

LATEST NEWS AND IMPORTANT INFORMATION FOR 2025 SURVEY

The 2025 CON Annual Survey will be available starting **Wednesday, March 4, 2026**, and must be completed by 5 p.m. on **Thursday, April 30, 2026**.

Training Videos - Annual Survey Training Videos for section-by-section assistance have been updated for the 2025 Annual Survey. The Department will provide live webinars reviewing the same information provided within the recordings. The recordings are a way to go at your own pace with the option to pause and replay as needed. Please visit: <https://www.michigan.gov/mdhhs/doing-business/providers/certificateofneed/program/annual-survey-webinars>

Questions and Contact Information	
<p>For Questions Regarding:</p> <ul style="list-style-type: none">• Missing facilities• Licensed beds/bed day discrepancies• Data criteria or standards• Survey Fees <p>MDHHS CON Compliance Analysts: Amanda Curtis CurtisA6@michigan.gov</p> <p>Christopher Tyranski TyranskiC@michigan.gov</p>	<p>For Questions Regarding:</p> <ul style="list-style-type: none">• Log-In• Passwords• Unlock Section• Survey Functionality• Physician volume file issues <p>SEMHA/CON Support Specialist M-F 8am-5pm: 248-761-1714 survey@semha.org</p>

General Comments for the 2025 survey

Participation in the Certificate of Need (CON) Annual Survey is a requirement of all CON approved facilities. The survey is facility specific; data from multiple different physical sites should not be combined even if the sites are all owned by the same legal entity.

The survey tool utilizes the answers from the CON Covered Services questions in Section A to determine which additional sections need to be completed. If you do not see a section for one of the services offered at your facility, review your answers to the questions in Section A.

For new facilities with CON approval that are not yet operational, please complete Section A only. Please also note the estimated operational date for the facility in the data comments box located near the bottom of the page.

Annual Survey Fee

Public Act 137 of 2013 modified the CON fee structure to include an Annual Survey fee. All facilities that offered a CON covered service in 2025 will pay \$100 for each service as part of the Certificate of Need Annual Survey. Section Z of the Annual Survey will calculate the fee for the facility. A printed copy of Section Z along with payment must be mailed to the MDHHS Cashier's Office. The Department will then mark Section Z complete making the Annual Survey fully submitted. Section Z can be printed as soon as Section A is completed.

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Fee Invoice (Section Z) – Checks are to be made payable to: “**State of Michigan**” (Checks should never be made out to an individual.) Include the following information within the check memo, or comment, portion in this format:

Annual Survey Facility No.: XX-XXXX
Facility Name Check is for: XXXXXX (If not on the check)
Payment for: 2025 Annual Survey

Please send all payments (checks) to:

MDHHS Cashier Office, Suite 801
Certificate of Need
P.O. Box 30437
Lansing MI 48909

Highlights of the 2025 Modifications

General Information/FAQ – A General Info and Frequently Asked Questions button is available at the bottom of each page and has been updated to include more Q and A.

Main Facility Data & Organizational Structure (Section A) – Added new Section Q for Neonatal Intensive Care Services (NICU). Any hospital that has a NICU will be required to complete this section. For hospitals that operate a separate unlicensed Special Care Nursery (SCN) unit with unlicensed SCN bassinets that are separate from the NICU, please also fill out Survey Section O for SCN.

Magnetic Resonance Imaging (MRI) Services (Section C) – Updated the definition of Teaching Facility and the question pertaining to the required equipment, supplies, and staff to handle clinical emergencies to reflect the current CON Review Standards for MRI Services. Please see the 2025 Annual Survey changes document for more details.

Cardiac Cath (Section E) – New definitions and questions have been added to reflect the current CON Review Standards for Cardiac Catheterization Services. In addition to this, several existing definitions and questions were updated. Please see the 2025 Annual Survey changes document for more details.

Megavoltage Radiation Therapy (MRT) (Section F) – Updated instructions, removed the ICD 9/10 Conversion Chart, and updated the definition of Treatment Visit to reflect the CON Review Standards for MRT Services. Please see the 2025 Annual Survey changes document for more details.

Surgical Services (Section G) - New definitions and questions pertaining to Dialysis Access Centers have been added to reflect the current CON Review Standards for Surgical Services. In addition to this, an existing definition was updated. Please see the 2025 Annual Survey changes document for more details.

***The Physician Volume File (PVF) was also updated to reflect all changes.

Open Heart Surgery (Section J) – Updated questions pertaining to individual physician volumes during the survey year. Please see the 2025 Annual Survey changes document for more details.

Licensed Inpatient Beds (Section L) –NICU beds and utilization data was removed from this section entirely. Please see the new Section Q for NICU Services and the 2025 Annual Survey changes document for more details.

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Special Newborn Nursing Services (Section O) – For hospitals that only provide Special Care Nursery (SCN) Services, there are no changes to this section.

***New in 2025, hospitals that provide NICU Services and also operate a separate unlicensed SCN unit with unlicensed SCN bassinets, that are separate from the NICU, will complete this section along with new Section Q.

Neonatal Intensive Care (NICU) Services (Section Q) – New section added to the 2025 survey. Any hospital that has a NICU will be required to complete this section. For hospitals that operate a separate unlicensed SCN unit with unlicensed SCN bassinets, that are separate from the NICU, please also fill out Survey Section O for SCN. Please see the 2025 Annual Survey changes document for more details

CON Annual Survey Fee Invoice (Section Z) – Updated the zip code for the MDHHS Cashier Office for Annual Survey fees.

Functionality of Survey Features

All Years - Returns the user to the Select Survey Year screen for the facility.

Change Password - Allows the user to change the facility specific password.

Data Comments for this Section Box - An optional text box at the bottom of each section to explain or qualify the data submitted in the section.

Download PDF - Provides the user with a PDF document of the survey sections and responses for the individual survey section or the entire survey.

Facility - Takes the user to the Select Facility screen to log into a different facility.

Feedback - Generates a form that enables user to ask a question, request help or request that a section be unlocked, report an error or navigation problem, etc.

Historic Data - Gives a printable list of the year entries of that data field, by clicking on the data field to the right of the data box.

Logout - Allows the user to log off the web site.

Next - Returns user to the facility's main survey page with required sections to be completed.

Save - Records the entries of the section but allows for future editing.

Submit - Records the entries of the section, locks the section from further modification, and submits the information for the Department for review. Mandatory fields will need to be completed prior to being able to Submit.

 **Please electronically sign to acknowledge this information:**

 **Print this section to PDF:**