
New York State Department of Health

New York State Electronic Certificate of Need Applicant Training Guide Public Authenticated Portal Submitting Modification Material

Revised April 2024

NYSE-CON Applicant Training

Submitting Modification Material

Contents

About the Modification Tab.....	1
Submitting Material for a New Modification.....	1
Making changes to your modification	7
Before Submission	7
Replace a document	7
Remove a document.....	7
After Submission.....	8
Add additional documents.....	8
Update documents	8

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.

The screenshot shows the 'Modifications' section of the NYSE-CON interface. At the top, it displays the 'CON Project Number: 201234' and 'Facility Name: NYU Midwifery Birth Center'. Below this is a 'Project Description:' field. A navigation bar contains tabs for 'General', 'Executive Summary', 'Sites', 'Application', 'Correspondence', 'Decision', and 'Contingencies'. The 'Modifications >>' tab is selected. Underneath, there is a sub-tab bar with 'Mod1' and 'Mod2', where 'Mod2' is highlighted with a red box. Below the sub-tabs, there is another navigation bar with 'General', 'Executive Summary', and 'Application' tabs. The 'General' tab is active, showing fields for 'Modification Number: 109058', 'Description:', 'Status: Awaiting modification submission', 'Status Date: 4/25/24', and 'Received Date:'. A 'Submit' button is located at the bottom right of the form.

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.

The screenshot shows the 'General Information' section of the NYSE-CON interface. It displays the 'CON Project Number: 201234' and 'Facility Name: NYU Midwifery Birth Center'. Below this is a 'Project Description:' field. A navigation bar contains tabs for 'General', 'Executive Summary', 'Sites', 'Application', 'Correspondence', 'Decision', and 'Contingencies'. The 'Modifications >>' tab is selected. A red arrow points to the 'Executive Summary' tab in the navigation bar.

NYSE-CON Applicant Training

Submitting Modification Material

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

Modification Number:	109058
Description:	
Status:	Awaiting modification submission
Status Date:	4/25/24
Received Date:	

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

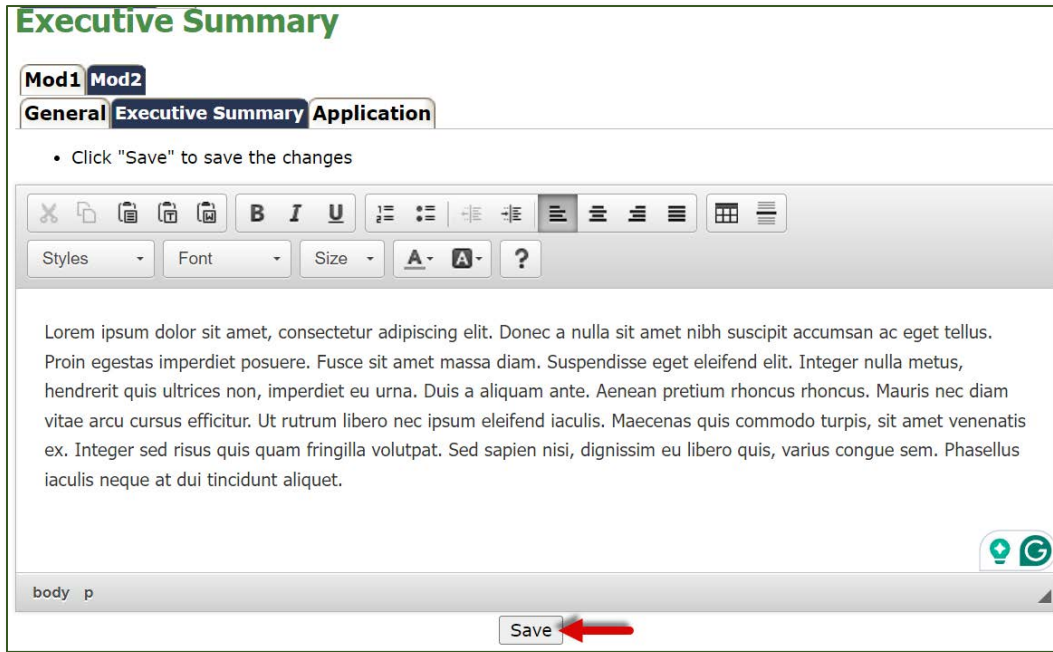
2. Click on the Executive Summary subtab.

Modification Number:	109058
Description:	
Status:	Awaiting modification submission
Status Date:	4/25/24
Received Date:	

NYSE-CON Applicant Training

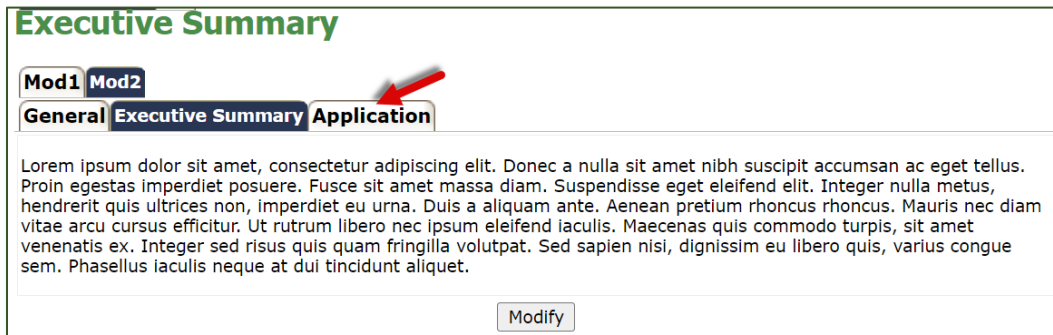
Submitting Modification Material

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

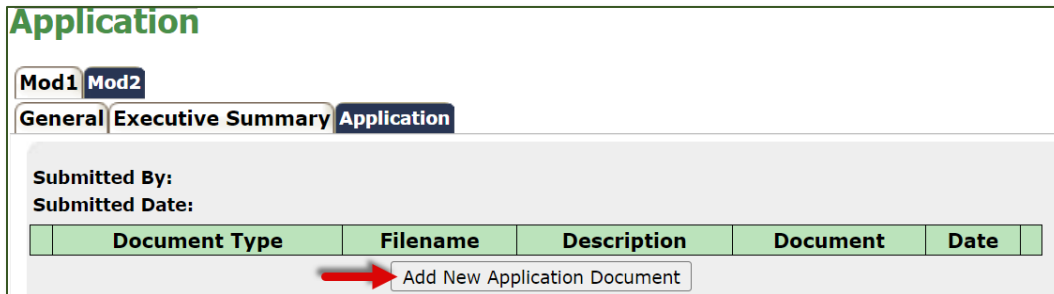


You may modify the Executive Summary at any time by clicking the Modify button at the bottom of this subtab.

4. Click on the Application subtab.



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



NYSE-CON Applicant Training

Submitting Modification Material

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

New Application Document

Mod1 Mod2

General Executive Summary Application

Document Type: Please Choose: [v]

- 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

Notice

Public access to NY... contained within N... attempts are made... public information. Much of the information... longer be accurate or complete. While all... onizes the possibility of human and/or...

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

New Application Document

Mod1 Mod2

General Executive Summary Application

Document Type: Schedule 6 Architectural Submission [v]

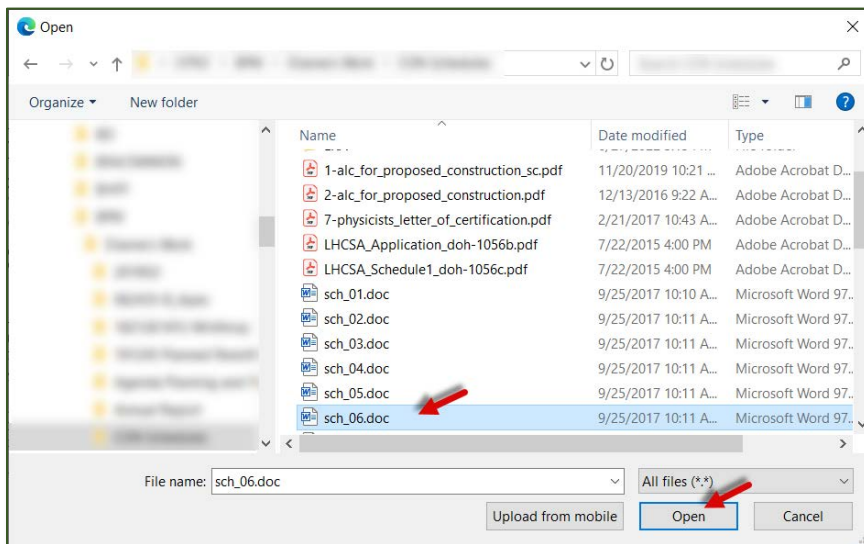
Date:

Description: Schedule 6 for Modification (This description is optional)

File: Choose File No file chosen

Add Document to Application Cancel

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



NYSE-CON Applicant Training

Submitting Modification Material

- f. Click the Add Document to Submission button.

New Application Document

Mod1
Mod2

General
Executive Summary
Application

Document Type: Schedule 6 Architectural Submission

Date:

Description: Schedule 6 for Modification (This description is optional)

File: Choose File sch_06.docx

Add Document to Application
Cancel

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

Application

Mod1
Mod2

General
Executive Summary
Application

Submitted By:

Submitted Date:

Document Type	Filename	Description	Document	Date		
Schedule 6 Architectural Submission	sch_06.docx	Schedule 6 for Modification (This description is optional)		04/25/2024	Update	Delete

Add New Application Document

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

Application

Mod1
Mod2

General
Executive Summary
Application

Submitted By:

Submitted Date:

Document Type	Filename	Description	Document	Date		
Schedule 6 Architectural Submission	sch_06.docx	Schedule 6 for Modification (This description is optional)		04/25/2024	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		04/25/2024	Update	Delete
Schedule 8 Project Costs without Subprojects	sch_08.xls			04/25/2024	Update	Delete
Schedule 9 Project Financing	sch_09.doc			04/25/2024	Update	Delete

Add New Application Document

NYSE-CON Applicant Training

Submitting Modification Material

7. Click the Submit button.

General Information

Mod1 Mod2

General Executive Summary Application

Modification Number: 109058

Description:

Status: Awaiting modification submission

Status Date: 4/25/24

Received Date:

Submit

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

Confirm Submission

Mod1 Mod2

General Executive Summary Application

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.

Confirm Cancel

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 Mod2

General Executive Summary Application

Modification Number: 109058

Description:

Status: Received

Status Date: 4/25/24

Received Date: 4/25/24

NYSE-CON Applicant Training

Submitting Modification Material

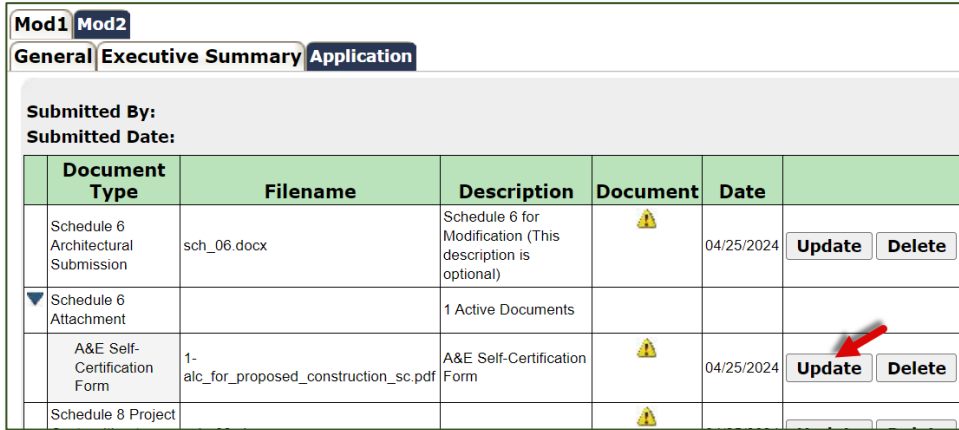
Making changes to your modification

Before Submission

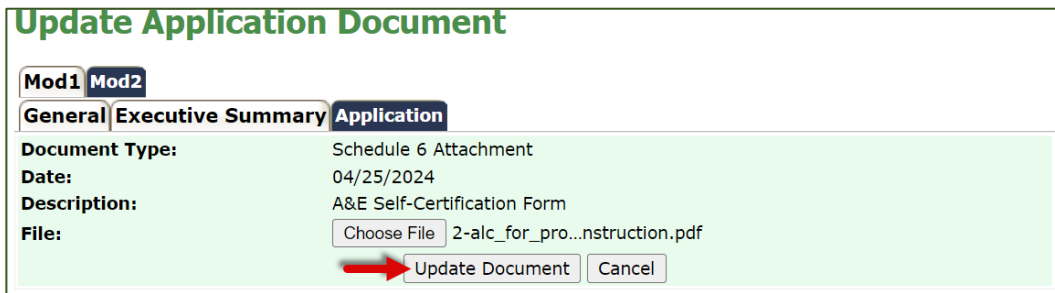
Before submission, you may replace or remove documents from the Application subtab.

Replace a document

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

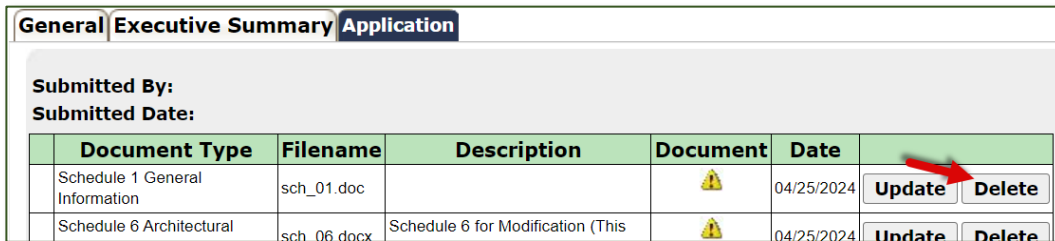


2. Click the Choose File button.
3. Select a file from your computer and click the Open button.
4. Click the Update Document button.



Remove a document

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



NYSE-CON Applicant Training

Submitting Modification Material

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

Confirm Deletion

Mod1 Mod2

General Executive Summary Application

Document Type	Filename	Description	Date Uploaded	Uploaded By
Schedule 1 General Information	sch_01.doc		04/25/2024 16:04:00 PM	dconnell_uat

Select "Yes" to delete these documents. Select "No" to return without deleting.

Yes No

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.