
NEW YORK STATE DEPARTMENT OF HEALTH

NEW YORK STATE ELECTRONIC CERTIFICATE OF NEED APPLICANT TRAINING GUIDE PUBLIC AUTHENTICATED PORTAL

SITES

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NYSE-CON Applicant Training - Sites

Contents

About the Sites Tab	1
About the Site Proposal Summary	1
About Services and Beds	1
Services.....	1
Beds	1
Adding a Site to a Project	2
Add the Main Site of a New Facility/Agency	2
Add a New Site to a Project.....	7
Add an Existing Site to a Project.....	12
Add or Remove Services	14
Add or Remove Beds.....	16
Change the Name or Location of the Site (Relocation).....	19
Modify a Project Site	21
Modify the Site Proposal Summary.....	21
After Submitting.....	22
Modify the Site Name or Address	23
After Submitting.....	25
Modify Services	25
After Submitting.....	28
Modify Beds	29
After Submitting.....	32
Remove a Project Site.....	33
Before Submitting	33
After Submitting.....	34
Reports	34
All Sites Report	34
Site Report.....	35
Site Services Report	35
Site Beds Report.....	35

NYSE-CON Applicant Training - Sites

About the Sites Tab

The new Sites tab replaces the beds and services tables on Certificate of Need (CON) schedules. This allows the applicant to provide detailed information, such as a request to change service delivery, for multiple sites in a single application.

A project site is required for all new Full Review CONs excluding Change in Ownership *without* Construction. Projects submitted *prior* to the availability of the Sites tab will display the project site on record. The site cannot be modified nor can additional sites be added via the Sites tab on these projects.

These instructions do not pertain to applications for Licensed Home Care Services Agencies (LHCSA) or Transfer of Ownership Interest notices.

Facility types that may be added to a project as a project site include Certified Home Health Agencies (CHHA), Diagnostic and Treatment Centers (D&TC), Hospices, Hospitals, Long Term Home Health Care Programs (LTHHCP), and Residential Health Care Facilities (RHCF).

About the Site Proposal Summary

Each project site has its own proposal summary. This summary is meant to be much more brief and concise than the Executive Summary and only describes the proposed changes at the site. For example, if the purpose of the project is to add a service to the site's operating certificate and perform renovations at the site, an appropriate summary would be "Certify Medical Services - Other Medical Specialties and perform renovations to create a diagnostic imaging suite."

Unlike the Executive Summary, site proposal summaries are not visible to the general public.

About Services and Beds

Services

All the above facility types provide services. Certain types of facilities are assigned Baseline Services which they are required to provide. Facilities with baseline services may provide additional services if they wish. Facilities that do not have baseline services must provide a minimum of one service.

Facility types that have baseline services include CHHAs, hospices, LTHHCPs, and RHCfs.

Beds

The following facility types may have beds: hospices, hospitals, and RHCfs. Examples of these types of facilities that *do not* have beds include off-campus emergency departments and hospital extension clinics (hospital type), and off-site adult day health care programs (ADHCP) (RHCF type).

Please refer to the table below for the types of facilities that have services, baseline services, or beds.

Facility Type	Services	Baseline Services	Beds
Certified Home Health Agency (CHHA)	✓	✓	
Diagnostic and Treatment Center (D&TC)	✓		
Hospice	*	✓	✓
Hospital	✓		✓
Long Term Home Health Care Program (LTHHCP)	✓	✓	
Residential Health Care Facility (RHCF)	✓	✓	✓

* Instead of selecting services, hospices indicate how each service is delivered, directly or by contract.

NYSE-CON Applicant Training - Sites

Adding a Site to a Project

In this chapter, you will learn how to:

- Add the main site of a new facility/agency
- Add a new site to a project
- Add an existing site to a project
- Add or remove services for a site
- Add or remove beds for a site

Add the Main Site of a New Facility/Agency

The following instructions are for adding the *main site* of a new facility/agency.

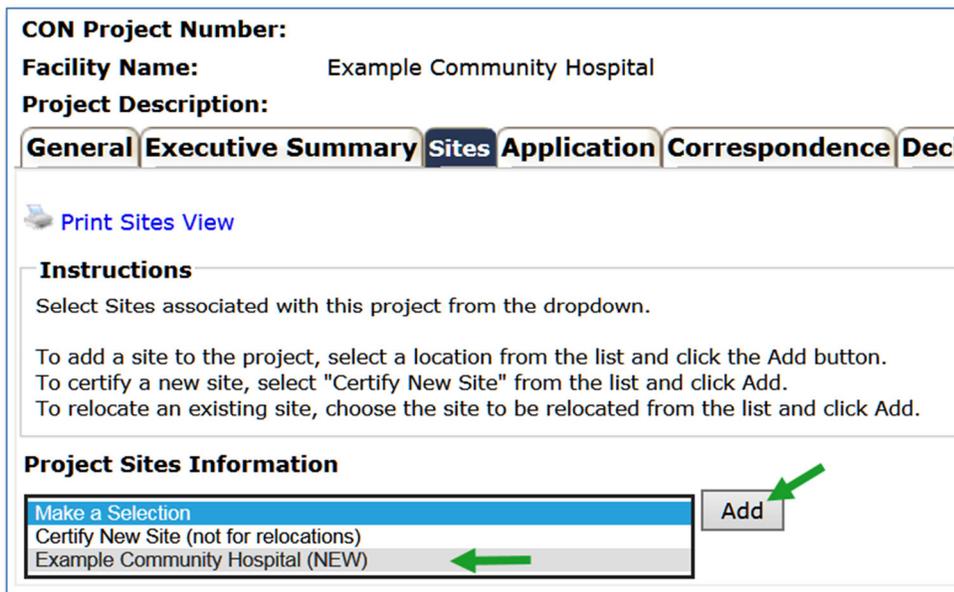
1. Click on the Sites tab to view the Project Sites Information screen.



CON Project Number:
Facility Name: Example Community Hospital
Project Description:
General Executive Summary **Sites** Application Correspondence Decision Contingencies >>

A green arrow points to the 'Sites' tab in the navigation bar.

2. From the drop-down list, select the *main site* that you entered when you began your submission and click the Add button.



CON Project Number:
Facility Name: Example Community Hospital
Project Description:
General Executive Summary **Sites** Application Correspondence Deci

[Print Sites View](#)

Instructions
Select Sites associated with this project from the dropdown.
To add a site to the project, select a location from the list and click the Add button.
To certify a new site, select "Certify New Site" from the list and click Add.
To relocate an existing site, choose the site to be relocated from the list and click Add.

Project Sites Information

Make a Selection	Add
Certify New Site (not for relocations)	
Example Community Hospital (NEW)	

A green arrow points to the 'Add' button, and another green arrow points to the 'Example Community Hospital (NEW)' option in the drop-down list.

NYSE-CON Applicant Training - Sites

- The Site Information screen will be displayed. The name and address of the main site are automatically populated with the information entered on the General Tab.

General Executive Summary Sites Application

Status:
Status Date:
Review Level:
County:
Region:

Total Project Cost: \$40,000,000.00

Main Site Information

Facility Name: Example Community Hospital
Physical Address: 123 Main Street
Anytown, NY 12208
County: ALBANY

General Executive Summary Sites Application Correspondence

Instructions
This site will NOT be saved until you have entered ALL of the site information.
Click Continue to enter services for this location. Click Cancel to return to the Project Sites screen without saving.

Certify New Site

Facility ID: NEW
Site Type: Hospital
*Site Name: Example Community Hospital
*Street 1: 123 Main Street
Street 2:
*City: Anytown
State: NY
*ZipCode: 12208
*County: ALBANY

- Any changes to the name or address of the main site will automatically update the information displayed on the General Tab.

Note: The following steps *must* be completed to save the site to your project.

- In the Site Proposal Summary field, enter a brief description of the proposal for this site. e.g. "Establish and construct a new hospital."
- Click the Continue button to proceed to the Add Services screen.

General Executive Summary Sites Application Correspondence Decision Contingencies >>

Instructions
This site will NOT be saved until you have entered ALL of the site information including Services and Beds.
Click Continue to enter services for this location. Click Cancel to return to the Project Sites screen without saving.

Certify New Site

Facility ID: NEW
Site Type: Hospital
*Site Name: Example Community Hospital
*Street 1: 123 Main Street
Street 2:
*City: Anytown
State: NY
*ZipCode: 12208
*County: ALBANY

Instructions
In the space below, enter a brief description of the changes to be made at this site.
(Maximum of 1,000 characters.)

*Site Proposal Summary:
Establish and construct a new community hospital.

Continue Cancel

NYSE-CON Applicant Training - Sites

7. Select the services that you want to add to the site by checking the corresponding checkbox or entering a numeric value between 1 and 9999 in the Add column.

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

Instructions
 In the table below, select the services you wish to add at this site and click Save. For service types with units, enter the number of units to add. The Proposed column will be automatically calculated after you have confirmed your changes.
 Click Continue to enter beds for this location. Click Cancel to return to the previous screen without saving.

Services Information

Category	Current	Add	Remove	Proposed
Ambulatory Surgery - Multi Speciality		<input checked="" type="checkbox"/>		
Ambulatory Surgery - Single Speciality		<input type="checkbox"/>		
Ambulatory Surgery - Single Speciality - Gastroenterology		<input type="checkbox"/>		
Lithotripsy		<input type="checkbox"/>		
Lithotripsy O/P		<input type="checkbox"/>		
Medical Services - Other Medical Specialties		<input checked="" type="checkbox"/>		
Medical Services - Primary Care		<input checked="" type="checkbox"/>		
Methadone Maintenance O/P		<input type="checkbox"/>		
Radiology-Therapeutic		<input type="checkbox"/>		
Radiology-Therapeutic O/P		<input type="checkbox"/>		
Renal Dialysis - Acute		<input type="checkbox"/>		
Renal Dialysis - Chronic O/P		<input type="text" value="15"/>		
Swing Bed Program		<input type="text"/>		
Transplant - Heart - Adult		<input type="checkbox"/>		
Transplant - Heart - Pediatric		<input type="checkbox"/>		
Transplant - Kidney		<input type="checkbox"/>		
Transplant - Liver		<input type="checkbox"/>		
Traumatic Brain Injury Program		<input type="checkbox"/>		

- a. If the site will only have baseline services, check the box labeled “Baseline services only”. Please see “About Services and Beds” on page 1 for more information.

BASELINE SERVICES

Audiology	Dental	Health Education
Medical Social Services	Medical Supplies Equipment and Appliances	Nursing
Nutritional	Optometry	Pharmaceutical Service
Physician Services		

Services Information **Check this box if this location has Baseline Services Only**

Category	Current	Add	Remove	Proposed
----------	---------	-----	--------	----------

NYSE-CON Applicant Training - Sites

Note: Hospices do not make any selections on the Add Services screen. Hospice applicants should complete Schedule 22 and upload it to the Application tab.

Site Information

Facility ID: NEW
Site Type: Hospice
Site Name: Example Hospice
Physical Address: 123 Main Street, Anytown, NY 12309
County: SCHENECTADY

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

Instructions

Please complete and upload Schedule 22 to indicate how each service below will be delivered, directly or by contract.

Click Continue to enter beds for this location. Click Cancel to return to the previous screen without saving.

BASILINE SERVICES

Audiology	Bereavement	Clinical Laboratory Service
Home Health Aide	Homemaker	Housekeeper
Inpatient Certified	Medical Social Services	Medical Supplies Equipment and Appliances
Nursing	Nutritional	Pastoral Care
Personal Care	Pharmaceutical Service	Physician Services
Psychology	Therapy - Occupational O/P	Therapy - Physical O/P
Therapy - Respiratory	Therapy - Speech Language Pathology O/P	

 **Continue** **Cancel**

- If the site is a type that can have beds, click the Continue button to proceed to the Add Beds screen. Otherwise skip to step 10 of this section. You may click Cancel to return to the previous screen without saving your changes.
- If the Add Beds screen is displayed, enter a numeric value between 1 and 9999 in the Add column for each type of bed you want to add to the site.

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

Instructions

In the table below, enter the number of beds you wish to add at this site and click Save. The Proposed column will be automatically calculated after you have confirmed your changes.

Click "Save" to save your changes. Click "Cancel" to return to the previous screen without saving.

Beds Information Check this box if this location does not have beds

Category	Current	Add	Remove	Proposed
AIDS		<input type="text"/>		
Bone Marrow Transplant		<input type="text"/>		
Burns Care		<input type="text"/>		
Chemical Dependence - Rehabilitation		<input type="text"/>		
Chemical Dependence - Detoxification		<input type="text"/>		
Coma Recovery		<input type="text"/>		
Coronary Care		<input type="text"/>		
Intensive Care		<input type="text" value="10"/>		
Maternity		<input type="text" value="25"/>		
Medical / Surgical		<input type="text" value="100"/>		
Neonatal Continuing Care		<input type="text"/>		
Neonatal Intensive Care		<input type="text"/>		
Neonatal Intermediate Care		<input type="text"/>		
Pediatric		<input type="text" value="10"/>		
Pediatric ICU		<input type="text"/>		
Traumatic Brain Injury		<input type="text"/>		
Total				

 **Save** **Cancel**

NYSE-CON Applicant Training - Sites

- a. If the site will not have beds, check the box labeled “This location does not have beds”. Please see “About Services and Beds” on page 1 for more information.

Beds Information **Check this box if this location does not have beds**

Category	Current	Add
----------	---------	-----

10. Click the Save button to proceed to the Confirm New Site Information screen.

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

Instructions
Click Confirm to save your changes. Click Cancel to return to the previous screen without saving.

New Location

Facility ID: NEW
Site Type: Hospital
Site Name: Example Community Hospital
Physical Address: 123 Main Street, Anytown, NY 12208
County: ALBANY
Site Proposal Summary: Establish and construct a new community hospital.

Services Information	
Service Category	Proposed Change
Ambulatory Surgery - Multi Speciality	Add
Medical Services - Other Medical Specialties	Add
Medical Services - Primary Care	Add
Renal Dialysis - Chronic O/P	Add 15

Beds Information	
Bed Category	Proposed Change
Intensive Care	Add 10
Maternity	Add 25
Medical / Surgical	Add 100
Pediatric	Add 10

 **Confirm** **Cancel**

11. Review the information you have entered. If everything is correct, click the Confirm button. You may click Cancel to return to the previous screen without saving your changes.

NYSE-CON Applicant Training - Sites

- Once you click Confirm, the main site will be saved and displayed on the Project Sites Information screen.

Create New Submission - Sites

CON Project Number:
Facility Name: Example Community Hospital
Project Description:

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

[Print Sites View](#)

Instructions
Select Sites associated with this project from the dropdown.
To add a site to the project, select a location from the list and click the Add button.
To certify a new site, select "Certify New Site" from the list and click Add.
To relocate an existing site, choose the site to be relocated from the list and click Add.

Project Sites Information
Make a Selection

Facility ID: NEW
Site Type: Hospital
Site Name: Example Community Hospital
Physical Address: 123 Main Street, Anytown, NY 12208
County: ALBANY

Instructions
In the space below, enter a brief description of the changes to be made at this site.
(Maximum of 1,000 characters.)

***Site Proposal Summary:**
Establish and construct a new community hospital.

To add an *additional* site to a new facility or agency, please see *Add a New Site to a Project* below.

Add a New Site to a Project

The following instructions are to add an *additional* site to a project. You may only add an additional site for the following facility types: D&TC, Hospice, Hospital, and RHCF.

- From the drop-down list, select "Certify New Site" and click the Add button.

General **Executive Summary** **Sites** **Application** **Correspon**

[Print Sites View](#)

Instructions
Select Sites associated with this project from the dropdown.
To add a site to the project, select a location from the list and click the Add
To certify a new site, select "Certify New Site" from the list and click Add.
To relocate an existing site, choose the site to be relocated from the list and

Project Sites Information
Make a Selection
Certify New Site (not for relocations)

NYSE-CON Applicant Training - Sites

2. The Certify New Site screen will be displayed.

Note: The following steps must be completed to save the site to your project.

3. Enter the site name and address in the fields provided. *Note:* fields marked with an asterisk (*) are required.

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

Instructions
This site will NOT be saved until you have entered ALL of the site information including Services and Beds.
Click Continue to enter services for this location. Click Cancel to return to the Project Sites screen without saving.

Certify New Site

Facility ID: NEW

***Site Name:** Example Hospital Extension Clinic

***Street 1:** 123 Main Street

Street 2:

***City:** Anytown

State: NY

***ZipCode:** 12309

***County:** SCHENECTADY ▾

Instructions
In the space below, enter a brief description of the changes to be made at this site.
(Maximum of 1,000 characters.)

***Site Proposal Summary:**
Certify an extension clinic

Continue Cancel

4. In the Site Proposal Summary field, enter a brief description of the proposal for this site. e.g. "Certify a new extension clinic to provide primary care services."

5. Click the Continue button to proceed to the Add Services screen. You may click Cancel to return to the Project Sites Information screen without saving the site.

NYSE-CON Applicant Training - Sites

Note: Hospices do not make any selections on the Add Services screen. Hospice applicants should complete Schedule 22 and upload it to the Application tab.

Site Information

Facility ID: NEW
 Site Type: Hospice
 Site Name: Example Hospice
 Physical Address: 123 Main Street, Anytown, NY 12309
 County: SCHENECTADY

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

Instructions
 Please complete and upload Schedule 22 to indicate how each service below will be delivered, directly or by contract.
 Click Continue to enter beds for this location. Click Cancel to return to the previous screen without saving.

BASELINE SERVICES

Audiology	Bereavement	Clinical Laboratory Service
Home Health Aide	Homemaker	Housekeeper
Inpatient Certified	Medical Social Services	Medical Supplies Equipment and Appliances
Nursing	Nutritional	Pastoral Care
Personal Care	Pharmaceutical Service	Physician Services
Psychology	Therapy - Occupational O/P	Therapy - Physical O/P
Therapy - Respiratory	Therapy - Speech Language Pathology O/P	

Continue Cancel

- If the site is a type that can have beds, click the Continue button to proceed to the Add Beds screen. Otherwise skip to step 9 of this section. You may click Cancel to return to the previous screen without saving your changes.
- If the Add Beds screen is displayed, enter a numeric value between 1 and 9999 in the Add column for each type of bed you want to add to the site.

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

Instructions
 In the table below, enter the number of beds you wish to add at this site and click Save. The Proposed column will be automatically calculated after you have confirmed your changes.
 Click "Save" to save your changes. Click "Cancel" to return to the previous screen without saving.

Beds Information Check this box if this location does not have beds

Category	Current	Add	Remove	Proposed
AIDS		10		
Bone Marrow Transplant				
Burns Care				
Chemical Dependence - Rehabilitation		10		
Chemical Dependence - Detoxification		10		
Coma Recovery				
Coronary Care				
Transitional Care				
Traumatic Brain Injury				
Total				

Save Cancel

- If the site will not have beds, check the box labeled "This location does not have beds". Please see "About Services and Beds" on page 1 for more information.

Beds Information Check this box if this location does not have beds

Category	Current	Add
----------	---------	-----

- Click the Save button to proceed to the Confirm New Site Information screen.

NYSE-CON Applicant Training - Sites

10. Review the information you have entered. If everything is correct, click the Confirm button. You may click Cancel to return to the previous screen without saving your changes.

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

Instructions
Click Confirm to save your changes. Click Cancel to return to the previous screen without saving.

New Location

Facility ID: NEW
Site Name: Example Hospital Extension Clinic
Physical Address: 123 Main Street, Anytown, NY 12309
County: SCHENECTADY
Site Proposal Summary: Certify an extension clinic

Services Information	
Service Category	Proposed Change
Medical Services - Other Medical Specialties	Add
Medical Services - Primary Care	Add

Beds Information	
Bed Category	Proposed Change
No beds at this location	

11. Once you click Confirm, the new site will be saved and displayed on the Project Sites Information screen.

Project Sites Information

Make a Selection

Facility ID: NEW
Site Type: Hospital
Site Name: Example Community Hospital
Physical Address: 123 Main Street, Anytown, NY 12208
County: ALBANY

Instructions
In the space below, enter a brief description of the changes to be made at this site. (Maximum of 1,000 characters.)

***Site Proposal Summary:**

Facility ID: NEW
Site Type: To Be Assigned
Site Name: Example Hospital Extension Clinic
Physical Address: 123 Main Street, Anytown, NY 12309
County: SCHENECTADY

Instructions
In the space below, enter a brief description of the changes to be made at this site. (Maximum of 1,000 characters.)

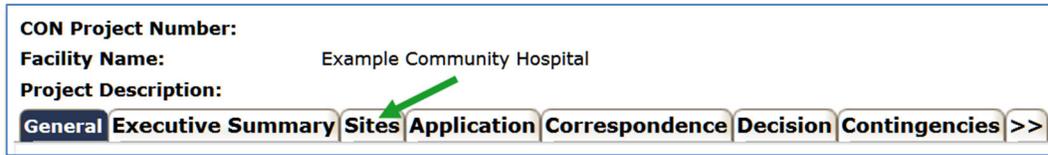
***Site Proposal Summary:**

NYSE-CON Applicant Training - Sites

Add an Existing Site to a Project

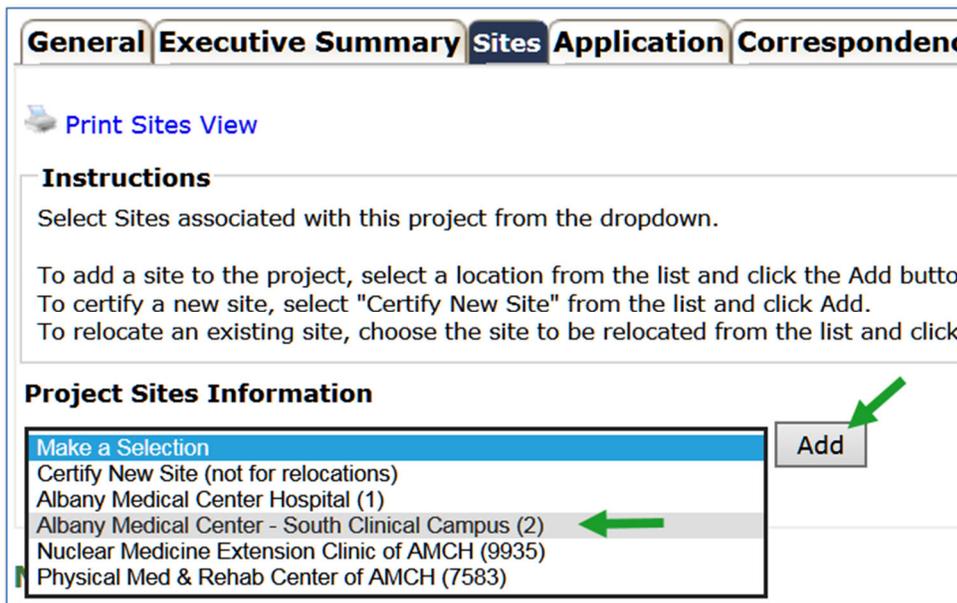
The following instructions are for adding an existing site to a project to perform renovations, request changes in beds/services, and/or relocate the site. This section only applies to Full Review CONs for Change in Ownership *with* Construction.

1. Click on the Sites tab to view the Project Sites Information screen.



CON Project Number:
Facility Name: Example Community Hospital
Project Description:
General Executive Summary **Sites** Application Correspondence Decision Contingencies >>

2. From the drop-down list, select the site you want to add and click the Add button. Existing sites are listed in the following order: the main site followed by any extension clinics in alphabetical order with facility IDs in parentheses. School-based clinics are excluded. **Note:** If the main site is a hospital division, the list will contain all extension clinics of all divisions of the hospital.



General Executive Summary **Sites** Application Correspondence

 [Print Sites View](#)

Instructions
Select Sites associated with this project from the dropdown.
To add a site to the project, select a location from the list and click the Add button.
To certify a new site, select "Certify New Site" from the list and click Add.
To relocate an existing site, choose the site to be relocated from the list and click Add.

Project Sites Information

Make a Selection	Add
Certify New Site (not for relocations)	
Albany Medical Center Hospital (1)	
Albany Medical Center - South Clinical Campus (2)	
Nuclear Medicine Extension Clinic of AMCH (9935)	
Physical Med & Rehab Center of AMCH (7583)	

3. The Site Information screen will be displayed.

NYSE-CON Applicant Training - Sites

- In the Site Proposal Summary field, enter a brief description of the proposal for this site. e.g. "Perform renovations and add beds."

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

Instructions
Click Continue to add this site to the project. Click Cancel to return to the Project Sites screen without saving.

Site Information

Facility ID: 2
Site Type: Hospital
Site Name: Albany Medical Center - South Clinical Campus
Physical Address: 25 Hackett Blvd, Albany, NY 12208
County: ALBANY

Instructions
In the space below, enter a brief description of the changes to be made at this site.
(Maximum of 1,000 characters.)

***Site Proposal Summary:**
Perform renovations to expand the Maternity unit and add 10 new Maternity beds

- Click the Continue button to save the site to the Project Sites Information screen.

Create New Submission - Sites

CON Project Number:

Facility Name: Albany Medical Center Hospital

Project Description:

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

[Print Sites View](#)

Instructions
Select Sites associated with this project from the dropdown.
To add a site to the project, select a location from the list and click the Add button.
To certify a new site, select "Certify New Site" from the list and click Add.
To relocate an existing site, choose the site to be relocated from the list and click Add.

Project Sites Information
Make a Selection

Facility ID: 2
Site Type: Hospital
Site Name: Albany Medical Center - South Clinical Campus
Physical Address: 25 Hackett Blvd, Albany, NY 12208
County: ALBANY

Instructions
In the space below, enter a brief description of the changes to be made at this site.
(Maximum of 1,000 characters.)

***Site Proposal Summary:**
Perform renovations to expand the Maternity unit and add 10 new Maternity beds

NYSE-CON Applicant Training - Sites

- If the proposal for this site includes a change in *services*, complete steps 6 through 15.
- If the proposal for this site includes a change in *beds*, complete steps 16 through 25.
- If the proposal for this site includes *relocating* the facility, complete steps 26 through 32.

Add or Remove Services

6. Click the Services button.

Facility ID: 2
Site Type: Hospital
Site Name: Albany Medical Center - South Clinical Campus
Physical Address: 25 Hackett Blvd, Albany, NY 12208
County: ALBANY

Instructions
 In the space below, enter a brief description of the changes to be made at this site.
 (Maximum of 1,000 characters.)

***Site Proposal Summary:**
 Perform renovations to expand the Maternity unit and add 10 new Maternity beds Edit Summary

7. The Services Information screen will be displayed. This screen displays the site's currently licensed services *at the time the site was added to the project*.

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

Instructions
 The Current column displays services certified for this site as of the date it was added to the project and is never updated. Click Modify to add or remove services at this site. Click Back to Sites to return to the Project Sites screen.

[Print Services View](#)

Services Information

Category	Current	Add	Remove	Proposed
Ambulatory Surgery - Multi Speciality	✓ ←			
Ambulatory Surgery - Single Speciality				
Integrated Services (SUD)				
Lithotripsy	✓ ←			
Lithotripsy O/P				
Medical Services - Other Medical Specialties	✓ ←			
Medical Services - Primary Care				
Methadone Maintenance O/P				
Radiology-Therapeutic	✓ ←			
Radiology-Therapeutic O/P				
Renal Dialysis - Acute				
Renal Dialysis - Chronic O/P				
Swing Bed Program				
Transplant - Heart - Adult				
Transplant - Heart - Pediatric				
Transplant - Kidney				
Transplant - Liver				
Traumatic Brain Injury Program				

8. To propose a change in services, click the Modify button.

NYSE-CON Applicant Training - Sites

9. The Modify Services screen will be displayed.

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

Instructions
 In the table below, select the services you wish to add or remove at this site and click Save. For service types with units, enter the number of units to add or remove.
 The Current column displays services certified for this site as of the date it was added to the project and is never updated.
 The Proposed column will be automatically calculated after you have confirmed your changes.
 Click "Save" to save your changes. Click "Cancel" to return to the previous screen without saving.

Services Information

Category	Current	Add	Remove	Proposed
Ambulatory Surgery - Multi Speciality	✓		<input type="checkbox"/>	
Ambulatory Surgery - Single Speciality		<input type="checkbox"/>		
Integrated Services (SUD)		<input type="checkbox"/>		
Lithotripsy	✓		<input type="checkbox"/>	
Lithotripsy O/P		<input type="checkbox"/>		
Medical Services - Other Medical Specialties	✓		<input type="checkbox"/>	
Medical Services - Primary Care		<input checked="" type="checkbox"/>		
Methadone Maintenance O/P		<input type="checkbox"/>		
Radiology-Therapeutic	✓		<input checked="" type="checkbox"/>	
Radiology-Therapeutic O/P		<input type="checkbox"/>		
Renal Dialysis - Acute		<input type="checkbox"/>		
Renal Dialysis - Chronic O/P		<input type="text"/>		
Swing Bed Program		<input type="text"/>		
Transplant - Heart - Adult		<input type="checkbox"/>		
Transplant - Heart - Pediatric		<input type="checkbox"/>		
Transplant - Kidney		<input type="checkbox"/>		
Transplant - Liver		<input type="checkbox"/>		
Traumatic Brain Injury Program		<input type="checkbox"/>		

Save Cancel

10. To add a service, check the corresponding checkbox or enter a numeric value between 1 and 9999 in the Add column.

11. To remove a currently licensed service, check the corresponding checkbox or enter a numeric value between 1 and 9999 in the Remove column.

12. Click the Save button to proceed to the Confirm Service Information Changes screen.

General **Executive Summary** **Sites** **Application** **Correspondence** **Decision**

Instructions
 Click Confirm to save your changes. Click Cancel to return to the previous screen without saving.

Services Information

Service Category	Proposed Change
Medical Services - Primary Care	Add
Radiology-Therapeutic	Remove

Confirm Cancel

13. Review the information you have entered. If everything is correct, click the Confirm button. You may click Cancel to return to the previous screen without saving your changes.

NYSE-CON Applicant Training - Sites

14. After you have confirmed your changes, the Services Information screen will be displayed showing the changes proposed. Services that have been added will be displayed in the proposed column along with current services that are not being removed.

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

Instructions
The Current column displays services certified for this site as of the date it was added to the project and is never updated. Click Modify to add or remove services at this site. Click Back to Sites to return to the Project Sites screen.

[Print Services View](#)

Services Information

Category	Current	Add	Remove	Proposed
Ambulatory Surgery - Multi Specialty	✓			✓
Ambulatory Surgery - Single Speciality				
Integrated Services (SUD)				
Lithotripsy	✓			✓
Lithotripsy O/P				
Medical Services - Other Medical Specialties	✓			✓
Medical Services - Primary Care		✓		✓
Methadone Maintenance O/P				
Radiology-Therapeutic	✓			
Radiology-Therapeutic O/P				
Renal Dialysis - Acute				
Renal Dialysis - Chronic O/P				
Swing Bed Program				
Transplant - Heart - Adult				
Transplant - Heart - Pediatric				
Transplant - Kidney				
Transplant - Liver				
Traumatic Brain Injury Program				

Modify Back to Sites

15. Click the Back to Sites button to return to the Project Sites Information screen.

Add or Remove Beds

16. Click the Beds button.

Facility ID: 2
Site Type: Hospital
Site Name: Albany Medical Center - South Clinical Campus
Physical Address: 25 Hackett Blvd, Albany, NY 12208
County: ALBANY

Instructions
In the space below, enter a brief description of the changes to be made at this site. (Maximum of 1,000 characters.)

***Site Proposal Summary:**
Perform renovations to expand the Maternity unit and add 10 new Maternity beds [Edit Summary](#)

Modify Name/Address **Beds** Services Remove Site

NYSE-CON Applicant Training - Sites

17. The Beds Information screen will be displayed. This screen displays the site's currently licensed beds *at the time the site was added to the project.*

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

Instructions
 The Current column displays beds certified for this site as of the date it was added to the project and is never updated. Click Modify to add or remove beds at this site. Click Back to Sites to return to the Project Sites screen.

 [Print Beds View](#)

Beds Information

Category	Current	Add	Remove	Proposed
AIDS				
Bone Marrow Transplant				
Burns Care				
Chemical Dependence - Rehabilitation				
Chemical Dependence - Detoxification				
Coma Recovery				
Coronary Care				
Intensive Care				
Maternity				
Medical / Surgical	18			
Neonatal Continuing Care				
Neonatal Intensive Care				
Neonatal Intermediate Care				
Pediatric				
Pediatric ICU				
Physical Medicine and Rehabilitation				
Prisoner				
Psychiatric				
Respiratory				
Special Use				
Transitional Care				
Traumatic Brain Injury				
Total	18			



18. To propose a change in beds, click the Modify button.

19. The Modify Beds screen will be displayed.

NYSE-CON Applicant Training - Sites

- To add beds, enter a numeric value between 1 and 9999 in the Add column for each type of bed you want to add.
- To remove currently licensed beds, enter a numeric value between 1 and 9999 in the Remove column for each type of bed you want to remove.

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

Instructions
 In the table below, enter the number of beds you wish to add or remove at this site and click the Save button.
 The Current column displays beds certified for this site as of the date it was added to the project and is never updated.
 The Proposed column will be automatically calculated after you have confirmed your changes.
 Click "Save" to save your changes. Click "Cancel" to return to the previous screen without saving.

Beds Information

Category	Current	Add	Remove	Proposed
AIDS		<input type="text"/>		
Bone Marrow Transplant		<input type="text"/>		
Burns Care		<input type="text"/>		
Chemical Dependence - Rehabilitation		<input type="text"/>		
Chemical Dependence - Detoxification		<input type="text"/>		
Coma Recovery		<input type="text"/>		
Coronary Care		<input type="text"/>		
Intensive Care		<input type="text"/>		
Maternity		10		
Medical / Surgical	18	<input type="text"/>	<input type="text"/>	
Neonatal Continuing Care		<input type="text"/>		
Neonatal Intensive Care		<input type="text"/>		
Neonatal Intermediate Care		<input type="text"/>		
Pediatric		<input type="text"/>		
Pediatric ICU		<input type="text"/>		
Physical Medicine and Rehabilitation		<input type="text"/>		
Prisoner		<input type="text"/>		
Psychiatric		<input type="text"/>		
Respiratory		<input type="text"/>		
Special Use		<input type="text"/>		
Transitional Care		<input type="text"/>		
Traumatic Brain Injury		<input type="text"/>		
Total	18			

- Click the Save button to proceed to the Confirm Beds Information Changes screen.
- Review the information you have entered. If everything is correct, click the Confirm button. You may click Cancel to return to the previous screen without saving your changes.

General **Executive Summary** **Sites** **Application** **Correspondence** **Decision**

Instructions
 Click Confirm to save your changes. Click Cancel to return to the previous screen without saving.

Beds Information

Bed Category	Proposed Change
Maternity	Add 10

NYSE-CON Applicant Training - Sites

24. After you have confirmed your changes, the Beds Information screen will be displayed showing the changes proposed.

Category	Current	Add	Remove	Proposed
AIDS				
Bone Marrow Transplant				
Burns Care				
Chemical Dependence - Rehabilitation				
Chemical Dependence - Detoxification				
Coma Recovery				
Coronary Care				
Intensive Care				
Maternity		10		10
Medical / Surgical	18			18
Neonatal Continuing Care				
Neonatal Intensive Care				
Neonatal Intermediate Care				
Pediatric				
Pediatric ICU				
Physical Medicine and Rehabilitation				
Prisoner				
Psychiatric				
Respiratory				
Special Use				
Transitional Care				
Traumatic Brain Injury				
Total	18	10		28

25. Click the Back to Sites button to return to the Project Sites Information screen.

Change the Name or Location of the Site (Relocation)

26. Click the Modify Name/Address button.

Facility ID: 2
Site Type: Hospital
Site Name: Albany Medical Center - South Clinical Campus
Physical Address: 25 Hackett Blvd, Albany, NY 12208
County: ALBANY

Instructions
 In the space below, enter a brief description of the changes to be made at this site.
 (Maximum of 1,000 characters.)

***Site Proposal Summary:**
 Perform renovations to expand the Maternity unit and add 10 new Maternity beds

NYSE-CON Applicant Training - Sites

27. The Modify Name/Address screen will be displayed. The current site name and address are displayed on the top half of the screen.

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

Instructions
Click "Save" to save your changes. Click "Cancel" to return to the previous screen without saving.

Modify Name/Address:

Current:

Facility ID: 2
Site Type: Hospital
Site Name: Albany Medical Center - South Clinical Campus
Physical Address: 25 Hackett Blvd, Albany, NY 12208
County: ALBANY

Proposed:

Facility ID: 2
Site Type: Hospital
***Site Name:** Albany Medical Center - Delaware Ave
***Street 1:** 487 Delaware Avenue
Street 2:
***City:** Albany
State: NY
***ZipCode:** 12209
***County:** ALBANY

Save **Cancel**

28. In the bottom half of the screen, enter the proposed new name and/or address in the fields provided.
Note: fields marked with an asterisk (*) are required.
29. Click the Save button to proceed to the Confirm Site Information Changes screen. You may click Cancel to return to the Project Sites Information screen without saving your changes.
30. Review the information you have entered. If everything is correct, click the Confirm button. You may click Cancel to return to the previous screen without saving your changes.

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

Instructions
Click Confirm to save your changes. Click Cancel to return to the previous screen without saving.

Proposed Site Information

Facility ID: 2
Site Type: Hospital
Site Name: Albany Medical Center - Delaware Ave
Address: 487 Delaware Avenue
City: Albany
ZipCode: 12209
County: ALBANY

Confirm **Cancel**

31. After you have confirmed your changes, the Project Sites Information screen will be displayed.

NYSE-CON Applicant Training - Sites

- The proposed name/address change will be displayed to the right of the current name and address for this site.

Project Sites Information
Make a Selection

Facility ID: 2
Site Type: Hospital
Current:
Site Name: Albany Medical Center - South Clinical Campus
Physical Address: 25 Hackett Blvd, Albany, NY 12208
County: ALBANY
Proposed:
Albany Medical Center - Delaware Ave
487 Delaware Avenue, Albany, NY 12209
ALBANY
Instructions
In the space below, enter a brief description of the changes to be made at this site.
(Maximum of 1,000 characters.)
***Site Proposal Summary:**
Perform renovations to expand the Maternity unit and add 10 new Maternity beds

Modify a Project Site

In this chapter you will learn how to:

- Modify a Site Proposal Summary
- Modify a site name or address
- Modify proposed services
- Modify proposed beds

Modify the Site Proposal Summary

- Click the Edit Summary button.

Project Sites Information
Make a Selection

Facility ID: NEW
Site Type: Hospital
Site Name: Example Community Hospital
Physical Address: 123 Main Street, Anytown, NY 12208
County: ALBANY
Instructions
In the space below, enter a brief description of the changes to be made at this site.
(Maximum of 1,000 characters.)
***Site Proposal Summary:**
Establish and construct a new community hospital.

- The Site Information screen will be displayed.

NYSE-CON Applicant Training - Sites

3. Enter your changes in the Site Proposal Summary field.

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

Instructions
Click "Save" to save your changes. Click "Cancel" to return to the previous screen without saving.

Site Information

Facility ID: NEW
Site Type: Hospital
Site Name: Example Community Hospital
Physical Address: 123 Main Street, Anytown, NY 12208
County: ALBANY

Instructions
In the space below, enter a brief description of the changes to be made at this site.
(Maximum of 1,000 characters.)

***Site Proposal Summary:**

Establish and construct a new community hospital.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut tortor elit, pharetra quis commodo accumsan, ornare non nisl. Proin blandit vel ipsum at mollis. Suspendisse gravida leo vitae auctor faucibus. Integer ultrices euismod pulvinar. Interdum et malesuada fames ac ante ipsum primis in faucibus. Etiam tincidunt sed augue ut interdum. Sed tincidunt ullamcorper euismod. Cras ultricies lacinia gravida. In pellentesque leo lacus, in ultrices dolor eleifend at. Suspendisse ultrices libero quis gravida vestibulum.

4. Click the Save button to save your changes and return to the Project Sites Information screen.

After Submitting

After submitting, the Site Proposal Summary displays a Summary Modified timestamp. Initially, this is the date and time the site was added to the project. When the summary is modified, the Summary Modified timestamp will change.

Facility ID: NEW
Site Type: Hospital
Site Name: Example Community Hospital
Physical Address: 123 Main Street, Anytown, NY 12208
County: ALBANY
Site Added: 08/16/2018 04:01:55 PM

Instructions
In the space below, enter a brief description of the changes to be made at this site.
(Maximum of 1,000 characters.)

***Site Proposal Summary:** **Summary Modified:** 08/20/2018 12:23:36 PM

Establish and construct a new community hospital. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque ipsum ex, lacinia ut mi et, consectetur feugiat nisi. Praesent accumsan ac arcu maximus placerat. Proin convallis orci sed euismod nisl. In mollis bibendum elit, et cursus orci iaculis non. Phasellus ullamcorper quam ut nunc suscipit accumsan.

[Print information for this site](#)

In addition, an email notification is sent to the project's designated contacts and the Department reviewers notifying them of the change. The previous site proposal summary is saved in the site's history and may be viewed by opening the site information report. (See Site Reports on page 35 for more information.)

NYSE-CON Applicant Training - Sites

Modify the Site Name or Address

1. Click the Modify Name/Address button.

The screenshot shows a web application interface with the following details:

- Facility ID:** NEW
- Site Type:** To Be Assigned
- Site Name:** Example Hospital Extension Clinic
- Physical Address:** 123 Main Street, Anytown, NY 12309
- County:** SCHENECTADY

Instructions:
In the space below, enter a brief description of the changes to be made at this site. (Maximum of 1,000 characters.)

***Site Proposal Summary:**
Certify an extension clinic

Buttons: **Modify Name/Address** (highlighted with a green arrow), **Beds**, **Services**, **Remove Site**, and **Edit Summary**.

2. The Modify Name/Address screen will be displayed. The current site name and address are displayed on the top half of the screen.
3. In the bottom half of the screen, enter the proposed new name and/or address in the fields provided.

The screenshot shows a web application interface with the following details:

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

Instructions:
Click "Save" to save your changes. Click "Cancel" to return to the previous screen without saving.

Modify Name/Address:

Current:

- Facility ID:** NEW
- Site Type:** To Be Assigned
- Site Name:** Example Hospital Extension Clinic
- Physical Address:** 123 Main Street, Anytown, NY 12309
- County:** SCHENECTADY

Proposed:

- Facility ID:** NEW
- Site Type:** To Be Assigned
- *Site Name:** Example Hospital Extension Clinic
- *Street 1:** 487 Delaware Avenue
- Street 2:**
- *City:** Anytown
- State:** NY
- *ZipCode:** 12309
- *County:** SCHENECTADY

Buttons: **Save** (highlighted with a green arrow) and **Cancel**.

4. Click the Save button to proceed to the Confirm Site Information Changes screen.

NYSE-CON Applicant Training - Sites

5. Review the information you have entered. If everything is correct, click the Confirm button. You may click Cancel to return to the previous screen without saving your changes.

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

Instructions
Click Confirm to save your changes. Click Cancel to return to the previous screen without saving.

Proposed Site Information

Facility ID:	NEW
Site Type:	To Be Assigned
Site Name:	Example Hospital Extension Clinic
Address:	487 Delaware Avenue
City:	Anytown
ZipCode:	12309
County:	SCHENECTADY

6. After you have confirmed your changes, the Project Sites Information screen will be displayed showing the changes made.

Facility ID: NEW
Site Type: To Be Assigned
Site Name: Example Hospital Extension Clinic
Physical Address: 487 Delaware Avenue, Anytown, NY 12309
County: SCHENECTADY

Instructions
In the space below, enter a brief description of the changes to be made at this site. (Maximum of 1,000 characters.)

***Site Proposal Summary:**
Certify an extension clinic

7. If you are modifying the proposed name/address of an existing site that will be relocated, the change will be displayed to the right of the current name and address for this site.

Project Sites Information
Make a Selection

Facility ID:	2
Site Type:	Hospital
Site Name:	Current: Albany Medical Center - South Clinical Campus Proposed: Albany Medical Center - Delaware Ave
Physical Address:	25 Hackett Blvd, Albany, NY 12208 Proposed: 487 Delaware Avenue, Albany, NY 12209
County:	ALBANY Proposed: ALBANY

Instructions
In the space below, enter a brief description of the changes to be made at this site. (Maximum of 1,000 characters.)

***Site Proposal Summary:**
Perform renovations to expand the Maternity unit and add 10 new Maternity beds

NYSE-CON Applicant Training - Sites

After Submitting

After submitting, when the site name or address is modified, the Site Modified timestamp will be displayed under the Site Added timestamp. If you have modified the *main site* of an Establishment CON project, the changes will **not** update the information displayed on the General Tab.

Facility ID:	NEW
Site Type:	To Be Assigned
Site Name:	Example Hospital Extension Clinic
Physical Address:	489 Delaware Avenue, Anytown, NY 12309
County:	SCHENECTADY
Site Added:	08/16/2018 04:01:55 PM
Site Modified:	08/20/2018 12:27:26 PM

In addition, an email notification is sent to the project's designated contacts and the Department reviewers notifying them of the change. The previous site name and address is saved in the site's history and may be viewed by opening either the Site Report or the All Sites Report with history. (See Reports on page 35 for more information.)

Modify Services

1. Click the Services button.

Facility ID:	2		
Site Type:	Hospital		
Site Name:	Albany Medical Center - South Clinical Campus		
Physical Address:	25 Hackett Blvd, Albany, NY 12208		
County:	ALBANY		
Instructions In the space below, enter a brief description of the changes to be made at this site. (Maximum of 1,000 characters.)			
*Site Proposal Summary:			
Perform renovations to expand the Maternity unit and add 10 new Maternity beds	Edit Summary		
Modify Name/Address	Beds	Services	Remove Site

NYSE-CON Applicant Training - Sites

- The Services Information screen will be displayed. The screen will display the site's currently licensed services at the time the site was added to the project and any proposed changes that were entered previously.

The screenshot shows a web application interface with a navigation bar at the top containing tabs: General, Executive Summary, Sites (selected), Application, Correspondence, Decision, and Contingencies. Below the navigation bar is an 'Instructions' box with the text: 'Click Modify to add or remove services at this site. Click Back to Sites to return to the Project Sites screen.' Below the instructions is a 'Print Services View' link. The main content area is titled 'Services Information' and contains a table with the following data:

Category	Current	Add	Remove	Proposed
Ambulatory Surgery - Multi Speciality		✓		✓
Ambulatory Surgery - Single Speciality				
Lithotripsy O/P				
Medical Services - Other Medical Specialties		✓		✓
Medical Services - Primary Care		✓		✓
Methadone Maintenance O/P				
Radiology-Therapeutic				
Radiology-Therapeutic O/P				
Renal Dialysis - Acute				
Renal Dialysis - Chronic O/P		15		15
Swing Bed Program				
Transplant - Heart - Adult				
Transplant - Heart - Pediatric				
Transplant - Kidney				
Transplant - Liver				
Traumatic Brain Injury Program				

At the bottom of the screen, there are two buttons: 'Modify' (with a green arrow pointing to it) and 'Back to Sites'.

- Click the Modify button.
- The Modify Services screen will be displayed.

NYSE-CON Applicant Training - Sites

- To add a service, check the corresponding checkbox or enter a numeric value between 1 and 9999 in the Add column.
- To remove a currently licensed service, check the corresponding checkbox or enter a numeric value between 1 and 9999 in the Remove column.
- To remove a previously proposed service change, uncheck the corresponding checkbox or enter a new numeric value in either the Add or Remove column.

In the example below, a service with units has been changed from 15 units to 10 units.

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

Instructions
 In the table below, select the services you wish to add or remove at this site and click Save. For service types with units, enter the number of units to add or remove. The Proposed column will be automatically calculated after you have confirmed your changes.
 Click "Save" to save your changes. Click "Cancel" to return to the previous screen without saving.

Services Information

Category	Current	Add	Remove	Proposed
Ambulatory Surgery - Multi Speciality		<input checked="" type="checkbox"/>		✓
Ambulatory Surgery - Single Speciality		<input type="checkbox"/>		
Lithotripsy O/P		<input type="checkbox"/>		
Medical Services - Other Medical Specialties		<input checked="" type="checkbox"/>		✓
Medical Services - Primary Care		<input checked="" type="checkbox"/>		✓
Methadone Maintenance O/P		<input type="checkbox"/>		
Radiology-Therapeutic		<input type="checkbox"/>		
Radiology-Therapeutic O/P		<input type="checkbox"/>		
Renal Dialysis - Acute		<input type="checkbox"/>		
Renal Dialysis - Chronic O/P		<input type="text" value="10"/>		15
Swing Bed Program		<input type="text"/>		
Transplant - Heart - Adult		<input type="checkbox"/>		
Transplant - Heart - Pediatric		<input type="checkbox"/>		
Transplant - Kidney		<input type="checkbox"/>		
Transplant - Liver		<input type="checkbox"/>		
Traumatic Brain Injury Program		<input type="checkbox"/>		



- Click the Save button to proceed to the Confirm Service Information Changes screen.
- Review the information you have entered. If everything is correct, click the Confirm button. You may click Cancel to return to the previous screen without saving your changes.

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

Instructions
 Click Confirm to save your changes. Click Cancel to return to the previous screen without saving.

Services Information

Service Category	Proposed Change
Ambulatory Surgery - Multi Speciality	Add
Medical Services - Other Medical Specialties	Add
Medical Services - Primary Care	Add
Renal Dialysis - Chronic O/P	Add 10



NYSE-CON Applicant Training - Sites

10. After you have confirmed your changes, the Services Information screen will be displayed showing the updated changes proposed.

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

Instructions
Click Modify to add or remove services at this site. Click Back to Sites to return to the Project Sites screen.

[Print Services View](#)

Services Information

Category	Current	Add	Remove	Proposed
Ambulatory Surgery - Multi Speciality		✓		✓
Ambulatory Surgery - Single Speciality				
Lithotripsy O/P				
Medical Services - Other Medical Specialties		✓		✓
Medical Services - Primary Care		✓		✓
Methadone Maintenance O/P				
Radiology-Therapeutic				
Radiology-Therapeutic O/P				
Renal Dialysis - Acute				
Renal Dialysis - Chronic O/P		10		10
Swing Bed Program				
Transplant - Heart - Adult				
Transplant - Heart - Pediatric				
Transplant - Kidney				
Transplant - Liver				
Traumatic Brain Injury Program				

11. Click the Back to Sites button to return to the Project Sites Information screen.

After Submitting

After submitting, the Services Information screen displays a Last Modified timestamp. Initially, this is the date and time the site was added to the project. When services are modified, the Last Modified timestamp will change.

[Print Services View](#) [Print Services with History](#)

Services Information

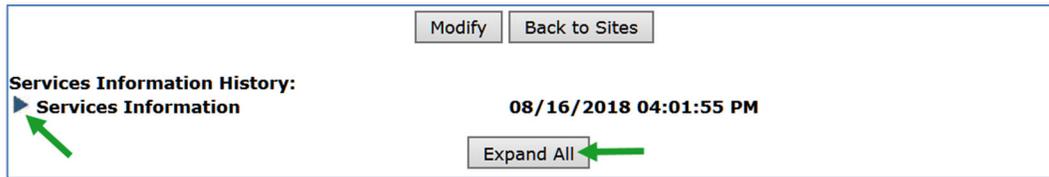
Last Modified Date: 08/20/2018 12:30:05 PM

Category	Current	Add	Remove	Proposed
Ambulatory Surgery - Multi Speciality		✓		✓

In addition, an email notification is sent to the project's designated contacts and the Department reviewers notifying them of the change. The previously proposed services are saved in the site's history and may be viewed expanding the Services Information History section at the bottom of the screen or opening either the Site Services Report with History or the Site Report. (See Site Report on page 35 for more information.)

NYSE-CON Applicant Training - Sites

To view a history item in the Services Information History section, click the toggle to expand an item or click the Expand All button.

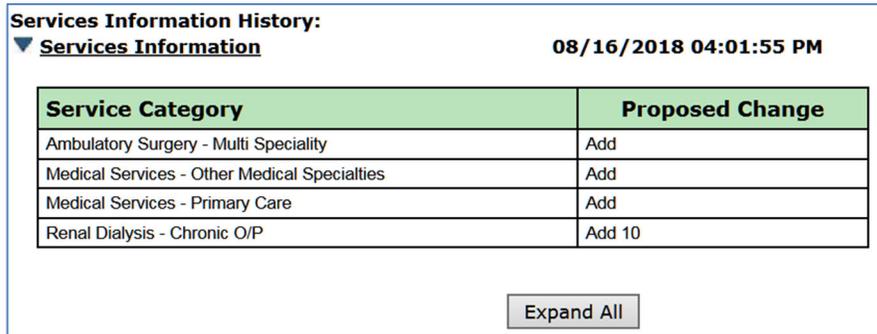


Modify Back to Sites

Services Information History:
▶ **Services Information** 08/16/2018 04:01:55 PM

Expand All

Note: A green arrow points to the expand toggle (▶) and another green arrow points to the Expand All button.



Services Information History:
▼ **Services Information** 08/16/2018 04:01:55 PM

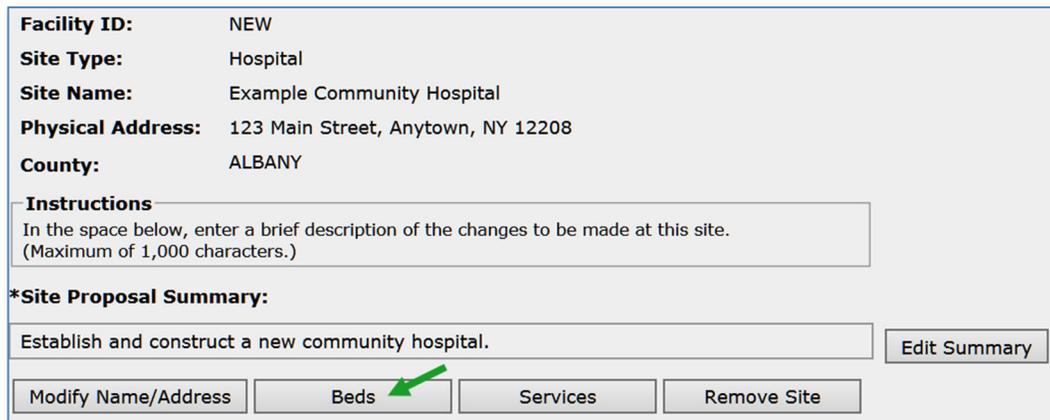
Service Category	Proposed Change
Ambulatory Surgery - Multi Speciality	Add
Medical Services - Other Medical Specialties	Add
Medical Services - Primary Care	Add
Renal Dialysis - Chronic O/P	Add 10

Expand All

The above example displays the proposed service changes immediately prior to being modified.

Modify Beds

1. Click the Beds button.



Facility ID: NEW
Site Type: Hospital
Site Name: Example Community Hospital
Physical Address: 123 Main Street, Anytown, NY 12208
County: ALBANY

Instructions
In the space below, enter a brief description of the changes to be made at this site.
(Maximum of 1,000 characters.)

***Site Proposal Summary:**
Establish and construct a new community hospital. Edit Summary

Modify Name/Address **Beds** Services Remove Site

Note: A green arrow points to the Beds button.

NYSE-CON Applicant Training - Sites

- The Beds Information screen will be displayed. The screen will display the site's currently licensed beds at the time the site was added to the project and any proposed changes that were entered previously.

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

Instructions
Click Modify to add or remove beds at this site. Click Back to Sites to return to the Project Sites screen.

 [Print Beds View](#)

Beds Information Check this box if this location does not have beds

Category	Current	Add	Remove	Proposed
AIDS				
Bone Marrow Transplant				
Burns Care				
Chemical Dependence - Rehabilitation				
Chemical Dependence - Detoxification				
Coma Recovery				
Coronary Care				
Intensive Care		10		10
Maternity		25		25
Medical / Surgical		100		100
Neonatal Continuing Care				
Neonatal Intensive Care				
Neonatal Intermediate Care				
Pediatric		10		10
Pediatric ICU				
Physical Medicine and Rehabilitation				
Prisoner				
Psychiatric				
Respiratory				
Special Use				
Transitional Care				
Traumatic Brain Injury				
Total		145		145

 [Modify](#) [Back to Sites](#)

- Click the Modify button.
- The Modify Beds screen will be displayed.

NYSE-CON Applicant Training - Sites

- To add beds, enter a numeric value between 1 and 9999 in the Add column for each type of bed you want to add.
- To remove currently licensed beds, enter a numeric value between 1 and 9999 in the Remove column.
- To modify a previously proposed bed change, enter a numeric value between 1 and 9999 or delete the value previously entered in either the Add or Remove column.

In the example below, a new request to add beds has been added and the request to add Medical/Surgical beds has been changed from 100 to 90.

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

Instructions
 In the table below, enter the number of beds you wish to add or remove at this site and click the Save button. The Proposed column will be automatically calculated after you have confirmed your changes.
 Click "Save" to save your changes. Click "Cancel" to return to the previous screen without saving.

Beds Information Check this box if this location does not have beds

Category	Current	Add	Remove	Proposed
AIDS		<input type="text"/>		
Bone Marrow Transplant		<input type="text"/>		
Burns Care		<input type="text"/>		
Chemical Dependence - Rehabilitation		<input type="text"/>		
Chemical Dependence - Detoxification		<input type="text"/>		
Coma Recovery		<input type="text"/>		
Coronary Care		<input type="text"/>		
Intensive Care		<input type="text" value="10"/>		10
Maternity		<input type="text" value="25"/>		25
Medical / Surgical		<input type="text" value="90"/>		100
Neonatal Continuing Care		<input type="text"/>		
Neonatal Intensive Care		<input type="text" value="10"/>		
Neonatal Intermediate Care		<input type="text"/>		
Pediatric		<input type="text" value="10"/>		10
Pediatric ICU		<input type="text"/>		
Physical Medicine and Rehabilitation		<input type="text"/>		
Prisoner		<input type="text"/>		
Psychiatric		<input type="text"/>		
Respiratory		<input type="text"/>		
Special Use		<input type="text"/>		
Transitional Care		<input type="text"/>		
Traumatic Brain Injury		<input type="text"/>		
Total				145

- Click the Save button to proceed to the Confirm Beds Information Changes screen.

NYSE-CON Applicant Training - Sites

9. Review the information you have entered. If everything is correct, click the Confirm button. You may click Cancel to return to the previous screen without saving your changes.

The screenshot shows a web application interface with several tabs: General, Executive Summary, Sites (selected), Application, Correspondence, and Decision. Below the tabs is an 'Instructions' section with the text: 'Click Confirm to save your changes. Click Cancel to return to the previous screen without saving.' Below this is a table titled 'Beds Information' with two columns: 'Bed Category' and 'Proposed Change'. The table contains the following data:

Bed Category	Proposed Change
Intensive Care	Add 10
Maternity	Add 25
Medical / Surgical	Add 90
Neonatal Intensive Care	Add 10
Pediatric	Add 10

At the bottom of the form are two buttons: 'Confirm' and 'Cancel'. A green arrow points to the 'Confirm' button.

10. After you have confirmed your changes, the Beds Information screen will be displayed showing the updated changes proposed.

After Submitting

After submitting, the Beds Information screen displays a Last Modified timestamp. Initially, this is the date and time the site was added to the project. When beds are modified, the Last Modified timestamp will change.

The screenshot shows the 'Beds Information' screen. At the top, there are two links: 'Print Beds View' and 'Print Beds with History'. Below these is a checkbox labeled 'Check this box if this location does not have beds'. A green box highlights the 'Last Modified Date: 08/20/2018 12:37:26 PM'. Below this is a table with the following columns: Category, Current, Add, Remove, and Proposed. The first row in the table is 'AIDS'.

In addition, an email notification is sent to the project's designated contacts and the Department reviewers notifying them of the change. The previously proposed beds are saved in the site's history and may be viewed expanding the Beds Information History section at the bottom of the screen or opening either the Site Beds Report with History or the Site Report. (See Site Report on page 35 for more information.)

To view a history item in the Beds Information History section, click the toggle to expand an item or click the Expand All button.

The screenshot shows the 'Beds Information History' section. At the top, there are two buttons: 'Modify' and 'Back to Sites'. Below these is the text 'Beds Information History:'. Underneath, there is a list item 'Beds Information' with a blue triangle toggle to its left. To the right of this item is the timestamp '08/16/2018 04:01:55 PM'. At the bottom right of the section is an 'Expand All' button. A green arrow points to the 'Expand All' button.

NYSE-CON Applicant Training - Sites

Beds Information History:
▼ **Beds Information** 08/16/2018 04:01:55 PM

Bed Category	Proposed Change
Intensive Care	Add 10
Maternity	Add 25
Medical / Surgical	Add 90
Neonatal Intensive Care	Add 10
Pediatric	Add 10

The above example displays the proposed bed changes immediately prior to being modified.

Remove a Project Site

Before Submitting

The following instructions are for removing a project site from a project before it has been submitted.

Reminder: your project *must* have at least one project site to submit it.

1. Click the Remove button on the site you wish to remove.

The screenshot shows a form for a project site. At the bottom of the form, there are four buttons: 'Modify Name/Address', 'Beds', 'Services', and 'Remove Site'. A green arrow points to the 'Remove Site' button.

Facility ID: NEW
Site Type: To Be Assigned
Site Name: Example Hospital Extension Clinic
Physical Address: 487 Delaware Avenue, Anytown, NY 12309
County: SCHENECTADY

Instructions
In the space below, enter a brief description of the changes to be made at this site.
(Maximum of 1,000 characters.)

***Site Proposal Summary:**
Certify an extension clinic

2. The Remove Site from Project screen will be displayed.
3. Click Confirm to proceed or Cancel to return to the Project Sites Information screen without removing the site.

The screenshot shows the 'Remove Site from Project' confirmation screen. It has a navigation bar at the top with tabs: 'General', 'Executive Summary', 'Sites', 'Application', 'Correspondence', 'Decision', 'Contingencies', and '>>'. The 'Sites' tab is selected. Below the navigation bar, there are instructions and a 'Remove Site from project' section with site details and a 'Site Proposal Summary' field. At the bottom, there are 'Confirm' and 'Cancel' buttons. A green arrow points to the 'Confirm' button.

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

Instructions
Click Confirm to remove this site from the project. Click Cancel to return to the previous screen without removing this site.

Remove Site from project

Facility ID: NEW
Site Type: To Be Assigned
Site Name: Example Hospital Extension Clinic
Physical Address: 487 Delaware Avenue, Anytown, NY 12309
County: SCHENECTADY

Site Proposal Summary:
Certify an extension clinic

4. Once you click Confirm, the Project Sites Information screen will be displayed.

NYSE-CON Applicant Training - Sites

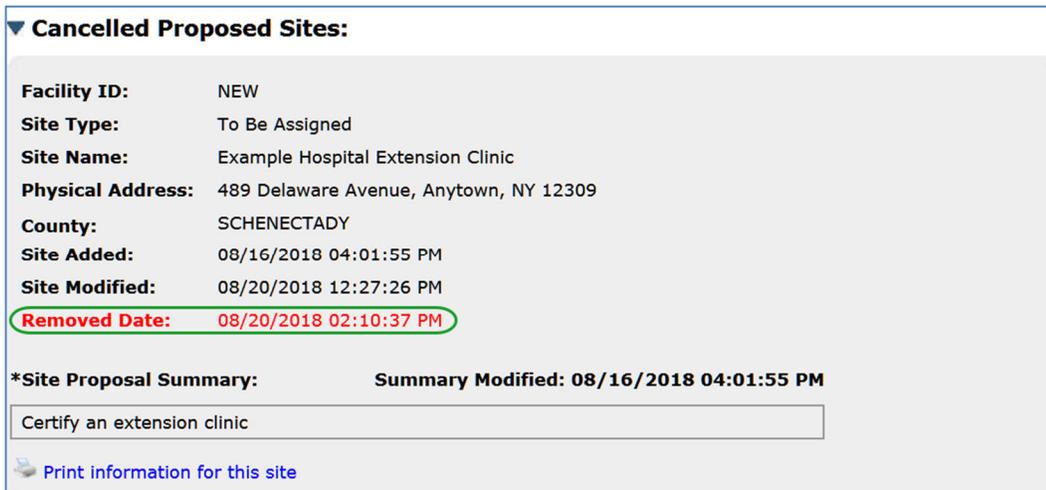
After Submitting

After submitting, if there is only *one* project site, you cannot remove it until you have added another site.

When you remove a site after submission, an email notification is sent to the project's designated contacts and the Department reviewers notifying them of the change. The removed site is listed under the Cancelled Proposed Sites section at the bottom of the Project Sites Information screen.



To view sites that have been removed from the project, click the toggle on the left.



Cancelled Proposed Sites:

Facility ID: NEW
Site Type: To Be Assigned
Site Name: Example Hospital Extension Clinic
Physical Address: 489 Delaware Avenue, Anytown, NY 12309
County: SCHENECTADY
Site Added: 08/16/2018 04:01:55 PM
Site Modified: 08/20/2018 12:27:26 PM
Removed Date: 08/20/2018 02:10:37 PM

***Site Proposal Summary:** Summary Modified: 08/16/2018 04:01:55 PM
Certify an extension clinic

[Print information for this site](#)

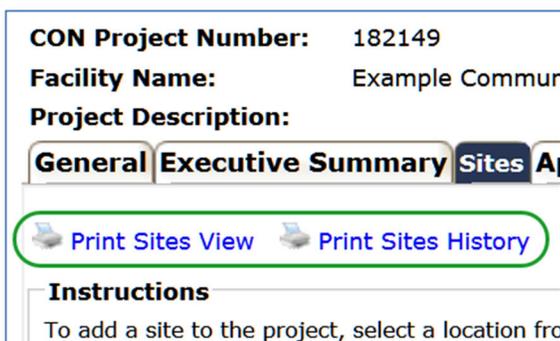
The Removed Date is displayed under the Site Added date on the removed site.

Reports

Printable reports are available in Adobe PDF format after submission for all sites with or without history, each individual site with history, and each site's beds or services with or without history.

All Sites Report

This report displays all project sites, including any requested changes to beds or services, in a single report. This report is also available with the history of changes. To access these reports, click one of the links near the top of the screen labeled "Print Sites View" or "Print Sites History".



CON Project Number: 182149
Facility Name: Example Commur
Project Description:

General **Executive Summary** **Sites** **All**

[Print Sites View](#) [Print Sites History](#)

Instructions
To add a site to the project, select a location fro

NYSE-CON Applicant Training - Sites

Site Report

Each site has its own report which includes any requests to change beds or services and the history of any changes made to the site after submission. To access a site report, click the link labeled “Print information for this site”.



Site Services Report

This report displays the proposed service changes for the site with or without history. To access these reports, click on the site’s Services button to open the Services Information screen and click one of the links near the top of the screen labeled “Print Services View” or “Print Services with History”.



Site Beds Report

This report displays the proposed bed changes for the site with or without history. To access these reports, click on the site’s Beds button to open the Beds Information screen and click one of the links near the top of the screen labeled “Print Beds View” or “Print Beds with History”.

