
New York State

Electronic Certificate of Need

Applicant Training:

Request Regional Office Review

Version 4.0

Health Commerce System

Revision History

Date	Version	Description
04/20/2015	1.0	Initial Release
07/15/2015	2.0	Release 2: General information Functionality - with enhancements <ul style="list-style-type: none"> • Screen layout changed • Phase ID can be manually changed • Federal 855 does not default to yes or no. • Federal 855 expiration date field added • Data can be modified after submission Reviewer Schedules surveys- <ul style="list-style-type: none"> • Schedule, reschedule and confirm functionality provided Changes in Survey schedule history table Added Secure and Non- secure general correspondence Added checklist functionality and checklist correspondence Correspondence can be filtered for focused search
2/23/2016	3.0	Release 3: Findings and CAPs functionality
11/01/2016	3.1	Release 6.0.4.0.0: Updated Steps and screens for "Adding a Phase". Correspondence tab will not be available for a phase which is not saved/submitted
8/16/2018	4.0	Release 7.0.0.0.0 Updated screens in Checklist Documents

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Applicant initiates request for Regional Office review

Regional office tab has been added to NYSE-CON to facilitate the Regional office review and approval. The views and actions available will depend on the user’s role. To be able to login to NYSE-CON, the user must have a Health Commerce System (HCS) account. The Regional Office module is reached via the ‘**Regional office**’ tab. This tab opens the “**General Information**” page for the Regional Office (Figure 1).

The “**Regional Office**” tab will be displayed for a project only after the CON project has been approved and all Contingencies have been satisfied. The Applicant should initiate contact with the Regional Office **at least 60 days prior** to the facility’s target opening date.

The “**Regional Office**” tab will be located between the “**Post Approval**” and “**Summary**” tabs.

The screenshot displays the 'Regional Office' section of the NYSE-CON application. At the top, there are navigation tabs: 'Projects', 'My Projects', 'General', 'Executive Summary', 'Application', 'Correspondence', 'Decision', 'Contingencies', 'Post Approval', 'Regional Office', and 'Summary'. The 'Regional Office' tab is selected.

Application Details:
 Application Number: 982511
 Facility Name: Pinnacle Healthcare Incorporated
 Project Description: Establish an active parent corporation to Sound Shore Health System Incorporated, Riverside Health Care System Incorporated and Westchester Putnam Health Management System Incorporated

General Information
 Phase 1
 General Information | Correspondence

Phase Information:
 Phase ID: 1A (e.g: 1a, 1(a), 1(i) ,2b)
 Phase Description: [Text Field]
 Federal Tax ID #: [Text Field] (If Applicable)

Contacts

Name	Title	Company	Office Phone	Mobile Phone	Email	NOA
Add Contact						

Survey Dates:
 *Target Opening Date: [Text Field] †Requested Survey Dates: From: [Text Field] To: [Text Field] †Applicant's Name/Date: [Text Field]

Survey Requirements:
 †Federal 855 required? Yes No Approved Date: [Text Field] Expiration Date: [Text Field]
 **Date as provided by CMS

Survey List:

Type	Required	Scheduled Date	Confirm Date	Reviewer
Environmental				
Clinical				
Administrative				

Buttons: Save, Clear, Submit

* Fields marked with an asterisk (*) are required for saving information from this screen.
 † Fields marked with a dagger (†) are required to proceed with the submission process.

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Figure 1: Regional office: General Information page

General Information Page - Field Descriptions	
Field Name	Description
Application Number	CON number assigned to the application
Facility Name	Name of the facility
Project description	The description entered by Project Management Unit (PMU) during initial review
Phase Tab	Every project has one phase, but more phases may be added by Applicant. Surveys, Checklists Findings and Corrective Action Plans (CAPs) and Correspondences are organized by phase.
General Information Tab	Tab Title
Phase ID	The phase number to identify the phase. A sequential number is assigned at creation by may be changed by the Applicant.
Phase Description	A general description of the phase entered by the Applicant.
Federal tax ID #	The 9 digit Federal Tax Identification number.
Contacts	Individuals identified by the Applicant who are authorized to take actions pertaining to the project.
*Target Opening date	The date on which the facility is expected to be open for services. Note: Target opening date must be greater than Requested Survey Date.
*Requested survey Date 'From' and 'To'	The date entered by the Applicant to provide the date range within which survey(s) should be scheduled. The date must be earlier than the 'Target opening date' entered
Federal 855 required?	Radio buttons to indicate if a Federal 855 is required.
*Approved Date	This field indicates the date on which the Federal 855 was approved by CMS.
Expiration date	This field indicates the date on which the Federal 855 will expire. The date is provided by CMS.
Buttons	
Add Contact Button	Button used for navigating the Applicant to the " Add New Contact Information " screen.
Submit	Sends a notification to the Regional Office that the Applicant is requesting regional office review. Information must be SUBMITTED for the Regional Office reviewer to take <u>ANY</u> action on a request. Once the Submit button is clicked, the functionalities available to the Applicant would be ' Add contact ', 'Modify' and 'Add Phase'.
Clear	Clears any unsaved data
Save	Entered and selected data is saved. Saved information may be modified. The regional office cannot take action and does not receive a notification.
Tables	
Contacts	Table listing the details of the ' Primary ' and ' Additional ' contacts, entered by the Applicant. Contacts on this list may be contacted via phone or email to facilitate the regional office review. Contacts must have a HCS account to work in NYSECON.

Survey	Table indicating which surveys will be conducted for the phase. Includes types of surveys, dates of surveys (the date when the surveys were assigned by the Reviewer) and the Reviewer's name. Also includes the date the survey was confirmed with the Applicant..
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**Dates must be entered in month-day-year order format. If entered dates are punctuated by slashes: The year must have either two or four digits (examples: 02/01/2011 or 02/01/11). – Entry of a two-digit year implies current century. – Month and day may be entered without leading zeros (example: 2/1/2011)*

Submitting a request for review

<p>Submitting a review request to the Regional office</p>	<p>Only an Applicant can initiate the request for regional office review</p> <p>Having received a “Contact the Regional Office” direction, the Applicant will access the Regional Office General Information page by selecting the Regional Office tab for the project.</p> <p>In order to submit a request for review, the Applicant must do the following:</p> <ul style="list-style-type: none"> • Create a phase • Provide contact details for the project • Provide Survey date range • Indicate Federal 855 requirement and provide the related information. <p>Refer to Figure 1 above for the screen and table above for the field descriptions</p>
--	---

Create a Phase

Learning Objective	Step	Action
<p>How to Create and Save a Phase</p>	<p>1</p>	<p>On the Regional Office tab, find the Phase 1 tab containing the General Information and Correspondence tabs.</p> <p style="text-align: center;"><i>Figure 2a: Creating a Phase</i></p>

2

- 1> Edit the **Phase ID**, if desired. The system will sequentially number the Phases if the Applicant chooses not to change the ID.
- 2> Enter the **Phase Description**.
- 3> Enter the **Federal Tax ID #** (If applicable).
- 4> Enter the **Target Opening Date**.

General Information Correspondence

*Phase ID: (e.g: 1a, 1(a), 1(i), 2b)

*Phase Description:

Federal Tax ID #: (If Applicable)

Contacts

Name	Title	Company	Office Phone	Mobile Phone	Email	NOA
<input type="button" value="Add Contact"/>						

**All Dates in MM/DD/YYYY format

*Target Opening Date	†Requested Survey Dates	‡Applicant's Name/Date
<input type="text"/>	From: <input type="text"/> To: <input type="text"/>	

Figure 2b: Creating a Phase

3 Click **Save** button to save the phase

General Information

Phase 1

General Information Correspondence

*Phase ID: (e.g: 1a, 1(a),1(i) ,2b)

*Phase Description:

Federal Tax ID #: (If Applicable)

Contacts

Name	Title	Company	Office Phone	Mobile Phone	Email	NOA
------	-------	---------	--------------	--------------	-------	-----

**All Dates in MM/DD/YYYY format

*Target Opening Date	†Requested Survey Dates	†Applicant's Name/Date
<input type="text" value="02/14/2019"/>	From: <input type="text"/> To: <input type="text"/>	

†Federal 855 required? Yes No

Approved Date:

Expiration Date:

**Date as provided by CMS

Survey

Type	Required	Scheduled Date	Confirm Date	Reviewer
Environmental				
Clinical				
Administrative				

Figure 3: Saving a Phase

*Alternatively, clicking **Add Contact** button will also save the phase and navigate to the **New Contact Information** screen at the same time.

The Applicant can then add the contacts associated with the project.

On clicking **Save**, the functionality to **Add Phase** will be activated.

Conditions that apply:

The Phase Description, and Target Opening Dates are mandatory fields and must be completed in order to create a phase and save it.

Once a phase has been created, the Applicant can save the information without submitting it to the Regional Office.

4 To clear any unsaved data Click **Clear**

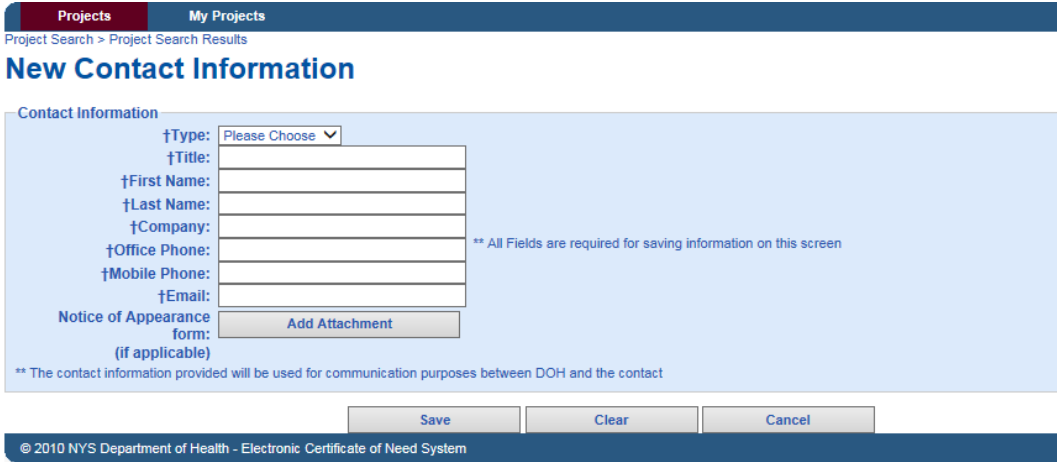
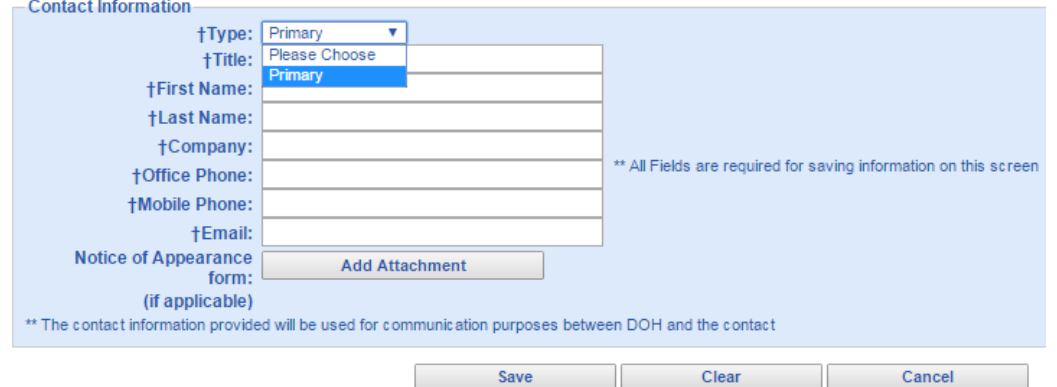
Note:

If information has been 'Saved' then the entered data can be cleared by placing the cursor in the field and clearing the information using the Backspace/ Delete keys from the keyboard.

Add Contacts

Add Contacts Learning Objective	Step	Action																																								
How to Add a contact	1	<p>On the Regional Office General Information page, Click the Add Contact button</p> <p>General Information</p> <p>Phase 1</p> <p>General Information Correspondence</p> <p>*Phase ID: <input type="text" value="1A"/> (e.g: 1a, 1(a),1(i) ,2b)</p> <p>*Phase Description: <input type="text" value="Project created for training purposes"/></p> <p>Federal Tax ID #: <input type="text" value="123456789"/> (If Applicable)</p> <p>Contacts</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Title</th> <th>Company</th> <th>Office Phone</th> <th>Mobile Phone</th> <th>Email</th> <th>NOA</th> </tr> </thead> <tbody> <tr> <td colspan="7" style="text-align: center;"><input type="button" value="Add Contact"/></td> </tr> </tbody> </table> <p>**All Dates in MM/DD/YYYY format</p> <table border="1"> <thead> <tr> <th>*Target Opening Date</th> <th>†Requested Survey Dates</th> <th>†Applicant's Name/Date</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="02/14/2019"/></td> <td>From: <input type="text"/> To: <input type="text"/></td> <td></td> </tr> </tbody> </table> <p>†Federal 855 required? <input type="radio"/> Yes <input type="radio"/> No Approved Date: <input type="text"/> Expiration Date: <input type="text"/></p> <p style="text-align: right;">**Date as provided by CMS</p> <p>Survey</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Required</th> <th>Scheduled Date</th> <th>Confirm Date</th> <th>Reviewer</th> </tr> </thead> <tbody> <tr> <td>Environmental</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Clinical</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Administrative</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Save"/> <input type="button" value="Clear"/> <input type="button" value="Submit"/></p>	Name	Title	Company	Office Phone	Mobile Phone	Email	NOA	<input type="button" value="Add Contact"/>							*Target Opening Date	†Requested Survey Dates	†Applicant's Name/Date	<input type="text" value="02/14/2019"/>	From: <input type="text"/> To: <input type="text"/>		Type	Required	Scheduled Date	Confirm Date	Reviewer	Environmental					Clinical					Administrative				
Name	Title	Company	Office Phone	Mobile Phone	Email	NOA																																				
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Type	Required	Scheduled Date	Confirm Date	Reviewer																																						
Environmental																																										
Clinical																																										
Administrative																																										

Figure 4: Add Contact –General Information page

	<p>New Contact Information screen displays</p>  <p style="text-align: center;"><i>Figure 5: New Contact Information</i></p>
<p>2</p>	<p>On the New Contact Information page, from the contact Type drop down list, select Primary in type.</p> <p><i>**When the first contact is being added, the only contact designation option available is 'Primary', 'Additional' will be available when additional contacts are added.</i></p>  <p style="text-align: center;"><i>Figure 6: Contact type</i></p> <p><u>Conditions that Apply:</u></p> <ul style="list-style-type: none"> • There must be at least one contact designated as 'Primary'.
<p>3</p>	<p>Enter First Name of the contact</p>
<p>4</p>	<p>Enter Last Name of the contact</p>
<p>5</p>	<p>Enter Company name</p>
<p>6</p>	<p>Enter Office Phone number</p> <p><i>* Entered phone numbers must be a valid 10-digit phone number format: (###) ###-####.</i></p>

- 7 Enter **Mobile Phone** number (*As above)
**If the contact chooses not to enter a mobile number- enter the same number as “Office Phone” or any digit repeated 10 times on any sequential numbers entry e.g.: 222-222-2222 the Reviewer will know that the mobile number is a random entry.*
- 8 Enter **E-mail** address
- 9 **Notice of Appearance** must be provided for a contact who is not an employee of the applicant. Refer to *Attach Notice of Appearance [NOA] for contact* section 2.1 below. Contact the Regional Office for questions regarding the NOA form.

10 Click **Save**.

New Contact Information

Contact Information

†Type:

†Title:

†First Name:

†Last Name:

†Company:

†Office Phone:

†Mobile Phone:

†Email:

Notice of Appearance form:

(if applicable)

** All Fields are required for saving information on this screen

** The contact information provided will be used for communication purposes between DOH and the contact

The **General information** page is displayed. The new contact information will be displayed in the contact table.

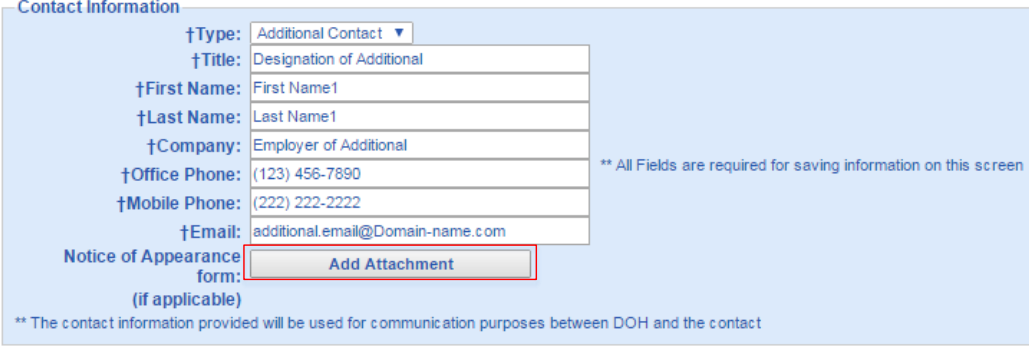
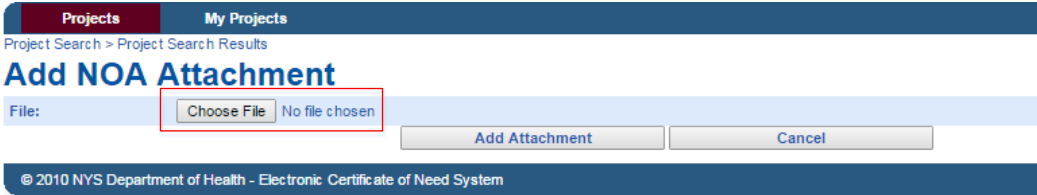
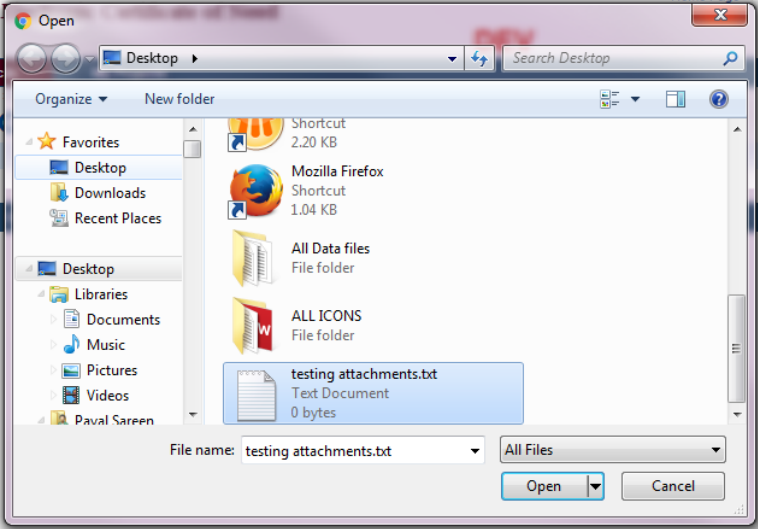
Contacts

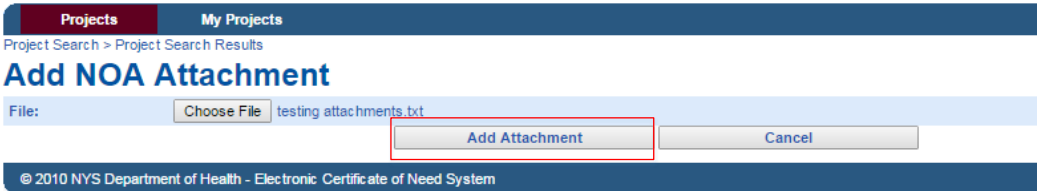
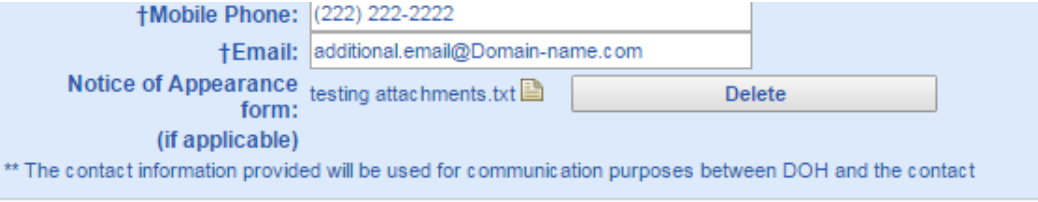
Name	Title	Company	Office Phone	Mobile Phone	Email	NOA
First Name Last Name - Primary	Title Of Contact	Contact's Employer	(123) 456-7890	(123) 456-7890	email@domain-name.com	
First Name1 Last Name1	Designation of Additional	Employer of Additional	(123) 456-7890	(222) 222-2222	additional.email@Domain-name.com	

Figure 7 Contacts have been added


*Note- The Primary contact is marked on the table –Suffixed as “Primary”.
 If NOA has been attached, the document icon is displayed in the row of the contact name under the NOA column. The document can be accessed by clicking on the icon.*

Attach / Delete Notice of Appearance (NOA) for contacts

Learning Objective	Step	Action
<p>Attach NOA for a contact</p>	<p>1</p>	<p>On the New Contact Information page, click Add Attachment</p>  <p>New Contact Information</p> <p>Contact Information</p> <p>†Type: Additional Contact</p> <p>†Title: Designation of Additional</p> <p>†First Name: First Name1</p> <p>†Last Name: Last Name1</p> <p>†Company: Employer of Additional</p> <p>†Office Phone: (123) 456-7890</p> <p>†Mobile Phone: (222) 222-2222</p> <p>†Email: additional.email@Domain-name.com</p> <p>Notice of Appearance form: Add Attachment</p> <p>(if applicable)</p> <p>** The contact information provided will be used for communication purposes between DOH and the contact</p> <p><i>Figure 8: Add NOA Attachment</i></p>
	<p>2</p>	<p>On the Add NOA Attachments page, select Choose File / Browse (<i>Browser dependent label</i>)</p>  <p>Add NOA Attachment</p> <p>File: Choose File No file chosen</p> <p>Add Attachment Cancel</p> <p>© 2010 NYS Department of Health - Electronic Certificate of Need System</p> <p><i>Figure 9: Add NOA Attachment</i></p>
	<p>3</p>	<p>Choose the attachment from the local workstation. Click Open</p>  <p><i>Figure 10: Browse for document</i></p>

<p>4</p>	<p>Click Add Attachment</p>  <p><i>Figure 11: Attachment path is reflected in the File</i></p>
<p>5</p>	<p>The New Contact Information screen is displayed Note: The attachment has been added and the Add Attachment button changes to Delete button.</p>  <p><i>Figure 12: Attachment Added and 'Delete' button visible.</i></p>
<p>6</p>	<p>To Delete the Attachment, click Delete. Note: NOA Attachment can be deleted even after saving the contact with the attachment. The Modify a Contact process must be used to delete attachments after saving or even after the Phase has been submitted.</p>

Modify contact information

Learning Objective	Step	Action
<p>How to Modify a Contact</p>	<p>1</p>	<p>On the General Information page, click the Name link of the contact to be modified.</p>  <p><i>Figure 13: Name link in contact table on General Information page</i></p>

- 2 The **Modify Contact Information** page will display.
The information previously entered is enabled for modifying.

Modify Contact Information

Contact Information

†Type: Primary

†Title: Title Of Contact

†First Name: First Name

†Last Name: Last Name

†Company: Contact's Employer

†Office Phone: (123) 456-7890

†Mobile Phone: (123) 456-7890

†Email: email@domain-name.com

Notice of Appearance form: (if applicable)

** All Fields are required for saving information on this screen

** The contact information provided will be used for communication purposes between DOH and the contact

Figure 14: Modify Contact Information

- 3 Enter information in the textboxes that require modification.
- 4 The **Delete or Backspace** buttons may be used to clear the previously entered information
- 5 Enter the new information
- 6 Click **Save** button on the screen. **“General information”** is now displayed with updates to the Contact Table.

Contacts

Name	Title	Company	Office Phone	Mobile Phone	Email	NOA
1st Name Last Name - Primary	Contact's Designation	Company Name	(123) 456-7890	(123) 456-7890	email@domain-name.com	
First Name1 Last Name1	Designation of Additional	Employer of Additional	(123) 456-7890	(222) 222-2222	additional.email@Domain-name.com	

Figure 15: Modified Contact Information

Change Primary contact

Learning Objective	Step	Action																					
How to Change the Primary Contact	1	<p>On the General Information page, click the Name link of the contact, to be assigned as Primary.</p> <p>Contacts</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Title</th> <th>Company</th> <th>Office Phone</th> <th>Mobile Phone</th> <th>Email</th> <th>NOA</th> </tr> </thead> <tbody> <tr> <td>First Name Last Name - Primary</td> <td>Title Of Contact</td> <td>Contact's Employer</td> <td>(123) 456-7890</td> <td>(123) 456-7890</td> <td>email@domain-name.com</td> <td></td> </tr> <tr> <td>First Name1 Last Name1</td> <td>Designation of Additional</td> <td>Employer of Additional</td> <td>(123) 456-7890</td> <td>(222) 222-2222</td> <td>additional.email@Domain-name.com</td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Add Contact"/></p>	Name	Title	Company	Office Phone	Mobile Phone	Email	NOA	First Name Last Name - Primary	Title Of Contact	Contact's Employer	(123) 456-7890	(123) 456-7890	email@domain-name.com		First Name1 Last Name1	Designation of Additional	Employer of Additional	(123) 456-7890	(222) 222-2222	additional.email@Domain-name.com	
Name	Title	Company	Office Phone	Mobile Phone	Email	NOA																	
First Name Last Name - Primary	Title Of Contact	Contact's Employer	(123) 456-7890	(123) 456-7890	email@domain-name.com																		
First Name1 Last Name1	Designation of Additional	Employer of Additional	(123) 456-7890	(222) 222-2222	additional.email@Domain-name.com																		

Figure 16: Name link in contact table on General Information page

2 Select **Primary** from the contact **Type** drop down list

Project Search > Project Search Results

Modify Contact Information

Contact Information

†Type: **Primary**

†Title: Designation of Additional

†First Name: First Name1

Figure 17: Select Primary in 'Type'

3 Click **Save**. "General information" is now displayed with updates to the Contact Table.

Modify Contact Information

Contact Information

†Type: **Primary**

†Title: Designation of Additional

†First Name: First Name1

†Last Name: Last Name1

†Company: Employer of Additional

†Office Phone: (123) 456-7890

†Mobile Phone: (222) 222-2222

†Email: additional.email@Domain-name.com

Notice of Appearance form: (if applicable)

** All Fields are required for saving information on this screen

** The contact information provided will be used for communication purposes between DOH and the contact


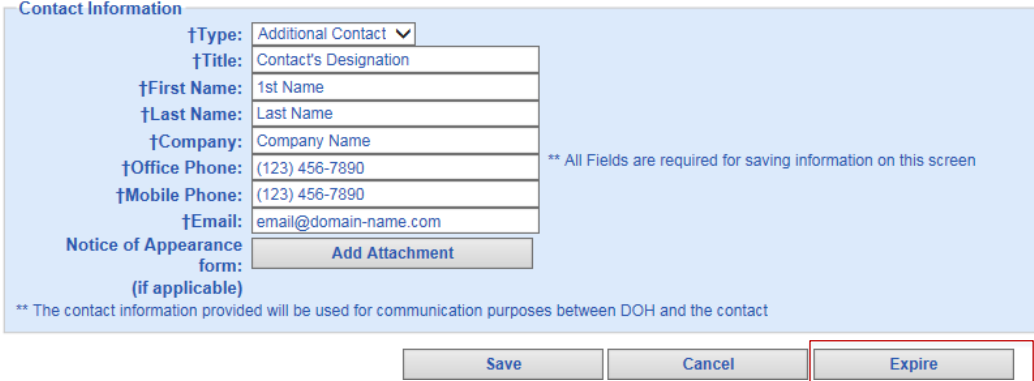

Contacts

Name	Title	Company	Office Phone	Mobile Phone	Email	NOA
First Name1 Last Name1 - Primary	Designation of Additional	Employer of Additional	(123) 456-7890	(222) 222-2222	additional.email@Domain-name.com	<input type="button" value="Delete"/>
1st Name Last Name	Contact's Designation	Company Name	(123) 456-7890	(123) 456-7890	email@domain-name.com	

Figure 18: Type Changed: Changes reflected in contact table


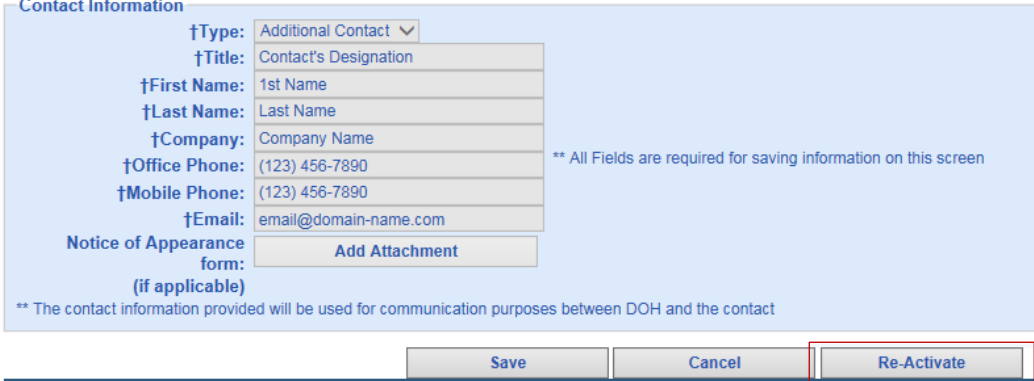

Note: The Contact previously set to Primary will be assigned 'Additional' by the system. Contact which has the 'Type' set to 'Primary' cannot be changed to 'Additional' unless another contact has been designated as "Primary" using the process above.

Expire a Contact

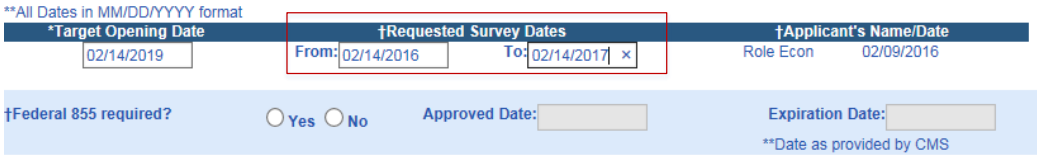
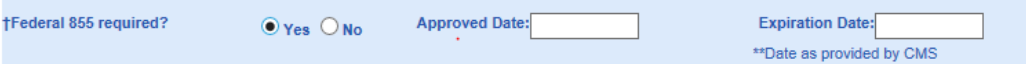
Learning Objective	Step	Action
<p>How to Expire a Contact</p>	<p>1</p>	<p>On the General Information page, click the Name link for the contact to expire. Modify Contact Information screen is displayed.</p>  <p style="text-align: center;"><i>Figure 19: 'Name hyperlink - Expire the contact</i></p>
	<p>2</p>	<p>Click Expire button on the lower right Modify Contact Information</p>  <p style="text-align: center;"><i>Figure 20: Contact Table- Contact Expired</i></p>
	<p>3</p>	<p>Select the View All Contacts check box on the upper left. The General information page will display with the contact marked as Expired in the Name field in the Contact Table.</p>  <p style="text-align: center;"><i>Figure 21: Contact Table- Contact Expired</i></p>

Note: A 'Primary' contact cannot be 'Expired' until another contact has been designated as 'Primary'.

Reactivate a Contact

Learning Objective	Step	Action
<p>How to Reactivate an Expired Contact</p>	<p>1</p>	<p>On the General Information page, click the checkbox to expand the contacts table to view expired contacts. Click the expired contact Name link in the Contacts table.</p>  <p style="text-align: center;"><i>Figure 22: Click name marked 'Expire'</i></p>
	<p>2</p>	<p>The Reactivate Contact Information screen gets displayed Click the Reactivate button</p>  <p style="text-align: center;"><i>Figure 23: Reactivate contact information screen</i></p>
	<p>3</p>	<p>If any information has to be updated, follow steps in section 2.2 to modify the contact.</p>
	<p>4</p>	<p>Click Save, the contact is re-activated in the Contact Table.</p>  <p style="text-align: center;"><i>Figure 24: Reactivated contact: Expire marking removed</i></p> <p>Note: In the contact table, the 'Expired' marking next to the name of the contact will get removed and the Contact Table will show the updated information</p>

Submit a Request to Regional Office

Learning Objective	Step	Action
How to Submit a Request to the Regional Office	1	On the General Information page, refer figure 1. Perform the steps to Create a Phase
	2	Perform the steps to Add Contacts To attach NOA for a contact, refer to Attach/Delete NOA.
	3	Enter a date range requested for the survey. Requested survey dates must be prior to the Target Opening Date. The system accepts dates in MMDDYYYY, MM/DD/YYYY or MM/DD/YY formats. Enter date in the From textbox. Enter date in the To textbox.  <p style="text-align: center;"><i>Figure 25: Requested Survey Dates</i></p>
	4	Indicate if the Federal 855 is required for the project (Radio button: Yes / No).  <p style="text-align: center;"><i>Figure 26: Federal 855 Information</i></p>
	5	Enter the Approval Date for Federal 855, as provided by CMS. <i>*This is not a mandatory field.</i>
	6	Enter the Expiration Date for Federal 855, as provided by CMS. <i>*This is not a mandatory field. However, if the Approval date has been entered the submission will not be accepted without the expiration date.</i>

7

Click **Submit**.

General Information

Phase 1A

General Information
Correspondence

*Phase ID: 1A

*Phase Description: Project created for training purposes

Federal Tax ID #: 123456789

Contacts

View All Contacts

Name	Title	Company	Office Phone	Mobile Phone	Email	NOA
First Name1 Last Name1 - Primary	Designation of Additional	Employer of Additional	(123) 456-7890	(222) 222-2222	additional.email@Domain-name.com	
ABC LXD	Temporary	DOH	(333) 444-5555	(222) 222-2222	abc.lxd@doh.com	
1st Name Last Name	Contact's Designation	Company Name	(123) 456-7890	(123) 456-7890	email@domain-name.com	

Add Contact

**All Dates in MM/DD/YYYY format

*Target Opening Date	†Requested Survey Dates	†Applicant's Name/Date
02/14/2019	From:02/14/2016 To:02/15/2017	Role Econ 02/09/2016

†Federal 855 required? Yes No

Approved Date: Expiration Date: **Date as provided by CMS

Survey

Type	Required	Scheduled Date	Confirm Date	Reviewer
Environmental				
Clinical				
Administrative				

Add Phase
Modify

Figure 27: Screen after submission

Modify the general information after submitting the request to RO.

Modify Target opening date

Learning Objective	Step	Action
To modify the target	1	After the request for review has been submitted, the Modify button is displayed on the General Information page (Refer to figure 27).

opening date on the general information page

2

Click **Modify**, refer figure 27. The Modification screen is displayed.

General Information

Phase 1A

General Information Correspondence

*Phase ID: 1A

*Phase Description: Project created for training purposes

Federal Tax ID #: (If Applicable)

Contacts

View All Contacts

Name	Title	Company	Office Phone	Mobile Phone	Email	NOA
First Name1 Last Name1 - Primary	Designation of Additional	Employer of Additional	(123) 456-7890	(222) 222-2222	additional.email@Domain-name.com	
ABC LXD	Temporary	DOH	(333) 444-5555	(222) 222-2222	abc.lxd@doh.com	
1st Name Last Name	Contact's Designation	Company Name	(123) 456-7890	(123) 456-7890	email@domain-name.com	

Add Contact

**All Dates in MM/DD/YYYY format

*Target Opening Date	†Requested Survey Dates		‡Applicant's Name/Date
<input type="text" value="02/14/2019"/>	From: <input type="text" value="02/14/2016"/>	To: <input type="text" value="02/15/2017"/>	Role Econ 02/09/2016

†Federal 855 required? Yes No Approved Date: Expiration Date:

**Date as provided by CMS

Survey

Type	Required	Scheduled Date	Confirm Date	Reviewer
Environmental				
Clinical				
Administrative				

Save Cancel

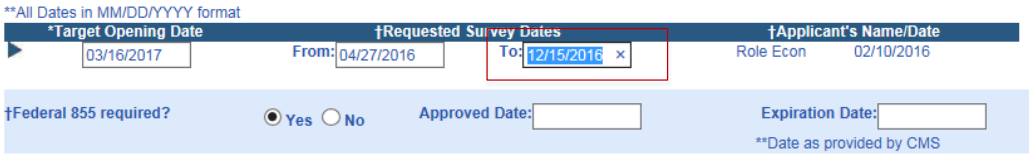
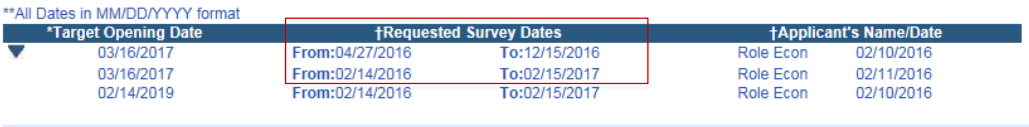
Figure 28: Screen to Modify

The Federal Tax ID, Target Opening date, the Requested Survey Date range, and the Federal 855 information can be modified.

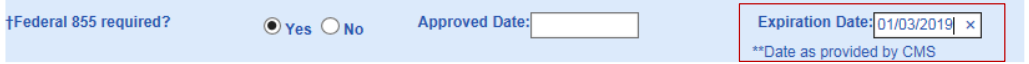
<p>3</p>	<p>Clear the Target Opening Date and enter the new date in the provided textbox.</p> <p><small>**All Dates in MM/DD/YYYY format</small></p> <table border="1"> <thead> <tr> <th>*Target Opening Date</th> <th>†Requested Survey Dates</th> <th>†Applicant's Name/Date</th> </tr> </thead> <tbody> <tr> <td>03/16/2017 x</td> <td>From: 02/14/2016 To: 02/15/2017</td> <td>Role Econ 02/09/2016</td> </tr> </tbody> </table> <p>†Federal 855 required? <input checked="" type="radio"/> Yes <input type="radio"/> No Approved Date: <input type="text"/> Expiration Date: <input type="text"/> <small>**Date as provided by CMS</small></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Survey</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Required</th> <th>Scheduled Date</th> <th>Confirm Date</th> <th>Reviewer</th> </tr> </thead> <tbody> <tr> <td>Environmental</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Clinical</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Administrative</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> </div> <p style="text-align: center;"><i>Figure 29: Select cell to modify Target opening date</i></p>	*Target Opening Date	†Requested Survey Dates	†Applicant's Name/Date	03/16/2017 x	From: 02/14/2016 To: 02/15/2017	Role Econ 02/09/2016	Type	Required	Scheduled Date	Confirm Date	Reviewer	Environmental					Clinical					Administrative				
*Target Opening Date	†Requested Survey Dates	†Applicant's Name/Date																									
03/16/2017 x	From: 02/14/2016 To: 02/15/2017	Role Econ 02/09/2016																									
Type	Required	Scheduled Date	Confirm Date	Reviewer																							
Environmental																											
Clinical																											
Administrative																											
<p>4</p>	<p>Click Save, refer figure 29 above. On saving, the toggle appears next to the row. Clicking the toggle will show previous survey and confirmation dates.</p> <p><small>**All Dates in MM/DD/YYYY format</small></p> <table border="1"> <thead> <tr> <th>*Target Opening Date</th> <th>†Requested Survey Dates</th> <th>†Applicant's Name/Date</th> </tr> </thead> <tbody> <tr> <td>03/16/2017</td> <td>From: 02/14/2016 To: 02/15/2017</td> <td>Role Econ 02/10/2016</td> </tr> </tbody> </table> <p style="text-align: center;"><i>Figure 30a: New date Saved- Toggle on the side.</i></p> <p><small>**All Dates in MM/DD/YYYY format</small></p> <table border="1"> <thead> <tr> <th>*Target Opening Date</th> <th>†Requested Survey Dates</th> <th>†Applicant's Name/Date</th> </tr> </thead> <tbody> <tr> <td>03/16/2017</td> <td>From: 02/14/2016 To: 02/15/2017</td> <td>Role Econ 02/10/2016</td> </tr> <tr> <td>02/14/2019</td> <td>From: 02/14/2016 To: 02/15/2017</td> <td>Role Econ 02/10/2016</td> </tr> </tbody> </table> <p style="text-align: center;"><i>Figure 30b: New date Saved- Showing History toggle down.</i></p>	*Target Opening Date	†Requested Survey Dates	†Applicant's Name/Date	03/16/2017	From: 02/14/2016 To: 02/15/2017	Role Econ 02/10/2016	*Target Opening Date	†Requested Survey Dates	†Applicant's Name/Date	03/16/2017	From: 02/14/2016 To: 02/15/2017	Role Econ 02/10/2016	02/14/2019	From: 02/14/2016 To: 02/15/2017	Role Econ 02/10/2016											
*Target Opening Date	†Requested Survey Dates	†Applicant's Name/Date																									
03/16/2017	From: 02/14/2016 To: 02/15/2017	Role Econ 02/10/2016																									
*Target Opening Date	†Requested Survey Dates	†Applicant's Name/Date																									
03/16/2017	From: 02/14/2016 To: 02/15/2017	Role Econ 02/10/2016																									
02/14/2019	From: 02/14/2016 To: 02/15/2017	Role Econ 02/10/2016																									

Modify Requested Survey Date range

Learning Objective	Step	Action					
<p>To modify the requested survey date range on the general information page</p>	<p>1</p>	<p>Click Modify on the General information page <i>Refer figure 27,28</i></p>					
	<p>2</p>	<p>Enter the new date in the Requested Survey Date From: textbox.</p> <p><small>**All Dates in MM/DD/YYYY format</small></p> <table border="1"> <thead> <tr> <th>*Target Opening Date</th> <th>†Requested Survey Dates</th> <th>†Applicant's Name/Date</th> </tr> </thead> <tbody> <tr> <td>03/16/2017</td> <td>From: 04/27/2016 x To: 02/15/2017</td> <td>Role Econ 02/10/2016</td> </tr> </tbody> </table> <p>†Federal 855 required? <input checked="" type="radio"/> Yes <input type="radio"/> No Approved Date: <input type="text"/> Expiration Date: <input type="text"/> <small>**Date as provided by CMS</small></p> <p style="text-align: center;"><i>Figure 31: Modify Survey date From</i></p>	*Target Opening Date	†Requested Survey Dates	†Applicant's Name/Date	03/16/2017	From: 04/27/2016 x To: 02/15/2017
*Target Opening Date	†Requested Survey Dates	†Applicant's Name/Date					
03/16/2017	From: 04/27/2016 x To: 02/15/2017	Role Econ 02/10/2016					

	<p>3</p>	<p>Enter the new date in the Requested Survey Date To: textbox.</p> <p><small>**All Dates in MM/DD/YYYY format</small></p>  <p style="text-align: center;"><i>Figure 32: Modify Survey Date TO</i></p>
	<p>4</p>	<p>Click Save. Refer figure 29.</p> <p><i>* On saving, the toggle appears next to the row. Clicking the toggle expands to show the history of date changes.</i></p> <p><small>**All Dates in MM/DD/YYYY format</small></p>  <p style="text-align: center;"><i>Figure 33: New survey dates saved</i></p>

Modify Federal 855 expiration date

Learning Objective	Step	Action
<p>To modify the Federal 855 Expiration date on the general information page</p>	<p>1</p>	<p>Click Modify on the General Information Page <i>Refer figure 27,28</i></p>
	<p>2</p>	<p>Enter the new date in the Expiration Date textbox.</p>  <p style="text-align: center;"><i>Figure 34: On clicking Modify Fed 855 expiration date allows editing</i></p>

3 Click **Save**.

Figure 35a: Save.

Figure 35b: New Date Saved.

Figure 35c: History accessible by toggle.

** If there was a previous date submitted, a toggle will appear next to the row after saving. Clicking the toggle expands to show the history of date changes.*

Modify Federal Tax ID #

Learning Objective	Step	Action
To modify the Federal	1	Click Modify on the General Information page <i>Refer figures 27 and 28.</i>

Tax ID# on the general information page

2

Enter the new or modified Federal Tax ID number in the **Federal Tax ID #** textbox.

General Information

Phase 1A

General Information

Correspondence

*Phase ID: 1A

*Phase Description: Project created for training purposes

Federal Tax ID #: (If Applicable)

Figure 36a: Clearing the earlier entry

(To clear select and Delete/ Backspace)

General Information

Phase 1A

General Information

Correspondence

*Phase ID: 1A

*Phase Description: Project created for training purposes

Federal Tax ID #: (If Applicable)

Figure 36b: Enter New Tax ID #

Click Save

*Phase ID: 1A
 *Phase Description: Project created for training purposes
 Federal Tax ID #: (If Applicable)

Contacts

View All Contacts

Name	Title	Company	Office Phone	Mobile Phone	Email	NOA
First Name1 Last Name1 - Primary	Designation of Additional	Employer of Additional	(123) 456-7890	(222) 222-2222	additional.email@Domain-name.com	
ABC LXD	Temporary	DOH	(333) 444-5555	(222) 222-2222	abc.lxd@doh.com	
1st Name Last Name	Contact's Designation	Company Name	(123) 456-7890	(123) 456-7890	email@domain-name.com	

Add Contact

**All Dates in MM/DD/YYYY format

*Target Opening Date	†Requested Survey Dates		†Applicant's Name/Date
<input type="text" value="03/16/2017"/>	From: <input type="text" value="04/27/2016"/>	To: <input type="text" value="12/15/2016"/>	Role Econ 02/10/2016

†Federal 855 required? Yes No Approved Date:
 ▶ Expiration Date: **Date as provided by CMS

Survey

Type	Required	Scheduled Date	Confirm Date	Reviewer
Environmental				
Clinical				
Administrative				

Figure 37: Click Save

*Phase ID: 1A
 *Phase Description: Project created for training purposes
 Federal Tax ID #: 987654321

Note:
 The system does not record the history of changes for this field.

Add, Cancel, Delete a new phase

Add new phase

1

Once a phase has been saved, another phase can be created. To create another phase: Click **Add Phase**.

* Note: Add Phase button is **ONLY** available on the **General Information** page of the first Phase.

General Information

Phase 1A

General Information

Correspondence

*Phase ID: 1A

*Phase Description: Project created for training purposes

Federal Tax ID #: 987654321

Contacts

View All Contacts

Name	Title	Company	Office Phone	Mobile Phone	Email	NOA
First Name1 Last Name1 - Primary	Designation of Additional	Employer of Additional	(123) 456-7890	(222) 222-2222	additional_email@Domain-name.com	
ABC LXD	Temporary	DOH	(333) 444-5555	(222) 222-2222	abc.lxd@doh.com	
1st Name Last Name	Contact's Designation	Company Name	(123) 456-7890	(123) 456-7890	email@domain-name.com	

**All Dates in MM/DD/YYYY format

*Target Opening Date	†Requested Survey Dates		‡Applicant's Name/Date
03/16/2017	From:04/27/2016	To:12/15/2016	Role Econ 02/10/2016

†Federal 855 required? Yes No Approved Date: ▶ Expiration Date:02/03/2019

**Date as provided by CMS

Survey

Type	Required	Scheduled Date	Confirm Date	Reviewer
Environmental				
Clinical				
Administrative				

Figure 38: Adding new phase

- 2 Enter or modify the **Phase ID** if changing from default.
Enter the **Phase Description** (required).
Enter the **Target Opening Date**.

*Note: The Correspondence tab will not be visible for a phase that is not yet saved/submitted (Not applicable for the first phase). The following information remains constant for all phases of a project:

Phase ID: Can be altered for a specific phase numbering convention defined by the Applicant. Defaults to the next sequential number, if the Applicant does not change the Phase ID.

Federal Tax ID #: Any change made to this number will be reflected across phases.

Contacts: Any changes made on the contacts table will be reflected in the earlier created phase(s).

Federal 855 information- Any change made to this information will be reflected across phases.

General Information

Phase 1A
Phase 2

General Information

*Phase ID: (e.g. 1a, 1(a),1(i), 2b)

*Phase Description:

Federal Tax ID #: (If Applicable)

Contacts

View All Contacts

Name	Title	Company	Office Phone	Mobile Phone	Email	NOA
First Name1 Last Name1 - Primary	Designation of Additional	Employer of Additional	(123) 456-7890	(222) 222-2222	additional.email@Domain-name.com	
ABC LXD	Temporary	DOH	(333) 444-5555	(222) 222-2222	abc.lxd@doh.com	
1st Name Last Name	Contact's Designation	Company Name	(123) 456-7890	(123) 456-7890	email@domain-name.com	

**All Dates in MM/DD/YYYY format

*Target Opening Date From: To: †Requested Survey Dates †Applicant's Name/Date

Federal 855 required? Yes No Approved Date: ▶ Expiration Date:

**Date as provided by CMS

Survey

Type	Required	Scheduled Date	Confirm Date	Reviewer
Environmental				
Clinical				
Administrative				

Figure 39: New phase –General Information screen

3 To Cancel the creation of phase, click **Cancel**. (*Creation of phase can be cancelled before saving*)
 To Save the Phase, click **Save**.
 *Note: The new phase can only be cancelled before the Phase is saved.

4 To delete a Phase: Click **Delete Phase**.
 The **Delete Phase** button displays only after the Phase has been Saved.
 *Note: A Phase cannot be deleted after Submission.

General Information

Phase 1A
Phase 2

General Information
Correspondence

*Phase ID: (e.g: 1a, 1(a),1(i) ,2b)

*Phase Description:

Federal Tax ID #: (If Applicable)

Contacts

View All Contacts

Name	Title	Company	Office Phone	Mobile Phone	Email	NOA
First Name1 Last Name1 - Primary	Designation of Additional	Employer of Additional	(123) 456-7890	(222) 222-2222	additional.email@Domain-name.com	
ABC LXD	Temporary	DOH	(333) 444-5555	(222) 222-2222	abc.lxd@doh.com	
1st Name Last Name	Contact's Designation	Company Name	(123) 456-7890	(123) 456-7890	email@domain-name.com	

**All Dates in MM/DD/YYYY format

*Target Opening Date	†Requested Survey Dates		‡Applicant's Name/Date
<input type="text" value="04/15/2018"/>	From: <input type="text"/>	To: <input type="text"/>	Role Econ 02/11/2016

†Federal 855 required? Yes No Approved Date: ▶ Expiration Date:

**Date as provided by CMS

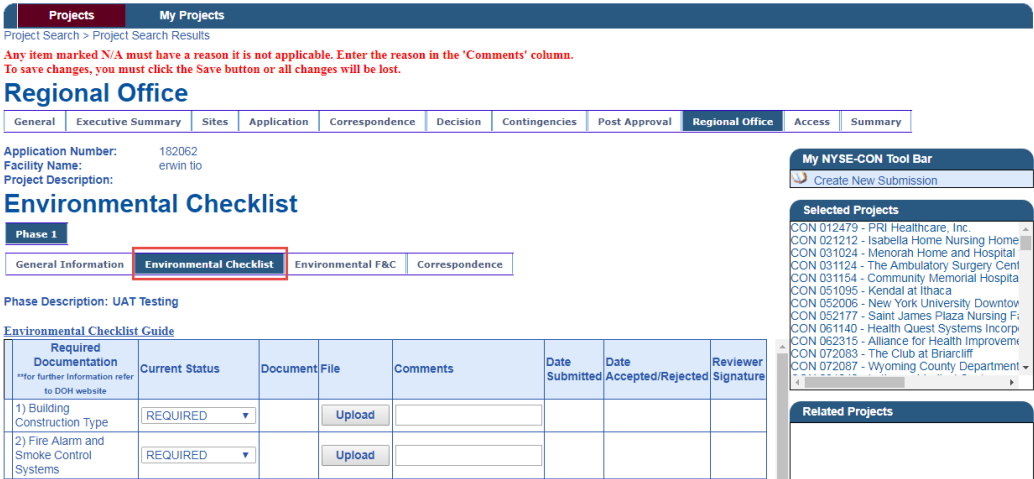
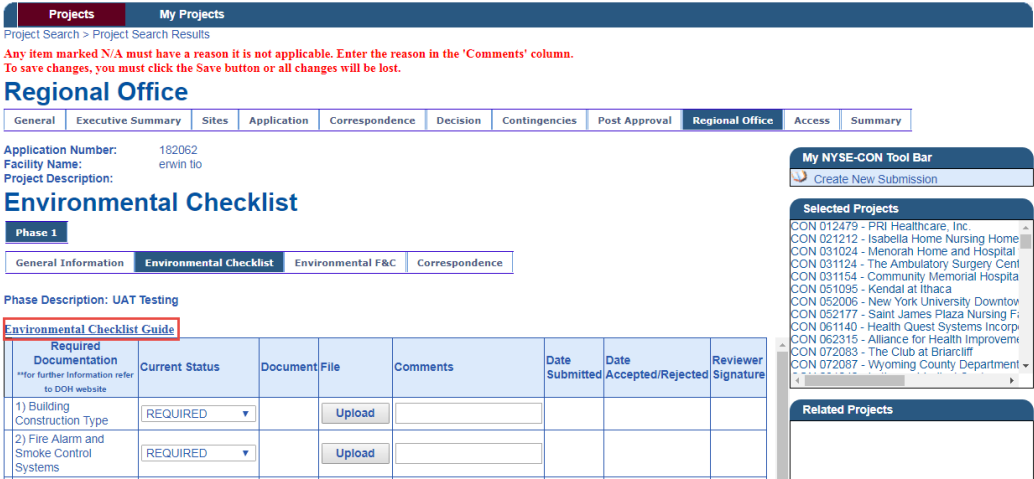
Survey

Type	Required	Scheduled Date	Confirm Date	Reviewer
Environmental				
Clinical				
Administrative				

Figure 40: New phase –General Information screen- Delete Phase

Checklist Documents

Uploading, Deleting, Saving and Submitting Checklist Documents

Learning Objective	Step	Action
<p>How to upload a checklist document</p>	<p>1</p>	<p>On the Regional Office tab, select the Checklist Tab(s) to view the list of documents needed for the survey.</p>  <p>Figure 41: Selecting the Survey Checklist Tab</p>
	<p>2</p>	<p>On the checklist tab, the checklist items are listed in the table format.</p> <p><i>*Note: The hyperlink to the Environmental checklist guide is located above the table on the Environmental checklist page. Clicking the hyperlink opens the description of the checklist items (This is available only for the environmental checklist)</i></p>  <p>Figure 42: Environmental checklist table on the Environmental checklist page</p>

3 Click the **Upload** Button in the row of the checklist item to upload document(s).

The screenshot shows the 'Regional Office' section of the NYSE-CON system. It includes a navigation menu with 'Regional Office' selected. Below the menu, there are fields for 'Application Number: 182052' and 'Facility Name: erwin tio'. The main heading is 'Environmental Checklist' with a sub-section for 'Phase 1'. A table lists checklist items with columns for 'Required Documentation', 'Current Status', 'Document/File', 'Comments', 'Date Submitted', 'Date Accepted/Rejected', and 'Reviewer Signature'. The first item, '1) Building Construction Type', has a status of 'REQUIRED' and an 'Upload' button highlighted with a red box. The second item, '2) Fire Alarm and Smoke Control Systems', also has a status of 'REQUIRED' and an 'Upload' button.

Figure 43: Uploading document for building construction type.

4 Add Checklist Attachment page displays. Click **Browse**.

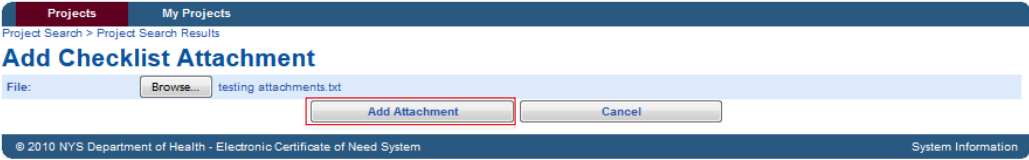
The screenshot shows the 'Add Checklist Attachment' page. It features a 'File:' label followed by a 'Browse...' button and the text 'No file selected.'. Below this are 'Add Attachment' and 'Cancel' buttons. The footer contains the copyright notice '© 2010 NYS Department of Health - Electronic Certificate of Need System' and a 'System Information' link.

Figure 44: Add Checklist Attachment.

5 The File upload browser displays. Select the file to be uploaded and click **Open**

The screenshot shows a standard Windows File Upload dialog box. The 'Libraries' pane on the left is active, and the 'Documents' library is selected. The main pane shows a list of files, with 'The Happy machine.jpg' selected. The 'File name' field at the bottom contains 'The Happy machine.jpg' and the file type is set to 'All Files (*.*)'. 'Open' and 'Cancel' buttons are visible at the bottom right.

Figure 45: Add Checklist Attachment.

<p>6</p>	<p>Click Add Attachment</p>  <p><i>Figure 46: Add Attachment.</i></p>																
<p>7</p>	<p>The added attachment is indicated by the document icon on the table.</p> <p>*Note: The upload button changes to a Delete button to accommodate correction.</p> <p>Environmental Checklist</p> <p>Phase 1</p> <p>General Information Environmental Checklist Environmental F&C Correspondence</p> <p>Phase Description: UAT Testing</p> <p>Environmental Checklist Guide</p> <table border="1"> <thead> <tr> <th>Required Documentation <small>**for further information refer to DOH website</small></th> <th>Current Status</th> <th>Document</th> <th>File</th> <th>Comments</th> <th>Date Submitted</th> <th>Date Accepted/Rejected</th> <th>Reviewer Signature</th> </tr> </thead> <tbody> <tr> <td>1) Building Construction Type</td> <td>REQUIRED ▾</td> <td>Testing Attachment.txt</td> <td>Delete</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><i>Figure 47: Document uploaded can be deleted before saving</i></p>	Required Documentation <small>**for further information refer to DOH website</small>	Current Status	Document	File	Comments	Date Submitted	Date Accepted/Rejected	Reviewer Signature	1) Building Construction Type	REQUIRED ▾	Testing Attachment.txt	Delete				
Required Documentation <small>**for further information refer to DOH website</small>	Current Status	Document	File	Comments	Date Submitted	Date Accepted/Rejected	Reviewer Signature										
1) Building Construction Type	REQUIRED ▾	Testing Attachment.txt	Delete														
<p>8</p>	<p>To add any comments about the uploaded document, make entries in the Comments textbox in the corresponding row (Optional).</p>																

9 Click **Save** to save all work when complete. Checklist items may be saved as entered or saved when all have been entered.

Note: **HOWEVER, If multiple documents must be added for an individual checklist item, each document must be saved after every upload.*

Environmental Checklist Guide

Required Documentation <small>**for further information refer to DOH website</small>	Current Status	Document	File	Comments	Date Submitted	Date Accepted/Rejected	Reviewer Signature
1) Building Construction Type	REQUIRED ▾	Testing Attachment.txt	Delete				
2) Fire Alarm and Smoke Control Systems	REQUIRED ▾		Upload				
3) Fire Alarm System Record of Completion	REQUIRED ▾		Upload				
4) Sprinkler System Installation	REQUIRED ▾		Upload				
5) Sprinkler System Test Report	REQUIRED ▾		Upload				
6) Stand-pipe System	REQUIRED ▾		Upload				
7) Fire Pumps	REQUIRED ▾		Upload				
8) Ventilation Control and fire protection for commercial cooking equipment	REQUIRED ▾		Upload				
9) Fire Response Procedures	REQUIRED ▾		Upload				
10) Emergency Preparedness Plans	REQUIRED ▾		Upload				
11) Fire Safety and Evacuation Training	REQUIRED ▾		Upload				
12) Smoking Signs	REQUIRED ▾		Upload				

Save Clear Submit Expand All

Figure 48: Saving the Uploaded document

10 To submit the uploaded documents: Click **Submit**. (Refer fig 48)
The submission confirmation screen displays. Click **Confirm**.

Projects
My Projects

Project Search > Project Search Results
 Any item marked N/A must have a reason it is not applicable. Enter the reason in the Comments column.

General
Executive Summary
Application
Correspondence
Decision
Contingencies
Post Approval
Regional Office
Summ

Confirm Submission of Documents

Please be sure all the documentation has been added or explanation provided before submitting this notice to the Department of Health. Do you want to proceed?

Confirm
Cancel

Figure 49: Submission confirmation

Changing status of a checklist item to N/A

Learning Objective	Step	Action																																
<p>How to change the Status of the Checklist item from Required to N/A</p>	<p>1</p>	<p>The default status for all items on the checklist table is set as Required. Select N/A if the item is not applicable to the phase.</p> <p>Environmental Checklist Guide</p> <table border="1" data-bbox="467 747 1466 982"> <thead> <tr> <th>Required Documentation <small>**for further Information refer to DOH website</small></th> <th>Current Status</th> <th>Document</th> <th>File</th> <th>Comments</th> <th>Date Submitted</th> <th>Date Accepted/Rejected</th> <th>Reviewer Signature</th> </tr> </thead> <tbody> <tr> <td>1) Building Construction Type</td> <td>REQUIRED</td> <td>Testing Attachment.txt</td> <td>Delete</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2) Fire Alarm and Smoke Control Systems</td> <td>N/A</td> <td></td> <td>Upload</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3) Fire Alarm System Based on</td> <td>N/A</td> <td></td> <td>Upload</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"><i>Figure 50: Drop down list of Status_ Selecting N/A</i></p>	Required Documentation <small>**for further Information refer to DOH website</small>	Current Status	Document	File	Comments	Date Submitted	Date Accepted/Rejected	Reviewer Signature	1) Building Construction Type	REQUIRED	Testing Attachment.txt	Delete					2) Fire Alarm and Smoke Control Systems	N/A		Upload					3) Fire Alarm System Based on	N/A		Upload				
	Required Documentation <small>**for further Information refer to DOH website</small>	Current Status	Document	File	Comments	Date Submitted	Date Accepted/Rejected	Reviewer Signature																										
	1) Building Construction Type	REQUIRED	Testing Attachment.txt	Delete																														
2) Fire Alarm and Smoke Control Systems	N/A		Upload																															
3) Fire Alarm System Based on	N/A		Upload																															
<p>2</p>	<p>Provide the reason the checklist item is not applicable to the project phase in the Comments column. *Note: Providing a <u>comment</u> is required if the status is set to N/A, to submit the checklist.</p> <p>Environmental Checklist Guide</p> <table border="1" data-bbox="467 1199 1466 1409"> <thead> <tr> <th>Required Documentation <small>**for further Information refer to DOH website</small></th> <th>Current Status</th> <th>Document</th> <th>File</th> <th>Comments</th> <th>Date Submitted</th> <th>Date Accepted/Rejected</th> <th>Reviewer Signature</th> </tr> </thead> <tbody> <tr> <td>1) Building Construction Type</td> <td>REQUIRED</td> <td>Testing Attachment.txt</td> <td>Delete</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2) Fire Alarm and Smoke Control Systems</td> <td>N/A</td> <td></td> <td>Upload</td> <td>Comment for N/A</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"><i>Figure 51: Providing comments for N/A</i></p>	Required Documentation <small>**for further Information refer to DOH website</small>	Current Status	Document	File	Comments	Date Submitted	Date Accepted/Rejected	Reviewer Signature	1) Building Construction Type	REQUIRED	Testing Attachment.txt	Delete					2) Fire Alarm and Smoke Control Systems	N/A		Upload	Comment for N/A												
Required Documentation <small>**for further Information refer to DOH website</small>	Current Status	Document	File	Comments	Date Submitted	Date Accepted/Rejected	Reviewer Signature																											
1) Building Construction Type	REQUIRED	Testing Attachment.txt	Delete																															
2) Fire Alarm and Smoke Control Systems	N/A		Upload	Comment for N/A																														
<p>3</p>	<p>Click Save to save the information or Submit to notify the Regional Office that the required information has been provided.</p>																																	

Corrective Action Plan (CAP)

Add, Save and Submit CAP


Learning Objective	Step	Action																									
<p>How to Add and Submit CAP</p>	<p>1</p>	<p>On the F&C (Findings and CAP) tab, click CAP/ Ext Request DO NOT ENTER CAPs in the Comments field.</p>  <p>The screenshot displays the 'Regional Office' interface. At the top, there are navigation tabs: General, Executive Summary, Application, Correspondence, Decision, Contingencies, Post Approval, Regional Office, and Summary. Below these, application details are shown: Application Number: 982511, Facility Name: Pinnacle Healthcare Incorporated, and Project Description: Establish an active parent corporation to Sound Shore Health System Incorporated, Riverside Health Care System Incorporated and Westchester Putnam Health Management System Incorporated.</p> <p>The 'Environmental Findings' section is active, showing 'Phase 1A' and navigation tabs: General Information, Environmental Checklist, Clinical Checklist, Environmental F&C, and Correspondence. A 'Phase Description' states: 'Project created for training purposes'. A 'Print' icon is visible.</p> <p>There are two tables of findings:</p> <table border="1"> <thead> <tr> <th>Environmental Findings</th> <th>Comments</th> <th>Status</th> <th>Date</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td> <p>1) Fire Safety Corridor Walls and Doors: CAP Due Date: 03/08/2016 Sample description for training purposes</p> </td> <td></td> <td></td> <td>02/23/2016</td> <td>Review ECON-MARO-NR</td> </tr> <tr> <td> <p>3) Fire Safety Illustrating New Finding: CAP Due Date: 03/08/2016 Illustration addition of new finding for existing category</p> </td> <td></td> <td></td> <td>02/23/2016</td> <td>Review ECON-MARO-NR</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Other Environmental Findings</th> <th>Comments</th> <th>Status</th> <th>Date</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td> <p>2) Illustrating Addition of New Category Illustrating Addition of Finding: CAP Due Date: 03/08/2016 Illustrating addition of new category and thereafter new finding</p> </td> <td></td> <td></td> <td>02/23/2016</td> <td>Review ECON-MARO-NR</td> </tr> </tbody> </table> <p>Buttons for 'Save' and 'Submit' are located at the bottom of the interface.</p>	Environmental Findings	Comments	Status	Date	Name	<p>1) Fire Safety Corridor Walls and Doors: CAP Due Date: 03/08/2016 Sample description for training purposes</p>			02/23/2016	Review ECON-MARO-NR	<p>3) Fire Safety Illustrating New Finding: CAP Due Date: 03/08/2016 Illustration addition of new finding for existing category</p>			02/23/2016	Review ECON-MARO-NR	Other Environmental Findings	Comments	Status	Date	Name	<p>2) Illustrating Addition of New Category Illustrating Addition of Finding: CAP Due Date: 03/08/2016 Illustrating addition of new category and thereafter new finding</p>			02/23/2016	Review ECON-MARO-NR
Environmental Findings	Comments	Status	Date	Name																							
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Other Environmental Findings	Comments	Status	Date	Name																							
<p>2) Illustrating Addition of New Category Illustrating Addition of Finding: CAP Due Date: 03/08/2016 Illustrating addition of new category and thereafter new finding</p>			02/23/2016	Review ECON-MARO-NR																							

Figure 52: Survey F&C tab

2 The **Add Corrective Action Plan** screen is displayed

Figure 53: Add CAP page

3 Leave CAP type as “**CAP**”, (Default value).

4 Enter a **Description**

5 Click **Save**. The Survey F&C screen appears with the added CAP

6 Click **Submit** to notify the Regional Office a CAP has been entered for review.

Environmental Findings	Comments	Status	Date	Name
1) Fire Safety Corridor Walls and Doors: Sample description for training purposes CAP Due Date: 03/08/2016			02/23/2016	Review ECON-MARO-NR
1) CAP- Fire Safety Corridor Walls and Doors: Example of entering a CAP Delete		Under Modification		
3) Fire Safety Illustrating New Finding: Illustration addition of new finding for existing category CAP Due Date: 03/08/2016 CAP/Ext. Request			02/23/2016	Review ECON-MARO-NR

Other Environmental Findings	Comments	Status	Date	Name
2) Illustrating Addition of New Category Illustrating Addition of Finding: Illustrating addition of new category and thereafter new finding CAP Due Date: 03/08/2016 CAP/Ext. Request			02/23/2016	Review ECON-MARO-NR

Figure 54: F&C table After Submitting the CAP.

Modify CAP

Learning Objective	Step	Action																														
<p>How to Modify CAP</p>	<p>1</p>	<p>CAPs can be modified before submission, or when rejected by the Regional Office reviewer.</p> <p>On the Survey F&C tab, click on the Hyperlink of the CAP</p> <p>Environmental Findings And CAPs</p> <p>Phase 1A</p> <p>General Information Environmental Checklist Clinical Checklist Environmental F&C Correspondence</p> <p>Phase Description: Project created for training purposes</p> <p>Print</p> <table border="1"> <thead> <tr> <th>Environmental Findings</th> <th>Comments</th> <th>Status</th> <th>Date</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td> <p>1) Fire Safety Corridor Walls and Doors; Sample description for training purposes</p> <p>CAP Due Date: 03/08/2016</p> </td> <td></td> <td></td> <td>02/23/2016</td> <td>Review ECON-MARO-NR</td> </tr> <tr> <td> <p>1) CAP-Fire Safety Corridor Walls and Doors; Example of entering a CAP</p> </td> <td></td> <td>SUBMITTED</td> <td>02/23/2016</td> <td>Role Econ</td> </tr> <tr> <td> <p>3) Fire Safety Illustrating New Finding; Illustration addition of new finding for existing category</p> <p>CAP Due Date: 03/08/2016</p> </td> <td></td> <td></td> <td>02/23/2016</td> <td>Review ECON-MARO-NR</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Other Environmental Findings</th> <th>Comments</th> <th>Status</th> <th>Date</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td> <p>2) Illustrating Addition of New Category Illustrating Addition of Finding; Illustrating addition of new category and thereafter new finding</p> <p>CAP Due Date: 03/08/2016</p> </td> <td></td> <td></td> <td>02/23/2016</td> <td>Review ECON-MARO-NR</td> </tr> </tbody> </table> <p>Save Submit</p>	Environmental Findings	Comments	Status	Date	Name	<p>1) Fire Safety Corridor Walls and Doors; Sample description for training purposes</p> <p>CAP Due Date: 03/08/2016</p>			02/23/2016	Review ECON-MARO-NR	<p>1) CAP-Fire Safety Corridor Walls and Doors; Example of entering a CAP</p>		SUBMITTED	02/23/2016	Role Econ	<p>3) Fire Safety Illustrating New Finding; Illustration addition of new finding for existing category</p> <p>CAP Due Date: 03/08/2016</p>			02/23/2016	Review ECON-MARO-NR	Other Environmental Findings	Comments	Status	Date	Name	<p>2) Illustrating Addition of New Category Illustrating Addition of Finding; Illustrating addition of new category and thereafter new finding</p> <p>CAP Due Date: 03/08/2016</p>			02/23/2016	Review ECON-MARO-NR
Environmental Findings	Comments	Status	Date	Name																												
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<p>1) CAP-Fire Safety Corridor Walls and Doors; Example of entering a CAP</p>		SUBMITTED	02/23/2016	Role Econ																												
<p>3) Fire Safety Illustrating New Finding; Illustration addition of new finding for existing category</p> <p>CAP Due Date: 03/08/2016</p>			02/23/2016	Review ECON-MARO-NR																												
Other Environmental Findings	Comments	Status	Date	Name																												
<p>2) Illustrating Addition of New Category Illustrating Addition of Finding; Illustrating addition of new category and thereafter new finding</p> <p>CAP Due Date: 03/08/2016</p>			02/23/2016	Review ECON-MARO-NR																												

Figure 55: Survey F&C tab

2 **Modify Corrective Action Plan** screen is displayed.

Modify Corrective Action Plan

Phase 1A

General Information | Environmental Checklist | **Environmental F&C** | Correspondence

Phase Description:
 Finding Type: Environmental
 *CAP Type: CAP Extension
 Extension Date: mm/dd/yyyy

1) Fire Safety Corridor Walls and Doors:

Sample description for training purposes.

Corrective action plan:

Example of entering a CAP

*Description:

Example of entering a CAP-Edit for modify CAP

Attachments:

Figure 56: Modify CAP

5 Modify the **Description**

6 Add Attachments, if any.

7 Click **Save**

8 The Survey Findings and CAPs screen is displayed. If another CAP has to be modified, repeat steps 1-7 on this section. After all the modifications have been satisfactorily saved, click **Submit** to notify the Reviewer of the Modification(s).

Note: A modification can only be deleted before submission

Environmental Findings And CAPs

Phase 1A

General Information | Environmental Checklist | Clinical Checklist | **Environmental F&C** | Correspondence

Phase Description: Project created for training purposes

Print

Environmental Findings	Comments	Status	Date	Name
CAP Due Date: 03/08/2016 1) <u>Fire_Safety_Corridor Walls and Doors:</u> Sample description for training purposes			02/23/2016	Review ECON-MARO-NR
1) <u>CAP- Fire_Safety_Corridor Walls and Doors:</u> Example of entering a CAP-Edit for CAP Modify Delete		Under Modification	02/23/2016	Role Econ
1) <u>CAP- Fire_Safety_Corridor Walls and Doors:</u> Example of entering a CAP		SUBMITTED	02/23/2016	Role Econ
CAP Due Date: 03/08/2016 3) <u>Fire_Safety_Illustrating New Finding:</u> Illustration addition of new finding for existing category CAP/Ext. Request			02/23/2016	Review ECON-MARO-NR

Other Environmental Findings	Comments	Status	Date	Name
CAP Due Date: 03/08/2016 2) <u>Illustrating Addition of New Category_ Illustrating Addition of Finding:</u> Illustrating addition of new category and thereafter new finding CAP/Ext. Request			02/23/2016	Review ECON-MARO-NR

Save **Submit**

Figure 57: Survey F&C Table recording Modification Submission, with history

Request Extension for CAP submission

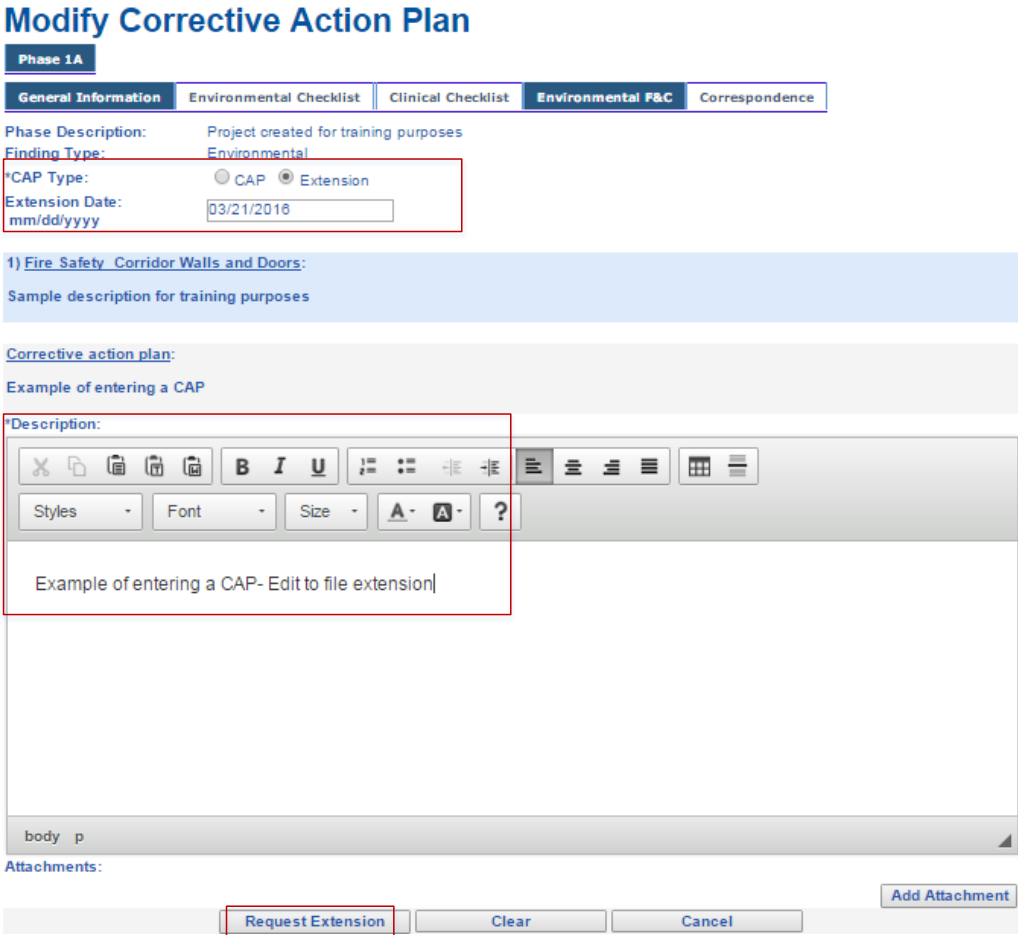
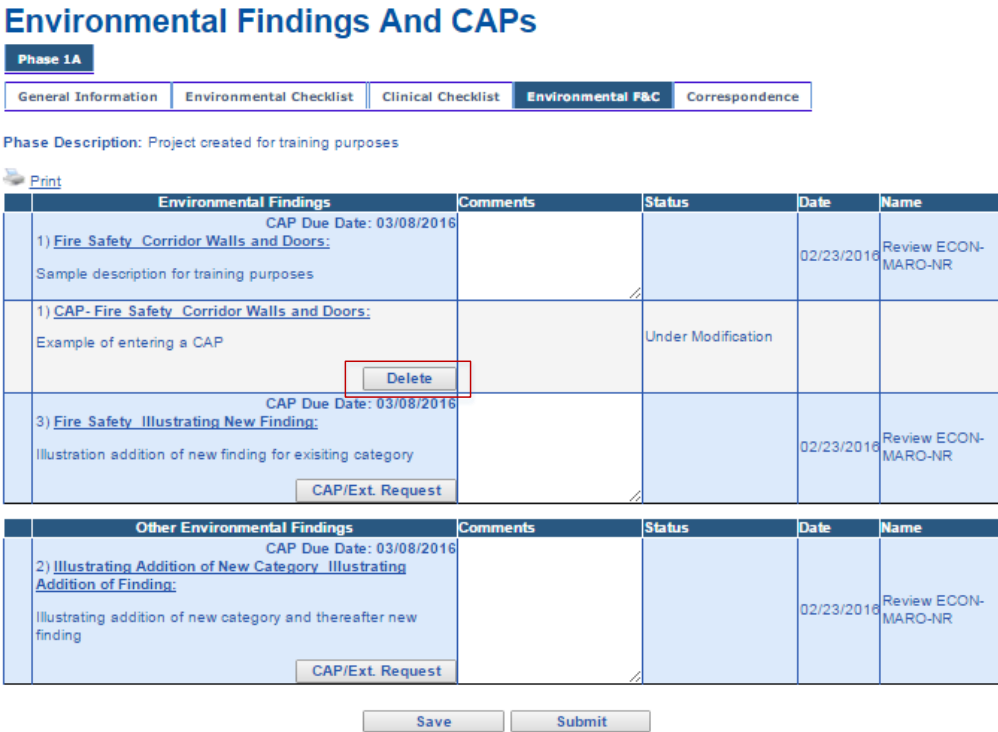
Learning Objective	Step	Action
<p>How to request an Extension</p>	<p>1</p>	<p>On the Add Corrective Action plan page, or Modify Corrective action plan page, select CAP type as Extension</p>  <p>Modify Corrective Action Plan</p> <p>Phase 1A</p> <p>General Information Environmental Checklist Clinical Checklist Environmental F&C Correspondence</p> <p>Phase Description: Project created for training purposes</p> <p>Finding Type: Environmental</p> <p>*CAP Type: <input type="radio"/> CAP <input checked="" type="radio"/> Extension</p> <p>Extension Date: <input type="text" value="03/21/2016"/></p> <p>1) Fire Safety Corridor Walls and Doors:</p> <p>Sample description for training purposes</p> <p>Corrective action plan:</p> <p>Example of entering a CAP</p> <p>*Description:</p> <p>Example of entering a CAP- Edit to file extension</p> <p>Attachments:</p> <p>Request Extension Clear Cancel Add Attachment</p>
	<p>2</p>	<p>Enter the Extension Date</p>
	<p>3</p>	<p>Enter / edit the Description</p>
	<p>4</p>	<p>Click Request Extension</p>

Figure 58: Survey F&C tab

Delete CAP

Learning Objective	Step	Action
<p>How to Delete a CAP</p>	<p>1</p>	<p>On the Survey F&C tab, after the CAP has been saved (but not submitted), click Delete, to delete the saved CAP.</p>  <p>The screenshot shows the 'Environmental Findings And CAPs' interface. It includes a 'Phase 1A' header, navigation tabs (General Information, Environmental Checklist, Clinical Checklist, Environmental F&C, Correspondence), and a 'Phase Description'. Below is a table of findings with columns for 'Environmental Findings', 'Comments', 'Status', 'Date', and 'Name'. One entry, '1) CAP- Fire Safety Corridor Walls and Doors', has a 'Delete' button highlighted with a red box. At the bottom of the screenshot are 'Save' and 'Submit' buttons.</p> <p style="text-align: center;"><i>Figure 59: Survey F&C tab- Delete after Save</i></p> <p><i>Note: CAP once submitted cannot be deleted.</i></p>

Comment on Finding

Learning Objective	Step	Action																																			
<p>How to Comment on Findings</p>	<p>1</p>	<p>On the Survey F&C tab, select the Comments box, and type the text message (maximum 1000 character length). Comments are for supplemental information <u>ONLY</u>. CAPs cannot be accepted in the Comments column.</p> <p>Environmental Findings And CAPs</p> <p>Phase 1A</p> <p>General Information Environmental Checklist Clinical Checklist Environmental F&C Correspondence</p> <p>Phase Description: Project created for training purposes</p> <p>Print</p> <table border="1"> <thead> <tr> <th>Environmental Findings</th> <th>Comments</th> <th>Status</th> <th>Date</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td> <p>CAP Due Date: 03/08/2016</p> <p>1) <u>Fire Safety Corridor Walls and Doors:</u></p> <p>Sample description for training purposes</p> </td> <td></td> <td></td> <td>02/23/2016</td> <td>Review ECON-MARO-NR</td> </tr> <tr> <td> <p>Extension Date: 03/21/2016</p> <p>1) <u>Ext.For CAP- Fire Safety Corridor Walls and Doors:</u></p> <p>Example of entering a CAP- Edit to file extension</p> <p>Delete</p> </td> <td></td> <td>Under Modification</td> <td>02/23/2016</td> <td>Role Econ</td> </tr> <tr> <td> <p>1) <u>CAP- Fire Safety Corridor Walls and Doors:</u></p> <p>Example of entering a CAP</p> <p>CAP/Ext. Request</p> </td> <td></td> <td>SUBMITTED</td> <td>02/23/2016</td> <td>Role Econ</td> </tr> <tr> <td> <p>CAP Due Date: 03/08/2016</p> <p>3) <u>Fire Safety Illustrating New Finding:</u></p> <p>Illustration addition of new finding for existing category</p> <p>CAP/Ext. Request</p> </td> <td> <p>This comment is to illustrate adding a comment for a finding. The comment can be 1000 chars long.</p> </td> <td></td> <td>02/23/2016</td> <td>Review ECON-MARO-NR</td> </tr> <tr> <th>Other Environmental Findings</th> <th>Comments</th> <th>Status</th> <th>Date</th> <th>Name</th> </tr> <tr> <td> <p>CAP Due Date: 03/08/2016</p> <p>2) <u>Illustrating Addition of New Category Illustrating Addition of Finding:</u></p> <p>Illustrating addition of new category and thereafter new finding</p> <p>CAP/Ext. Request</p> </td> <td></td> <td></td> <td>02/23/2016</td> <td>Review ECON-MARO-NR</td> </tr> </tbody> </table> <p>Save Submit</p> <p><i>Figure 60: Comment for Finding.</i></p>	Environmental Findings	Comments	Status	Date	Name	<p>CAP Due Date: 03/08/2016</p> <p>1) <u>Fire Safety Corridor Walls and Doors:</u></p> <p>Sample description for training purposes</p>			02/23/2016	Review ECON-MARO-NR	<p>Extension Date: 03/21/2016</p> <p>1) <u>Ext.For CAP- Fire Safety Corridor Walls and Doors:</u></p> <p>Example of entering a CAP- Edit to file extension</p> <p>Delete</p>		Under Modification	02/23/2016	Role Econ	<p>1) <u>CAP- Fire Safety Corridor Walls and Doors:</u></p> <p>Example of entering a CAP</p> <p>CAP/Ext. Request</p>		SUBMITTED	02/23/2016	Role Econ	<p>CAP Due Date: 03/08/2016</p> <p>3) <u>Fire Safety Illustrating New Finding:</u></p> <p>Illustration addition of new finding for existing category</p> <p>CAP/Ext. Request</p>	<p>This comment is to illustrate adding a comment for a finding. The comment can be 1000 chars long.</p>		02/23/2016	Review ECON-MARO-NR	Other Environmental Findings	Comments	Status	Date	Name	<p>CAP Due Date: 03/08/2016</p> <p>2) <u>Illustrating Addition of New Category Illustrating Addition of Finding:</u></p> <p>Illustrating addition of new category and thereafter new finding</p> <p>CAP/Ext. Request</p>			02/23/2016	Review ECON-MARO-NR
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<p>2</p>	<p>Click Save to save the comment for later submission, or Click Submit to submit the comment and notify the Reviewer of the submission.</p> <p><i>Note: Applicant can comment on the findings only.</i></p>																																				

Notifications



Schedule Survey correspondence

When the Reviewer schedules a survey for a regional office review, the following email notification is received. Select the link within the email notification to enter NYSE-CON and be directed to the Correspondence tab on the **Regional Office Tab**. If you are not logged into the system you will be redirected to the Login page. After you log in please select this link again to continue to the regional office information.

Email Notification Sent	
1	Regional office Applicants
<p>From: NYS Department of Health [mailto:nysecon@health.ny.gov] Sent: Thursday, January 28, 2016 12:04 PM To: Das, Sagarnil (TTS) <Sagarnil.Das@its.ny.gov> Subject: Sent from DEV Environment - CON Application No. 102473, Albany County Nursing Home , Facility ID 8888, Review ECON Schedule Survey multiple survey(s) for Phase 7</p> <p>Notification Date: 01/28/2016</p> <p>NYS Department of Health, NYSE-CON notification: There is new correspondence created by Review ECON for CON Application No. 102473, submitted on behalf of Albany County Nursing Home , Facility ID 8888 to Schedule Survey survey(s).</p> <p>***Log into the NYSE-CON system to view the correspondence. This correspondence hyperlink will be available in the Regional Office Correspondence tab. You may use the Reply functionality on the View Correspondence page to respond. If you wish to respond to the correspondence more than once, please access the original message hyperlink created by the reviewer to Reply.</p> <p>***To upload checklist documents please access the checklist tabs in the Regional Office module.</p> <p>If you are using NYSE-CON via the Health Commerce System (HCS) use this link https://devcommerce.health.state.ny.us/doh2/applinks/nysecon/ro/referenceCorrespondenceRo?id=22086</p> <p>If you are not logged into the NYSE-CON system you will be redirected to the Login page.</p> <p style="text-align: center;"><i>Figure 61: Sample Notification Email for Schedule Survey correspondence</i></p>	

View Correspondence

(Survey, General, Checklist, Findings and CAP, Email Log and Phone Log)

Learning Objective	Step	Action
<p>How to view a correspondence</p>	<p>1</p>	<p>Select the Regional Office tab.</p> <p>Select the Correspondence tab.</p>  <p style="text-align: center;"><i>Figure 62: Correspondence Screen</i></p>
	<p>2</p>	<p>The screen contains the hyperlinks to the correspondence created in chronological order of occurrence.</p> <p>Click on the hyperlink to access the content of the correspondence.</p>
	<p>3</p>	<p>The View Survey Correspondence screen is now displayed.</p>  <p style="text-align: center;"><i>Figure 63: View Survey Correspondence Screen</i></p>

Reply to Correspondence

(Applies to Survey, Checklist, General, Finding and CAPs correspondence)

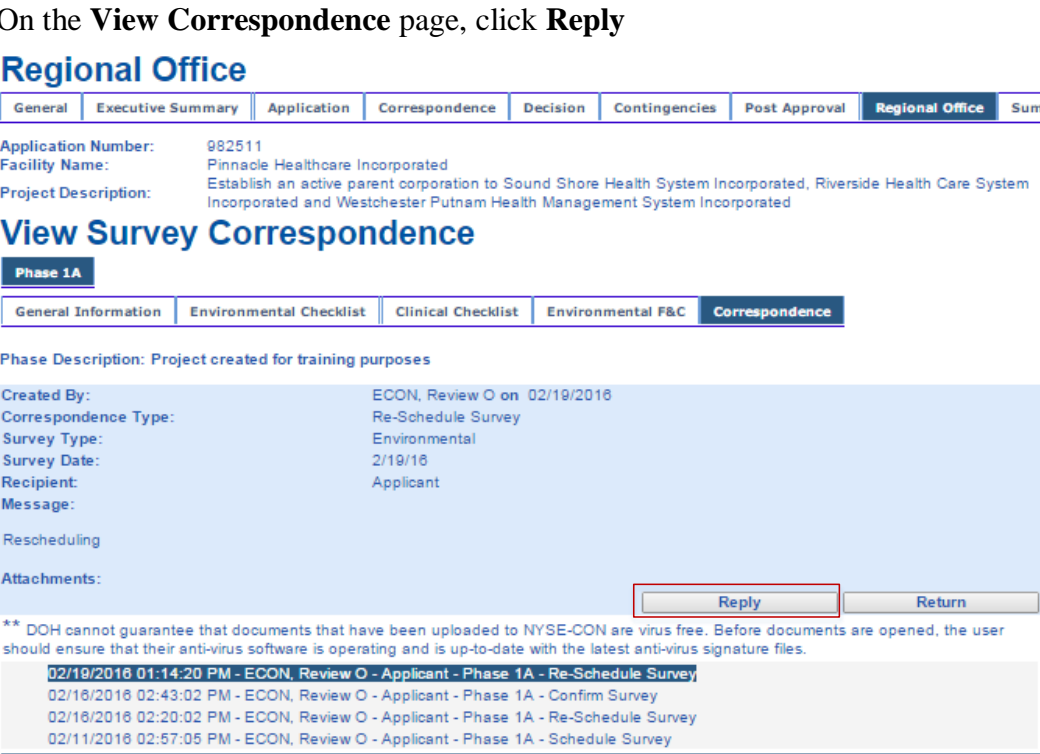
Learning Objective	Step	Action
How to reply to correspondence	1	<p>On the View Correspondence page, click Reply</p>  <p>Regional Office</p> <p>General Executive Summary Application Correspondence Decision Contingencies Post Approval Regional Office Sum</p> <p>Application Number: 982511 Facility Name: Pinnacle Healthcare Incorporated Project Description: Establish an active parent corporation to Sound Shore Health System Incorporated, Riverside Health Care System Incorporated and Westchester Putnam Health Management System Incorporated</p> <p>View Survey Correspondence</p> <p>Phase 1A</p> <p>General Information Environmental Checklist Clinical Checklist Environmental F&C Correspondence</p> <p>Phase Description: Project created for training purposes</p> <p>Created By: ECON, Review O on 02/19/2016 Correspondence Type: Re-Schedule Survey Survey Type: Environmental Survey Date: 2/19/16 Recipient: Applicant Message: Rescheduling</p> <p>Attachments:</p> <p>Reply Return</p> <p>** 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.</p> <p>02/19/2016 01:14:20 PM - ECON, Review O - Applicant - Phase 1A - Re-Schedule Survey 02/16/2016 02:43:02 PM - ECON, Review O - Applicant - Phase 1A - Confirm Survey 02/16/2016 02:20:02 PM - ECON, Review O - Applicant - Phase 1A - Re-Schedule Survey 02/11/2016 02:57:05 PM - ECON, Review O - Applicant - Phase 1A - Schedule Survey</p>

Figure 64: Reply Button on View correspondence screen

<p>2</p>	<p>Enter the message in the text area provided.</p> <p>Reply to Survey Correspondence</p> <p>Phase 1A</p> <p>General Information Environmental Checklist Clinical Checklist Environmental F&C Correspondence</p> <p>Phase Description: Project created for training purposes</p> <p>Created By: Role Eoon on 02/23/2016 Correspondence Type: Re-Schedule Survey Recipient: ECON, Review O Survey Type: Environmental Survey Date: 2/19/16</p> <p>Message:</p> <p>Attachments:</p> <p>Add Attachment</p> <p>Send Reply Cancel</p> <p>In Response To</p> <p>Created By: ECON, Review O on 02/19/2016 Correspondence Type: Re-Schedule Survey Survey Type: Environmental Survey Date: 2/19/16</p> <p>Message:</p> <p>Rescheduling</p> <p>Attachments:</p> <p>** 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.</p>
<p>3</p>	<p>Add Attachment if required.</p>
<p>4</p>	<p>Click Send Reply</p>

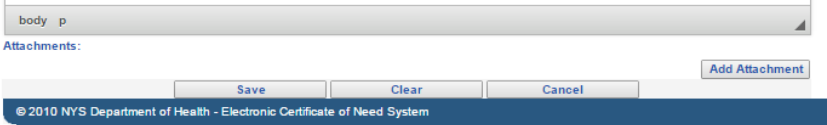
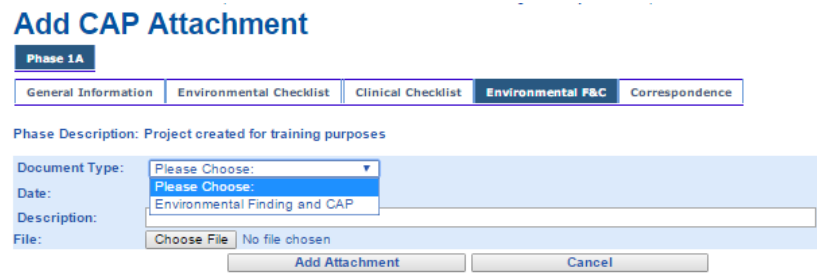
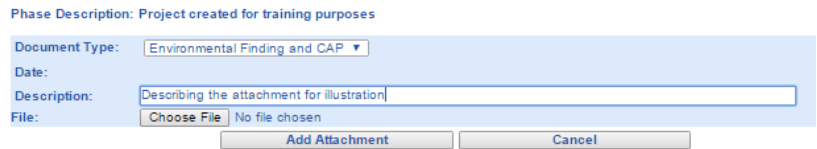
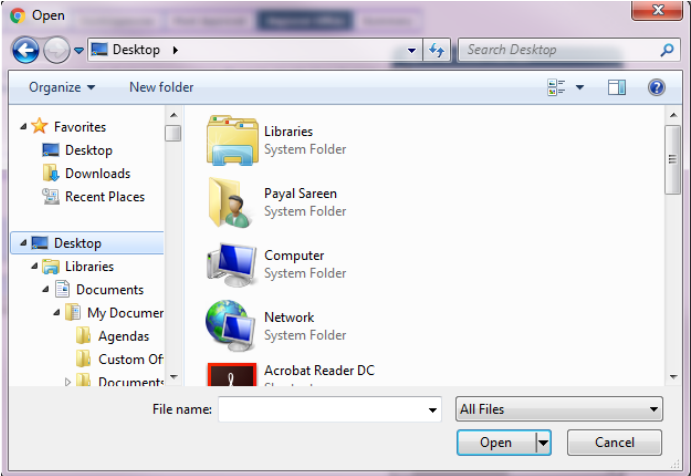
Figure 65: Reply Correspondence screen

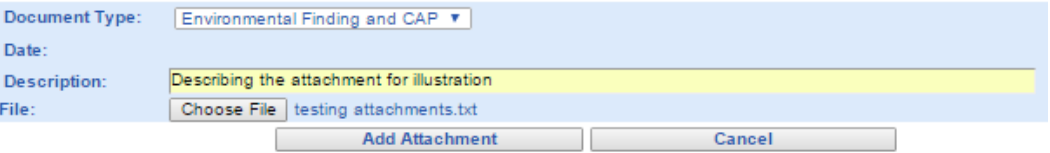
Appendix _1

Referencing the Survey Schedule History Table

Learning Objective	Step	Action																																													
<p>How to View the History of survey activity</p>	<p>1</p>	<p>The Survey table (containing the history of schedules specific to each survey) is located in the bottom frame of the General Information Page.</p> <div data-bbox="496 516 1490 695" style="border: 1px solid #ccc; padding: 5px;"> <p>Survey</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Required</th> <th>Scheduled Date</th> <th>Confirm Date</th> <th>Reviewer</th> </tr> </thead> <tbody> <tr> <td>▶ Environmental</td> <td>✓</td> <td>02/06/2017</td> <td></td> <td>Review ECON</td> </tr> <tr> <td>▶ Clinical</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>▶ Administrative</td> <td>✓</td> <td>08/12/2016</td> <td></td> <td>Review ECON</td> </tr> </tbody> </table> </div> <p style="text-align: center;"><i>Figure 66: Survey table</i></p>	Type	Required	Scheduled Date	Confirm Date	Reviewer	▶ Environmental	✓	02/06/2017		Review ECON	▶ Clinical					▶ Administrative	✓	08/12/2016		Review ECON																									
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▶ Clinical																																															
▶ Administrative	✓	08/12/2016		Review ECON																																											
	<p>2</p>	<p>All survey activity (schedule, confirm, re-schedule, and cancel) appears in the survey table. The history of survey activity is maintained.</p> <p>The survey information appears as follows:</p> <ul style="list-style-type: none"> Type of survey(s) selected by the Regional Office for the project (Marked with ✓) <i>This tick mark appears even if the survey(s) are not scheduled yet. They are indicative of the survey(s) that are selected for the project by the Regional Office staff.</i> The Scheduled date - the date is created when the Reviewer first schedules the survey and is updated every time the survey is rescheduled. Name of the Reviewer <p>*Note: A toggle {▶} button is provided so, when clicked, the survey history will be expanded.</p> <div data-bbox="496 1230 1490 1503" style="border: 1px solid #ccc; padding: 5px;"> <p>Survey</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Required</th> <th>Scheduled Date</th> <th>Confirm Date</th> <th>Reviewer</th> </tr> </thead> <tbody> <tr> <td>▼ Environmental</td> <td>✓</td> <td>02/06/2017</td> <td></td> <td>Review ECON</td> </tr> <tr> <td></td> <td></td> <td>02/08/2016</td> <td>07/04/2015</td> <td>Review ECON</td> </tr> <tr> <td></td> <td></td> <td>08/12/2016</td> <td></td> <td>Review ECON</td> </tr> <tr> <td>▼ Clinical</td> <td>✗</td> <td>12/13/2015</td> <td></td> <td>Review ECON</td> </tr> <tr> <td></td> <td></td> <td>12/13/2015</td> <td></td> <td>Review ECON</td> </tr> <tr> <td>▼ Administrative</td> <td>✓</td> <td>08/12/2016</td> <td></td> <td>Review ECON</td> </tr> <tr> <td></td> <td></td> <td>08/12/2016</td> <td></td> <td>Review ECON</td> </tr> <tr> <td></td> <td></td> <td>08/12/2016</td> <td></td> <td>Review ECON</td> </tr> </tbody> </table> </div> <p style="text-align: center;"><i>Figure 67: Records created for Surveys Scheduled</i></p>	Type	Required	Scheduled Date	Confirm Date	Reviewer	▼ Environmental	✓	02/06/2017		Review ECON			02/08/2016	07/04/2015	Review ECON			08/12/2016		Review ECON	▼ Clinical	✗	12/13/2015		Review ECON			12/13/2015		Review ECON	▼ Administrative	✓	08/12/2016		Review ECON			08/12/2016		Review ECON			08/12/2016		Review ECON
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		12/13/2015		Review ECON																																											
▼ Administrative	✓	08/12/2016		Review ECON																																											
		08/12/2016		Review ECON																																											
		08/12/2016		Review ECON																																											

Adding an Attachment

Learning Objective	Step	Action
<p>How to Add an Attachment</p>	<p>1</p>	<p>Click Add Attachment on the screen</p>  <p><i>Figure 68: Add attachment</i></p>
	<p>2</p>	<p>Select Document Type</p>  <p><i>Figure 69: Drop down selection of Document Type</i></p>
	<p>3</p>	<p>Enter the document Description</p>  <p><i>Figure 70: Description of attachment</i></p>
	<p>4</p>	<p>Click Choose file / Browse (As displayed on the browser)</p>
	<p>5</p>	<p>Browser window pops up. Select the file to be attached. Click Open.</p>  <p><i>Figure 71: Browser Window for Attachments</i></p>

	6	<p>The filename is shown as attachment on screen.</p>  <p><i>Figure 72: Attachment add to system</i></p> <p>Click Add Attachment</p>
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