# New York State Department of Health

## New York State
## Electronic Certificate of Need
## Applicant Training Guide
## Health Commerce System

## Submitting Modification Material

Revised April 2024

# NYSE-CON Applicant Training
# Submitting Modification Material

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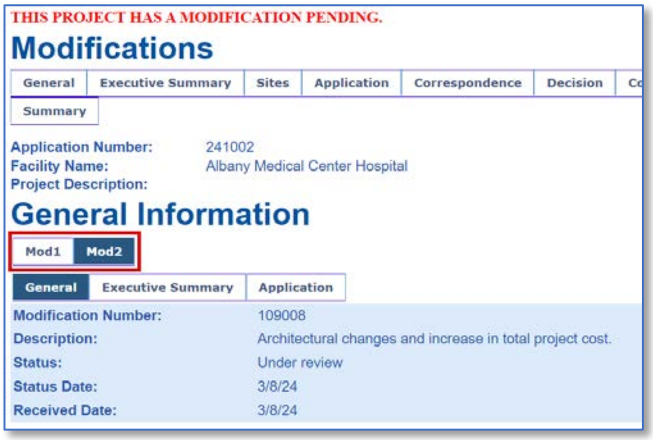
# NYSE-CON Applicant Training
# Submitting Modification Material

## About the Modification Tab

After you have submitted a Modification Request and the Department has accepted it, you can upload your modification material to the Modifications tab.

The Modification tab can display multiple modifications. It will always display the most recent modification first. In the image below, the project has two modifications. Mod2 is the most recent modification and is currently displayed. Note that a project may only have one active modification at a time.


General
Executive Summary
Sites
Application
Correspondence
Decision
Co
Summary
Mod1
Mod2
General
Executive Summary
Application

THIS PROJECT HAS A MODIFICATION PENDING.

Modifications

Application Number: 241002
Facility Name: Albany Medical Center Hospital
Project Description:

General Information

Modification Number: 109008
Description: Architectural changes and increase in total project cost.
Status: Under review
Status Date: 3/8/24
Received Date: 3/8/24

Each Modification has three subtabs: General, Executive Summary, and Application.

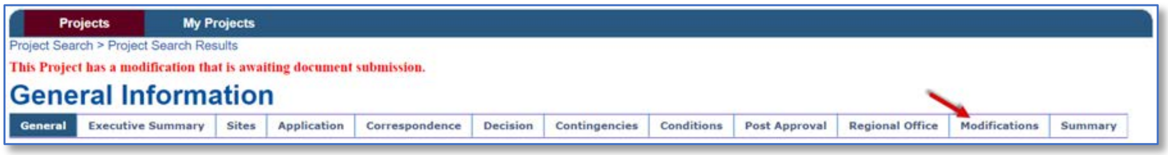
The General subtab is always displayed first. The Submit button is located at the bottom of this subtab. You cannot submit your modification until you have entered a description on the Executive Summary subtab and uploaded at least one document to the Application subtab.

The Executive Summary subtab works just like the Project Executive Summary. On this subtab, enter a brief description of your modification.

The Application subtab works just like the Project Application tab but should only contain documents related to the modification. Upload any schedules and attachments that have changed as a result of the modification to this subtab.

## Submitting Material for a New Modification

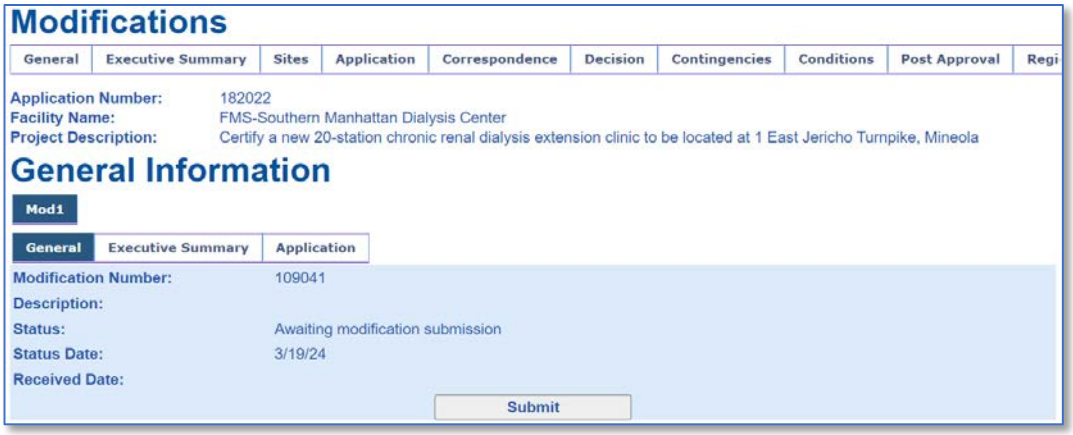
1. Open your project in NYSECON and click on the Modifications tab.


Projects
My Projects
Project Search > Project Search Results
General
Executive Summary
Sites
Application
Correspondence
Decision
Contingencies
Conditions
Post Approval
Regional Office
Modifications
Summary

This Project has a modification that is awaiting document submission.

General Information

The General Information screen of the most recent modification will be displayed.


Modifications
General
Executive Summary
Sites
Application
Correspondence
Decision
Contingencies
Conditions
Post Approval
Regi

**Application Number:** 182022
**Facility Name:** FMS-Southern Manhattan Dialysis Center
**Project Description:** Certify a new 20-station chronic renal dialysis extension clinic to be located at 1 East Jericho Turnpike, Mineola

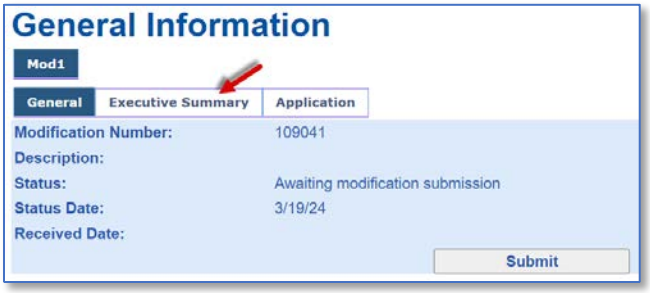
General Information
Mod1
General
Executive Summary
Application

**Modification Number:** 109041
**Description:**
**Status:** Awaiting modification submission
**Status Date:** 3/19/24
**Received Date:**

Submit

To submit your modification, you must enter a Modification Executive Summary and upload a minimum of one document to the Modification Application subtab.

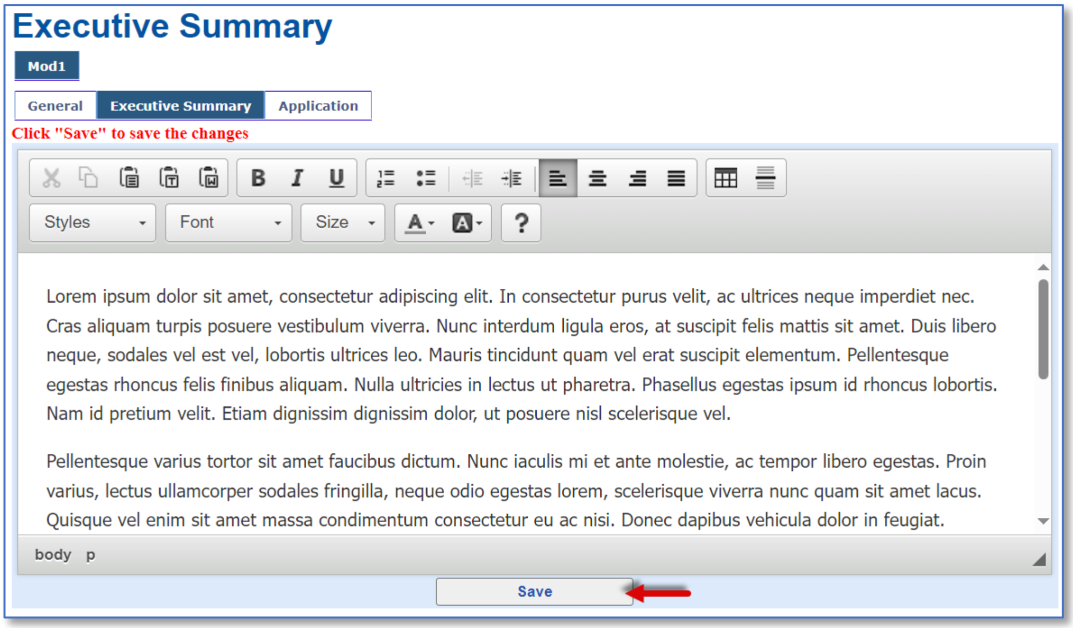
2. Click on the Executive Summary subtab.


General Information
Mod1
General
Executive Summary
Application

**Modification Number:** 109041
**Description:**
**Status:** Awaiting modification submission
**Status Date:** 3/19/24
**Received Date:**

Submit

3. Enter a description of the modification and click the Save button.

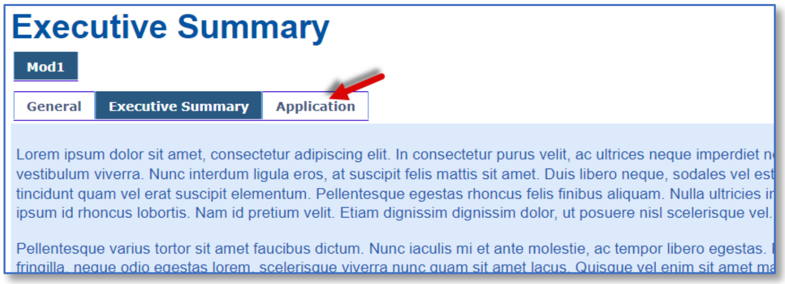

Executive Summary
Mod1
General
Executive Summary
Application
Click "Save" to save the changes
Styles
Font
Size
?

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In consectetur purus velit, ac ultrices neque imperdiet nec. Cras aliquam turpis posuere vestibulum viverra. Nunc interdum ligula eros, at suscipit felis mattis sit amet. Duis libero neque, sodales vel est vel, lobortis ultrices leo. Mauris tincidunt quam vel erat suscipit elementum. Pellentesque egestas rhoncus felis finibus aliquam. Nulla ultricies in lectus ut pharetra. Phasellus egestas ipsum id rhoncus lobortis. Nam id pretium velit. Etiam dignissim dignissim dolor, ut posuere nisl scelerisque vel.

Pellentesque varius tortor sit amet faucibus dictum. Nunc iaculis mi et ante molestie, ac tempor libero egestas. Proin varius, lectus ullamcorper sodales fringilla, neque odio egestas lorem, scelerisque viverra nunc quam sit amet lacus. Quisque vel enim sit amet massa condimentum consectetur eu ac nisi. Donec dapibus vehicula dolor in feugiat.

You may modify the Executive Summary at any time by clicking the Modify button at the bottom of this subtab.

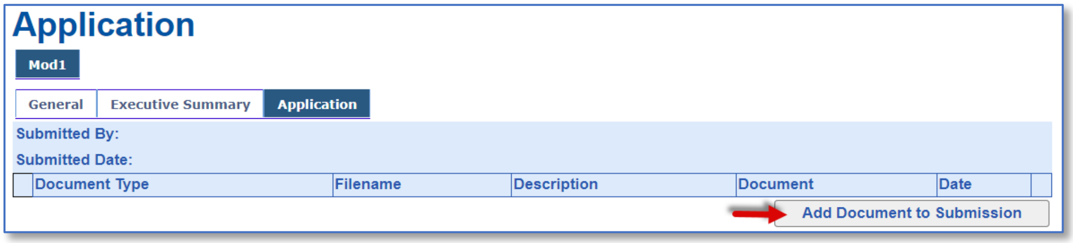
4. Click on the Application subtab.


Executive Summary
Mod1
General
Executive Summary
Application

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In consectetur purus velit, ac ultrices neque imperdiet n vestibulum viverra. Nunc interdum ligula eros, at suscipit felis mattis sit amet. Duis libero neque, sodales vel est tincidunt quam vel erat suscipit elementum. Pellentesque egestas rhoncus felis finibus aliquam. Nulla ultricies ir ipsum id rhoncus lobortis. Nam id pretium velit. Etiam dignissim dignissim dolor, ut posuere nisl scelerisque vel.

Pellentesque varius tortor sit amet faucibus dictum. Nunc iaculis mi et ante molestie, ac tempor libero egestas. I fringilla, neque odio egestas lorem, scelerisque viverra nunc quam sit amet lacus. Quisque vel enim sit amet ma

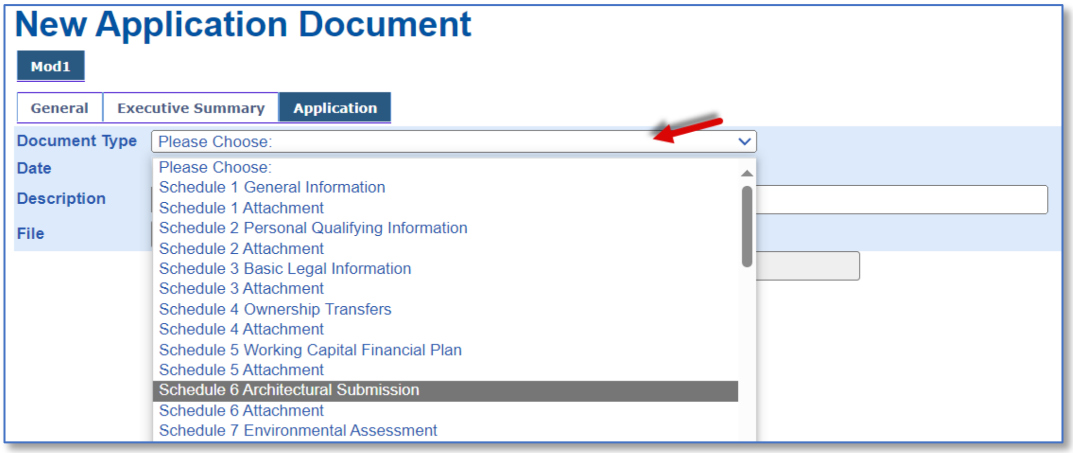
5. For each document you need to submit, do the following:
   a. Click the Add Document to Submission button.


Application
Mod1
General
Executive Summary
Application
Add Document to Submission

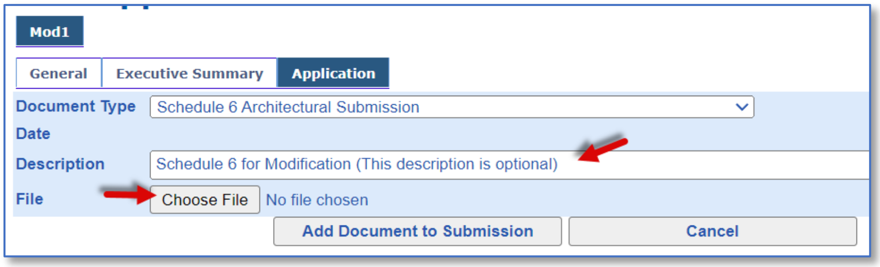
Submitted By:
Submitted Date:

| Document Type | Filename | Description | Document | Date |
|---|---|---|---|---|

   b. Select a Document Type from the drop-down list.

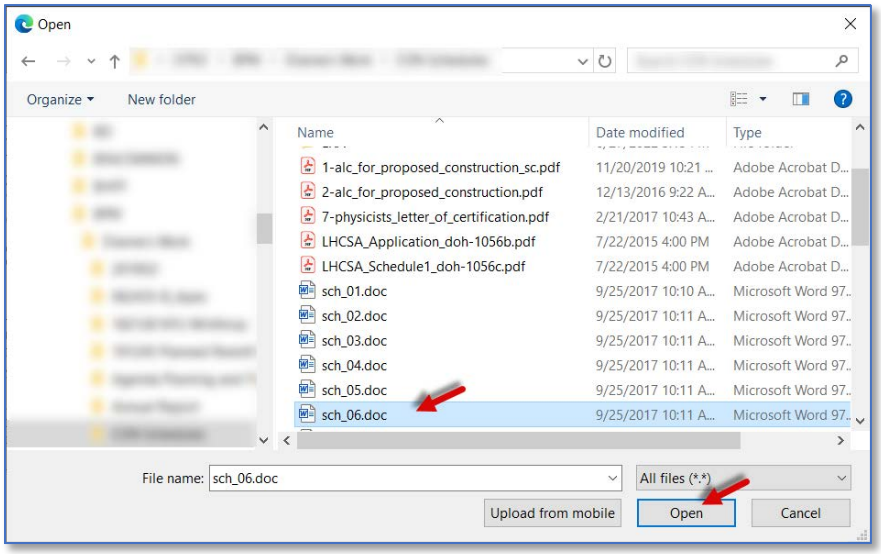

New Application Document
Mod1
General
Executive Summary
Application
Document Type
Please Choose:
Date
Description
File
Please Choose:
Schedule 1 General Information
Schedule 1 Attachment
Schedule 2 Personal Qualifying Information
Schedule 2 Attachment
Schedule 3 Basic Legal Information
Schedule 3 Attachment
Schedule 4 Ownership Transfers
Schedule 4 Attachment
Schedule 5 Working Capital Financial Plan
Schedule 5 Attachment
Schedule 6 Architectural Submission
Schedule 6 Attachment
Schedule 7 Environmental Assessment

   c. (Optional) Enter a description of the document.
   d. Click the Choose File button.


Mod1
General
Executive Summary
Application
Choose File
Add Document to Submission
Cancel

Document Type: Schedule 6 Architectural Submission
Date
Description: Schedule 6 for Modification (This description is optional)
File: No file chosen

e. Select a file from your computer and click the Open button.

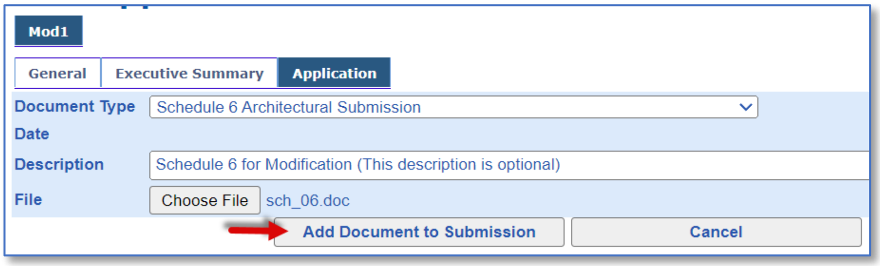


Open
Organize
New folder
Upload from mobile
Open
Cancel

| Name | Date modified | Type |
|---|---|---|
| 1-alc_for_proposed_construction_sc.pdf | 11/20/2019 10:21 ... | Adobe Acrobat D... |
| 2-alc_for_proposed_construction.pdf | 12/13/2016 9:22 A... | Adobe Acrobat D... |
| 7-physicists_letter_of_certification.pdf | 2/21/2017 10:43 A... | Adobe Acrobat D... |
| LHCSA_Application_doh-1056b.pdf | 7/22/2015 4:00 PM | Adobe Acrobat D... |
| LHCSA_Schedule1_doh-1056c.pdf | 7/22/2015 4:00 PM | Adobe Acrobat D... |
| sch_01.doc | 9/25/2017 10:10 A... | Microsoft Word 97... |
| sch_02.doc | 9/25/2017 10:11 A... | Microsoft Word 97... |
| sch_03.doc | 9/25/2017 10:11 A... | Microsoft Word 97... |
| sch_04.doc | 9/25/2017 10:11 A... | Microsoft Word 97... |
| sch_05.doc | 9/25/2017 10:11 A... | Microsoft Word 97... |
| sch_06.doc | 9/25/2017 10:11 A... | Microsoft Word 97... |

File name: sch_06.doc
All files (*.*)

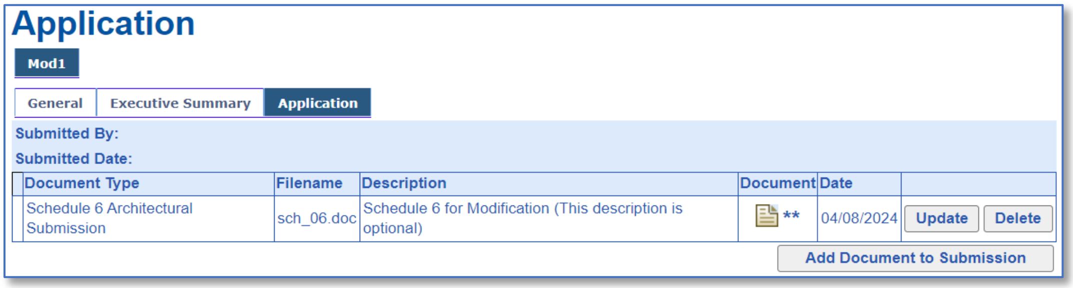
f. Click the Add Document to Submission button.



Mod1
General
Executive Summary
Application
Choose File
Add Document to Submission
Cancel

**Document Type** Schedule 6 Architectural Submission
**Date**
**Description** Schedule 6 for Modification (This description is optional)
**File** sch_06.doc

The document you uploaded will be displayed on the Application subtab. Repeat the steps above to add additional documents.



Application
Mod1
General
Executive Summary
Application
Add Document to Submission

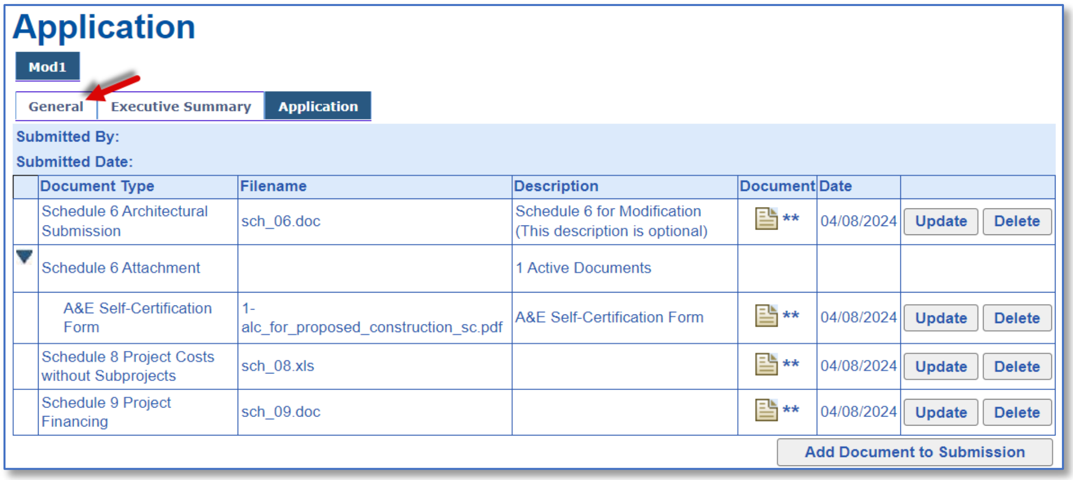
**Submitted By:**
**Submitted Date:**

| Document Type | Filename | Description | Document | Date | |
|---|---|---|---|---|---|
| Schedule 6 Architectural Submission | sch_06.doc | Schedule 6 for Modification (This description is optional) | ** | 04/08/2024 | Update Delete |

# NYSE-CON Applicant Training

# Submitting Modification Material

6. When you have uploaded all of your documents, click the General subtab.

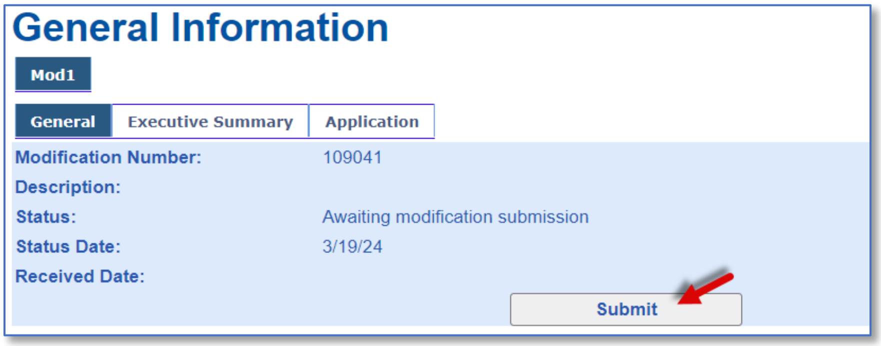

Application
Mod1
General
Executive Summary
Application
Update
Delete
Add Document to Submission

**Submitted By:**

**Submitted Date:**

| Document Type | Filename | Description | Document | Date |
|---|---|---|---|---|
| Schedule 6 Architectural Submission | sch_06.doc | Schedule 6 for Modification (This description is optional) | ** | 04/08/2024 |
| Schedule 6 Attachment | | 1 Active Documents | | |
| A&E Self-Certification Form | 1-alc_for_proposed_construction_sc.pdf | A&E Self-Certification Form | ** | 04/08/2024 |
| Schedule 8 Project Costs without Subprojects | sch_08.xls | | ** | 04/08/2024 |
| Schedule 9 Project Financing | sch_09.doc | | ** | 04/08/2024 |

7. Click the Submit button.


General Information
Mod1
General
Executive Summary
Application
Submit

**Modification Number:** 109041

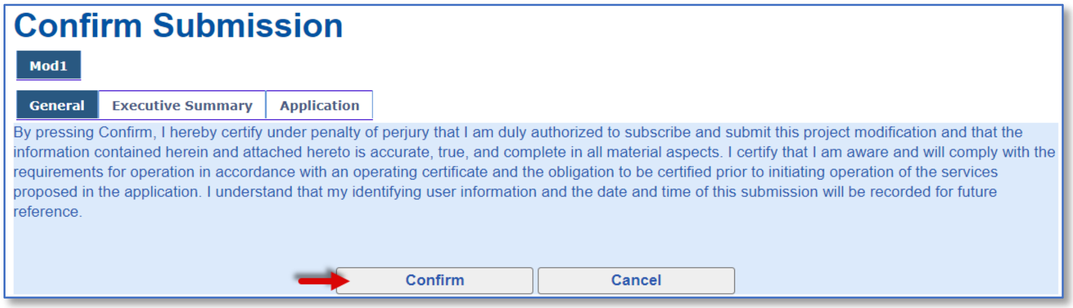
**Description:**

**Status:** Awaiting modification submission

**Status Date:** 3/19/24

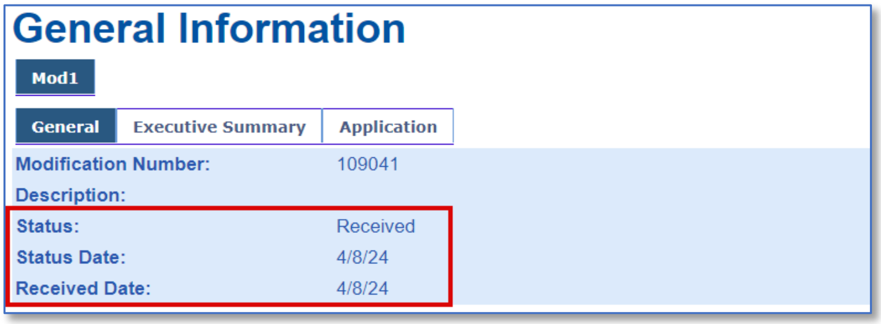
**Received Date:**

8. On the next screen, click Confirm to submit your modification material to the Department.


Confirm Submission
Mod1
General
Executive Summary
Application
Confirm
Cancel

By pressing Confirm, I hereby certify under penalty of perjury that I am duly authorized to subscribe and submit this project modification and that the information contained herein and attached hereto is accurate, true, and complete in all material aspects. I certify that I am aware and will comply with the requirements for operation in accordance with an operating certificate and the obligation to be certified prior to initiating operation of the services proposed in the application. I understand that my identifying user information and the date and time of this submission will be recorded for future reference.

The Status on the General Information subtab will change from “Awaiting modification submission” to “Received,” and the Status Date and Received Date will display today’s date.


General Information
Mod1
General
Executive Summary
Application

**Modification Number:** 109041

**Description:**

**Status:** Received

**Status Date:** 4/8/24

**Received Date:** 4/8/24

# NYSE-CON Applicant Training
# Submitting Modification Material

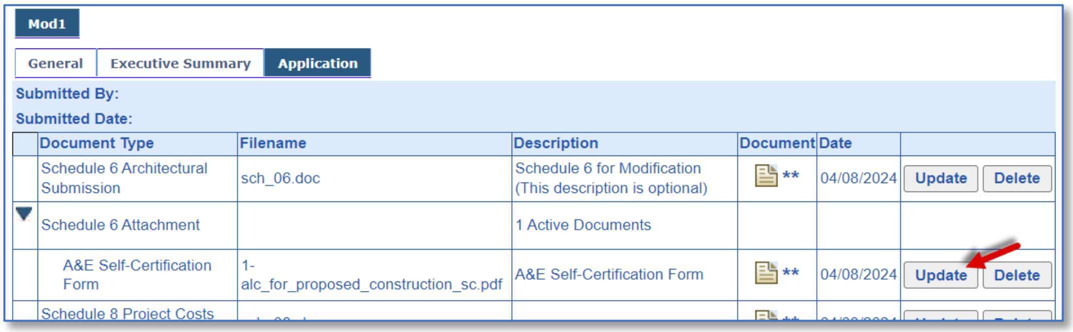
## Making changes to your modification

### *Before Submission*

Before submission, you may replace or remove documents from the Application subtab.

### Replace a document

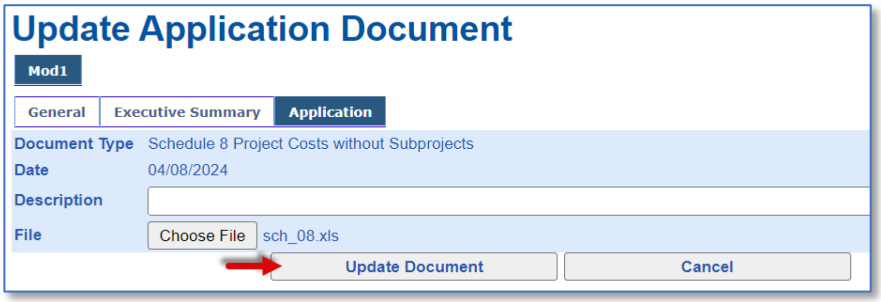
1. To change a document, click the Update button next to it.


Mod1
General
Executive Summary
Application

**Submitted By:**
**Submitted Date:**

| | Document Type | Filename | Description | Document | Date | |
|---|---|---|---|---|---|---|
| | Schedule 6 Architectural Submission | sch_06.doc | Schedule 6 for Modification (This description is optional) | ** | 04/08/2024 | Update Delete |
| ▼ | Schedule 6 Attachment | | 1 Active Documents | | | |
| | A&E Self-Certification Form | 1-alc_for_proposed_construction_sc.pdf | A&E Self-Certification Form | ** | 04/08/2024 | Update Delete |
| | Schedule 8 Project Costs | | | | | |

2. Click the Choose File button.
3. Select a file from your computer and click the Open button.
4. Click the Update Document button.

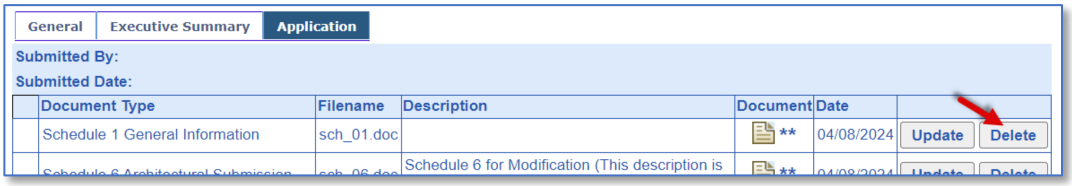

Mod1
General
Executive Summary
Application
Choose File
Update Document
Cancel

**Update Application Document**

**Document Type** Schedule 8 Project Costs without Subprojects
**Date** 04/08/2024
**Description**
**File** sch_08.xls

### Remove a document

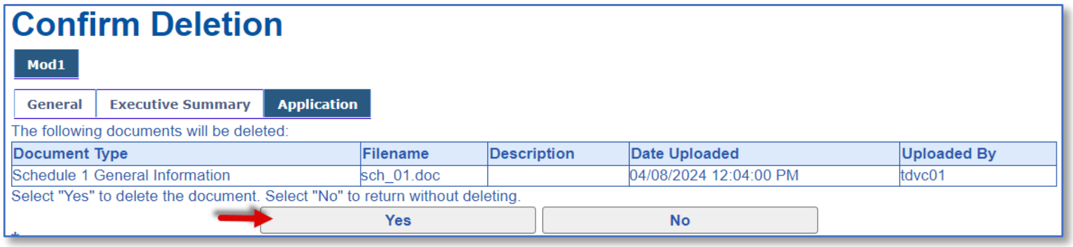
1. To remove a document, click the Delete button next to it.


General
Executive Summary
Application

**Submitted By:**
**Submitted Date:**

| | Document Type | Filename | Description | Document | Date | |
|---|---|---|---|---|---|---|
| | Schedule 1 General Information | sch_01.doc | | ** | 04/08/2024 | Update Delete |
| | | | Schedule 6 for Modification (This description is | | | |

2. On the next screen, click the Yes button to confirm deletion. Click No if you do not want to delete the document.


Mod1
General
Executive Summary
Application
Yes
No

**Confirm Deletion**

The following documents will be deleted:

| Document Type | Filename | Description | Date Uploaded | Uploaded By |
|---|---|---|---|---|
| Schedule 1 General Information | sch_01.doc | | 04/08/2024 12:04:00 PM | tdvc01 |

Select "Yes" to delete the document. Select "No" to return without deleting.

## *After Submission*

After submission, you may add additional documents and update existing documents. You cannot replace or remove documents.

### Add additional documents

To add a new document to your submission, follow steps 5a-f above, beginning on page 3.

### Update documents

1. To update a document, click the Update button next to it.
2. Click the Choose File button.
3. Select a file from your computer and click the Open button.
4. Click the Update Document button.

Please note that the previous document will remain on the Application subtab. It cannot be removed. The most recent version of the document will be displayed first.