operator County:

[+ Impact on Operating Certificate](#)

Other
 Withdrawn Date:
 SubBatch1: SubBatch2:
 CON Codes List:

Figure 12: Sample General Information when required data is missing

Learning Objective	Step	Action
<p>How to Modify the Submission Type</p>	<p>1</p>	<p>On the Create/Modify page Select the Change button next to the Submission Type</p> <p>Modify Submission</p>  <p><i>Figure 12.1: Sample Change Submission Type</i></p>
	<p>2</p>	<p>Select Yes to proceed</p> <p>Confirm Change Submission Type</p> <p>Changing the submission type will restart the process and some information that has been entered for this project may be deleted: do you wish to proceed?</p> <p><input type="button" value="Yes"/> <input type="button" value="No"/></p> <p><i>Figure 12.2: Sample Confirm Change Submission Type</i></p>
	<p>3</p>	<p>Restart the Submission Type process.</p> <p>Create New Submission</p>  <p><i>Figure 12.3: Sample Change Create New Submission</i></p>
	<p>4</p>	<p>Continue the process. When the Create New Submission button on the Application Selection page is selected the Create Submission page will display with all of the previously entered data retained except for the newly changed Submission Type.</p>

Learning Objective	Step	Action
<p>How to Modify the Facility</p>	<p>1</p>	<p>On the Create/Modify page Select the Change button next to the Main Site Information.</p>  <p><i>Figure 12.4: Sample Change Facility</i></p>
	<p>2</p>	<p>The Facility Search page is displayed</p>  <p><i>Figure 12.5: Sample Change Facility Search</i></p>
	<p>3</p>	<p>Restart the Facility Search process.</p>

General Information

Projects
My Projects
Query

The submission identifying has been saved. Please select the Executive Summary tab to enter project proposal summary and the Application tab to upload schedules to the system. Your submission will not be sent until you click "Submit".

General Information

General

Executive Summary

Application

Correspondence

Decision

Contingencies

Post Approval

Access

Summary

Application Number:

Facility Name: ABC Hospital

Project Description:

Submission Type: Application - Full Review - Establishment - New Facility or Agency

Project Status: **Project Status Date:**

Review Level: **Received Date:**

Total Project Cost: \$0.00 **Initial Review Date:**

Acknowledgment Date:

Main Site Information

Facility Name: ABC Hospital

Physical Address: 1 Main Street
Suite 202
Albany, NY 12205

County: ALBANY

Current Operator:

Facility ID:

Facility Type: Hospital

Region:

Operating Certificate Number:

Current Operator County:

Contact Information

Name: Rishitha Patlolla **Title:** Mrs

Email: gjt01@health.state.ny.us **Address:** 21 Corning Tower
Albany, NY 12208

User ID: econ03

Phone: (452) 145-6213

Fax:

Alternate Contact Information

Name: Shilpa Meghanathan **Email:** shilpa.meghantha@its.ny.gov

Project Site Information

Project Site Name: ABC Hospital

Physical Address: 1 Main Street
Suite 202
Albany, NY 12205

County: ALBANY

Proposed Operator: Rishitha
1 Main Street
Albany, NY 12205

Proposed Operator County: ALBANY

[+ Impact on Operating Certificate](#)

My NYSE-CON Tool Bar

- Create New Submission
- Change Unit
- [Project Management](#)

Selected Projects

ABC Hospital

Related Projects

(Empty)

Figure 13: Sample General Information Message

General Information Field Descriptions	
Field Name	Description
Application Number	Is only created when the application is submitted.
Facility Name	Facility Name of the selected project.
Project Description	Project description of the selected project.
Description	Project description of the selected project.
Submission Type	Submission Type of the selected project.
Project Status	Current project status of the selected project.
Project Status Date	Last date the project status of the selected project changed.
Review Level	Review Level of the selected project.
Received Date	Received Date of the selected project.
Total Project Cost	Total Project Cost of the selected project.
Initial Review Date	Initial Review Date of the selected project.
Acknowledgment Date	Date the Acknowledgment letter was signed for the selected project.
Main Site Information	
Facility Name	Facility Name of the selected project.
Physical Address	Street line 1, street line 2, city, state and zip code of the physical address of the main site for the selected facility.
Facility ID	Identification number of the selected project.
Facility Type	Type of facility of the selected project.
County	County of the physical address for the facility.
Region	Region of the selected facility.
Current Operator	Operator Name and Address of the selected project.
Operating Certificate Number	Operating certificate number of the selected project.
Current Operator County	County of the physical address for the operator.
Contact Information	
Name	The name of the person who will receive all official correspondence from DOH.
Title	Title of the Contact person.
User ID	HCS user Id displayed only for establishment projects.
Email	Email where official contact from DOH can be sent.
Address	Street line 1, street line 2, city, state and zip code of the contact.
Phone	Phone number where the contact can be reached.

General Information Field Descriptions	
Field Name	Description
Fax	Fax number where the contact can be sent official correspondence from DOH.
Alternate Contact Information	
Name	The name of another person who can also receive all official correspondence from DOH.
Email	Email where official contact from DOH can be sent.
Project Site Information	
Project Site Name	The name of the project site.
Physical Address	Street line 1, street line 2, city, state and zip code of the physical address of the main site for the selected facility.
County	County of the physical address for the project site.
Proposed Operator	Proposed Operator Name and Address of the selected project.
Proposed Operator County	County for the physical location of the Proposed Operator.

Executive Summary

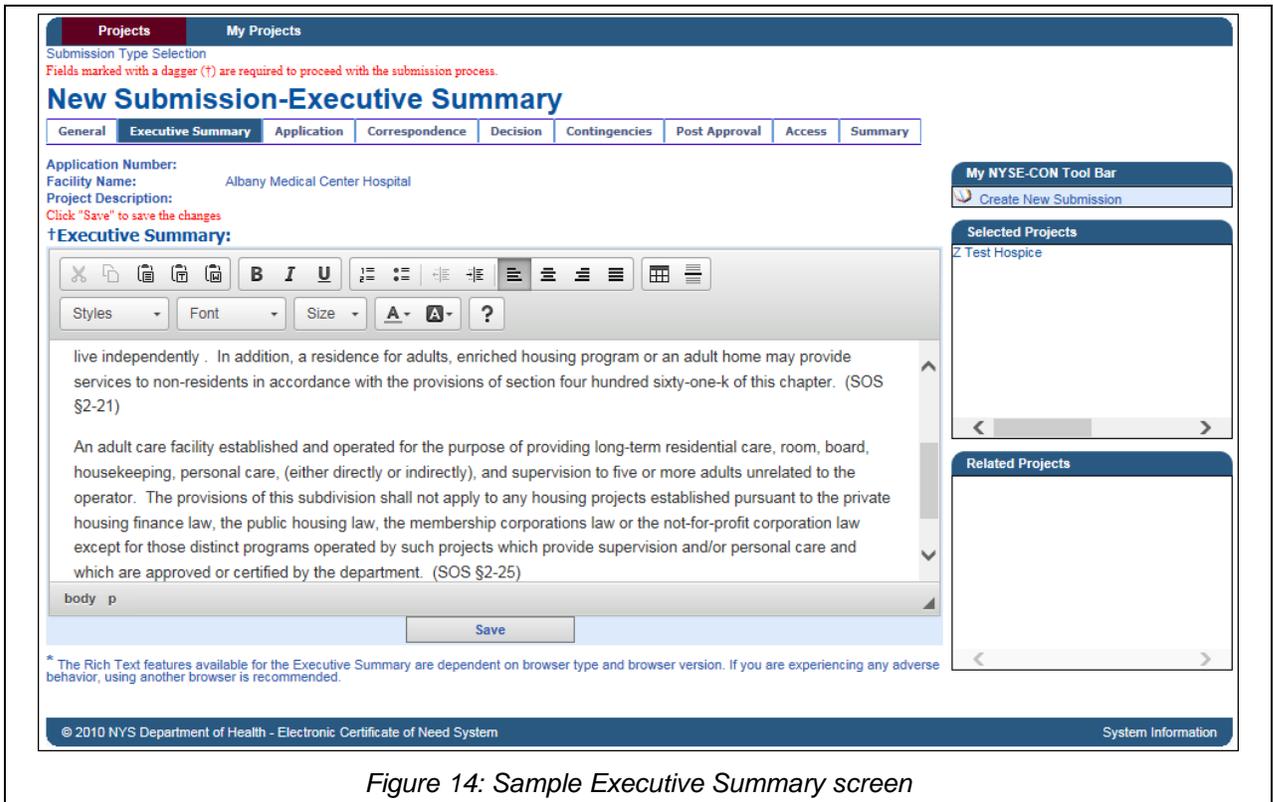
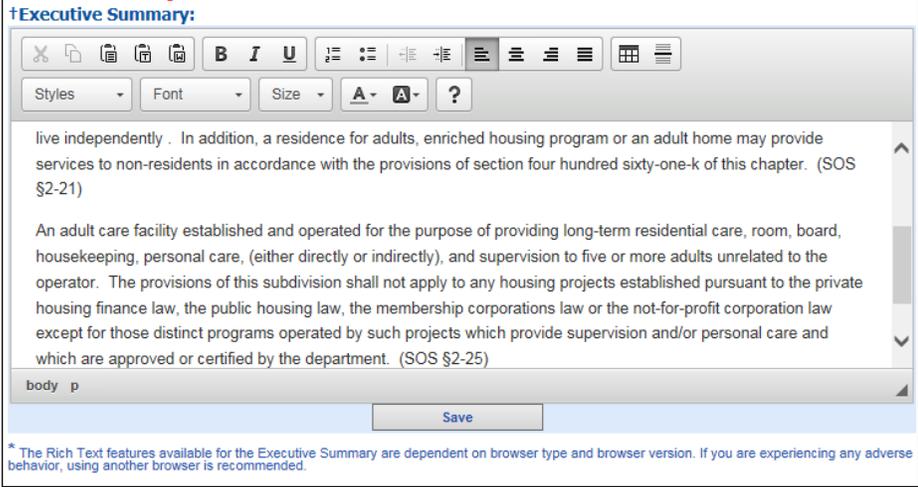
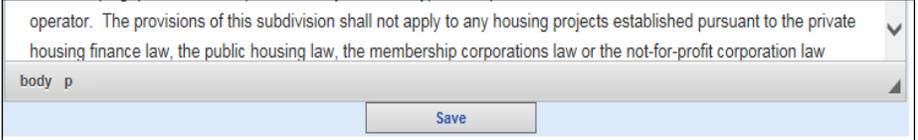


Figure 14: Sample Executive Summary screen

Executive Summary Field Descriptions	
Field Name	Description
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	Overview of the Project Proposal
Save	When selected saves the proposal entered

Learning Objective	Step	Action
<p>How to enter Executive Summary</p>	<p>1</p>	<p>Select the Executive Summary tab.</p>  <p><i>Figure 14.1: Available Tabs</i></p>
	<p>2</p>	<p>Enter overview of the project proposal in the text box.</p>  <p><i>Figure 14.2: Executive Summary text box</i></p>
	<p>3</p>	<p>Select the Save button.</p>  <p><i>Figure 14.3: Save button on Executive Summary tab</i></p>

Rich text Limitations

- When pasting something from word and if the word has an image, image is not copied in to the CKE clipboard
- When copying data from XL to CKE Editor, the table format is not displayed appropriately.
- When trying to Cut/Delete, a security pop up is displayed which prompts the user to select 'allow access' option.
- When modifying the executing summary, system will display 'Modify Executive Summary 'page before loading new rich text editor (this could happen because of IE Delay).
- When 'Marker' style is selected from styles menu, Marker feature is not applied in the clip board.

Modify Executive Summary

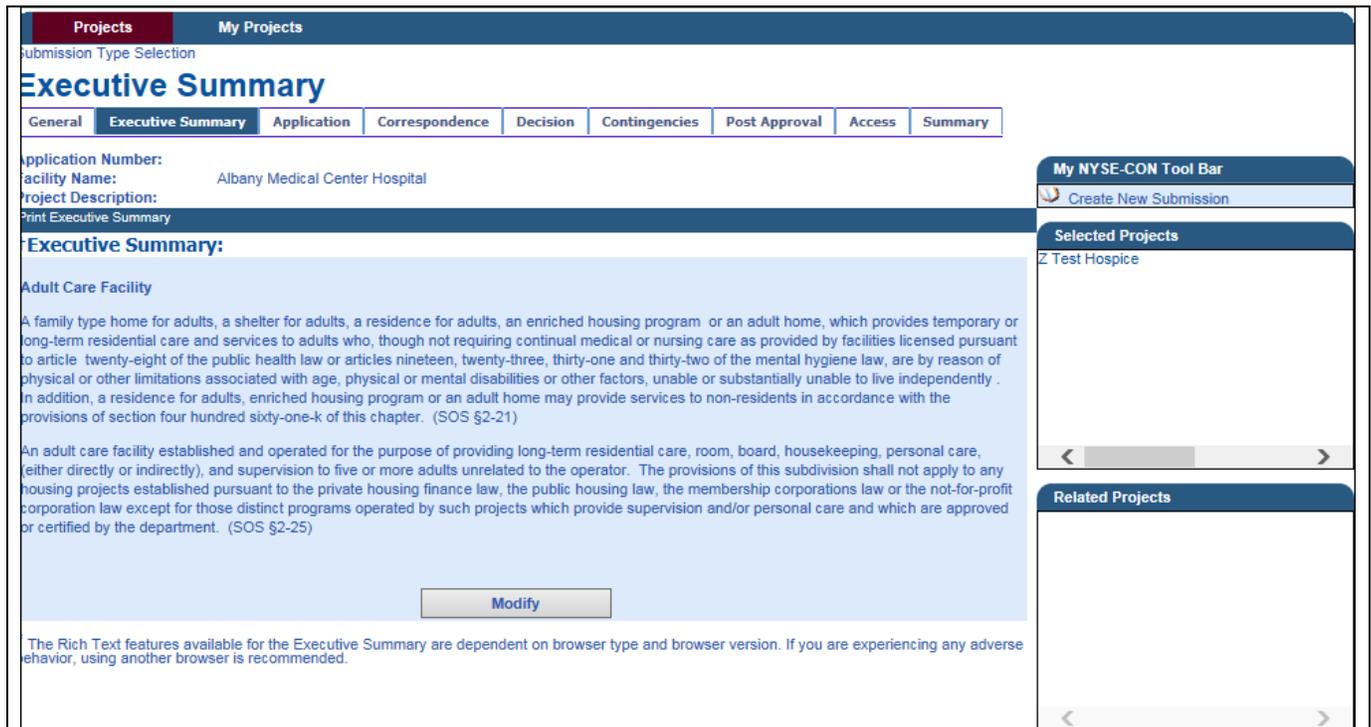
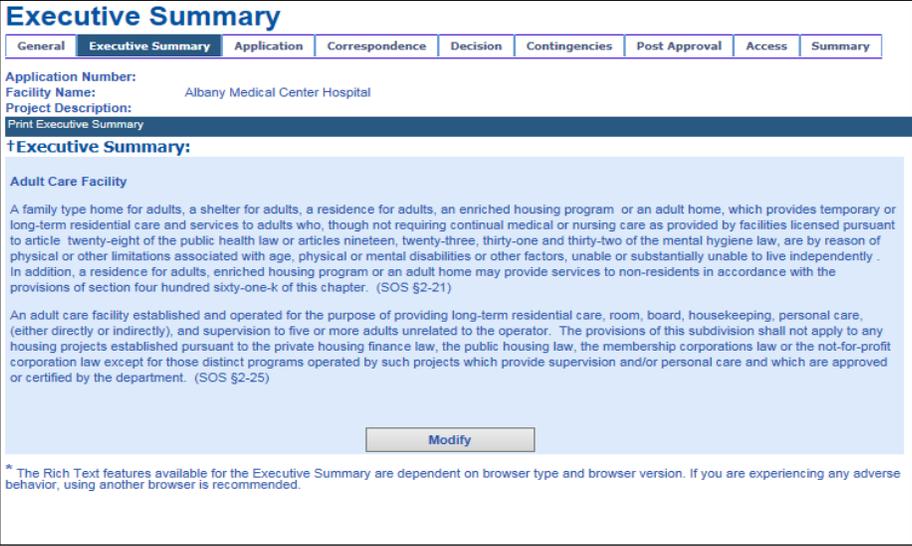
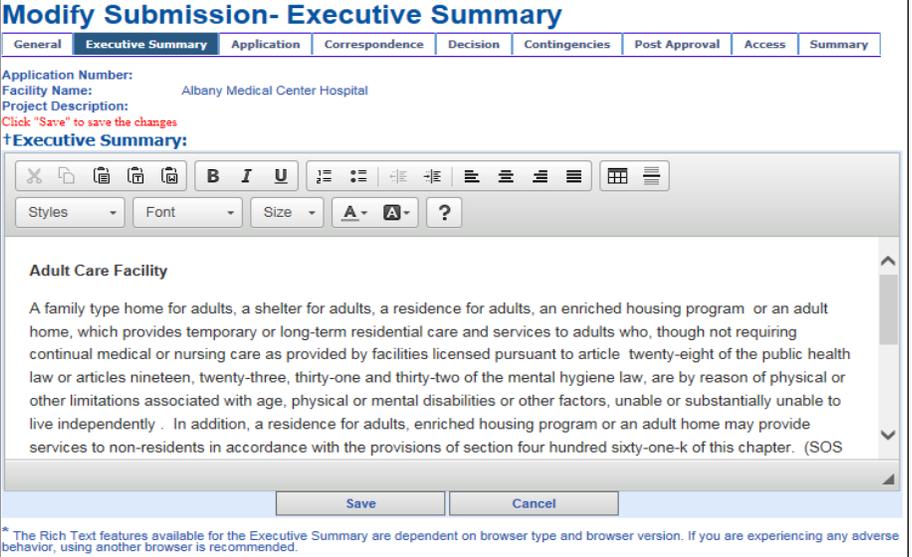


Figure 15: Sample Save Modification screen

Executive Summary Field Descriptions	
Field Name	Description
Style	Drop down list of all available styles
Font	Drop down list of all available fonts
Size	Drop down list of all available sizes
Executive Summary	Overview of the Project Proposal
Save	When selected saves the description entered
Cancel	When selected the modifications will be cancelled

Learning Objective	Step	Action
<p>How to modify the Executive Summary for a submitted project</p>	<p>1</p>	<p>Select the Executive Summary tab.</p>
	<p>2</p>	<p>Select Modify button below the text box.</p>  <p style="text-align: center;"><i>Figure 15.1: Modification screen after submitting</i></p>
	<p>3</p>	<p>Edit the summary.</p>  <p style="text-align: center;"><i>Figure 15.2: Screen with Save button</i></p>
<p>4</p>	<p>Select the Save button.</p>	

Application

Select the Application tab to attach the application documents to the project. The system will display a list of the required schedules and/or documents that are required to submit the project to DOH.

Figure 16: Sample Application screen

Application Field Descriptions

Field Name	Description
Document Type	Drop down list of all schedules and required documents.
Filename	The file name of the document.
Description	Description entered when added.
Document	Link to the actual document. When the link is selected the document will open.
Date	The Date the file was loaded in to the project.

Learning Objective	Step	Action
How to Add Documents to the Project	1	Select the Application tab. Result: Application page will appear it will display a message listing any required documents.
	2	Select Add New Application Document button.

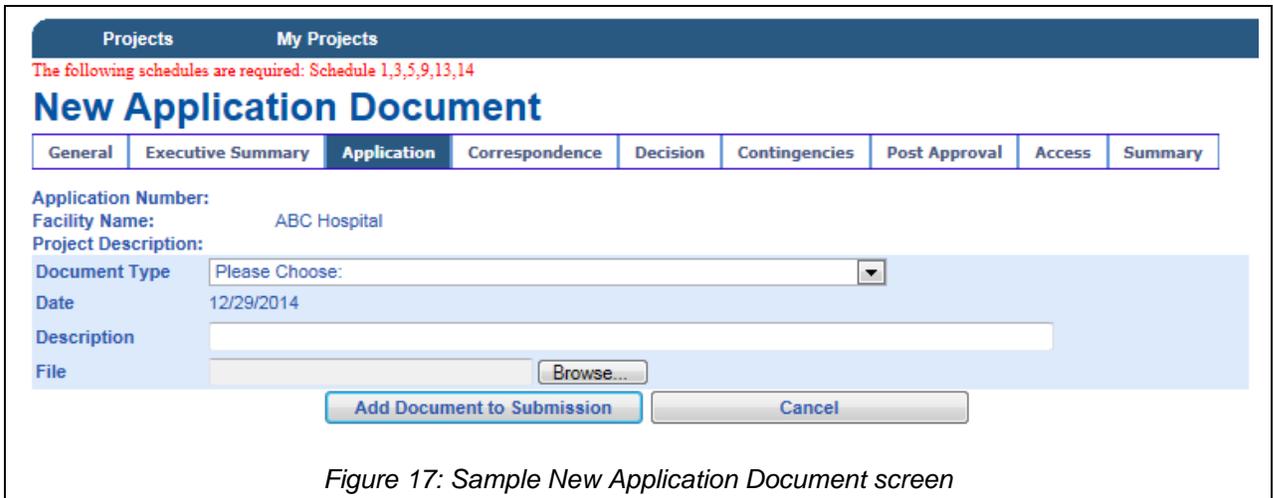


Figure 17: Sample New Application Document screen

New Application Document Field Descriptions	
Field Name	Description
Document Type	Drop down list of all schedules and required documents.
Date	Auto filled with today's date.
Description	Entered information is displayed when the document is viewed.
File	Select Browse to find the file or enter the exact directory structure and file name where the system can find the file to add to the project.

Learning Objective	Step	Action

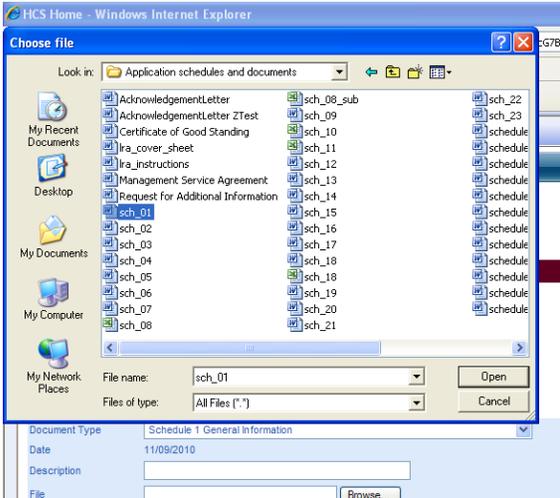
<p>How to Upload New Application Document to the Project</p>	1	<p>Select the Document Type Dropdown. Each schedule is listed along with other required documents.</p>
	2	<p>Enter a description.</p>
	3	<p>Select the Browse button. Note depending on one’s browser one will see different windows. Select the file that matches the Document Type selected.</p>
		
	4	<p>Select the document and then the Open button.</p>
5	<p>Select Add Document to Application button.</p>	

Figure 17.1: Sample Browse window

Learning Objective	Step	Action
How to Update an Application Document	1	Select the Application tab. Result: Application page contain all Application documents and any item added through the correspondence tab.
	2	Select Update button next to the document one wants to update. (Figure 17)
	3	On the Update Application Document page (Figure 19) Enter a description.
	4	Select the Browse button. Note depending on one's browser one see different windows – locate the file one wants to add.
	5	Select Update Document button.

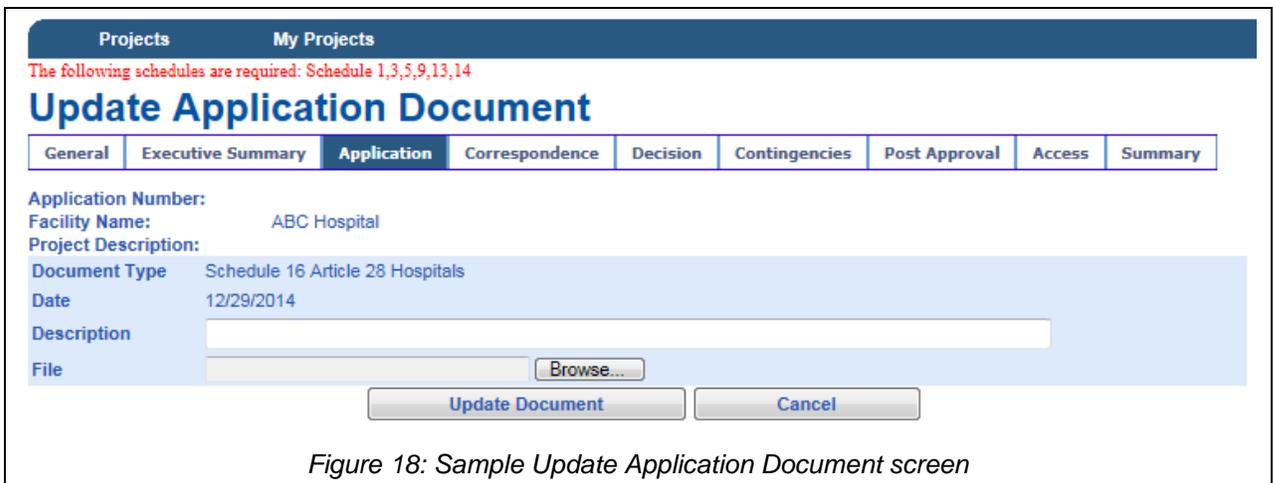


Figure 18: Sample Update Application Document screen

Update Application Document Field Descriptions	
Field Name	Description
Document Type	Auto Filled with the document type
Date	Auto filled with today's date
Description	Entered information is displayed when the document is
File	Exact directory structure and file name where the system can find the file to add to the project.

Learning Objective	Step	Action
<p>How to Delete a Document for an un-submitted Project</p>	1	<p>Select the Application tab.</p>
	2	<p>Select Delete button next to the document one wants to delete. (Figure 17)</p>
	3	<p>The Confirm Deletion page displays</p>  <p style="text-align: center;"><i>Figure 18.1: Sample Confirm Deletion screen</i></p>
3	<p>Select the Yes button.</p>	

Modify Submission

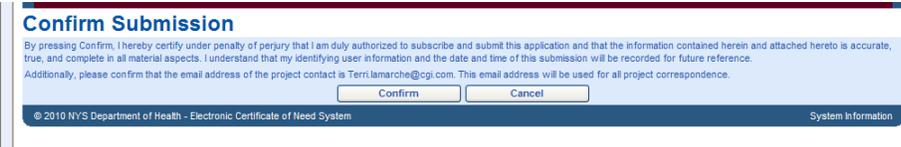
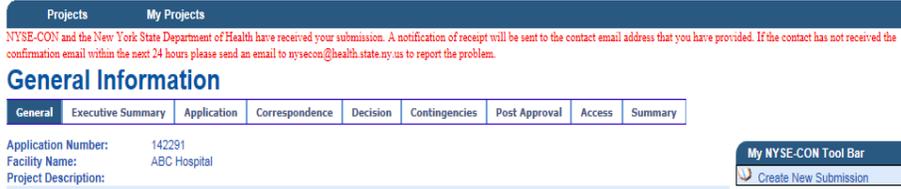
The Modify button is available until the application is submitted. Once submitted there can be no further changes made.

Modify Submission Field Descriptions		
Field Name	Description	
Submission Type	Display of the submission type selected.	
Submission Description	(Notices only) Text box field available for free form entry.	
Is this submission for a cited deficiency?	(Notices only) Check box.	
Main Site Information	Facility Type	Auto filled from HFIS if it exists or can be obtained from Schedule 1 of the application.
	Facility Name	
	Facility ID	
	Street Line 1	
	Street Line 2	
	County	
	City	
	State	
Zip Code		
Current Operator	Operator Name	
	Street Line 1	
	Street Line 2	
	County	
	City	
	State	
	Zip Code	

Contact Information	Title	Information obtained from Schedule 1.	
	First Name		
	Last Name		
	Email		
	User ID		
	Phone		
	Fax		
	Street Line 1		
	Street Line 2		
	City		
	State		
	Zip Code		
Alternate Contact	First Name	Optional as a backup for the contact.	
	Last Name		
	Email		
Proposed Operator	Operator Name		
	Street Line 1		
	Street Line 2		
	County		
	City		
	State		
	Zip Code		
Project Site Information	Project Site Name	Information can be obtained from Schedule 1 of the application. If it is the same as the main site select the check box and the information will fill with the main site information.	
	Facility ID		
	Street Line 1		
	Street Line 2		
	County		
	City		
	State		
	Zip Code		
Total Project Cost	Total Project Cost amount (also known as the Submitted Capital Cost)		

Submit Submission

The Submit button is available on the General Information page. It can be selected at any time. If all required documents have been added to the application the confirmation page will be displayed.

Learning Objective	Step	Action
<p>How to Submit an Application to DOH</p>	<p>1</p>	<p>Select the General Information tab.</p>
	<p>2</p>	<p>Select the Submit button.</p> <p>Note only when all required application documents have been added to the project will one be allowed to proceed.</p> <p>Result: The Confirmation screen appears</p>  <p style="text-align: center;"><i>Figure 18.2: Sample Application Submitted screen</i></p>
	<p>3</p>	<p>Select the Confirm button.</p>  <p style="text-align: center;"><i>Figure 18.3: Sample Application Submitted screen</i></p>