## **New York State**

# **Electronic Certificate of Need**

# **Phase 2 Applicant Training**

# **NYSE-CON System Overview**

**NYS** Department of Health

# **Chapter 1**

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# How to Use this Manual

Description Training	This reference manual will provide a guide through all of the functional aspects of NYSE-CON. It is designed to incorporate the nuances of the business process through guidelines and learning objectives and in conjunction with the NYSE-CON Workbook, purposeful exercises that include a sampling of key information.							
	access NYSE-CON, navigate NYSE-CON windows, and use the training reference document as a resource document. The training will be instructor-led with lecture, demonstration, hands-on and authentic practice exercises.							
Learning Objectives	Learning objectives are the desired outcomes of training. Learning objectives covered in the chapters of this manual can be found in the appendix.							
Objectives	<ul> <li>A performance objective is what a person will be able to DO after completing training.</li> </ul>							
	Example: "Trainee will be able to log on to NYSE-CON without error."							
	Knowledge objective is what a person will KNOW after completing training.							
	Example: "Trainee will be able to select when it is appropriate to "send a notification to the applicant."							
	<ul> <li>Action Steps – Define the activities to perform that will accomplish the learning objective.</li> </ul>							
	<ul> <li>Alternate Steps – Define the activities to perform that would alter the main flow necessary to accomplish the learning objective.</li> </ul>							
	<ul> <li>Optional Steps – Define the activities that are not required to accomplish the function described in the learning objective, but that are available to use on the pertinent page.</li> </ul>							
Organization	Arranged by chapter where each chapter is a course arranged by system functionality and contains the following sections in common:							
	Chapter Overview							
	Field Definitions							
	Learning Objectives							
	• Appendix							

# **System Overview**

#### **Chapter Overview**

#### Contents

In this chapter, you will learn how to:

- 1 Access NYSE-CON
- 2 Use the Home Page
- 3 Search for Information
- 4 Modify the Display of Search Results
- 5 Use Breadcrumb Links

Learning Objective	Step	Action
How to		CON is accessible from the DOH public web site. tp://www.health.ny.gov/facilities/cons/nysecon/
Access NYSE-CON from DOH Public web site	1	<section-header><section-header><section-header><section-header><text><text><text><text><text><text><text><text><text><text><text><text><text><text><text><text><text><text></text></text></text></text></text></text></text></text></text></text></text></text></text></text></text></text></text></text></section-header></section-header></section-header></section-header>
How to Access NYSE-CON in the HCS Portal	page. P State El	<text><text><text><text><complex-block></complex-block></text></text></text></text>
	3	Click the <b>Sign In</b> button.

Learning Objective	Step	Action								
How to Access	4	The Health Commerce System portal opens (Figure 1.3)								
NYSE-CON in the HCS		Welcome Tina Underhill					đв	ome - 💄 My Content - 🚔 Print 🔍 Se	arch 🗘 Help-	
Portal		Search Q	Syste	m Not	ces					
Fullai		My Applications	Impo	rtant H	lealth E	vents				
		CART Emergency Contacts Health Facilities Info Sys HFES Service	Ebola Resp	a onse 20	14)		NYS P		ization rtal	
		Refresh My Applications List 🤤	Impo	rtant H	lealth N	otificat	ions			
			Posted 03/18/2015	Priority Advisory	Keyword	Source NYSDOH	Audience	Description 3:17:15 DAL regarding maternal depression	Recipients Recipients	
			03/17/2015	Advisory	depression DTC Disclosure	NYSDOH		3-16-15 DAL Summary of New Disclosure Requirement DTCs		
			03/12/2015	Advisory	Practitioner EPCS	NYSDOH		Registration of certified e-prescribing software for controlled substances	Recipients	
			02/20/2015	Advisory	Infectious Disease	NYSDOH		Safety Communication-Infections associated with ERC Duodenoscope	Recipients	
			- Never Showing notifications sent in the past 30 days. Older -						Older	
			News	room I	lighligh	ts				
			New I					Newsletters		
			03/16/2015	LHCSA 201	ter - PHL Sec 24 5 Ann Cert Comp 015 Ann Cert Hor			02/27/2015 March 2015 Aware Prepare Update 02/20/2015 MidMonth Feb 2015 e-Distance Lean 02/03/2015 Feb 2015 eDistance Learning Comm		
				s/Caler				Press Releases		
			03/18/2015 Medical Countermeasures ClinOps Webinar 03/06/2015				03/17/2015         Governor Cuomo Announces \$7.7 M           03/06/2015         State Health Department Marka Nat           02/23/2015         NYS Health Department Celebrates	onal P		
		NEW YORK and Apparent / HEALTH The Health Commerce System	version 4.0							
				Fig	are 1.3	HCS p	ortal			
	5	Is NYSE-CON listed in	the "	My A	pplica	ations	" Mer	าน?		
		If Yes, procee	d to s	tep 1	1.					
		If No, proceed to step 6.								

Learning Objective	Step	Action							
How to Access NYSE-CON	6	Click the "My Conten and select "All Applic		n handle t					
in the HCS		HCS			A Home -	L My Content -	🖨 Print	Q Search	C Help-
Portal		Welcome Tina Underhill				Documents by G My Favorites	roup		
Portai		Search Q	System Notices	5		My Applications			
		My Applications				All Applications	1		
		Acronyms & Abbreviations CART	Important Hea	Ith Events		Chang All Applica	tions		
		Emergency Contacts Health Facilities Info Sys HFIS Servity	Ebola S Response 2014		NYS PMP	Review the pass Change my secre Enable the forgo	t questions	feature	1
		Refresh My Applications List 💭	Important Hea	Ith Notificat	ons	Report my user I	D or password	I stolen	
				eyword Source	Audience Descri	Learn more abou			ecipients
			03/18/2015 Advisory de	C INSDOH	3-17-1	Change my cont Look up my coor		1	icipients
				ectitioner wysnow	DTCs Registr control	See what roles I Look up my PIN	hold		kipients
			02/20/2015 Advisory Inf	ectious NYSDOH	Safety Duoder	See what organi	rations I am a	Historius in the	cipients
			- Newer	Showi	ng notifications sent in t	See the IHANS r			Older
			Figure 1	.4: My Cont	ent Menu				
	7	The Health Commerce	ce System A	pplication	s page d	isplays (	Figure	e 1.5).	
		HCS			A Home +	My Content +	🖨 Print	Q Search	C Help-
		Health Commerce System Appli	ications			O VI	ew Help		
		Browse by A B C D E F G H I JK L M	NPPQRSTUVW	XYZ	View All				
		Application Name Access and Update your own account information			Acronym	Profile Res	tricted	Add/Re	
		Adult Cystic Fibrosis Assistance Program			ACFAP	0	Yes	~	
		Advantage Dual Eligible Managed Care AIDS Contract/Program Performance Upload				0	Yes	0	
		Asbestos Training Verification				0		0	
1			Figure 1.5:	HCS Appli	cations Pag	je			

Learning Objective	Step	Action								
How to	8	Click on "N" in the Browse By header section.								
Access		Home Documents Applications My Account   Help   Contact Us   Logout								
NYSE-CON		Health Commerce System Applications				± View Help				
in the HCS		Browse by A B C D E F G H I J K L M N O P Q R	S T U V W X	YZ <u>Vi</u>	ew All					
Portal		Application Name		Acronym	Profile	Restricted	Add/Remove			
		Locate NYS Electronic Certificate Add/Remove column to add the ap	plication	(Figure	e 1.6).	Print Q Search				
		Health Commerce System Applications			View Hals	2				
		Browse by A B C D E F G H I > E L H N O P Q R S T U V W × Y Z	View	All						
		Application Name National Polson Data System (see Profile for Access Info)	Acro	nym Profile	Restricter		ino vie			
		Neonatal Intensive Care Unit	NIC	u O	Yes	•				
		New York Electronic HIV Management System New York Patient Occurrence Reporting and Tracking	NYE- NYPO		Yes Yes					
		Newborn Screening Applications Neocomial Outbreak Reporting Application (NORA)	NB HER	s 🕕	Yes	0				
		Nursing Home ADHC Rates	PER	0	Yes	v				
		Nursing Home Appeal System Nursing Home Cash Receipts Assessment		0	Yes					
		Nursing Home Cost Report		0	Yes					
		Nursing Home Medicare Maximization Form Nursing Home Rate Reports		0	Yes					
		Nursing Home Rate Sheets 4/1/2009 and Forward	HER	0	Yes	0				
		Nursing Home Surveillance and Reporting System (HERDS) Nursing Home Trend and Roll Factor Reports	HER	05 0	Yes	0				
		NYCDOM EBC Submission NYEIS - Production (New York Early Intervention System)		0	Yes	0				
		NYTES Feature Request/Data Correction Request Upload		0		ő				
		NYS Council On Graduate Medical Education (COGME) Documents NYS County and Medicaid Managed Care Organization (MCO) Upload	54	E 0	Yes	0	/			
		NTS County and Medicaid Managed Care Organization (MCO) Upload NTS Electronic Certificate of Need	NYSE-			0				
		INYS Perinatal Quality Collaborative (NYSPQC) Scheduled Delivery Form System	HER		Mary	Ő				
		INSDOH Insurance Program Data Portal INSDOH Insurance Program Data Portal INSDIS - Production (New York State Immunization Information System)	NYS		Yes	0				
		NVSIIS - Training (User Demo System)	No.3			0				
		NVSIIS-Development (NVSIIS staff use only) NVSIIS-Vendor & Provider Information (NVSIIS staff use only)	Nr3	IIS 🕕	Yes	0				
9		Figure 1.6: Adding an Application								
	9	The NYS Electronic Certificate of N menu when the "-"sign is displayed			o the "N	/ly Applio	cations"			
		Figure 1.7: I	NYSE-CON	Selectio						

Learning Objective	Step	Action
-----------------------	------	--------

Learning Objective	Step	Action
How to Access NYSE-CON in the HCS Portal	10	Click the "My Content" drop-down handle to display the "My Content" Menu and select "My Applications". NYSE-CON has now been added to the "My Applications" Menu (Figure 1.8).
How to Update your contact information in the NYSE- CON in the HCS Portal	11	Figure 1.8: NYSE-CON Selection         Click the "My Content" drop-down handle to display the "My Content" Menu and select "Change my contact information" (Figure 1.9).         Image: My Content Image: My Content Image: Open and the select "Change my contact information" (Figure 1.9).         Image: My Content Image: Open and the select for the select

#### New York State Electronic Certificate of Need (NYSE-CON) Training/Reference Manual

Learning Objective	Step	Action				
	12	The Person Update Tool page displays (Figure 1.10):         Person Update Tool for Tina Underhill         The information in this section comes from the user's account profile and can only be changed by CAMU - please call 866-529-1890         First Name : Tina         Middle Name :       Last Name : Underhill         Primary Organization : NYSDOH ISHSG       HCS User ID : txu03         Important instructions for filling out this form:       (1) Be sure to enter all information for required fields in both the Business and Energency sections on this screen.         (2) * Indicates required information       Emergency Contact Information         Viewable by all users         Address 2 Room 1228         City * Albany         State * MY         Zip Code* 12237         Phone * 518-406-1632         Email * bin-underhil@elts.ny.gov				
		Submit Reset				
	13	Update the email address in the Email field on the "Business Contact Information" Tab.				
	14	Click the <b>Submit</b> button.				
	15	Click the Home drop-down handle and select "Home" <or> click the NYSDOH HCS icon:</or>				

NYSE-CON Main Window	NYSE-CON functions initiate from this window. All areas of the system are accessible at this point based on authorization.					
New Yor	k State			Welcome Premchand Pamidi		
	ic Certificate of Need			Home Page , Help , FAQ , Training		
PROJECTS	MY PROJECTS					
Welcome To	The Electronic Certificate of Ne	ed Sys	tem			
	on about pending and closed submissions to establish and/or construct hea ind other submissions on behalf of a facility or home care agency, you may			dify their services. If you are authorized to submit		
to provide accurate, current,	information contained within NYSE-CON is provided by applicants, and mu and reliable information, the Department of Health recognizes the possibilit artment of Health, its employees, officers and agents make no representati	y of human and/o	r mechanical error and that inform	ation captured at a point in time often becomes		
Try These Quick	inks To Get Started:					
→ Create	New Submission	→	Find your projects			
→ Find a	project					
© 2010 NYS Department of	f Health - Electronic Certificate of Need System			System Information		
	Figure 1.11: Sample NYS	E-CON Ho	ome Page			

	Home Page Guidelines					
Field Name	Description					
Header Area	The Header Area will provide access to common application functions and features. This area consists of two sections: the Header Link Area and the navigation tabs.					
Header Link Area	This area of the page contains:					
	System title and Welcome to logged in User.					
	Home link always returns to this page.					
	Help link shows the NYSE-CON help topics.					
	<ul> <li>FAQ link opens the Frequently Asked Questions page.</li> </ul>					
	<ul> <li>Training link opens the Self-paced training modules page.</li> </ul>					
Primary	The bottom of the Header Area will be referred to as the Primary Navigation Tabs.					
Navigation Tabs	It consists of 2 selectable tabs -each bring the user to a search page:					
	Projects					
	My Projects					
Quick Links	The main body of the NYSE-CON Home Page includes a statement of the intended use of this application and quick links to each of the functional areas. This will provide a second path for navigation from this page.					
	Create New Submission					
	Find a project					
	Find your projects					

Home Page Guidelines		
Field Name	Description	
Footer Link Area	<ul> <li>The page footer will display application specific, static information.</li> <li>This information will consist of: <ul> <li>Copyright information</li> <li>System information</li> </ul> </li> </ul>	

Learning Objective	Step	Action
How to Use	1	Header Display Area
the Home		The Application System Title:
Page		New York State NYSE-CON Electronic Certificate of Need
		Welcome to the logged in user: Welcome Joe Smith
	2	Header Links
		Home Page , Help , FAQ , Training
		Click the Home Page link
		Result: Displays the NYSE-CON Home Page (Figure 1.5) and any previously viewed data is cleared.
		Click the <b>Help</b> link
		Result: Displays a new window with the associated help topics.
		Click the <b>FAQ</b> link
		Result: Displays a new window with the Frequently Asked Questions.
		Click the <b>Training</b> link
		Result: Displays a new window with the Self-Paced Learning modules.

Learning Objective	Step	Action
	3	Navigation Tab Area
		Click on <b>Projects</b> tab
		Result: The Project Search page will appear
		Click on <b>My Projects</b> tab
		Result: The My Project Search page will appear
		PROJECTS MY PROJECTS
		To Return to the Home Page, Click on <b>Home Page</b> link.
		* <b>NOTE</b> : Information may be lost when clicking a different tab from the one that is displayed.
	4	Quick Links Area
		Try These Quick Links To Get Started:
		Create New Submission
		Find a project
		Find your projects
		Click on Create New Submission link
		Result: The Create New Submission page will appear.
		Click on <b>Find a project</b>
		Result: The Project Search page will appear. Click on <b>Find your projects</b>
		Result: The My Project Search page will appear.
	5	Footer
		Copyright information – Displays the copyright year and owner of the application.
		System information – shows the build number of the system
		Enclose with spectrum continuous     @ 2010 NYS Department of Health - Electronic Certificate of Need System     System Information

SE-CON Pr	oject Search	Project Search page displays the available search fields available perform a search for a project.						
Project Se	Project Search							
Submission #:		Facility ID:		Operating Certificate #:				
Project Description:		Facility Name:		Operator Name:				
Street Name:		Zip Code:		Review Level:	~			
Review Status 1:	Acknowledged All Contingencies Satisfied Approved	From Date:	(MM/DD/^^^^)	To Date:	(MM/DD/YYYY)			
Review Status 2:	Acknowledged All Contingencies Satisfied Approved	From Date:	(MM/DD/\\\\)	To Date:	(MM/DD/YYYY)			
Project Status:		Facility T	/pe:	County:	Region:			
Contingent Approval L Disapproval Finalized Established in Error Hearing Requested	ion to Start Construction	Hospice Hospital Long Ter	c And Treatment Center m Home Health Care Program al Health Care Facility	ALLEGANY BRONX BROOME CATTARAUGUS CATUGA CHAUTAUQUA CHEMUNG CHENANGO	Finger Lakes Hudson Valley Long Island N'-Penn New York City Northeast Western			
Submission Type:								
Application - Full Revie Application - Full Revie Application - Full Revie	w w - Construction w - Construction - Expand Population S w - Construction - Physical	hip/Merger/Consolidation		<ul> <li>X</li> </ul>				
Note: To search for a	ny type of notice, the Review Status	and/or Project Status	s criteria, if selected, must be set	to "Received". Other statuses app	ly only to CON applications.			

	Search Guidelines				
ltem	Description				
Search Pages	From the search pages, information in the database can be queried and the results will be reported immediately on the screen. The page sections and functional flow common to all search pages will be addressed in this learning objective.				
Search Fields	Information that is stored in the NYSE-CON database can be accessed via queries throughout the NYSE-CON application. This information is displayed in different ways depending on the type of information it is. The following are examples of the ways that information is accessible.				
	<ul> <li>Text Entry Fields - used to enter free form character strings (shown below)</li> <li>Facility Name:</li> <li>Multi-select List Boxes - Items are listed in a box alphabetically. More than one item in the list may be selected/deselected (shown below)</li> <li>Submission Type:         Application - Full Review - Construction         Application - Full Review - Establishment - Change in Ownership/Merger/Consolidation         Application - Full Review - Establishment - Change in Ownership/Merger/Consolidation         Application - Full Review - Establishment - Change in Ownership/Merger/Consolidation         Application - Full Review - Establishment - New Facility or Agency         Application - Full Review - Establishment - New Facility or Agency         Application - Full Review - Establishment and Construction         Application - Limited Review         Construction         Application - Limited Review         Construction         Construction         Construction         Construction         Construction         Application - Full Review - Establishment - New Facility or Agency         Application - Full Review - Establishment and Construction         Application - Limited Review         Construction         Construction&lt;</li></ul>				

	Search Guidelines
Item	Description
Toolbars	Toolbar is available on all on all pages of the project area. Currently the only link available is the Create New Application link. Sample of a toolbar is My NYSE-CON Toolbar:
	Create New Submission
Buttons	Buttons Buttons are used in the system to convey that an action is required by the system. The buttons are labeled describing the specific action that will occur. All buttons will contain pop-up text describing the action that will be taken for accessibility. Note that the window may have to be expanded to view all buttons.
	Clear Will clear any text boxes, checkboxes and selected item in lists.
	Search Will use the selected criteria to find information in the database and will navigate to a window that displays the results of that search.
	Will return to the previous page without having made any changes to the database since the most recent save.
Messages	NYSE-CON will display messages in RED in the same area on each screen to present warnings or errors that have occurred as a result of an action taken. Sample shown below occurs when you submit a Notice.
	PROJECTS         MY PROJECTS           Project Search > Project Search Results         NYSE-CON and the New York State Department of Health have received your submission. A notification of receipt will be sent to the contact email address that you have provided. If the contact has not received the confirmation email within the next 24 hours please send an email to nysecon@health.state.ny.us to report the problem.
	General Information General Application Correspondence Notice Number: 61
	Facility Name:     Z Test Hospital       Project Description:     Enter a Description by the applicant
Selected Items	The selected items box will be available on each page in the system and is specific to the Search Result list selected to view. Items will be listed in Project Number order than by Facility name. The projects are identified with NOT for Notice and CON for Certificate of Need projects.
	Selected Projects         NOT 1 - Oswego Hospital         NOT 10 - Z Test Hospital         NOT 11 - Z Test Hospital         CON 112322 - Z Test Hospital         CON 112323 - CHHA Test         CON 112324 - Z Test CHHA

Learning Objective	Step	Action
How to Search for Information	1	Click on the following <b>Navigation Tab</b> : ➤ Projects Result: The Project Search page will be displayed.
	2	Enter Search Criteria: In a Text Entry Field
	3	<ul> <li>By clicking on one or more items in a Multi-Select Box.</li> <li>Click the Clear button</li> <li>Result: Clears the search criteria entered above</li> </ul>
	4	Re-enter search criteria as described in Step 2 above Click the <b>Search</b> button Result: Displays the results of the search based on the criteria selected.

NYSE-C Results	ON Project Page	Search		h Result   has bee	•		list of	projects for	und after	r the re	queste
PROJ Project Search		OJECTS									
	ts Search F	Results								💜 Create N	ew Submiss
SEARCH CRI	TERIA			DISPLAY RESUL	T PREFERENCES				RESULT	S TOOLBOX	
Facility ID:	OpCert #:	Operator: New York	City	Per Page: 💿	Display 25 🔘 Di	splay 50 🔘	Display 100	O Display All			
Submission	n #: Facility Nan	ne:		Selection:	O Checke	d Only 💿 S	how All				
344	Details of Search Criteria arch Results	🔑 Perform New	Search	Address: 🔿	Show Project Ad	dress 💿 Do	on't Show Pr	oject Address	View	w Selected R	tesult(s)
	found, displaying 1 to 2 acility ID		t Descriptio	n	Total Project Cost	OpCert #	Review Level	Submission Type	1, 2, 3, Project Status	4, 5, 6, 7, 8 [l Project Status Date	Next/Last] County
001002	1445 Harlem Hospital Center	Replace windows of the	e Martin Luthe	r King Pavilion	\$7,046,000.00	7002009H A	Administrativ	Application - e Administrative Review	Project Complete	03/21/2000	NEW YORK
001004	1445 Harlem Hospital Center	Replace roofs and repai	r masonry wa	ills	\$3,858,000.00	7002009H A	Administrativ	Application - e Administrative Review	Project Complete	05/30/2000	NEW YORK
001026	New York City Health Care Associates, Inc.	Establish and construct center at 98 Stuyvesant			\$1,228,000.00	99999999	Full	Application - Full Review - Establishment and Construction	Withdrawn	02/17/2000	KINGS
✓ 001032	Queens Hospital Center	Certify a primary care ex Springfield Boulevard, S requisite renovations			\$765,000.00	7003007H A	Administrativ	Application - e Administrative Review	Project Complete	08/16/2000	QUEENS
001036	Coney Island Hospital	Certify a part-time clinic extension clinic at 2508			\$1,000.00	7001009H A	Administrativ	Application - e Administrative Review	Project Complete	11/08/2000	KINGS
001066	Sea View Hospital, 1749 Rehabilitation Center and Home	Certify an Alzheimer's A with a program capacity		th Care Program	\$884,000.00	7004304N A	Administrativ	Application - e Administrative Review	Withdrawn	06/19/2000	RICHMOND
001124	1301 Kings County Hospital Center	Certify a lithotripter serv	ice		\$1,000.00	7001016H A	Administrativ	Application - e Administrative Review	Project Complete	05/10/2001	KINGS
✓ 001178	1601 Goldwater Memoria Hospital	Certify an adult day heal Street site with a progra			\$1,000.00	7002337N A	Administrativ	Application - e Administrative Review	Withdrawn	06/08/2000	NEW YORK
		Figu	re 1.13: S	ample NYS	SE-CON S	earch Re	esults P	age			

	Display of Search Results Guidelines
Item	Description
Display	DISPLAY RESULT PREFERENCES
Results	Per Page: O Display 25 O Display 50 O Display 100 O Display All
Preferences Section	Selection: O Checked Only  Show All
	Address: O Show Project Address O Don't Show Project Address
	Figure 1.10: Sample Display Results Preferences Section
Results Table Headers	699 results found, displaying 1 to 25. ■ Total OpCert Review Submission Project Project Status County ID Facility Name Project Description Project ± Level Type Status Date
	Figure 1.14: Sample Results Header Line

	Display of Search Results Guidelines
ltem	Description
Search Criteria	The list of submission types contained on Project Search screens contains types that were previously used for CON's in NYSE-CON.
	If no search criteria was entered or selected and a search is performed, then a user should expect the following:
	1. All existing data will be displayed in the accompanying search results.
	<ol> <li>If the View All Details of Search Criteria were clicked on the search results screen, then no search criteria would be displayed because search criteria were not specified in the search.</li> </ol>
Display of Data	If the amount of characters of a data element exceeds the allotted space, then the data element will wrap and the remaining characters will be displayed on the next page line.
Application Type	The existing projects that only have a purpose type were mapped to the Application types.
Review Level	The existing projects that only have a Process description were mapped to the current Review levels.

Learning Objective	Step	Action
How to Modify	Using the	sample results screen perform the following steps.
Display of	1	Display Result Preferences
Search Results		<b>Per Page</b> : Click on the Radio Button to define <b>how many results to display</b> in one window.
		Selection: Click on Radio button to define if selection view should include Checked items only or All
		<b>Address</b> : Click on Radio Button to elect to show the address in the results section.
	2	Sorting Search Results
		Click on any column header to sort by that column.
		For example:
		699 results found, displaying 1 to 26.       1,2,3,4,5,6,7,6 [llextLast]
		699 results found, displaying 1 to 25. 1, 2, 3, 4, 5, 6, 7, 8 [NexULast]
		☑ 001066     1749 Rehabilitation Center and Home     Vet in/s an AZIment Saudu Day nearin Call <sup>®</sup> \$884,000.00     7004304N Administrative Administrative Review     Withdrawn     06/19/2000 RICHMOND       ☑ 002245     1749 Rehabilitation Center esidence     Replace roof and renovate exterior of nurses \$3,751,000.00     \$3,751,000.00     7004304N Administrative Administrative Application - 1749 Rehabilitation Center residence     11/07/2000 RICHMOND
		and home kevew Undertake complete interior and exterior Application - renovation and upgrade to extension clinic - \$30,393,564.00 7002112R Administrative Administrative Under Review 11/30/2009 RICHMOND
		State         State         Review           830950         1749         Sea View Hospital and Home         \$200,000.00         7004304N Administrative Administrative Review         Project Complete         03/24/1989 RICHMOND
		Application - Home S118,000.00 7004304N Administrative Administrative Project Complete 09/24/1991 RICHMOND Review
		Application - Ap
	3	Click checkbox for <b>Selection</b> in the header and all items in the results are selected. Uncheck the Selection check box and all items are deselected.

	Common Area Guidelines								
ltem	Description								
Common Areas	The following images represent the common areas displayed for navigation through applicable pages of each tab:								
	PROJECTS MY PROJECTS								
	Project Search > Project Search Results								
	General Information								
	General         Application         Correspondence         Decision         Contingencies         Post Approval         Access         Summary								
	Figure 1.15: Sample Project Information								
	Note: Tabs are only displayed when appropriate for the user to view.								

Breadcrumbs Guidelines								
Item	Description							
Breadcrumbs	Breadcrumbs will mark the path back to the original screen that started the current flow in the application. (Breadcrumbs are highlighted in the red the purpose of this example).							
	Reading from left to right; they are marked starting with the page that was viewed first, and then each subsequent page ending with the most recently viewed page. In the sample shown below: The initial page is the Project Search page > The previous page that called this one is the Project Search Results Page > The General Information page is the current page.							
Sample	Project Search > Project Search Results General Information							
	General Application	Correspondence	Reviews	Decision	Contingencies	Costs	Post Approval	Summary
	Figure 1.16: Sample Breadcrumb							

Learning Objective	Step	Action
How to Use	1	Click on the Projects tab on the application Home page
Breadcrumbs		Result: The Project Search page is displayed.
	2	From the Project Search page, enter desired search criteria and then click the search button.
		Result: The Project Search Results page is displayed.
	3	From the facility search results page, click on <b>Project Search link</b> in the breadcrumb list.
		Result: Returns to the Project Search page with the initial search criteria preserved.

Dialog Boxes Guidelines								
ltem	Description							
Dialog boxes	<ul> <li>Dialog boxes appear* throughout the NYSE-CON system when a user uploads files from his or her personal computer to the NYSE-CON system: <ul> <li>Application Documents</li> <li>Correspondence</li> </ul> </li> <li>* Note: if the respective browser plug-in setting is disabled, then dialog boxes will not appear when uploading the informational files above.</li> </ul>							
	When displayed, this box prompts the user to make a decision of what file to attach to the project.							
	Figure 1.17: Sample Dialog box							