Instructions for Other Changes to Existing Facility/Agency includes Capacity Increase, Capital Project, Changes to Prevention, Add/Remove Apartments, Minor Relocation, New Treatment Service, Additional Location, Relocation, Space Expansion

Select "Create a New Submission."
Instructions for Other Changes to Existing Facility/Agency includes Capacity Increase, Capital Project, Changes to Prevention, Add/Remove Apartments, Minor Relocation, New Treatment Service, Additional Location, Relocation, Space Expansion

You have several options for the Facility/Agency Search. You can enter your 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
Instructions for Other Changes to Existing Facility/Agency includes Capacity Increase, Capital Project, Changes to Prevention, Add/Remove Apartments, Minor Relocation, New Treatment Service, Additional Location, Relocation, Space Expansion

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 show at the top of the screen. Or
Instructions for Other Changes to Existing Facility/Agency includes Capacity Increase, Capital Project, Changes to Prevention, Add/Remove Apartments, Minor Relocation, New Treatment Service, Additional Location, Relocation, Space Expansion

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.
Now select the type of application you wish to upload. For this example, we will choose a Relocation Application. Select Continue.
The Main Site Information will fill in from the database. Complete the Contact Information and the Alternate Contact Information and select Save.
Instructions for Other Changes to Existing Facility/Agency includes Capacity Increase, Capital Project, Changes to Prevention, Add/Remove Apartments, Minor Relocation, New Treatment Service, Additional Location, Relocation, Space Expansion

If you need to make any modifications to the information, select **Modify**, otherwise proceed to the **Executive Summary** tab.
Instructions for Other Changes to Existing Facility/Agency includes Capacity Increase, Capital Project, Changes to Prevention, Add/Remove Apartments, Minor Relocation, New Treatment Service, Additional Location, Relocation, Space Expansion

Enter a complete description of the project. Once complete, select **Save**.
Instructions for Other Changes to Existing Facility/Agency includes Capacity Increase, Capital Project, Changes to Prevention, Add/Remove Apartments, Minor Relocation, New Treatment Service, Additional Location, Relocation, Space Expansion

If you need to modify, click on **Modify**, otherwise proceed to the **Sites** tab.
Instructions for Other Changes to Existing Facility/Agency includes Capacity Increase, Capital Project, Changes to Prevention, Add/Remove Apartments, Minor Relocation, New Treatment Service, Additional Location, Relocation, Space Expansion

Choose the site from the dropdown box that this application is about. In this example, we are relocating the program from 80-02 Kew Gardens Road to a new location, so select that address and click the Add button.
The current address for the program is now selected. In the **Site Proposal Summary**, enter a description of the changes to be made at this site.
Instructions for Other Changes to Existing Facility/Agency includes Capacity Increase, Capital Project, Changes to Prevention, Add/Remove Apartments, Minor Relocation, New Treatment Service, Additional Location, Relocation, Space Expansion

Select Continue.
Instructions for Other Changes to Existing Facility/Agency includes Capacity Increase, Capital Project, Changes to Prevention, Add/Remove Apartments, Minor Relocation, New Treatment Service, Additional Location, Relocation, Space Expansion

At this point the site is saved. From this screen, you can modify the Name/Address, Remove the Site or Edit the Summary. If you are satisfied with the entries on this screen, you can move to the Application tab.
Instructions for Other Changes to Existing Facility/Agency includes Capacity Increase, Capital Project, Changes to Prevention, Add/Remove Apartments, Minor Relocation, New Treatment Service, Additional Location, Relocation, Space Expansion

At the top of the screen, the required schedules that need to be uploaded are displayed in **RED**. It also tells you what documents have already been uploaded for this project. In this case, none have been previously uploaded. You will not be able to submit this application until all the required documents have been uploaded. To begin to upload the schedules, select **Add Document to Submission**.
Instructions for Other Changes to Existing Facility/Agency includes Capacity Increase, Capital Project, Changes to Prevention, Add/Remove Apartments, Minor Relocation, New Treatment Service, Additional Location, Relocation, Space Expansion

Choose the document to upload from the Document Type dropdown box. In this example, we are selecting Attachment 1A – Prior Consultation Form
Instructions for Other Changes to Existing Facility/Agency includes Capacity Increase, Capital Project, Changes to Prevention, Add/Remove Apartments, Minor Relocation, New Treatment Service, Additional Location, Relocation, Space Expansion

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, a description is required.
Instructions for Other Changes to Existing Facility/Agency includes Capacity Increase, Capital Project, Changes to Prevention, Add/Remove Apartments, Minor Relocation, New Treatment Service, Additional Location, Relocation, Space Expansion

Select the Choose File button to navigate to where you have saved the completed schedules on your computer.
Instructions for Other Changes to Existing Facility/Agency includes Capacity Increase, Capital Project, Changes to Prevention, Add/Remove Apartments, Minor Relocation, New Treatment Service, Additional Location, Relocation, Space Expansion.

You will see your file next to the **Choose File** button. Now select **Add Document to Submission**.
You will see that the Attachment 1A – Prior Consultation Form has been uploaded and is no longer showing on the top of the screen in RED as being required. You should continue to upload the schedules until all have been uploaded.
Some document types allow for multiple documents to be uploaded as in the case of Attachment 2A – Description and Proof of Outreach Efforts to the Local Community. These types of documents require a description, and you will receive an error if you do not enter a description.
Instructions for Other Changes to Existing Facility/Agency includes Capacity Increase, Capital Project, Changes to Prevention, Add/Remove Apartments, Minor Relocation, New Treatment Service, Additional Location, Relocation, Space Expansion

Fill-in the Description and re-choose the file saved on your local computer. Then select Add Document to Submission.
Instructions for Other Changes to Existing Facility/Agency includes Capacity Increase, Capital Project, Changes to Prevention, Add/Remove Apartments, Minor Relocation, New Treatment Service, Additional Location, Relocation, Space Expansion

Once all the required documents have been uploaded, the documents in RED at the top will no longer show. You must return to the General tab to submit the application.
Instructions for Other Changes to Existing Facility/Agency includes Capacity Increase, Capital Project, Changes to Prevention, Add/Remove Apartments, Minor Relocation, New Treatment Service, Additional Location, Relocation, Space Expansion

If you need to make any changes, select the **Modify** button, otherwise select the **Submit** button.

A Confirm Submission screen will appear. You should select **Confirm** to submit the Application or **Cancel** to return to the previous screen.
Instructions for Other Changes to Existing Facility/Agency includes Capacity Increase, Capital Project, Changes to Prevention, Add/Remove Apartments, Minor Relocation, New Treatment Service, Additional Location, Relocation, Space Expansion

A message displays at the top of the screen stating that the submission has been received and that the contact person will receive a notification email. An Application Number is assigned at this time.