

## Accessing NYSE-CON using your HCS Account

To use NYSE-CON, you must have a Health Commerce System (HCS) account and you must be added to the **role of CON Submitter and/or CON Updater**. For OASAS certified providers, you have an HCS Coordinator in your Agency who can assist you in getting an HCS account and adding the required roles. LOCADTR is accessed through the Health Commerce System and is the reason your Agency already has an HCS Coordinator. If you are not an existing OASAS certified provider, you will need to access the instructions for accessing NYSE-CON through the Public Authenticated system using an ny.gov account.

The screenshot shows the Health Commerce System dashboard. The user is logged in as Janet Lynn Paloski (jp489278). The 'My Content' menu is highlighted with a red circle. Below the dashboard, there are sections for 'Important Health Events', 'Important Health Notifications', and 'Newsroom Highlights...'. The 'Important Health Notifications' section contains a table with the following data:

Posted	Priority	Keyword	Source	Audience	Description	Recipients
06/17/2022	Advisory	Influenza	NYSDOH	All Users	Influenza Surveillance Report for the Week Ending 06/11/2022.	Recipients
06/10/2022	Advisory	Influenza	NYSDOH	All Users	Influenza Surveillance Report for the Week Ending 06/04/2022.	Recipients
06/03/2022	Alert	Facility Guidance	NYSDOH	All Users	A28 Webinar on OMH's Involuntary & Emergency Admissions Interpretative Guidance	Recipients
06/03/2022	Advisory	Influenza	NYSDOH	All Users	Influenza Surveillance Report for the Week Ending 05/28/2022.	Recipients
06/01/2022	Advisory	info message	NYSDOH	All Users	Handling and Collection of Specimens from Suspected Cases of Monkeypox	Recipients
05/27/2022	Advisory	Influenza	NYSDOH	All Users	Influenza Surveillance Report for the Week Ending 05/21/2022.	Recipients
05/23/2022	Alert	info message	NYSDOH	All Users	DAL 22-04 Ongoing Medical Device Shortages	Recipients
05/20/2022	Advisory	Influenza	NYSDOH	All Users	Influenza Surveillance Report for the Week Ending 05/14/2022.	Recipients
05/20/2022	Advisory	Monkeypox	NYSDOH	All Users	Monkeypox Cases Not Associated with Travel	Recipients

When you sign on to the Health Commerce System, if NYSE-CON is not listed in My Applications, click on the My Content menu.

The screenshot shows the Health Commerce System dashboard with the 'My Content' menu open. The 'My Applications' option is highlighted with a red circle. The dashboard content is the same as in the previous screenshot.

Select All Applications.

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Health Commerce System Applications View Help

Browse by **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z** View All

Application Name	Acronym	Profile	Restricted	Add/Remove
Access and Update your own account information				
Advantage Dual Eligible Managed Care			Yes	
AIDS Institute Monthly Report Extract Upload	SFT 2.0			

Select N.

Health Commerce System Applications View Help

Browse by **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z** View All

Application Name	Acronym	Profile	Restricted	Add/Remove
Narcotic Education Attestation Tracking (NEAT)	NEAT			
National Poison Data System (see Profile for Access info)				
Neonatal Intensive Care Unit	NICU		Yes	
New York Patient Occurrence Reporting and Tracking (UPDATE REPORTS SAVED PRIOR TO 8/22/19)	NYPORIS		Yes	
New York Patient Occurrence Reporting and Tracking v2 (CREATE OR EDIT REPORTS ON OR AFTER 8/22/19)	NYPORIS2		Yes	
Newborn Screening Applications	NBS		Yes	
Newborn Screening Hospital Portal				
Nosocomial Outbreak Reporting Application (NORA)	HERDS			
Nursing Home ADHC Rates			Yes	
Nursing Home Appeal Submission System			Yes	
Nursing Home Cash Receipts Assessment			Yes	
Nursing Home Cost Report			Yes	
Nursing Home Medicare Maximization Form			Yes	
Nursing Home Rate Reports			Yes	
Nursing Home Rate Sheets 4/1/2009 and Forward			Yes	
Nursing Home Surveillance and Reporting System (HERDS)	HERDS			
Nursing Home Trend and Roll Factor Reports			Yes	
NY Connects Resource Directory				
NYEIS - Production (New York Early Intervention System)				
NYEIS Feature Request/Data Correction Request Upload	SFT 2.0			
NYS Electronic Certificate of Need	NYSE-CON			
NYS LDSS and NYSoH Retro Upload	SFT 2.0			
NYS Monitoring and Messaging(NYSMMS)			Yes	

Click the “+” in the Add/Remove Column to add the application.

NYS Electronic Certificate of Need	NYSE-CON			
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The NYS Electronic Certificate of Need is added to the My Applications menu when the “-” sign is displayed. Click on Home to get back to the main screen.

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The screenshot shows the Health Commerce System dashboard. At the top, there is a navigation bar with 'Home', 'My Content', 'Search', 'Help', and 'Log out'. Below the navigation bar, there are three prominent buttons: 'Donate Life', 'NYS PMP', and 'COVID-19'. The main content area is divided into two sections: 'Important Health Events' and 'Important Health Notifications'. The 'Important Health Notifications' section contains a table with columns for 'Posted', 'Priority', 'Keyword', 'Source', 'Audience', 'Description', and 'Recipients'. Below this, there are 'Newsroom Highlights...' and 'Newsletters' sections. On the left side, there is a 'My Applications' dropdown menu, which is circled in red. The dropdown menu lists 'My Applications', 'Acronyms & Abbreviations', 'Emergency Contacts', 'NYSE-CON', and 'SenNY'. A 'Refresh My Applications List' button is also visible.

You will now see NYSE-CON listed under My Applications. Select NYSE-CON from My Applications to enter the system.

The screenshot shows the home page for the NYSE-CON Electronic Certificate of Need System. The page features the 'New York State Health Commerce System' logo at the top left. Below the logo, there is a navigation bar with 'Projects' and 'My Projects' tabs. The main heading is 'Welcome To The Electronic Certificate of Need System'. Below the heading, there is a paragraph of text explaining the purpose of the system. Further down, there is a section titled 'Try These Quick Links To Get Started:' with two links: 'Create New Submission' and 'Find your projects'. At the bottom of the page, there is a footer with '© 2010 NYS Department of Health - Electronic Certificate of Need System' and 'System Information'.

You are now on the home page for NYSE-CON.