

2010 CON Seminar

Online Application System Overview



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Activities Covered by CON

- Acquire an existing health facility or begin operation of a health facility
 - ✓ For purposes of CON, a health facility is defined as hospital, psychiatric hospital or unit, nursing home, FSOF
- Make a change in the bed capacity of a health facility
- Initiate, replace or expand a covered clinical service
- Make a covered capital expenditure
 - ✓ Current threshold \$2,942,500, adjusted annually

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CON Review Standards

- Air Ambulances
 - Cardiac Catheterization Services
 - Computed Tomography (CT) Scanners
 - Hospital Beds *
 - Magnetic Resonance Imaging (MRI)
 - Megavoltage Radiation Therapy (MRT)
 - Neonatal Intensive Care Units (NICU) *
 - Nursing Home/Hospital Long-Term Care Unit (HLTCU) Beds *
 - Open Heart Surgery
 - Positron Emission Tomography (PET) Scanners
 - Psychiatric Beds *
 - Surgical Services
 - Urinary Extracorporeal Shock Wave Lithotripsy Services
 - Bone Marrow Transplantation Services *
 - Heart/Lung and Liver Transplantation Services *
 - Pancreas Transplantation Services
- * Comparative

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CON Application Process

- Letter of Intent (LOI)
 - ✓ Processed within 15 days
 - ✓ CON application no., forms, review standards, required documents
 - ✓ Issuance of waiver letter if project is not reviewable
- CON Application
 - ✓ Additional information request within 15 days
 - ✓ Deem complete
- Decision
 - ✓ Proposed decision
 - ✓ Final decision signed by the Department Director
- Amendment to approved CON
 - ✓ Projects not deemed 100% complete
- Follow-up

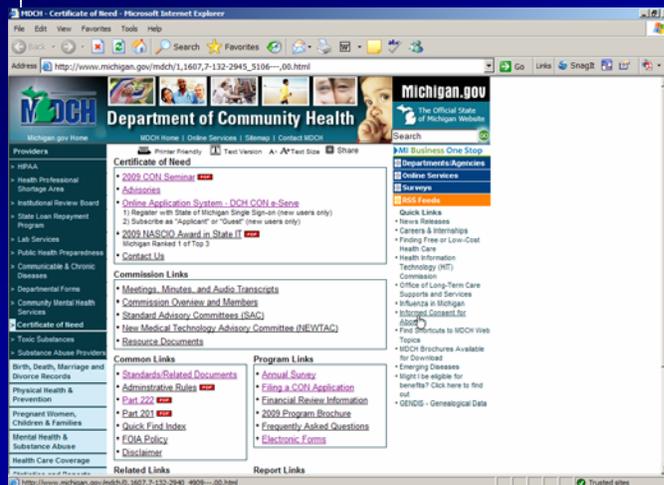
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CON Review Categories

- **Comparative**
 - ✓ Can be submitted on Feb 1, Jun 1 or Oct 1
 - ✓ 150 days once deemed complete
 - ✓ Projects subject to comparative review shall not be amended
- **Substantive**
 - ✓ Can be submitted on 1st working day of every month
 - ✓ 120 days once deemed complete
- **Nonsubstantive**
 - ✓ Can be submitted on any working day
 - ✓ 45 days once deemed complete
- **Nonsubstantive [Notice]**
 - ✓ Can be submitted on any working day
 - ✓ 45 days once deemed complete

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CON Web Site: www.michigan.gov/con



The screenshot shows the Michigan Department of Community Health website. The main content area is titled "Certificate of Need" and lists several key items:

- 2009 CON Seminar
- Advisories
- Online Application System - DCH CON e-Serve
- 2009 NASDIO Award in State IT
- Contact Us

There are also sections for "Commission Links", "Common Links", and "Program Links". The "Common Links" section includes: Standards/Related Documents, Administrative Rules, Part 202, Part 201, Quick Find Index, FOIA Policy, and Disclaimer. The "Program Links" section includes: Annual Survey, Filing a CON Application, Financial Review Information, 2009 Program Brochure, Frequently Asked Questions, and Electronic Forms.

Highlights

- ✓ Advisories
- ✓ CON E-Serve
- ✓ Listserv
- ✓ Forms
- ✓ Standards
- ✓ Laws
- ✓ Admin Rules
- ✓ FAQ
- ✓ Reports
- ✓ Contact Info

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MDCH Single Sign-on (SSO) & CON e-Serve Site: <https://sso.state.mi.us>



- ✓ Register at State SSO web site with user id
- ✓ Receive temporary password by e-mail
- ✓ Set up SSO account with password and responses to security questions
- ✓ Subscribe to CON e-Serve as 'Applicant' or 'Guest'
- ✓ Special notices will be posted on occasion, e.g., scheduled maintenance
- ✓ SSO Password expires in 60 days, if not used

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CON e-Serve - Applicant Role

- Submit LOI, CON Application, amendment, emergency CON
- View online LOIs for all CONs
- View CON applications, amendments, if submitted online
- View management information for all CONs
- View compare groups, e.g., mobile networks
- Search information
- Generate activity reports – LOIs and applications received, final decisions issued
- Search Facility database and run reports (e.g. CON History)

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CON e-Serve - Guest Role

- View online LOIs for all CONs
- View CON applications, amendments, if submitted online
- View management information for all CONs
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- Search Facility database and run reports (e.g. CON History)

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Information Search

The screenshot shows a web browser window with the URL <https://web.state.mi.us/esh-cones/ConApps/Report1.do?event=update&app=12303&ofname=newLoi&new=1>. The page title is "Guest-View LOIs - Microsoft Internet Explorer". The main content area is titled "Main Menu>Guest Browse>CON History".

Search criteria fields include:

- CON No: 07
- Facility Name: %
- Facility No.: [Select County]
- County: [Select County]

Buttons: Submit, Clear, Cancel

List of CONs (Previous 1-10 of 573):

View	View	View	View	CON NO	FACILITY NO	FACILITY TYPE	FACILITY NAME	PROJECT DESCRIPTION	PHASE	CITY	COUNTY	LOI RECD DATE	CON RECD DATE	FINAL DECISION	FIN DEC DATE
LOI	CON Phase			070573	410040	HOSP1819	SPECTRUM HEALTH HOSPITALS	Add 5 ORs [Total 34]	DECISION	GRAND RAPIDS	KENT	12/21/2007	02/01/2008	APPROVED	06/06
LOI	CON Phase			070572	634596	NH1819	The Woodward at Bloomfield Hills Health Center	New NH 20 Beds (PA-63)	APPEAL	Bloomfield Hills	OAKLAND	12/21/2007	02/01/2008		
LOI	CON Phase			070571	500110	HOSP1819	HENRY FORD MACOMB HOSPITAL	Renovate Pre-Op/Post Anesthesia Care Unit	DECISION	CLINTON TOWNSHIP	MACOMB	12/20/2007	04/01/2008	APPROVED	08/13
LOI	CON	CON Phase		020570	392611	THCF	BROADBAND ADVANCED RADIOLOGY #50	MRI Network #50 [Notice]	CLOSED	KALAMAZOO	KALAMAZOO	12/20/2007	01/02/2008	APPROVED	01/31
LOI	CON Phase			070569	410045	THCF	Spectrum Hill St Mary's Shared Tech	Add 2nd PET @Cicergreen & Relocate	CLOSED	Grand Rapids	KENT	12/19/2007	02/01/2008	APPROVED	06/06
							ADVANCED	Initiate							

✓ CON History link

✓ Search by multiple fields

✓ Use "%" for partial name search

✓ Do not use "-" in CON & facility no.

✓ Locate county name by typing 1st letter

✓ CON link appears if submitted online

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Compare Groups

- Mobile networks for covered clinical services (CT, Lithotripsy, MRI, PET, etc.)
- Comparative reviews (NH, hospital beds, etc.)
- Search using wild card – “%”
- Use service type, e.g., “%MRI” or network number, e.g., “%109”
- View report of all CONs assigned to a network or comparative review group

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Online Letter of Intent (LOI)

- Create new LOI, update and save/submit
- Browse un-submitted LOI under 'My Letter of Intent', available under 'CON History' when processed
- Legal applicant must be registered with DELEG Corporations Division
- Total project costs must equal total sources of funds
- Agent information can include multiple e-mail addresses separated by comma
- LOI processed within 15 days and applicant will receive confirmation e-mail
- Unlock LOI for revisions
- PDF report format

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Online Application

- Application components
 - ✓ Required forms
 - ✓ Part 222 and Standards
 - ✓ Required documents
- 'CON Application' link to online forms and review standards
- Application forms pre-fills information from LOI as applicable, e.g., 300, 1100, 105
- Built-in edit checks
- PDF reports for forms and Word file for review standards responses
- Pay application fee online, option to pay by mail too
- Links to view online applications available once deemed complete

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Online Application

- Mark complete
 - ✓ Form status changes from 'Assigned' to 'Complete'
- Application submission notifications
 - ✓ Error message if all forms/standards are not 'Complete'
 - ✓ Confirmation message on successful submission
- Fees, paper forms & other required documents
 - ✓ Must be received by the Department to be deemed submitted
 - ✓ E-mail required documents as separate attachments
- 'Unlocked CON Application' link
- Revise online application to respond to Department's request for additional information and resubmit

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Online Amendment

- Eligible Applications
- Form is pre-filled with application information, e.g., project description, costs, funds
- Built-in edit checks and amendment Submission
- Supporting Documents
- Unlock amendment
- PDF report format

Please note amendments can only be submitted by the original SSO user. For CONs prior to 2006, the author is defaulted to the Department. For any changes in author, contact Project Coordinator at (517) 241-3348.

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Online Emergency CON

- MCL 333.22235 requirements
- Emergency CON submission
- Supporting documents
 - ✓ Signed affidavit must be submitted to be deemed received by the Department.
 - ✓ Vendor quotes, etc.
- Unlock emergency CON

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Online Payment (CEPAS)

- Released in November 2008
- Electronic Fund Transfers (EFT) only
- Options to pay by mail or online. Online payment available with an electronic CON application submission only
- Online payment will require:
 - ✓ Account Holder Name
 - ✓ Bank Account No.
 - ✓ Routing No.
- CEPAS will provide confirmation page upon successful processing of payment

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CEPAS - Payment Information

Payment Information for CON No. 679397.

Total Project Cost: \$1,500,000

Application Fee Amount: \$500

First Name*: John

Last Name*: Shattuck

Payment Method*: Electronic Funds Transfer

Electronic Funds Transfer Information

Bank Account Number*: 011111111

Bank Routing Number*: 071000020

Bank Account Type*: Business Checking

Account Holder Name*: Dr. Joseph Mercy

Address Information

Street 1: 1445 Woodward Avenue

Street 2:

City: Pontiac

State: Michigan

Zip Code: 48140

Buttons: Confirm Payment, Cancel, Cancel

- Application fee amount is calculated based on total project cost
- Need account number, routing number, account holder name
- Address information is pre-filled with legal applicant information; may revise, if necessary

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CEPAS - Submit Payment Information

Payment Confirmation

Application Fee Amount: \$5,500

First Name: Tulika
Last Name: Bhattacharya
Payment Method: Electronic Funds Transfer (EFT)

Electronic Funds Transfer Information

Bank Account Number: 111111111
Bank Routing Number: 121000358
Bank Account Type: BusinessChecking
Business Name: St. Joseph Mercy

Address Information

Street 1: 4405 Woodward Avenue
Street 2:
City: Pontiac
State: MI
Zip Code: 48341

By selecting "I Agree" and clicking on the Process Payment button, I am authorizing the Michigan Department of Community Health to electronically withdraw the application fee amount from the account identified above within 3 business days.

I Agree

WARNING: Only click the "Process Payment" button once. Clicking more than once may result in duplicate payment.

Process Payment Edit Payment Cancel

- ✓ Must check 'I Agree' to submit payment
- ✓ Warning: Click only once or account will be charged multiple times

CEPAS - Payment Confirmation

Payment Processed Successfully for CON No. 070397

Your payment has been accepted. Click the button below to print a copy of the Payment information for your records.

Payment Amount: \$5,500
Payment Date: 10/21/2008 14:26

First Name: Tulika
Last Name: Bhattacharya
Payment Method: EFT

Electronic Funds Transfer Information

Confirmation No: 00102100182300
Bank Account Number: 111111111
Bank Routing Number: 121000358
Bank Account Type: BusinessChecking
Account Holder Name: St. Joseph Mercy

Address Information

Street 1: 4405 Woodward Avenue
Street 2:
City: Pontiac
State: MI
Zip Code: 48341

Print this Receipt Main Menu

Payment date & time must be before 5 pm on a window date

Facility Module

Search Facility - Microsoft Internet Explorer

Main Menu>Admin>Facilities>Search Facility

Enter Search Criteria

Show All

Facility Name: and Facility No.:

City: and County:

Address:

Submit Clear Cancel

List of matching Facilities

Fac. Info	CON History	Incomplete CONs	Name	Facid	Abbrev	Address	City	County	Zip	OperStat	LastUpdate	OpenDate	ClosedDate
View	View	View	OAKLAND REGIONAL HOSPITAL	630013	HOSP1819	22401 FOSTER WYNER DR.	SOUTHFIELD	OAKLAND	48075	Open	01/22/2007	01/16/1987	12/30/1899
View	View	View	VALLEY-SIENA HOSPITAL	630014	HOSP1819	4 WILLIAM COMMERCE CARLS DRIVE	TOWNSHIP	OAKLAND	48382	Open	09/21/2004	03/06/1986	12/30/1899
View	View	View	PROVIDENCE MED. CTR. - PROVIDENCE PK.	630018	HOSP-LO	47601 GRAND RIVER AVENUE	NOVI	OAKLAND	48374	Closed by Owner	05/05/2009	12/30/1899	02/02/2004
View	View	View	PEDIATRIC			3675	BLOOMFIELD						

Search Facility database using multiple criterion

Generate reports – CON History, Incomplete CONs

Shows name, address, type, status in search results

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Facility Module

- Database includes all licensed facilities in the State and freestanding facilities covered by CON
- Search by partial facility name by using wild card ('%')
- Search by address, city, county, facility number (type without '-')
- Search results display facility name, type, address, operational status, open/close dates

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Facility Module

- Generate PDF CON History report containing details of all CONs assigned to a facility
- Generate PDF Incomplete CONs report containing details of pending CONs to be implemented
- Date '12/30/1899' means the date is blank in database
- Multiple facility ids may show up for a single facility due to administrative reasons

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CON e-Serve Achievements

- Ranked 1 of top 3 in NASCIO's Recognition Award
- Winner of 'Best of Michigan' Excellence in Technology Award in the category of 'Best Application Serving the Public'
- Winner of MDCH Director's Choice Award in the category of 'Streamlined Process'

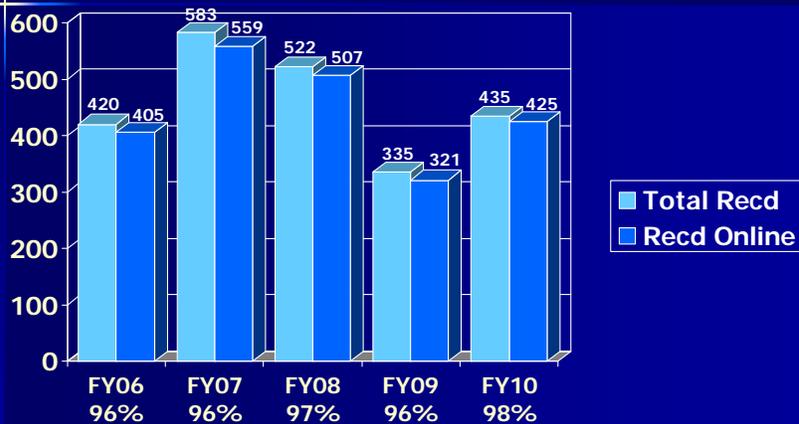


CON e-Serve Application Timelines

- Letter of Intent (LOI) module released in January 2006
- Nonsubstantive application, Nonsub (Notice), Amendment and Emergency CON modules released in April 2007
- Substantive application module released in April 2008
- Potential comparative applications are required to be submitted in paper copy format
- Online payment system (EFT) released in November 2008
- Enhancements and new features released in September 2009
- Facility module released to applicant/guest users in June 2010

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CON LOIs Received



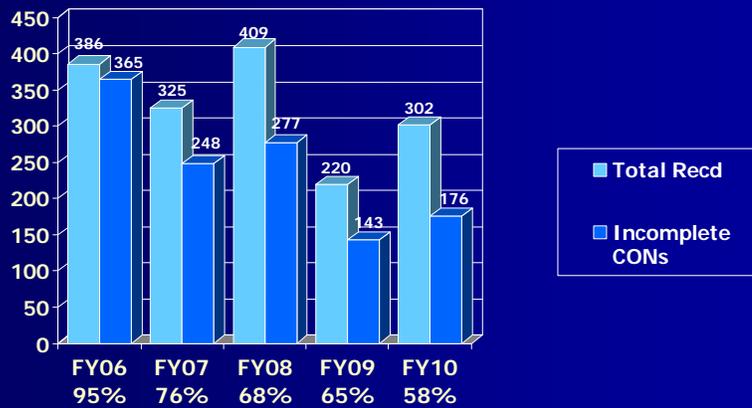
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CON Applications Received



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Completeness of CON Applications



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CON Freedom of Information Act Requests



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Helpful Hints

- All dates must be entered in 'MM/DD/YYYY' format, e.g., 06/24/2010.
- All fields marked '*' are mandatory in the form.
- You may need to open Excel software prior to using report generator.
- If a form is opened after being 'Marked Complete', the form must be 'Marked Complete' again. Form status will change from 'Assigned' to 'Complete'.
- All forms, Part 222, and Review Standards must be 'Marked Complete' in order to submit application.
- Online application is not submitted until the system displays the confirmation message after selecting 'Submit CON' link.

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Helpful Hints - continued

- Always save forms (PDF) and Standards (Word) reports as backup.
- If applicable Standards change during the review, the current Standards report will assist in reentering the responses in the new Standards form, when effective.
- Do not submit screen shots of online application forms.
- State servers may be down during weekend for routine maintenance.
- Application is developed to work with Internet Explorer 6.0 & above; may not function properly with other browsers.
- For security reasons, sessions will expire after 30 minutes of inactivity. Users will be required to sign in again.

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Questions or Comments



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