New York State

Electronic Certificate of Need

Applicant Training

Contingencies

NYS Department of Health

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Chapter Overview

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In this chapter, the Applicant will learn how to:

1. View and Expand Contingencies.
2. Respond to a Contingency
3. Attach a document.
4. View correspondence History

NYSE-CON provides the ability for an Applicant to respond to a contingency.

View and Expand Contingencies

The Contingencies module is reached via the Contingencies tab. To view and respond to a contingency, select the arrow beside the contingency or select the **Expand All** button to expand details for all contingencies and select **Respond** button.

Figure 1: Sample Contingencies screen

Contingencies Field Descriptions	
Field Name	**Description**
Contingencies	Page title.
# (Number)	Contingency Number.
Status	Contingency Status will display.
Status Date	Date the status was changed.
Unit	Review unit for the contingency.
Description	Contingency description.
Date Applied	Date the contingency is published.
Response Due	Date the contingency submission is due.
Buttons	
Arrow Toggle	When selected the arrow toggle will point down and the page will refresh with contingency details.
Expand All	When selected the contingency detail is displayed for all contingencies.

Select the Arrow toggle for every contingency. When selected the arrow toggle will point down and the page will refresh with contingency details.

Figure 2: Sample contingencies screen when a contingency is expanded

Figure 3: Sample expanded contingencies screen with second toggle expanded (to view messages).

Contingencies Field Descriptions	
Field Name	**Description**
Attachment(s)	Documents associated with contingency.
Contingency Correspondence Tree	Contingency correspondence link, that when clicked will open to the correspondence details.
Message	Message specific to the selected correspondence link will be displayed when the second arrow toggle is expanded.
Buttons	
Arrow Toggle	When selected, the arrow will point down to show details or sideways to close the detail view.
Second Arrow Toggle	When selected, the arrow will point down to show message specific to that correspondence link.

Pin indicator	Indicates that an attachment exists for the correspondence link.
Respond	When selected the Respond to a Contingency page will display.
Expand All	When selected the contingency detail is displayed.

Respond to Contingency

Learning Objective	Step	Action
How to respond to a contingency or a follow up	1	On the Contingencies Tab, expand the Contingency. Click on '**Respond'** button. *Figure 4: Sample Contingencies screen*
Button		
Respond		Select to respond to a contingency.
Expand All		Select to expand all the contingencies
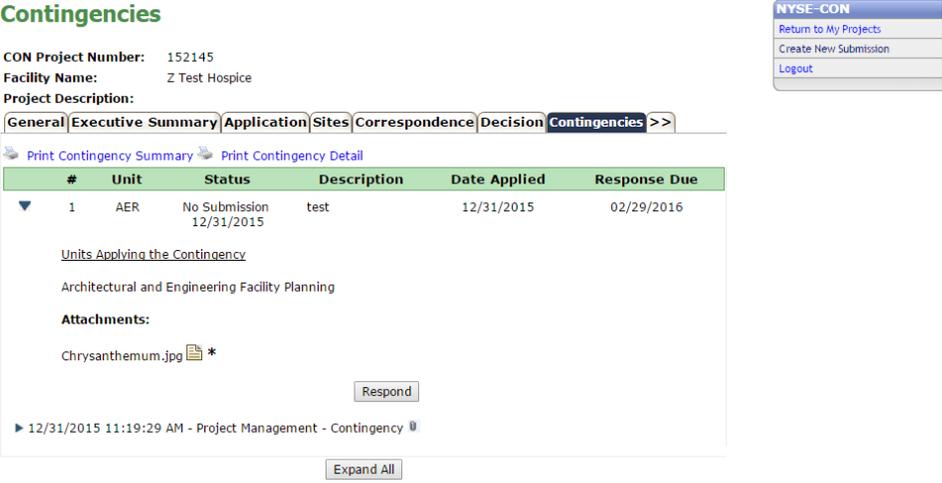
2	On the **Respond to Contingency** page:
	• Enter response under response text box
	• Select **Add attachments** button if required.(Refer to "Attach a Document" section)
	• Select **Save** button

Respond to Contingency

CON Project Number: 152145
Facility Name: Z Test Hospice
Project Description:

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

Contingency Response
Contingency Number: 1
Unit(s):   Architectural and Engineering Facility Planning
Status: No Submission
Status Date: 12/31/2015
Date Applied: 12/31/15
Response Due: 02/29/2016
Description: test
*Response:

Applicant Responding

Attachments:
Add Attachment

Save   Cancel

Figure 5: Sample Respond to Contingency screen

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

	3	System displays **Confirm Response to Contingency** screen.
		Review information and select the **Confirm** button to proceed. or the **Cancel** button to return to the **Respond to Contingency** screen.
		Select '**Confirm'.**
		Figure 6: Sample Confirm Contingency Response to Contingency screen.

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

	4	Contingencies screen is displayed with the new status (Under Review) and new correspondence added. Note: Applicant cannot respond again until DOH responds. *Figure 7: Sample Contingencies screen*

Attach a document

How to attach a document	1	Click **Add Attachment** button on the **Respond to Contingency screen**. *Figure 8: Sample Respond to Contingency screen to show add attachment button.*
	2	**Add Contingency Response Attachment** screen is displayed. *Figure 9: Sample Add Contingency Response attachment screen.*
	3	Select the File Type from the list (Contingency Response, Extension Request, Other).
	4	Enter description.
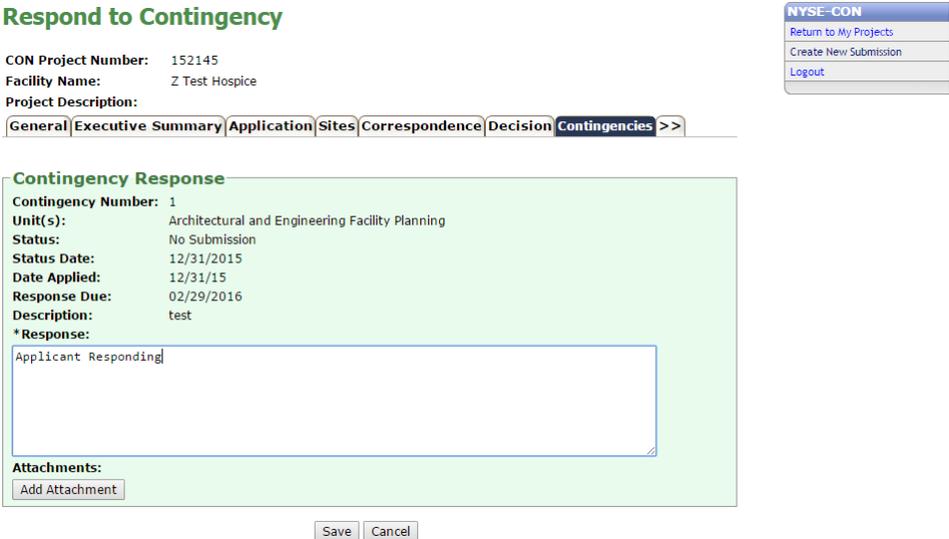
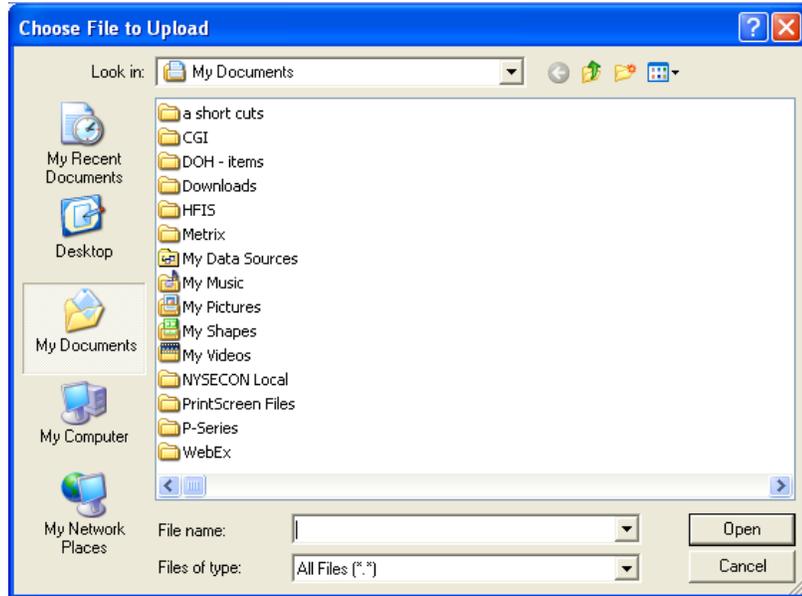|	5	Select the **Browse** button and select the file. Depending on the browser the file upload window will open. Select the file and then Select **Open**. *Figure 10: Sample File to Upload*
	6	**Add Contingency Response attachment** screen is displayed with document attached. Select the **Add Attachment** button. *Figure 11: Sample Add Contingency Response attachment page with filled information.*

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

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

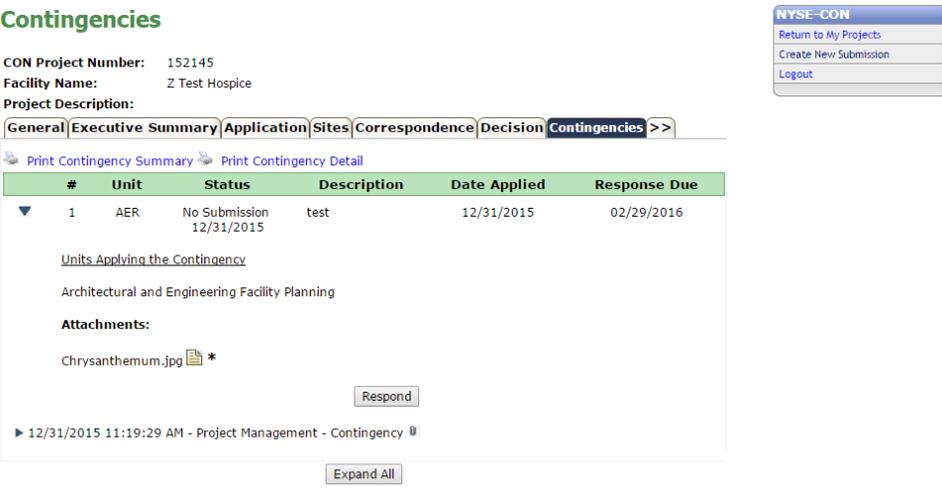# View Correspondence

Learning Objective	Step	Action
How to View Correspondence	**1**	On the Contingencies Tab, expand the Contingency. Click the correspondence by placing your mouse on it. *Figure 13: Sample Contingencies screen*
	2	The selected correspondence screen is displayed. Note: This screen name may vary based on the selected correspondence and the selected correspondence will be highlighted. *Figure 14: Sample View Contingency screen*