
New York State
Electronic Certificate of Need
Applicant Training
Search/View Project Information
v5.1

NYS Department of Health

Revision History

Date	Version	Description
12/02/2010	1.0	Initial Release
01/14/2015	5.0	Added Executive Summary Updated all the screens to reflect Executive Summary tab.
01/27/2017	5.1	Updated the Screens throughout to add "NY.gov ID" and "HCS ID" radio buttons as options for User ID in Access tab.

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Search/View Project Information

Chapter Overview

Contents

In this chapter, you will learn how to:

- 1 Perform a Project Search
 - 2 Perform a My Project Search
 - 3 View Project Search Results
 - 4 Perform a Query Search
 - 5 View Query Search Results
 - 6 View General Information
 - 7 View Impact on Operating Certificate
 - 8 View Executive Summary
 - 9 View Application, Where Applicable
 - 10 View Correspondence, Where Applicable
 - 11 View Decision
 - 12 View Contingencies, Where Applicable
 - 13 View Post Approval
 - 14 View Access, Where Applicable
 - 15 View Summary
-

Projects

Menu selection	The Projects module is reached via the Projects tab on the Navigation bar. This tab opens the Project Search screen (Figure 2.1).
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Project Search

Create New Submission

Submission #:	Facility ID:	Operating Certificate #:	
Project Description:	Facility Name:	Operator Name:	
Street Name:	Zip Code:	Review Level:	
Review Status 1:	From Date:	To Date:	
Acknowledged All Contingencies Satisfied Approved	(MM/DD/YYYY)	(MM/DD/YYYY)	
Review Status 2:	From Date:	To Date:	
Acknowledged All Contingencies Satisfied Approved	(MM/DD/YYYY)	(MM/DD/YYYY)	

Project Status: Application is Incomplete Awaiting Construction Start Notification from Applicant Contingent Approval Letter Sent Disapproval Finalized Established in Error Hearing Requested Must Request Permission to Start Construction Partial Completion Permission to Start Construction Granted	Facility Type: Certified Home Health Agency Diagnostic And Treatment Center Hospice Hospital Long Term Home Health Care Program Residential Health Care Facility	County: ALBANY ALLEGANY BRONX BROOME CATTARAUGUS CAYUGA CHAUTAUQUA CHEMUNG CHENANGO	Region: Central Finger Lakes Hudson Valley Long Island NY-Penn New York City Northeast Western
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Submission Type:
 Application
 Application - Administrative Review
 Application - Full Review
 Application - Full Review - Construction
 Application - Full Review - Construction - Expand Population Served/Expand Service Area
 Application - Full Review - Construction - Physical
 Application - Full Review - Establishment
 Application - Full Review - Establishment - Change in Ownership/Merger/Consolidation
 Application - Full Review - Establishment - Change in Ownership/Merger/Consolidation with Construction

Note: To search for any type of notice, the Review Status and/or Project Status criteria, if selected, must be set to "Received". Other statuses apply only to CON applications.

Figure 2.1: Sample Project Search

Project Search Field Descriptions	
Field Name	Description
Submission #	Textbox for partial or full entry of a project in a LIKE search.
Facility ID	Textbox for full entry of a facility identifier in an EXACT search.
Operating Certificate #	Textbox for partial or full entry of an operating certificate # in a LIKE search. For example, if a user enters "03" in this search field, then the system will return "0301000H," "7003025H," "0228303N," etc.
Project Description	Textbox for partial or full entry of the project description in a LIKE search. For example, if a user enters "replace" in this search field, then the system will return all projects that contain the word 'replace' in the field.
Facility Name	Textbox for partial or full entry of a facility name in a LIKE search. For example, if a user enters "alb" in this search field, then the system will return "Albany Medical Center," "Albany Memorial Hospital," "VNA of Albany," etc.
Operator Name	Textbox for partial or full entry of an operator name in a LIKE search. For example, if a user enters "new york" in this search field, then the system will return "New York Medical College Inc.," "Personal Touch Home Aides of New York Inc.," etc.

Street Name	Textbox for partial or full entry of the project description in a LIKE search. For example, if a user enters “ First ” in this search field, then the system will return all projects that contain the word ‘ First ’ in the field.
Zip Code	Textbox for partial or full entry of the project description in a LIKE search. For example, if a user enters “ 102 ” in this search field, then the system will return all projects that contain the numbers ‘ 102 ’ in the field.
Review Level	Drop down list for selection of the review status The default will be set to “blank”.
Review Status1	Drop down list for selection of project events(s) For example; if a user selects Received and Acknowledged then only projects that have a Received date and an Acknowledged date in the date range entered will be displayed in the results.
From Date	When entered will search for the review status greater than or equal to the ‘from date’.
To Date	When entered will search for the review status less than or equal to the ‘to date’.
Review Status 2	If Review Status 1 has items selected and item/s are selected in this drop down list then items in the results will match either Review Status 1 OR Review Status 2 dates.
From Date	When entered will search for the review status greater than or equal to the ‘from date’.
To Date	When entered will search for the review status less than or equal to the ‘to date’.
Project Status	List-box for selection of project status(s) in an inclusive OR search within the selection. For example, if a user selects Received then only projects that have this project status will be displayed in the results.
Facility Type	List-box for selection of facility type(s) in an inclusive OR search within the selection. For example, if a user selects Hospital then only projects that have this facility type will be displayed in the results.
County*	List-box for selection of county(s) in an inclusive OR search within the selection.
Region*	List-box for selection of HSA (Health System Agency) Region(s) in an inclusive OR search within the selection.
Submission Type	List-box for selection of submission type(s) in an inclusive OR search within the selection. For example, if a user selects Application - Limited Review - Equipment then only projects that have this submission type will be displayed in the results.
* Note that the selection of multiple locations that are mutually exclusive will not return any search results. For example, the system will not produce search results for a County selection of “Albany” and a Region selection of “New York City.”	
Note that if no criterion is specified then all projects will be returned in the ensuing search results.	

Learning Objective	Step	Action																						
<p>How to Perform a Project Search</p>	<p>1</p>	<p>Enter or select the desired criteria* in the Project Search screen.</p> <p><i>Note: the criteria will be utilized by the system in an inclusive AND search; resulting projects returned will have an association to at least one criterion in each search field that is entered/selected.</i></p> <p>Suggested Searches:</p> <table border="1" data-bbox="574 560 1446 1354"> <thead> <tr> <th></th> <th>Enter</th> <th>Returns</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Facility ID = 102</td> <td>2 projects the that specific facility</td> </tr> <tr> <td>2</td> <td>Zip Code = 102</td> <td>~84 projects that contain '102'</td> </tr> <tr> <td>3</td> <td>Project Description 'Replace', Facility Name 'Center', Operator Name 'New York'</td> <td>~ 210 projects Show Address Select Bread crumb Project search Add Street 'First' to the search see returned # reduced to ~ 56 projects</td> </tr> <tr> <td>4</td> <td>Review Status 'Acknowledged', From Date '01/01/2012</td> <td>~ 796 project Select Bread crumb Project search Add To Date 06/30/2012 see returned # reduced to ~ 436projects</td> </tr> <tr> <td>5</td> <td>Review Level 'Full', Project Status 'Under Review', Regions 'Finger Lakes'</td> <td>~ 8 projects</td> </tr> </tbody> </table> <p>The following optional step can be performed:</p> <table border="1" data-bbox="589 1451 1414 1654"> <thead> <tr> <th>Optional Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1.1</td> <td>Click the Clear button. Result: All project search criteria field entries or selections become blank.</td> </tr> </tbody> </table>		Enter	Returns	1	Facility ID = 102	2 projects the that specific facility	2	Zip Code = 102	~84 projects that contain '102'	3	Project Description 'Replace', Facility Name 'Center', Operator Name 'New York'	~ 210 projects Show Address Select Bread crumb Project search Add Street 'First' to the search see returned # reduced to ~ 56 projects	4	Review Status 'Acknowledged', From Date '01/01/2012	~ 796 project Select Bread crumb Project search Add To Date 06/30/2012 see returned # reduced to ~ 436projects	5	Review Level 'Full', Project Status 'Under Review', Regions 'Finger Lakes'	~ 8 projects	Optional Step	Action	1.1	Click the Clear button. Result: All project search criteria field entries or selections become blank.
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1.1	Click the Clear button. Result: All project search criteria field entries or selections become blank.																							
<p>2</p>	<p>Click the Search button.</p> <p>Result: The Projects Search Result screen appears (Figure 2.3) with the project search results sorted in numeric order by Submission # then alphabetically by Facility Name.</p>																							

My Projects

Menu selection	The My Projects module is reached via the My Projects tab on the Navigation bar. This tab opens the My Project Search screen (Figure 2.2).

Figure 2.2: Sample My Projects Search

My Project Search Field Descriptions	
Field Name	Description
Submission #	Textbox for partial or full entry of a project in a LIKE search.
Review Level	Drop down list for selection of the review status The default will be set to “blank”.
Review Status	Drop down list for selection of project events(s) For example; if a user selects Acknowledged then only projects that have an Acknowledged date in the date range entered will be displayed in the results.
From Date	When entered will search for the review status greater than or equal to the ‘from date’.

To Date	When entered will search for the review status less than or equal to the 'to date'.
Project Status	List-box for selection of project status(s) in an inclusive OR search within the selection. For example, if a user selects Received then only projects that have this project status will be displayed in the results.
Submission Type	List-box for selection of submission type(s) in an inclusive OR search within the selection. For example, if a user selects Application - Limited Review - Equipment then only projects that have this submission type will be displayed in the results.
Action Required	List box for selection of Contingencies Items sent to the director for Action.

Learning Objective	Step	Action																						
<p>How to Perform a My Project Search</p>	<p>1</p>	<p>Enter or select the desired criteria* in the My Project Search screen.</p> <p><i>Note: the criteria will be utilized by the system in an inclusive AND search; resulting projects returned will have an association to at least one criterion in each search field that is entered/selected.</i></p> <p>Suggested Searches:</p> <table border="1" data-bbox="480 522 1352 1339"> <thead> <tr> <th></th> <th>Enter</th> <th>Returns</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Nothing</td> <td>Only projects that you are affiliated with are returned.</td> </tr> <tr> <td>2</td> <td>Review Status 'Acknowledged', From Date '01/01/2012</td> <td>Only projects that you are affiliated with and have been acknowledged after 01/01/12</td> </tr> <tr> <td>3</td> <td>Action Required Apply Contingency</td> <td>Only projects where a reviewer has sent the director a contingency to be applied, the director has not responded and the contingency has not been applied.</td> </tr> <tr> <td>4</td> <td>Action Required Approve Extension Request</td> <td>Only projects where a reviewer has sent the director an extension request to be approved, the director has not responded and the extension request has not been approved.</td> </tr> <tr> <td>5</td> <td>Action Required Satisfy Contingency</td> <td>Only projects where a reviewer has sent the director a contingency to be satisfied, the director has not responded, and the contingency has not been satisfied.</td> </tr> </tbody> </table> <p>The following optional step can be performed:</p> <table border="1" data-bbox="493 1432 1321 1633"> <thead> <tr> <th>Optional Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1.1</td> <td>Click the Clear button. Result: All project search criteria field entries or selections become blank.</td> </tr> </tbody> </table>		Enter	Returns	1	Nothing	Only projects that you are affiliated with are returned.	2	Review Status 'Acknowledged', From Date '01/01/2012	Only projects that you are affiliated with and have been acknowledged after 01/01/12	3	Action Required Apply Contingency	Only projects where a reviewer has sent the director a contingency to be applied, the director has not responded and the contingency has not been applied.	4	Action Required Approve Extension Request	Only projects where a reviewer has sent the director an extension request to be approved, the director has not responded and the extension request has not been approved.	5	Action Required Satisfy Contingency	Only projects where a reviewer has sent the director a contingency to be satisfied, the director has not responded, and the contingency has not been satisfied.	Optional Step	Action	1.1	Click the Clear button. Result: All project search criteria field entries or selections become blank.
		Enter	Returns																					
1	Nothing	Only projects that you are affiliated with are returned.																						
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Optional Step	Action																							
1.1	Click the Clear button. Result: All project search criteria field entries or selections become blank.																							
<p>2</p>	<p>Click the Search button.</p> <p>Result: The Projects Search Result screen appears (Figure 2.3) with the project search results sorted in numeric order by CON Project # then alphabetically by Facility Name.</p>																							

Project Search Results

My Projects Search

My Projects Search Results

[Create New Submission](#)

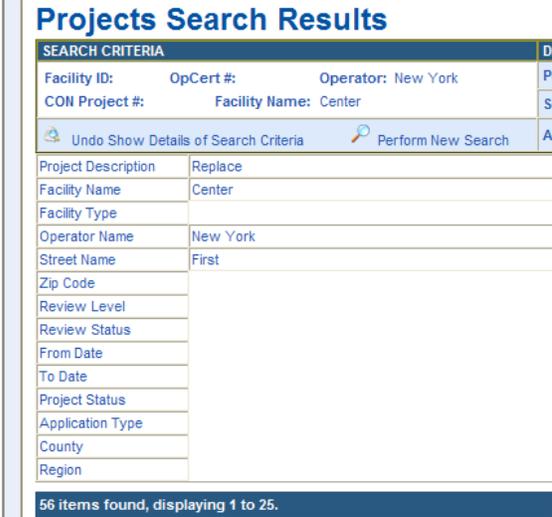
SEARCH CRITERIA		DISPLAY RESULT PREFERENCES		RESULTS TOOLBOX	
Submission #:		Per Page: <input checked="" type="radio"/> Display 25 <input type="radio"/> Display 50 <input type="radio"/> Display 100 <input type="radio"/> Display All		View Selected Result(s)	
View All Details of Search Criteria Perform New Search		Selection: <input type="radio"/> Checked Only <input checked="" type="radio"/> Show All			
Print Search Results		Address: <input type="radio"/> Show Project Address <input checked="" type="radio"/> Don't Show Project Address			

154 results found, displaying 1 to 25. 1, 2, 3, 4, 5, 6, 7 [Next/Last]

#	Facility ID	Facility Name	Project Description	Total Project Cost	OpCert #	Review Level	Submission Type	Project Status	Project Status Date	County
<input checked="" type="checkbox"/>	111002	8888 Z Test Hospital		\$0.00	1092H		Application - Full Review - Establishment - New Facility or Agency	Told To Contact Area Office	01/13/2011	CATTARAUGUS
<input checked="" type="checkbox"/>	111003	8888 Z Test Hospital		\$9,999,999.99	1092H		Application - Full Review - Construction	Received	01/13/2011	ALBANY
<input checked="" type="checkbox"/>	111004	8888 Z Test Hospital		\$0.00	1092H		Application - Full Review - Establishment - Change in Ownership/Merger/Consolidation	Received	01/13/2011	ALBANY
<input checked="" type="checkbox"/>	111005	8888 Z Test Hospital		\$99.99	1092H		Application - Administrative Review	Received	01/13/2011	ALBANY
<input checked="" type="checkbox"/>	111006	8888 Z Test Hospital		\$999.99	1092H		Application - Limited Review - Cardiac Services	Received	01/13/2011	ALBANY
<input checked="" type="checkbox"/>	111011	8888 Z Test Hospital		\$99.99	1092H		Application - Administrative Review	Received	01/31/2011	ALBANY
<input checked="" type="checkbox"/>	111012	8888 Z Test Hospital		\$9,999,999.99	1092H		Application - Full Review - Construction	Received	01/31/2011	ALBANY
<input checked="" type="checkbox"/>	111040	8888 Z Test Hospital	Add enough to the description for it to wrap around and be sure it lays correctly on the screen. Add enough to the description for it to wrap around and be sure it lays correctly on the screen. Add enough to the description for it to wrap around and	\$99,999,999.99	1092H	Full	Application - Full Review - Establishment - Change in Ownership/Merger/Consolidation	Contingent Approval Letter 07/10/2011 Sent	07/10/2011	ALBANY
<input checked="" type="checkbox"/>	111050	8888 Z Test Hospital		\$999,999.99	1092H		Application - Full Review - Establishment - New Facility or Agency	Under Construction	07/27/2011	ALBANY

Figure 2.3: Sample Projects Search Results

Project Search Results Field Descriptions	
Field Name	Description
#	Project number assigned to the project.
Facility ID	Identification number of each respective facility.
Facility Name	Name of each respective facility.
Project Description	The description entered during the Initial Review of the Project.
Total Project Cost	The amount entered when the application was created.
OpCert #	Operating certificate number of each respective facility.
Review Level	Review Level for the project.
Submission Type	Submission type for the project.
Project Status	Current Project Status of the project.
Project Status Date	The last date the project status changed.
County	Location of the facility's main site.

Learning Objective	Step	Action
<p>How to change the data you see in the results</p>	<p>1</p>	<p>Select the # in the Title. Result: The Data is redisplayed showing any un-submitted projects first.</p>
	<p>2</p>	<p>Select the Show Address radio button.</p>  <p><i>Figure 2.4: Sample Projects Search Results with Addresses</i></p>
	<p>3</p>	<p>Select View All Details of Search Criteria link</p>  <p><i>Figure 2.5: Sample Projects Search Results with Details of the Search</i></p>
	<p>4</p>	<p>Click the Perform New Search link. Result: The Project Search screen appears with the initial search criteria cleared.</p>

Learning Objective	Step	Action
	5	<p>Click the View Selected Result(s) button.</p> <p>Result: The General Information screen appears (Figure 2.3) containing the information of the first project in the Selected Projects list-box.</p>
	6	<p>Click the Print Search Results icon.</p> <p>Result: The File Download screen appears (Figure 2.6). Click Open to see the document.</p> <div data-bbox="722 598 1331 1008" style="text-align: center;"> </div> <p style="text-align: center;"><i>Figure 2.6: Sample File Download Window</i></p>

Learning Objective	Step	Action
<p>How do I take Search Results information from NYSE-CON and export it into MS Excel?</p>		<p>Once the desired search results have been retrieved, the data may be exported into MS Excel by following these steps:</p>
	1.	<p>Select the Display All radio button in the Display Result Preferences/Per Page section.</p>
	2.	<p>Highlight the search results data to export using your mouse or keyboard.</p>
	3.	<p>Select the Copy option using your mouse or keyboard.</p>
	4.	<p><i>Open MS Excel and place the cursor in the first field you would like data to display.</i></p>
	5.	<p>Select the Paste option using your mouse or keyboard.</p>

Query Search

Menu selection

The Query module is reached via the **Query** tab on the Navigation bar. This tab opens the Query Search screen (Figure 2.7).

The screenshot shows the 'Query Search' interface with the following fields and options:

- Submission #:** Textbox for project ID.
- Search Type:** Drop-down menu with 'Contains' selected.
- Review Level:** Drop-down menu.
- Review Status 1:** Drop-down menu with options: Acknowledged, All Contingencies Satisfied, Approved.
- From Date:** Textbox with format (MM/DD/YYYY).
- To Date:** Textbox with format (MM/DD/YYYY).
- Review Status 2:** Drop-down menu with options: Acknowledged, All Contingencies Satisfied, Approved.
- From Date:** Textbox with format (MM/DD/YYYY).
- To Date:** Textbox with format (MM/DD/YYYY).
- Project Status:** List-box with options: Application is Incomplete, Awaiting Construction Start Notification from Applicant, Contingent Approval Letter Sent, Disapproval Finalized, Established in Error, Hearing Requested, Must Request Permission to Start Construction, Partial Completion, Permission to Start Construction Granted.
- Submission Type:** List-box with options: Application, Application - Administrative Review, Application - Full Review, Application - Full Review - Construction, Application - Full Review - Construction - Expand Population Served/Expand Service Area, Application - Full Review - Construction - Physical, Application - Full Review - Establishment, Application - Full Review - Establishment - Change in Ownership/Merger/Consolidation, Application - Full Review - Establishment - Change in Ownership/Merger/Consolidation with Construction.
- Facility Type:** List-box with options: Certified Home Health Agency, Diagnostic And Treatment Center, Hospice, Hospital, Long Term Home Health Care Program, Residential Health Care Facility.
- Unit Name:** List-box with options: A&E Self-Certification, AIDS Institute, AMB Unit 01, Architectural and Engineering Facility Planning, Blood and Tissue Resources, Cardiac Services Program, Central New York Health Systems Agency, Certification and Surveillance - Hospital Services, Construction Cost Control.
- Reviewer:** List-box with options: Accorso, Donna, Atkinson, William B, Bellinger, Nina W, Biggs, Russell R, Bollinger, Sara, Bonsu, Charles, Bova-Lang, Kathleen Marie, Bowden, Heather, Browder, Kerstin I.
- Assigned / Unassigned:** Drop-down menu.
- Recommendation:** List-box with options: Approval, Contingent Approval, Disapproval, No Recommendation, Not Entered.
- Action Required:** List-box with options: Apply Contingency, Approve Extension Request, Satisfy Contingency.
- Buttons:** Search and Clear.

Figure 2.7: Sample Query Search

Query Search Field Descriptions

Field Name	Description
Submission #	Textbox for partial or full entry of a project in a LIKE search.
Search Type	Drop down list to limit the Submission #
Review Level	Drop down list for selection of the review status The default will be set to "blank".
Review Status	Drop down list for selection of project events(s) For example; if a user selects Acknowledged then only projects that have an Acknowledged date in the date range entered will be displayed in the results.
From Date	When entered will search for the review status greater than or equal to the 'from date'.
To Date	When entered will search for the review status less than or equal to the 'to date'.
Project Status	List-box for selection of project status(s) in an inclusive OR search within the selection. For example, if a user selects Received then only projects that have this project status will be displayed in the results.

Submission Type	List-box for selection of submission type(s) in an inclusive OR search within the selection. For example, if a user selects Application - Limited Review - Equipment then only projects that have this submission type will be displayed in the results.
Facility Type	List-box for selection of facility type(s) in an inclusive OR search within the selection. For example, if a user selects Hospital then only projects that have this facility type will be displayed in the results.
Unit Name	List box for selection of unit name(s) in an inclusive OR search within the selection. For example, if a user selects Construction Cost Control then all projects that have this unit assigned to review will be displayed in the results. NOTE: other criteria to reduce the result list i.e.: Submission # '13' and Search Type 'Starts with'
Reviewer	List box for selection of users who have the active role of 'reviewer'. For example, if a user selects Reviewer Art Streeter and selects Assigned then all projects that reviewer has been assigned to will be displayed. In the results.
Assigned/Unassigned	Drop down list for the selection of unit or reviewer assignment. For example, if a user selects Unassigned and a 'Unit' then all projects that have that unit assigned but no reviewer will be displayed in the results.
Recommendation	List box for selection of the recommendation in an inclusive OR search within the selection. For example, if a user selects 'Not Entered' and Unit Name 'Cardiac Services Program' then all projects that 'Cardiac Services Program' has been assigned to but no recommendation has been entered will be displayed in the results.
Action Required	List box for selection of Contingencies Items sent to the director for Action. For example, if a user selects 'Apply Contingency' and a unit then all projects from that unit waiting on the director to apply the contingencies.

Learning Objective	Step	Action												
<p>How to Perform a Query Search</p>	<p>1</p>	<p>Enter or select the desired criteria* in the Query Search screen.</p> <p><i>Note: the criteria will be utilized by the system in an inclusive AND search; resulting projects returned will have an association to at least one criterion in each search field that is entered/selected.</i></p> <p>Suggested Searches:</p> <table border="1" data-bbox="480 512 1349 1209"> <thead> <tr> <th data-bbox="480 512 537 562"></th> <th data-bbox="537 512 873 562">Enter</th> <th data-bbox="873 512 1349 562">Returns</th> </tr> </thead> <tbody> <tr> <td data-bbox="480 562 537 802">1</td> <td data-bbox="537 562 873 802"> <p>Review Status #1 'Acknowledged', From Date 10/1/2013 Select Unit Name (to limit the search to a specific unit) Select Unassigned in the Assigned/Unassigned</p> </td> <td data-bbox="873 562 1349 802"> <p>A list of Projects that needs to have a reviewer assigned.</p> </td> </tr> <tr> <td data-bbox="480 802 537 1031">2</td> <td data-bbox="537 802 873 1031"> <p>Review Status #1 'Acknowledged', From Date 10/1/2013 Select Unit Name (to limit the search to a specific unit) Recommendation Not Entered</p> </td> <td data-bbox="873 802 1349 1031"> <p>A list of projects that are assigned to a unit but no recommendation has been entered.</p> </td> </tr> <tr> <td data-bbox="480 1031 537 1209">3</td> <td data-bbox="537 1031 873 1209"> <p>Action Required Apply Contingency</p> </td> <td data-bbox="873 1031 1349 1209"> <p>A list of all CON projects where a reviewer has sent the director a contingency to be applied, the director has not responded and the contingency has not been applied.</p> </td> </tr> </tbody> </table>		Enter	Returns	1	<p>Review Status #1 'Acknowledged', From Date 10/1/2013 Select Unit Name (to limit the search to a specific unit) Select Unassigned in the Assigned/Unassigned</p>	<p>A list of Projects that needs to have a reviewer assigned.</p>	2	<p>Review Status #1 'Acknowledged', From Date 10/1/2013 Select Unit Name (to limit the search to a specific unit) Recommendation Not Entered</p>	<p>A list of projects that are assigned to a unit but no recommendation has been entered.</p>	3	<p>Action Required Apply Contingency</p>	<p>A list of all CON projects where a reviewer has sent the director a contingency to be applied, the director has not responded and the contingency has not been applied.</p>
		Enter	Returns											
1	<p>Review Status #1 'Acknowledged', From Date 10/1/2013 Select Unit Name (to limit the search to a specific unit) Select Unassigned in the Assigned/Unassigned</p>	<p>A list of Projects that needs to have a reviewer assigned.</p>												
2	<p>Review Status #1 'Acknowledged', From Date 10/1/2013 Select Unit Name (to limit the search to a specific unit) Recommendation Not Entered</p>	<p>A list of projects that are assigned to a unit but no recommendation has been entered.</p>												
3	<p>Action Required Apply Contingency</p>	<p>A list of all CON projects where a reviewer has sent the director a contingency to be applied, the director has not responded and the contingency has not been applied.</p>												
<p>2</p>	<p>Click the Search button.</p> <p>Result: The Query Search Result screen appears (Figure 2.3) with the project search results sorted in numeric order by CON Project # then alphabetically by Facility Name.</p>													

Query Search Results

Projects
My Projects
Query

Query Search

Query Search Results

SEARCH CRITERIA	DISPLAY RESULT PREFERENCES	RESULTS TOOLBOX
Submission #: <input type="text"/> Assigned / Unassigned: <input type="text"/>	Review Level: <input type="text"/> Recommendation: <input type="text"/>	<input type="button" value="View Selected Result(s)"/>
<input type="button" value="View All Details of Search Criteria"/> <input type="button" value="Perform New Search"/>	Per Page: <input checked="" type="radio"/> Display 25 <input type="radio"/> Display 50 <input type="radio"/> Display 100 <input type="radio"/> Display All Selection: <input type="radio"/> Checked Only <input checked="" type="radio"/> Show All Address: <input type="radio"/> Show Project Address <input checked="" type="radio"/> Don't Show Project Address	

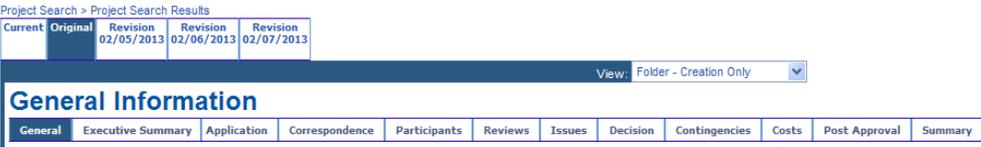
16 results found, displaying all results.

#	Facility ID	Facility Name	Review Unit Name	Reviewer	Recommendation	Review Date	Project Status	Project Status Date
<input checked="" type="checkbox"/>	132012	8888 Z Test Hospice	Architectural and Engineering Facility Planning	ECON, Review O			Contingent Approval Letter Sent	12/13/2013
<input checked="" type="checkbox"/>	132014	8888 Z Test Hospice	Architectural and Engineering Facility Planning	ECON, Review O			Under Review	11/04/2013
<input checked="" type="checkbox"/>	132015	8888 Z Test Hospice	Architectural and Engineering Facility Planning	ECON, Review O			Contingent Approval Letter Sent	10/15/2013
<input checked="" type="checkbox"/>	132017	8888 Z Test Hospice	Architectural and Engineering Facility Planning	ECON, Review O			Under Review	10/06/2013
<input checked="" type="checkbox"/>	132019	8888 Z Test Hospital					Contingent Approval Letter Sent	12/02/2013
<input checked="" type="checkbox"/>	132020	8888 Z Test Hospital	Architectural and Engineering Facility Planning	ECON, Review O			Under Review	11/04/2013
<input checked="" type="checkbox"/>	132020	8888 Z Test Hospital	Certification and Surveillance - Hospital Services				Under Review	11/04/2013
<input checked="" type="checkbox"/>	132020	8888 Z Test Hospital	Construction Cost Control	ECON, Review O			Under Review	11/04/2013
<input checked="" type="checkbox"/>	132020	8888 Z Test Hospital	Dental Health	ECON, Review O			Under Review	11/04/2013
<input checked="" type="checkbox"/>	132021	8888 Z Test Hospital	Construction Cost Control	ECON, Review O			Under Review	12/02/2013
<input checked="" type="checkbox"/>	132021	8888 Z Test Hospital	Dental Health	ECON, Review O			Under Review	12/02/2013
<input checked="" type="checkbox"/>	132023	8888 Z Test Hospital	Construction Cost Control	ECON, Review O			Contingent Approval Letter Sent	12/10/2013
<input checked="" type="checkbox"/>	132023	8888 Z Test Hospital	Dental Health				Contingent Approval Letter Sent	12/10/2013
<input checked="" type="checkbox"/>	132034	8888 Z Test Hospital	Construction Cost Control	ECON, Review O			Under Review	12/18/2013
<input checked="" type="checkbox"/>	132034	8888 Z Test Hospital	Dental Health	ECON, Review O			Under Review	12/18/2013
<input checked="" type="checkbox"/>	132034	8888 Z Test Hospital	Office of Mental Health				Under Review	12/18/2013

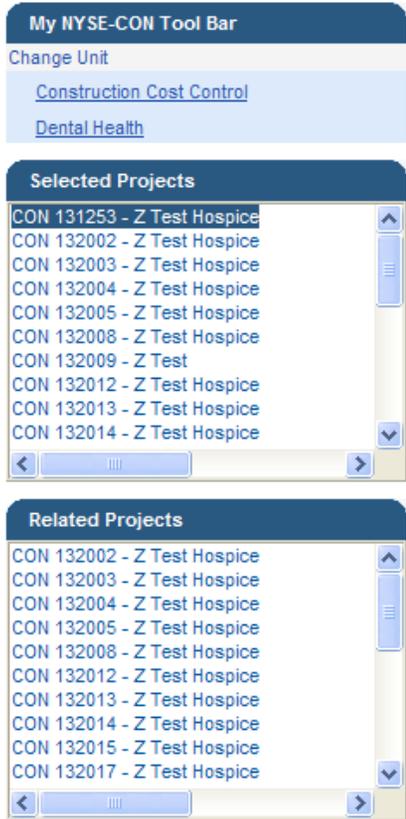
Figure 2.8: Sample Query Search Results

Query Search Results Field Descriptions	
Field Name	Description
#	Project number assigned to the project. (multiple rows may appear)
Facility ID	Identification number of each respective facility. (multiple rows may appear)
Facility Name	Name of each respective facility. (multiple rows may appear)
Review Unit Name	Units assigned to review the project
Reviewer	Reviewer assigned to review the project
Recommendation	Each Units recommendation will be displayed
Review Date	Date the recommendation was entered
Project Status	Current Project Status of the project. (multiple rows may appear)
Project Status Date	The last date the project status changed. (multiple rows may appear)

Project Information

<p>Folder Area</p>	<p>The Folder area of the project displays only when a Revision of an application exists. When a revision is created the 'Current', 'Original' and a 'Revision' folder are created. The date the Revision is created is displayed on the folder. All folders except the current one contain various views. The folders can be found in the top of the image Figure 2.7.</p>  <p style="text-align: center;"><i>Figure 2.7: Sample Folder Area</i></p>
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<p>Header Area</p>	<p>The header area of the project or submission information contains related screens. The related screens are the following: "General", "Application", "Correspondence", "Reviews", "Decision", "Contingencies", "Costs", "Post Approval", "Access" and "Summary". A screen image of the Header can be found in Figure 2.7.</p>
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<p>Side Bar Area</p>	<p>The Side Bar area of the project or submission information contains the Tool Bar, Selected Projects and Related Projects areas. A screen image of the side bar can be found in Figure 2.8.</p>  <p style="text-align: center;"><i>Figure 2.8: Sample Side Bar Area</i></p>
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Project Information cont.

Folder Area Descriptions	
Items	Description
Bread Crumbs	<p>Project Search by selecting this link the system will return the user to the “Project Search” page with all of the search criteria preserved.</p> <p>Project Search Results by selecting this link the system will return the user to the “Project Search Results” page with the selection preserved.</p>
Current Folder	Displays the latest information for the application Data
Original Folder	Displays the information at the time of Submission up to the point of revision.
Revision Folder	Revision folders contain all of the data from the start of the revision until today of the next revision is created
Folder – Creation Only view	View contains information on the day the revision is created.
Folder – Inclusive view	View contains all information in the folder as of the end date of the folder.
Folder – Folder and Previous Folders	View contains all information in the folder from the start of the project to the end date of the folder.
Header Area Descriptions	
Items	Description
Page Title	This will be specific to the project information tab selected.
Functional Navigation tabs	<p>Tabbed navigation is used within project information pages.</p> <p>General When selected, the system will display the “General Information” page. This is the default.</p> <p>Application When selected, the system will display the “Application” page.</p> <p>Correspondence When selected, the system will display the “Correspondence” page.</p> <p>Participants When selected, the system will display the “Participants” page.</p> <p>Reviews When selected, the system will display the “Reviews” page.</p> <p>Decision When selected, the system will display the “Decision Information” page.</p> <p>Contingencies When selected, the system will display the “Contingencies” page.</p> <p>Costs When selected, the system will display the “Costs” page</p> <p>Post Approval When selected, the system will display the “Post Approval” page.</p> <p>Access When selected, the system will display the “Access” page.</p> <p>Summary When selected, the system will display the “Summary” page.</p>

Side Bar Area Descriptions

Items	Description
MY NYSE-CON Tool Bar	Change Unit will display if the user is working in multiple units.
Selected Project	This area will be shown on all project information pages and represents the projects selected on the Search Results Page. The selected projects will be displayed as links showing the Submission Type abbreviated, the submission number, a dash and the Facility name. Clicking on another project in the Selected Projects list will refresh the current tab information to display the results of the newly selected project.
Related Project	This area will be shown on all pages and list the related projects for the facility that is currently being viewed. The related projects are displayed as links showing Submission Type abbreviated, the submission number, a dash and the Facility name. Clicking on another project in the Selected Facilities list will refresh the page to display the results of the selected project.

Facility Name	The main site Facility name
General Information Field Descriptions	
Field Name	Description
Project Description	The description entered during the initial review.
Revision Reason	If a Revision exists a reason will be listed.
Description	Project description of the selected project.
Submission Type	Submission Type of the selected project.
Project Status	Current project status of the selected project.
Project Status Date	Last date the project status of the selected project changed.
Review Level	Review Level of the selected project.
Received Date	Received Date of the selected project.
Total Project Cost	The submitted application cost.
Initial Review Date	Initial Review Date of the selected project.
Acknowledgment Date	Date the Acknowledgment letter was signed for the selected project.
Main Site Information	
Facility Name	Facility Name of the selected project.
Physical Address	Street line 1, street line 2, city, state and zip code of the physical address of the main site for the selected facility.
Facility ID	Identification number of the selected project.
Facility Type	Type of facility of the selected project.
County	County of the physical address for the facility.
Region	Region of the selected facility.
Current Operator Name	Operator Name of the selected project.
Operating Certificate #	Operating certificate number of the selected project.
Current Operator County	
Contact Information	Only Visible to the applicant and DOH CON Staff
Name	The name of the person who will receive all official correspondence from DOH.
Title	Title of the Contact person.
Email	Email where official contact from DOH can be sent.
Address	Street line 1, street line 2, city, state and zip code of the contact.
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	Only Visible to the applicant and DOH CON Staff

Name	The name of another person who can also receive all official correspondence from DOH.
------	---

General Information Field Descriptions	
Field Name	Description
Email	Email where official contact from DOH can be sent.
Project Site Information	
Project Site Name	The name of the project site.
Physical Address	Street line 1, street line 2, city, state and zip code of the physical address of the main site for the selected facility.
County	County of the physical address for the project site.
Proposed Operator	The proposed operator name
Proposed Operator Address	Street line 1, street line 2, city, state and zip code of the physical address of the proposed operator.
Proposed Operator County	The county of the proposed operator
Impact on Operating Certificate	Link to impact on operating certificate
Bed / Service	Category of the bed or service effected.
Action	The type of action occurring certifying or decertifying.
Count	The number being added or removed.
Other	Only Visible to the applicant and DOH CON Staff
Withdrawn Date	Date the application was with drawn
SubBatch1	SubBatch1
SubBatch2	SubBatch2
CON Codes List	CON Codes List

Learning Objective	Step	Action
How to view Impact on Operating Certificate	1	<p>Click the Impact on Operating Certificate link.</p> <p>Result: The Impact on Operating Certificate appears on the screen</p>  <p><i>Figure 2.10: Sample Impact on Operating Certificate</i></p>

Executive Summary

The **Executive Summary** page displays the applicant's overview of the project proposal.

Executive Summary

General **Executive Summary** Application Correspondence Participants Reviews Issues Decision Contingencies Costs

Application Number: 142252
Facility Name: Rishi Medical Center
Project Description:

Executive Summary:

The workshop groups indicated the success of the NYSE-CON project will be measured by:

- o Less paper because of electronic submission.
- o Fewer requests for additional information because of clearer instructions and a better submission process.
- o More rapid movement of the application through the process because of a more streamlined process.
- o Quicker approval / disapproval decisions due to a quicker, more efficient, review process
- o Higher level of comfort with the review process because of increased availability of workflow information.
- o Better involvement of community health leaders and advocates in the CON process due to availability of application information.
- o More equitable and predictable system due to a better, more consistent, application of rules, regulations, policies and procedures.

The vision for the NYSE-CON project is, then, to design, develop, implement, and deploy a more efficient, transparent, equitable, community-aware CON process. The high-level steps the project will encompass include the following:

[Modify](#)

Executive Summary History:

▶ Executive Summary: Dec 17, 2014 9:41:54 AM

Figure 2.11: Sample Executive Summary

Executive Summary Field Descriptions	
Field Name	Description
Executive Summary	Overview of the Project Proposal provided by the applicant
Executive Summary History	The history of Executive Summary entries
Date	Date the Executive Summary was entered or modified
Time	Time the Executive Summary was entered or modified

Learning Objective	Step	Action
How to view Executive Summary	1	Click the Executive Summary tab. Result: Executive Summary of the project will appear on the screen.

Application

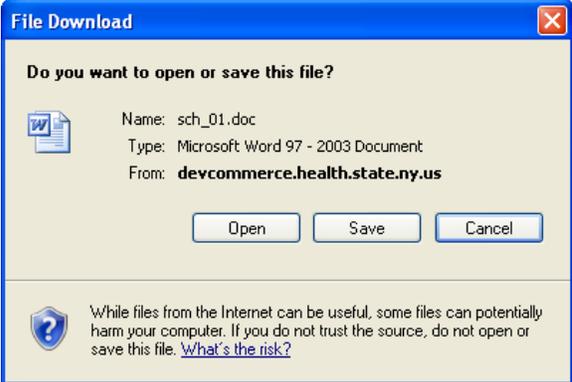
The **Application** page displays the schedules and documents for the project. This tab is available to the applicant, Assigned Review Units and Assigned Regional Office staff.

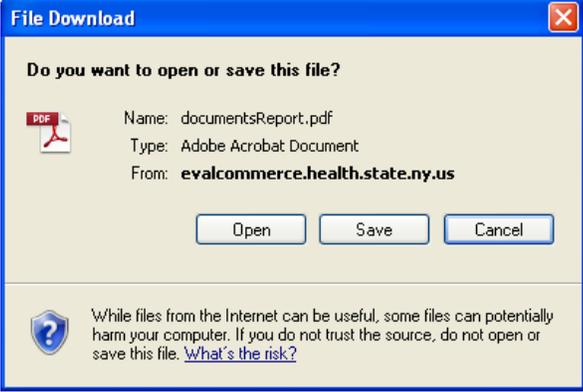
The screenshot shows the 'Application' page in the NYSE-CON system. At the top, there are navigation tabs: 'Projects', 'Administration', and 'Query'. Below this is a breadcrumb trail: 'Project Search > Project Search Results'. The main heading is 'Application'. A secondary set of tabs includes 'General', 'Executive Summary', 'Application' (which is selected), 'Correspondence', 'Participants', 'Reviews', 'Issues', 'Decision', 'Contingencies', 'Costs', 'Post Approval', 'Access', and 'Summary'. The page displays application details: Application Number: 142291, Facility Name: ABC Hospital, and Project Description. A 'My NYSE-CON Tool Bar' contains links for 'Create New Submission', 'Change Unit', and 'Blood and Tissue Resources'. A 'Selected Projects' section shows 'CON 142291 - ABC Hospital'. The main content is a table of documents with columns for Document Type, Filename, Description, Document status, Date, and an Update button. Below the table are buttons for 'Add Document to Submission' and 'Expand All'. A disclaimer at the bottom states: '** DOH cannot guarantee that documents that have been uploaded to NYSE-CON are virus free. Before documents are opened, the user should ensure that their anti-virus software is operating and is up-to-date with the latest anti-virus signature files.'

Figure 2.12: Sample Application

Application Field Descriptions	
Field Name	Description
Submitted by	The Name person who submitted the application or the PMU unit.
Submitted Date	The date the application was submitted to DOH.
Document Type	Type of the document uploaded to the NYSE-CON system.
Filename	Actual name of the file uploaded.
Description	User entered description of the document. If the document was added as an attachment to a correspondence the description will list who added it.

Document	Link to view the document.
Date	Date the document was added to the system.

Learning Objective	Step	Action
How to view an attached document	1	<p>On the Applicant tab</p> <p>Select the Document link. </p> <p>Note: Each link displayed in the application tab is a link that will open the File download screen.</p>  <p style="text-align: center;"><i>Figure 2.13: Sample File Download Window</i></p>
	2	Click Open button to see the document.

Learning Objective	Step	Action
How to print an application list	1	<p>Click the Print Application View icon.</p> <p>Result: The File Download screen appears (Figure 2.13). Click Open to see the document.</p>  <p><i>Figure 2.14: Sample File Download Window</i></p>

Correspondence

The **Correspondence** page displays the correspondence for the project. This tab is available to the applicant, Assigned Review Units and Assigned Regional Office staff.

The screenshot shows the 'Correspondence' tab selected in a navigation menu. Below the menu, there are fields for 'Application Number: 121118', 'Facility Name: X Test Hospital', and 'Project Description:'. A 'Filter' button is visible. The main content area is titled 'Correspondences:' and contains a list of items, each with a date and a description. At the bottom of the list are two buttons: 'Initiate Correspondence' and 'Create Phone Log'.

Correspondences:

- 06/04/2012 - Project Management - Construction Cost Control - Status Update - 06/04/2012
- 06/04/2012 - Front Office - Other
- 05/30/2012 - Front Office - Multiple - Status Update
- 05/30/2012 - Project Management - Multiple - Inquiry
- 05/14/2012 - Project Management - Multiple - Incomplete Application Letter
- 05/11/2012 - Project Management on behalf of Applicant - Multiple - Change of Site
- 03/22/2012 - Project Management - Applicant - Approval Letter
- 03/22/2012 - Project Management - Applicant - All Contingencies Satisfied Letter
- 03/22/2012 - Project Management - Applicant - Contingent Approval Letter
- 03/21/2012 - Project Management - Applicant - Request for Additional Information - 06/07/2012
 - 03/21/2012 - Premchand Pamidi - Additional Information
 - 06/07/2012 - Project Management - Additional Information
- 03/21/2012 - Project Management - Applicant - Acknowledgement Letter
- 03/21/2012 - Project Management - Applicant - Incomplete Application Letter

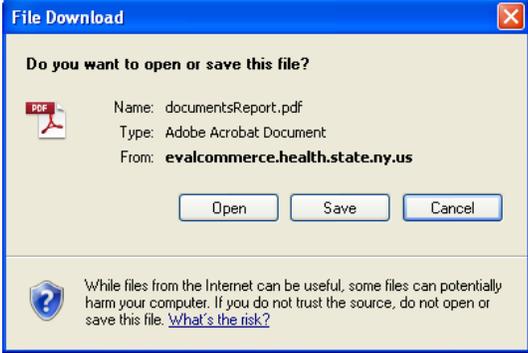
Buttons: **Initiate Correspondence** | **Create Phone Log**

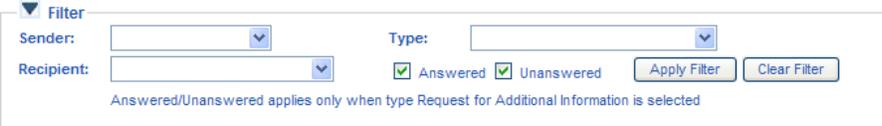
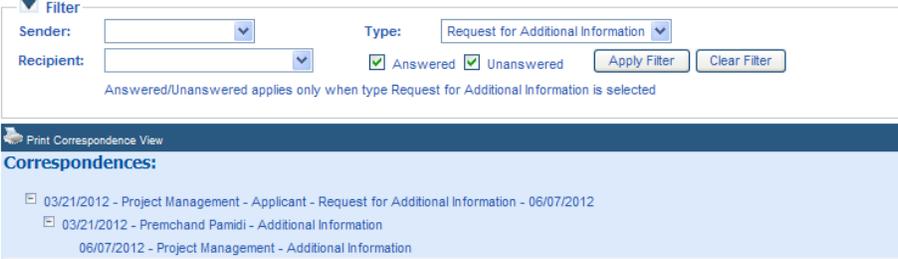
Figure 2.15: Sample Correspondence

Correspondence Field Descriptions	
Field Name	Description
Correspondence	
Date	Date the correspondence was added to the system.
DOH Office	The DOH Office who initiated the correspondence.
Recipient	The recipient will display 'Applicant', 'Multiple' or 'Review Unit'.
Type of Correspondence	The type of correspondence added to the project.
Date of last reply	The date of the latest reply to a correspondence.
Response	
Date	Date the response was adding to the system.
Sender	Name or Unit of the person replying

Correspondence Field Descriptions	
Field Name	Description
Type of Correspondence	The type of correspondence added to the project.
Phone Call	
Date	Date added to the system.
DOH Office	The DOH Office who created the phone call log.
Type of Communication	Phone Call
	Secured Document icon

Learning Objective	Step	Action
<p>How to view the details of a correspondence</p>	<p>1</p>	<p>On the Correspondence tab</p> <p>Select the link. </p> <p>Note: Each line displayed in the correspondence tab is a link that will open the detail information for that correspondence.</p> <p>Project Search > Project Search Results</p> <p>View Correspondence</p> <p>General Executive Summary Application Correspondence Participants Reviews Issues Decision Contingencies >></p> <p>Application Number: 111003 Facility Name: Z Test Hospital Project Description:</p> <p>Created By: Bureau of Project Management on 07/15/2011</p> <p>Correspondence Type: Acknowledgement Letter</p> <p>Recipient: Changed Information</p> <p>Message: Please send xxxxx to PMU</p> <p>Attachments: AcknowledgementLetter.doc </p> <p><input type="button" value="Reply"/> <input type="button" value="Return"/></p> <p><small>* DOH cannot guarantee that documents that have been uploaded to NYSE-CON are virus free. Before documents are opened, the user should ensure that their anti-virus software is operating and is up-to-date with the latest anti-virus signature files.</small></p> <p>12/30/2011 - Bureau of Project Management - Phone Call 07/29/2011 - Office of Long Term Care -- Nursing Home - Request for Additional Information - 09/13/2011 07/15/2011 - Bureau of Project Management - Acknowledgement Letter - 08/04/2011</p> <p><i>Figure 2.16: Sample View Correspondence</i></p>
	<p>2</p>	<p>Click the Document icon. </p> <p>Result: The File Download screen appears (Figure 2.16). Click Open to see the document.</p> <div data-bbox="646 1266 1218 1650" data-label="Image"> </div> <p><i>Figure 2.17: Sample File Download Window</i></p>

Learning Objective	Step	Action
How to print a correspondence list	1	<p>Click the Print Correspondence View icon.</p> <p>Result: The File Download screen appears (Figure 2.17). Click Open to see the document.</p>  <p><i>Figure 2.18: Sample File Download Window</i></p>

Learning Objective	Step	Action
How to apply a filter to correspondence	1	<p>On the Correspondence tab selecting the twister  opens the filter option allowing filtering criteria to be selected.</p>  <p><i>Figure 2.19: Sample Filter Options</i></p>
	2	<p>Select the down arrow  to see the filtering criteria. The data displayed is unique to each project and user.</p>
	3	<p>Select Apply Filter the correspondence page is redrawn displaying only correspondence that corresponds with the entered filtering criteria and that the user has access to.</p>  <p><i>Figure 2.20: Sample Correspondence with a Filter Applied</i></p>

Participants

The Participants page displays the participant's information for the project. This tab is available to the Assigned Review Units, Assigned Regional Office, Core, and Management staff.

Participants

General	Executive Summary	Application	Correspondence	Participants	Reviews	Issues	Decision	Contingencies	>>
---------	-------------------	-------------	----------------	---------------------	---------	--------	----------	---------------	----

Application Number: 122010
Facility Name: Z Test Hospital
Project Description:

Contacts

Type	Name	Telephone	Email	Fax	Address
Contact	Pamidi, Prem	(518) 123-1234	pxp07@health.state.ny.us		Corning Tower, Albany, NY 12222
Alternate Contact	Lacey, Dan		dsl10@health.state.ny.us		

Assigned Units

Name	Assignment Type	Project Contact
Architectural and Engineering Facility Planning	Review for Recommendation	
Central Regional Office	Regional Office	
Construction Cost Control	Review for Recommendation	Tedesco, Reginald A
Dental Health	Review for Recommendation	
Metropolitan Area Regional Office - New Rochelle	Regional Office	
Office of the Attorney General	Review for Recommendation	

Unit Assignment

Additional Participants

Name	Assignment Type	Project Contact
Certification and Surveillance - Hospital Services	Review for Recommendation	
Computer Systems Development	Management	
DHFP	Management	
Financial Analysis and Review	Review for Recommendation	
Front Office	Management	
Health Facility Planning	Review for Recommendation	
Long Term Care Home Care	Review for Recommendation	
Nursing Home Licensure and Certification	Review for Recommendation	
OHSM Management	Management	
OLTC Management	Management	
Office of Counsel	Review for Recommendation	
PHHPC Unit	Management	
Project Management	Project Management	
Records Access Office	FOIL	

Figure 2.21: Sample Participants

Participants Field Descriptions

Field Name	Description
Contacts	

Participants Field Descriptions	
Field Name	Description
Type	The type of contact
Name	The name of the person who will receive all official correspondence from DOH.
Telephone	Phone number where the contact can be reached.
Email	Email where official contact from DOH can be sent.
Fax	Fax number where the contact can be sent official correspondence from DOH.
Address	Street line 1, street line 2, city, state and zip code of the contact.
Assigned Units	
Name	The Name of the units/regional office assigned
Assignment Type	The type of the assignment
Project Contact	Reviewer assigned to the project
Additional Participants	
Name	The name of the units with access to the project
Assignment Type	The type of the assignment
Project Contact	

Reviews

The Review page displays the review information for the project. This tab is available to the Assigned Review Units and Assigned Regional Office staff.

Reviews

General	Executive Summary	Application	Correspondence	Participants	Reviews	Issues	Decision	Contingencies	>>
---------	-------------------	-------------	----------------	--------------	---------	--------	----------	---------------	----

Application Number: 122019
 Facility Name: Z Test Hospital
 Project Description:

CON Project Status: Application Received but not Distributed Holds In Effect:
 Super Status: Pending Scheduled For:

Remarks:

Review Unit	Reviewer	Review Date	Recommendation	Status
Construction Cost Control	ECON, Regional O	10/29/2012	Approval	Draft
Dental Health				
Financial Analysis and Review				

Remarks:

Figure 2.22: Sample Reviews

Reviews Field Descriptions	
Field Name	Description
CON Project Status	Actual Project Status
Hold in Effect	Any holds in effect
Super Status	Status
Scheduled For	Council Meeting
Remarks	Remarks
Review Unit	Assigned review units
Reviewer	Assigned reviewer
Review Date	The date a recommendation is entered
Recommendation	The recommendation and review document
Status	Draft or final status
Remarks	Remarks

Decision

The Decision page displays the decision information for the project. This tab is available to all users but all data fields are not.

Decision Information

General	Executive Summary	Application	Correspondence	Participants	Reviews	Decision	Contingencies	Costs	>>
---------	-------------------	-------------	----------------	--------------	---------	-----------------	---------------	-------	----

Application Number: 132034
 Facility Name: Z Test Hospital
 Project Description: enter description

Council	Action	Date
Director Action Letter Prepared Date:	Director Action: Contingent Approval	Date: 12/20/2013
All Contingencies Completed:		
PHC Final Approval Letter Requested:	PHC Final Approval Letter Sent:	
ACS Letter Prepared:	ACS Letter Sent:	
Date(s) Published:	12/20/2013	

Figure 2.23: Sample Decision

Decision Field Descriptions	
Field Name	Description
Council Information	Table is displayed to all users
Council	Council name is listed
Action	Council Action
Date	Date of Council Action
Director Action Letter Prepared Date	The Date the director action letter was prepared. Viewable by reviewers only
Director Action	The Action taken by the Director. Viewable by all users
Date	The Date the director action occurred. Viewable by all users
Final Approval Letter Sent	The Date the Final approval letter was sent.
All Contingencies Completed	The date all contingencies were completed. Viewable by reviewers only
PHC Final Approval Letter Requested	The date the PHC Final approval letter was requested. Viewable by reviewers only
PHC Final Approval Letter Sent	The date PHC Final approval letter was mailed. Viewable by all users
ACS Letter Prepared	The date the ACS letter was prepared. Viewable by reviewers only
ACS Letter Sent	The date the ACS letter was mailed. Viewable by reviewers only
Date(s) Published	Dates Contingencies were published and became viewable to the applicant.

Contingencies

The **Contingencies** page displays the contingencies information for the project. This tab is available to the Applicant, Assigned Review Units and Assigned Regional Office staff.

Contingencies

General | Executive Summary | Application | Correspondence | Participants | Reviews | Issues | Decision | **Contingencies** >>

Application Number: 132023
Facility Name: Z Test Hospital
Project Description: This is filled in Conduit and then displays in Description on NYSEcon

Print Contingencies Summary | Print Contingencies Detail

#	Status	Description	Date Applied	Response Due
1	No Submission 12/04/2013 Extension Requested	Submission of a detailed construction trade breakdown comparing the estimates/bids used to prepare the original CON submission to the bids used to prepare the current cost increase request. TEST DATA	12/11/2013	02/08/2014
2	Under Unit Review 12/12/2013	Submission of a detailed construction trade breakdown comparing the estimates/bids used to prepare the original CON submission to the bids used to prepare the current cost increase request. TEST DATA	12/11/2013	02/08/2014

Expand All

Figure 2.24: Sample Contingencies on entry

Contingencies Field Descriptions

Field Name	Description
#	Numeric number of the contingency
Status	Current status of the contingency
Status Date	The date the current status became effective.
Extension Requested	Will display when an Extension Request has been received. If the request has been approved, it will display Extension Approved and if it is disapproved it will show Extension Disapproved
Description	Description of the contingency
Date Applied	Viewable by applicant and reviewers only
Response Due	The Due Date of the contingency. Viewable by applicant and reviewers only

Contingencies Expanded View

When the button Expand All is selected the **Contingencies** page re-displays the contingencies information for the project. This button is available to the Applicant, Assigned Review Units and Assigned Regional Office staff.

Contingencies

General Executive Summary Application Correspondence Participants Reviews Issues Decision **Contingencies** >>

Application Number: 132034
 Facility Name: Z Test Hospital
 Project Description: enter description

Print Contingencies Summary Print Contingencies Detail

#	Status	Description	Date Applied	Response Due
1	No Submission	Need the following items aa	12/20/2013	02/18/2014

Units Applying the Contingency
 Construction Cost Control - No Response
 Dental Health
 Office of Mental Health - No Response
 (PMU remarks) added by PMU

Attachments:
 Internal Communication:

- 12/20/2013 - Project Management - Applicant - Contingency - 12/20/2013
- 12/20/2013 - Applicant - Extension Request - 12/20/2013
 - 12/20/2013 - Construction Cost Control - Extension Request Follow-Up - 12/20/2013
 - 12/20/2013 - Applicant - Response to Extension Request Follow-Up
- 12/20/2013 - Dental Health - Extension Request Approval Recommendation - 12/20/2013
- 12/20/2013 - Dental Health - Extension Request Project Management Approval Recommendation

Figure 2.25: Sample Contingencies on entry

Contingencies Field Descriptions

Field Name	Description
#	Numeric number of the contingency
Status	Current status of the contingency
Status Date	The date the current status became effective.
Extension Requested	Will display when an Extension Request has been received. If the request has been approved, it will display Extension Approved and if it is disapproved it will show Extension Disapproved
Description	Description of the contingency
Date Applied	Viewable by applicant and reviewers only
Response Due	The Due Date of the contingency. Viewable by applicant and reviewers only
Units Applying the Contingency	Units Applying the Contingency label
Unit(s)	Each unit will be listed on a separate line
Unit Status	Contingency Unit Status for each unit associated with a contingency

Costs

The Cost page displays the cost information for the project. This tab is available to the Assigned Review Units and Assigned Regional Office staff.

Project Search > Project Search Results

Costs

General	Executive Summary	Application	Correspondence	Participants	Reviews	Issues	Decision	Contingencies	Costs	Post Approval	Access	Summary
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Application Number: 081037
 Facility Name: Albany Medical Center Hospital
 Project Description: Construct a new six-story patient tower; undertake renovations, add cogeneration system, construct 116 net new beds consisting of 63 med/surg beds, 30 intensive care unit beds, 11 ped beds, 2 ped intensive care unit beds and 10 neonatal ICU beds

Submitted Capital Cost	Approved Capital Cost	Current Capital Cost	Submitted Annual Aggregate Cost	Current Annual Aggregate Cost	Approved Annual Aggregate Cost	Submitted Annual Operating Cost	Current Annual Operating Cost	Approved Annual Operating Cost
\$361,800,000.00	\$363,485,496.00	\$360,616,827.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Modifications

Original Cost:	\$363,485,496.00	Mod#:	
Proposed Cost:	\$0.00	Modification Description:	Remove any reference to the renovation of existing space in the D, C and U buildings. These renovations will now be handled through an LRA dated 1/8/2010
Approved Cost:	\$360,836,918.00	Cashline:	0
CI#:	71072	Face Amount of Check:	\$0.00
Public Memo:		AI Requested Date:	
Comments:	TPC reduced resulting in a reduced capital cost fee.	Amount Due:	\$0.00
Request Letter Date:	01/08/2010	Bill Prepared:	
Date Distributed:	01/17/2010	Bill Sent:	
Approval Letter Drafted:	04/14/2010	Date Payment Rec'd:	
Approval Letter Sent:	04/20/2010		

Figure 2.26: Sample Costs

Costs Field Descriptions

Field Name	Description
Submitted Capital Cost	The costs submitted on the application. Info can come from a number of areas: LRA Cover Sheet, LRA Sch 2, CON Sch 1 or CON Sch 8. This is what the applicant states prior to review/approval the Total Project Cost is for the application
Approved Capital Cost	This is the approved Total Project Cost on the original approval of the application. This figure usually appears on the approval/contingent approval letter sent to the Applicant by DOH. Sometimes it matches what the submitted Capital Cost is but Most times it does not
Current capital Cost	This is the Total Project Cost at the moment. This will not be filled in until after approval just like approved capital cost. The approved capital cost and current capital cost will be the same unless or until the applicant submits a cost/modification change which changes the TPC. Once the cost/modification gets approved, the current capital cost will be updated to reflect what is currently approved.

Costs Field Descriptions

Field Name	Description
Submitted Annual Aggregate Cost	PMU does not fill this field in anymore, but when it was filled in the information was pulled off of the Old Schedule 6 or 13C.

Current Annual Aggregate Cost	Not sure who or why these were filled in ... not sure what office this information was used by. PMU does not fill this field anymore
Approved Annual Aggregate Cost	Not sure who or why these were filled in ... not sure what office this information was used by. PMU does not fill this field anymore
Submitted Annual Operating Cost	Not sure who or why these were filled in ... not sure what office this information was used by. PMU does not fill this field anymore
Current Annual Operating Cost	Not sure who or why these were filled in ... not sure what office this information was used by. PMU does not fill this field anymore
Approved Annual Operating Cost	Not sure who or why these were filled in ... not sure what office this information was used by. PMU does not fill this field anymore
Modifications	Changes to an application after the point of Approval.
Original Cost	This information gets filled into the modification after all the reviewing units opined on the modification. The figures are provided by 2 units: BFA and CCC. If the numbers provided by both units are the same, the information gets entered. If the figures are different, I ask that they please re-review and work together to come up with a good figure.
Proposed Cost	In the modification section this we no longer fill this in
Approved Cost	This information gets filled into the modification section once all units have opined on the modification. The figures are provided by 2 units: BFA and CCC. If the numbers provided by both units are the same, the information gets entered. If the figures are different, I ask that they please re-review and work together to come up with a good figure
CI#	This is the number assigned to a cost increase. It is the mail tag number assigned to the paper piece of mail that comes into PMU asking for the cost increase.
Mod#	This is the number assigned to a modification. It is the mail tag number assigned to the paper piece of mail that comes into PMU asking for the modification.
Modification Description	Brief description of what the modification to the project is.
Cashline	Cashline number assigned to the check sent in by the applicant to cover the additional processing fee associated with the TPC increase for both modifications and cost increases
Face Amount of Check	Amount the check is for relative to the additional processing fee paid for an increase in TPC due to modification or cost increase.
Public Memo	This is where I would put any remarks or reminders I need to keep track of on the modification or cost increase
Comments	This is where I would put any remarks or reminders I need to keep track of on the modification or cost increase
Request Letter Date	This is the date that appears on the modification/cost increase request. This is not the date that PMU receives the request. We don't have a field for that.
Costs Field Descriptions	
Field Name	Description
Date Distributed	This is the date that I distribute the modification/cost increase request to review units.

AI Requested Date	I do not fill this field in ... it refers to when a review unit makes a request for additional info on a modification/cost increase. Most of the time I never know when a request for additional information is being made as the review units fail to cc me on the letters.
Amount Due	If a modification or cost increase requires the applicant to pay an additional processing fee based on the difference between the Current Capital Cost and the newly approved Capital Cost, I will enter the amount owed in this field. This field is only used in the modification/costchangeform (CostChangeTable)
Bill Prepared	Date the bill was prepared. (relative to modification and cost increase only ... not original approval). The bill is actually an approval letter which requests payment of the additional processing fee assessed on the mod or cost increase
Bill Sent	Date the bill was sent. (relative to modification and cost increase only ... not original approval). The bill is actually an approval letter which requests payment of the additional processing fee assessed on the mod or cost increase
Date Payment Rec'd	Date the payment for the additional process fee imposed by the mod or cost increase was received
Approval Letter Drafted	Date the approval letter is drafted. This is filled in when the mod or cost increase approval letter is drafted and it does NOT request an additional filing fee as a result of an increase in TPC.
Approval Letter Sent	Date the approval letter was sent.

Access

The **Access** page displays for establishment applications. This tab is used to grant and remove access to application.

Access

General | Executive Summary | **Application** | Correspondence | Decision | Contingencies | Post Approval | Access | Summary

Application Number: 171001
Facility Name: Demo Hospital of Albany
Project Description:

User ID:

Account Type: NY.gov ID HCS ID

User ID	Granted By	Granted Date	Revoke
test_nygov	Application Creator	01/18/2017 03:34 PM	<input type="button" value="Revoke Access"/>
DOH	Application Creator	01/03/2017 10:31 AM	Principal
ec on03	Application Creator	01/03/2017 10:31 AM	<input type="button" value="Revoke Access"/>

User ID	Revoked By	Revoked Date	Granted By	Granted Date
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Figure 2.28: Sample Access

Access Field Descriptions	
Field Name	Description
User ID	Enter the user ID to grant access to
Account Type	Select an option to specify the User ID Type (NY.gov ID or HCS ID)
Grant Access	When selected the ID will be granted access
Granted Access	
User ID	Lists the ID's of users who have access
Granted By	Lists the role or if of the person who granted the access
Granted Date	Lists the date when the access was granted
Revoke	When selected the ID will be revoked access
Revoked Access	
User ID	Lists the ID's of users who have access revoked
Revoked By	Lists the role or if of the person who revoked the access
Revoked Date	Lists the date when the access was revoked
Granted By	Lists the role or if of the person who granted the access
Granted Date	Lists the date when the access was granted

Summary

The **Summary** page displays all information for the project. The data available on this tab varies depending on the security setting of the user.

Project Summary

<<
Access
Summary

Application Number: 122018
Facility Name: X Test Hospital
Project Description:

[Print Summary View](#)

General Information

Description:

Submission Type: Application - Full Review - Establishment - New Facility or Agency

Project Status:	Received	Project Status Date:	10/29/2012
Review Level:	Full	Received Date:	10/29/2012
Total Project Cost:	\$0.00	Initial Review Date:	
		Acknowledgment Date:	

Main Site Information

Facility Name:	X Test Hospital	Facility ID:	
Physical Address:	Corning Tower Albany, NY 12222	Facility Type:	Hospital
County:	ALBANY	Region:	
Current Operator:		Operating Certificate Number:	
		Current Operator County:	

Contact Information

Name:	Prem Pamidi	Title:	Admin
Email:	pxp07@health.state.ny.us	Address:	Corning Tower Albany, NY 12222
User ID:	pxp07		
Phone:	(518) 123-1234		
Fax:			

Alternate Contact Information

Name:	Dan Lacey	Email:	dsl10@health.state.ny.us
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Project Site Information

Project Site Name:	Project Site Hospital	County:	ONONDAGA
Physical Address:	Project Site str1 Onondaga, NY 12200	Proposed Operator:	
	One Test Hospital 1 Hospital Corning Tower, NY 12222	Proposed Operator County:	ALBANY

Impact on Operating Certificate

Bed/Service	Action	Count
Other		
Withdrawn Date:		
SubBatch1:	SubBatch2:	
CON Codes List:		

Figure 2.29: Sample Summary part 1

Participants

Contacts

Type	Name	Telephone	Email	Fax	Address
Contact	Pamidi, Prem	(518) 123-1234	pxp07@health.state.ny.us		Corning Tower, Albany, NY 12222
Alternate Contact	Lacey, Dan		dsl10@health.state.ny.us		

Assigned Units

Name	Assignment Type	Project Contact
Capital District Regional Office	Regional Office	
Central Regional Office	Regional Office	
Construction Cost Control	Review for Recommendation	

Additional Participants

Name	Assignment Type	Project Contact
Architectural and Engineering Facility Planning	Review for Recommendation	
Certification and Surveillance - Hospital Services	Review for Recommendation	
Computer Systems Development	Management	
DHFP	Management	
Financial Analysis and Review	Review for Recommendation	
Front Office	Management	
Health Facility Planning	Review for Recommendation	
Long Term Care Home Care	Review for Recommendation	
Nursing Home Licensure and Certification	Review for Recommendation	
OHSM Management	Management	
OLTC Management	Management	
Office of Counsel	Review for Recommendation	
PHHPC Unit	Management	
Project Management	Project Management	
Records Access Office	FOIL	

Reviews

CON Project Status:	Project Complete	Holds In Effect:		
Super Status:	Complete	Scheduled For:	04/01/2004	
Remarks:				
Review Unit	Reviewer	Review Date	Recommendation	Status
Architectural and Engineering Facility Planning				
Central New York Health Systems Agency				
Certification and Surveillance - Hospital Services		03/02/2004	Contingent Approval	
Construction Cost Control				
Financial Analysis and Review	Cerqua, Salvatore	03/05/2004	Contingent Approval	
Health Facility Planning		02/18/2004	Contingent Approval	
Health Facility Planning		03/20/2000	Contingent Approval	
Office of Counsel				
Remarks:				

Figure 2.30: Sample Summary part 2

Decision Information

Council	Action	Date
Establishment Committee	Contingent Approval	07/30/2004
Public Health Council	Contingent Approval	07/30/2004
State Hospital Review and Planning Council (SHRPC)	Contingent Approval	04/01/2004
Director Action Letter Prepared Date:	Director Action: PHC Contingent Approval	Date: 08/12/2004
All Contingencies Completed:	04/12/2005	
PHC Final Approval Letter Requested:	04/11/2005	PHC Final Approval Letter Sent: 04/12/2005
ACS Letter Prepared:	ACS Letter Sent:	

Contingencies

#	Status	Review Unit	Description	Remark	Applied	Due Date	Status Date
1	Contingency Completed	RNR	Submission of a statement from the applicant, acceptable to the Department, that the proposed financial/referral structure has been assessed in light of anti-kickback and self referral laws, with consultation of the legal counsel, and it is concluded that proceeding with the proposal is acceptable.		08/12/2004	10/12/2004	11/05/200
2	Contingency Completed	HSP	Submission of an executed transfer and affiliation agreement that is acceptable to the Department, with a local acute care hospital.		08/12/2004	10/12/2004	12/02/200
3	Contingency Completed	HSP	Submission of an agreement, acceptable to the Department, regarding the provision of quality oversight functions.		08/12/2004	10/12/2004	11/05/200
4	Contingency Completed	HSP	Submission of an executed Administrative Services Sub Contract Agreement.		08/12/2004	10/12/2004	11/05/200
5	Contingency Completed	BFA	Submission of an executed purchase loan commitment payable by Liberty RC, Inc. acceptable to the Department of Health.		08/12/2004	10/12/2004	11/05/200
6	Contingency Completed	BFA	Submission of an executed working capital loan commitment payable by Liberty RC, Inc. acceptable to the Department of Health.		08/12/2004	10/12/2004	11/05/200
7	Contingency Completed	BFA, CSL, HSP	Submission of an executed Consulting and Administrative Services Agreement acceptable to the Department of Health.		08/12/2004	10/12/2004	12/13/200
8	Contingency Completed	BFA, CSL	Submission of an executed equipment lease acceptable to the Department of Health.		08/12/2004	10/12/2004	12/13/200
9	Contingency Completed	BFA	Submission of an executed lease assignment lease assignment agreement acceptable to the Department of Health.		08/12/2004	10/12/2004	01/04/200
10	Contingency Completed	BFA	Submission of an executed amendment to the non-medical asset purchase agreement that is acceptable to the Department of Health.		08/12/2004	10/12/2004	11/17/200

Costs

Submitted Capital Cost	Approved Capital Cost	Current Capital Cost	Submitted Annual Aggregate Cost	Current Annual Aggregate Cost	Approved Annual Aggregate Cost	Submitted Annual Operating Cost	Current Annual Operating Cost	Approved Annual Operating Cost
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Modifications

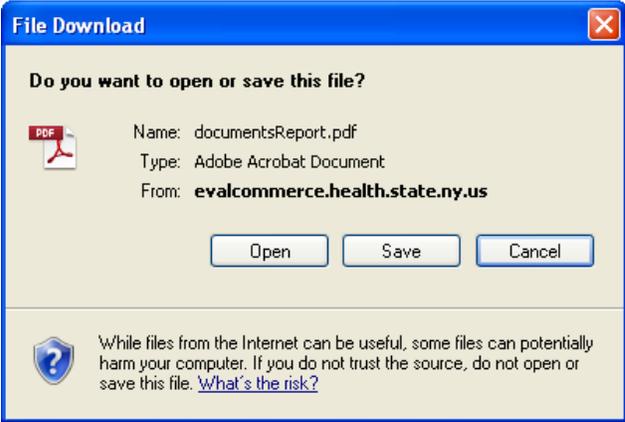
Post Approval

Assigned Start Date:		Actual Start Date:	
Assigned Completion Date:	08/12/2006	Actual Completion Date:	08/01/2005
Construction Start Letter:		Partial Completion Date:	

Site Survey

Area Office Inspection:		Completion Status:	P2
Completion Date:	08/01/2005	Certified Costs Verified:	

Figure 2.31: Sample Summary part 3

Learning Objective	Step	Action
How to print the summary view	1	<p>Click the Print Summary View icon.</p> <p>Result: The File Download screen appears (Figure 2.31). Click Open to see the document.</p>  <p><i>Figure 2.32: Sample File Download Window</i></p>

Folder Views

New Folder Views	When a Revision is created a new tabbed area will appear on the page with tabs labeled 'Current', 'Original' and 'Revision'. (Figure 2.31) Revision tabs are date specific. The date displayed on the tab is the date the revision was created.
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Project Search > Project Search Results

Current	Original	Revision 02/25/2013
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General Information

General	Executive Summary	Application	Correspondence	Decision	Contingencies	Post Approval	Summary
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Application Number: 131066
 Facility Name: Z Test CHHA
 Project Description: Certify CHHA revision test project updated
 Revision Reason: Testing Revision 2
 Submission Type: Application - Administrative Review

Project Status: Under Review	Project Status Date: 02/25/2013
Review Level: Admin	Received Date: 02/22/2013
Total Project Cost: \$88,888.88	Initial Review Date: 02/22/2013
	Acknowledgment Date: 02/25/2013

Main Site Information

Facility Name: Z Test CHHA	Facility ID: 8888
Physical Address: 1 CHHA Way DoB Rm 1234 Albany, NY 12222	Facility Type: Certified Home Health Agency
County: ALBANY	Region:
Current Operator: Mercy 3 Albany 2215 Burdett AVE Troy, NY 12180	Operating Certificate Number: 8523K
	Current Operator County: ALBANY

Figure 2.33: Sample Project Folders

Folder Descriptions	
Name	Description
Current	The Current folder contains all of information on the project. This up-to-date view contains all of the information on the project. Tasks such as the following can only be done from the current folder: <ul style="list-style-type: none"> Add new Documents Send/Receive Correspondence Add Review Units/Add Reviewers Add Recommendations

<p>Original</p>	<p>The Original folder contains the information from the time of original submission until the revision was created.</p> <p>There are 3 views available in this folder:</p> <ul style="list-style-type: none"> • Folder – Creation Only Contains only the data that existed at the time the project was submitted. • Folder – Inclusive Contains all data from the time of submission until the creation of the revision. • Folder and Previous Folders Contains all data from the time of submission until the creation of the revision.
<p>Revision</p>	<p>The Revision folder contains the information from the time a revision was created up to today or the date a new revision was created. There can be multiple Revision tabs and each would contain only the information that falls within the timeframe listed on the tabs.</p> <p>There are 3 views available in this folder:</p> <ul style="list-style-type: none"> • Folder – Creation Only Contains all the data that existed at the time the revision was created. • Folder – Inclusive Contains all data from the time the revision was created up to date or until the next revision was created. • Folder and Previous Folders Contains all data from the time of submission up to date or until the next revision was created.