
New York State
Electronic Certificate of Need
Public Authenticated Applicant Training:
Request Regional Office Review
Version 2.0

Revision History

Date	Version	Description	Author
04/20/2015	1.0	Initial Release	Payal Sareen
07/15/2015	2.0	Release 2: General information Functionality - with enhancements <ul style="list-style-type: none"> • Screen layout changed • Phase ID can be manually changed • Federal 855 does not default to yes or no. • Federal 855 expiration date field added • Data can be modified after submission Reviewer Schedules surveys- <ul style="list-style-type: none"> • Schedule, reschedule and confirm functionality provided Changes in Survey schedule history table Added Secure and Non- secure general correspondence Added checklist functionality and checklist correspondence Correspondence can be filtered for focused search	Payal Sareen

NYS Department of Health

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Applicant initiates regional office review

Regional office tab has been added to NYSE-CON to facilitate the Regional office review and approval. The Regional Office module is reached via the 'Regional office' tab. This tab opens the "General Information" page for the Regional Office (Figure 1).

The "Regional Office" tab will be displayed for a project only after the CON project has been Approved and any contingencies have been satisfied. The applicant should initiate contact with the Regional Office at least 60 days prior to the facility's target opening date.

The "Regional Office" tab will be located between the "Post Approval" and "Summary" tabs.

Regional Office

CON Project Number: 092172
Facility Name: F.E.G.S ProCare Health Services, Inc.
Project Description: Establish a diagnostic and treatment center to provide primary care services at 344 West 51st Street, New York

NYSE-CON

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General Information

Phase 1

General Information [Correspondence](#)

***Phase ID:** (e.g: 1a, 1(a),1(i),.2b)

***Phase Description:**

Federal Tax Id #: (If Applicable)

Contacts

Name	Title	Company	Office Phone	Mobile Phone	Email	NOA
Add Contact						

**All Dates in MM/DD/YYYY format

*Target Opening Date	†Requested Survey Dates	†Applicant's Name/Date
<input type="text"/>	From: <input type="text"/> To: <input type="text"/>	

†Federal 855 required? Yes No **Approved Date:** **Expiration Date:**

**Date as provided by CMS

Survey

Type	Required	Scheduled Date	Confirm Date	Reviewer
Environmental				
Clinical				
Administrative				

* 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.

Notice

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

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Figure 1: Regional office: General Information page

General Information Page - Field Descriptions	
Field Name	Description
Application #	CON number Assigned to the application
Facility Name	Name of the facility
Project description	The description entered by Project Management Unit (PMU) during initial review
Phase Tab	Every project has at least one phase but more phases may be added. Surveys, checklists and Findings and Caps organized by phase.
General Information Tab	Tab Title
Phase ID	The phase number to identify the phase. A sequential number is assigned at creation by may be changed by the user.
Phase Description	A general description of the phase entered by the applicant.
Federal tax ID #	It is the 9 digit Federal Tax Identification number
Contacts	Label for Survey table
*Target Opening date	The date on which the facility is expected to be open for services. Note: Target opening date must be greater than Requested Survey Date.
*Requested survey Date 'From'	The date entered by the applicant to provide the beginning date of a range to schedule a survey. The date must be earlier than the 'Target opening date' entered
*Requested survey Date 'To'	The date entered by the applicant to provide the end date of a range to schedule a survey. The date must be earlier than the 'Target opening date' entered
Federal 855 required?	Radio buttons to indicate if a Federal 855 is required.
*Approved Date	This field indicates the date on which the Federal 855 was approved.
Expiration date	This field indicates the date on which the Federal 855 was expired. The date is provided by CMS.
Buttons	
Add Contact Button	Button used for navigating the user to the "Add New Contact Information" screen.
Submit	Sends a notification to the Regional Office that the applicant is requesting regional office review. Once the button is clicked, the only functionality available to the user would be 'Add contact'.

Clear	Clears any unsaved data
Save	Entered and selected data is saved but the information may be modified and the regional office does not receive a notification.
Tables	
Contacts	Table listing the details of the 'Primary' and 'Additional' contacts, entered by the applicant, as the contacts to facilitate the regional office review.
Survey	Table containing survey options, and when applicable survey dates and reviewer name.

**Dates must be entered in month-day-year order format. If entered dates are punctuated by slashes: The year must have either two or four digits (examples: 02/01/2011 or 02/01/11). – Entry of a two-digit year implies current century. – Month and day may be entered without leading zeros (example: 2/1/2011)*

Submitting a request for review

<p>Submitting a review request to the Regional office</p>	<p>Only an applicant can initiate the request for regional office review</p> <p>Having received a “Contact the Regional Office” direction, the applicant will access the Regional Office General Information page by selecting the Regional Office tab for the project.</p> <p>In order to submit a request for review, the applicant must do the following:</p> <ul style="list-style-type: none"> • Create a phase • Provide contact details for the project • Provide Survey date range • Indicate Federal 855 requirement and provide the related information. <p>Refer to Figure 1 above for the screen and table above for the field descriptions</p>
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Create a Phase

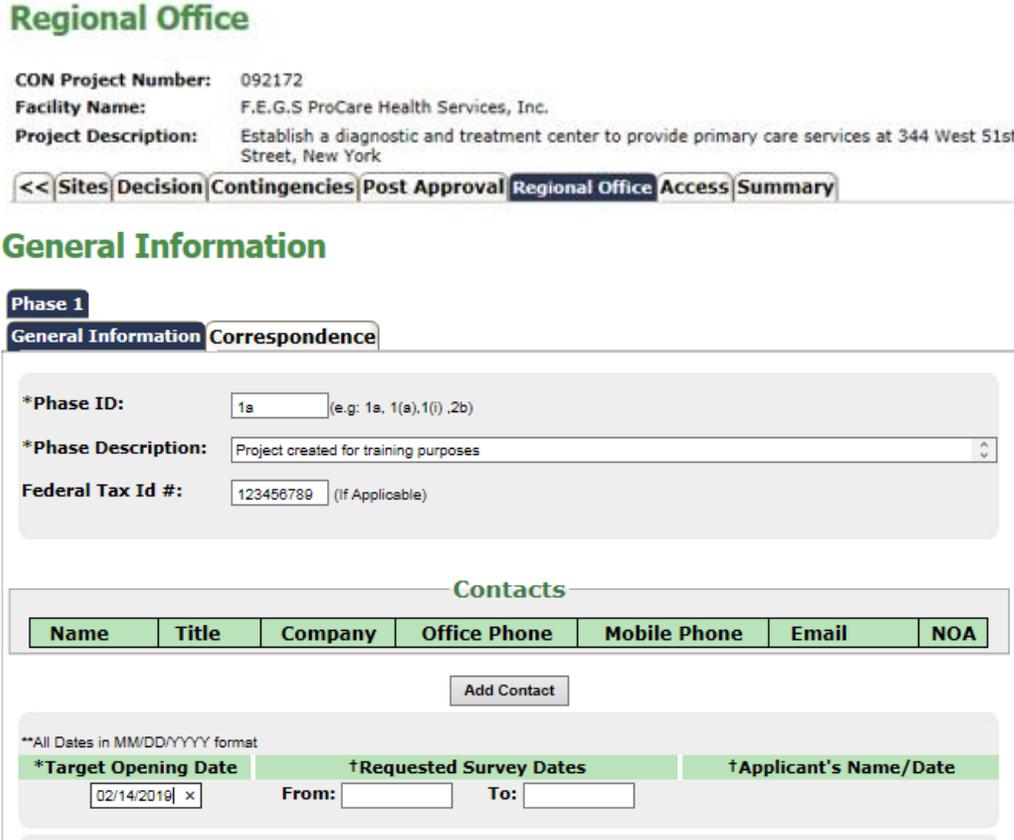
Learning Objective	Step	Action														
<p>How to Create and Save a Phase</p>	<p>1</p>	<p>On the Regional Office tab, find the Phase 1 tab containing the General Information and Correspondence tabs.</p>  <p>Regional Office</p> <p>CON Project Number: 092172 Facility Name: F.E.G.S ProCare Health Services, Inc. Project Description: Establish a diagnostic and treatment center to provide primary care services at 344 West 51st Street, New York</p> <p><< Sites Decision Contingencies Post Approval Regional Office Access Summary</p> <p>General Information</p> <p>Phase 1 General Information Correspondence</p> <p>*Phase ID: <input type="text" value="1a"/> (e.g. 1a, 1(a), 1(i), .2b) *Phase Description: <input type="text" value="Project created for training purposes"/> Federal Tax Id #: <input type="text" value="123456789"/> (If Applicable)</p> <p>Contacts</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Title</th> <th>Company</th> <th>Office Phone</th> <th>Mobile Phone</th> <th>Email</th> <th>NOA</th> </tr> </thead> <tbody> <tr> <td colspan="7" style="text-align: center;"><input type="button" value="Add Contact"/></td> </tr> </tbody> </table> <p>**All Dates in MM/DD/YYYY format</p> <p>*Target Opening Date <input type="text" value="02/14/2019"/> x †Requested Survey Dates From: <input type="text"/> To: <input type="text"/> †Applicant's Name/Date</p>	Name	Title	Company	Office Phone	Mobile Phone	Email	NOA	<input type="button" value="Add Contact"/>						
	Name	Title	Company	Office Phone	Mobile Phone	Email	NOA									
<input type="button" value="Add Contact"/>																
<p>2</p>	<p>1> Edit the Phase ID, if desired. 2> Enter the Phase Description. 3> Enter the Federal Tax ID # (If applicable). 4> Enter the Target Opening Date.</p>															

Figure 2: Creating a Phase

3

Click **Save** button to save the phase.

*Note: Clicking **Add Contact** button will also save entered information for the phase as user is navigated to the **New Contact Information** screen.

Regional Office

CON Project Number: 092172
Facility Name: F.E.G.S ProCare Health Services, Inc.
Project Description: Establish a diagnostic and treatment center to provide primary care services at 344 West 51st Street, New York

<< Sites Decision Contingencies Post Approval **Regional Office** Access Summary

General Information

Phase 1

General Information Correspondence

*Phase ID: (e.g: 1a, 1(a),1(i),2b)

*Phase Description:

Federal Tax Id #: (If Applicable)

Contacts

Name	Title	Company	Office Phone	Mobile Phone	Email	NOA
------	-------	---------	--------------	--------------	-------	-----

Add Contact

**All Dates in MM/DD/YYYY format

*Target Opening Date	†Requested Survey Dates		†Applicant's Name/Date
<input type="text" value="02/14/2019"/>	From: <input type="text"/>	To: <input type="text"/>	

†Federal 855 required? Yes No

Approved Date:

Expiration Date:

**Date as provided by CMS

Survey

Type	Required	Scheduled Date	Confirm Date	Reviewer
Environmental				
Clinical				
Administrative				

Save

Clear

Submit

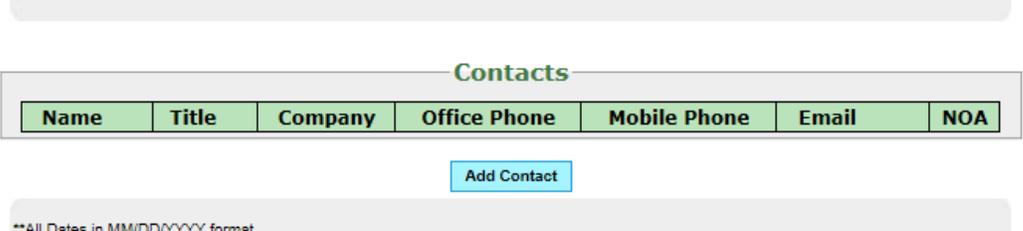
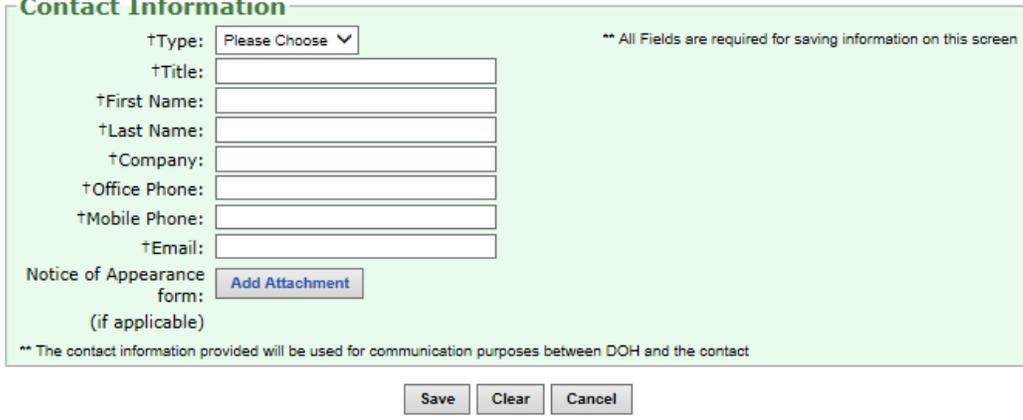
* Fields marked with an asterisk (*) are required for saving information from this screen.

* Fields marked with a dagger (†) are required to proceed with the submission process.

Figure 3: Saving a Phase

4

To clear any unsaved data Click **Clear**.

Add Contacts Learning Objective	Step	Action
<p>How to Add a contact</p>	<p>1</p>	<p>On the General Information page, Click the Add Contact button</p>  <p>The screenshot shows a table with columns: Name, Title, Company, Office Phone, Mobile Phone, Email, and NOA. Below the table is an 'Add Contact' button. A note at the bottom states: '**All Dates in MM/DD/YYYY format'</p> <p><i>Figure 4: Add Contact –General Information page</i></p>
	<p>2</p>	<p>New Contact Information screen displays.</p> <p>New Contact Information</p> <p>Phase 1a General Information Correspondence</p>  <p>The screenshot shows a 'Contact Information' form with the following fields: †Type (Please Choose), †Title, †First Name, †Last Name, †Company, †Office Phone, †Mobile Phone, †Email, and Notice of Appearance form (if applicable) with an 'Add Attachment' button. A note at the bottom states: '** The contact information provided will be used for communication purposes between DOH and the contact'</p> <p>Buttons: Save, Clear, Cancel</p> <p><i>Figure 5: New Contact Information</i></p>

3 On the New Contact Information page, from the contact **Type** drop down list, select **Primary**.
 *Note: When the first contact is being added, the only contact designation option available is 'Primary', 'Additional' will be available thereafter.

New Contact Information

Figure 6: Contact type

4 Enter **First Name** of the contact

5 Enter **Last Name** of the contact

6 Enter **Company** name

7 Enter **Office Phone** number
 *Note: Entered phone numbers must be a valid 10-digit phone number format: (###) ###-####.

8 Enter **Mobile Phone** number (*As above)
 *If the contact does not have a mobile number- one can enter the same number as "Office Phone" or any digit repeated 10 times on any sequential numbers entry e.g.: 222-222-2222 the reviewer will know that the mobile number a random entry.

9 Enter **E-mail** address

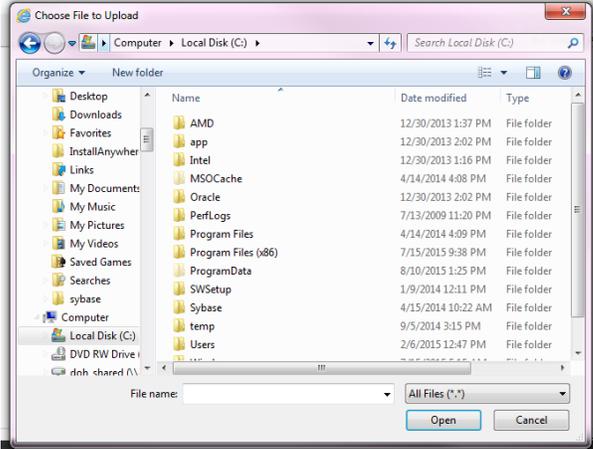
10 If a **Notice of Appearance** is to be provided for a contact refer to *Attach notice of Appearance [NOA]* for contact section 2.1 below

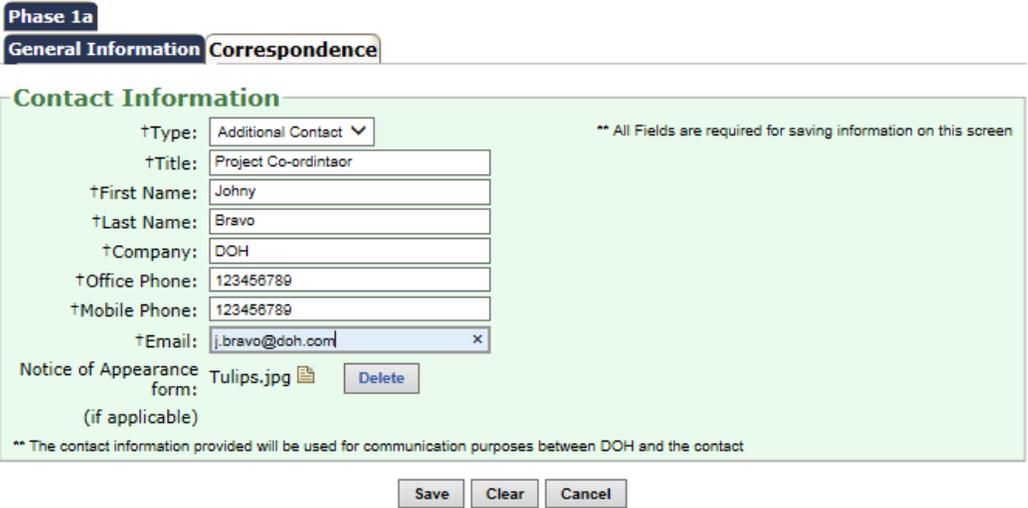
11 Click **Save**.
 The **General information** page is displayed. The new contact information will be displayed in the contact table.

Name	Title	Company	Office Phone	Mobile Phone	Email	NOA
Peter Black - Primary	Project Controller	DOH	(123) 456-7890	(123) 456-7898	p.black@doh.com	

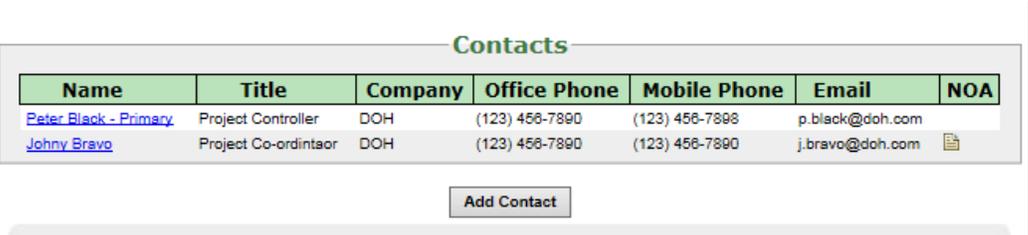
Figure 7 Contacts have been added

Attach Notice of Appearance (NOA) for contacts

Learning Objective	Step	Action
<p>Attach NOA for a contact</p>	<p>1</p>	<p>On the New Contact Information page, click Add Attachment.</p> <p>New Contact Information</p> <p>Phase 1a</p> <p>General Information Correspondence</p> <p>Contact Information</p> <p>†Type: Please Choose ▾ ** All Fields are required for saving information on this screen</p> <p>†Title: <input type="text"/></p> <p>†First Name: <input type="text"/></p> <p>†Last Name: <input type="text"/></p> <p>†Company: <input type="text"/></p> <p>†Office Phone: <input type="text"/></p> <p>†Mobile Phone: <input type="text"/></p> <p>†Email: <input type="text"/></p> <p>Notice of Appearance form: <input type="button" value="Add Attachment"/></p> <p>(if applicable)</p> <p><small>** The contact information provided will be used for communication purposes between DOH and the contact</small></p> <p style="text-align: center;"><input type="button" value="Save"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/></p> <p style="text-align: center;"><i>Figure 8: Add NOA Attachment</i></p>
	<p>2</p>	<p>On the Add NOA Attachments page, select Browse button.</p> <p>Add NOA Attachment</p> <p>Phase 1a</p> <p>General Information Correspondence</p> <p>File: <input type="text"/> <input type="button" value="Browse..."/></p> <p style="text-align: center;"><input type="button" value="Add Attachment"/> <input type="button" value="Cancel"/></p> <p style="text-align: center;"><i>Figure 9: Add NOA Attachment</i></p>
	<p>3</p>	<p>Choose the attachment from the local workstation. Click Open.</p>  <p style="text-align: center;"><i>Figure 10: Browse for document</i></p>

	4	<p>Click Add Attachment</p>  <p><i>Figure 11: Attachment path is reflected in the File</i></p>
	5	<p>The New Contact Information screen is displayed</p> <p>*Note: The attachment has been added and the Add Attachment button changes to Delete button.</p> <p>New Contact Information</p>  <p><i>Figure 12: Attachment Added and 'Delete' button visible.</i></p>

Modify contact information

Learning Objective	Step	Action
How to Modify a Contact	1	<p>On the General Information page, click the Name link of the contact to be modified.</p>  <p><i>Figure 13: Name link in contact table on General Information page</i></p>

- 2 The **Modify Contact Information** page will display.
 The information previously entered is enabled for modifying.

Modify Contact Information

Phase 1a

General Information **Correspondence**

Contact Information

†Type: ** All Fields are required for saving information on this screen

†Title:

†First Name:

†Last Name:

†Company:

†Office Phone:

†Mobile Phone:

†Email:

Notice of Appearance form: (if applicable)

** The contact information provided will be used for communication purposes between DOH and the contact

Figure 14: Modify Contact Information

- 3 Enter the new or modified information in any of the textboxes.

- 4 Click **Save** button on the screen.

Modify Contact Information

Phase 1a

General Information **Correspondence**

Contact Information

†Type: ** All Fields are required for saving information on this screen

†Title:

†First Name:

†Last Name:

†Company:

†Office Phone:

†Mobile Phone:

†Email:

Notice of Appearance form: (if applicable)

** The contact information provided will be used for communication purposes between DOH and the contact

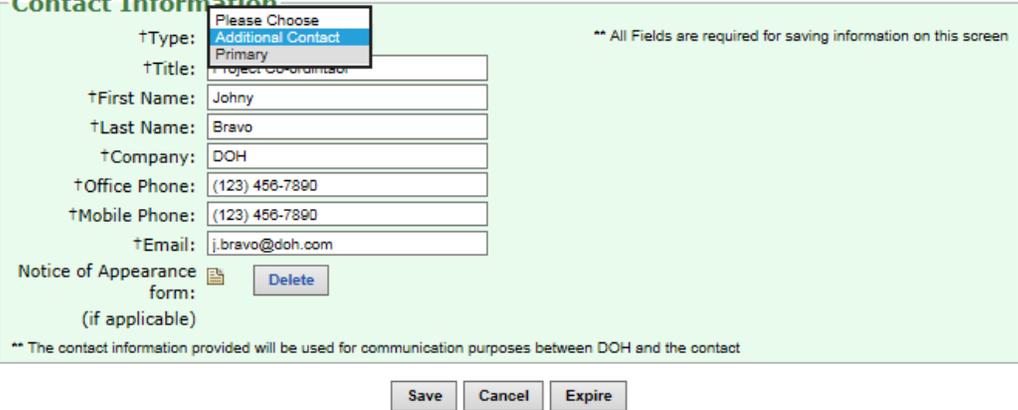
Figure 15a: New information provided

5 The **General information** page displays with modified information in the contact table.



Figure 15b: Modified Contact Information

Change Primary contact

Learning Objective	Step	Action
How to Change the Primary Contact	1	<p>On the General Information page, click the Name link of the contact, to be assigned as Primary.</p>  <p style="text-align: center;"><i>Figure 16: Name link in contact table on General Information page</i></p>
	2	<p>Select Primary from the contact Type drop down list</p> <p>Modify Contact Information</p> <p>Phase 1a</p> <p>General Information Correspondence</p>  <p style="text-align: center;"><i>Figure 17: Select Primary in 'Type'</i></p>

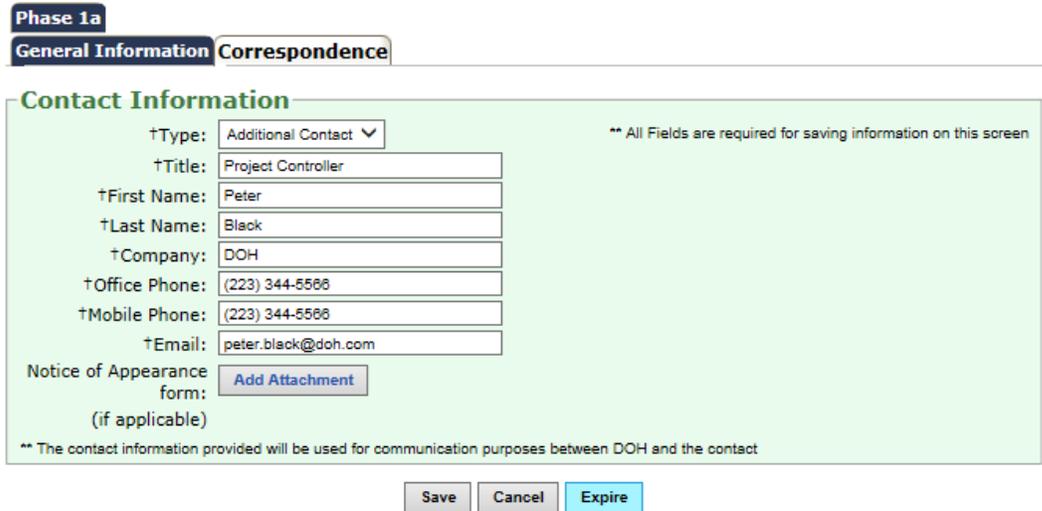
3 Click **Save**



Figure 18: Type Changed: Changes reflected in contact table

Note: There must always be a contact designated as Primary. To change the contact type, a new primary must be designated before the original primary can be changed or expired.

Expire a Contact

Learning Objective	Step	Action
How to Expire a Contact	1	<p>On the General Information page, click the Name link for the contact to expire. Modify Contact Information screen is displayed.</p>  <p style="text-align: center;"><i>Figure 19: 'Name hyperlink - Expire the contact</i></p>
	2	<p>Click Expire button on the lower right</p>  <p style="text-align: center;"><i>Figure 20: Contact Table- Contact Expired</i></p>

3 The **General information** page will display with the contact marked as **Expired** in the **Name** field in the **Contact Table**.

The screenshot shows a table titled "Contacts" with the following data:

Name	Title	Company	Office Phone	Mobile Phone	Email	NOA
Johnny Bravo - Primary	Project Co-ordintaor	DOH	(123) 456-7890	(123) 456-7890	j.bravo@doh.com	
Peter Black - EXPIRED	Project Controller	DOH	(223) 344-5566	(223) 344-5566	peter.black@doh.com	

Below the table is an "Add Contact" button.

Figure 21: Contact Table- Contact Expired

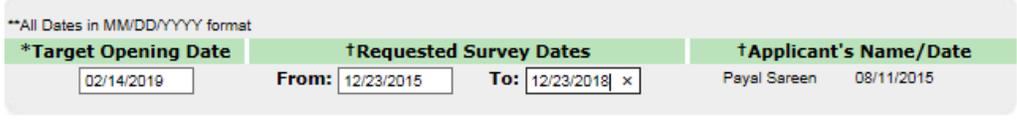
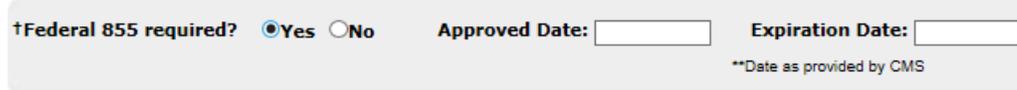
Reactivate a Contact

Learning Objective	Step	Action
How to Reactivate an Expired Contact	1	<p>On the General Information page, click the expired contact Name link in the Contacts table.</p> <p>The screenshot shows the same "Contacts" table as in Figure 21, but the link for "Peter Black - EXPIRED" is highlighted in blue.</p> <p>Figure 22: Click name marked 'Expire'</p>
	2	<p>The Reactivate Contact Information screen gets displayed</p> <p>Click the Reactivate button</p> <p>The screenshot shows the "Reactivate Contact Information" screen. It has a "Phase 1a" tab and two sub-tabs: "General Information" (selected) and "Correspondence". The "Contact Information" section contains the following fields:</p> <ul style="list-style-type: none"> †Type: Additional Contact (dropdown) †Title: Project Controller †First Name: Peter †Last Name: Black †Company: DOH †Office Phone: (223) 344-5566 †Mobile Phone: (223) 344-5566 †Email: peter.black@doh.com Notice of Appearance form: Add Attachment (if applicable) <p>At the bottom, there are "Save", "Cancel", and "Re-Activate" buttons. A note at the bottom states: "** The contact information provided will be used for communication purposes between DOH and the contact".</p> <p>Figure 23: Reactivate contact information screen</p>

	3	If any information has to be updated, follow steps in section 2.2 to modify the contact.																					
	4	<p>Click Save</p> <p>*Note: The Contacts table will be updated to show the contact as active again.</p> <div data-bbox="451 352 1490 571" style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p style="text-align: center; color: green; font-weight: bold;">Contacts</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0f0e0;"> <th style="text-align: left;">Name</th> <th style="text-align: left;">Title</th> <th style="text-align: left;">Company</th> <th style="text-align: left;">Office Phone</th> <th style="text-align: left;">Mobile Phone</th> <th style="text-align: left;">Email</th> <th style="text-align: left;">NOA</th> </tr> </thead> <tbody> <tr> <td>Johny Bravo - Primary</td> <td>Project Co-ordintaor</td> <td>DOH</td> <td>(123) 456-7890</td> <td>(123) 456-7890</td> <td>j.bravo@doh.com</td> <td></td> </tr> <tr> <td>Peter Black</td> <td>Project Controller</td> <td>DOH</td> <td>(223) 344-5566</td> <td>(223) 344-5566</td> <td>peter.black@doh.com</td> <td></td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;"><input type="button" value="Add Contact"/></p> </div> <p style="text-align: center; margin-top: 10px;"><i>Figure 24: Reactivated contact: Expire marking removed</i></p>	Name	Title	Company	Office Phone	Mobile Phone	Email	NOA	Johny Bravo - Primary	Project Co-ordintaor	DOH	(123) 456-7890	(123) 456-7890	j.bravo@doh.com		Peter Black	Project Controller	DOH	(223) 344-5566	(223) 344-5566	peter.black@doh.com	
Name	Title	Company	Office Phone	Mobile Phone	Email	NOA																	
Johny Bravo - Primary	Project Co-ordintaor	DOH	(123) 456-7890	(123) 456-7890	j.bravo@doh.com																		
Peter Black	Project Controller	DOH	(223) 344-5566	(223) 344-5566	peter.black@doh.com																		

Submit a Request to Regional Office

Learning Objective	Step	Action																																								
<p>How to Submit a Request to the Regional Office</p>	<p>1</p>	<p>On the Regional Office General Information Page, Refer figure 1- perform the steps in section 1 to Create a Phase.</p> <p>Regional Office</p> <p>CON Project Number: 092172 Facility Name: F.E.G.S ProCare Health Services, Inc. Project Description: Establish a diagnostic and treatment center to provide primary care services at 344 West 51st Street, New York</p> <p><< Sites Decision Contingencies Post Approval Regional Office Access Summary</p> <p>General Information</p> <p>Phase 1</p> <p>General Information Correspondence</p> <p>*Phase ID: <input type="text" value="1a"/> (e.g: 1a, 1(a),1(i) ,2b) *Phase Description: <input type="text" value="Project created for training purposes"/> Federal Tax Id #: <input type="text" value="123456789"/> (If Applicable)</p> <p>Contacts</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Title</th> <th>Company</th> <th>Office Phone</th> <th>Mobile Phone</th> <th>Email</th> <th>NOA</th> </tr> </thead> <tbody> <tr> <td colspan="7" style="text-align: center;"><input type="button" value="Add Contact"/></td> </tr> </tbody> </table> <p>**All Dates in MM/DD/YYYY format</p> <table border="1"> <thead> <tr> <th>*Target Opening Date</th> <th>†Requested Survey Dates</th> <th>†Applicant's Name/Date</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="02/14/2019"/></td> <td>From: <input type="text"/> To: <input type="text"/></td> <td></td> </tr> </tbody> </table> <p>†Federal 855 required? <input type="radio"/> Yes <input type="radio"/> No Approved Date: <input type="text"/> Expiration Date: <input type="text"/> <small>**Date as provided by CMS</small></p> <p>Survey</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Required</th> <th>Scheduled Date</th> <th>Confirm Date</th> <th>Reviewer</th> </tr> </thead> <tbody> <tr> <td>Environmental</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Clinical</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Administrative</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Save"/> <input type="button" value="Clear"/> <input type="button" value="Submit"/></p> <p><small>* 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.</small></p>	Name	Title	Company	Office Phone	Mobile Phone	Email	NOA	<input type="button" value="Add Contact"/>							*Target Opening Date	†Requested Survey Dates	†Applicant's Name/Date	<input type="text" value="02/14/2019"/>	From: <input type="text"/> To: <input type="text"/>		Type	Required	Scheduled Date	Confirm Date	Reviewer	Environmental					Clinical					Administrative				
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Type	Required	Scheduled Date	Confirm Date	Reviewer																																						
Environmental																																										
Clinical																																										
Administrative																																										
	<p>2</p>	<p>Follow the steps in section 2 to Add Contacts To attach NOA for a contact, refer section 2.1</p>																																								

	<p>3 Enter a date range to be considered for the survey with dates prior to the target open date. The system accepts dates in MMDDYYYY, MM/DD/YYYY or MM/DD/YY formats.</p> <p>Enter date in the From textbox.</p> <p>Enter date in the To textbox.</p>  <p style="text-align: center;"><i>Figure 25: Requested Survey Dates</i></p>
	<p>4 Select if the Federal 855 is required for the project (Radio button: Yes / No).</p>  <p style="text-align: center;"><i>Figure 26: Federal 855 Information</i></p>
	<p>5 Enter the Approval Date for Federal 855, if Yes is selected and date is known. <i>*This is not a mandatory field</i></p>
	<p>6 Enter the Expiration Date for Federal 855 as provided by CMS, if Yes is selected and date is known.</p>

7

Click **Submit**.

Regional Office

CON Project Number: 092172
Facility Name: F.E.G.S ProCare Health Services, Inc.
Project Description: Establish a diagnostic and treatment center to provide primary care services at 344 West 51st Street, New York

<< [Sites](#) [Decision](#) [Contingencies](#) [Post Approval](#) **[Regional Office](#)** [Access](#) [Summary](#)

NYSE-CON
[Return to My Projects](#)
[Create New Submission](#)
[Logout](#)

General Information

Phase 1a

General Information [Correspondence](#)

***Phase ID:** 1a
***Phase Description:** Project created for training purposes
Federal Tax Id #: 123456789

Contacts

View All Contacts

Name	Title	Company	Office Phone	Mobile Phone	Email	NOA
Johny Bravo - Primary	Project Co-ordinator	DOH	(123) 456-7890	(123) 456-7890	j.bravo@doh.com	<input type="checkbox"/>
Peter Black	Project Controller	DOH	(223) 344-5566	(223) 344-5566	peter.black@doh.com	<input type="checkbox"/>

[Add Contact](#)

**All Dates in MM/DD/YYYY format

*Target Opening Date	†Requested Survey Dates	†Applicant's Name/Date
02/14/2019	From: 12/23/2015 To: 12/23/2018	Payal Sareen 08/11/2015

†Federal 855 required? Yes No **Approved Date:** **Expiration Date:**
 **Date as provided by CMS

Survey

Type	Required	Scheduled Date	Confirm Date	Reviewer
Environmental				
Clinical				
Administrative				

[Add Phase](#) [Modify](#)

* 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.

Notice

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

Figure 27: Screen after submission

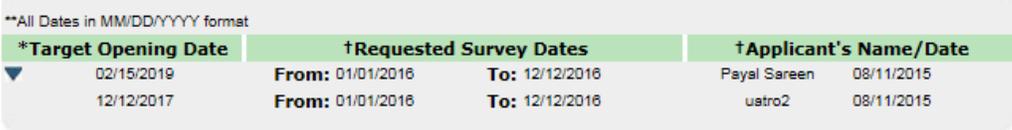
8

A notification will be sent to the regional office for the request for review.

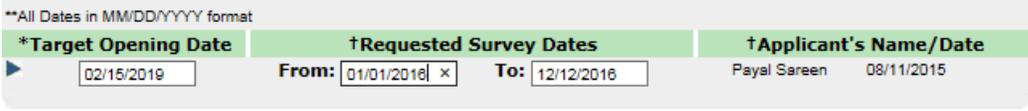
Modify the general information after submitting the request to RO.

Modify Target opening date

Learning Objective	Step	Action																																																
<p>To modify the target opening date on the general information page</p>	1	<p>After the request for review has been submitted, the Modify button is displayed on the General Information page (Refer to figure 27).</p>																																																
	2	<p>Click Modify</p> <p>General Information</p> <p>Phase 1a</p> <p>General Information Correspondence</p> <p>*Phase ID: 1a</p> <p>*Phase Description: Project created for training purposes</p> <p>Federal Tax Id #: 123456789 (If Applicable)</p> <p>Contacts</p> <p><input type="checkbox"/> View All Contacts</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Title</th> <th>Company</th> <th>Office Phone</th> <th>Mobile Phone</th> <th>Email</th> <th>NOA</th> </tr> </thead> <tbody> <tr> <td>Johny Bravo - Primary</td> <td>Project Co-ordintaor</td> <td>DOH</td> <td>(123) 456-7890</td> <td>(123) 456-7890</td> <td>j.bravo@doh.com</td> <td></td> </tr> <tr> <td>Peter Black</td> <td>Project Controller</td> <td>DOH</td> <td>(223) 344-5566</td> <td>(223) 344-5566</td> <td>peter.black@doh.com</td> <td></td> </tr> </tbody> </table> <p>Add Contact</p> <p>**All Dates in MM/DD/YYYY format</p> <table border="1"> <thead> <tr> <th>*Target Opening Date</th> <th colspan="2">†Requested Survey Dates</th> <th>†Applicant's Name/Date</th> </tr> </thead> <tbody> <tr> <td>02/14/2019</td> <td>From: 12/23/2015</td> <td>To: 12/23/2018</td> <td>Payal Sareen 08/11/2015</td> </tr> </tbody> </table> <p>†Federal 855 required? <input checked="" type="radio"/> Yes <input type="radio"/> No Approved Date: Expiration Date: <input type="text"/></p> <p>**Date as provided by CMS</p> <p>Survey</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Required</th> <th>Scheduled Date</th> <th>Confirm Date</th> <th>Reviewer</th> </tr> </thead> <tbody> <tr> <td>Environmental</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Clinical</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Administrative</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Save Cancel</p> <p>* Fields marked with an asterisk (*) are required for saving information from this screen. * Fields marked with a dagger (†) are required to proceed with the submission process.</p> <p><i>Figure 28: Screen to Modify</i></p>	Name	Title	Company	Office Phone	Mobile Phone	Email	NOA	Johny Bravo - Primary	Project Co-ordintaor	DOH	(123) 456-7890	(123) 456-7890	j.bravo@doh.com		Peter Black	Project Controller	DOH	(223) 344-5566	(223) 344-5566	peter.black@doh.com		*Target Opening Date	†Requested Survey Dates		†Applicant's Name/Date	02/14/2019	From: 12/23/2015	To: 12/23/2018	Payal Sareen 08/11/2015	Type	Required	Scheduled Date	Confirm Date	Reviewer	Environmental					Clinical					Administrative			
Name	Title	Company	Office Phone	Mobile Phone	Email	NOA																																												
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Type	Required	Scheduled Date	Confirm Date	Reviewer																																														
Environmental																																																		
Clinical																																																		
Administrative																																																		
3	<p>In the Target opening date textbox, enter the new date.</p> <p>**All Dates in MM/DD/YYYY format</p> <table border="1"> <thead> <tr> <th>*Target Opening Date</th> <th colspan="2">†Requested Survey Dates</th> <th>†Applicant's Name/Date</th> </tr> </thead> <tbody> <tr> <td>02/14/20 <input type="text"/></td> <td>From: 12/23/2015</td> <td>To: 12/23/2018</td> <td>Payal Sareen 08/11/2015</td> </tr> </tbody> </table> <p><i>Figure 29: Select cell to modify Target opening date</i></p>	*Target Opening Date	†Requested Survey Dates		†Applicant's Name/Date	02/14/20 <input type="text"/>	From: 12/23/2015	To: 12/23/2018	Payal Sareen 08/11/2015																																									
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02/14/20 <input type="text"/>	From: 12/23/2015	To: 12/23/2018	Payal Sareen 08/11/2015																																															

	5	<p>Click Save.</p> <p>*Note: On saving, the toggle appears next to the row. Clicking the toggle will expand the view to show previous survey and confirmation dates.</p>  <p style="text-align: center;"><i>Figure 30: Save new date</i></p>
--	---	---

Modify Requested Survey Date range

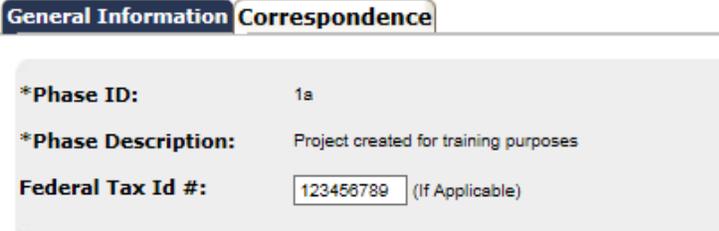
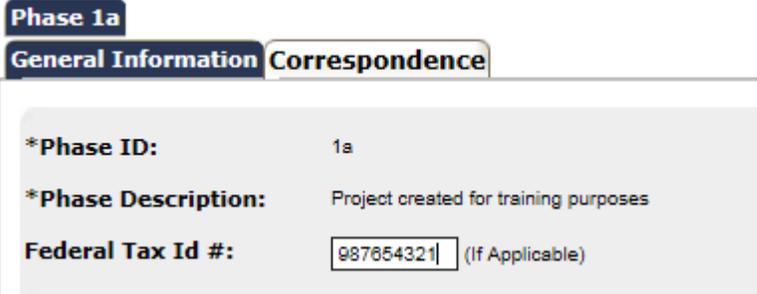
Learning Objective	Step	Action
To modify the requested survey date range on the general information page	1	Click Modify on the General information page
	2	<p>Enter the new date in the Requested Survey Date To: textbox.</p>  <p style="text-align: center;"><i>Figure 31: Select cell to modify survey date range</i></p>
	3	<p>Enter the new date in the Requested Survey Date From: textbox.</p> <p>*Note: On saving the toggle appears next to the row. Click the toggle to expand previous history..</p>  <p style="text-align: center;"><i>Figure 32: Clear cell to enter new data</i></p>
	4	<p>Click Save. The previous dates will be shown upon clicking the toggle to the left of the Target Opening Date.</p>  <p style="text-align: center;"><i>Figure 33: Save new survey dates</i></p>

Modify Federal 855 expiration date

Learning Objective	Step	Action
To modify the Federal	1	Click Modify on the General Information Page

855 Expiration date on the general information page	2	<p>Enter the new date in the Expiration Date textbox.</p>  <p><i>Figure 34: On clicking Modify Fed 855 expiration date allows editing</i></p>
	3	<p>Enter new (extended) Expiration Date as provided by CMS</p>  <p><i>Figure 35: New Date entered</i></p>
	4	<p>Click Save</p>  <p><i>Figure 36: Date as entered saved. History accessible by toggle.</i></p>

Modify Federal Tax ID

Learning Objective	Step	Action
To modify the Federal Tax ID# on the general information page	1	Click Modify .
	2	<p>Enter the number in the Federal Tax ID # textbox.</p>  <p><i>Figure 35: Clearing the earlier entry</i></p>
	3	<p>Enter or modify the number</p>  <p><i>Figure 36: Enter the new number</i></p>

	<p>4</p>	<p>Click Save</p> <div style="text-align: center;"> <h2 style="color: green;">General Information</h2> </div> <div style="border: 1px solid gray; padding: 5px;"> <p>Phase 1a</p> <p>General Information Correspondence</p> <div style="background-color: #f0f0f0; padding: 10px; border: 1px solid #ccc;"> <p>*Phase ID: 1a</p> <p>*Phase Description: Project created for training purposes</p> <p>Federal Tax Id #: 987654321</p> </div> </div> <p style="text-align: center;">Figure 37: Federal Tax ID # as modified</p>
--	-----------------	--

Add, Cancel, Delete a new phase

Learning Objective	Step	Action
--------------------	------	--------

Add new phase

1

Once a phase has been saved, another phase can be created. To create another phase: Click **Add Phase**.

Regional Office

CON Project Number: 092172
Facility Name: F.E.G.S ProCare Health Services, Inc.
Project Description: Establish a diagnostic and treatment center to provide primary care services at 344 West 51st Street, New York

<< **Sites** Decision Contingencies Post Approval **Regional Office** Access Summary

General Information

Phase 1a

General Information Correspondence

***Phase ID:** 1a
***Phase Description:** Project created for training purposes
Federal Tax Id #: 987654321

Contacts

View All Contacts

Name	Title	Company	Office Phone	Mobile Phone	Email	NOA
Johny Bravo - Primary	Project Co-ordintaor	DOH	(123) 456-7890	(123) 456-7890	j.bravo@doh.com	
Peter Black	Project Controller	DOH	(223) 344-5566	(223) 344-5566	peter.black@doh.com	

Add Contact

**All Dates in MM/DD/YYYY format

*Target Opening Date	†Requested Survey Dates		†Applicant's Name/Date
09/23/2020	From: 12/23/2015	To: 12/23/2018	Payal Sareen 08/11/2015

†Federal 855 required? Yes No Approved Date: ▶ Expiration Date: 03/08/2020
 **Date as provided by CMS

Survey

Type	Required	Scheduled Date	Confirm Date	Reviewer
Environmental				
Clinical				
Administrative				

Add Phase Modify

* 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 38: Adding new phase

Refer to Section1 - Steps 2&3 to 'Save a phase'.

Note:

Add Phase button shows up on the first Phase, General Information page only.

General Information

Phase 1a **Phase 2**

General Information **Correspondence**

*Phase ID: (e.g: 1a, 1(a),1(i) ,2b)

*Phase Description:

Federal Tax Id #: (If Applicable)

Contacts

View All Contacts

Name	Title	Company	Office Phone	Mobile Phone	Email	NOA
Johny Bravo - Primary	Project Co-ordintaor	DOH	(123) 456-7890	(123) 456-7890	j.bravo@doh.com	
Peter Black	Project Controller	DOH	(223) 344-5566	(223) 344-5566	peter.black@doh.com	

**All Dates in MM/DD/YYYY format

*Target Opening Date †Requested Survey Dates From: To: †Applicant's Name/Date

†Federal 855 required? Yes No Approved Date: Expiration Date:
**Date as provided by CMS

Survey

Type	Required	Scheduled Date	Confirm Date	Reviewer
Environmental				
Clinical				
Administrative				

* 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 44: New phase –General Information screen

The following fields will be auto populated as data provided for the project in the phase1(This data is the information that is required for all phases and may be same across phases)

Phase ID: Can be altered as per the specific phase numbering conventions followed by the application, but defaults to the next sequential number

Federal Tax ID #- Any change made to this number will be reflected across phases.

Contacts: Any changes made on the contacts table will be reflected in the earlier created phase(s).

Federal 855 information- This can be changed. The entry in the earlier phase(s) will also get updated.

2

To create a phase, follow the steps in section for [creating a phase](#) above.

3 To Cancel the creation of phase, click **Cancel**
Note: The creating a new phase can be cancelled only before the phase is saved.

4 To delete a phase: Click **Delete**.

General Information

Phase 1a **Phase 2**

General Information Correspondence

*Phase ID: (e.g: 1a, 1(a), 1(f) ,2b)

*Phase Description:

Federal Tax Id #: (If Applicable)

Contacts

View All Contacts

Name	Title	Company	Office Phone	Mobile Phone	Email	NOA
Johny Bravo - Primary	Project Co-ordintaor	DOH	(123) 456-7890	(123) 456-7890	j.bravo@doh.com	
Peter Black	Project Controller	DOH	(223) 344-5566	(223) 344-5566	peter.black@doh.com	

Add Contact

**All Dates in MM/DD/YYYY format

*Target Opening Date	†Requested Survey Dates		†Applicant's Name/Date
<input type="text" value="08/23/2021"/>	From: <input type="text"/>	To: <input type="text"/>	Payal Sareen 08/11/2015

†Federal 855 required? Yes No Approved Date: ▶ Expiration Date:

**Date as provided by CMS

Survey

Type	Required	Scheduled Date	Confirm Date	Reviewer
Environmental				
Clinical				
Administrative				

Delete Phase Save Clear Submit

* 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 45: New phase –General Information screen- Delete Phase

Note:

The Delete button displays only after the phase has been Saved.

A phase cannot be deleted after Submission

Checklist

Uploading, Deleting, Saving and Submitting Checklist Documents

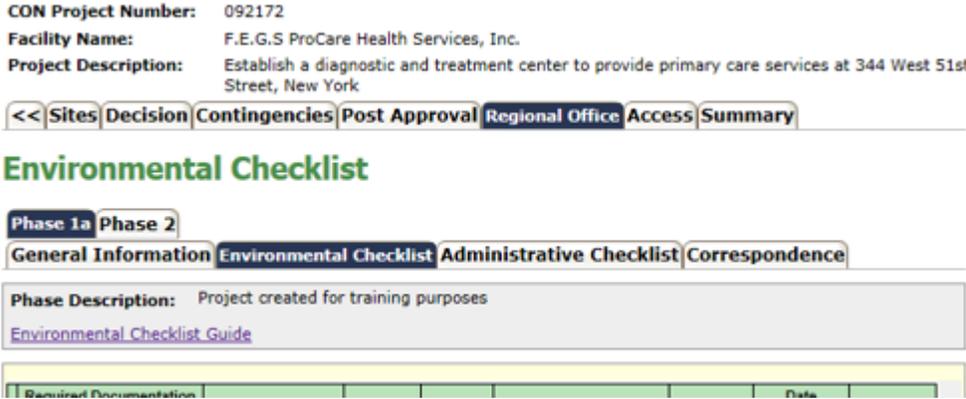
Learning Objective	Step	Action				
<p>How to upload a checklist document</p>	<p>1</p>	<p>On the Regional Office tab- Select the Checklist Tab where the documents must to be uploaded.</p>  <p>CON Project Number: 092172 Facility Name: F.E.G.S ProCare Health Services, Inc. Project Description: Establish a diagnostic and treatment center to provide primary care services at 344 West 51st Street, New York</p> <p><< Sites Decision Contingencies Post Approval Regional Office Access Summary</p> <p>Environmental Checklist</p> <p>Phase 1a Phase 2</p> <p>General Information Environmental Checklist Administrative Checklist Correspondence</p> <p>Phase Description: Project created for training purposes Environmental Checklist Guide</p> <table border="1"> <thead> <tr> <th>Required Documentation</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Required Documentation	Date		
Required Documentation	Date					

Figure 46: Selecting the Environmental Checklist Tab

2 On the Checklist page, The checklist items are listed in the table.

Note: The hyperlink to the Environmental checklist guide is located above the table on the Environmental checklist page. Clicking the hyperlink opens the description of the checklist items (It is available only for the environmental checklist)

Environmental Checklist

Phase 1a Phase 2

General Information Environmental Checklist Administrative Checklist Correspondence

Phase Description: Project created for training purposes

[Environmental Checklist Guide](#)

Required Documentation <small>**for further information refer to DOH website</small>	Current Status	Document	File	Comments	Date Submitted	Date Accepted/ Rejected	Reviewer Signature
Building Construction Type	REQUIRED		Upload				
Fire Alarm System	REQUIRED		Upload				
Fire Alarm System - Record of Completion	REQUIRED		Upload				
Sprinkler System Installation	REQUIRED		Upload				
Sprinkler System Test Report	REQUIRED		Upload				
Stand Pipe System	REQUIRED		Upload				
Fire Pumps	REQUIRED		Upload				
Ventilation Control and fire protection for commercial cooking equipment	REQUIRED		Upload				
Fire Response Procedures	REQUIRED		Upload				
Disaster Plans	REQUIRED		Upload				
Fire Safety and Evacuation Training	REQUIRED		Upload				
Smoking Signs	REQUIRED		Upload				
Flame Spread Documentation	REQUIRED		Upload				
Classification of Interior floor finishes and ceiling tiles	REQUIRED		Upload				
Fire Stopping	REQUIRED		Upload				

Save Clear Submit

*Save - Saves all attachments and entries

*Submit - Sends a notification to the Department of Health requesting their action.

Figure 47: Environmental checklist table on the Environmental checklist page

3 Click the Upload Button in the row of the checklist item to be uploaded.

Environmental Checklist

Phase 1a Phase 2

General Information Environmental Checklist Administrative Checklist Correspondence

Phase Description: Project created for training purposes

[Environmental Checklist Guide](#)

Required Documentation <small>**for further information refer to DOH website</small>	Current Status	Document	File	Comments	Date Submitted	Date Accepted/Rejected	Reviewer Signature
Building Construction Type	REQUIRED		Upload				
Fire Alarm System	REQUIRED		Upload				
Fire Alarm System - Record of Completion	REQUIRED		Upload				

Figure 48: Uploading document for building construction type.

4 Add Checklist Attachment page displays. Click **Browse**.

Add Checklist Attachment

Phase 1a Phase 2

General Information Environmental Checklist Administrative Checklist Correspondence

File: Browse...

Add Attachment Cancel

Notice

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Figure 49: Add Checklist Attachment.

5 The File upload browser displays. Select the file to be uploaded and click **Open**

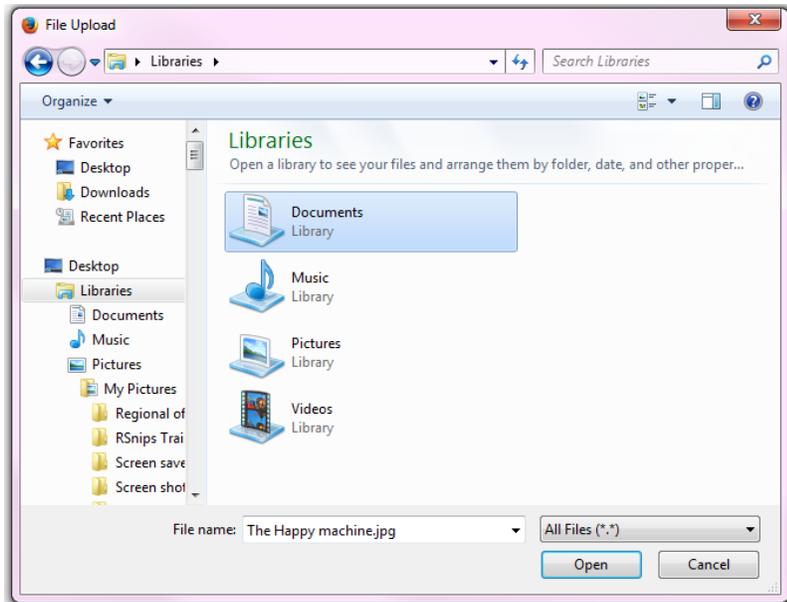


Figure 50: Add Checklist Attachment.

6 Click **Add Attachment**
Add Checklist Attachment

Phase 1a Phase 2

General Information Environmental Checklist Administrative Checklist Correspondence

File: C:\Users\Public\Pictures\Sample Pictures\Jellyfish.jpg Browse...

Add Attachment Cancel

Figure 51: Add Attachment.

7 The **attachment** gets added, indicated by the document icon on the table.
Note: The upload button appears as **Delete** at this time. If the documents need to be replaced this one can be deleted.

Phase 1a Phase 2

General Information Environmental Checklist Administrative Checklist Correspondence

Phase Description: Project created for training purposes

[Environmental Checklist Guide](#)

Required Documentation <small>**for further information refer to DOH website</small>	Current Status	Document	File	Comments	Date Submitted	Date Accepted/ Rejected	Reviewer Signature
Building Construction Type	REQUIRED	Jellyfish.jpg	Delete				
Fire Alarm System	REQUIRED		Upload				
Fire Alarm System - Report of Completion	REQUIRED		Upload				

Figure 52: Document uploaded can be deleted before saving

8 To add any comments about the uploaded document, select the text area under the **Comments** column on the table. (Optional)

9 Click **Save** to save the data provided.

Required Documentation <small>**for further information refer to DOH website</small>	Current Status	Document	File	Comments	Date Submitted	Date Accepted/ Rejected	Reviewer Signature
Building Construction Type	REQUIRED	Jellyfish.jpg	Delete				
Fire Alarm System	REQUIRED		Upload				
Fire Alarm System - Record of Completion	REQUIRED		Upload				
Sprinkler System Installation	REQUIRED		Upload				
Sprinkler System Test Report	REQUIRED		Upload				
Stand Pipe System	REQUIRED		Upload				
Fire Pumps	REQUIRED		Upload				
Ventilation Control and fire protection for commercial cooking equipment	REQUIRED		Upload				
Fire Response Procedures	REQUIRED		Upload				
Disaster Plans	REQUIRED		Upload				
Fire Safety and Evacuation Training	REQUIRED		Upload				
Smoking Signs	REQUIRED		Upload				
Flame Spread Documentation	REQUIRED		Upload				
Classification of Interior floor finishes and ceiling tiles	REQUIRED		Upload				
Fire Stopping	REQUIRED		Upload				

Save Clear Submit

*Save - Saves all attachments and entries
*Submit - Sends a notification to the Department of Health requesting their action.

Figure 53: Saving the Uploaded document

- 10** Repeat the steps listed above to upload any more documents for the checklist.
 Note: For more than one document being saved for a single checklist item, all documents uploaded will be maintained accessible by a toggle.

Required Documentation <small>**for further information refer to DOH website</small>	Current Status	Document	File	Comments	Date Submitted	Date Accepted/Rejected	Reviewer Signature
▶ Building Construction Type	REQUIRED		Upload	<input type="text"/>			
Fire Alarm System	REQUIRED	Hydrangeas.jpg 	Delete	<input type="text"/>			
Fire Alarm System - Record of Completion	REQUIRED		Upload	<input type="text"/>			

Figure 55: Toggle appearing by the checklist item

- 11** To submit the uploaded documents: Click **Submit**.
 The submission confirmation screen displays. Click **Confirm**.

Confirm Submission of Documents

Phase 1a Phase 2

Please be sure all the documentation has been added or explanation provided before submitting this notice to the Department of Health. Do you want to proceed?

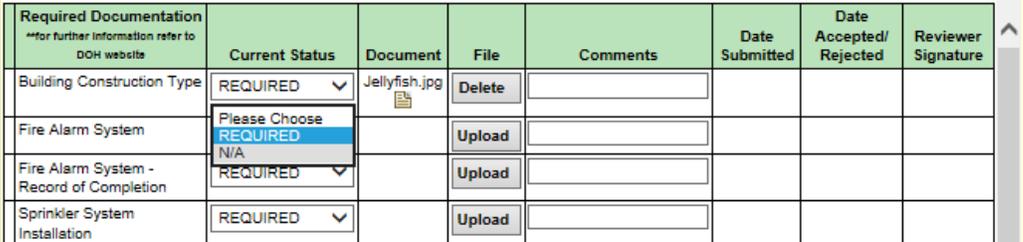
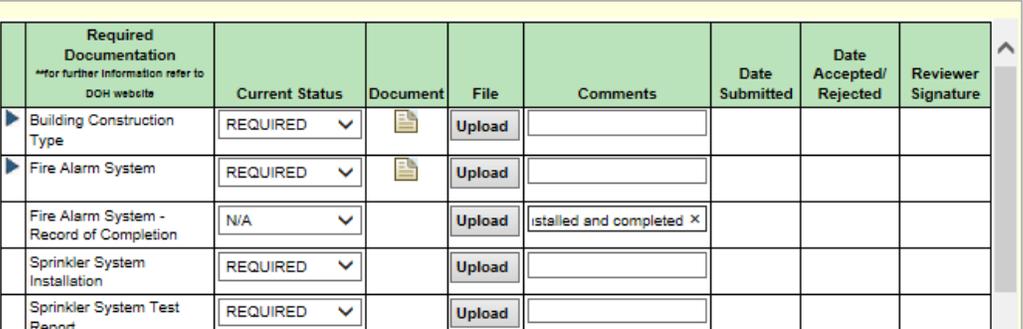
Confirm Cancel

Notice

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

Figure 54: Submission confirmation

Changing status of a checklist item to N/A

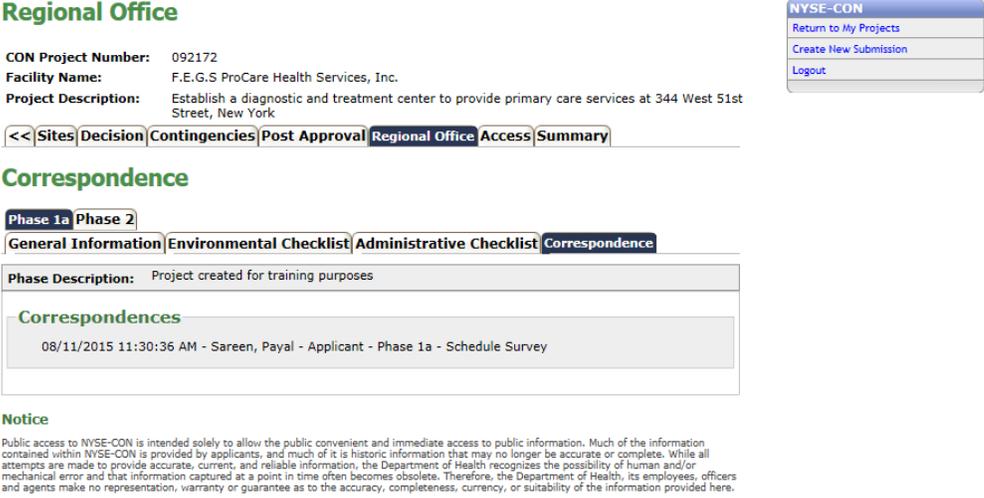
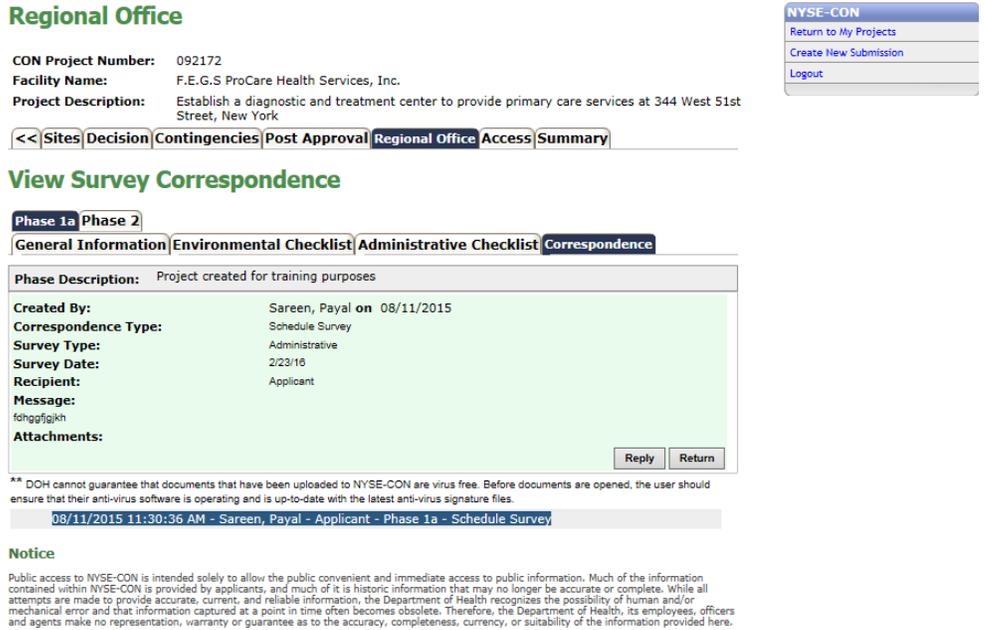
Learning Objective	Step	Action
<p>How to change the Status of the Checklist item from Required to N/A</p>	<p>1</p>	<p>On the checklist table, in the status column, the default status for all documents is set as Required. Select N/A for the status selection list.</p>  <p><i>Figure 55: Drop down list of Status_ Selecting N/A</i></p>
	<p>2</p>	<p>Provide the reason the checklist item is not applicable to the project phase in the Comments column. *Note: Providing a comment is required if the status is set to N/A, to submit the checklist.</p>  <p><i>Figure 56: Providing comments for N/A</i></p>
	<p>3</p>	<p>Click Save to save the information provided or Submit if the available and required information has been provided.</p>

Notification for Schedule Survey correspondence

When the Reviewer schedules a survey for a regional office review, the following email notification is received. Select the link within the email notification to enter NYSE-CON and be directed to the Correspondence tab on the **Regional Office Tab**. If you are not logged into the system you will be redirected to the Login page. After you log in please select this link again to continue to the regional office information.

Email Notification Sent	
1	Regional office Applicants
<p>Notification Date: 08/11/2015</p> <p>NYS Department of Health, NYSE-CON notification: There is a new survey correspondence for Application CON # 092172, F.E.G.S ProCare Health Services, Inc. , Phase 1a from Payal Sareen. Please log into the NYSE-CON system to see the new information.</p> <p>If you are using NYSE-CON via the Health Commerce System (HCS) use this link https://devcommerce.health.state.ny.us/doh2/applinks/nysecon/ro/referenceCorrespondenceRo?id=21715. If you are using the Public Authenticated system use this link https://devapps.health.state.ny.us/facilities/cons/public/nysecon/ro/referenceCorrespondenceRo?id=21715</p> <p>If you are not logged into the NYSE-CON system you will be redirected to the Login page. After you login please select this link again to access the application.</p> <p>PLEASE NOTE: When responding, please respond directly to the correspondence item in NYSE-CON using the Regional Office Correspondence tab, and attach any applicable documents to the correspondence. Please do not use the Application tab to respond to correspondence</p>	
<p><i>Figure 57: Sample Notification Email for Schedule Survey correspondence</i></p>	

View Correspondence (survey correspondence, general correspondence, checklist correspondence and phone logs)

Learning Objective	Step	Action
<p>How to view a correspondence</p>	<p>1</p>	<p>Select the 'Regional Office' tab. Select the Correspondence tab.</p>  <p style="text-align: center;"><i>Figure 58: Correspondence Screen</i></p>
	<p>2</p>	<p>The screen contains the hyperlinks to the correspondence created in chronological order of occurrence. Click on the hyperlink to access the content of the correspondence.</p>
	<p>3</p>	<p>The 'View Survey Correspondence' is now displayed.</p>  <p style="text-align: center;"><i>Figure 59: View Survey Correspondence Screen</i></p>

Reply to Correspondence (Applies to survey correspondence, checklist correspondence, general correspondence)

Learning Objective	Step	Action
How to reply to correspondence	1	<p>On the View Correspondence page, click Reply</p>  <p>View Survey Correspondence</p> <p>Phase 1a Phase 2</p> <p>General Information Environmental Checklist Administrative Checklist Correspondence</p> <p>Phase Description: Project created for training purposes</p> <p>Created By: Sareen, Payal on 08/11/2015</p> <p>Correspondence Type: Schedule Survey</p> <p>Survey Type: Administrative</p> <p>Survey Date: 2/23/16</p> <p>Recipient: Applicant</p> <p>Message: fdhggfjgikh</p> <p>Attachments:</p> <p>Reply Return</p> <p>** DOH cannot guarantee that documents that have been uploaded to NYSE-CON are virus free. Before documents are opened, the user should ensure that their anti-virus software is operating and is up-to-date with the latest anti-virus signature files.</p> <p>08/11/2015 11:30:36 AM - Sareen, Payal - Applicant - Phase 1a - Schedule Survey</p>

Figure 60: Reply Button on View correspondence screen

4 The 'Add Survey Correspondence Attachment' screen is displayed.

Add Correspondence Attachment

Phase 1a Phase 2

General Information Environmental Checklist Administrative Checklist **Correspondence**

Phase Description: Project created for training purposes

Document Type: RO Generic Document

Date: 08/11/2015

Description:

File: No file selected.

Figure 62: Add Survey Correspondence Attachment Screen

5 Select **Document Type** for the attachment using the drop down list or type the description in the text field provided below the list box.

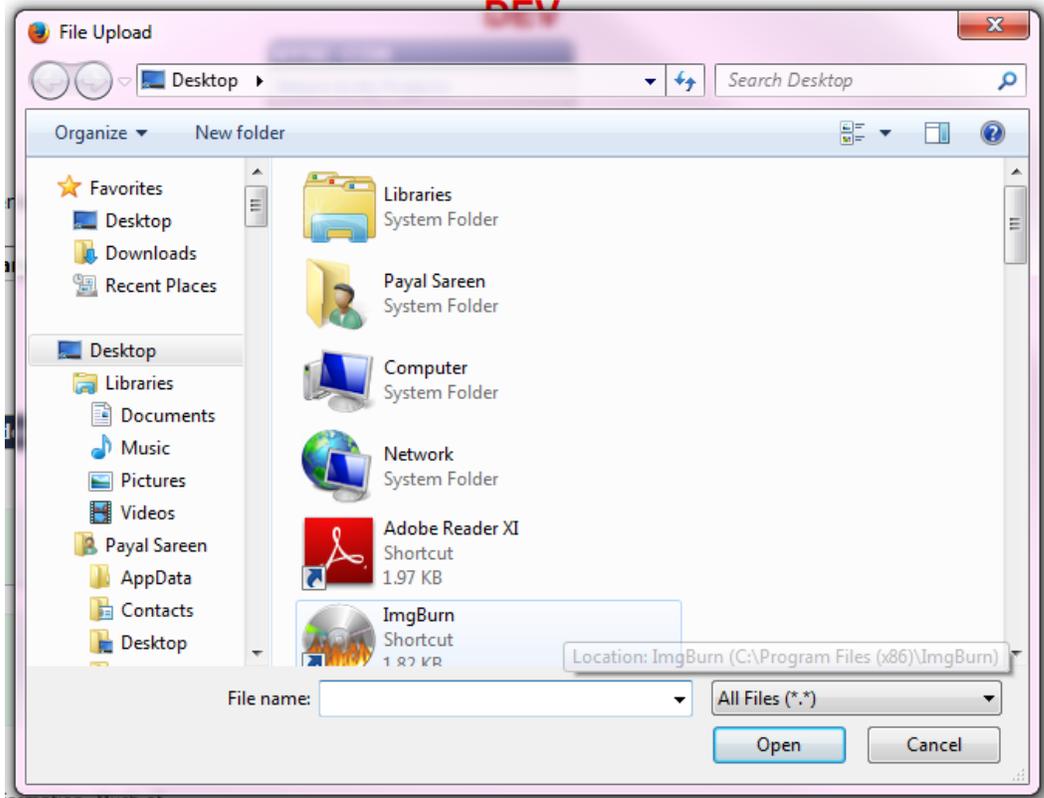


Figure 63: Drop down list for description

6 Click **Browse**. The windows browser opens for selecting the file to be attached.

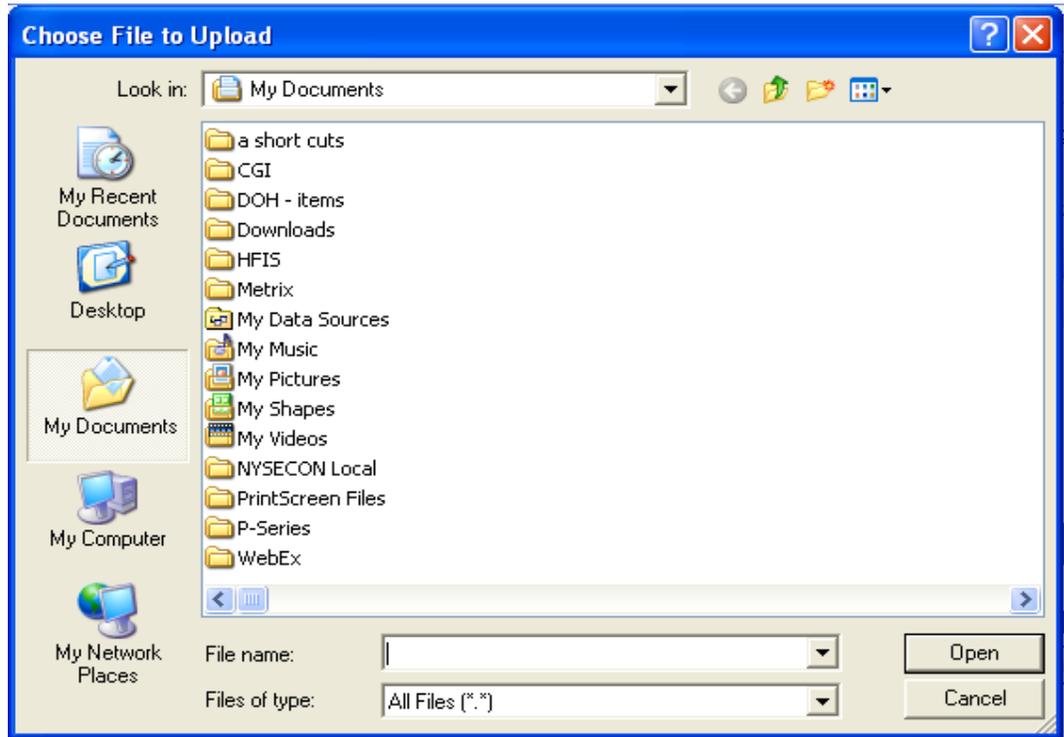


Figure 64: Windows browser to find attachment on the computer.

7 Select the file and click **Open**

8 Click **Add Attachment**

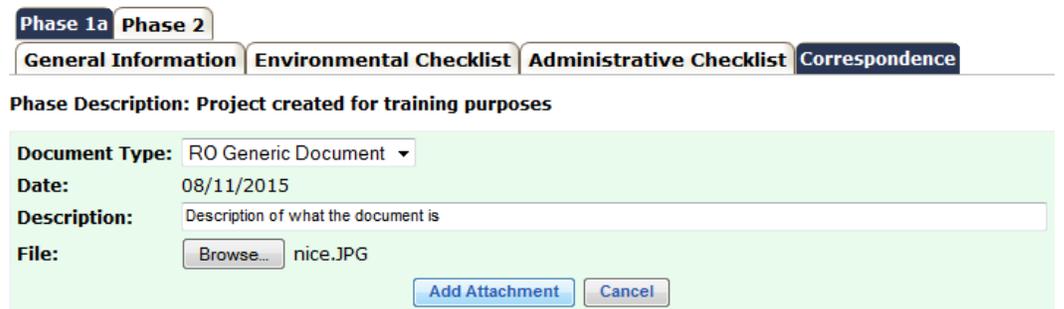


Figure 65: Windows browser to find attachment on the computer.

9 Click **Send Reply**

Reply to Survey Correspondence

Phase 1a Phase 2

General Information Environmental Checklist Administrative Checklist **Correspondence**

Phase Description: Project created for training purposes

Created By: Payal Sareen on 08/11/2015
Correspondence Type: Schedule Survey
Recipient: Sareen, Payal
Survey Type: Administrative
Survey Date: 2/23/16
***Message:**

[Style] [Font] [Size]

B *I* U [List Icons]

Training for PubAuth

Attachments:
 nice.JPG
 Add Attachment

Send Reply Cancel

In Response To

Created By: Sareen, Payal on 08/11/2015
Correspondence Type: Schedule Survey
Survey Type: Administrative
Survey Date: 2/23/16
Message: fdhggfjgjkh
Attachments:
 * DOH cannot guarantee that documents that have been uploaded to NYSE-CON are virus free. Before documents are opened, the user should ensure that their anti-virus software is operating and is up-to-date with the latest anti-virus signature files.

Figure 66: Windows browser to find attachment on the computer.

10 Related **Child link** is created to the correspondence initiated by the reviewer

Correspondences

08/11/2015 11:30:36 AM - Sareen, Payal - Applicant - Phase 1a - Schedule Survey - 08/11/2015 11:41:15 AM
 08/11/2015 11:41:15 AM - Applicant - Phase 1a - Schedule Survey

Figure 67: Reply hyperlink created.

Appendix _1

Referencing the Survey Schedule History Table

Learning Objective	Step	Action																									
<p>How to Refer to the History of surveys scheduled</p>	<p>1</p>	<p>The 'Survey' table (containing the schedule activiey specific to each survey) is located in the bottom frame of the General Information Page.</p> <div data-bbox="467 527 1484 695" style="border: 1px solid gray; padding: 5px;"> <p>Survey</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Required</th> <th>Scheduled Date</th> <th>Confirm Date</th> <th>Reviewer</th> </tr> </thead> <tbody> <tr> <td>Environmental</td> <td>✓</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Clinical</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Administrative</td> <td>✓</td> <td>02/23/2016</td> <td></td> <td>Payal Sareen</td> </tr> </tbody> </table> </div> <p style="text-align: center;"><i>Figure 68: Survey table</i></p>	Type	Required	Scheduled Date	Confirm Date	Reviewer	Environmental	✓				Clinical					Administrative	✓	02/23/2016		Payal Sareen					
Type	Required	Scheduled Date	Confirm Date	Reviewer																							
Environmental	✓																										
Clinical																											
Administrative	✓	02/23/2016		Payal Sareen																							
	<p>2</p>	<p>As the survey(s) get scheduled, re-scheduled, confirmed or canceled, the history of activating is available by clicking the toggle beside the survey type. The table records the following:</p> <ul style="list-style-type: none"> Type of survey(s) selected for the project (Marked with '✓') <i>This tick mark appears even if the survey(s) are not scheduled yet. They are indicative of the survey(s) that are selected for the project by the Regional Office staff.</i> The Scheduled date - the date is created when the reviewer first schedules the survey and is updated every time the survey is rescheduled. Name of the reviewer <div data-bbox="467 1129 1468 1373" style="border: 1px solid gray; padding: 5px;"> <p>Survey</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Required</th> <th>Scheduled Date</th> <th>Confirm Date</th> <th>Reviewer</th> </tr> </thead> <tbody> <tr> <td>▼ Environmental</td> <td>✓</td> <td>05/26/2016</td> <td></td> <td>Payal Sareen</td> </tr> <tr> <td>▼ Clinical</td> <td>✓</td> <td>02/12/2016</td> <td>08/01/2015</td> <td>Payal Sareen</td> </tr> <tr> <td>▼ Administrative</td> <td>✗</td> <td>05/26/2016</td> <td></td> <td>Payal Sareen</td> </tr> <tr> <td></td> <td></td> <td>02/23/2016</td> <td></td> <td>Payal Sareen</td> </tr> </tbody> </table> </div> <p style="text-align: center;"><i>Figure 69: Records created for Surveys Scheduled</i></p>	Type	Required	Scheduled Date	Confirm Date	Reviewer	▼ Environmental	✓	05/26/2016		Payal Sareen	▼ Clinical	✓	02/12/2016	08/01/2015	Payal Sareen	▼ Administrative	✗	05/26/2016		Payal Sareen			02/23/2016		Payal Sareen
Type	Required	Scheduled Date	Confirm Date	Reviewer																							
▼ Environmental	✓	05/26/2016		Payal Sareen																							
▼ Clinical	✓	02/12/2016	08/01/2015	Payal Sareen																							
▼ Administrative	✗	05/26/2016		Payal Sareen																							
		02/23/2016		Payal Sareen																							