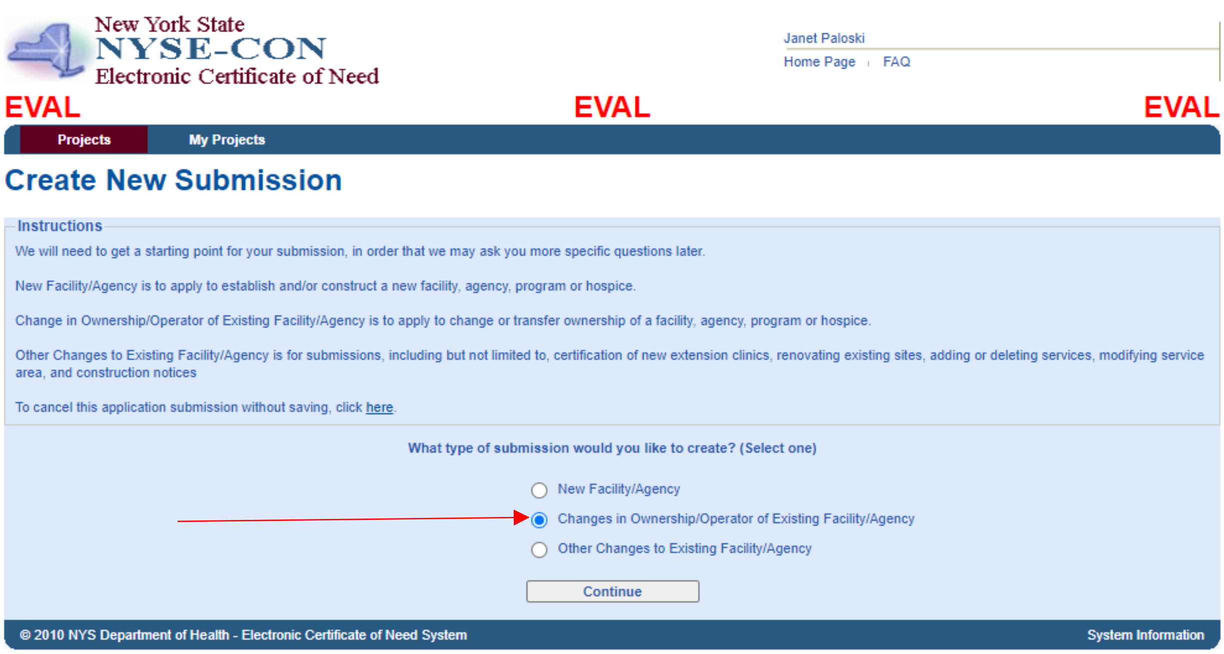
Select **Create a New Submission.**

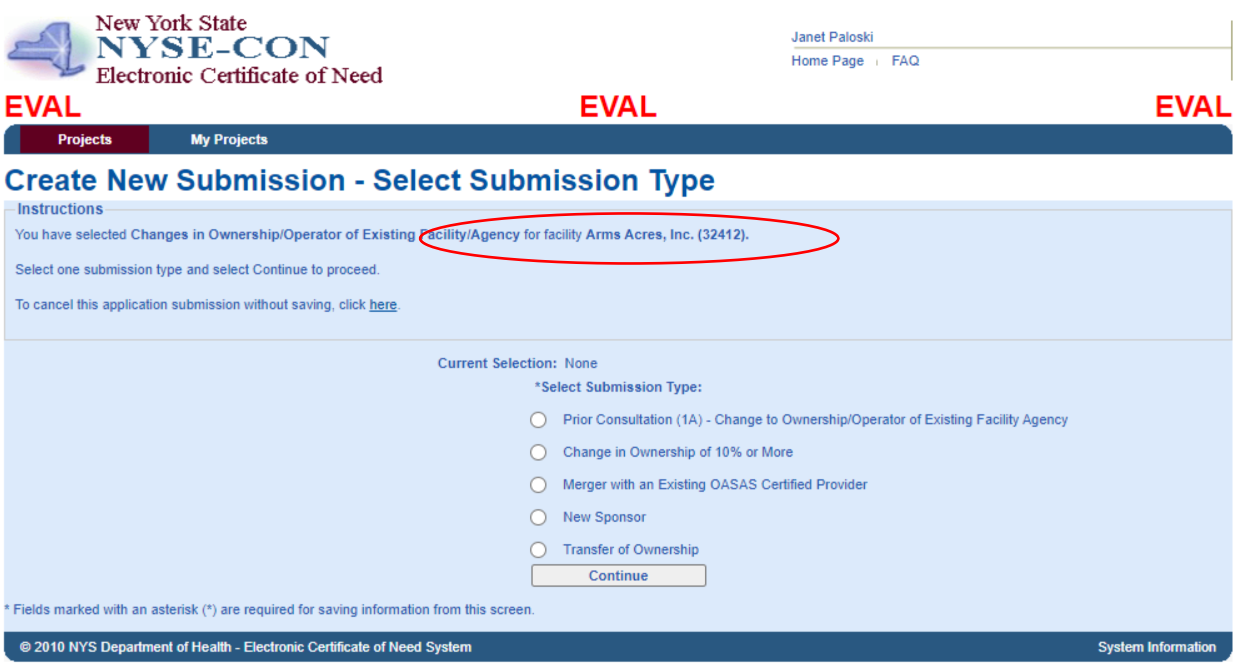


Select **Changes in Ownership/Operator of Existing Facility/Agency** and Click **Continue**.

You have several options for the Facility/Agency Search. You can enter the Provider Number in the **Facility ID** box and click **Search**.

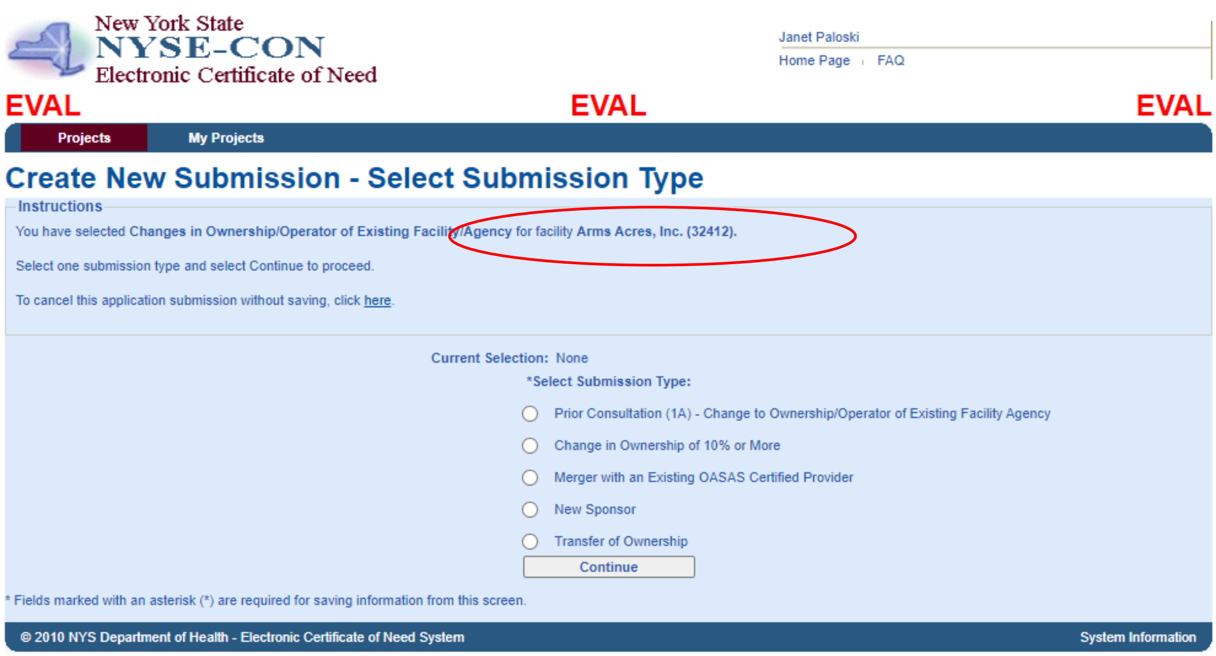
The provider's name for that ID will show at the top of the screen. Or

Select a Facility Type of **Office of Addiction Services and Supports** and enter the legal name or partial legal name into the **Facility/Agency Name** and select **Search**.



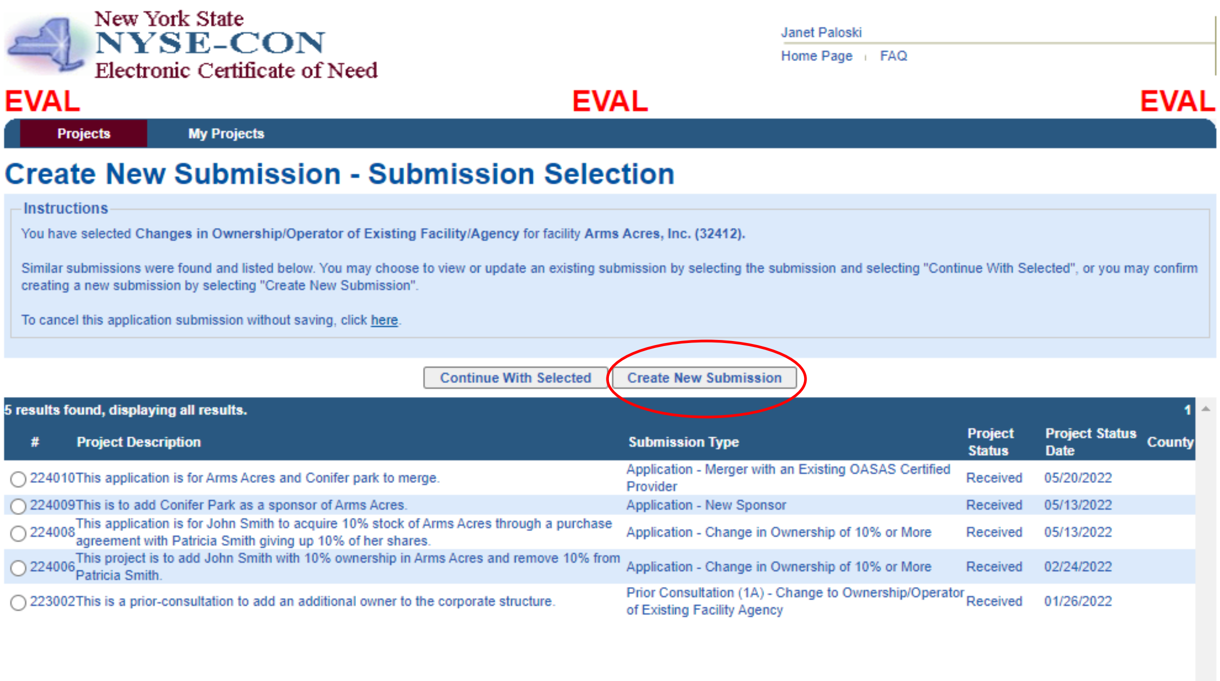
The provider's name for that selection will appear at the top of the screen. Or

You can enter the base operating certificate (last 5 digits) of one of the programs that is part of this application and select **Search**.

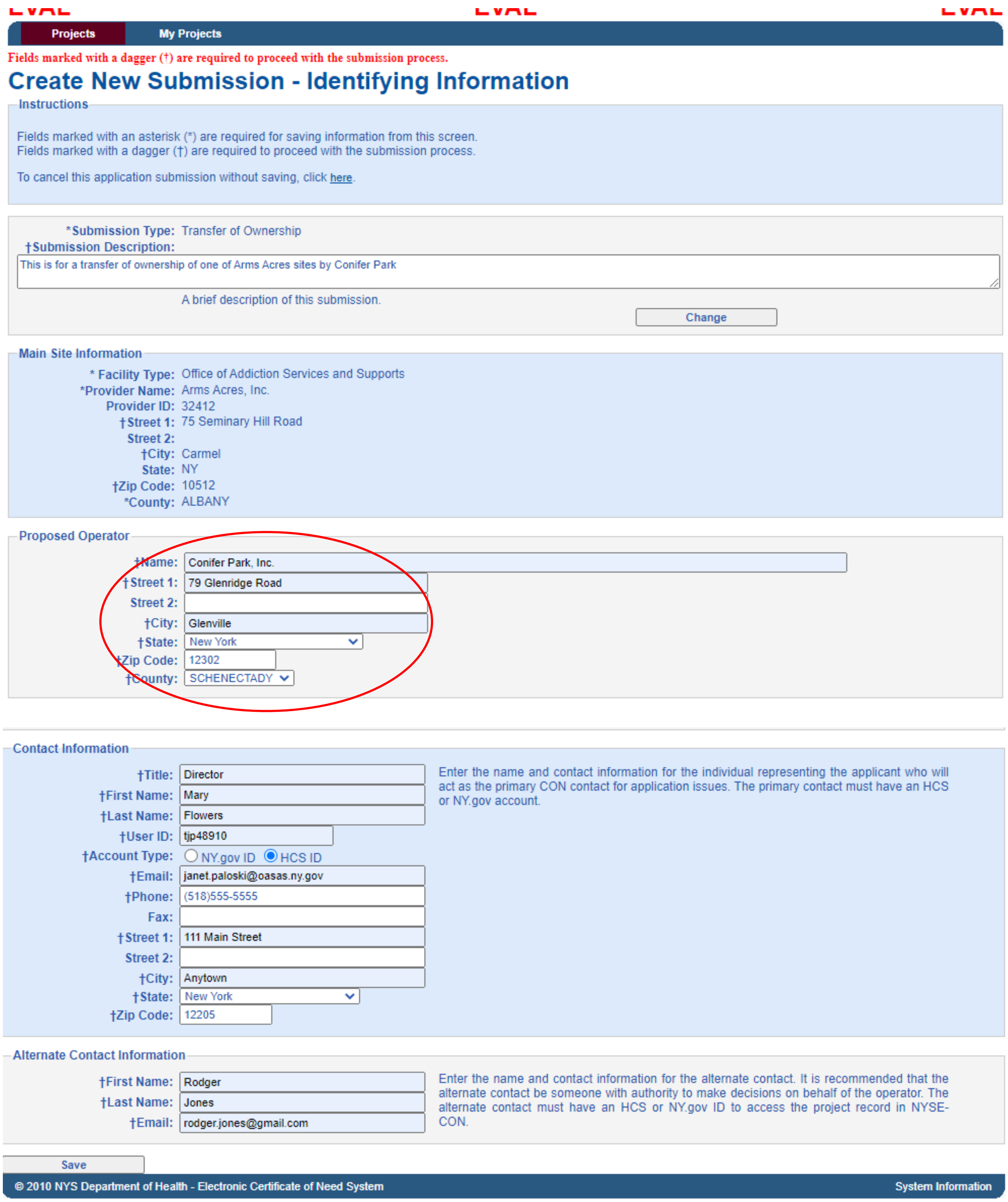


It will show the provider connected with that operating certificate number at the top of the screen.

Select **Transfer of Ownership.** Then select **Continue**.



If you have other applications in process with OASAS, they will show up on this screen and you can open one of those or create a new submission. We will **Create a New Submission**.



Projects My Projects

Fields marked with a dagger (†) are required to proceed with the submission process.

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: Transfer of Ownership
†Submission Description:
This is for a transfer of ownership of one of Arms Acres sites by Conifer Park
A brief description of this submission.
Change

Main Site Information

* Facility Type: Office of Addiction Services and Supports
*Provider Name: Arms Acres, Inc.
Provider ID: 32412
†Street 1: 75 Seminary Hill Road
Street 2:
†City: Carmel
State: NY
†Zip Code: 10512
*County: ALBANY

Proposed Operator

†Name: Conifer Park, Inc.
†Street 1: 79 Glenridge Road
Street 2:
†City: Glenville
†State: New York
†Zip Code: 12302
†County: SCHENECTADY

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.

Save

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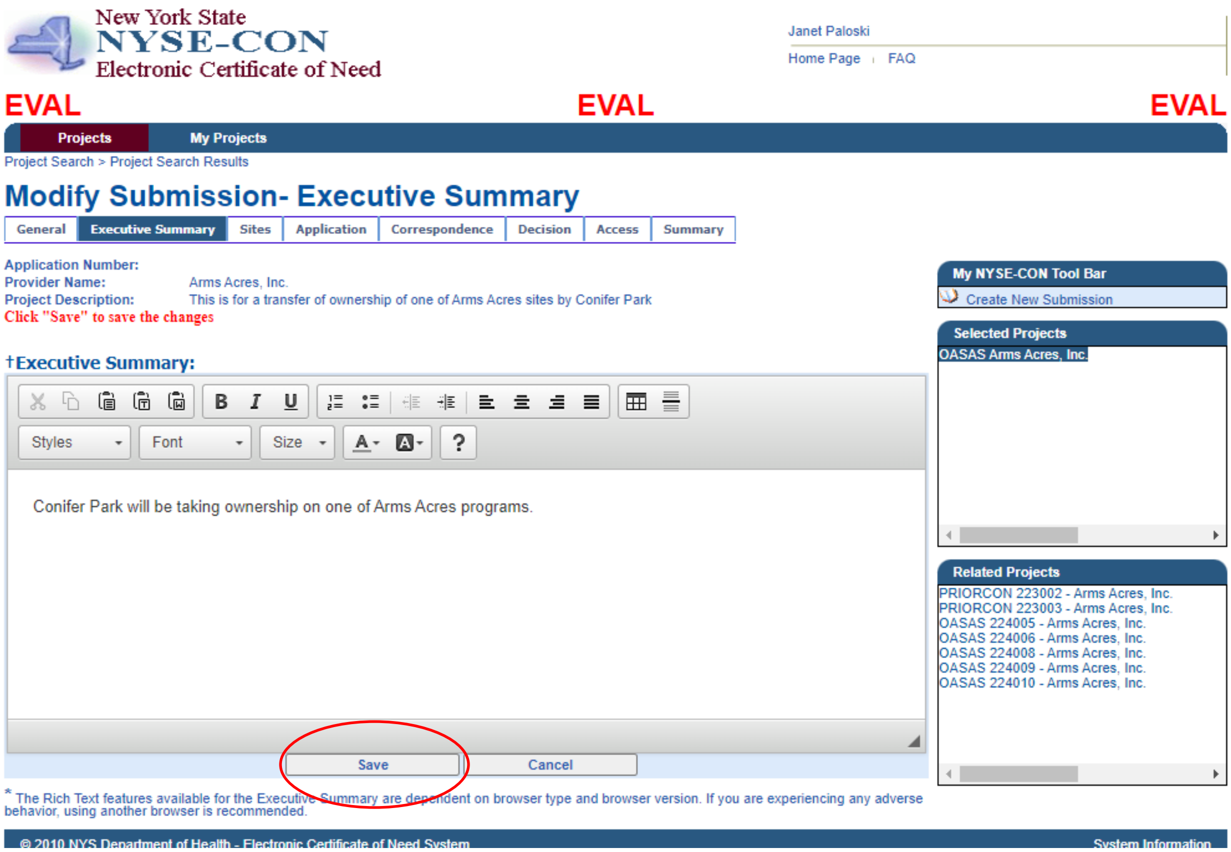
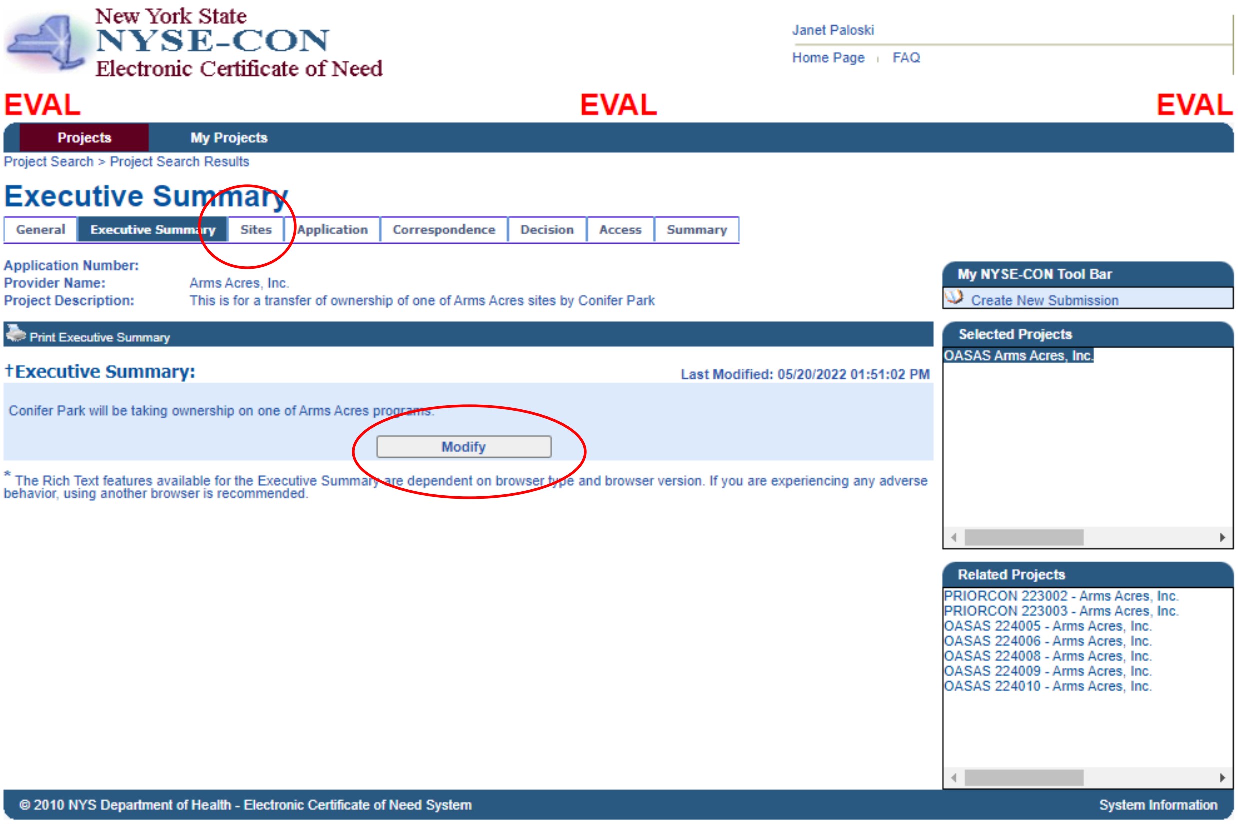
System Information

The **Main Site Information** will fill-in from the database with the Administrative Address. You must enter the **Provider Information for the New Owner** under the **Proposed Operator box.** Complete the **Contact Information** and the **Alternate Contact Information** and select **Save.**

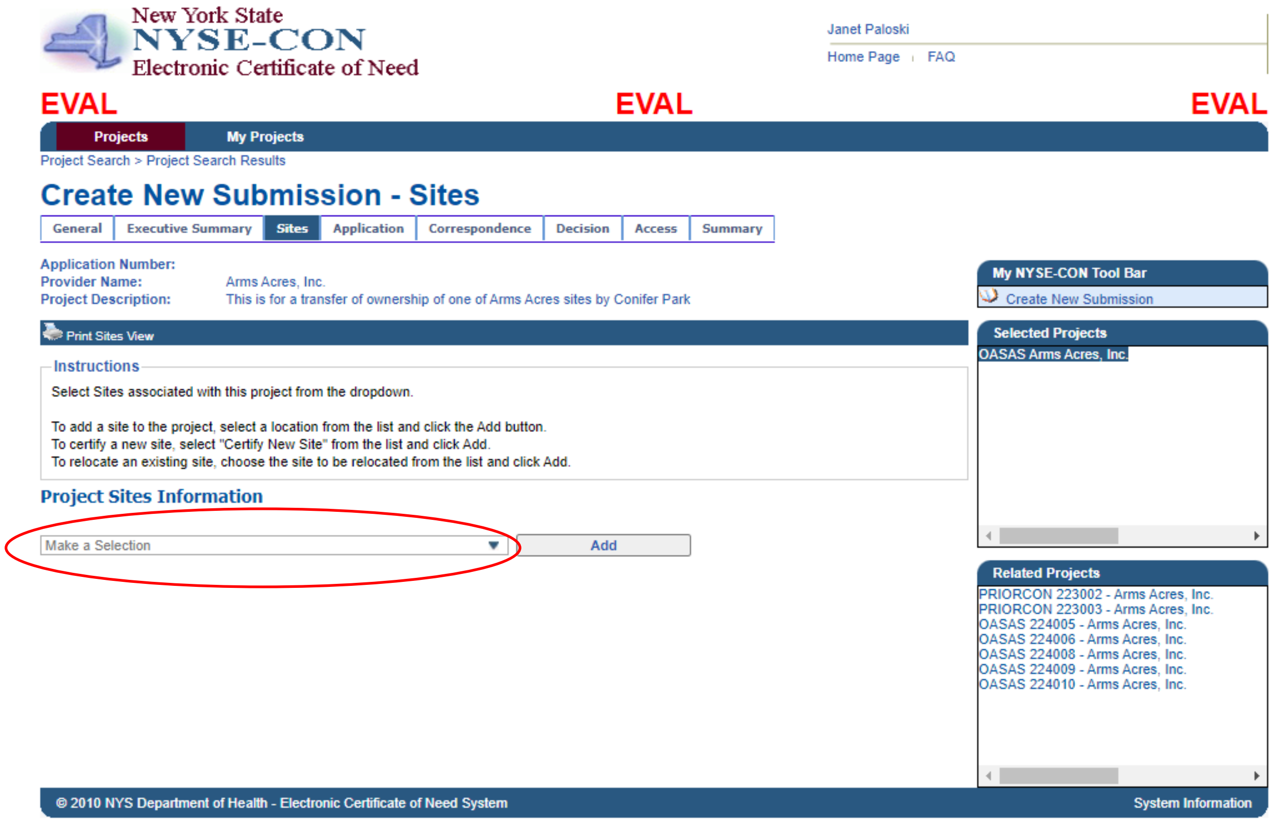
You will receive a message at the top of the screen telling you that the submission identifying information has been saved. At this point in the submission, you can exit out of NYSE-CON and return later to complete the submission if you wish. If you wish to continue at this time, you can select the **Executive Summary** tab to continue.



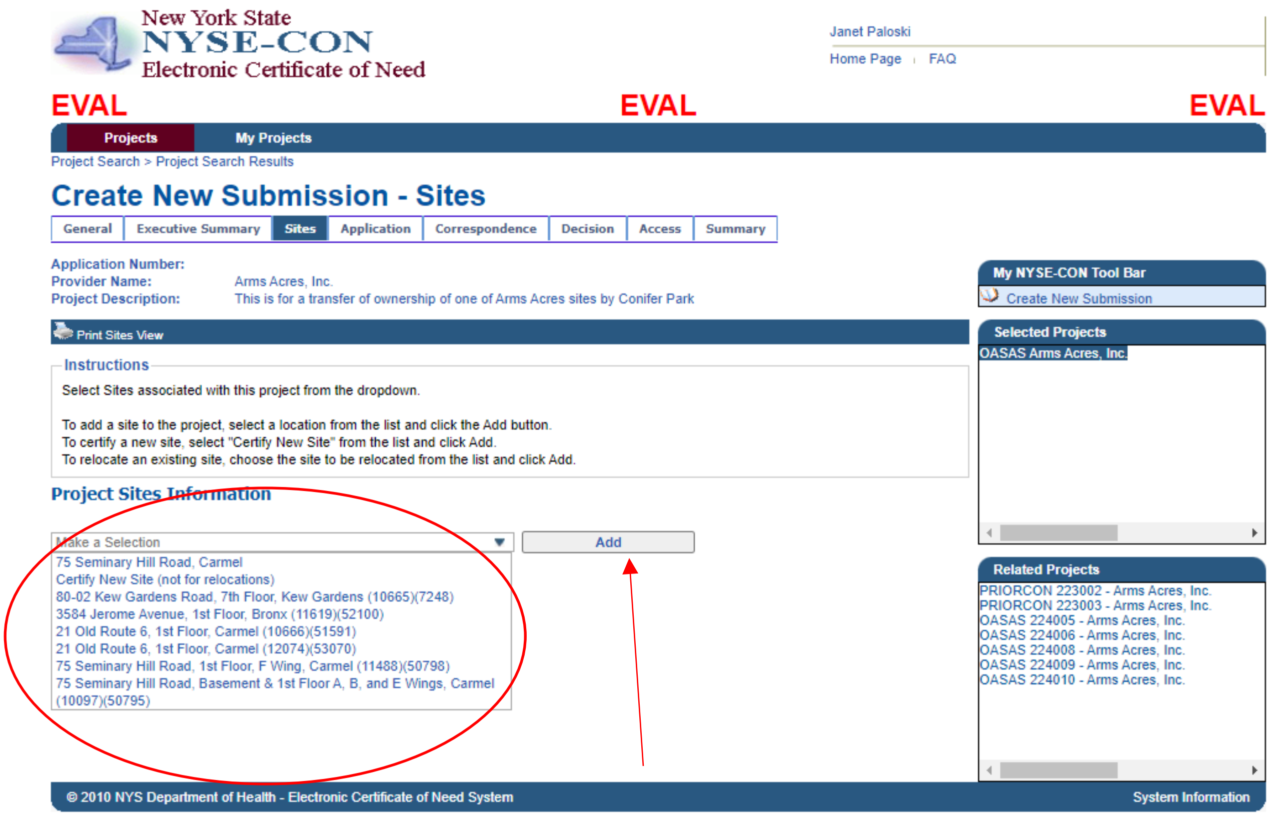
Enter the Executive Summary for the project and select **Save**.



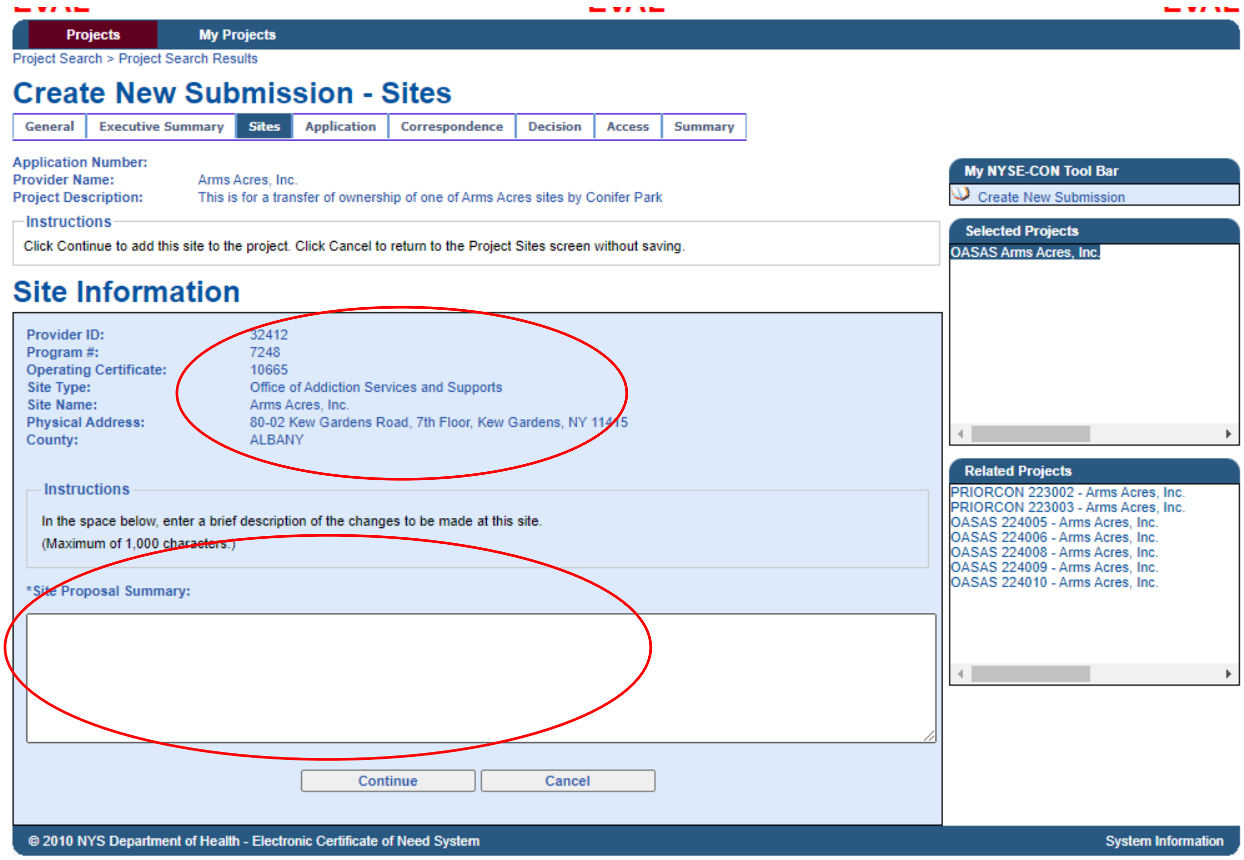
If you need to change, select the **Modify** button. Otherwise move to the **Sites** tab.



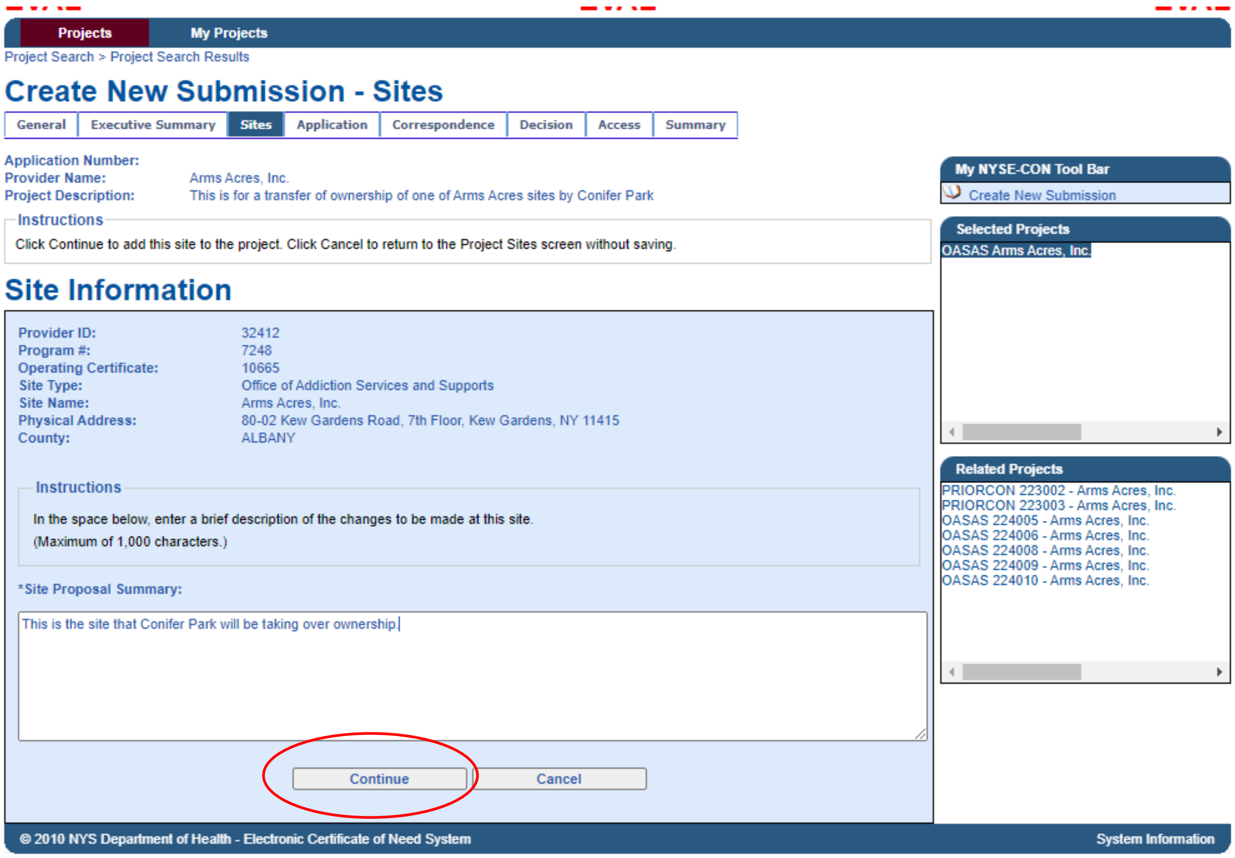
Click on the Project Sites Information dropdown box to select the site.



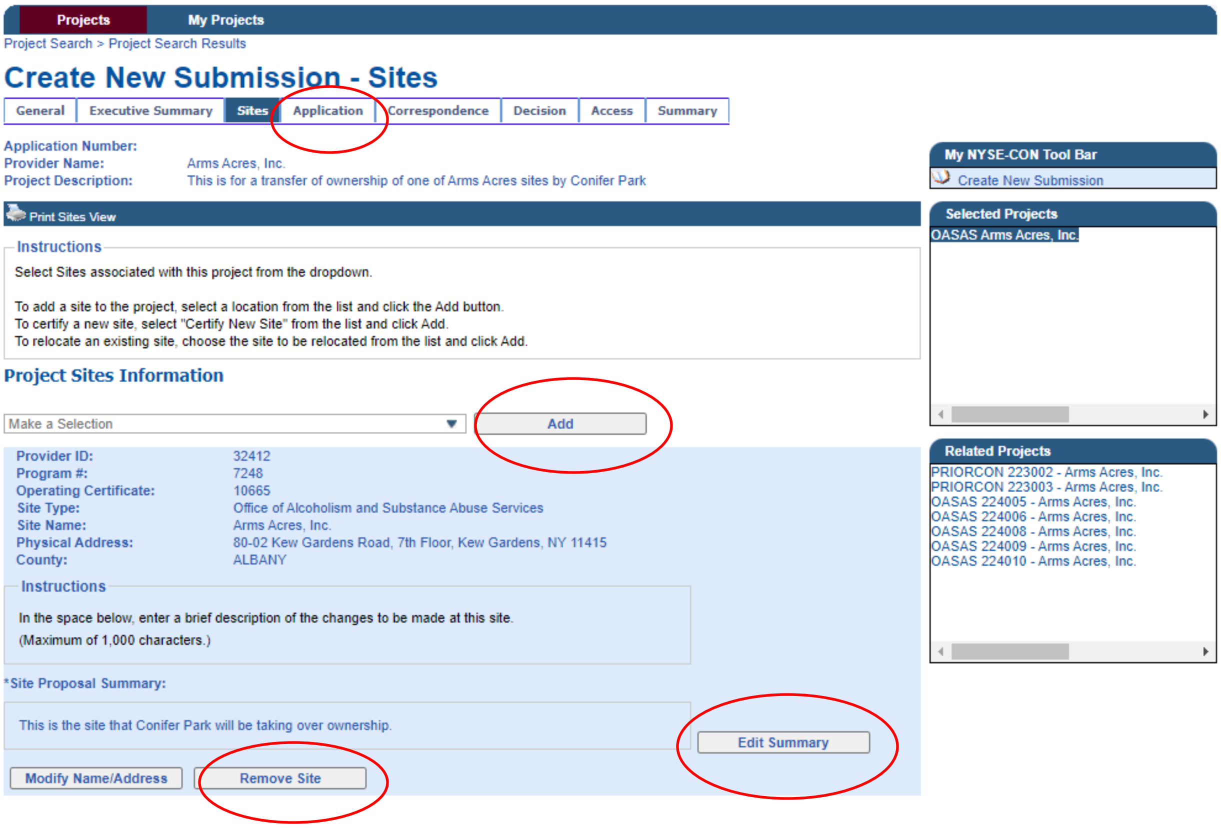
Select the site and click **Add.**



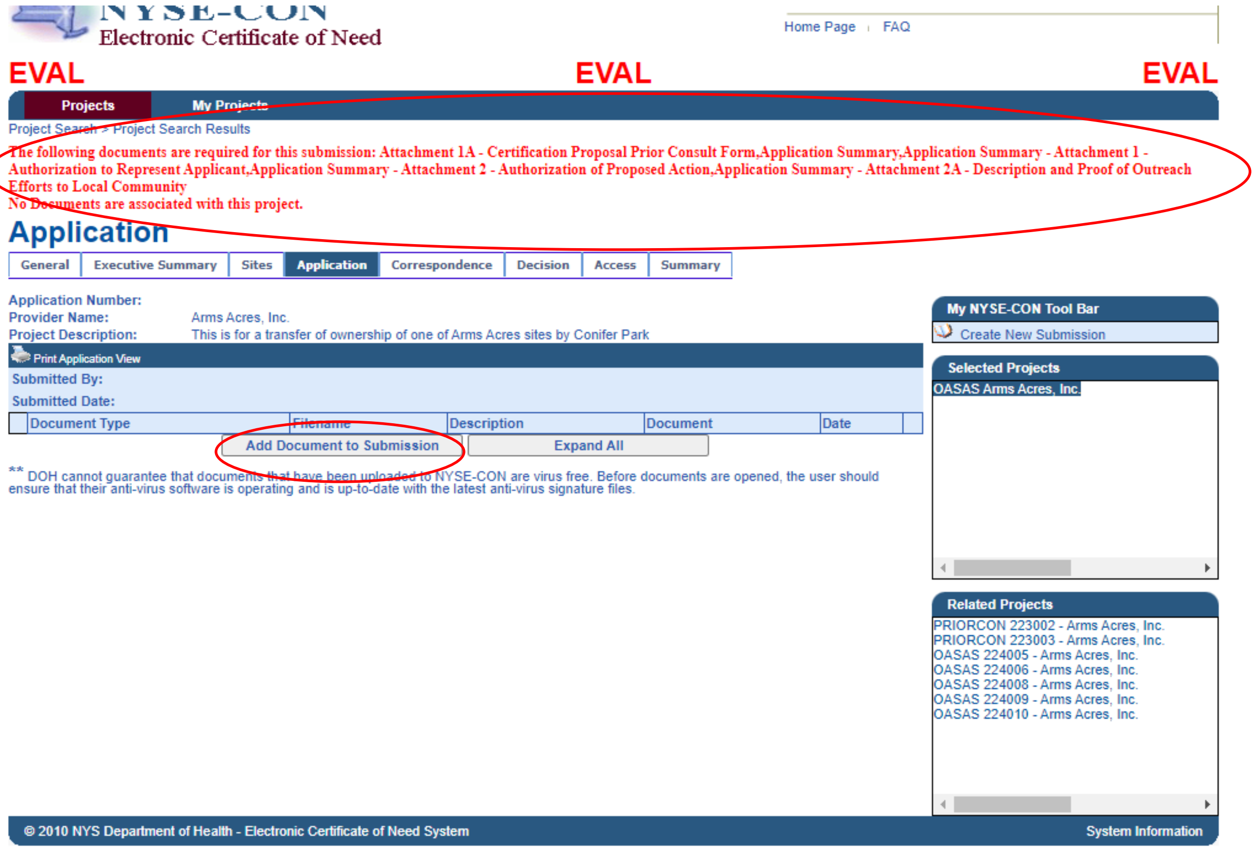
The selected site will show. Fill in the Site Proposal Summary.



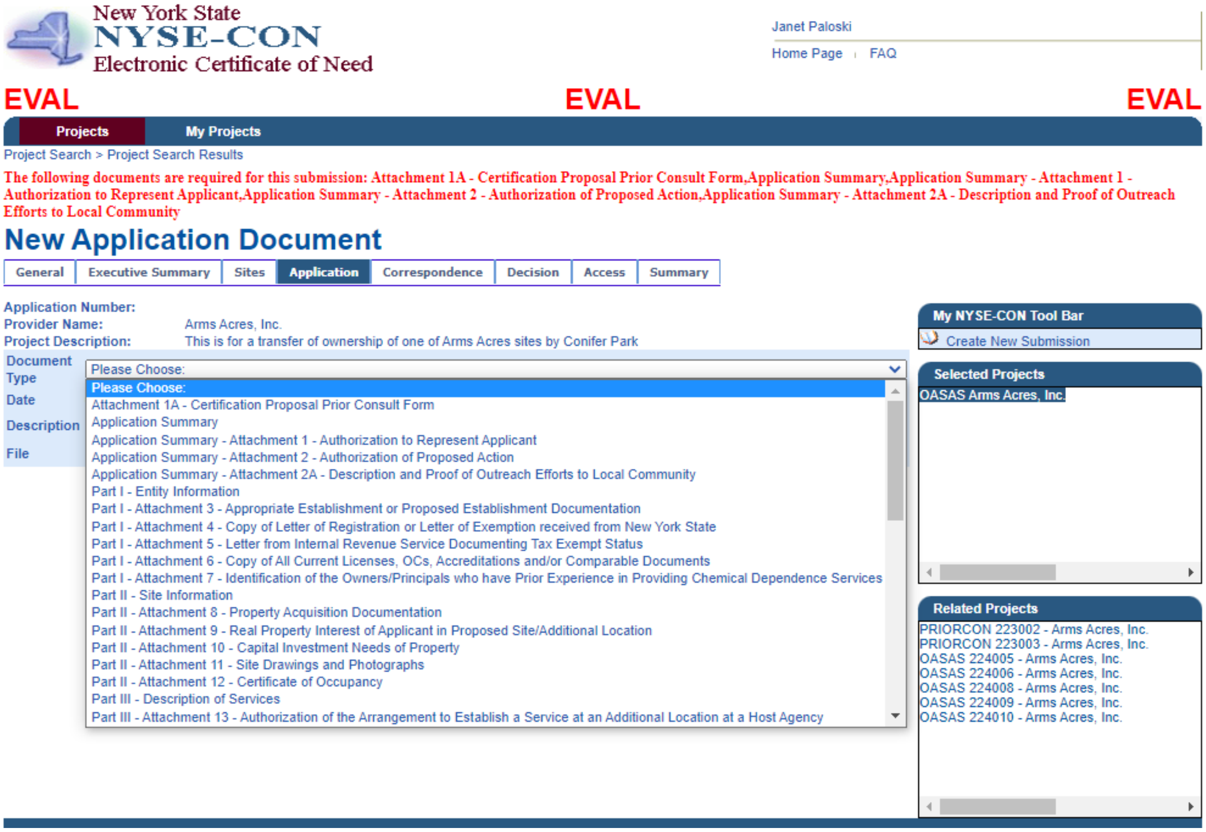
When finished, click **Continue**.



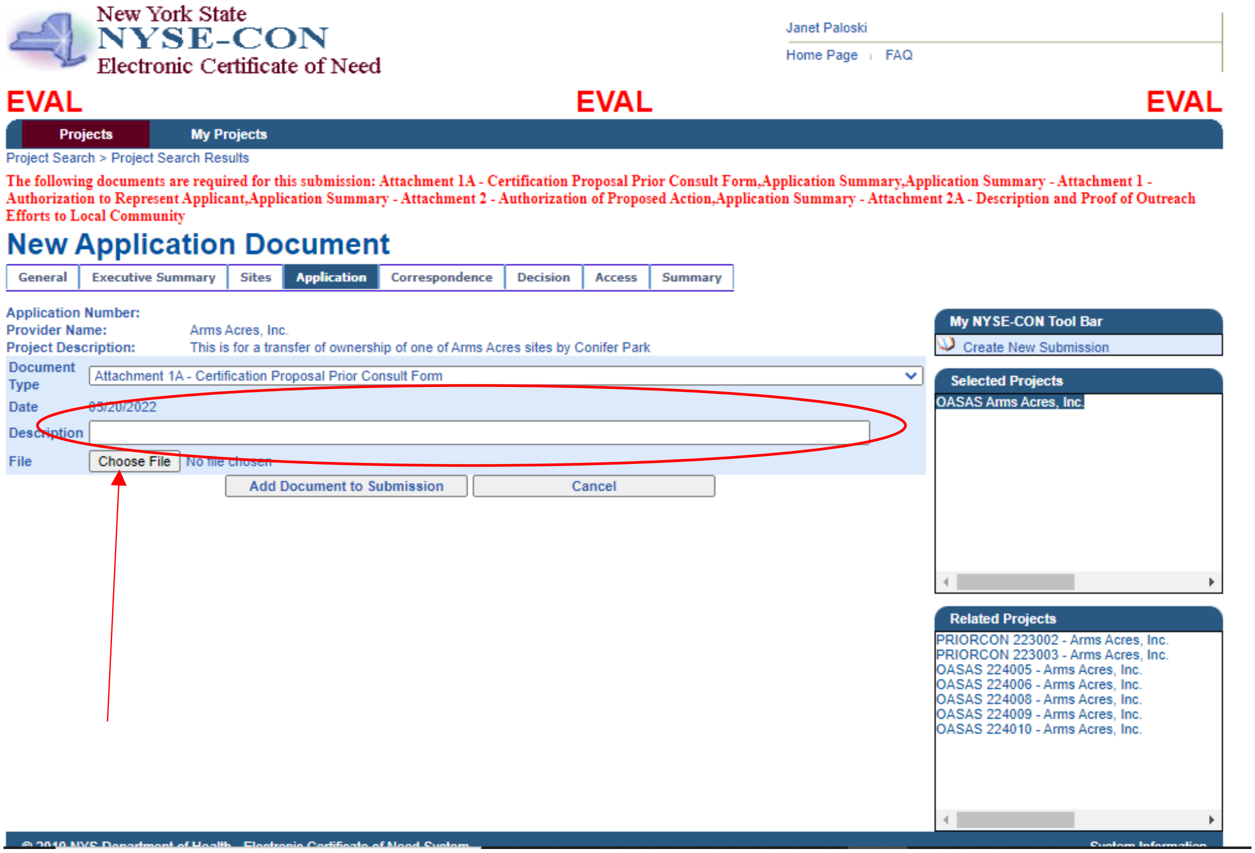
You can add an additional site by clicking the **Add** button, removing the site you just added by clicking the **Remove Site** button or clicking on **Edit Summary** to modify your Site Proposal Summary. When you are done with the Sites tab, click on the **Application** tab.



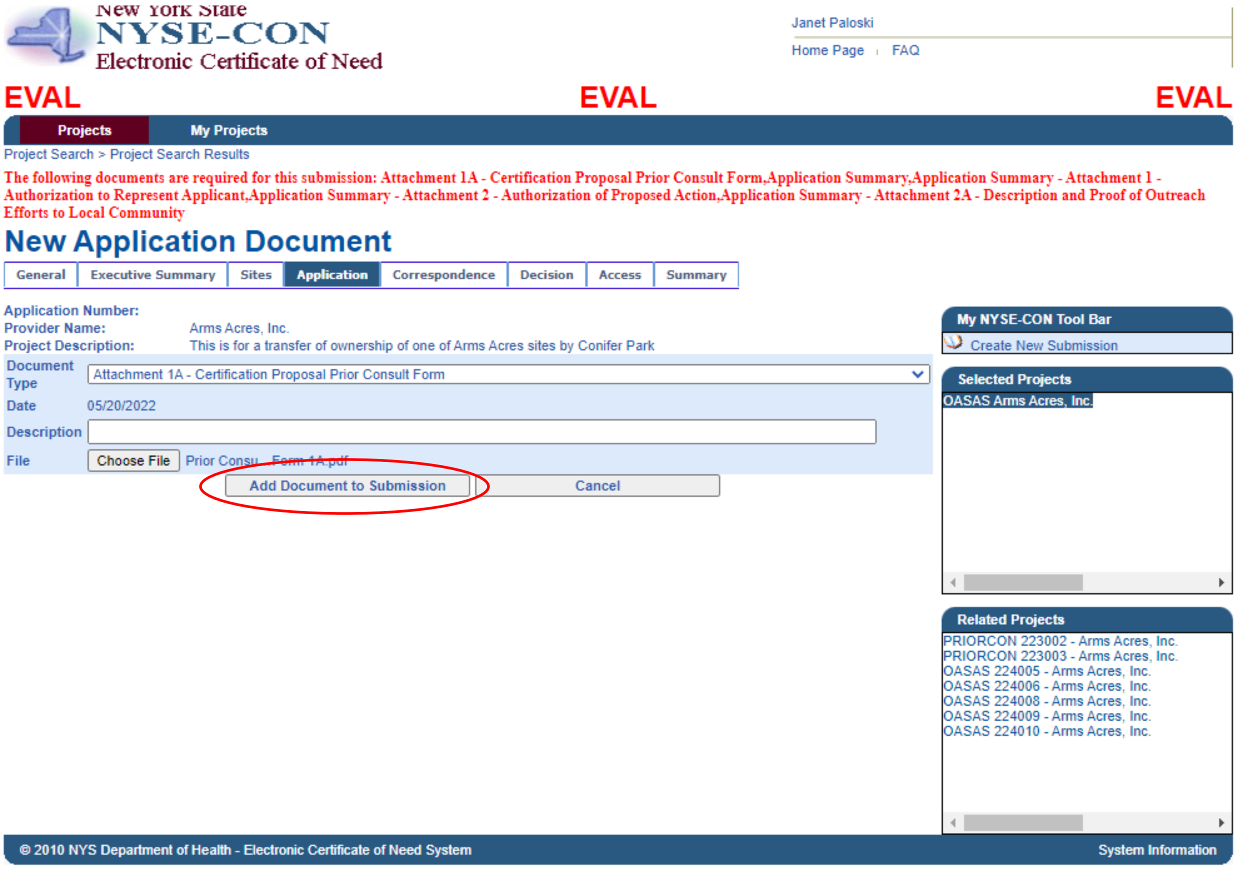
The top of the screen will show the minimum required schedules that need to be uploaded. This assumes that the site, staffing and budget will remain the same for this program. If not, Part II and attachments, Part III and attachments and Part IV and attachments should also be uploaded. To begin, select **Add Document to Submission.**



Select the **Document Type** you would like to upload. For this example, we will select Attachment 1A – Prior Consultation Form.

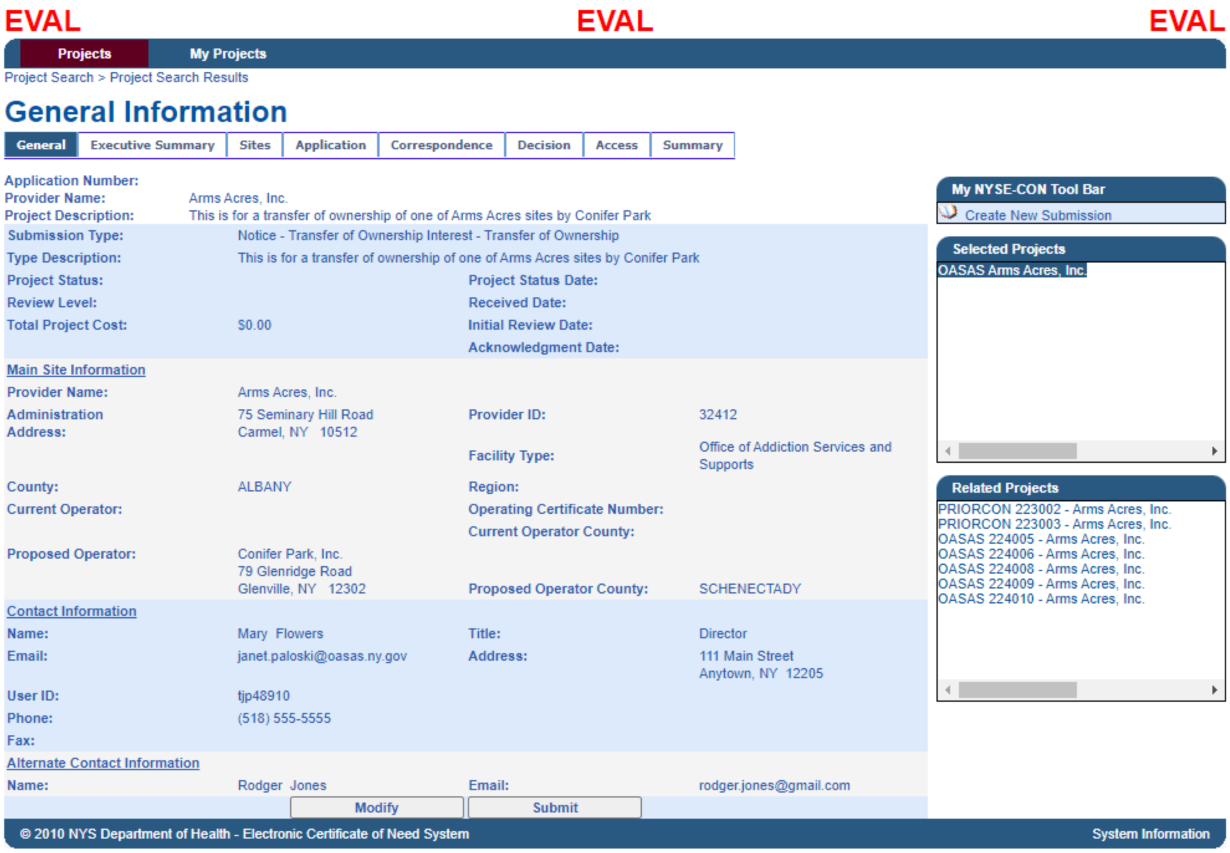


You can enter an optional description for the document if you wish. In the case where you are uploading multiple copies of the same document type, a description is required. Next, select the **Choose File button** to navigate to where your saved schedules are on your computer.

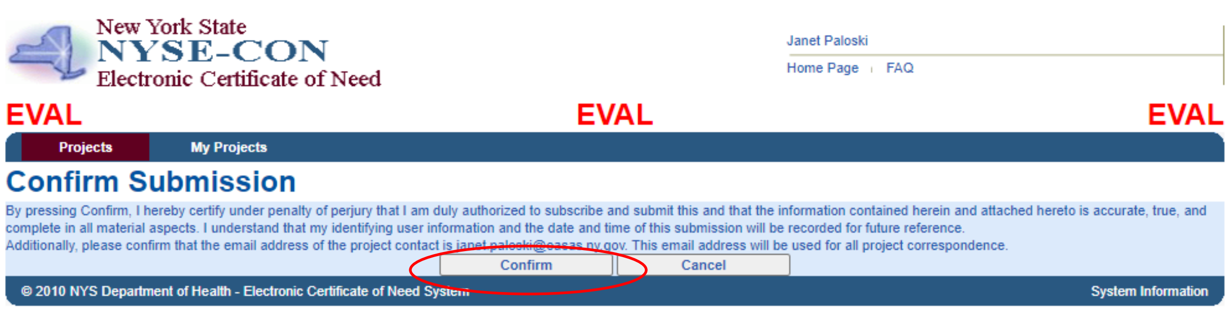


Click the **Add Document to Submission** to upload your schedule. Repeat these steps to upload all the required schedules listed in Red at the top of the screen and any additional schedules needed for this project.

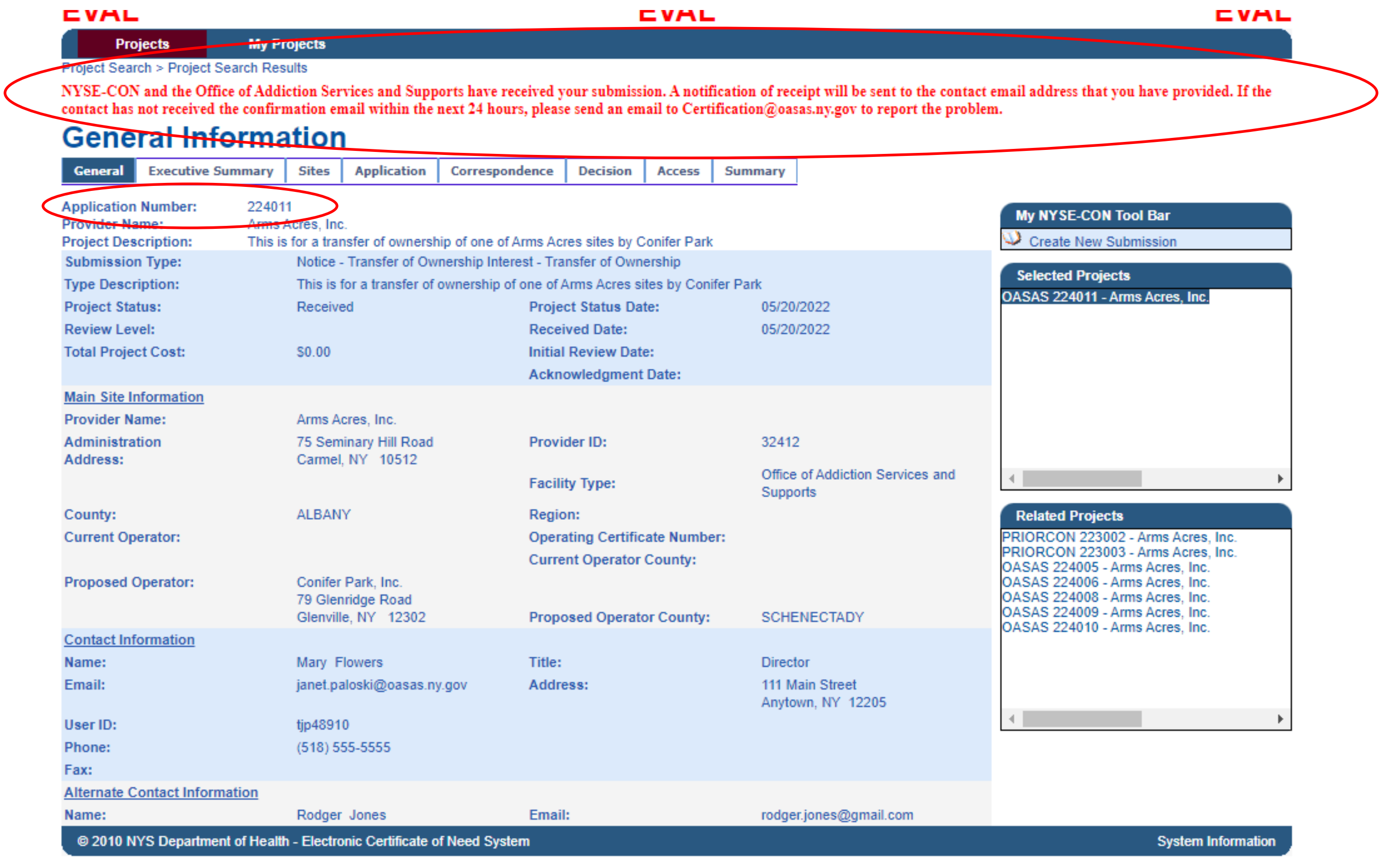
When you have uploaded all the documents, click on the **General** tab to submit the project.



Click the **Submit** button to submit the project. If you need to make modifications before submitting, click on the **Modify** button.



Click on **Confirm** to submit.



You will receive a message at the top of the screen regarding the submission. Your submission is also assigned an **Application Number** at this point.