New York State

Electronic Certificate of Need

Applicant Training

Contingencies

NYS Department of Health

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Chapter Overview

Contents	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.

Cor	atin	aonci					NYSE-CON			
Cor	חנוח	genci	es				Return to My Projects			
CON	Proje	ct Numbe	r: 152140				Create New Submission			
	ity Na ect De	me: scription:	University Medi	cal Center						
-		-		ication Sites Correspondence De	cision Contingen	cies >>				
Se Pr	rint Co	ntingency	Summary 🌭 Print (Contingency Detail			-			
	#	Unit	Status	Description	Date Applied	Response Due				
	1	AER	Waiting For Response 01/04/2016	test Applicant Response in Public- Authenticated site	12/23/2015	02/21/2016				
•	2	AER	No Submission 12/31/2015	test	12/23/2015	02/02/2016				
				Expand All						
Notic	е									
Public a	ccess to	NYSE-CON	is intended solely to allow	the public convenient and immediate access to p	ublic information. Much of	f the information				
attemp mechan	ts are m nical erro	ade to provi or and that in	de accurate, current, and nformation captured at a p	, and much of it is historic information that may no reliable information, the Department of Health rec oint in time often becomes obsolete. Therefore, th	ognizes the possibility of e Department of Health, i	human and/or its employees, officers	5			
			entation, warranty or gua	rantee as to the accuracy, completeness, currency,	, or suitability of the infor	mation provided here.				
Nevi Sed	. noven	1001 2014 2	iscamer Privacy Polic	Figure 1: Sample Conting	encies screer	ו				
				Contingencies Field	Descriptions	;				
Fi	ield	Name		D	escription					
Cont	inge	ncies	Page title).						
# (Nu	umbe	er)	Continge	ncy Number.						
Statu	IS		Continge	ncy Status will display.						
Statu	ıs Da	ate	Date the	status was changed.						
Unit			Review u	init for the contingency.						
Desc	criptio	on	Continge	ncy description.						
Date	Арр	Applied Date the contingency is published.								
Resp	ons	e Due	Date the	contingency submission is c	due.					
Butt	ons	5								
Arro	и То	ggle		lected the arrow toggle will p ncy details.	point down and	d the page w	vill refresh with			
Expa	and A	All	When se	lected the contingency detai	l is displayed	for all contin	gencies.			

			v toggle for ev n with conting	very contingency. When se ency details.	elected the arro	w toggle wil	I point down and the
		genci	•				NYSE-CON Return to My Projects
Facili	ty Nan	t Numbe ne: cription:	r: 152140 University Med	ical Center			Create New Submission Logout
			e Summary Appl Summary 🍣 Print	ication Sites Correspondence D	ecision Contingenc	ies >>	
	#	Unit	Status	Description	Date Applied	Response Due	
•	1	AER	Waiting For Response 01/04/2016	test Applicant Response in Public- Authenticated site	12/23/2015	02/21/2016	
	<u>Units</u>	s Applying	the Contingency				
	Archi	itectural a	nd Engineering Facil	ity Planning			
	Atta	chments	:				
				Respond			
▶ 01	1/04/2	016 10:4	5:19 AM - Project Ma	anagement - Follow up with applicant 🔋			
▶ 01	1/04/2	016 10:4	3:51 AM - Applicant	- Response 🔋			
▶ 12	2/31/2	015 09:34	4:20 AM - Project Ma	anagement - Follow up with applicant 🔋			
▶ 12	2/23/2	015 10:4	2:22 AM - Applicant	- Response 🔋			
▶ 12	2/23/2	015 10:3	5:18 AM - Project Ma	anagement - Contingency			
•	2	AER	No Submission 12/31/2015	test	12/23/2015	02/02/2016	
				Expand All			
			Figure 2: Sa	mple contingencies screen	n when a contin	gency is ex	panded

Cor	ntin	gencie	s				NYSE-CON				
							Return to My Projects Create New Submission				
	Proje ity Na	ct Number: me:	152140 University Medi	al Center			Logout				
		scription:	,								
Gen	eral	Executive	Summary Appl	cation Sites Correspondence Decis	sion Contingencies	>>					
🧼 Pr	rint Co	ntingency Su	ummary 🍉 Print C	contingency Detail							
					Date	Response					
	#	Unit	Status	Description	Applied	Due					
	1	AER	Waiting For Response 01/04/2016	test Applicant Response in Public- Authenticated site	12/23/2015	02/21/2016					
	<u>Unit</u>	ts Applying th	ne Contingency								
	Arch	nitectural and	d Engineering Facili	ty Planning							
	Atta	achments:									
				Respond							
- 0	1/04/2	0016 10:45	10 AM Droject Ma	accoment. Follow up with applicant 0							
• 0		sage	19 AM - Project Ma	nagement - Follow up with applicant 🛙							
	test										
▼ 0			51 AM - Applicant -	Response 🛙							
	test	sage									
	- (/ -										
• 1		2015 09:34: sage	20 AM - Project Ma	nagement - Follow up with applicant 🔍							
	test										
▶ 1	2/23/2	2015 10:42:	22 AM - Applicant -	Response 🔍							
▶ 1	2/23/2	2015 10:36:	18 AM - Project Ma	nagement - Contingency							
•	2		No Submission	test	12/23/2015	02/02/2016					
		1	12/31/2015								
				Expand All							
Fi	gure	e 3: Sam	ple expande	d contingencies screen with	second toggle	expanded (to view messages).				
				Contingencies Field	Descriptions						
Fi	ield	Name		[Description						
Attac	chm	ent(s)	Docume	ents associated with continge	ency.						
	Contingency Contingency correspondence link, that when clicked will open to the										
Tree		ondence	nce correspondence details.								
Mes	sage	e Message specific to the selected correspondence link will be displayed when the second arrow toggle is expanded.									
Butt	tons	S									
Arro	w To	oggle	When s detail vi	elected, the arrow will point o	down to show o	letails or sid	eways to close the				
Seco Togo		Arrow		elected, the arrow will point on ondence link.	down to show r	nessage sp	ecific to that				

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	Conti CON Pro Facility I Project I Genera Print	iect Numl kame: Descriptio (Execut Contingen- # U 1 A Units Appl Architectu Attachme Chrysanth	cies ber: : ive Sum cy Sumn Init AER iving the ural and B ents: hemum.j	152145 Z Test Hospice mary Applicat No Submission 12/31/2015 Contingency Engineering Facility pg 🖹 *	ion Sites Correspon ngency Detail Description test Planning Respond ement - Contingency () Expand All	ne Continger	ntingencies >> Response Due 02/29/2016	*Respond' button.	
Button										
Respond			Select to respond to a contingency.							
Expand All			Se	lect	to expand	all the conti	ingencies			

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 Return to My Projects							
	CON Project Number: 152145 Facility Name: 2 Test Hospice Project Description: General Executive Summary Application Sites Correspondence Decision Contingencies >>							
	Contingency Response Unit(s): Architectural and Engineering Facility Planning Status: No Submission Status: 12/31/2015 Date Applied: 12/31/15 Response Due: 02/29/2016 Description: tett *Response Image: Cancel 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'.
		Confirm Response to Contingency
		CON Project Number: 152122 Facility Name: Z Test Hospice Project Description:
		General Executive Summary Application Sites Correspondence Decision Contingencies >>
		Contingency Information
		This contingency response will be saved and a notification of the response will be sent to reviewers.
		Press Confirm to continue and save the contingency response. Press Cancel to cancel the saving of the contingency response and return to the prior screen.
		Contingency Number:1Unit(s):Architectural and Engineering Facility PlanningStatus:No SubmissionStatus: Date:01/04/2016Description:testing -correctContingencyApplicant RespondingResponse:Attachments:Chrysanthemum.jpg 🖳
		Confirm Cancel
		Notice
		Figure 6: Sample Confirm Contingency Response to Contingency screen.
Button		
Confirm		Select to proceed.
Cancel		Select to return to previous screen

Not	•		e added. t cannot re	espond agaii	n until DOH	responds.		
		encies					NYSE-CON Return to My Projects	
Facil Proj	ity Name ect Descr	:: iption:	152145 Z Test Hospice				Create New Submission Logout	
					ndence Decision Co	ntingencies >>		
	rint Conti #	ngency Sum Unit	mary ≫ Print Conti Status	Description	Date Applied	Response Due		
•	1	AER	Under Review 12/31/2015	test	12/31/2015	-		
	<u>Units</u>	Applying th	e Contingency					
	Archi	tectural and	Engineering Facility	Planning				
	Atta	chments:						
	Chry	santhemum	.jpg 🖺 *					
▶ 1	2/31/201	5 11:36:34	AM - Applicant - Res	ponse 🛙				
▶ 1	2/31/201	5 11:32:59	AM - Project Manage	ement - Contingency Un	done			
▶ 1	2/31/201	5 11:31:59	AM - Applicant - Res	ponse 🛙				
▶1	2/31/201	5 11:19:29	AM - Project Manage	ement - Contingency 🛙				
	Expand All							
			Fiau	re 7 [.] Samol	e Contingend	cies screen		

How to attach a document	1	Click Add Attachment button on the Respond to Contingency screen.							
		Respond to Contingency CON Project Number: 152145 Eaclity Name: 2 Test Hospice Project Description:							
		Attachments: Add Attachment Save Cancel Figure 8: Sample Respond to Contingency screen to show add attachment buttom							
	2	Add Contingency Response Attachment screen is displayed. Add Contingency Response Attachment CON Project Number: 152145 Facility Name: Z Test Hospice Project Description: Contingency Number: 1 Unit(s): Architectural and Engineering Facility Planning Status: No Submission Status: No Submission Status: V No Submi							
		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 .
	Choose File to Upload
	Look in: 📋 My Documents 💽 🔇 🎓 🖽 -
	a short cuts
	My Recent DOH - items Documents Documents
	Counteries Downloads
	Desktop Wy Data Sources
	Contraction of the second seco
	A my Shapes
	My Documents My Videos
	NYSECON Local PrintScreen Files
	My Computer
	WebEx
	My Network File name:
	Places Files of type: All Files (***)
	Figure 10: Sample File to Upload
6	
	attached.
	Select the Add Attachment button.
	Add Contingency Response Attachment
	CON Project Number: 152145
	Facility Name: Z Test Hospice
	Project Description: General Executive Summary Application Sites Correspondence Decision Contingencies >>
	Contingency Number: 1
	Unit(s): Architectural and Engineering Facility Planning Status: No Submission
	Status: No Submission Status Date: 12/31/2015
	Description: test
	File Type: Contingency Response ▼ Date: 12/31/2015
	Description: Please enter a unique description
	add document File: Choose File Chrysanthemum.jpg
	Add Attachment Cancel
	Figure 11: Sample Add Contingency Response attachment page with filled
	information.

7	The Respon added.	d to Contingency screen will be displayed with th	e attachment
	Respond to C	ontingency	NYSE-CON
	CON Project Number: Facility Name: Project Description:	152145 Z Test Hospice	Return to My Projects Create New Submission Logout
	General Executive	Summary Application Sites Correspondence Decision Contingencies >>	
	Contingency Re	esponse	1
	Contingency Number		
	Unit(s): Status:	Architectural and Engineering Facility Planning No Submission	
	Status Date:	12/31/2015	
	Date Applied: Response Due:	12/31/15 02/29/2016	
	Description:	02/29/2016 test	
	*Response:		
	Applicant Respondin	g	
	Attachments:		
	Chrysanthemum.jpg	*	
		Save	
		2: Sample Respond to Contingency screen with fil	lled information.

Learning Objective	Step	Action
How to View Corresponde nce	1	On the Contingencies Tab, expand the Contingency. Click the correspondence by placing your mouse on it. Contingencies CON Project Number: 152145 Facility Name: Z Test Hospice Project Description: General Executive Summary Application Sites Correspondence Decision Contingencies >> Print Contingency Summary Print Contingency Detail # Unit Status Description Date Applied Response Due
		1 AER No Submission 12/31/2015 test 12/31/2015 02/29/2016 Units Applving the Contingency Architectural and Engineering Facility Planning Attachments: Chrysanthemum.jpg * Respond + 12/31/2015 11:19:29 AM - Project Management - Contingency * Expand All 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. View Contingency CON Project Number: 152145 Facility Name: z Test Hospice Project Description Centingency Information Contingency Number: 1 Unit(s): con Submission Status Date: 12/31/2015 Description: test Matchments: Chrysanthemum.jpg

View Correspondence