Training Guide

Portal

Renewal License Application

Table of Contents

Account Creation and logging Process

Instructions – New Self Registration Information

For instructions on how to create an account *https://dohlicensing.nj.gov/signup-instructions/*
To Sign Up: *https://dohlicensing.nj.gov/registrationrequest/*

Instructions - Sign in Information

Once the account is created, user can sign in. For instructions on how to sign in
https://dohlicensing.nj.gov/SignIn?.

Click on the link https://dohlicensing.nj.gov/ to visit the portal, then navigate to the top of the homepage.

1. If user already has an account, click on "Sign In" [1]
2. If user is a first-time user click on "Sign Up" [2]

Screenshot 1

Portal Dashboard/My Facilities

1. After signing into the portal, navigate to the menu bar and click on **My Facilities** to access the list of facilities that have been assigned to you.

Note: *If you are unable to see the facility assigned, please email* **HFSPortal@doh.nj.gov**.

Screenshot 2

2. This will bring user to the **Portal Dashboard**. Navigate to left of the screen **[4],** from the list of facilities assigned, then click on the facility for which renewal application is to be submitted.

3. Navigate & click on the third tab on your screen **Applications** to see the list of all renewals related to the selected Facility.

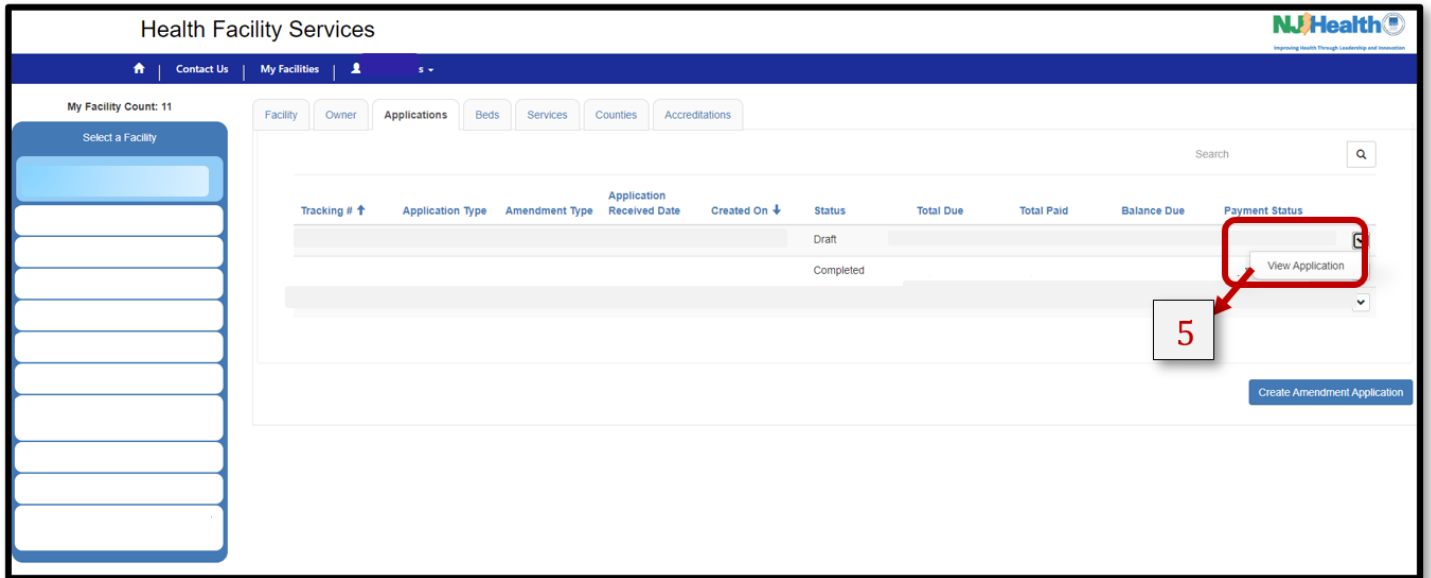Screenshot 3- *Portal Dashboard / Facility information*
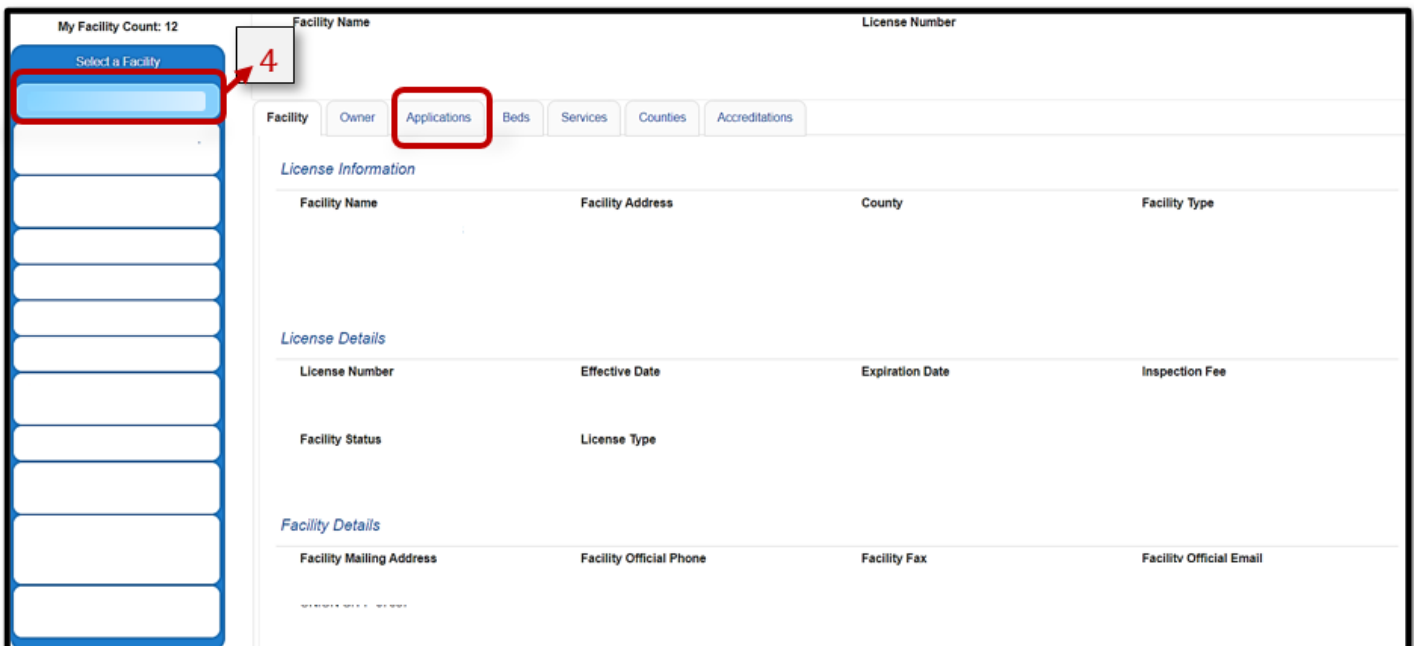
Note- *Please ensure all Facility related Information is current and UpToDate.*

Application Dashboard

4. **Applications Tab** – This screen provides user a view of all renewal completed & in Draft applications. Navigate to the [⌄] button **[5]** and **click** on "View Application "to select the renewal application.

Note: *User can only click on application that are in 'Draft' status. All other applications will be read-only.*

Screenshot 4- *Application Dashboard*

Facility Information

5. *Application dashboard / Facility Information* – On this screen user can review facility information and can edit the following information [7]:

   a. Facility Official Phone

   b. Facility Official Email

   c. Facility Official Fax

   d. Facility Mailing address [If different from facility address]

   e. Emergency Contact Information

Note: *To Edit any other information user needs to separately Submit an Amendment application*

Screenshot 5- *Facility Information*

Note: *Any field with an [*] is Mandatory & is required for a final submission of the application*

Note: *Please remember to click* Save *[if available] before navigating further* [If the page is refreshed or browser back button is clicked prior to saving all updated information will be lost, and you will need to re-enter it].

Click on Next to proceed to the next part of the application.

Administrator

6. *Administrator Tab* - This screen provides the user information on the existing primary administrator.

    a. Update Existing Administrator Information[8a] – User can update administrator contact information by clicking on the [⌄] button, this action opens a pop-up window **[8.1]** where user can **edit/ update** contact information & click **Submit** once done.

    b. Create New Administrator Record[8b] - Here user can add **New Administrator Record** by clicking on **New Administrator** button. This action opens a pop-up window **[8.2a]**

    Note: To create new administrator record, user must provide an 'End Date' for existing primary administrator. Next steps will be prompted according to users' facility type [Refer to facility type message on the screen]. **[8.2b]** Enter all [*mandatory] information and click **Submit.**

Screenshot 6- *Administrator Information*
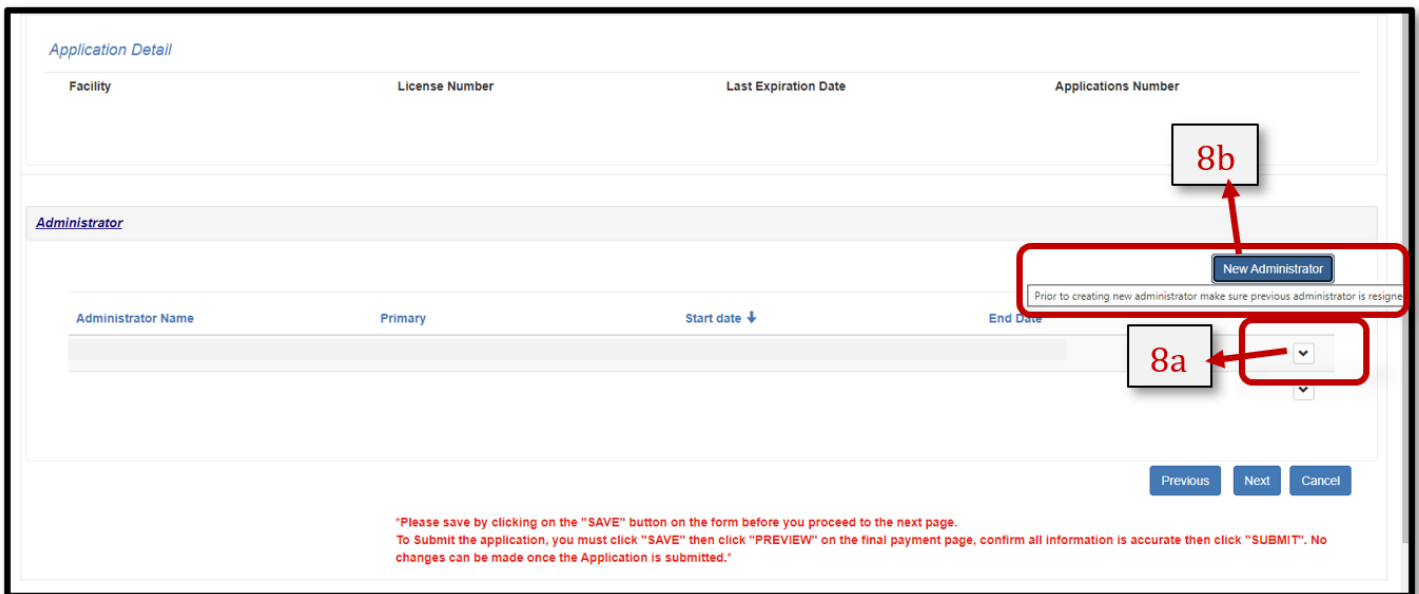
IMPORTANT - Changes of Administrator for LTC, CPCH, ALR can be made by sending a signed letter to NHALBRequests@doh.nj.gov
IMPORTANT - Adult Day and Pediatric Day administrators require CBI Clearance prior to updating Administrator's name. Please confirm that CBI clearance has been initiated on the screen when prompted. Refer Screenshot below.

> ☐ I attest that the administrator for this Adult Day or Pediatric Medical Day has Criminal Background Investigation clearance

Note: *You need to have <u>one</u> primary administrator to finalize the submission of the application. You cannot have multiple primary administrators.*

Click on [Next] to proceed to the next part of the application.

Update Existing Administrator Information.

a. **Update Existing Administrator Information**– User can update administrator contact information by clicking on the [▾] button on the administration screen **[8a]** this action opens a pop-up window **[8.1]** where user can **edit/ update** contact information & click **Submit** once done

Screenshot 7 - Update *Existing Administrator Information* on the *'Edit Screen'* Editable fields **[8.1]**

Create New administrator Record.

b. ***New Administrator Record*** – user can create new record by clicking **[8.b]** on administration screen. This action will bring the user to the ***'Create Screen'*** *Editable fields* **[8.2a, 8.2b]**

Note: **[8.2a]** To create new administrator, record user must provide 'End Date' for existing primary administrator. Next steps [8.2b] will be prompted, according to users' facility type. Here enter all *mandatory information and click **Submit.**

Screenshot 8

Create

8.2a

End date for Previous Administrator

| M/D/YYYY |

Salutation

8.2b

First Name *

Middle Name

Last Name *

Email *

Phone Number *

Provide a telephone number

Start date *

| M/D/YYYY |

Submit

Licensed Operator Information

7. ***Licensed Operator Tab***- Here user can verify Facility Owner Information & Officer's Information.

   User can only update Facility Owner information by clicking on the ⌄ button **[9]**, this opens a pop-up window **[9.1]** user can **update** company address and contact details, then click **Submit.**

   Note: *Updating other Officer Information requires user to <u>Submit license Amendment application</u>*
   Note: *Any changes with respect to the licensed operator except contact details <u>requires a license amendment application.</u>*

NJ**Health**
New Jersey Department of Health
Certificate of Need & Licensing

Note: *Please remember to click* Save *[If available] before navigating further* [If the page is refreshed or browser back button is clicked prior to saving all updated information will be lost, and you will need to re-enter it]

Click on Next to proceed to the next part of the application.

Update Company address, Phone & Email

[9.1]. Here user can search the company address by typing their address in the search bar & clicking on the found address, this will automatically update all address fields. Incase address is not searchable; user can click on the check box ☐ Address Not Found and update address manually. Enter/ Update all [*] Information and click **Submit**

Screenshot 10

NOTE: Any changes with respect to the licensed operator except contact details requires a license application

Licensed Operator/ Legal Name

Company Name *

Contact Details

Search Company Address

☐ Address Not Found — 9.1

Company Address *

Company City *

Company State *

Company Zip *

Company Phone *

Company Email *

Company Fax

[Submit] [Close]

Note: *Field with an [*] is a required field for a final submission of the application.*

Beds & Services

8. *Beds & Services Tab –* This screen provides information on Facility active beds & services.
Note – *Any modifications pertaining to beds & services information requires an Amendment Application.*

Screenshot 11– *Beds & services view only Screen.*

NJHealth
New Jersey Department of Health
Certificate of Need & Licensing

Application Details

- Facility Information
- Administrators
- Licensed Operator Information
- Beds & Services
- Associated Documents
- Questionnaire
- Certification
- Payment Information

Application Detail

Facility	License Number	Last Expiration Date	Applications Number

Beds & Services

Beds

Bed Type ↑	Current Capacity	Status
There are no records to display.		

Services

Service Type	Current Capacity ↑	Class	Status
There are no records to display.			

Previous   Next   Cancel

"You MUST "SAVE" before going to "NEXT" page wherever "Save" button is available. On Final Payment Page you must "SAVE" then "PREVIEW" and confirm all information is accurate then "SUBMIT".
No changes can be made once the Application is submitted.

Click on Next to proceed to the next part of the application.

Accreditations

**Note: This tab is only available to Facilities that require Accreditations.**

9. *Accreditations Tab –* This screen provides information of the Facility's current Accreditations.

    a. Update **Existing Accreditations** - User can update accreditations dates by clicking on the [⌄] button, this opens a pop-up window **[10.1]** where user can **update** existing accrediting body information & click **Submit.**
    b. Add **New accreditations** [10.2] here user can add a **new** accrediting body record(s) by clicking on **Add/Create** button, this action opens a pop-up window for the user to select & add accrediting body form the drop-down list. Please make sure to attest **add new accrediting body information** by clicking the checkbox before clicking **Submit.**

    Note: Please note that change in accreditation information requires proof/supporting document(s) to be uploaded in the Associated Documents tab.
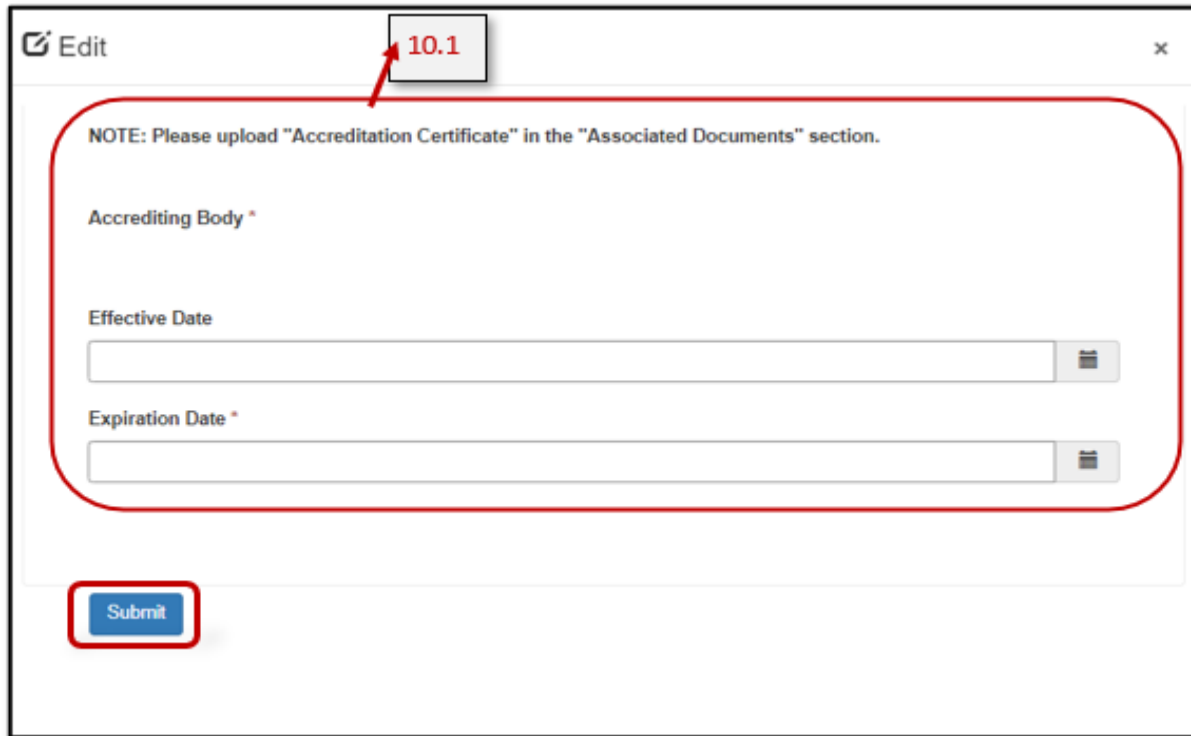
Screenshot 12- *Facility Accreditations Screen*
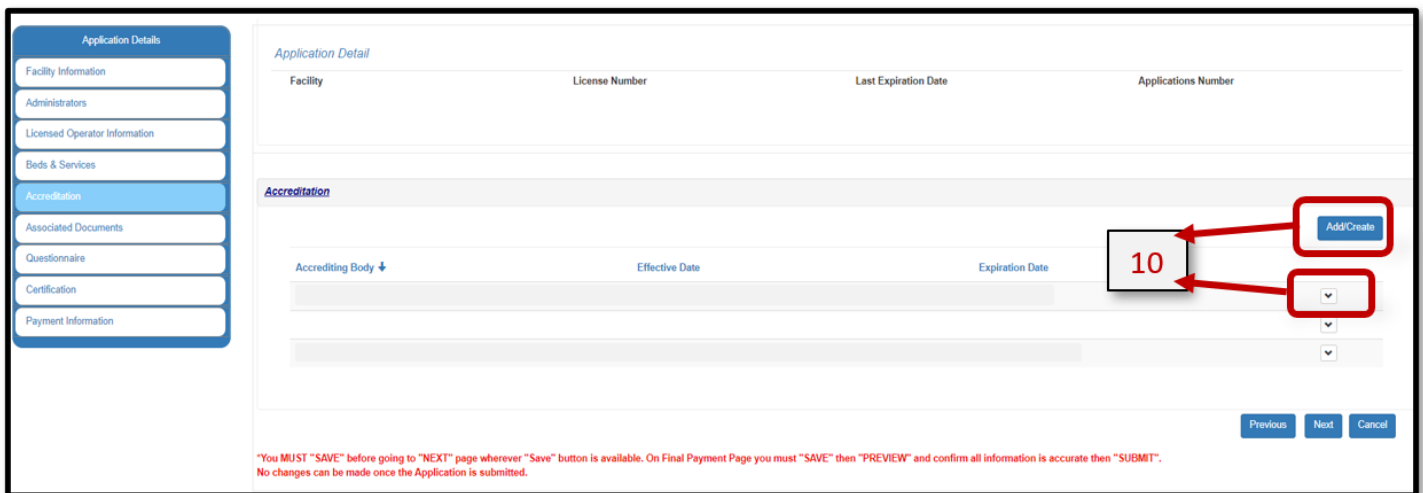
Click on **Next** to proceed to the next part of the application.

Edit Current Accrediting body.

a. Update **Existing Accreditations** – to update accreditations information dates user can click on the ⌄ button on the Accreditations screen **[10]** . This action opens a pop-up window where user can **update** existing accrediting body **dates and attestation information [if available]** & click **Submit**

Screenshot 13- *Edit screen for updating current accrediting body records.*

Add new Accreditation body

b. Here user can add a **new** accrediting body record(s) by clicking on [Add/Create] button on the Accreditations screen **[10]** , this action opens a pop-up window for the user to select & add accrediting body form the drop-down list. Please make sure to attest **add new accrediting body information** by clicking the checkbox before clicking **Submit**

Note: Please note that change in accreditation information requires proof/supporting document(s) to be uploaded in the Associated Documents tab.

Screenshot 14- *Add new Accreditation body*

Associated Documents

10. *Associated Documents-* On this screen user is required to upload all supporting documents, user can also review & edit previously uploaded documents associated with the application.

[11] To upload supporting documents, click on `Add Files` this action opens a pop-up window**[11.1]** Next, user needs to select from document type dropdown list **[11.1]**

- Accreditation Certificate
- Attestation of Compliance
- Board of Directors/Trustees/Partners/Members
- Certificate of Incorporation/Partnership
- License
- List of board of Directors/Trustees
- List of board of Partners/Members
- Renewal Sheet

and click on `Add Files`. On the Add files screen **[11.2]** user can click on the `Choose Files` button and select one or more files from your computer. After selecting the file(s), click on `Add Files` to upload them to the selected document type.

[11.3] After selecting the files and reviewing the uploaded files user can click on `Save & Close` button to proceed. User can also add a new folder by clicking on `New folder` button and add files within that folder. User can also delete a file if it was accidentally uploaded. Repeat steps **[11.1, 11.2** & **11.3]** for **each** document type as needed. After adding all the required documents, you can proceed by clicking on `Save`.
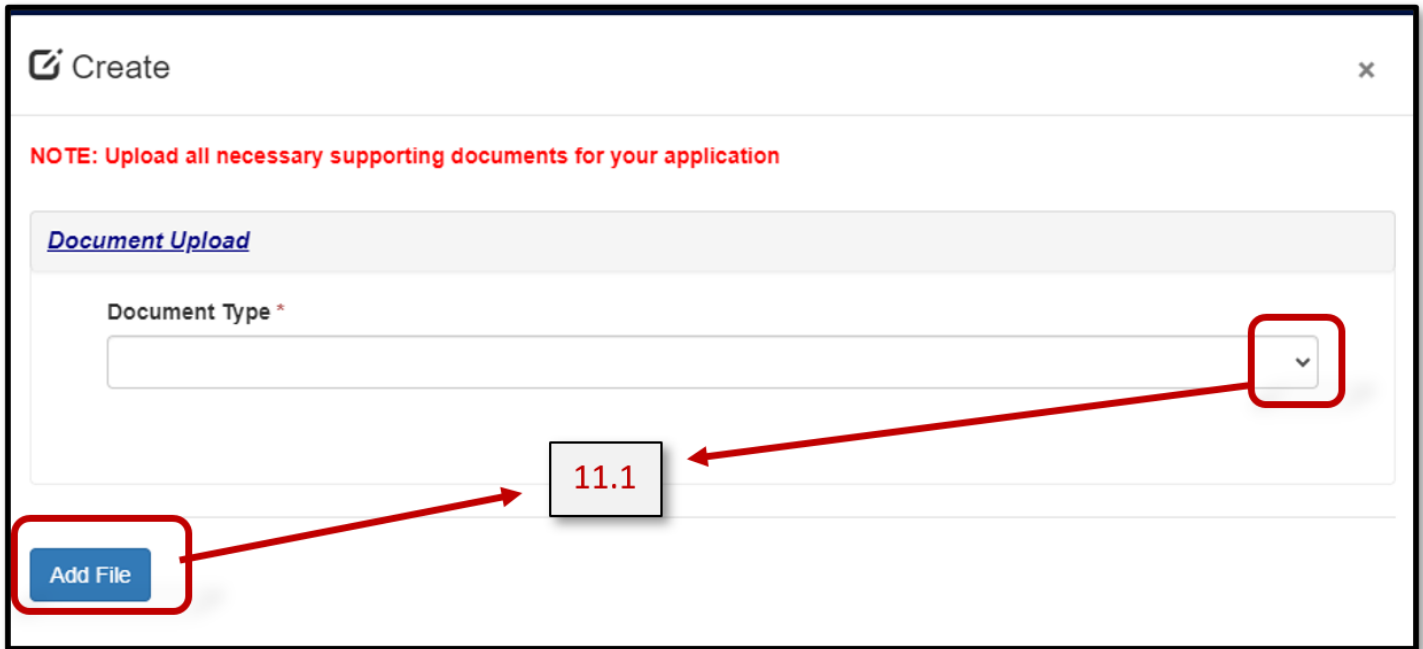
Screenshot 15- *Associated documents screen*
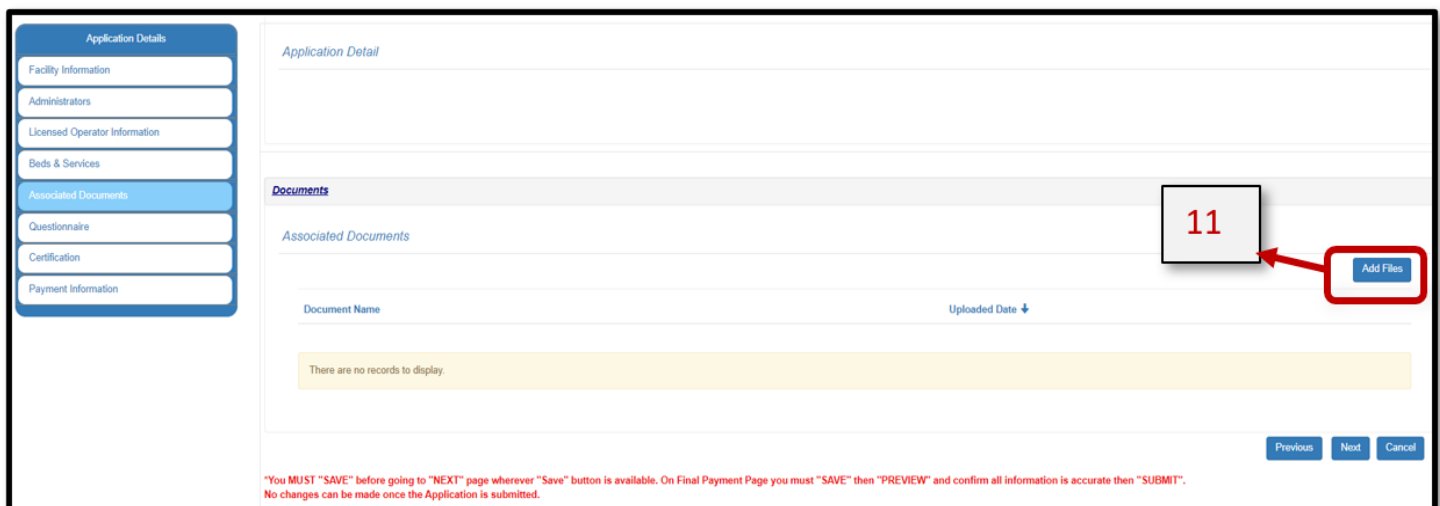
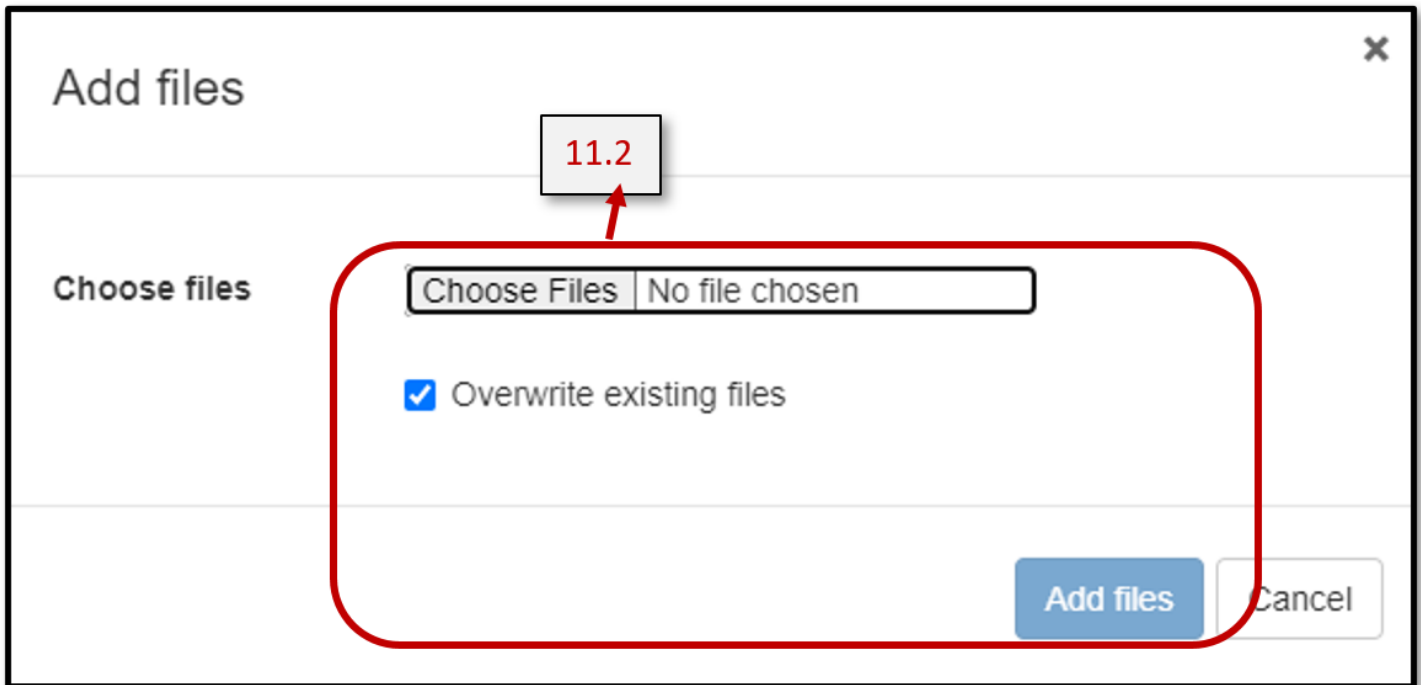click on `Next` to proceed to the next part of the application.

Document Upload Screens 1

Note: Each document type requires <u>at least one supporting file</u> uploaded for final submission
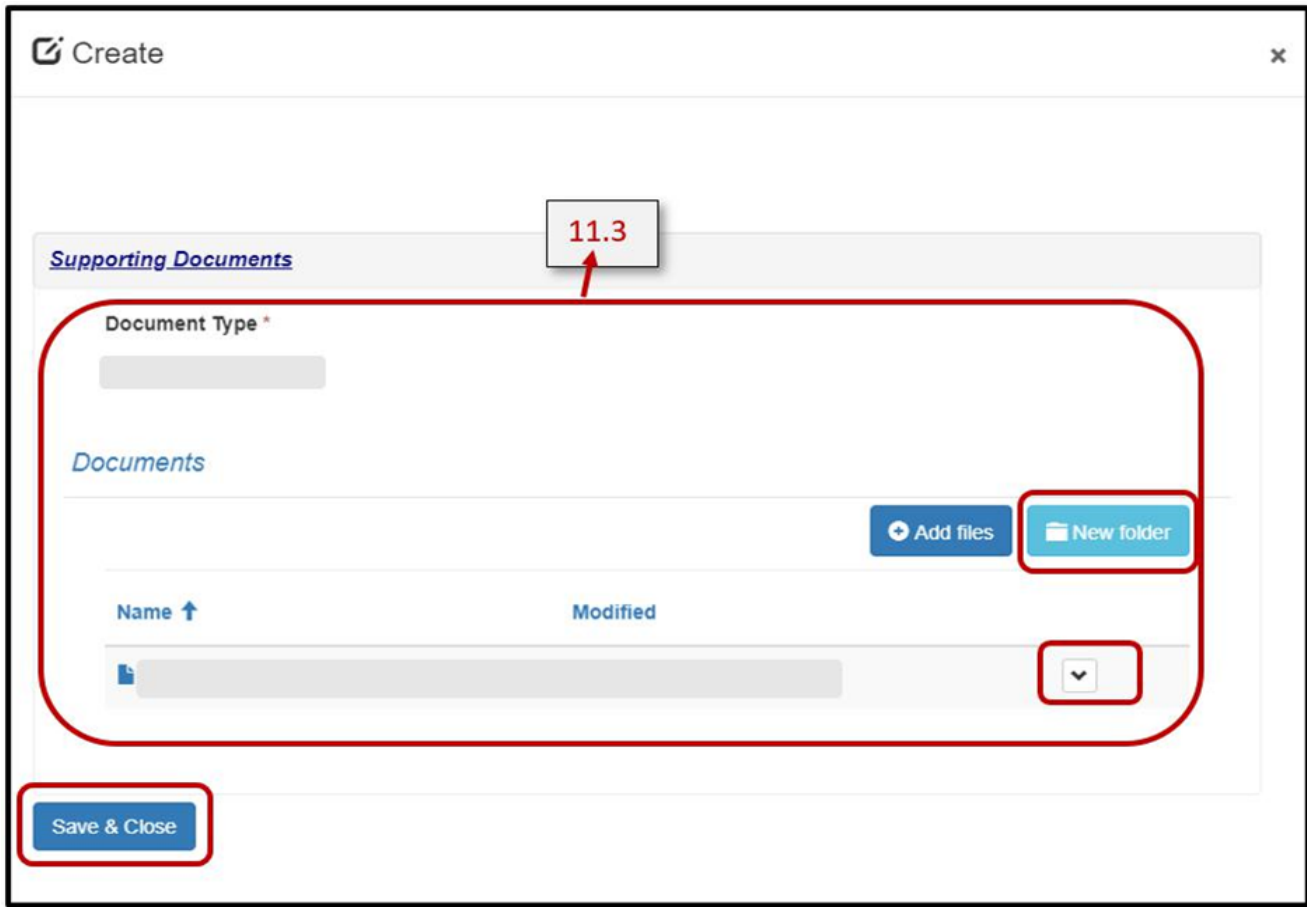
Screenshot 16- *Associated documents upload screen.*

Screenshot 17- *Associated documents upload screen*

Note: ☐ User can overwrite existing files by click on the check box

Document Upload Screens 2

Screenshot 18- *Associated documents upload screen.*

Note: Each document type requires <u>at least one supporting file</u> uploaded for final submission.

Note: A document type folder cannot be deleted when there are files/folders associated with it. User will need to delete the content inside the folder first and then try deleting the document type folder.

Questionnaire

11. *Questionnaire Tab*- On this screen user is mandated to select appropriate response for each listed question **[12]**, if answered '**Yes'** to any question, supporting explanation text is required.

Screenshot 19- *Questionnaire*

Note: *Please remember to click* Save *[if available] before navigating further* [If the page is refreshed or browser back button is clicked prior to saving, all updated information will be lost, and you will need to re-enter it.

Click on Next to proceed to the next part of the application.

Certification

12.*Certification Tab -* On this screen user needs to certify the application by **clicking** on the checkbox **[13]** this action will autofill user's name and title (from user profile), user is required to input an official email address.

Important: As per **State regulations** certain facility types are mandated to attest the below question if available on screen depending on their facility type.

☐ I attest that this facility has an Emergency Outbreak Response Plan.

Important: As per **State regulations** certain facility types are mandated to attest the below question if available on screen depending on their facility type.

☐ I certify that the facility is and will continue to remain in compliance during the term of the license and have attached the attestation of compliance signed by the CEO in the "Attestation of Compliance" section under "Associated documents" of this renewal application.

Hospital Attestation Date

| 9/12/2023 | 🗓 |

Screenshot 20 - *Certification*
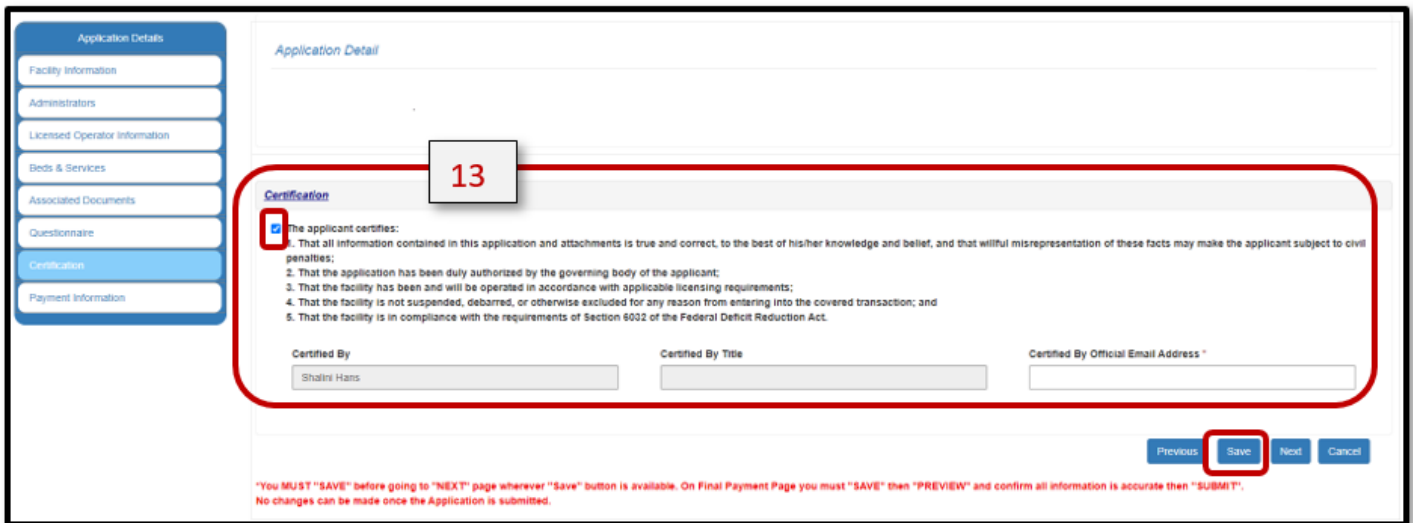
Note: *Please remember to click* Save *[if available] before navigating further* [If the page is refreshed or browser back button is clicked prior to saving all updated information will be lost, and you will need to re-enter it

Click on Next to proceed to the next part of the application.

Payment Information

13. *Payment Information Tab* – On this screen user will see information regarding application payment.

[14] Payment Information, Payments in progress & Payment History. **Please review** this information!
[14.1] Click on **"Preview/ PayNow"** button to start the payment process.

Screenshots 21- *Payment Information*

Note: This is a read only screen

Application Preview

14. *Preview Screen –* Here user can preview & validate [All] application details.

Note: This screen is a **Read only screen.** If any information is missed or is incorrect, please navigate by using the "**Back**" button to the respective tabs. Please validate edit, enter & save all missing information.

Note: User will <u>not be allowed</u> to proceed further until all mandatory information is entered & supporting associated documents have been uploaded.

Once all information is validated user can navigate to the bottom of the screen to **Click** on **[14.2]** "**PAY Now**" to complete the payment process and submit the application

Screenshots 22- *Portal – Preview Screen [a]*

Portal – Preview Screen [b]

Payment Information

Application Fees	Inspection Fee	Beds Fee	Service Fee

Balance Due	Pending Balance Due

Payments In-Progress

Epay Transaction Number	Type of Payment	Is Credit Card	Reference Number	Amount	Payment submitted	Payment Processing	Date ↓

There are no records to display.

Payments History

Epay Transaction Number	Type of Payment	Is Credit Card	Reference Number	Amount	Status Reason	Date ↓

There are no records to display.

14.2

[Pay now] [Back] [Cancel]

Payment process - Via E-Check, Credit Card, Paper Check and Application Submission

Note: E pay transactions are typically cleared within 3 to 5 business days and funds moved to Payee's Account

Payment Information/ E-pay section:

[14.2] Clicking on **Pay now** in the preview screen, this action will open a pop-up window providing user information on the

[14.2] Pending balance, this field is auto populated**.**

[14.3] Select Payment Type choose option "Online Payment".
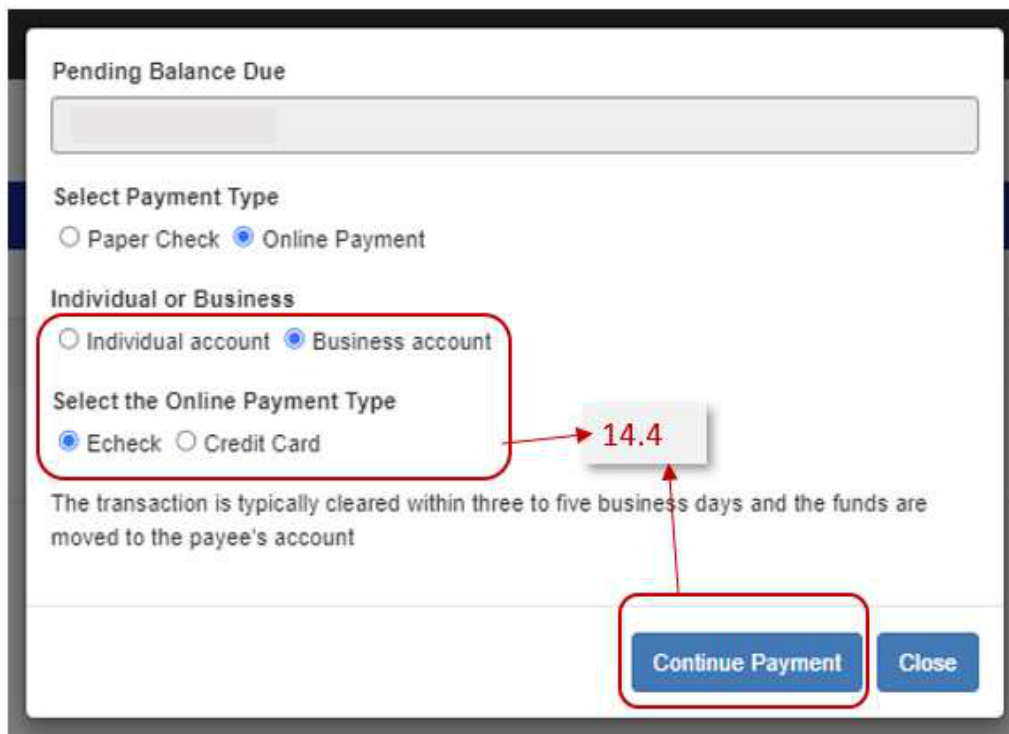
[14.4] The user is required to **choose their account type, either "Individual or business account"** and **online method of payment as** Echeck. Then **Click** on '**Continue Payment** 'to proceed with the Echeck payment.

Note: Once you click on "**Continued Payment** "button, **follow this Link** for instructions **on how to submit a payment.**

Screenshots 23- *Payment Information via EChcek*

Post Payment Submit Application

NOTE: ONCE REDIRECTED FROM THE PAYMENT PAGE AFTER SUCCESFUL SUBMISSION OF PAYMENT PLEASE FOLLOW BELOW INSTRUCTIONS TO SUBMIT YOUR APPLICATION

Note: *This message shows Payment is being Processed. Please make sure **not** to click or exit the browser. Please wait for the user to be directed to the application preview screen* **[14.5a]**

Screenshots 24- *Payment processing*
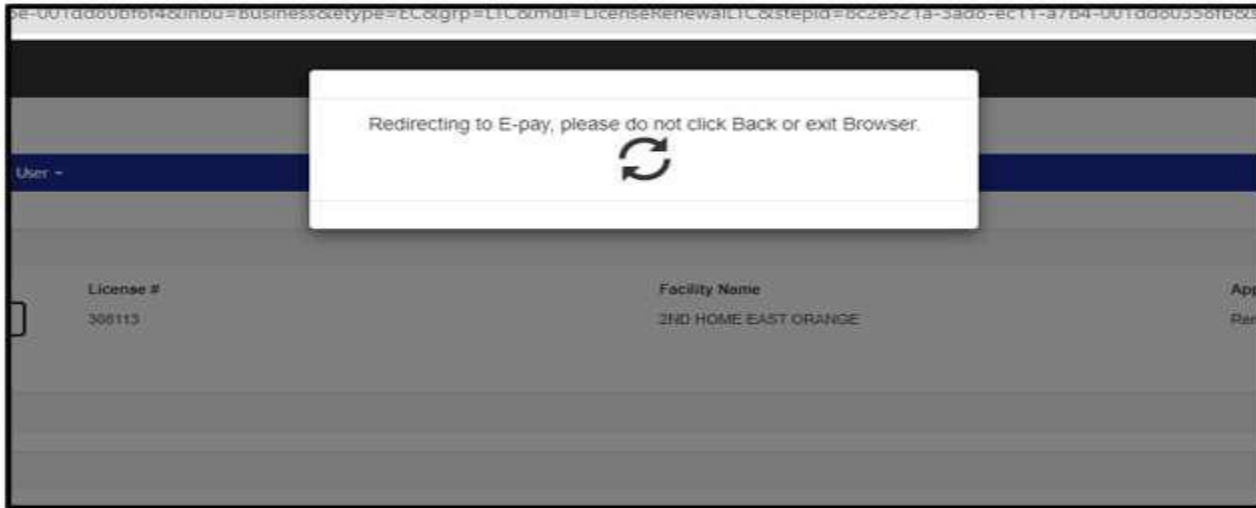
[14.5a] Once payment is processed user will be directed to the application preview screen with a yellow bar up top and a pop-up window. **Click** "**Ok**" to confirm application is complete. **[14.5b] Click** "**Submit** "to submit Application.
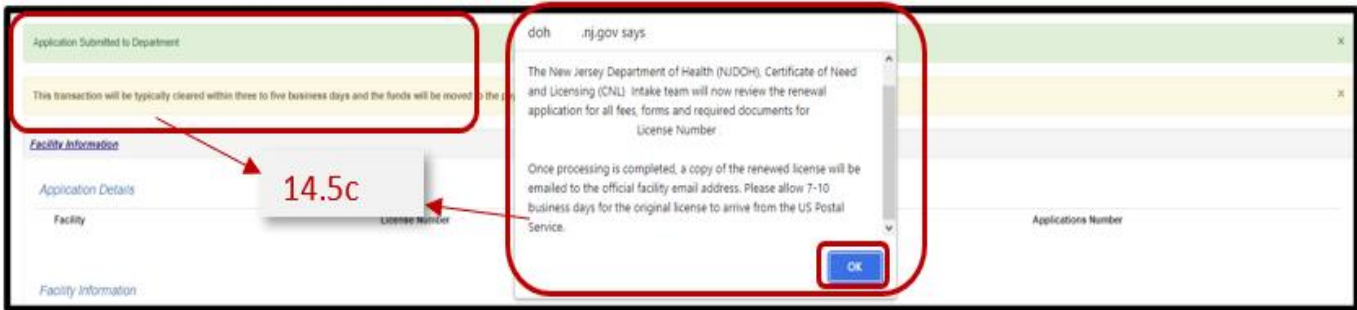
Screenshots 25- *Submit Application*
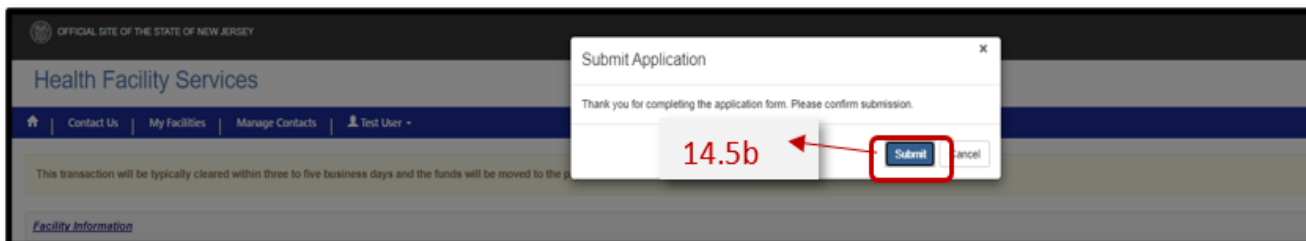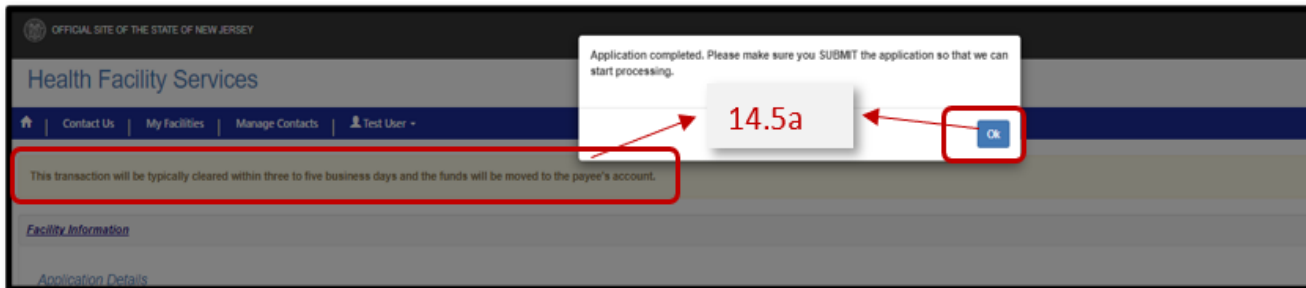
Submit Application

[14.5c] This brings user to the final step for Application submission. Here user will see a green bar & a pop message acknowledging submission of application.
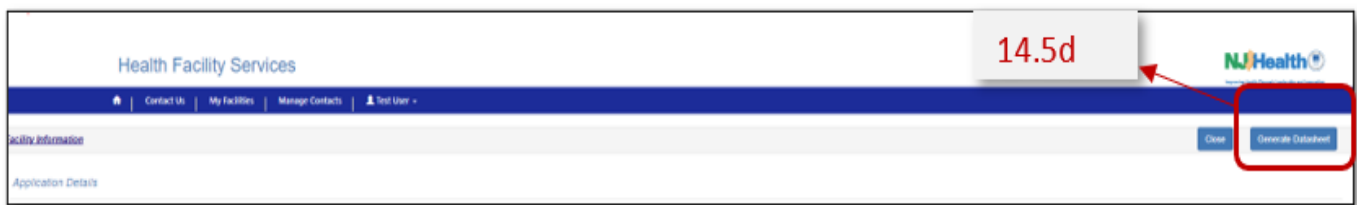
Click "**Ok**" to acknowledge reading the message.

Screenshots 26- *Application Submission Confirmation*

Screenshots 27- *Generate Datasheet*

[14.5d] Once application submission is completed for records user can generate download Data sheet, save, or print by clicking on the 'Generate datasheet' button.

[14.5e] Note: For user convenience data sheet is automatically downloaded. Please print the data sheet and send it along with the paper check. Paper check without a data sheet attachment may significantly delay application processing.

Screenshots 28: *Download Data Sheet*