



Tennessee Health Facilities Commission Quick Reference Guide

## Community Portal – Letter of Intent

# Letters of Intent Certificate of Need

# Note for Adding an External User

## Information

Please note, in order to add an external user (consultant) to view/work on the application, you must send an email to [alecia.l.craighead@tn.gov](mailto:alecia.l.craighead@tn.gov) requesting access.

You must include the following information in your email:

- Application Number (for the application you want to share)
- External user's name
- External user's email address

To remove access to an external user, an email must be sent to the email above stating you would like to remove the external user (please include the information listed above).

# Certificate of Need

## Instructions

1. From the **Dashboard**, click **New Application**.

The screenshot displays the user interface of the Health Facilities Commission (HFC) dashboard. At the top left is the HFC logo. The top navigation bar includes links for Home, Applications, Payments, My Letter of Intent, and My Certificate of Need. A 'New Application' button is highlighted with a red box in the top right corner. The dashboard features five summary cards, each showing a count of 0 for different application statuses: All Applications, Open Applications, Closed Applications, Applications Under Review, and Supplemental Information Required. Below these cards is a section titled 'Count of Applications' with a legend for Open Applications (pink), Closed Applications (orange), Applications Under Review (yellow), and Supplemental Information Required (teal).

# Certificate of Need

## Instructions

2. Click the **Application Type** drop-down menu to select the type of application to begin.
3. Click **Apply**.

- This flow will focus on the **Certificate of Need** application type. The **Relocation Exemption** application will be detailed in the next section.
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## Key Points

The screenshot displays the IFC (Indiana Facility Care) application portal. The user is logged in as Scott Vance. The dashboard shows a 'New Application' button and a 'Select the application type' modal window. The modal window has a red border and contains a dropdown menu for 'Application Type' with options 'Certificate of Need' and 'Relocation Exemption'. A blue arrow points from the dropdown menu in the modal to the 'Apply' button at the bottom right of the modal. The 'Apply' button is also highlighted with a red box.

4. Complete all required information.

- All fields marked with an \* are required.

The screenshot shows a web application interface for the Health Facilities Commission (HFC). The top navigation bar includes 'Home', 'Applications', 'Payments', 'My Letter of Intent', and 'My Certificate of Need'. A 'New Application' button is located in the top right. The user's name, 'Scott Vance', is displayed in the top right corner. The main content area is titled 'Basic Information' and includes a breadcrumb trail: 'Basic Information' (selected), 'Project Cost', and 'Attestation'. The 'Application Name' is 'PAR-000002148'. A red asterisk indicates required fields. A note states: 'Please complete every requested field. Use the accompanying worksheet to assist in calculating the estimated project cost. All fields will populate similar field in the accompanying application. For general instructions, click here.' The form fields are: '\* Project Name' (text input), '\* Street or Route' (text input), '\* State' (dropdown), '\* County' (text input), '\* City' (text input), '\* Zip' (text input), '\* Facility Type' (dropdown), '\* Owner Name' (text input), '\* Ownership Type' (dropdown), '\* Management Name' (dropdown), '\* Project Description' (text area), '\* Anticipated date of publication' (calendar input), and '\* Anticipated date of submitting CoN application' (calendar input).

# Certificate of Need

## Instructions

- Click on the drop-down arrow under the simultaneous review question.
- Select Yes, if there is simultaneous review.

- If an application has been submitted for the same service, service area, location, or facility, you must select yes to simultaneous review.
- Once you select yes and click **Save and Next**, the application will be updated. This will mean you will have till the 16<sup>th</sup> to the end of the month to complete your application.

## Key Points

The screenshot shows the 'My Certificate of Need' application form. The form is titled 'My Certificate of Need' and includes a 'New Application' button. The form is divided into several sections:

- Management Name:** A dropdown menu.
- Project Description:** A text input field with the placeholder 'Enter Project Description'.
- Anticipated date of publication:** A date input field with the placeholder 'Enter Anticipated date of publication'.
- Anticipated date of submitting CoN application:** A date input field with the placeholder 'Enter Anticipated date of submitting CoN application'.
- Are you seeking to submit this application for Simultaneous Review?.....** A dropdown menu with options 'No', '-- Clear --', 'Yes', and 'No'. A red box highlights the dropdown arrow, and 'Yes' is selected.
- Contact Person First Name:** A text input field with the value 'Imran'.
- Company Name:** A text input field with the value 'MTX Group Inc'.
- Contact Person Last Name:** A text input field with the value 'Chowdhury'.
- Contact Company Address:** A text input field with the value '4102 Admiralty way, Irving, Alaska, 75061'.
- Contact Email ID:** A text input field with the value 'imran.chowdhury@mtx2b.com'.
- Name of Newspaper(s):** A text input field with the placeholder 'Enter Name of Newspaper(s)'.

At the bottom right of the form, there are two buttons: 'Cancel' and 'Save & Next'. The footer of the page includes the text '© 2022 HFC | All Rights Reserved' and 'Contact Us | Privacy & Terms'.

7. Enter the information that is revealed.
8. Answer the questions that follow.
9. Click Upload File.

If you select **No**, to any of the additional questions, you will enter an explanation to why it is marked as **No**.

The screenshot shows the HFC application interface. At the top, there is a navigation bar with 'Home', 'Applications', 'Payments', 'My Letter of Intent', and 'My Certificate of Need'. A 'New Application' button is visible in the top right. The user's name, 'Imran Chowdhury', is displayed in the top right corner. The main content area contains several form fields and questions:

- \* Project Description:** A text input field with the placeholder 'Enter Project Description'.
- \* Anticipated date of publication:** A date picker field with the placeholder 'Enter Anticipated date of publication'.
- \* Anticipated date of submitting CoN application:** A date picker field with the placeholder 'Enter Anticipated date of submitting CoN application'.
- \* Are you seeking to submit this application for Simultaneous Review?:** A dropdown menu currently set to 'Yes'.
- \* Simultaneous Review justification (Please include the explanation for similarity of service area, location, facility and service area to be provided):** A rich text editor with a toolbar and a large text area.
- \* Does the applicant verify compliance with the procedural requirements for a simultaneous review per Health Facilities Commission Administrative Rule 0720-10-.02?:** Radio buttons for 'Yes' (selected) and 'No'.
- \* Was the Notice of Simultaneous Review received by the original applicant between the sixteenth and last day of the month of publication?:** Radio buttons for 'Yes' (selected) and 'No'.
- \* Please upload confirmation that the Notice was received by the original applicant between the sixteenth day and last of the month of publication by the original applicant.** Below this text is a blue 'Upload File' button, which is highlighted with a red box.
- Contact Details:** A section with four input fields:
  - \* Contact Person Title:** 'Enter Contact Person Title'
  - \* Contact Person First Name:** 'Imran'
  - \* Contact Person Last Name:** 'Chowdhury'
  - \* Company Name:** 'MTX Group Inc'



10. Click on the upload files button.

The screenshot displays a web application interface for a 'Certificate of Need' application. The user is logged in as 'Imran Chowdhury'. The navigation menu includes 'Home', 'Applications', 'Payments', 'My Letter of Intent', and 'My Certificate of Need'. A 'New Application' button is visible in the top right.

The main form area contains several sections:

- \*Project Description:** A text input field with the placeholder 'Enter Project Description'.
- \*Anticipated date of publication:** A date picker field with the placeholder 'Enter Anticipated date of publication'.
- \*Anticipated date of submitting CoN application:** A date picker field with the placeholder 'Enter Anticipated date of submitting CoN application'.
- \*Are you seeking to submit this application for Simultaneous Review?:** A dropdown menu with 'Yes' selected.
- \*Was the Notice of Simultaneous Review received by the original applicant between the sixteenth and last day of the month of publication?:** Radio buttons for 'Yes' (selected) and 'No'.
- \*Please upload confirmation that the Notice was received by the original applicant between the sixteenth day and last of the month of publication by the original applicant.** A button labeled 'Upload File'.
- Contact Details:** Fields for 'Contact Person Title' (placeholder: 'Enter Contact Person Title'), 'Contact Person First Name' (value: 'Imran'), 'Contact Person Last Name' (value: 'Chowdhury'), and 'Company Name' (value: 'MTX Group Inc').

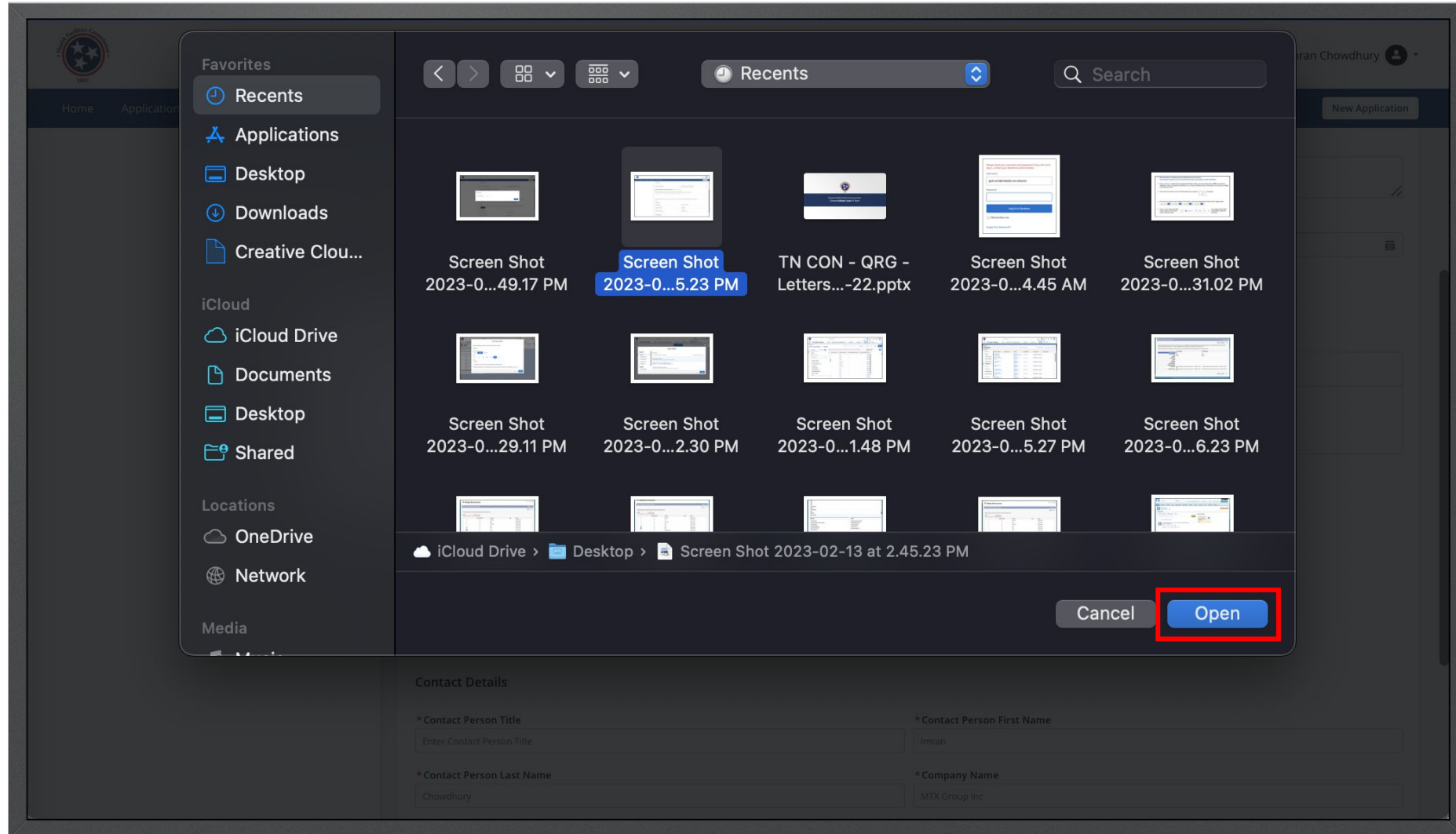
An 'Upload File' modal is open in the center of the screen. It features a red border around the 'Upload Files' button, which is highlighted with a red box. The modal also includes a 'Save' button and the text 'Or drop files'.

## Instructions

11. Select an image or more and click open.

You can enter a document one at a time or add all of them together by selecting the files before uploading.

## Key Points



# Certificate of Need

## Instructions

12. Click Save once you are done.

You can click on upload files to add more files.

## Key Points

The screenshot shows a web application interface for the 'My Certificate of Need' section. The user is 'Imran Chowdhury'. The form includes fields for 'Project Description', 'Anticipated date of publication', and 'Anticipated date of submitting CoN application'. A modal titled 'Upload File' is open, showing a file named 'Screen Shot 2023-02-13 at 2.45.23 PM.png' and a 'Save' button highlighted with a red box. Below the modal, there are radio buttons for 'Was the Notice of Simultaneous Review received by the original applicant between the sixteenth and last day of the month of publication?' (Yes/No) and an 'Upload File' button. The 'Contact Details' section includes fields for 'Contact Person Title', 'Contact Person First Name', 'Contact Person Last Name', and 'Company Name'.

13. Complete all required information.
14. Click **Save & Next**.

- All fields marked with an **\*** are required.

The screenshot shows a web application interface for the Health Facilities Commission (HFC). The user is logged in as Scott Vance. The navigation menu includes Home, Applications, Payments, My Letter of Intent, and My Certificate of Need. A 'New Application' button is visible in the top right. The main form area contains the following fields:

- \* Management Name**: A dropdown menu.
- \* Project Description**: A text input field with the placeholder 'Enter Project Description'.
- \* Anticipated date of publication**: A date input field with the placeholder 'Enter Anticipated date of publication'.
- \* Anticipated date of submitting CoN application**: A date input field with the placeholder 'Enter Anticipated date of submitting CoN application'.
- Contact Details**: A section header.
- \* Contact Person Title**: A text input field with the placeholder 'Enter Contact Person Title'.
- \* Contact Person First Name**: A text input field with the value 'Scott'.
- \* Contact Person Last Name**: A text input field with the value 'Vance'.
- \* Company Name**: A text input field with the value 'MTX'.
- \* Contact Company Address**: A text input field with the value '1925 Lynx Lane, Fairbanks, Alaska, 99709'.
- \* Contact Email ID**: A text input field with the value 'scott.vance@mtxb2b.com'.
- \* Name of Newspaper**: A text input field with the placeholder 'Enter Name of Newspaper'.

At the bottom right of the form, there are two buttons: 'Cancel' and 'Save & Next'. The 'Save & Next' button is highlighted with a red box.

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- Complete all required information.

The screenshot displays the 'Project Cost' section of a web application. The interface includes a navigation bar with 'Home', 'Applications', 'Payments', 'My Letter of Intent', and 'My Certificate of Need'. A 'New Application' button is located in the top right. The left sidebar shows a progress indicator with three steps: 'Basic Information' (completed), 'Project Cost' (current step), and 'Attestation'. The main content area is titled 'Project Cost' and shows 'Application Name : PAR-000002148'. Below this, section 'A. Construction and equipment acquired by purchase:' contains a table with nine rows for cost categories and a total row. The total is currently \$0.00. Section 'B. Acquisition by gift, donation, or lease:' is partially visible at the bottom.

A. Construction and equipment acquired by purchase:	
1. Architectural and Engineering Fees	<input type="text"/>
2. Legal, Administrative (Excluding CON Filing Fee), Consultant Fees	<input type="text"/>
3. Acquisition of Site	<input type="text"/>
4. Preparation of Site	<input type="text"/>
5. Total Construction Costs	<input type="text"/>
6. Contingency Fund	<input type="text"/>
7. Fixed Equipment (Not included in Construction Contract)	<input type="text"/>
8. Moveable Equipment (List all equipment over \$50,000 as separate attachments)	<input type="text"/>
9. Other (Specify) <input type="text" value="Specify Construction"/>	<input type="text"/>
<b>Total</b>	<b>\$0.00</b>

B. Acquisition by gift, donation, or lease:(For Fair market value and lease value for land and/or equipment calculation information,click here)

# Certificate of Need

## Instructions

15. Complete all required information.
16. Click **Save & Next**.

The screenshot displays the HFC Certificate of Need application interface. At the top left is the HFC logo. The navigation bar includes 'Home', 'Applications', 'Payments', 'My Letter of Intent', and 'My Certificate of Need'. A 'New Application' button is located on the right. The main content area shows a summary table with the following data:

Total	\$0.00
C. Financing Costs and Fees:	
1. Interim Financing	<input type="text"/>
2. Underwriting Costs	<input type="text"/>
3. Reserve for One Year's Debt Service	<input type="text"/>
4. Other (Specify) <input type="text" value="Specify Financing"/>	<input type="text"/>
Total	\$0.00
D. Estimated Project Cost (A + B + C)	\$0.00
E. CON Filing Fee	\$3,000.00
F. Total Estimated Project Cost (D + E)	\$3,000.00

At the bottom of the form, there are three buttons: 'Previous', 'Cancel', and 'Save & Next'. The 'Save & Next' button is highlighted with a red box.

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# Certificate of Need

## Instructions

- 17) Check the **attestation box**.
- 18) Click **Submit**.

- Your name and date will be auto-populated in the gray fields.

## Key Points

The screenshot displays the 'Attestation' step of an application process on the Health Facilities Commission (HFC) website. The page features a navigation bar with 'Home', 'Applications', 'Payments', 'My Letter of Intent', and 'My Certificate of Need'. A 'New Application' button is visible in the top right. The left sidebar shows a progress indicator with three steps: 'Basic Information', 'Project Cost', and 'Attestation' (the current step). The main content area is titled 'Attestation' and includes the application name 'PAR-0000002150'. A red box highlights a checkbox, which is the 'attestation box' mentioned in the instructions. Below the checkbox is a text block: '\* Indicates required field' followed by a paragraph: 'I am the applicant or his/her/its legal agent, duly swear that this project will be completed in accordance with the application, that the applicant has read the directions to this application, the Rules of the Health Facilities Commission, and T.C.A. 568-11-1601, et seq., and the responses to this application or any other questions deemed appropriate by the Health Facilities Commission are true and complete.' Below this text are two input fields: 'Name' (containing 'Scott Vance') and 'Date' (containing '12-14-2022'). At the bottom of the form, there are three buttons: 'Previous', 'Cancel', and 'Submit' (highlighted with a red box).

19. To return to the dashboard, click **Back To Home**.

- You can download your application file by clicking the **Download** button.

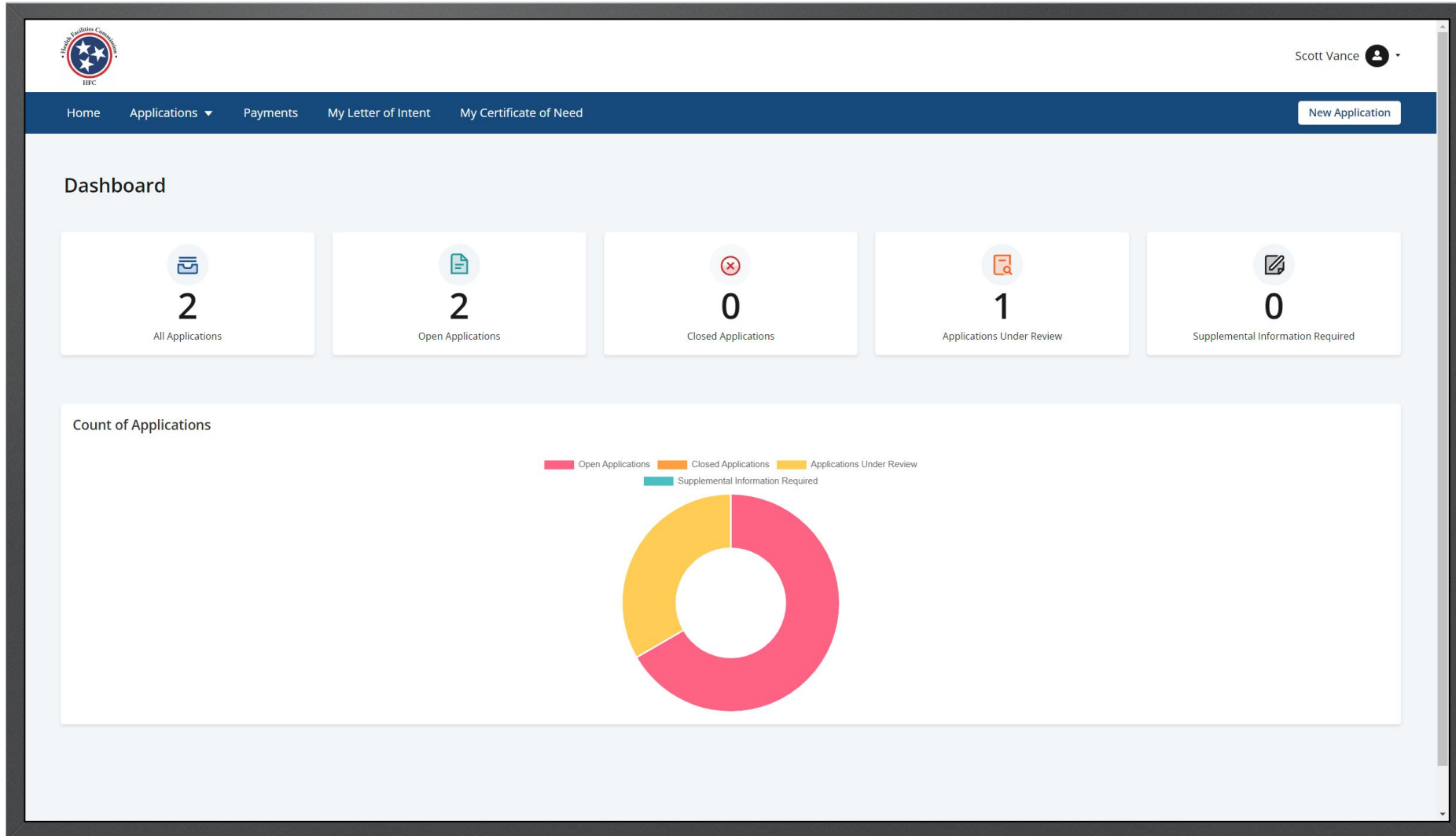
The screenshot displays the Health Facilities Commission (HFC) website interface. At the top left is the HFC logo. The top navigation bar includes links for Home, Applications, Payments, My Letter of Intent, and My Certificate of Need, along with a 'New Application' button. The user's name, Scott Vance, is shown in the top right. The main content area is titled 'Acknowledgement' and features a large green checkmark icon. Below the icon, the text reads: 'Thank you for submitting your Letter of intent, you will be notified if you can proceed.' At the bottom of this message, there are two buttons: a dark blue 'Download' button and a white 'Back To Home' button with a red border, which is highlighted to indicate the next step.



# Certificate of Need

## Key Points

- Your application will appear under the **Applications Under Review** tile.



# Letters of Intent Relocation Exemption

# Note for Adding an External User

## Information

Please note, in order to add an external user (consultant) to view/work on the application, you must send an email to [alecia.l.craighead@tn.gov](mailto:alecia.l.craighead@tn.gov) requesting access.

You must include the following information in your email:

- Application Number (for the application you want to share)
- External user's name
- External user's email address

To remove access to an external user, an email must be sent to the email above stating you would like to remove the external user (please include the information listed above).

# Relocation Exemption

## Instructions

1. From the **Dashboard**, click **New Application**.

The screenshot displays the IFC (Indiana Financial Center) dashboard. At the top left is the IFC logo. The top navigation bar includes links for Home, Applications, Payments, My Letter of Intent, and My Certificate of Need. A 'New Application' button is highlighted with a red box in the top right corner. The dashboard features five summary cards, each showing a count of 0 for different application statuses: All Applications, Open Applications, Closed Applications, Applications Under Review, and Supplemental Information Required. Below these cards is a section titled 'Count of Applications' with a legend for Open Applications (pink), Closed Applications (orange), Applications Under Review (yellow), and Supplemental Information Required (teal).

IFC

Scott Vance

Home Applications Payments My Letter of Intent My Certificate of Need **New Application**

Dashboard

0 All Applications

0 Open Applications

0 Closed Applications

0 Applications Under Review

0 Supplemental Information Required

Count of Applications

Open Applications Closed Applications Applications Under Review Supplemental Information Required

# Certificate of Need

## Instructions

2. Click the **Application Type** drop-down menu to select the type of application to begin.
3. Click **Apply**.

- This flow will focus on the **Relocation Exemption** application type. The **Certificate of Need** application was detailed in the previous section.

## Key Points

The screenshot displays the IFC (Indiana Facility Care) application portal. The user is logged in as Scott Vance. The dashboard shows a 'New Application' button and a 'Select the application type' modal window. The modal window has a red border and contains a dropdown menu for 'Application Type' with options 'Certificate of Need' and 'Relocation Exemption'. A blue arrow points from the dropdown menu in the modal to the 'Apply' button at the bottom right of the modal. The 'Apply' button is also highlighted with a red box.

4. Complete all required information.

• All fields marked with an \* are required.

The screenshot shows a web application interface for the IFC (Iowa Facilities Commission). The user is logged in as Scott Vance. The navigation menu includes Home, Applications, Payments, My Letter of Intent, and My Certificate of Need. A 'New Application' button is visible in the top right. The current page is 'Basic Information', with a sub-section for 'Attestation'. The application name is PAR-000002149. The form contains several required fields, each marked with a red asterisk (\*):

- \* Project Name**: Text input field.
- \* Street or Route**: Text input field.
- \* City**: Text input field.
- \* Zip**: Text input field.
- \* Owner Name**: Text input field.
- \* Management Name**: Dropdown menu.
- \* Relocation Description**: Text area.
- \* Anticipated Date of RE Filing**: Date picker.
- \* County**: Text input field.
- \* State**: Dropdown menu.
- \* Facility Type**: Dropdown menu.
- \* Ownership Type**: Dropdown menu.
- \* Publication date**: Date picker.

A red asterisk legend indicates that fields marked with an asterisk are required. A note at the top of the form states: "Please complete every requested field. All fields will populate similar field in the accompanying request. For general instructions, click here." The 'Contact Details' section is partially visible at the bottom.

# Relocation Exemption

## Instructions

5. Complete all required information.
6. Click **Save & Next**.

- All fields marked with an **\*** are required.

## Key Points

The screenshot shows a web application interface for the Alaska Health Facilities Commission (HFC). The user is logged in as Scott Vance. The navigation menu includes Home, Applications, Payments, My Letter of Intent, and My Certificate of Need. A 'New Application' button is visible in the top right. The main form area contains the following fields:

- \* Management Name**: A dropdown menu.
- \* Relocation Description**: A text area with the placeholder 'Enter Relocation Description'.
- \* Anticipated Date of RE Filing**: A date picker with the placeholder 'Enter Anticipated Date of RE Filing'.
- \* Publication date**: A date picker with the placeholder 'Enter Publication date'.
- Contact Details** section:
  - \* Contact Person Title**: Text input with placeholder 'Enter Contact Person Title'.
  - \* Contact Person First Name**: Text input with value 'Scott'.
  - \* Contact Person Last Name**: Text input with value 'Vance'.
  - \* Company Name**: Text input with value 'MTX'.
  - \* Contact Company Address**: Text area with value '1925 Lynx Lane, Fairbanks, Alaska, 99709'.
  - \* Contact Email ID**: Text input with value 'scott.vance@mtxb2b.com'.
  - \* Name of Newspaper**: Text input with placeholder 'Enter Name of Newspaper'.

At the bottom right of the form, there are two buttons: 'Cancel' and 'Save & Next'. The 'Save & Next' button is highlighted with a red rectangular box.

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# Relocation Exemption

## Instructions

7. Check the **attestation box**.
8. Click **Submit**.

- Your name and date will be auto-populated in the gray fields.

## Key Points

The screenshot displays the 'Attestation' step of a web application. The header includes the IFC logo and navigation links: Home, Applications, Payments, My Letter of Intent, and My Certificate of Need. A 'New Application' button is in the top right. The user is identified as 'Scott Vance'. The left sidebar shows 'Basic Information' and 'Attestation' (selected). The main content area is titled 'Attestation' and shows 'Application Name : PAR-0000002149'. A red asterisk indicates a required field. A checkbox is present with the text: '\* I hereby declare that the information furnished above is true, complete, and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my application shall be liable to cancellation.' Below this are two input fields: 'Name' (containing 'Scott Vance') and 'Date' (containing '12-14-2022'). At the bottom, there are 'Previous', 'Cancel', and 'Submit' buttons. The 'Submit' button is highlighted with a red box.



# Relocation Exemption

## Instructions

9. To return to the dashboard, click **Back To Home**.

- You can download your application file by clicking the **Download** button.

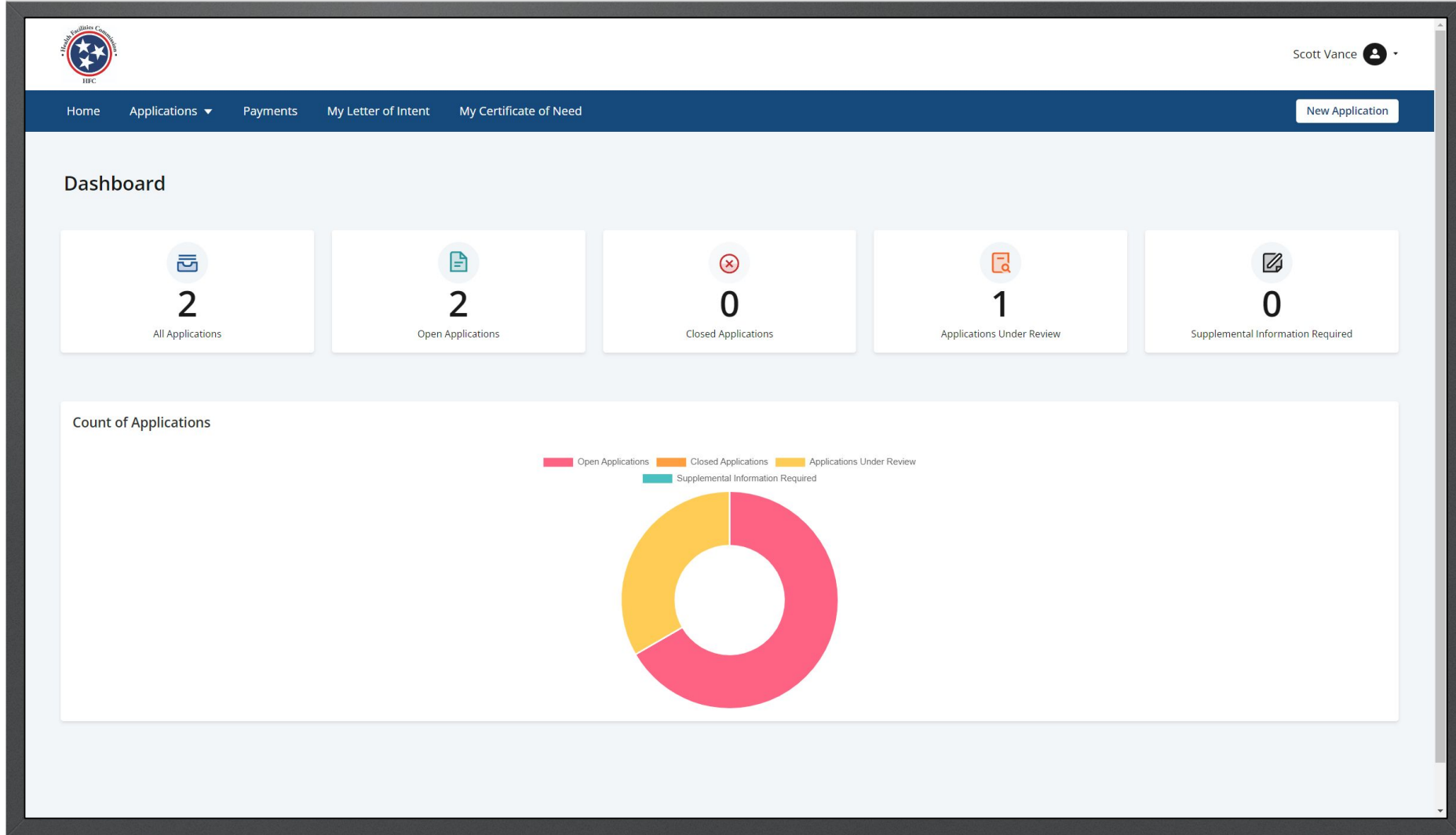
## Key Points

The screenshot shows the user interface of the HFC (Harris Family Council) website. At the top left is the HFC logo. The top navigation bar includes links for Home, Applications, Payments, My Letter of Intent, and My Certificate of Need, along with a 'New Application' button. The user's name, Scott Vance, is displayed in the top right. The main content area is titled 'Acknowledgement' and features a large green checkmark icon. Below the icon, the text reads: 'Thank you for submitting Letter of Intent, you will be notified if it is acceptable.' At the bottom of this section are two buttons: 'Download' and 'Back To Home'. The 'Back To Home' button is highlighted with a red rectangular border.

# Relocation Exemption

## Key Points

- Your application will appear under the **Applications Under Review** tile.





This concludes the Quick Reference Guide for Letters of Intent

# THANK YOU