



Department of Health

ANDREW M. CUOMO
Governor

HOWARD A. ZUCKER, M.D., J.D.
Commissioner

SALLY DRESLIN, M.S., R.N.
Executive Deputy Commissioner

June 13, 2019

DAL #19-16
NYSE-CON Transition

Dear Administrator:

The purpose of this Dear Administrator Letter (DAL) is to inform Adult Care Facility (ACF) Operators and Administrators, and their representatives, that the New York State Department of Health (Department) is deploying the New York State Electronic Certificate of Need (NYSE-CON) system for submitting and processing ACF licensure and certification applications. Submission of applications via NYSE-CON will provide a more efficient processing mechanism as it allows applicants to communicate electronically with the Department throughout the review and approval processes. Please be advised that the instructions outlined in this DAL supersede the instructions provided in the ACF Common Application, Schedule 1 – General Information, Submission Information (page 2 of 10).

The NYSE-CON system may be accessed via one of two methods. Applicants having access to the Department's Health Commerce System (HCS) may access NYSE-CON through the NYS Electronic Certificate of Need application. Applicants who do not have access to the HCS must access NYSE-CON via <https://my.ny.gov>. NYSE-CON is located at the Certificate of Need link within the *Health Applications* service.

A NYSE-CON webpage will be made available on the Department's ACF site to provide detailed information and ultimately, a Companion Guide. Effective **July 1, 2019**, ACF licensure and certification applications will only be accepted via NYSE-CON. Applications received on or after this date which are not submitted via NYSE-CON will not be considered by the Department and will be returned unreviewed to the applicant.

Submission of ACF Common Applications through NYSE-CON require the applicant to complete the facility's name, project name, and contact information. Following prompts, the applicant must then upload the applicable ACF Common Application Schedules as listed in the Application tab in NYSE-CON. Please note that the original signature pages of the ACF Common Application Schedules, along with the application fee (if applicable), must be mailed to the Department at the following address:

New York State Department of Health
Bureau of Licensure and Certification
875 Central Avenue
Albany, New York 12206

We look forward to working with you on the transition from a paper-based system to NYSE-CON. If you have any questions, please contact the Bureau of Licensure and Certification via email to acfCON@health.ny.gov or via telephone to (518) 408-1624. Thank you for your cooperation in this exciting endeavor.

Sincerely,

Heidi L. Hayes, Acting Director
Division of Adult Care Facilities
and Assisted Living Surveillance

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