New York State

Electronic Certificate of Need

HCS LHCSA Submit Application Training

Version 1.1

NYS Department of Health

Revision History

Date	Version	Description
04/17/2015	1.0	Initial Draft
02/28/2017	1.1	Updated the Screens throughout to add "NY.gov ID" and "HCS ID" radio buttons as options for User ID.

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Overview

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5. Add Documents to Submission
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Security Roles

The HCS Coordinator will need to grant Submitter role for NYSE-CON access to HCS for each agency in order to create a LHCSA submittal in HCS.

The applicant role has the ability to:
- Create new applications
- Modify applications before submission
- View all application documents
- Upload and view application documents
- Submit applications
- View and reply to correspondences
- Search for Agency

Submitting LHCSA application for New Agency

Learning Objective: This section explains how to create and submit the LHCSA application for a
New Agency.

Learning Objective	Step	Action
How to Create and submit LHSCA application for New Agency type	**1**	On the NYSE-CON home page Contingencies Tab, select the link **Create New Submission.** *Figure 1: Sample NYSE-CON home page*
	2	Create New Submission page with Submission Types list box is displayed. On this page, select **Application – Licensed Home Care Services Agency** option from the Select Type selection box. *Figure 2: Sample Submission Types selection page*
	3	Click the **Continue** button.
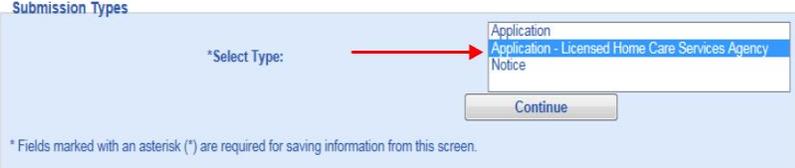
	4	Create New Submission page with Application Types list box is displayed. On this page, select **New Agency** in the "Select Type" selection box. *Figure 3: Sample Create New LCHSA – New Agency Application Type*
	5	Click the **Continue** button.
	6	Create New Submission page with input form is displayed. *Figure 4: Sample Create New Submission – LHCSA – New Agency* Note: *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.*

	7	**Enter** the Operator/Applicant information. If the Operator/Applicant's State is New York, select a County from the drop-down.

Operator/Applicant

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

Figure 4.1: Sample Create New Submission – Operator/Applicant Section

	8	**Enter** the details of the Proposed Agency.

Proposed Agency

*Agency Name:	
†Street 1:	
Street 2:	
†City:	
†State:	▼
†Zip:	
*County:	▼
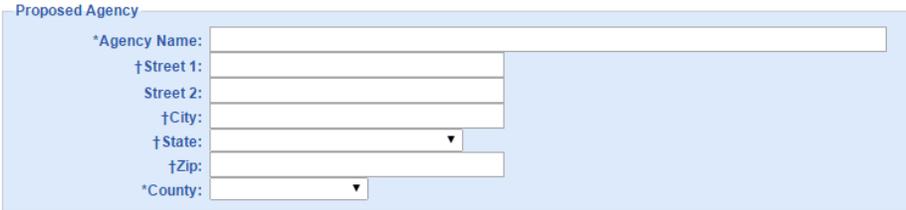
Figure 4.2: Sample Create New Submission – Proposed Agency Section

	9	**Enter** the Contact Information details. **Note: Please specify if the entered User ID is "NY.gov ID" or "HCS ID"

Contact Information

†Title:	
†First Name:	
†Last Name:	
†User ID:	
†Account Type:	○ NY.gov ID ○ HCS ID
†Email:	
†Phone:	
Fax #:	
†Street 1:	
Street 2:	
†City:	
†State:	▼
†Zip:	

Figure 4.3: Sample Create New Submission – Contact Information Section
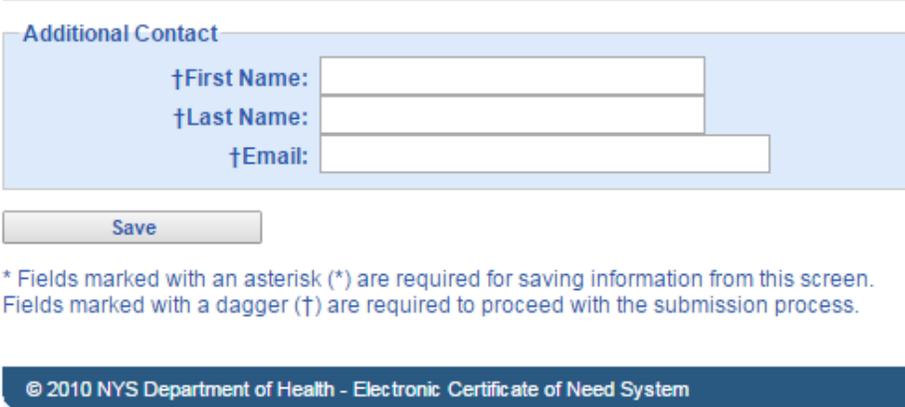
	10	**Enter** the details for an Additional Contact.
Figure 4.4: Sample Create New Submission – Additional Contact Section
	11	Click **Save** button.
	12	General Information page is displayed.

Figure 5: Sample General Information Page |
| | 13 | Select the **Executive Summary** tab from the General Information page. |

	14	New Submission- Executive Summary page is displayed.
		Figure 6: Sample New Submission-Executive Summary Page
	15	**Enter** the executive summary in the text area. *Note: Please refer to the Rich Text Formatting Best Practices section for formatting your text.*
	16	Text can be formatted using the buttons provided. The options allow to apply a font style, size, color etc. to the entered text. *Figure 6.1: Sample formatting buttons- Executive Summary Page*
	17	Click the **Save** button.
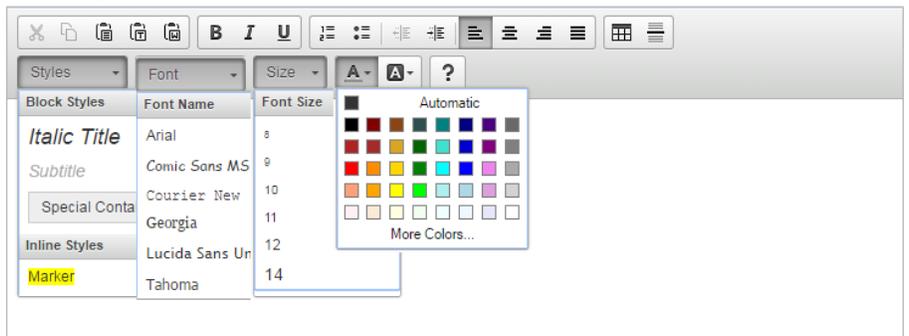
	18	The Executive Summary page is displayed. If changes need to be made to the executive summary, Click **Modify** button and repeat steps 15-17.
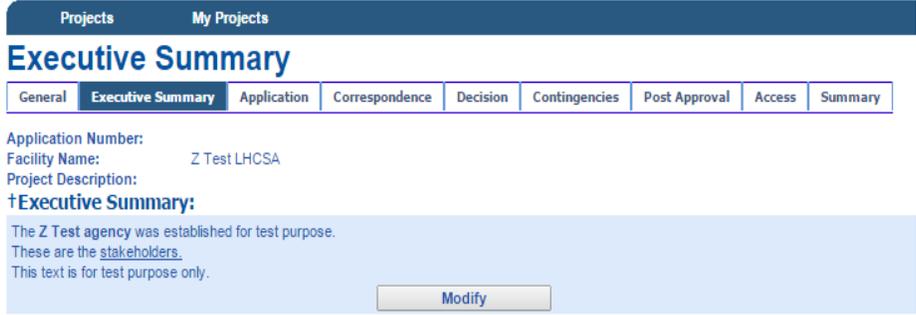
Figure 7: Sample Executive Summary Page

	19	Select the **Application** tab.

	20	The Application page is displayed.

Figure 8: Sample Application Page

	21	On the Application page, click the **Add Document to Submission** button.

	22	New Application Document page is displayed.
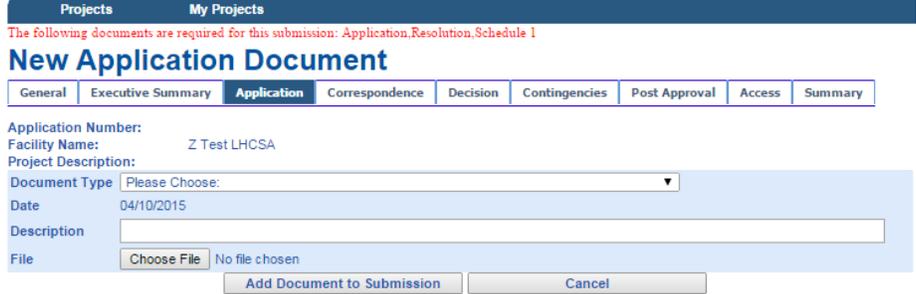
Figure 9: Sample New Application Document Page

23	**Select** document to be added from Document Type drop-down.
	Figure 10: Sample Document Type Selection- Application- New Application Document Page
24	**Enter** a short description of the document to be added in the Description field.
	Figure 11: Sample Description- Application- New Application Document Page
25	Click **Choose File** button.
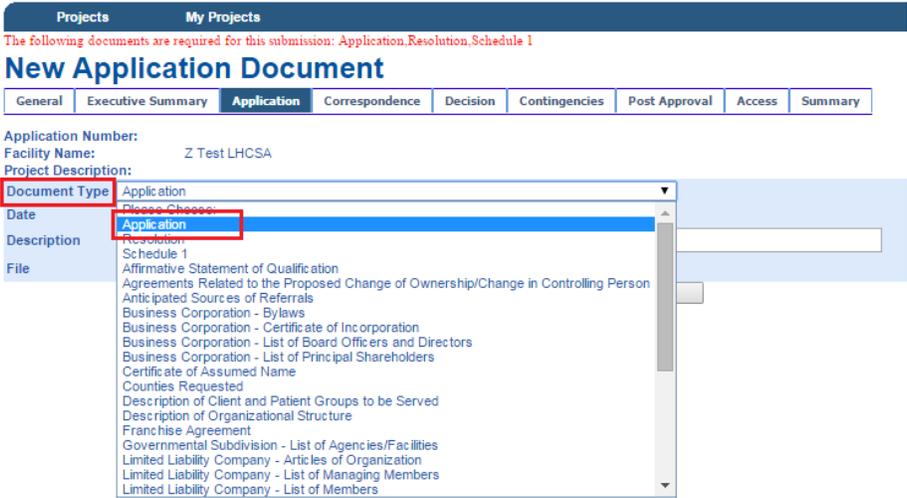
	26	Depending on the browser the file upload window will open.
		Locate and select the document to upload and then Click **Open**.
		Figure 12: Sample File to Upload Window
	27	The New Application Document page is displayed showing the name of the file uploaded.
		Figure 13: Sample New Application Document Page- Application File Selected
	28	Click the **Add Document to Submission** button.
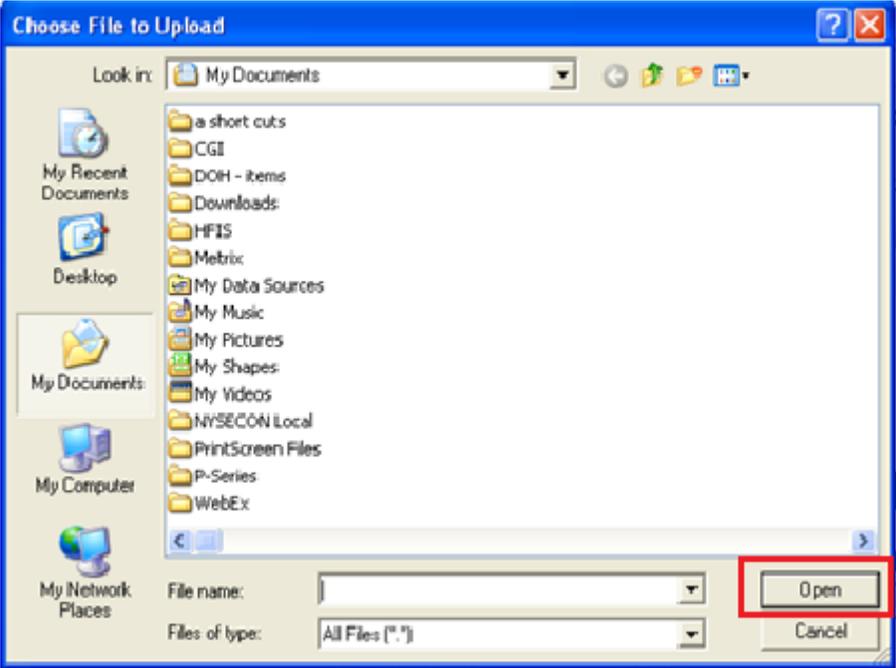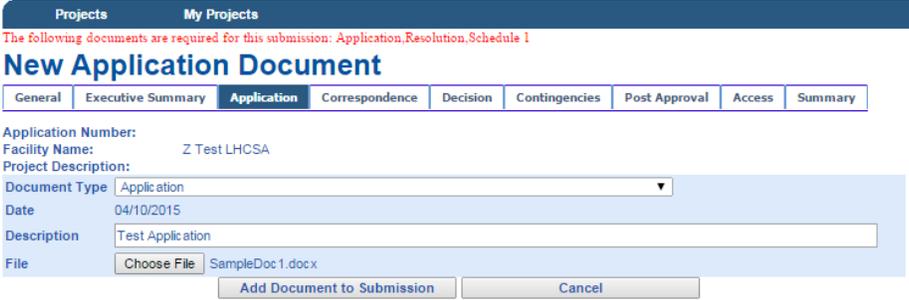
	29	The Application page is displayed. The list shows the document uploaded to the submission. The information message will update to show the remaining documents that are required for submission to the department. *Figure 14: Sample Application Document Page- Application File Added*
	30	**Repeat** steps 20-29 as necessary to attach all required documents, multiple Resolution documents and any other additional documentation.
	31	Select the **General** tab.
	32	On the General Information page, click **Submit** button. *Figure 15: Sample General Information Page- Submit*
	33	The Confirm Submission page is displayed. *Figure 16: Sample Confirm Submission Page*
	34	Click the **Confirm** button.
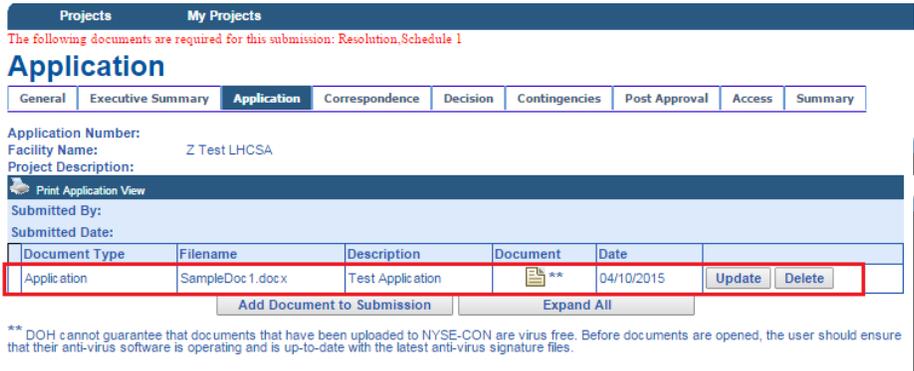
| | 35 | The General Information page with success message is displayed. |
| | | |

Figure 17: Sample General Information Page- Success Message

| | 36 | The LHCSA application for New Agency has been successfully submitted. |

Submitting LHCSA application for Change of Ownership- Single Agency

Learning Objective: This section explains how to create and submit the LHCSA application for a Change of Ownership. This section is for applicants with only one affiliated agency and no existing applications.

Learning Objective	Step	Action
How to Create and submit LHSCA application for Change of Ownership	1	On the NYSE-CON home page Contingencies Tab, select the link **Create New Submission.** *Figure 18: Sample NYSE-CON home page*
	2	Create New Submission page with Submission Types list box is displayed. On this page, select **Application – Licensed Home Care Services Agency** option from the Select Type selection box. *Figure 19: Sample Submission Types selection page*
	3	Click the **Continue** button.

	4	Create New Submission page with Application Types list box is displayed. On this page, select **Change of Ownership** in the "Select Type" selection box.
		Figure 20: Sample Create New LCHSA – Change of Ownership Application Type
	5	Click the **Continue** button.
	6	Create New Submission page with input form is displayed.
		Note: This section is applicable only if the user is a NYSE-CON Submitter for one agency and that agency does not have existing applications created.
		See next Section for steps if the users is a NYSE-CON Submitter for more than one agency.
		Figure 21: Sample Create New Submission – LHCSA – Change of Ownership

	7	**Enter** the Operator/Applicant information. If the Operator/Applicant's State is New York, select a County from the drop-down. *Figure 21.1: Sample Create New Submission – Operator/Applicant Section*
	8	**Enter** the details of the Proposed Agency. *Figure 21.2: Sample Create New Submission – Proposed Agency Section*
	9	**Enter** the Contact Information details. **Note: Please specify if the entered User ID is "NY.gov ID" or "HCS ID" *Figure 21.3: Sample Create New Submission – Contact Information Section*
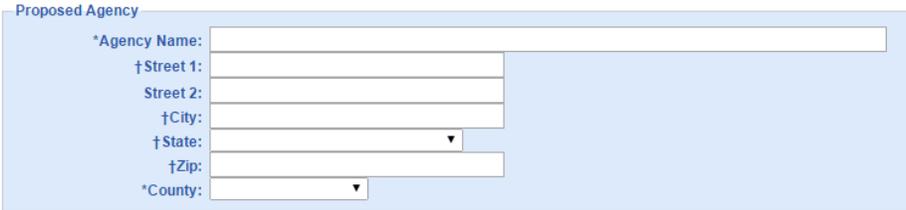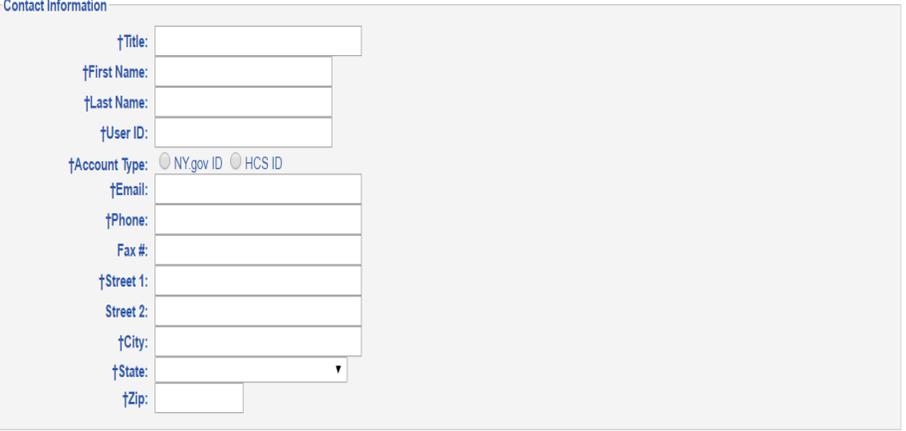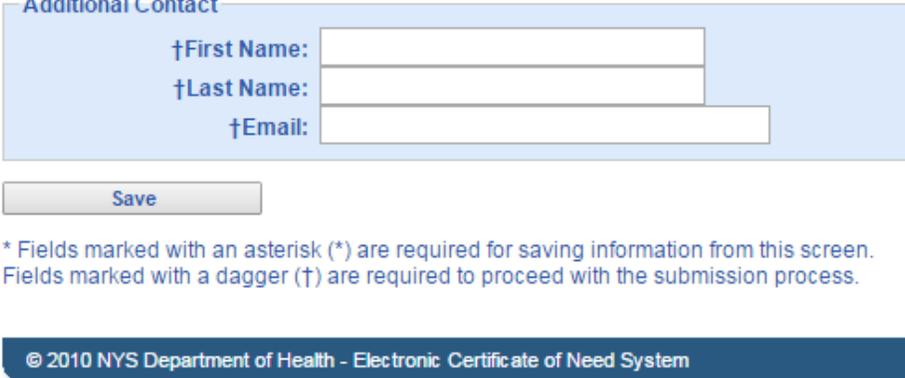
	10	**Enter** the details for an Additional Contact.
		Figure 21.4: Sample Create New Submission – Additional Contact Section
	11	Click **Save** button.
	12	General Information page is displayed. Figure 22: Sample General Information Page
	13	Select the **Executive Summary** tab from the General Information page.

	14	New Submission- Executive Summary page is displayed.
Figure 23: Sample New Submission- Executive Summary Page
	15	**Enter** the executive summary in the text area.

Note: Please refer to the Rich Text Formatting Best Practices section for formatting your text. |
| | 16 | Text can be formatted using the buttons provided. The options allow to apply a font style, size, color etc. to the entered text.
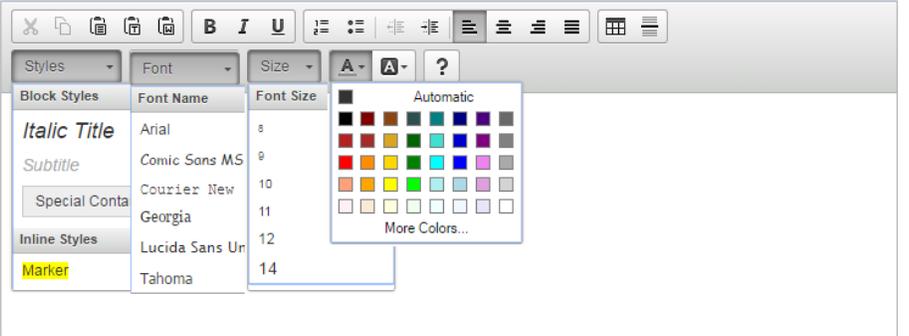
Figure 23.1: Sample formatting buttons- Executive Summary Page |
| | 17 | Click the **Save** button. |

18	The Executive Summary page is displayed
	Figure 24: Sample Executive Summary Page
19	If changes need to be made to the executive summary, Click **Modify** button and repeat steps 15-17. If no changes are needed, select the **Application** tab.
20	The Application page is displayed. *Figure 25: Sample Executive Summary Page*
21	On the Application page, click the **Add Document to Submission** button.
22	New Application Document page is displayed. *Figure 26: Sample New Application Document Page*
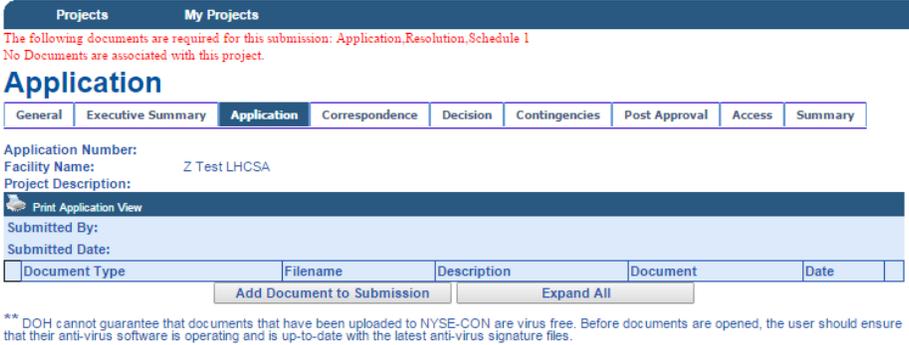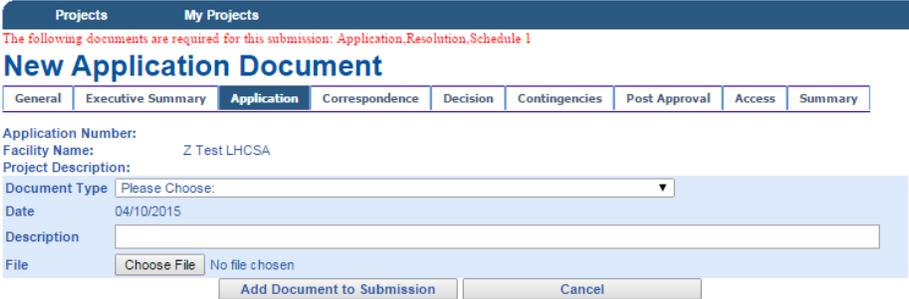
	23	To add the completed application, select **Application** from Document Type drop-down.

Figure 27: Sample Document Type Selection- Application- New Application Document Page

	24	**Enter** a short description of the document to be added in the Description field.

Figure 28: Sample Description- Application- New Application Document Page

	25	Click **Choose File** button.

| | 26 | Depending on the browser the file upload window will open. |
| | | Locate and select the file to upload and then Click **Open**. |

Figure 29: Sample File to Upload Window

| | 27 | The New Application Document page is displayed showing the name of the file uploaded. |
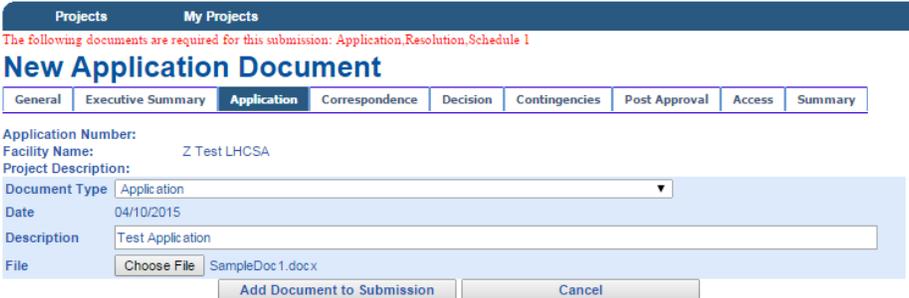
Figure 30: Sample New Application Document Page- Application File Selected

| | 28 | Click the **Add Document to Submission** button. |

29	The Application page is displayed. The list shows the document uploaded to the submission.
	Figure 31: Sample Application Document Page- Application File Added
30	**Repeat** steps 21-29 as necessary to attach all required documents, multiple Resolution documents and any other additional documentation.
31	Select the **General** tab.
32	On the General Information page, click **Submit** button. *Figure 32: Sample General Information Page- Submit*
33	The Confirm Submission page is displayed. *Figure 33: Sample Confirm Submission Page*
34	Click the **Confirm** button.

35	The General Information page with success message is displayed.
	Figure 34: Sample General Information Page- Success Message
36	The LHCSA application for Change of Ownership has been successfully submitted.

Submitting LHCSA application for Change of Ownership- Multiple Agencies

Submitters for less than Twenty Agencies

Learning Objective: This section explains how to create and submit the LHCSA application for a Change of Ownership. This section is for users who are NYSE-CON Submitters for more than one but less than twenty agencies.

Learning Objective	Step	Action
How to Create and submit LHSCA application for Change of Ownership-	**1**	On the NYSE-CON home page Contingencies Tab, select the link **Create New Submission.** *Figure 35: Sample NYSE-CON home page*
	2	Create New Submission page with Submission Types list box is displayed. On this page, select **Application – Licensed Home Care Services Agency** option from the Select Type selection box. *Figure 36: Sample Submission Types selection page*
	3	Click the **Continue** button.

	4	Create New Submission page with Application Types list box is displayed. On this page, select **Change of Ownership** in the "Select Type" selection box. *Figure 37: Sample Create New LCHSA – Change of Ownership Application Type*
	5	Click the **Continue** button.
	6	Agency Selection page with the list of agencies the user has NYSE-CON Submitter role are displayed in the dropdown list. *Figure 38: Sample Create New Submission – Agency Selection*
	7	On this page, select the **Agency** for the application submission from the dropdown. *Note: If the desired Agency is not displayed, select the blank row and click Continue to search for an Agency.*
	8	Click the **Continue** button.
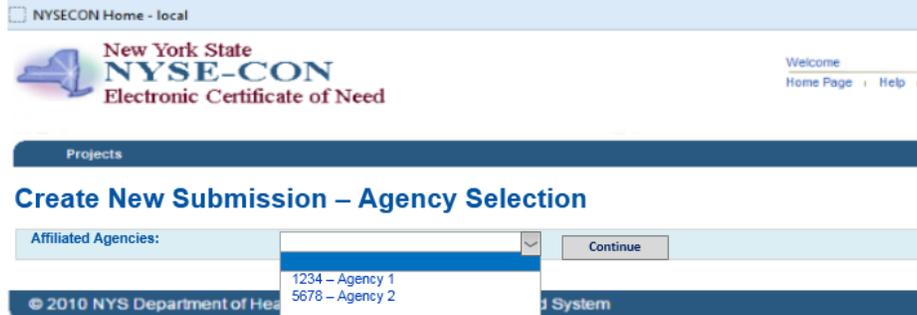
	9	Application Selection page is displayed if there are submissions already created in the event the user would like to continue with a submission already created. If that is the case, select the radio button for the existing submission and select Continue with Selected button. Otherwise, continue to step 10.
		Figure 39: Sample Create New Submission – Application Selection
	10	Click the **Create New Submission** button
	11	Create New Submission page with input form is displayed with selected agency information auto- populated.
		Figure 40: Sample Create New Submission – LHCSA – Change of Ownership
		Note: Fields are editable.

	12	**Enter** the Contact Information details. **Note: Please specify if the entered User ID is "NY.gov ID" or "HCS ID" ![Contact Information form with fields: †Title, †First Name, †Last Name, †User ID, †Account Type (NY.gov ID / HCS ID radio buttons), †Email, †Phone, Fax #, †Street 1, Street 2, †City, †State (dropdown), †Zip] *Figure 40.1: Sample Create New Submission – Contact Information Section*
	13	**Enter** the details for an Additional Contact. ![Additional Contact form with fields: †First Name, †Last Name, †Email, Save button. Text: "* 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." © 2010 NYS Department of Health – Electronic Certificate of Need System] *Figure 40.2: Sample Create New Submission – Additional Contact Section*
	14	Click **Save** button.
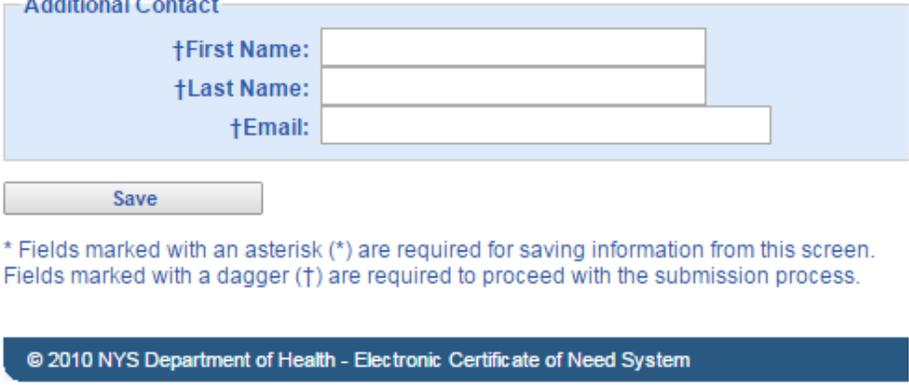
15	General Information page is displayed.
	Figure 41: Sample General Information Page
16	Select the **Executive Summary** tab from the General Information page.
17	New Submission- Executive Summary page is displayed.
	Figure 42: Sample New Submission- Executive Summary Page
18	**Enter** the executive summary in the text area. Note: Please refer to the Rich Text Formatting Best Practices section for formatting your text.

	19	Text can be formatted using the buttons provided. The options allow to apply a font style, size, color etc. to the entered text.

Figure 42.1: Sample formatting buttons- Executive Summary Page

	20	Click the **Save** button.

	21	The Executive Summary page is displayed

Figure 43: Sample Executive Summary Page

| | 22 | If changes need to be made to the executive summary, Click **Modify** button and repeat steps 15-17.

If no changes are needed, select the **Application** tab. |
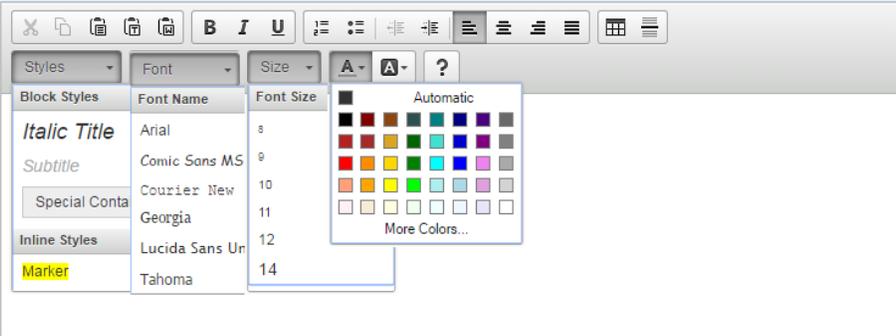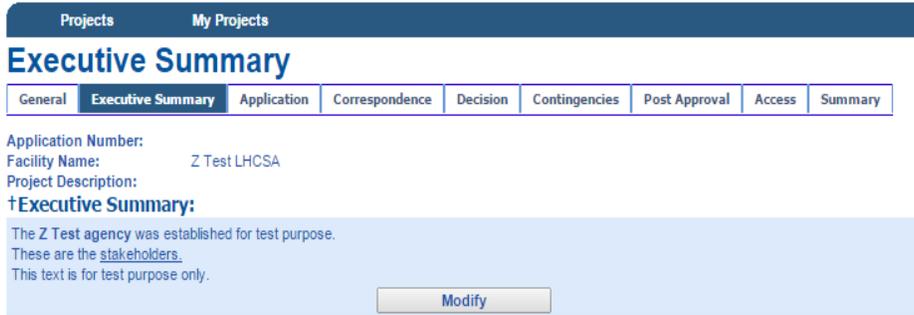|---|---|---|

	23	The Application page is displayed.
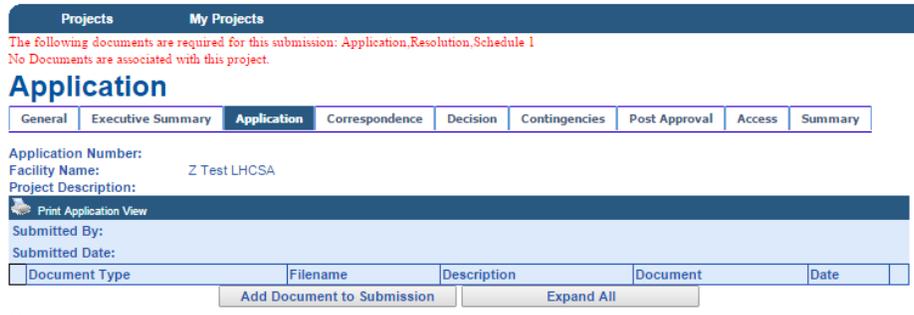
Figure 44: Sample Executive Summary Page

	24	On the Application page, click the **Add Document to Submission** button.

25	New Application Document page is displayed.

Figure 45: Sample New Application Document Page

26	To add the completed application, select **Application** from Document Type drop-down.
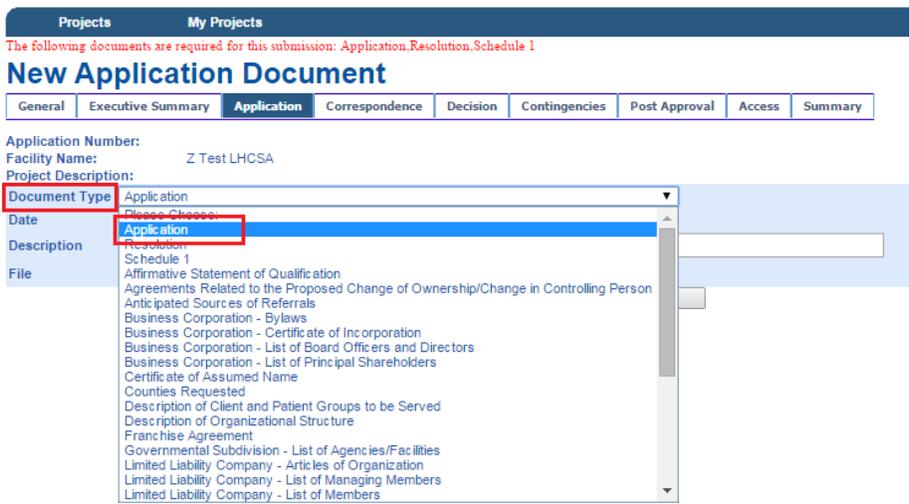
Figure 46: Sample Document Type Selection- Application- New Application Document Page

27	**Enter** a short description of the document to be added in the Description field.

Figure 47: Sample Description- Application- New Application Document Page

28	Click **Choose File** button.

	29	Depending on the browser the file upload window will open.
		Select the file to upload and then Click **Open**.
		Figure 48: Sample File to Upload Window
	30	The New Application Document page is displayed showing the name of the file uploaded.
		Figure 49: Sample New Application Document Page- Application File Selected
	31	Click the **Add Document to Submission** button.
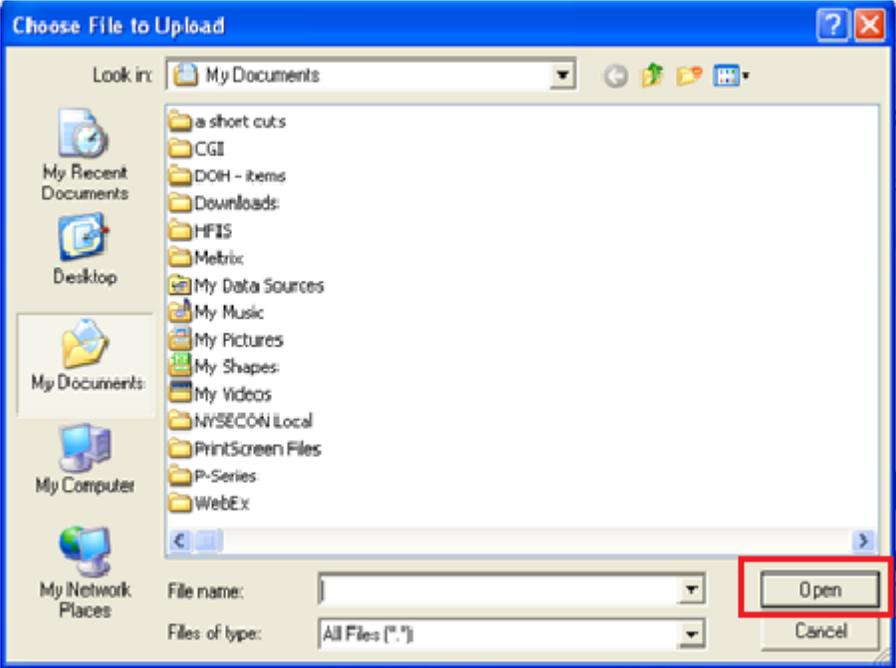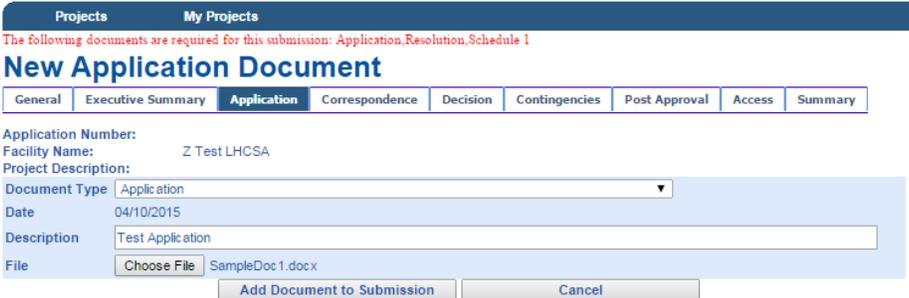
	32	The Application page is displayed. The list shows the document uploaded to the submission.
		Figure 50: Sample Application Document Page- Application File Added
	33	On the Application page, click the **Add Document to Submission** button to add more documents.
	34	**Repeat** steps 23-33 as necessary to attach all required documents, multiple Resolution documents and any other additional documentation.
	35	Select the **General** tab.
	36	On the General Information page, click **Submit** button. *Figure 51: Sample General Information Page- Submit*
	37	The Confirm Submission page is displayed. *Figure 52: Sample Confirm Submission Page*
	38	Click the **Confirm** button.

	39	The General Information page with success message is displayed.
		Figure 53: Sample General Information Page- Success Message
	40	The LHCSA application for Change of Ownership has been successfully submitted.

Submitters for more than Twenty Agencies

Learning Objective: This section explains how to create and submit the LHCSA application for a
Change of Ownership. This section is for users who are NYSE-CON
Submitters for more than twenty agencies.

Learning Objective	Step	Action
How to Create and submit LHSCA application for Change of Ownership-	1	On the NYSE-CON home page Contingencies Tab, select the link **Create New Submission.** *Figure 54: Sample NYSE-CON home page*
	2	Create New Submission page with Submission Types list box is displayed. On this page, select **Application – Licensed Home Care Services Agency** option from the Select Type selection box. *Figure 55: Sample Submission Types selection page*
	3	Click the **Continue** button.

4	Create New Submission page with Application Types list box is displayed. On this page, select **Change of Ownership** in the "Select Type" selection box. *Figure 56: Sample Create New LCHSA – Change of Ownership Application Type*
5	Click the **Continue** button.
6	Agency Search page is displayed. *Figure 57: Sample Create New Submission – Agency Search*
7	**Enter** at least one or all three search criteria. Note: Agency name must be a minimum of 2 characters License # must be exact Operator Name must be a minimum of 2 characters
8	Click the **Search** button.
9	Agency Search Results page is displayed. *Figure 58: Sample Create New Submission – Agency Search Results*

10	**Select** the radio button next to the agency.

Figure 59: Sample Create New Submission – Agency Search Results – Selection Made

11	Click the **Continue with Selected** Button.

12	Create New Submission page with input form is displayed with selected agency information auto-populated. Fields are editable.

Figure 60: Sample Create New Submission – LHCSA – Change of Ownership

	13	**Enter** the Contact Information details. **Note: Please specify if the entered User ID is "NY.gov ID" or "HCS ID" *Figure 60.3: Sample Create New Submission – Contact Information Section*
	14	**Enter** the details for an Additional Contact. *Figure 60.4: Sample Create New Submission – Additional Contact Section*
	15	Click **Save** button.
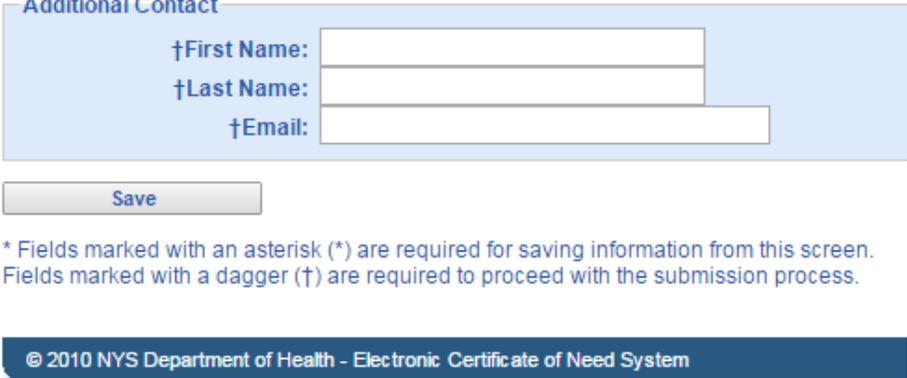
	16	General Information page is displayed.
		Figure 61: Sample General Information Page
	17	Select the **Executive Summary** tab from the General Information page.
	18	New Submission- Executive Summary page is displayed.
		Figure 62: Sample New Submission- Executive Summary Page
	19	**Enter** the executive summary in the text area.
		Note: Please refer to the Rich Text Formatting Best Practices section for formatting your text.
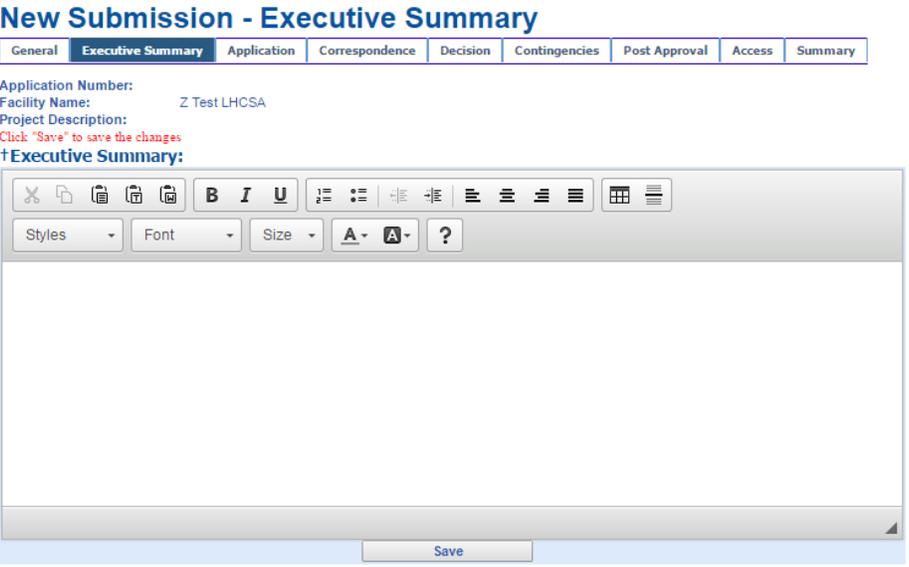
	20	Text can be formatted using the buttons provided. The options allow to apply a font style, size, color etc. to the entered text.
		Figure 62.1: Sample formatting buttons- Executive Summary Page
	21	Click the **Save** button.
	22	The Executive Summary page is displayed *Figure 63: Sample Executive Summary Page*
	23	If changes need to be made to the executive summary, Click **Modify** button and repeat steps 15-17. If no changes are needed, select the **Application** tab.
	24	The Application page is displayed. *Figure 64: Sample Executive Summary Page*
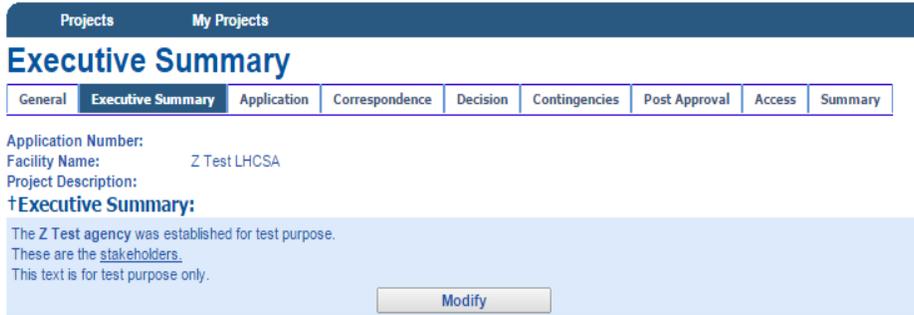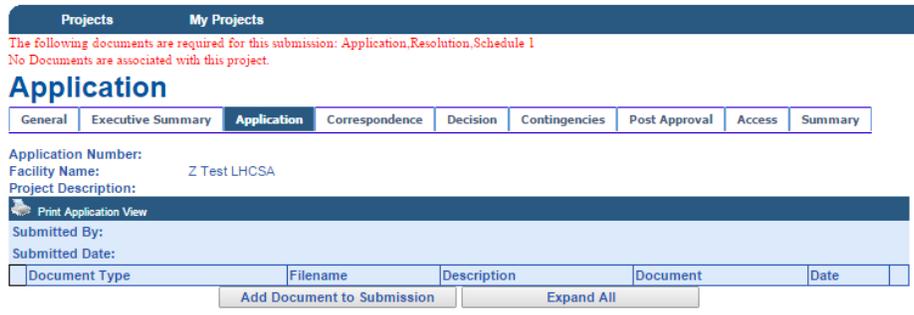
25	On the Application page, click the **Add Document to Submission** button.
26	New Application Document page is displayed. *Figure 65: Sample New Application Document Page*
27	To add the completed application, select **Application** from Document Type drop-down. *Figure 66: Sample Document Type Selection- Application- New Application Document Page*
28	**Enter** a short description of the document to be added in the Description field. *Figure 67: Sample Description- Application- New Application Document Page*
29	Click **Choose File** button.
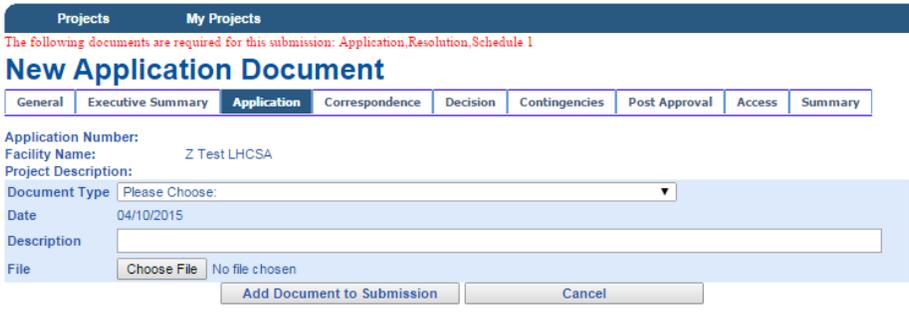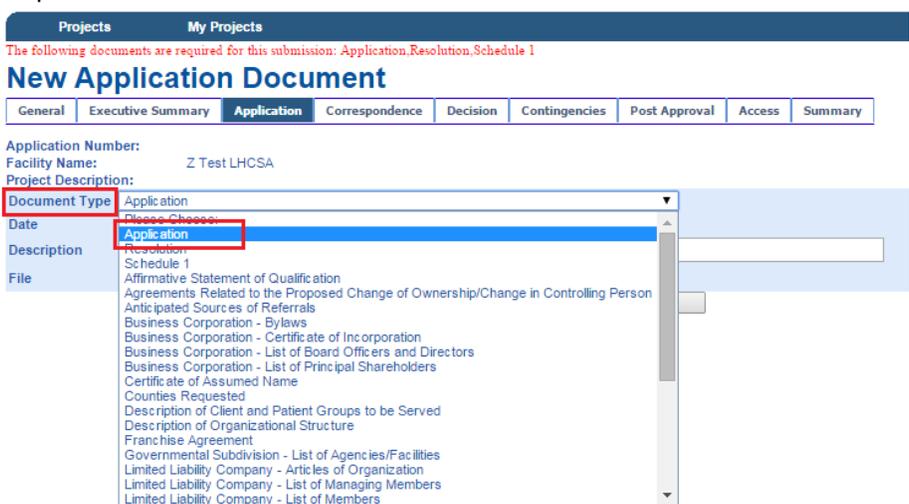
	30	Depending on the browser the file upload window will open. Locate and select the file to upload and then Click **Open**.
		Figure 68: Sample File to Upload Window
	31	The New Application Document page is displayed showing the name of the file uploaded. *Figure 69: Sample New Application Document Page- Application File Selected*
	32	Click the **Add Document to Submission** button.
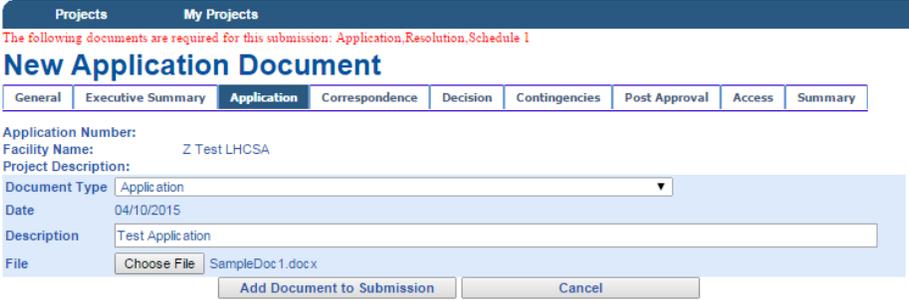
33	The Application page is displayed. The list shows the document uploaded to the submission.
	Figure 70: Sample Application Document Page- Application File Added

34	**Repeat** steps 25-33 as necessary to attach all required documents, multiple Resolution documents and any other additional documentation.

35	Select the **General** tab.

36	On the General Information page, click **Submit** button.
	Figure 71: Sample General Information Page- Submit

37	The Confirm Submission page is displayed.
	Figure 72: Sample Confirm Submission Page

38	Click the **Confirm** button.

	39	The General Information page with success message is displayed.
		Figure 73: Sample General Information Page- Success Message
	40	The LHCSA application for Change of Ownership has been successfully submitted.

Rich Text Formatting Best Practices

<u>Do's:</u>

1. It is always recommended to enter the text manually in the text box.
2. Highlight, Bold, Italicize and Underline the text.
3. Change the Color, Style and Size of the font.
4. Use the Alignment icons to increase or decrease the indent of the paragraph.
5. Use the Background fill color icon to change the color behind the selected text, paragraph or table cell.
6. Create a bulleted list and numbered list using the icons.
7. Insert a horizontal line using the Horizontal rule icon to separate the paragraphs.
8. Insert table using the icon. Select the number of rows and columns to be added while inserting the table.
9. The Rich Text features are dependent on browser type and browser version. If the user experiences any adverse behavior, it is recommended to use another browser.

<u>Don'ts:</u>

1. Do not enter languages other than English.
2. Copying the text from other sources is not recommended.
3. Do not copy and paste Quotations (Single/Double) from any source.
4. Do not copy bulleted list from MS Word or any other source.
5. Adding a row after inserting the table is not recommended.

Note: Please refer to rich text included in Figures 6, 23, 42 and 62.

Screen Descriptions

Homepage

Homepage	New York State Electronic Certificate of Need System home page.

Figure: Sample NYSE-CON Homepage

Field Descriptions	
Field Name	**Description**
Submission Types/Select Type	Single select box for submission types in NYSE-CON
Hyperlinks	**Description**
Create New Submission	Allows the applicant to create a new submission
Find your projects	Opens the Project search page
Find a project	Opens the Project search page

Create New Submission- Select Submission Type

Select Submission Type	This page allows to select the intended type of submission to be made.

Figure: Sample Select Submission Type

Field Descriptions	
Field Name	**Description**
Submission Types/Select Type	Single select box for submission types in NYSE-CON
Buttons	**Description**
Continue	When selected the Submission Type is saved and user is forwarded to the next screen.

Create New LHCSA Submission- Select Application Type

Select Application Type	This page allows to select the type of LHCSA submission. Options are New Agency and Change of Ownership.

Figure: Sample Select Application Type

Field Descriptions	
Field Name	**Description**
Current Selection	Displays the selected submission type.
Select Type	Single select box.

Buttons	Description
Continue	When selected the Application Type is saved and the next screen is displayed.
Back	When selected the User is returned back one level to the Submission Type selection page.

Create New Submission- Input Form

Saving Submission	This page allows the applicant to enter the data to be saved.

Figure: Sample Create New LHCSA Submission- Input Form

Field Descriptions		
Field Name	**Description**	
*Submission Type	Display of the submission type selected.	
Operator/Applicant	Operator Name	Change of Ownership Applications: Auto filled if it exists from search on existing agencies.
	Street 1	
	Street 2	
	City	
	State	

	Zip	
	County	If State = NY, then County is required.
Proposed Agency	*Agency Name	Change of Ownership Applications: Auto filled if it exists from search on existing agencies
	Street 1	
	Street 2	
	City	
	State	
	Zip	
	*County	
Contact Information	Title	Primary Contact's details.
	First Name	
	Last Name	**Account Type has two radio buttons "NY.gov ID" and "HCS ID"
	User ID	
	Account Type**	
	Email	
	Phone	
	Fax	
	Street 1	
	Street 2	
	City	
	State	
	Zip	
Additional Contact	First Name	
	Last Name	
	Email	
Buttons	**Description**	
Change	Allows the user to change the submission type. When selected the system cancels the Create New Submission form and displays the Select Submission Type page.	
Save	When selected the system saves the data entered in the submission and displays the General Information page.	

General Information

| **Select Application Type** | This page allows to select the type of LHCSA submission. Options are New Agency and Change of Ownership. |

Figure: Sample General Information

Field Descriptions

Field Name	Description
Application Number	Generated by the system when the application is submitted
Facility Name	Agency the LHCSA application was created/submitted for
Project Description	Project description of the displayed application entered and updated by PMU
Submission Type	Submission Type of the displayed application
Project Status	Current status the LHCSA application is in
Review Level	Current Review level of the project
Project Status Date	Project Status Date for the Application
Received Date	Date the application was received
Initial Review Date	Date the displayed application was initially reviewed by PMU
Acknowledgment Date	Date the Acknowledgment letter was signed for the selected application
Operator/Applicant	Section label
Name	Operator Name for the proposed agency
Address	Address of the operator for the proposed agency in format: Street line 1, Street line 2, City, State and Zip Code
County	NYS County of the address for the operator for the proposed agency

Proposed Agency	Section label
Agency Name	Name of the proposed agency
Physical Address	Physical location of the proposed agency in format: Street line 1, Street line 2, City, State and Zip code
County	NYS County of the physical location for the proposed agency
Contact Information	Section label
Name	Full Name of the person who will receive all official correspondence from DOH
Title	Personal title of the Contact person
Email	Email where official notification by DOH can be sent
Address	Mailing Address in format: Street line 1, Street line 2, City, State and Zip code
Phone	Phone number where the contact can be reached
Fax	Fax number where the contact can be sent official correspondence from DOH
Alternate Contact Information	Section label
Name	Full Name of alternate individual who will also receive all official correspondence from DOH
Email	Additional email where official contact between application and DOH can be sent
Buttons	**Description**
Modify	When selected the Modify Submission Page displays which allows the user to make any changes to the general information entered before Submission.
Submit	When selected the system saves the data entered in the submission. If any required information is missing, a message for the User will be displayed. If the required information is entered the Confirm Submission page is displayed.

Create Executive Summary

Executive Summary	This page allows the user to provide the executive summary of the proposed project.
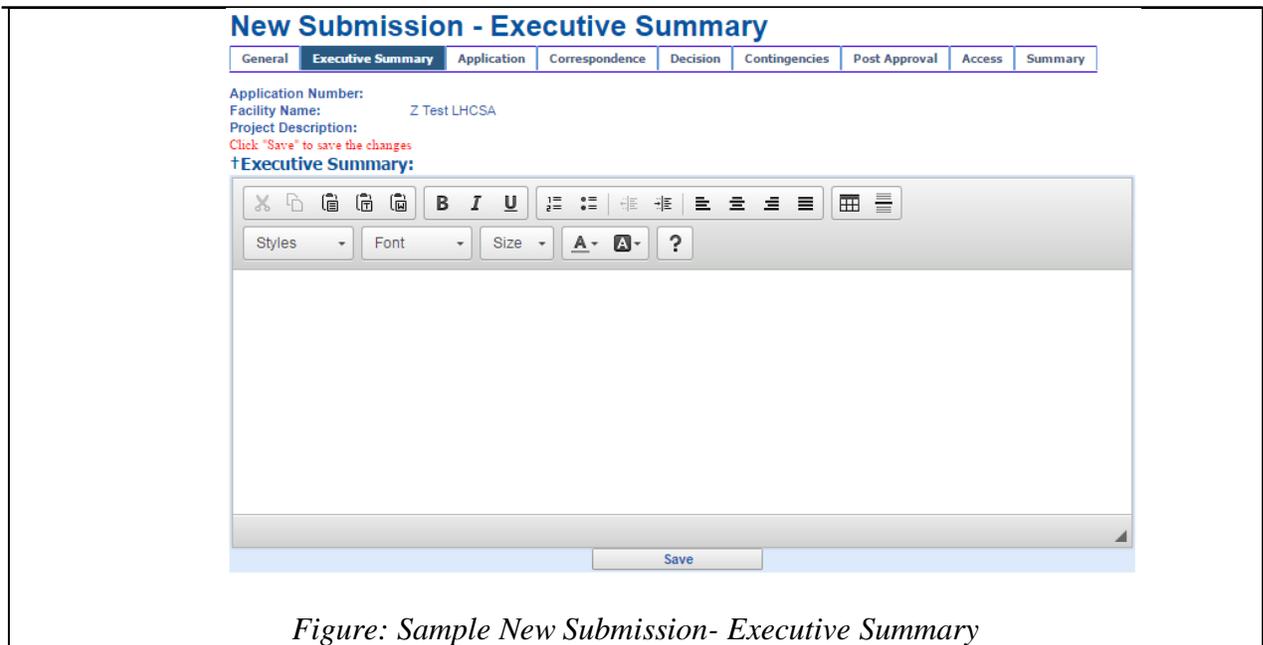
Figure: Sample New Submission- Executive Summary

Field Descriptions

Field Name	Description
Application Number	Generated by the system when the application is submitted
Facility Name	Agency the LHCSA application was created/submitted for
Project Description	Project description of the displayed application entered and updated by PMU
Style	Drop down list of all the available styles
Font	Drop down list of all the available fonts
Size	Drop down list of all the available alphabet sizes
Executive Summary Text Box	Overview details of the Proposal

Buttons	Description
Save	When selected saves entered information and displays the Executive Summary page

Modify Executive Summary

Modify the Executive Summary	This page allows to modify the Executive Summary before submission.
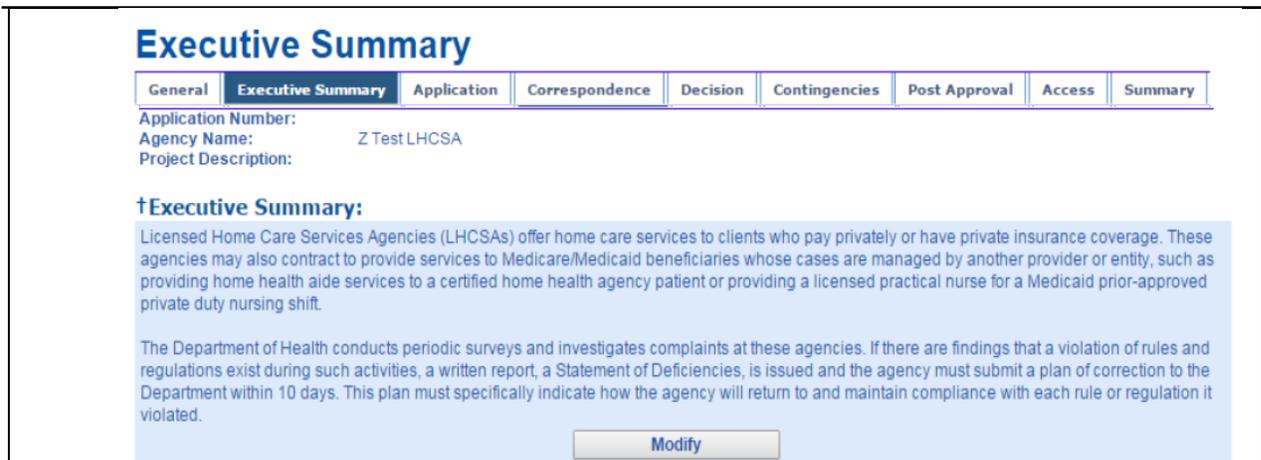
Figure: Sample Executive Summary

Field Descriptions

Field Name	Description
Application Number	Generated by the system when the application is submitted
Facility Name	Agency the LHCSA application was created/submitted for
Project Description	Project description of the displayed application entered and updated by PMU
Executive Summary Text Box	Text entered by the user.
Buttons	**Description**
Modify	When selected displays the Executive Summary page to allow the user to make any changes.

Application

Application Tab	This page allows the User to add documents to the submission, view and update any added documents.

Figure: Sample Application Page

Field Descriptions

Field Name	Description
Application Number	Generated by the system when the application is submitted
Facility Name	Agency the LHCSA application was created/submitted for
Project Description	Project description of the displayed application entered and updated by PMU
Submitted By	Displays the name of the submitter
Submitted Date	Displays the date the documents were first added.
Document Type	Displays the document type selected by the user.
Filename	Displays the file name of the document uploaded.
Description	Displays the description entered by the user.
Document	Displays the Icon with a link to the actual document.
Date	The Date the file was uploaded.
Buttons	**Description**
Add Document to Submission	When selected the New Application Document page will display (Figure 20).
Expand All	When selected displays all documents that have been added for all document types; including all versions.
Hyperlinks	**Description**
Print Application View	Allows the user to print the table with the list of documents uploaded.

New Application Document

New Application Document	Documents can be attached to the submission by selecting the Document Type from the drop-down box, entering a Description and using the Choose File button.

Figure: Sample New Application Document Page

Field Descriptions	
Field Name	**Description**

Application Number	Generated by the system when the application is submitted
Facility Name	Agency the LHCSA application was created/submitted for
Project Description	Project description of the displayed application entered and updated by PMU
Document Type	Drop down list of document types pertaining to the submission.
Date	Auto filled with the current system date.
Description	Information entered that describes the document being added to the submission
File	File selected
Buttons	**Description**
Choose File	When selected a browser window opens for the User to select a file to upload to the submission.
Add Document to Submission	When selected the selected document is uploaded and the Application page is displayed.
Cancel	When selected the document and information added will not be saved. Application page is displayed.

Confirm Submission

Confirm Submission	This page allows to confirm or cancel the submission.

<p align="center">Figure: Sample Confirm Submission</p>

Field Descriptions	
Buttons	**Description**
Confirm	When selected the submission is submitted, the notification of receipt is generated and the General Information page with successful submission message is displayed.
Cancel	When selected the submission is not submitted and the General Information page is displayed. Modifications can still be made.

General Information- Successful Submission Message

General Information	This page displays the general information along with the success message. An application number is assigned to the submission.

Figure: Sample General Information

Field Descriptions

Field Name	Description
Application Number	Generated by the system when the application is submitted
Facility Name	Agency the LHCSA application was created/submitted for
Project Description	Project description of the displayed application entered and updated by PMU
Submission Type	Submission Type of the displayed application
Project Status	Current status the LHCSA application is in
Review Level	Current Review level of the project
Project Status Date	Project Status Date for the Application
Received Date	Date the application was received
Initial Review Date	Date the displayed application was initially reviewed by PMU
Acknowledgment Date	Date the Acknowledgment letter was signed for the selected application
Operator/Applicant	Section label
Name	Operator Name for the proposed agency
Address	Address of the operator for the proposed agency in format: Street line 1, Street line 2, City, State and Zip Code
County	NYS County of the address for the operator for the proposed agency

Proposed Agency	Section label
Agency Name	Name of the proposed agency
Physical Address	Physical location of the proposed agency in format: Street line 1, Street line 2, City, State and Zip code
County	NYS County of the physical location for the proposed agency
Contact Information	Section label
Name	Full Name of the person who will receive all official correspondence from DOH
Title	Personal title of the Contact person
Email	Email where official notification by DOH can be sent
Address	Mailing Address in format: Street line 1, Street line 2, City, State and Zip code
Phone	Phone number where the contact can be reached
Fax	Fax number where the contact can be sent official correspondence from DOH
Alternate Contact Information	Section label
Name	Full Name of alternate individual who will also receive all official correspondence from DOH
Email	Additional email where official contact between application and DOH can be sent