
New York State Department of Health

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

Submitting Modification Material

Revised January 2025

NYSE-CON Applicant Training

Submitting Modification Material

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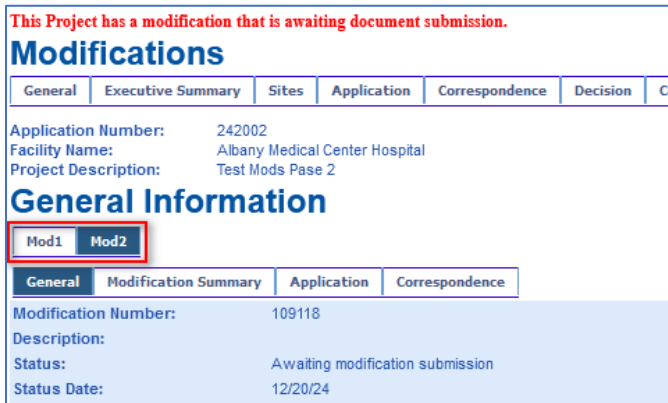
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Submitting Modification Material

About the Modification Tab

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

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



Each Modification has FOUR subtabs: General, Modification Summary, Application, and Correspondences.

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

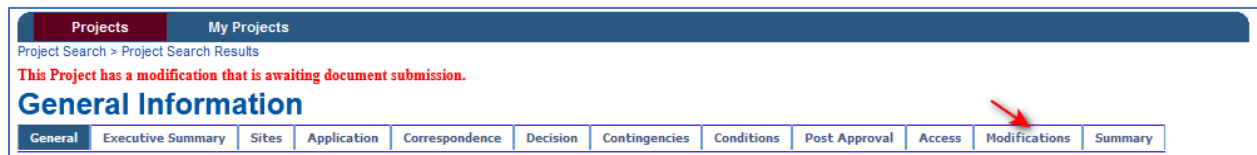
The Modification Summary subtab works just like the Project Executive Summary. On this subtab, enter a brief description of your modification.

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

The Correspondences subtab can be used for communication between the Bureau of Project Management, The Review Units, and the Applicant. Similar to the correspondence Tab in the Main part of the CON, we will request additional information or documents through this Tab.

Submitting Material for a New Modification

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



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

Modifications

General	Executive Summary	Sites	Application	Correspondence	Decision	Contingencies	Conditions	Post Approval	Access
---------	-------------------	-------	-------------	----------------	----------	---------------	------------	---------------	--------

Application Number: 242002
Facility Name: Albany Medical Center Hospital
Project Description: Test Mods Pase 2

General Information

Mod1 Mod2

General	Modification Summary	Application	Correspondence
---------	----------------------	-------------	----------------

Modification Number: 109118
Description:
Status: Awaiting modification submission
Status Date: 12/20/24
Received Date:

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

2. Click on the Modification Summary subtab.

General Information

Mod1 Mod2

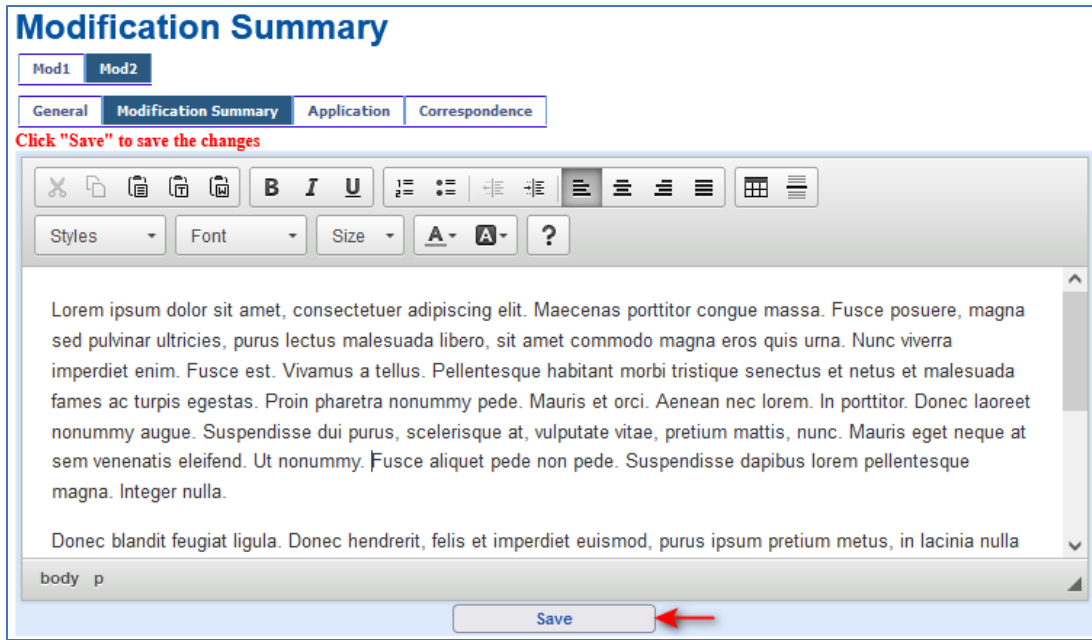
General	Modification Summary	Application	Correspondence
---------	----------------------	-------------	----------------

Modification Number: 109118
Description:
Status: Awaiting modification submission
Status Date: 12/20/24
Received Date:

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



The screenshot shows the 'Modification Summary' subtab. At the top, there are tabs for 'Mod1' and 'Mod2'. Below that are subtabs for 'General', 'Modification Summary', 'Application', and 'Correspondence'. A red arrow points to the 'Save' button at the bottom right of the subtab. The main content area contains a rich text editor with a toolbar and a text area containing placeholder text.

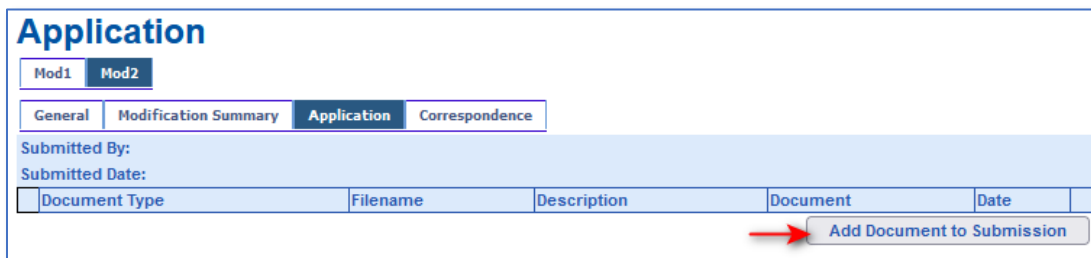
You may change the Modification Summary at any time by clicking the Modify button at the bottom of this subtab.

4. Click on the Application subtab.



The screenshot shows the 'Modification Summary' subtab. A red arrow points to the 'Application' subtab, which is highlighted. The main content area contains a rich text editor with a toolbar and a text area containing placeholder text.

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



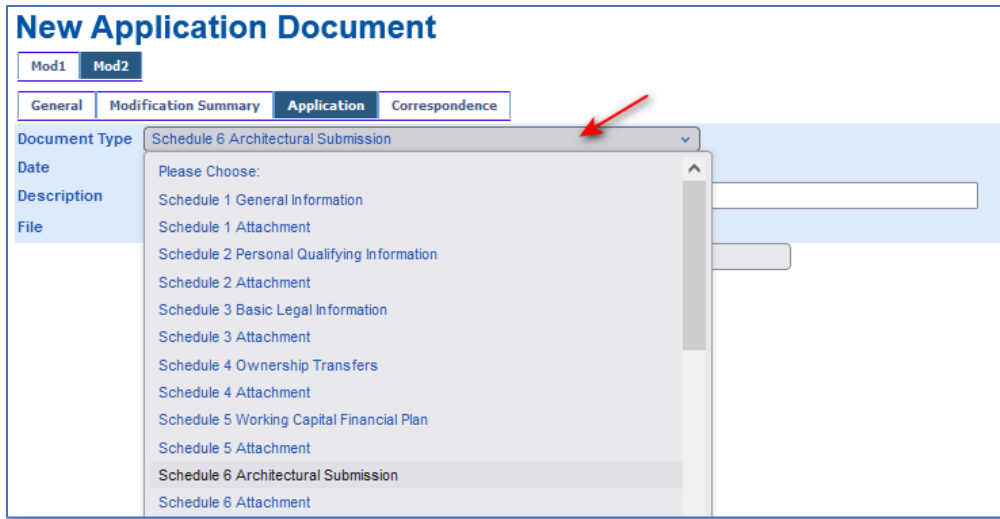
The screenshot shows the 'Application' subtab. At the top, there are tabs for 'Mod1' and 'Mod2'. Below that are subtabs for 'General', 'Modification Summary', 'Application', and 'Correspondence'. The 'Application' subtab is active. Below the subtabs, there is a 'Submitted By:' field and a 'Submitted Date:' field. A table with the following columns is visible: Document Type, Filename, Description, Document, and Date. A red arrow points to the 'Add Document to Submission' button at the bottom right.

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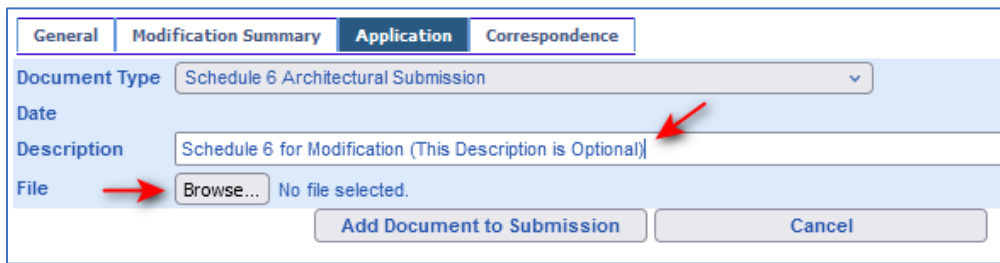
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- b. Select a Document Type from the drop-down list.



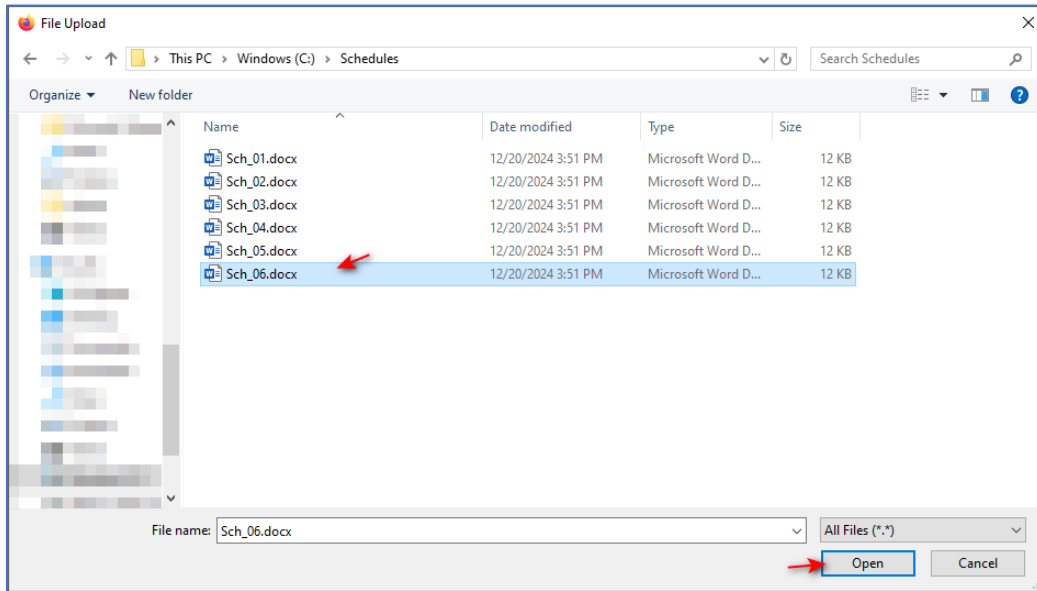
The screenshot shows the 'New Application Document' form with the 'Application' tab selected. The 'Document Type' dropdown menu is open, displaying a list of document types. A red arrow points to the dropdown arrow. The list includes: Schedule 1 General Information, Schedule 1 Attachment, Schedule 2 Personal Qualifying Information, Schedule 2 Attachment, Schedule 3 Basic Legal Information, Schedule 3 Attachment, Schedule 4 Ownership Transfers, Schedule 4 Attachment, Schedule 5 Working Capital Financial Plan, Schedule 5 Attachment, Schedule 6 Architectural Submission, and Schedule 6 Attachment. The 'Schedule 6 Architectural Submission' option is highlighted.

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



The screenshot shows the 'New Application Document' form with the 'Application' tab selected. The 'Document Type' dropdown menu is set to 'Schedule 6 Architectural Submission'. The 'Description' field contains the text 'Schedule 6 for Modification (This Description is Optional)'. A red arrow points to the 'Description' field. The 'File' section shows a 'Browse...' button and the text 'No file selected.'. A red arrow points to the 'Browse...' button. At the bottom, there are 'Add Document to Submission' and 'Cancel' buttons.

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



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- f. Click the Add Document to Submission button.

The screenshot shows the 'Application' subtab with the following fields: Document Type (Schedule 6 Architectural Submission), Date, Description (Schedule 6 for Modification (This Description is Optional)), and File (Sch_06.docx). A red arrow points to the 'Add Document to Submission' button.

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

The screenshot shows the 'Application' subtab with a table of uploaded documents:

Document Type	Filename	Description	Document	Date	
Schedule 6 Architectural Submission	Sch_06.docx	Schedule 6 for Modification (This Description is Optional)	**	12/20/2024	Update Delete

A red arrow points to the 'Add Document to Submission' button at the bottom right.

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

The screenshot shows the 'Application' subtab with a list of documents:

Document Type	Filename	Description	Document	Date	
Schedule 6 Architectural Submission	Sch_06.docx	Schedule 6 for Modification (This Description is Optional)	**	12/20/2024	Update Delete
Schedule 6 Attachment		1 Active Documents			
Schedule 8 Project Costs with Subprojects	Sch_08.docx		**	12/30/2024	Update Delete
Schedule 9 Project Financing	Sch_09.docx		**	12/30/2024	Update Delete

A red arrow points to the 'General' subtab at the top left.

7. Click the Submit button.

The screenshot shows the 'General Information' subtab with the following details:

- Modification Number: 109118
- Description:
- Status: Awaiting modification submission
- Status Date: 12/20/24
- Received Date:

A red arrow points to the 'Submit' button at the bottom right.

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

Confirm Submission

Mod1 Mod2

General Modification Summary Application Correspondence

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

Confirm Cancel

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

General Information

Mod1

General Modification Summary Application Correspondence

Modification Number: 109041

Description:

Status: Received

Status Date: 4/8/24

Received Date: 4/8/24

Making changes to your modification

Before Submission

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

Replace a document

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

Mod1 Mod2

General Modification Summary Application Correspondence

Submitted By:

Submitted Date:

Document Type	Filename	Description	Document	Date	
Schedule 6 Architectural Submission	Sch_06.docx	Schedule 6 for Modification (This Description is Optional)	📄 **	12/20/2024	Update Delete
Schedule 6 Attachment		1 Active Documents			
Schedule 8 Project Costs with Subprojects	Sch_08.docx		📄 **	12/30/2024	Update Delete
Schedule 9 Project Financing	Sch_09.docx		📄 **	12/30/2024	Update Delete

- Click the Choose File button.
- Select a file from your computer and click the Open button.

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- Click the Update Document button.

Update Application Document

Mod1 Mod2

General Modification Summary **Application** Correspondence

Document Type Schedule 8 Project Costs without Subprojects

Date 04/08/2024

Description

File Choose File sch_08.xls

Update Document Cancel

Remove a document

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

General Modification Summary **Application** Correspondence

Submitted By:

Submitted Date:

Document Type	Filename	Description	Document	Date	
Schedule 6 Architectural Submission	Sch_06.docx	Schedule 6 for Modification (This Description is Optional)	**	12/20/2024	Update Delete

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

Confirm Deletion

Mod1 Mod2

General Modification Summary **Application** Correspondence

The following documents will be deleted:

Document Type	Filename	Description	Date Uploaded	Uploaded By
Schedule 1 General Information	sch_01.doc	Schedule 1 General Information	04/08/2024 12:04:00 PM	hdvc01

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

Yes No

After Submission

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

Add additional documents

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

Update documents

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

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