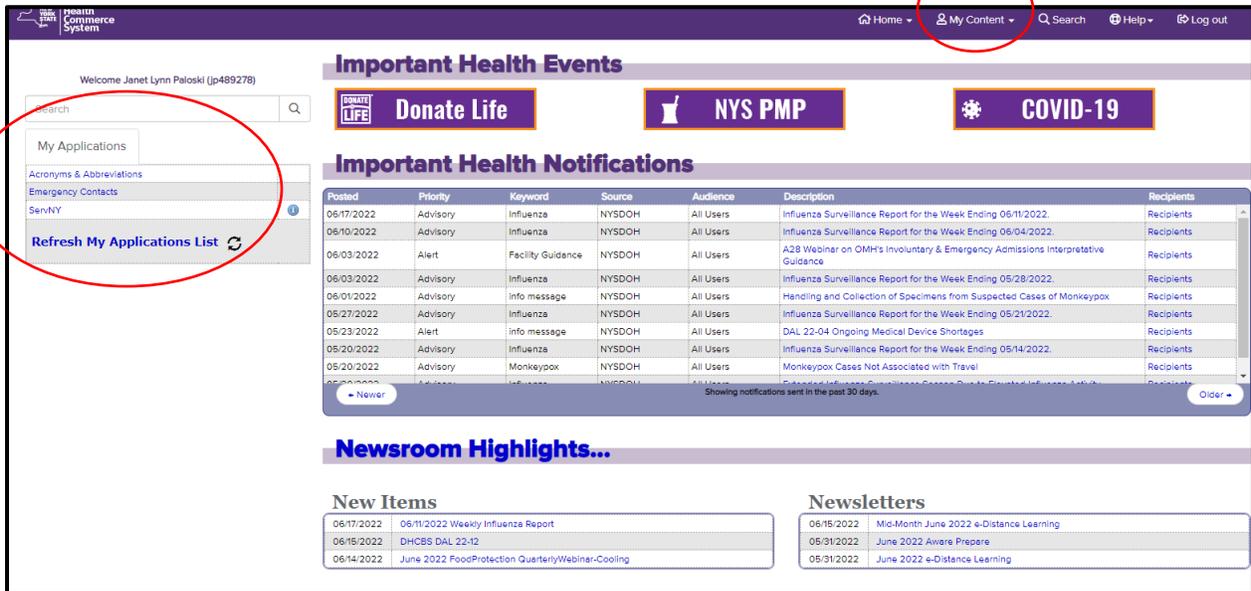
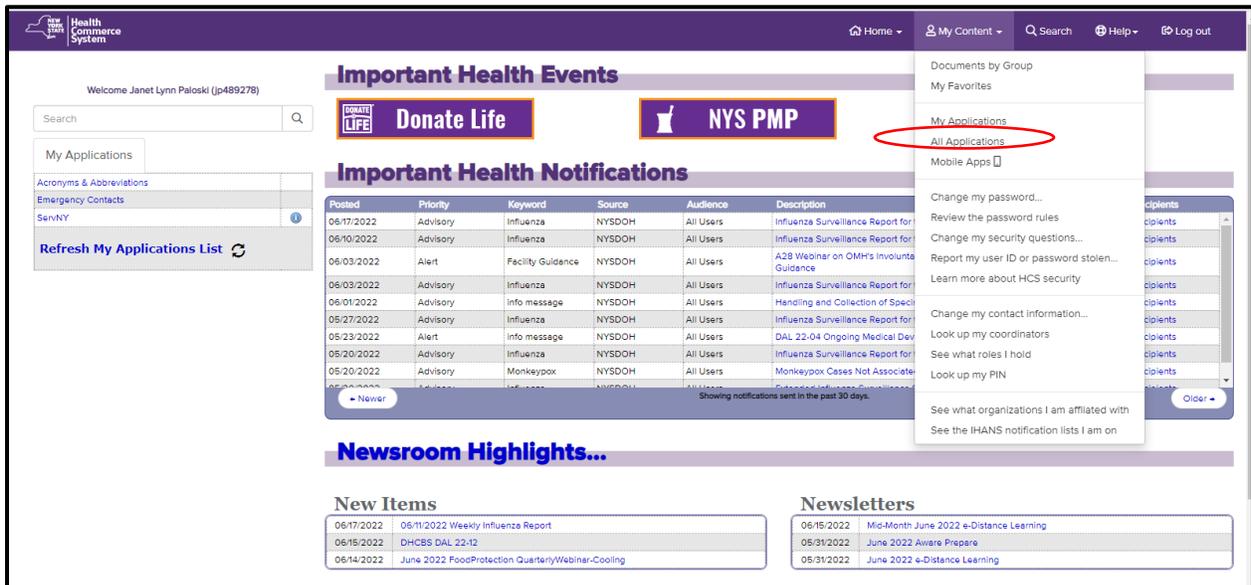


Crisis Stabilization Center Certification Application Instructions for Submitting through HCS NYSE-CON

To use NYSE-CON, you must have a Health Commerce System (HCS) account and you must be added to the **role of CON Submitter and/or CON Updater**. For OASAS certified providers, you have an HCS Coordinator in your Agency who can assist you in getting an HCS account. LOCADTR is accessed through the Health Commerce System and is the reason your Agency already has an HCS Coordinator. If you are not an existing OASAS certified provider, you will need to access the [Public Authentication NYSECON instructions](#).

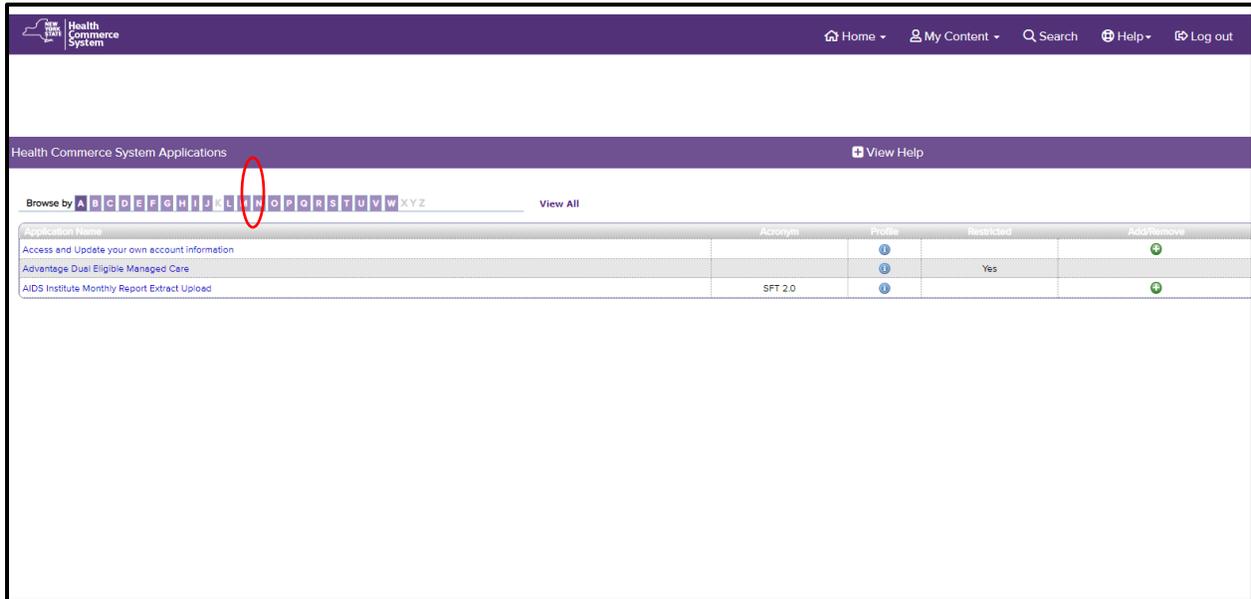


1. When you sign on to the Health Commerce System, if NYSE-CON is not listed in My Applications, click on the My Content menu.

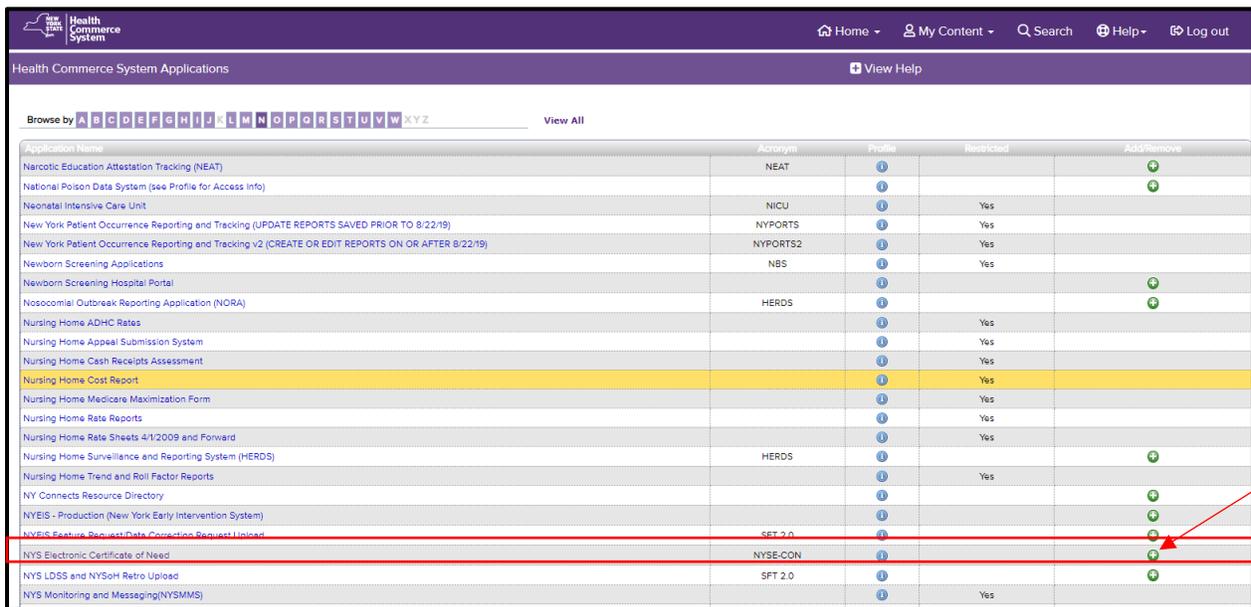


Crisis Stabilization Center Certification Application Instructions for Submitting through HCS NYSE-CON

2. Select All Applications.



3. Select N.

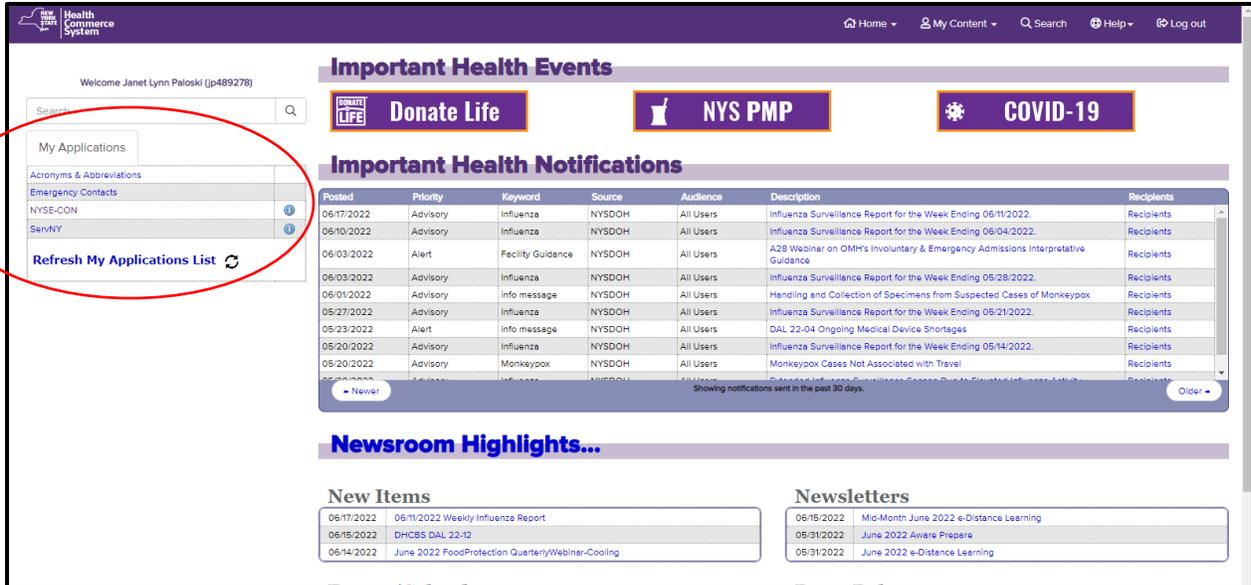


4. Click the “+” in the Add/Remove Column to add the application.



5. The NYS Electronic Certificate of Need is added to the My Applications menu when the “-“sign is displayed. Click on Home to get back to the main screen.

Crisis Stabilization Center Certification Application Instructions for Submitting through HCS NYSE-CON



6. You will now see NYSE-CON listed under My Applications. Select NYSE-CON from My Applications to enter the system.



7. Select Create a New Submission.

Crisis Stabilization Center Certification Application Instructions for Submitting through HCS NYSE-CON

UAI Health Commerce System
New York State
NYSE-CON
Electronic Certificate of Need

Janet Paloski
Home Page | FAQ

EVAL **EVAL** **EVAL**

Projects My Projects

Create New Submission

Instructions
We will need to get a starting point for your submission, in order that we may ask you more specific questions later.
New Facility/Agency is to apply to establish and/or construct a new facility, agency, program or hospice.
Change in Ownership/Operator of Existing Facility/Agency is to apply to change or transfer ownership of a facility, agency, program or hospice.
Other Changes to Existing Facility/Agency is for submissions, including but not limited to, certification of new extension clinics, renovating existing sites, adding or deleting services, modifying service area, and construction notices
To cancel this application submission without saving, click [here](#).

What type of submission would you like to create? (Select one)

- New Facility/Agency
- Changes in Ownership/Operator of Existing Facility/Agency
- Other Changes to Existing Facility/Agency

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8. Select New Facility/Agency and click the Continue button.

New York State
NYSE-CON
Electronic Certificate of Need

Janet Paloski
Home Page | FAQ

EVAL **EVAL** **EVAL**

Projects My Projects

Create New Submission - Facility/Agency Type Selection

Instructions
You have selected New Facility/Agency.
Choose one facility or agency type and select Continue to proceed.
To cancel this application submission without saving, click [here](#).

*Select Facility or Agency Type:

- Adult Home
- Certified Home Health Agency
- Diagnostic and Treatment Center
- Enriched Housing Program
- Hospice
- Hospital
- Licensed Home Care Services Agency
- Long Term Home Health Care Program
- Midwifery Birth Center
- Office of Addiction Services and Supports
- Residential Health Care Facility

* Fields marked with an asterisk (*) are required for saving information from this screen.

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9. Select Office of Addiction Services and Supports and click on Continue.

Crisis Stabilization Center Certification Application Instructions for Submitting through HCS NYSE-CON

New York State
NYSE-CON
Electronic Certificate of Need

Janet Paloski
Home Page | FAQ

EVAL **EVAL** **EVAL**

Projects My Projects

Create New Submission - Select Submission Type

Instructions
You have selected **New Facility/Agency** with a facility type of **Office of Addiction Services and Supports**.
Select one submission type and select **Continue** to proceed.
To cancel this application submission without saving, click [here](#).

Current Selection: None
*Select Submission Type:

Prior Consultation (1A) - New Facility/Agency
 New Provider

Continue

* Fields marked with an asterisk (*) are required for saving information from this screen.

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10. Select **New Provider** even if you are already an OASAS or OMH certified provider.
Click **Continue**.

Crisis Stabilization Center Certification Application Instructions for Submitting through HCS NYSE-CON

New York State
NYSE-CON
Electronic Certificate of Need

Janet Paloski
Home Page | FAQ

EVAL **EVAL** **EVAL**

Projects My Projects

Create New Submission - Identifying Information

Instructions

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.
To cancel this application submission without saving, [click here](#).

*Submission Type: New Provider
†Submission Description:

A brief description of this submission.

Main Site Information

*Facility Type: Office of Addiction Services and Supports
*Facility Name:
†Street 1:
Street 2:
†City:
State: NY
†Zip Code:
*County:

Contact Information

†Title:
†First Name:
†Last Name:
†User ID:
†Account Type: NY.gov ID HCS ID
†Email:
†Phone:
Fax:
†Street 1:
Street 2:
†City:
†State:
†Zip Code:

Enter the name and contact information for the individual representing the applicant who will act as the primary CON contact for application issues. The primary contact must have an HCS or NY.gov account.

Alternate Contact Information

†First Name:
†Last Name:
†Email:

Enter the name and contact information for the alternate contact. It is recommended that the alternate contact be someone with authority to make decisions on behalf of the operator. The alternate contact must have an HCS or NY.gov ID to access the project record in NYSE-CON.

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11. Enter the following information:

- A description for this submission
- The Main Site Information
- Contact Information and Alternate Contact Information. **Please note the main contact must have an HCS ID.**

Crisis Stabilization Center Certification Application Instructions for Submitting through HCS NYSE-CON

 Janet Paloski
Home Page | FAQ

EVAL **EVAL** **EVAL**

Projects My Projects

Create New Submission - Identifying Information

Instructions

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.
To cancel this application submission without saving, click [here](#).

*Submission Type: New Provider
†Submission Description:
This submission is for an Intensive Crisis Stabilization Center.
A brief description of this submission.

Main Site Information

*Facility Type: Office of Addiction Services and Supports
*Facility Name: ABC Corporation
†Street 1: 111 Main Street
Street 2:
†City: Anytown
State: NY
†Zip Code: 12205
*County: ALBANY

Contact Information

†Title: Director
†First Name: Mary
†Last Name: Flowers
†User ID: tjp48910
†Account Type: NY.gov ID HCS ID
†Email: janet.paloski@oasas.ny.gov
†Phone: (518)555-5555
Fax:
†Street 1: 111 Main Street
Street 2:
†City: Anytown
†State: New York
†Zip Code: 12205

Enter the name and contact information for the individual representing the applicant who will act as the primary CON contact for application issues. The primary contact must have an HCS or NY.gov account.

Alternate Contact Information

†First Name: Rodger
†Last Name: Jones
†Email: rodger.jones@gmail.com

Enter the name and contact information for the alternate contact. It is recommended that the alternate contact be someone with authority to make decisions on behalf of the operator. The alternate contact must have an HCS or NY.gov ID to access the project record in NYSE-CON.

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12. Complete the Information and click on Save.

Crisis Stabilization Center Certification Application Instructions for Submitting through HCS NYSE-CON

Electronic Certificate of Need

EVAL
EVAL
EVAL

Projects
My Projects

The submission identifying information has been saved. Please select the Executive Summary tab to enter project proposal summary and the Application tab to upload schedules to the system. Your submission will not be sent until you click "Submit", located at the bottom of the screen.

General Information

General
Executive Summary
Sites
Application
Correspondence
Decision
Contingencies
Access
Summary

Application Number: _____
 Provider Name: ABC Corporation
 Project Description: This submission is for an Intensive Crisis Stabilization Center.

[Print General View](#)

Submission Type: Application - New Provider	Project Status Date: _____
Type Description: This submission is for an Intensive Crisis Stabilization Center.	Received Date: _____
Project Status: _____	Initial Review Date: _____
Review Level: _____	Acknowledgment Date: _____
Total Project Cost: \$0.00	

Main Site Information

Provider Name: ABC Corporation	Provider ID: _____	Facility Type: Office of Addiction Services and Supports
Administration Address: 111 Main Street Anytown, NY 12205		
County: ALBANY	Region: _____	
Current Operator: _____	Operating Certificate Number: _____	Current Operator County: _____

Contact Information

Name: Mary Flowers	Title: Director	Address: 111 Main Street Anytown, NY 12205
Email: janet.paloski@oasas.ny.gov	Address: _____	
User ID: tjp48910		
Phone: (518) 555-5555		
Fax: _____		

Alternate Contact Information

Name: Rodger Jones	Email: rodger.jones@gmail.com	
<input type="button" value="Modify"/>	<input type="button" value="Submit"/>	

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System Information

13. You will receive a message at the top of the screen stating that the submission identifying information has been saved. To continue, click on the Executive Summary. You can also leave NYSE-CON at this point and work on the balance of the application later.

Crisis Stabilization Center Certification Application Instructions for Submitting through HCS NYSE-CON

The screenshot displays the NYSE-CON web application interface. At the top left, there is a logo for 'UAT NEW YORK STATE Health Commerce System'. The main header includes 'New York State NYSE-CON Electronic Certificate of Need' and the user name 'Janet Paloski' with links for 'Home Page' and 'FAQ'. The page is framed by 'EVAL' text on the left and right. Below the header, there are tabs for 'Projects' and 'My Projects'. The main content area is titled 'New Submission-Executive Summary' and has several sub-tabs: 'General', 'Executive Summary', 'Application', 'Correspondence', 'Decision', 'Access', and 'Summary'. The 'Executive Summary' tab is active. It shows application details: 'Application Number:', 'Provider Name: ABC Corporation', and 'Project Description: This submission is for an Intensive Crisis Stabilization Center.' A red note says 'Click "Save" to save the changes'. Below this is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, indent, outdent, table, and table border. The text area is currently empty. A red arrow points to this area. At the bottom of the editor is a 'Save' button, which is circled in red. To the right of the editor are two sidebars: 'My NYSE-CON Tool Bar' with a 'Create New Submission' button, and 'Selected Projects' showing 'ABC Corporation'. Below that is a 'Related Projects' sidebar. At the bottom of the page, there is a footer with '© 2010 NYS Department of Health - Electronic Certificate of Need System' and 'System Information'.

14. Enter a detailed description in the Executive Summary regarding the Crisis Stabilization Center and select Save.

Crisis Stabilization Center Certification Application Instructions for Submitting through HCS NYSE-CON

The screenshot displays the NYSE-CON application interface. At the top left is the logo for New York State NYSE-CON Electronic Certificate of Need. The user name 'Janet Paloski' and navigation links 'Home Page' and 'FAQ' are in the top right. A blue navigation bar contains 'Projects' and 'My Projects'. Below this is the 'Executive Summary' section with a tabbed interface. The 'Executive Summary' tab is selected and circled in red. Other tabs include 'General', 'Sites', 'Application', 'Correspondence', 'Decision', 'Contingencies', 'Access', and 'Summary'. The 'Application' tab is also circled in red. The main content area shows application details: 'Application Number:', 'Provider Name: ABC Corporation', and 'Project Description: This submission is for an Intensive Crisis Stabilization Center.' A 'Print Executive Summary' link is visible. Below the details, the text 'This application is to apply to open an Intensive Crisis Stabilization Center.' is followed by a 'Modify' button, which is circled in red. A 'Last Modified' timestamp is shown as '08/25/2022 01:56:20 PM'. A disclaimer at the bottom of the main content area states: '* The Rich Text features available for the Executive Summary are dependent on browser type and browser version. If you are experiencing any adverse behavior, using another browser is recommended.' On the right side, there are three panels: 'My NYSE-CON Tool Bar' with a 'Create New Submission' button, 'Selected Projects' showing 'ABC Corporation', and 'Related Projects' which is currently empty. The footer contains the copyright notice '© 2010 NYS Department of Health - Electronic Certificate of Need System' and a 'System Information' link.

15. Your Executive Summary is saved. If you need to make changes, select modify. When complete, select the **Site** tab to identify the site where the services will be delivered.

Crisis Stabilization Center Certification Application Instructions for Submitting through HCS NYSE-CON

The screenshot shows the NYSE-CON web application interface. At the top left is the logo for New York State NYSE-CON Electronic Certificate of Need. The user is identified as Janet Paloski, with links for Home Page and FAQ. The page is titled "EVAL" and "My Projects". The main heading is "Create New Submission - Sites". Below this is a navigation menu with tabs: General, Executive Summary, Sites (selected), Application, Correspondence, Decision, Contingencies, Access, and Summary. The application details are: Application Number: (blank), Provider Name: ABC Corporation, and Project Description: This submission is for an Intensive Crisis Stabilization Center. On the right, there is a "My NYSE-CON Tool Bar" with a "Create New Submission" button, a "Selected Projects" list containing "ABC Corporation", and a "Related Projects" list. The "Project Sites Information" section features a dropdown menu with the text "Make a Selection" and an "Add" button. A red oval highlights the dropdown menu. At the bottom, there is a footer with the copyright notice "© 2010 NYS Department of Health - Electronic Certificate of Need System" and a "System Information" link.

16. Select the project Sites Information drop down box to select a site.

Crisis Stabilization Center Certification Application Instructions for Submitting through HCS NYSE-CON

New York State
NYSE-CON
Electronic Certificate of Need

Janet Paloski
Home Page | FAQ

EVAL **EVAL** **EVAL**

Projects My Projects

Create New Submission - Sites

General Executive Summary **Sites** Application Correspondence Decision Contingencies Access Summary

Application Number:
Provider Name: ABC Corporation
Project Description: This submission is for an Intensive Crisis Stabilization Center.

Print Sites View

Instructions
Select Sites associated with this project from the dropdown.
To add a site to the project, select a location from the list and click the Add button.
To certify a new site, select "Certify New Site" from the list and click Add.
To relocate an existing site, choose the site to be relocated from the list and click Add.

Project Sites Information

Make a Selection
Certify New Site (not for relocations)
ABC Corporation (NEW) (New)

Add

My NYSE-CON Tool Bar
Create New Submission

Selected Projects
ABC Corporation

Related Projects

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17. Select ABC Corporation (New) (New) and click the Add button.

Crisis Stabilization Center Certification Application Instructions for Submitting through HCS NYSE-CON

The screenshot shows the 'Certify New Site' form within the 'My Projects' section. The form is divided into several sections:

- Navigation:** A top bar with 'Projects' and 'My Projects' tabs. Below it, a series of tabs: 'General', 'Executive Summary', 'Sites' (active), 'Application', 'Correspondence', 'Decision', 'Contingencies', 'Access', and 'Summary'.
- Application Information:** Fields for 'Application Number:', 'Provider Name: ABC Corporation', and 'Project Description: This submission is for an Intensive Crisis Stabilization Center.'
- Instructions:** A text box stating: 'Click Continue to add this site to the project. Click Cancel to return to the Project Sites screen without saving.'
- Certify New Site Section:**
 - Provider ID:** NEW
 - Site Type:** Office of Addiction Services and Supports
 - *Site Name:** ABC Corporation
 - *Street 1:** 111 Main Street
 - Street 2:** (empty)
 - *City:** Anytown
 - State:** NY
 - *ZipCode:** 12205
 - *County:** ALBANY (dropdown menu)
- Instructions:** A text box stating: 'In the space below, enter a brief description of the changes to be made at this site. (Maximum of 1,000 characters.)'
- *Site Proposal Summary:** A large text area for entering a summary.
- Buttons:** 'Continue' and 'Cancel' buttons at the bottom.

- Right Sidebar:**
- My NYSE-CON Tool Bar:** Contains a 'Create New Submission' button.
- Selected Projects:** A list showing 'ABC Corporation'.
- Related Projects:** An empty list area.

18. The address defaults to the address that was entered on the **General** tab. If that is not the address where services will be provided, modify the address. Enter a **Site Proposal Summary** and click **Continue**.

Crisis Stabilization Center Certification Application Instructions for Submitting through HCS NYSE-CON

New York State
NYSE-CON
Electronic Certificate of Need

Janet Paloski
Home Page | FAQ

EVAL **EVAL** **EVAL**

Projects My Projects

Confirm New Site Information Changes

General Executive Summary **Sites** Application Correspondence Decision Contingencies Access Summary

Application Number:
Provider Name: ABC Corporation
Project Description: This submission is for an Intensive Crisis Stabilization Center.

Instructions
Click Confirm to save your changes. Click Cancel to return to the previous screen without saving.

New Location

Provider ID:	NEW
Site Type:	Office of Addiction Services and Supports
Site Name:	ABC Corporation
Physical Address:	111 Main Street, Anytown, NY 12205
County:	ALBANY
Site Proposal Summary:	This is the site information where the services will be delivered.

My NYSE-CON Tool Bar
Create New Submission

Selected Projects
ABC Corporation

Related Projects

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19. Verify that the site information is accurate and click **Confirm**.

Crisis Stabilization Center Certification Application Instructions for Submitting through HCS NYSE-CON

Projects My Projects

Create New Submission - Sites

General Executive Summary **Sites** Application Correspondence Decision Contingencies Access Summary

Application Number:
Provider Name: ABC Corporation
Project Description: This submission is for an Intensive Crisis Stabilization Center.

Print Sites View

Instructions
Select Sites associated with this project from the dropdown.
To add a site to the project, select a location from the list and click the Add button.
To certify a new site, select "Certify New Site" from the list and click Add.
To relocate an existing site, choose the site to be relocated from the list and click Add.

Project Sites Information

Make a Selection

Provider ID:	NEW
Program #:	
Operating Certificate:	
Site Type:	Office of Addiction Services and Supports
Site Name:	ABC Corporation
Physical Address:	111 Main Street, Anytown, NY 12205
County:	ALBANY

Instructions
In the space below, enter a brief description of the changes to be made at this site.
(Maximum of 1,000 characters.)

*Site Proposal Summary:
This is the site information where the services will be delivered.

My NYSE-CON Tool Bar

Selected Projects
ABC Corporation

Related Projects

20. The site information is saved, and you have the option here, to **modify, remove the site** and/or edit the **Site Proposal Summary**. Once complete, click on the **Application** tab.

Crisis Stabilization Center Certification Application Instructions for Submitting through HCS NYSE-CON

EVAL **EVAL** **EVAL**

Projects My Projects

The following schedules are required: Attachment 1A - Certification Proposal Prior Consult Form, Application Summary, Application Summary - Attachment 1 - Authorization to Represent Applicant, Application Summary - Attachment 2 - Authorization of Proposed Action, Application Summary - Attachment 2A - Description and Proof of Outreach Efforts to Local Community, Part I - Entity Information, Part I - Attachment 3 - Appropriate Establishment or Proposed Establishment Documentation, Part I - Attachment 7 - Identification of the Owners/Principals who have Prior Experience in Providing Chemical Dependence Services, Part II - Site Information, Part III - Description of Services, Part III - Attachment 14 - Assessment of Need, Part III - Attachment 15 - Description of Service Components, Part III - Attachment 16 - Planned Performance Measures, Part III - Attachment 17 - Operational Policies and Procedures, Part IV - Resource Allocation, Part IV - Attachment 21 - Budget Assumptions, Part IV - Attachment 22 - Financial Statements/Reports, Appendix I - Governing Authority Questionnaire, Appendix IV - Character and Competence Applicant Review, Appendix V - Applicant Consent Form for Fingerprinting for OASAS Criminal Background Check (CBC)
No Documents are associated with this project.

Application

General | Executive Summary | Sites | **Application** | Correspondence | Decision | Contingencies | Access | Summary

Application Number:
Provider Name: ABC Corporation
Project Description: This submission is for an Intensive Crisis Stabilization Center.

Print Application View | Print Summary View

Submitted By:
Submitted Date:

Document Type	Filename	Description	Document	Date
<input type="button" value="Add Document to Submission"/> <input type="button" value="Expand All"/>				

** 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.

My NYSE-CON Tool Bar
Create New Submission

Selected Projects
ABC Corporation

Related Projects

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21. At the top of the screen in red are listed the required schedules.
- a. For Crisis Stabilization Centers, the following schedules will be required to be uploaded.
 - i. Prior Consultation – Crisis Stabilization
 - ii. Application Summary – Crisis Stabilization plus attachments
 - iii. Part I – Entity Information – Crisis Stabilization plus attachments – **see note below.**
 - iv. Part II – Site Information – Crisis Stabilization plus attachments
 - v. Part III – Service Description – Crisis Stabilization plus attachments
 - vi. Part IV – Resource Allocation – Crisis Stabilization plus attachments
 - b. **If the entity applying for a Crisis Stabilization Center is already certified by OASAS or OMH, then the applicant should upload the applicant’s OMH or OASAS provider number for each of the required Part I – Entity Information, Attachment 3, Attachment 7, Appendix I, Appendix IV and Appendix V schedules.**

Crisis Stabilization Center Certification Application Instructions for Submitting through HCS NYSE-CON

EVAL **EVAL** **EVAL**

Projects My Projects

The following schedules are required: Attachment 1A - Certification Proposal Prior Consult Form, Application Summary, Application Summary - Attachment 1 - Authorization to Represent Applicant, Application Summary - Attachment 2 - Authorization of Proposed Action, Application Summary - Attachment 2A - Description and Proof of Outreach Efforts to Local Community, Part I - Entity Information, Part I - Attachment 3 - Appropriate Establishment or Proposed Establishment Documentation, Part I - Attachment 7 - Identification of the Owners/Principals who have Prior Experience in Providing Chemical Dependence Services, Part II - Site Information, Part III - Description of Services, Part III - Attachment 14 - Assessment of Need, Part III - Attachment 15 - Description of Service Components, Part III - Attachment 16 - Planned Performance Measures, Part III - Attachment 17 - Operational Policies and Procedures, Part IV - Resource Allocation, Part IV - Attachment 21 - Budget Assumptions, Part IV - Attachment 22 - Financial Statements/Reports, Appendix I - Governing Authority Questionnaire, Appendix IV - Character and Competence Applicant Review, Appendix V - Applicant Consent Form for Fingerprinting for OASAS Criminal Background Check (CBC)
No Documents are associated with this project.

Application

General Executive Summary Sites **Application** Correspondence Decision Contingencies Access Summary

Application Number:
Provider Name: ABC Corporation
Project Description: This submission is for an Intensive Crisis Stabilization Center.

[Print Application View](#) [Print Summary View](#)

Submitted By:
Submitted Date:

Document Type	Filename	Description	Document	Date
			Add Document to Submission	
			Expand All	

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My NYSE-CON Tool Bar

[Create New Submission](#)

Selected Projects

ABC Corporation

Related Projects

22. To upload the Files, click on Add Document to Submission.

Crisis Stabilization Center Certification Application Instructions for Submitting through HCS NYSE-CON

New York State
NYSE-CON
Electronic Certificate of Need

Janet Paloski
Home Page | FAQ

EVAL **EVAL** **EVAL**

Projects My Projects

The following schedules are required: Attachment 1A - Certification Proposal Prior Consult Form, Application Summary, Application Summary - Attachment 1 - Authorization to Represent Applicant, Application Summary - Attachment 2 - Authorization of Proposed Action, Application Summary - Attachment 2A - Description and Proof of Outreach Efforts to Local Community, Part I - Entity Information, Part I - Attachment 3 - Appropriate Establishment or Proposed Establishment Documentation, Part I - Attachment 7 - Identification of the Owners/Principals who have Prior Experience in Providing Chemical Dependence Services, Part II - Site Information, Part III - Description of Services, Part III - Attachment 14 - Assessment of Need, Part III - Attachment 15 - Description of Service Components, Part III - Attachment 16 - Planned Performance Measures, Part III - Attachment 17 - Operational Policies and Procedures, Part IV - Resource Allocation, Part IV - Attachment 21 - Budget Assumptions, Part IV - Attachment 22 - Financial Statements/Reports, Appendix I - Governing Authority Questionnaire, Appendix IV - Character and Competence Applicant Review, Appendix V - Applicant Consent Form for Fingerprinting for OASAS Criminal Background Check (CBC)

New Application Document

General Executive Summary Sites **Application** Correspondence Decision Contingencies Access Summary

Application Number:
Provider Name: ABC Corporation
Project Description: This submission is for an Intensive Crisis Stabilization Center.

Document Type: Attachment 1A - Certification Proposal Prior Consult Form

Date: Attachment 1A - Certification Proposal Prior Consult Form

Description: Application Summary
Application Summary - Attachment 1 - Authorization to Represent Applicant
Application Summary - Attachment 2 - Authorization of Proposed Action
Application Summary - Attachment 2A - Description and Proof of Outreach Efforts to Local Community
Part I - Entity Information
Part I - Attachment 3 - Appropriate Establishment or Proposed Establishment Documentation
Part I - Attachment 4 - Copy of Letter of Registration or Letter of Exemption received from New York State
Part I - Attachment 5 - Letter from Internal Revenue Service Documenting Tax Exempt Status
Part I - Attachment 6 - Copy of All Current Licenses, OCs, Accreditations and/or Comparable Documents
Part I - Attachment 7 - Identification of the Owners/Principals who have Prior Experience in Providing Chemical Dependence Services
Part II - Site Information
Part II - Attachment 8 - Property Acquisition Documentation
Part II - Attachment 9 - Real Property Interest of Applicant in Proposed Site/Additional Location
Part II - Attachment 10 - Capital Investment Needs of Property
Part II - Attachment 11 - Site Drawings and Photographs
Part II - Attachment 12 - Certificate of Occupancy
Part III - Description of Services
Part III - Attachment 13 - Authorization of the Arrangement to Establish a Service at an Additional Location at a Host Agency

My NYSE-CON Tool Bar
Create New Submission

Selected Projects
ABC Corporation

Related Projects

23. Choose Attachment 1A – Certification Proposal Prior Consult Form. The description is optional unless you are uploading multiple forms of the same type.

Crisis Stabilization Center Certification Application Instructions for Submitting through HCS NYSE-CON

The screenshot displays the NYSE-CON application interface. At the top left is the NYSE-CON logo with the text "New York State NYSE-CON Electronic Certificate of Need". At the top right, the user name "Janet Paloski" and navigation links "Home Page" and "FAQ" are visible. A blue navigation bar contains "Projects" and "My Projects" tabs. The word "EVAL" is repeated in red at the top left, center, and right of the page. Below the navigation bar, a red text block lists required attachments: "Attachment 1A - Certification Proposal Prior Consult Form, Application Summary, Application Summary - Attachment 1 - Authorization to Represent Applicant, Application Summary - Attachment 2 - Authorization of Proposed Action, Application Summary - Attachment 2A - Description and Proof of Outreach Efforts to Local Community, Part I - Entity Information, Part I - Attachment 3 - Appropriate Establishment or Proposed Establishment Documentation, Part I - Attachment 7 - Identification of the Owners/Principals who have Prior Experience in Providing Chemical Dependence Services, Part II - Site Information, Part III - Description of Services, Part III - Attachment 14 - Assessment of Need, Part III - Attachment 15 - Description of Service Components, Part III - Attachment 16 - Planned Performance Measures, Part III - Attachment 17 - Operational Policies and Procedures, Part IV - Resource Allocation, Part IV - Attachment 21 - Budget Assumptions, Part IV - Attachment 22 - Financial Statements/Reports, Appendix I - Governing Authority Questionnaire, Appendix IV - Character and Competence Applicant Review, Appendix V - Applicant Consent Form for Fingerprinting for OASAS Criminal Background Check (CBC)".

The main section is titled "New Application Document" and features a tabbed interface with "Application" selected. The form fields include: "Application Number:", "Provider Name: ABC Corporation", "Project Description: This submission is for an Intensive Crisis Stabilization Center.", "Document Type: Attachment 1A - Certification Proposal Prior Consult Form", "Date: 08/25/2022", and "Description:". The "File" section shows a "Choose File" button circled in red, with the text "No file chosen" next to it. Below the file selection are "Add Document to Submission" and "Cancel" buttons.

On the right side, there are two panels: "My NYSE-CON Tool Bar" with a "Create New Submission" button, and "Selected Projects" showing "ABC Corporation". Below that is a "Related Projects" panel which is currently empty.

24. Click on the Choose File button to maneuver to the location on your computer where you have saved the completed schedules.

Crisis Stabilization Center Certification Application Instructions for Submitting through HCS NYSE-CON

New York State
NYSE-CON
Electronic Certificate of Need

Janet Paloski
Home Page | FAQ

EVAL **EVAL** **EVAL**

Projects My Projects

The following schedules are required: Attachment 1A - Certification Proposal Prior Consult Form, Application Summary, Application Summary - Attachment 1 - Authorization to Represent Applicant, Application Summary - Attachment 2 - Authorization of Proposed Action, Application Summary - Attachment 2A - Description and Proof of Outreach Efforts to Local Community, Part I - Entity Information, Part I - Attachment 3 - Appropriate Establishment or Proposed Establishment Documentation, Part I - Attachment 7 - Identification of the Owners/Principals who have Prior Experience in Providing Chemical Dependence Services, Part II - Site Information, Part III - Description of Services, Part III - Attachment 14 - Assessment of Need, Part III - Attachment 15 - Description of Service Components, Part III - Attachment 16 - Planned Performance Measures, Part III - Attachment 17 - Operational Policies and Procedures, Part IV - Resource Allocation, Part IV - Attachment 21 - Budget Assumptions, Part IV - Attachment 22 - Financial Statements/Reports, Appendix I - Governing Authority Questionnaire, Appendix IV - Character and Competence Applicant Review, Appendix V - Applicant Consent Form for Fingerprinting for OASAS Criminal Background Check (CBC)

New Application Document

General Executive Summary Sites **Application** Correspondence Decision Contingencies Access Summary

Application Number:
Provider Name: ABC Corporation
Project Description: This submission is for an Intensive Crisis Stabilization Center.

Document Type: Attachment 1A - Certification Proposal Prior Consult Form

Date: 08/25/2022

Description:

File: Choose File | Prior Consult Form 1A.pdf

Add Document to Submission Cancel

My NYSE-CON Tool Bar
Create New Submission

Selected Projects
ABC Corporation

Related Projects

25. Once you have chosen the saved schedule from your computer, the name will show next to the **Choose File** button. Select the **Add Document to Submission** button to upload the file.

Crisis Stabilization Center Certification Application Instructions for Submitting through HCS NYSE-CON



**New York State
NYSE-CON**
Electronic Certificate of Need

Janet Paloski
Home Page | FAQ

EVAL

EVAL

Projects
My Projects

The following schedules are required: Application Summary, Application Summary - Attachment 1 - Authorization to Represent Applicant, Application Summary - Attachment 2 - Authorization of Proposed Action, Application Summary - Attachment 2A - Description and Proof of Outreach Efforts to Local Community, Part I - Entity Information, Part I - Attachment 3 - Appropriate Establishment or Proposed Establishment Documentation, Part I - Attachment 7 - Identification of the Owners/Principals who have Prior Experience in Providing Chemical Dependence Services, Part II - Site Information, Part III - Description of Services, Part III - Attachment 14 - Assessment of Need, Part III - Attachment 15 - Description of Service Components, Part III - Attachment 16 - Planned Performance Measures, Part III - Attachment 17 - Operational Policies and Procedures, Part IV - Resource Allocation, Part IV - Attachment 21 - Budget Assumptions, Part IV - Attachment 22 - Financial Statements/Reports, Appendix I - Governing Authority Questionnaire, Appendix IV - Character and Competence Applicant Review, Appendix V - Applicant Consent Form for Fingerprinting for OASAS Criminal Background Check (CBC)

Application

General

Executive Summary

Sites

Application

Correspondence

Decision

Contingencies

Access

Summary

Application Number: _____
 Provider Name: ABC Corporation
 Project Description: This submission is for an Intensive Crisis Stabilization Center.

[Print Application View](#) | [Print Summary View](#)
 Submitted By: _____
 Submitted Date: _____

Document Type	Filename	Description	Document	Date	
Attachment 1A - Certification Proposal Prior Consult Form	Prior Consultation Form 1A.pdf		**	08/25/2022	<input type="button" value="Update"/> <input type="button" value="Delete"/>

** 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.

My NYSE-CON Tool Bar

Selected Projects

ABC Corporation

Related Projects

26. Your uploaded file will display on the screen. To upload the next document, click on **Add Document to Submission**.

Crisis Stabilization Center Certification Application Instructions for Submitting through HCS NYSE-CON

The screenshot shows the NYSE-CON application interface. At the top, it says "New York State NYSE-CON Electronic Certificate of Need" and "Janet Paloski Home Page | FAQ". The word "EVAL" is repeated three times in red. Below this is a navigation bar with "Projects" and "My Projects". A red circle highlights "My Projects".

The main content area is titled "New Application Document" and has several tabs: "General", "Executive Summary", "Sites", "Application", "Correspondence", "Decision", "Contingencies", "Access", and "Summary". The "Application" tab is selected.

Under the "Application" tab, there are fields for "Application Number:", "Provider Name: ABC Corporation", and "Project Description: This submission is for an Intensive Crisis Stabilization Center." Below these is a "Document" section with a dropdown menu for "Type". The dropdown menu is open, showing "Please Choose:" and "Application Summary" (which is circled in red). Below the dropdown is a list of document descriptions, including "Application Summary - Attachment 1 - Authorization to Represent Applicant", "Application Summary - Attachment 2 - Authorization of Proposed Action", and various attachments for Part I, Part II, Part III, and Part IV.

On the right side, there is a "My NYSE-CON Tool Bar" with a "Create New Submission" button. Below that is a "Selected Projects" section showing "ABC Corporation" and a "Related Projects" section which is currently empty.

27. Continue on with the next required schedule. As you upload the schedules, they will disappear from the top of the screen that lists the required schedules.

Crisis Stabilization Center Certification Application Instructions for Submitting through HCS NYSE-CON



**New York State
NYSE-CON**
Electronic Certificate of Need

Janet Paloski
Home Page | FAQ

EVAL
EVAL
EVAL

Projects
My Projects

The following schedules are required: Application Summary - Attachment 1 - Authorization to Represent Applicant, Application Summary - Attachment 2 - Authorization of Proposed Action, Application Summary - Attachment 2A - Description and Proof of Outreach Efforts to Local Community, Part I - Entity Information, Part I - Attachment 3 - Appropriate Establishment or Proposed Establishment Documentation, Part I - Attachment 7 - Identification of the Owners/Principals who have Prior Experience in Providing Chemical Dependence Services, Part II - Site Information, Part III - Description of Services, Part III - Attachment 14 - Assessment of Need, Part III - Attachment 15 - Description of Service Components, Part III - Attachment 16 - Planned Performance Measures, Part III - Attachment 17 - Operational Policies and Procedures, Part IV - Resource Allocation, Part IV - Attachment 21 - Budget Assumptions, Part IV - Attachment 22 - Financial Statements/Reports, Appendix I - Governing Authority Questionnaire, Appendix IV - Character and Competence Applicant Review, Appendix V - Applicant Consent Form for Fingerprinting for OASAS Criminal Background Check (CBC)

Application

General

Executive Summary

Sites

Application

Correspondence

Decision

Contingencies

Access

Summary

Application Number: _____
 Provider Name: ABC Corporation
 Project Description: This submission is for an Intensive Crisis Stabilization Center.

[Print Application View](#) [Print Summary View](#)

Submitted By: _____
 Submitted Date: _____

Document Type	Filename	Description	Document	Date	
Attachment 1A - Certification Proposal Prior Consult Form	Prior Consultation Form 1A.pdf		📄 **	08/25/2022	Update Delete
Application Summary	Application Summary.pdf		📄 **	08/25/2022	Update Delete

** 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.

My NYSE-CON Tool Bar

Create New Submission

Selected Projects

ABC Corporation

Related Projects

28. After uploading the Application Summary, you will see it is no longer listed at the top of the screen. You should repeat these steps to upload the balance of the required schedules listed at the top of the screen.

Crisis Stabilization Center Certification Application Instructions for Submitting through HCS NYSE-CON



**New York State
NYSE-CON**
Electronic Certificate of Need

Janet Paloski
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EVAL
EVAL
EVAL

Projects
My Projects

Application

General
Executive Summary
Sites
Application
Correspondence
Decision
Contingencies
Access
Summary

Application Number: _____
 Provider Name: ABC Corporation
 Project Description: This submission is for an Intensive Crisis Stabilization Center.

[Print Application View](#) [Print Summary View](#)

Submitted By: _____
 Submitted Date: _____

Document Type	Filename	Description	Document	Date	
Attachment 1A - Certification Proposal Prior Consult Form	Prior Consultation Form 1A.pdf		**	08/25/2022	Update Delete
Application Summary	Application Summary.pdf		**	08/25/2022	Update Delete
Application Summary - Attachment 1 - Authorization to Represent Applicant	Attachment 1.docx		**	08/25/2022	Update Delete
Application Summary - Attachment 2 - Authorization of Proposed Action	Attachment 2.docx		**	08/25/2022	Update Delete
▶ Application Summary - Attachment 2A - Description and Proof of Outreach Efforts to Local Community		1 Active Documents			
Part I - Entity Information	Part 1 - Entity Information.pdf		**	08/25/2022	Update Delete
▶ Part I - Attachment 3 - Appropriate Establishment or Proposed Establishment Documentation		1 Active Documents			
Part I - Attachment 7 - Identification of the Owners/Principals who have Prior Experience in Providing Chemical Dependence Services	Attachment 7.docx		**	08/25/2022	Update Delete
Part II - Site Information	Part II - Site Information.pdf		**	08/25/2022	Update Delete
Part III - Description of Services	Part III - Description of Services.pdf		**	08/25/2022	Update Delete
Part III - Attachment 14 - Assessment of Need	Attachment 14.docx		**	08/25/2022	Update Delete
Part III - Attachment 15 - Description of Service	Attachment 15.docx		**	08/25/2022	Update Delete

My NYSE-CON Tool Bar

Create New Submission

Selected Projects

ABC Corporation

Related Projects

29. When all the required schedules have been uploaded, there will no longer be any schedules listed at the top of the screen. To submit the project, return to the **General** tab.

Crisis Stabilization Center Certification Application Instructions for Submitting through HCS NYSE-CON

The screenshot shows the NYSE-CON application interface. At the top, it says 'Electronic Certificate of Need' and 'EVAL'. The user is Janet Paloski. The application is for 'ABC Corporation' and is described as 'This submission is for an Intensive Crisis Stabilization Center.' The form includes sections for 'Main Site Information' and 'Contact Information'. At the bottom, there are 'Modify' and 'Submit' buttons. The 'Submit' button is circled in red.

30. You can click modify if you need to make any changes, otherwise click the **Submit** button.

The screenshot shows the 'Confirm Submission' section of the NYSE-CON application. It includes a warning: 'By pressing Confirm, I hereby certify under penalty of perjury that I am duly authorized to subscribe and submit this and that the information contained herein and attached hereto is accurate, true, and complete in all material aspects. I understand that my identifying user information and the date and time of this submission will be recorded for future reference. Additionally, please confirm that the email address of the project contact is janet.paloski@oasas.ny.gov. This email address will be used for all project correspondence.' Below this text are 'Confirm' and 'Cancel' buttons. The 'Confirm' button is highlighted.

31. You will receive a Confirm Submission statement. You must select **Confirm** to submit the project.

Crisis Stabilization Center Certification Application Instructions for Submitting through HCS NYSE-CON

**NEW YORK STATE
NYSE-CON
Electronic Certificate of Need**

Janet Paloski
Home Page | FAQ

EVAL **EVAL** **EVAL**

Projects My Projects

NYSE-CON and the Office of Addiction Services and Supports have received your submission. A notification of receipt will be sent to the contact email address that you have provided. If the contact has not received the confirmation email within the next 24 hours, please send an email to Certification@oasas.ny.gov to report the problem.

General Information

General | Executive Summary | Sites | Application | Correspondence | Decision | Contingencies | Access | Summary

Application Number: 224018
 Provider Name: ABC Corporation
 Project Description: This submission is for an Intensive Crisis Stabilization Center.

[Print General View](#)

Submission Type:	Application - New Provider		
Type Description:	This submission is for an Intensive Crisis Stabilization Center.		
Project Status:	Received	Project Status Date:	08/25/2022
Review Level:		Received Date:	08/25/2022
Total Project Cost:	\$0.00	Initial Review Date:	
		Acknowledgment Date:	

Main Site Information

Provider Name:	ABC Corporation	Provider ID:	
Administration Address:	111 Main Street Anytown, NY 12205	Facility Type:	Office of Addiction Services and Supports
County:	ALBANY	Region:	Northeast
Current Operator:		Operating Certificate Number:	
		Current Operator County:	

Contact Information

Name:	Mary Flowers	Title:	Director
Email:	janet.paloski@oasas.ny.gov	Address:	111 Main Street Anytown, NY 12205
User ID:	tjp48910		
Phone:	(518) 555-5555		
Fax:			

[Alternate Contact Information](#)

My NYSE-CON Tool Bar

[Create New Submission](#)

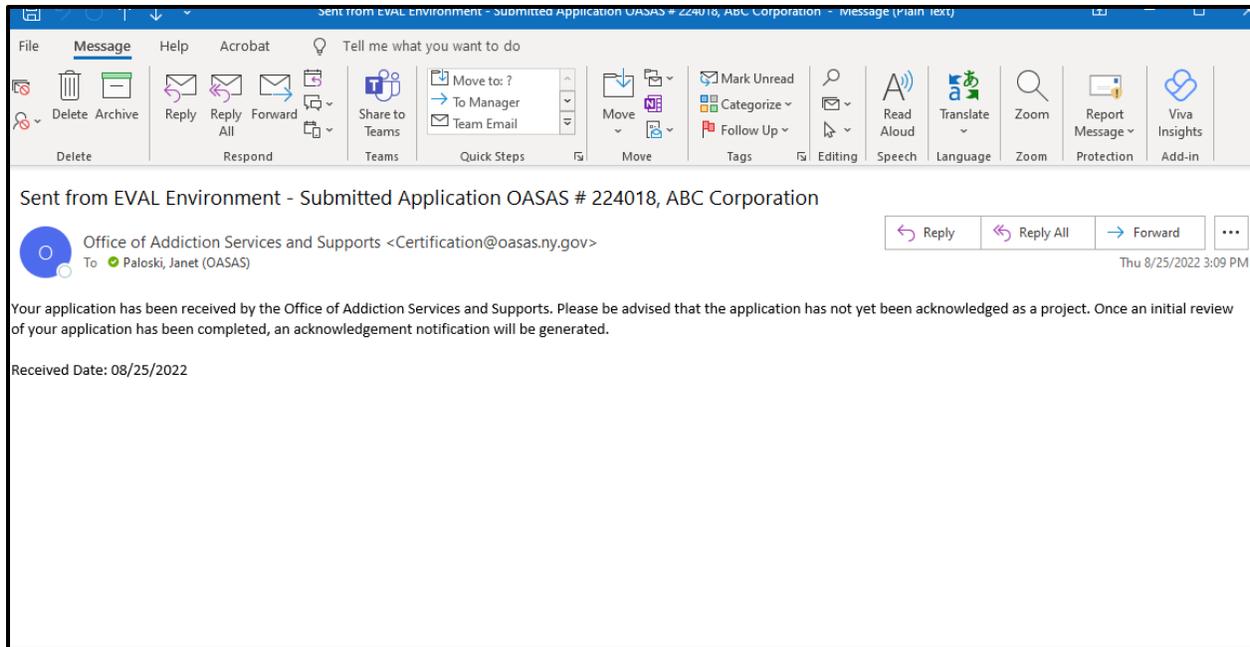
Selected Projects

ABC Corporation

Related Projects

32. You will receive notification at the top of the screen that the project has been submitted and the contact person will receive a notification email. An **Application Number** will also be issued and in the future, you can bring up your project by this number.

Crisis Stabilization Center Certification Application Instructions for Submitting through HCS NYSE-CON



33. Here is an example of the email that the contact person will receive.