

**Michigan Department of Health and Human Services
Certificate of Need**

South Grand Building
333 S. Grand Avenue, 4th Floor
Lansing, Michigan 48933
Phone: (517) 241-3344 - Fax (517) 241-2962

<p>AUTHORITY: PA 368 of 1978, as amended COMPLETION: Is voluntary, but is required to obtain a Certificate of Need. If not completed, a Certificate of Need will not be issued.</p>	<p>The Department of Health and Human Services is an equal opportunity employer, services and programs provider.</p>
---	--

SUBSTANTIVE LETTER OF INTENT (LOI) ROUTING RECORD

Facility Name: _____

CON Number: _____

Based on information supplied by the applicant on the Letter of Intent, forms have been assigned through the online system (CON E-Serve). Please use this form as an index by selecting the assigned documents/forms and submit with the CON application.

APPLICATION COMPONENTS REQUIRED

Applicant must download the selected forms that are not available through the online system from www.michigan.gov/con, see "Electronic Forms" link. If you are unable to download any form, call (517) 241-3348 or 3344.

.....
: THIS FORM MUST BE RETURNED AS :
: PART OF YOUR APPLICATION. :
:
:

APPLICATION COMPONENTS REQUIRED WITH ALL APPLICATIONS
 (* Must be completed by the applicant)

Form No.	Form Required	Form Description		Application Page No. *
	<input checked="" type="checkbox"/>	CON Commission Work Plan		
CON-100-Instructions	<input checked="" type="checkbox"/>	General Information and Instructions for Application for CON		
CON-100	<input checked="" type="checkbox"/>	Application for CON – All Applicants		
CON-105	<input checked="" type="checkbox"/>	Project Summary		
CON-200	<input checked="" type="checkbox"/>	Relevant Excerpts from Public Act 368 of 1978 (as amended)		
CON-200-A	<input checked="" type="checkbox"/>	Instructions for Addressing & Completing CON Review Standards		
CON-300	<input checked="" type="checkbox"/>	Project Description		
CON-600	<input checked="" type="checkbox"/>	Project Personnel Needs		
DOCUMENT REQUEST INDEX	Required <input type="checkbox"/>	Item		
	<input type="checkbox"/>	A.	Copy of current valid license.	
	<input type="checkbox"/>	B.	« FILED » Certificate of Assumed Name, if any, applicable to this project.	
	<input type="checkbox"/>	C.	« FILED » document that authorizes business entity to conduct business in the State of Michigan.	
	<input type="checkbox"/>	D.	« FILED » copy of Articles of Incorporation, Limited Liability Company, Proof of Partnership, or Proof of Sole Proprietorship.	
	<input type="checkbox"/>	E.	Existing and proposed site plans, as applicable.	
	<input type="checkbox"/>	F.	Existing and proposed floor plans (simple line drawings), as applicable.	
	<input type="checkbox"/>	G.	Copy of Applicant's proposed purchase/lease agreement(s), as applicable.	
	<input type="checkbox"/>	H.	Copy of vendor quotation(s) for the Applicant signed by vendor—no more than six months old.	
	<input type="checkbox"/>	I.	Copy of Applicant's current Radiation Safety Registration Certificate.	
	<input type="checkbox"/>	J.	Verification of Medicaid Participation, excluding applications for Nursing Home and HLTCU Beds. Central Service Coordinators for mobile networks must provide proof of Medicaid participation for at least two (2) host sites at the time the application is submitted to the Department and for all host sites prior to a decision. A new provider not currently enrolled in Medicaid shall submit a signed affidavit certifying that proof of Medicaid participation will be provided to the Department within six (6) months from the offering of services if a CON is approved.	
	<input type="checkbox"/>	L.	Copy of Service Agreement(s) between Central Service Coordinator and Host Site for mobile networks.	

APPLICATION COMPONENTS REQUIRED WITH ALL APPLICATIONS
 (* Must be completed by the applicant)

DOCUMENT REQUEST INDEX	REQUIRED <input type="checkbox"/>	Item M.	Copy of current and proposed Route Schedules for the mobile network.	
	<input type="checkbox"/>	N.	Copy of Legal Description for parcel of land for the proposed site, when a postal address is not assigned to the site.	
	<input type="checkbox"/>	O.	Copy of Audited Financial Statements for existing providers including balance sheet, income statement, statement of cash flow, and footnotes to the financial statements. If not available, provide Reviewed Financial Statements.	
	<input type="checkbox"/>	P.	For new providers, if Audited Financial Statements are not available, provide unaudited current financial statements including a balance sheet, income statement, statement of cash flow and any notes. New entities must provide a current balance sheet, a projected income/cash flow statement for the first year of operation, and any notes to the financial statements.	
	<input type="checkbox"/>	Q.	For change of ownership projects, provide a letter from the current licensee or CON holder of the licensed health facility or CON-covered service, stating the intent to transfer ownership to the applicant.	

I. HEALTH FACILITY APPLICATION COMPONENTS

Form No.	Form Required	Form Description	Application Page No.*
CON-205	<input type="checkbox"/>	Review Standards for Psychiatric Beds and Services	
CON-214	<input type="checkbox"/>	Review Standards for Hospital Beds	
CON-217	<input type="checkbox"/>	Review Standards for Nursing Home and Hospital Long-Term-Care Unit (HLTCU) Beds	
CON-217-A	<input type="checkbox"/>	NH and HLTCU Certification Report	
CON-217-B	<input type="checkbox"/>	NH and HLTCU Culture Change Model Worksheet	
CON-700	<input type="checkbox"/>	Inpatient Bed Utilization Report	
CON-720	<input type="checkbox"/>	Hospice Days of Care Report	

II. COVERED CLINICAL SERVICES

Form No.	Form Required	Form Description	Application Page No. *
CON-202	<input type="checkbox"/>	Review Standards for Urinary Extracorporeal Shock Wave Lithotripsy (UESWL) Services/Units	
CON-204	<input type="checkbox"/>	Review Standards for Neonatal Intensive Care Services/Beds	
CON-206	<input type="checkbox"/>	Review Standards for Surgical Services	

APPLICATION COMPONENTS REQUIRED WITH ALL APPLICATIONS

(* Must be completed by the applicant)

II. COVERED CLINICAL SERVICES - continued

Form No.	Form Required	Form Description	Application Page No. *
CON-208	<input type="checkbox"/>	Review Standards for Open Heart Surgery Services	
CON-209	<input type="checkbox"/>	Review Standards for Heart, Lung and Liver Transplantation Services	
CON-210	<input type="checkbox"/>	Review Standards for Cardiac Catheterization Services	
CON-210-C	<input type="checkbox"/>	Historical Utilization Report AMI Cases Eligible for Primary PCI	
CON-210-D	<input type="checkbox"/>	Historical Utilization Report Interventional Cardiologist Cases	
CON-210-E	<input type="checkbox"/>	Projection of Elective PCI Cases	
CON-210-F	<input type="checkbox"/>	Elective PCI Commitment Form Interventional Cardiologist Cases	
CON-211	<input type="checkbox"/>	Review Standards for Megavoltage Radiation Therapy (MRT) Services	
CON-212	<input type="checkbox"/>	Review Standards for Computed Tomography (CT) Scanner Services	
CON-213	<input type="checkbox"/>	Review Standards for Magnetic Resonance Imaging (MRI) Services	
CON-219	<input type="checkbox"/>	Data Format for Computer File with Referring Doctor Commitments of Available MRI Adjusted Procedures for MRI	
CON-220	<input type="checkbox"/>	Referring Doctor Commitment of Available MRI Adjusted Procedures	
CON-220-A	<input type="checkbox"/>	Certification for Referring Doctor Commitment of Available MRI Adjusted Procedures	
CON-221	<input type="checkbox"/>	Open Heart Surgery MIDB Authorization	
CON-222	<input type="checkbox"/>	Open Heart Surgery Data Verification and Utilization Report	
CON-226	<input type="checkbox"/>	Review Standards for Pancreas Transplantation Services	
CON-227	<input type="checkbox"/>	Review Standards for Positron Emission Tomography (PET) Scanner Services	
CON-228	<input type="checkbox"/>	Review Standards for Air Ambulance Services	
CON-229	<input type="checkbox"/>	Review Standards for Bone Marrow Transplantation (BMT) Services	
CON-230-A	<input type="checkbox"/>	Lithotripsy Data Release Authorization	
CON-602	<input type="checkbox"/>	Megavoltage Radiation Therapy Staffing Report	
CON-704	<input type="checkbox"/>	Surgical Utilization Report	
CON-704-A	<input type="checkbox"/>	Surgical Physician Commitment	
CON-706	<input type="checkbox"/>	CT Scanner Utilization Report	
CON-706-A	<input type="checkbox"/>	CT Scanner Physician Commitment	
CON-707	<input type="checkbox"/>	MRT Utilization Report	
CON-707-A	<input type="checkbox"/>	MRT Governing Body Resolution	
CON-715	<input type="checkbox"/>	Lithotripsy Utilization Report	

APPLICATION COMPONENTS REQUIRED WITH ALL APPLICATIONS
 (* Must be completed by the applicant)

II. COVERED CLINICAL SERVICES - continued

CON-716	<input type="checkbox"/>	Cardiac Catheterization Utilization Worksheet	
CON-732	<input type="checkbox"/>	Determination of PET Equivalents	
CON-732-A	<input type="checkbox"/>	Worksheet for Computing PET Equivalents	
CON-733	<input type="checkbox"/>	PET Scanner Data Verification	
CON-733-A	<input type="checkbox"/>	PET Scanner – Sample Governing Body Resolution for Withdrawal of Data Commitments	

II. Physical Plant Design and Financial Aspects of Project

Form No.	Form Required	Form Description	Application Page No.*
CON-800	<input type="checkbox"/>	Physical Design of Project Report	
CON-801	<input type="checkbox"/>	Facility Area Report	
CON-802	<input type="checkbox"/>	Physical Design Report – Long-Term Care Facility	
CON-803	<input type="checkbox"/>	Facility Area Report – Long-Term Care Facility	
CON-804	<input type="checkbox"/>	Physical Design Report	
CON-1000	<input type="checkbox"/>	Equipment Report	
CON-1001	<input type="checkbox"/>	Major Equipment Report	
CON-1100	<input type="checkbox"/>	General Financing Questions	
CON-1105	<input type="checkbox"/>	Grants and Appropriations	
CON-1108	<input type="checkbox"/>	Hospital Utilization Statistics	
CON-1110	<input type="checkbox"/>	Statement of Revenue and Expense – Hospital	
CON-1114	<input type="checkbox"/>	Statement of Revenue and Expense – Nursing Home	
CON-1118	<input type="checkbox"/>	Statement of Revenue and Expense – FSOFs, ASCs, Freestanding Services, Other	
CON-1200	<input type="checkbox"/>	Financed Projects – CON	
CON-1202	<input type="checkbox"/>	Debt Service Coverage Report	
CON-1203	<input type="checkbox"/>	Projected Debt Service Requirements (Amortization)	