



Certificate of Need (CON) Electronic Application

Why a Certificate of Need (CON) Web-Based Application?



- Regulation 60-15, Section 301 states: *“The application shall be submitted utilizing the web-based application available on the Department’s website or by such other means the Department may provide.”*
- The applicant can utilize the web-based application; OR
- The applicant can download the digital application from the website and submit via email to CONinfo@dph.sc.gov



Regulation 60-15

The link below for Regulation 60-15, *Certification of Need for Health Facilities and Services*, provides information on the facilities and services requiring a Certificate of Need (CON).

<https://dph.sc.gov/sites/scdph/files/Library/Regulations/R.61-15.pdf>



Certificate of Need (CON) Fees

- Initial Filing Fee
 - Five hundred dollar (\$500.00) non-refundable fee due at time of application submission
- Application Fee
 - One half of one percent (.5% or .005) of the total project cost payable when the application is deemed complete
- Issuance Fee
 - Seven thousand five hundred dollars (\$7,500.00) paid if the total project cost is one million four hundred thousand dollars (\$1,400,000.00) or greater

Certificate of Need (CON) Web-Based Application



Certificate of Need for Health Facilities and Services

502

2/5/2025

Proposal Prepared By: Part A Part B Part C Part D

Henry Yetta	CEO	Test Organization		
Name	Title	Organization		
555 Test St		Columbia	SC	29201
Address		City	State	Zip Code
(555) 555-5555		testemail@test.com		
Telephone Number	Fax Number	E-mail		

The Applicant hereby certifies that the information contained in this Application, including all assurances and attachments, are correct to the best of their knowledge and belief.

Henry Yetta
2/5/2025
1:15:06 PM

Applicant's Signature

- Applicant clicks on the link to access the Web-Based CON application:
<https://liquidoffice.dhec.sc.gov/lfserver/CON-Process>
- Web-Based CON application opens and can be completed by the applicant.
 - The applicant **MUST** complete and sign the *Proposal Prepared by* section prior to completing the questionnaire in Part A.

Certificate of Need (CON) Web-Based Application



When the applicant clicks on the signature box, they will be prompted to select “OK” to approve and move forward in the application process.

liquidoffice.dhec.sc.gov says

I, Henry Yetta, on 2/5/2025, 1:15:06 PM, hereby affirm that I approve this document.

Role: User

Form: Certificate of Need

Signature Field: PB_sig

Signature Description: Applicant's Signature

OK

Cancel

Certificate of Need (CON) Web-Based Application



- When starting Part B of the application, there will be comment boxes, with an unlimited number of characters, associated with each question.
- There are attachment buttons allowing the applicant to upload documents for each question, if needed.
- Once an attachment has been uploaded, the applicant will indicate by completing the checkbox next to the attachment button.

(11) Demonstrate that the proposed project is needed or projected as necessary to meet an identified need of the public. This shall address at a minimum: identification of the target population; the degree of unmet need; projected utilization of the proposed facility or service; utilization of existing facilities and services; past utilization of existing similar services within the facility; and justification that the proposed project will not unnecessarily duplicate existing entities. The applicant must show all assumptions, data sources, and methodologies used. The applicant must use population statistics consistent with those generated by the Office of Revenue and Fiscal Affairs. Applicant **must attach a document (s) to this section.**

Attach

Certificate of Need (CON) Web-Based Application



- When an applicant has entered information in the application and is ready to save, they will need to scroll to the bottom of the application and click “Save Progress and Email PIN to Preparer.”
 - The applicant, completing the *Prepared by* section, will receive an email containing a PIN number and additional instructions for sharing with other collaborators.
 - The applicant will forward the email to additional collaborators, if needed, to complete sections of the application.
- The applicant can click the button, Part A, B, C, or D, at the top of any page to access the section needing completion.
- As the applicant is completing the CON application, they will be able to view attachments previously uploaded in the document. These will be located at the bottom of the application in the “Previous Attachments” box.

Previous Attachments:

Publishing_Notice--test(3)

Certificate of Need (CON) Web-Based Application



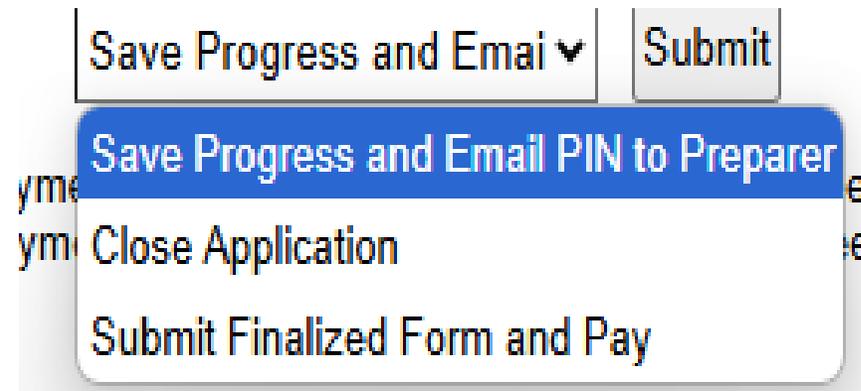
- If an uploaded attachment needs to be deleted, it must be in the “Current Attachments” box at the bottom of the application.
- The applicant can attach replacement documents by selecting “Attach” located beside the appropriate question. Please note, documents can be added at any time to a question within the application.
- Previously uploaded attachments cannot be removed once the application has been saved. Attachments that are visible in the “Current Attachments Box” can be removed prior to saving the application.

A screenshot of the "Current Attachments" section of the web-based application. On the left side, there are two buttons: a green "Attach" button and a red "Remove" button. To the right of these buttons is a scrollable list box titled "Current Attachments:". The list contains two entries: "Planning_Committee_Governing_Council_Approv" and "Licensing_Agency_Support--test (3)". The list box has a vertical scrollbar on the right side, and the text is truncated with a small upward-pointing triangle on the right side of the first entry.



Certificate of Need (CON) Web-Based Application

- When the applicant has completed information and is ready to save, they will need to scroll to the bottom of the application and click “Save Progress and Email PIN to Preparer.” The applicant, completing the *Prepared by* section, will receive an email each time updates have been completed within the application.
- If the applicant selects, “Close Application,” any additions or changes made will not save.
- When the applicant is ready to submit the CON application, he/she will complete the signature at the bottom of the application, select “Submit Finalized form and Pay,” and click submit.



Certificate of Need (CON) Web-Based Application



- The applicant will select the form of payment for the initial filing fee at the bottom of the application.
 - eCheck
 - Credit Card

When selecting eCheck payment, the applicant will incur a \$1.00 portal fee and \$2.50 eCheck fee.

When selecting credit card payment, the applicant will incur a \$1.00 portal fee and 1.7% credit card fee.

eCheck Credit Card

Certificate of Need (CON) Web-Based Application



- Applicants will be redirected to the SC.GOV payment portal to provide payment details for the CON initial filing fee, after submitting the CON application.

The screenshot displays the SC.GOV payment portal interface. At the top, there are four steps: 1. Payment Type, 2. Customer Info, 3. Payment Information, and 4. Submit Payment. The main content is divided into several sections:

- Transaction Detail:** A table showing the following amounts will be remitted back to the SC Department of Public Health (DPH):

SKU	Description	Unit Price	Quantity	Amount
MP5000	Certificate Of Need Filing Fee	\$500.00	1	\$500.00
				Total \$500.00
- Transaction Summary:** A table showing the total amount:

Certificate Of Need Filing Fee	\$500.00
Service Fee*SC.GOV	\$1.00
Total	\$501.00
- Payment:** The selected payment type is 'Credit/Debit Card'.
- Customer Information:** Includes address (Dusty Swan, Test, 3450 Quail Dr, PACE, SC 32571), phone number (85858585), and email address (swand@dph.sc.gov).
- Payment Information:** Fields for credit card details are shown, including:
 - Credit Card Number: 4242424242424242 (with a green checkmark)
 - Credit Card Type: VISA (with a red arrow pointing to this field)
 - Expiration Month: 12 - December (with a green checkmark)
 - Expiration Year: Select a Year (dropdown menu)
 - Security Code: 123 (with a green checkmark)
 - Name on Credit Card: Dusty Swan (with a green checkmark)

A red callout box on the right side of the form contains the text: "Payments are processed statewide in the same format for consistency." A red arrow points from this box to the 'Credit Card Type' field in the 'Payment Information' section.

Certificate of Need (CON) Web-Based Application



- Applicants receive immediate on-screen confirmation once the initial filing fee payment is initiated. A confirmation email will be sent if an email address has been provided during the CON application submission.

A screenshot of the web-based application interface for the Certificate of Need (CON) filing. The interface is divided into several sections: 'Transaction Detail' showing a table with one row for 'Certificate Of Need Filing Fee' for \$500.00; 'Payment' section with 'Credit/Debit Card' selected; 'Customer Information' section with fields for Country, First Name, Last Name, Company Name, Address, City, State, ZIP/Postal Code, Phone Number, and Email; and a 'Transaction Summary' box on the right showing a total of \$501.00. A red callout box with white text points to the 'Next' button and the 'Transaction Summary' box, stating: 'Applicant is redirected to SC.GOV payment portal. The purchase information is passed to the SC.GOV payment portal.'

Certificate of Need (CON) Web-Based Application

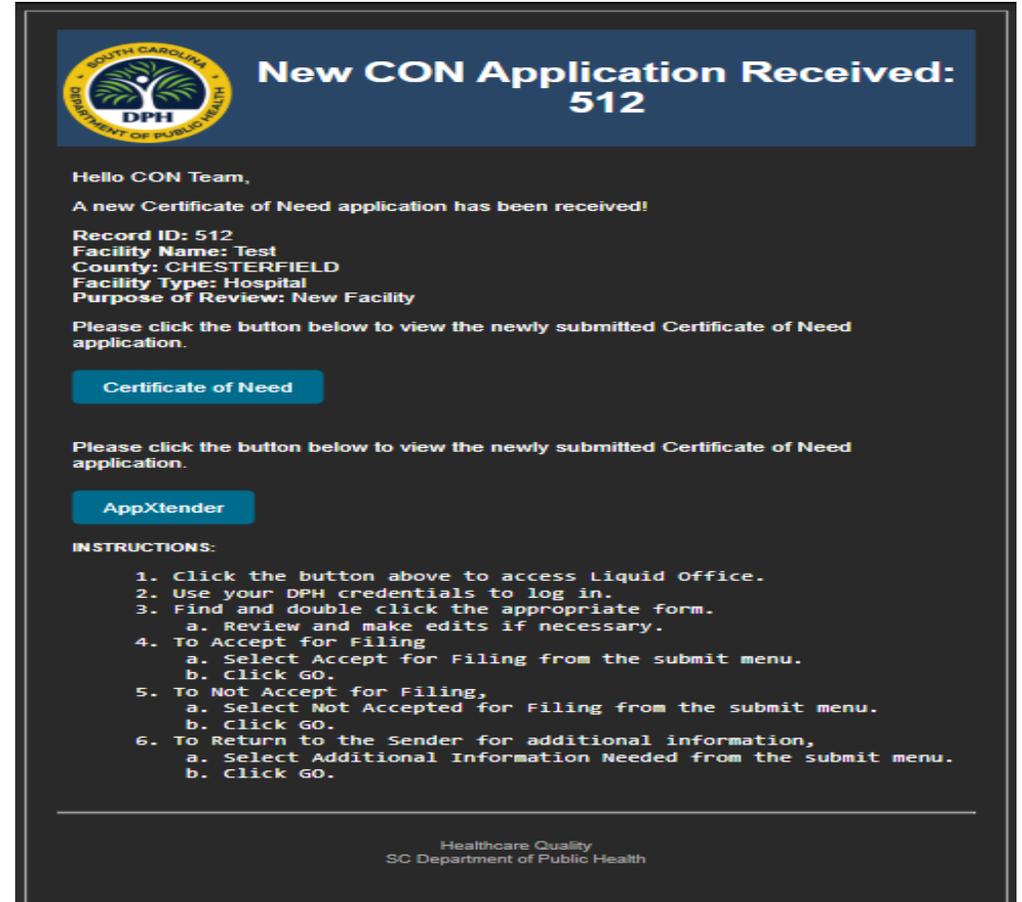


- If payment is successful, the submitted CON application will proceed with further processing.
- If payment does not process, the application will not move forward.

Certificate of Need (CON) Web-Based Application



- The CON Program will receive an email notification to CONinfo@dph.sc.gov containing information on the submitted application, following successful initial filing fee payment.

A screenshot of an email notification from the South Carolina Department of Public Health (DPH). The email header features the DPH logo and the text "New CON Application Received: 512". The body of the email greets the "CON Team" and states that a new Certificate of Need application has been received. It provides the following details: Record ID: 512, Facility Name: Test, County: CHESTERFIELD, Facility Type: Hospital, and Purpose of Review: New Facility. There are two blue buttons: "Certificate of Need" and "AppXtender". Below the buttons, there are instructions for how to access the application and what actions to take. The footer of the email reads "Healthcare Quality SC Department of Public Health".

 **New CON Application Received: 512**

Hello CON Team,

A new Certificate of Need application has been received!

Record ID: 512
Facility Name: Test
County: CHESTERFIELD
Facility Type: Hospital
Purpose of Review: New Facility

Please click the button below to view the newly submitted Certificate of Need application.

Certificate of Need

Please click the button below to view the newly submitted Certificate of Need application.

AppXtender

INSTRUCTIONS:

1. Click the button above to access Liquid Office.
2. Use your DPH credentials to log in.
3. Find and double click the appropriate form.
 - a. Review and make edits if necessary.
4. To Accept for Filing
 - a. Select Accept for Filing from the submit menu.
 - b. Click GO.
5. To Not Accept for Filing,
 - a. Select Not Accepted for Filing from the submit menu.
 - b. Click GO.
6. To Return to the Sender for additional information,
 - a. Select Additional Information Needed from the submit menu.
 - b. Click GO.

Healthcare Quality
SC Department of Public Health



Certificate of Need (CON) Web-Based Application

Following receipt of the application, the CON Program will select one (1) of the three (3) options in the submission drop-down menu.

- Accepted for Filing
- Not Accepted for Filing
- Additional Information Needed

A screenshot of a web-based application form. It features a dropdown menu with three options: "Accepted for Filing", "Not Accepted for Filing", and "Additional Information Needed". The "Additional Information Needed" option is currently selected and highlighted in blue. To the right of the dropdown menu is a "Submit" button. Below the dropdown menu, there is a "Notes" field with a vertical line indicating where text can be entered.

Certificate of Need (CON) Web-Based Application



- If the CON program selects "Accepted for Filing," the application will be accepted.
- The applicant will receive an email, with the completed application, informing he/she the application was accepted for filing.

A screenshot of an email notification from the South Carolina Department of Public Health. The email has a green header with the DPH logo and the text "Certificate of Need Application 512 has been accepted for filing!". The body of the email is on a dark grey background and contains the following text:

Hello Henry Yetta,

Your Certificate of Need application has been **accepted for filing!**

Attached is a PDF of the completed application with attachments for your records.

Within 15 calendar days of publication in the State Register of acceptance for filing, the Department may request additional information as may be necessary to complete the application.

If you have additional questions regarding your application, please email us at CONinfo@dph.sc.gov.
Healthcare Quality
SC Department of Public Health

Certificate of Need (CON) Web-Based Application



- If the CON program selects “Not Accepted for Filing,” the application will be rejected.
- The applicant will receive an email with the reason for rejection, with the option to make application edits and resubmit.

The screenshot shows an email notification from the South Carolina Department of Public Health. At the top left is the DPH logo. To its right, the text reads "Certificate of Need Application 512: Not Accepted for Filing". Below this, the email body contains the following text:

Hello Henry Yetta,

Unfortunately your Certificate of Need application is not accepted for filing at this time due to:

No PHI needed. Please resubmit with no PHI and the correct information.

Please feel free to click the link below and resubmit with the above requested documentation.

[Get Started](#)

INSTRUCTIONS:

1. Click the button above to access the application.
2. Edit any field necessary.
3. Add any attachments using the buttons next to the appropriate questions.
Multiple documents and pictures are able to be uploaded via the same button.

If you have additional questions regarding your application, please email us at CONinfo@dph.sc.gov.

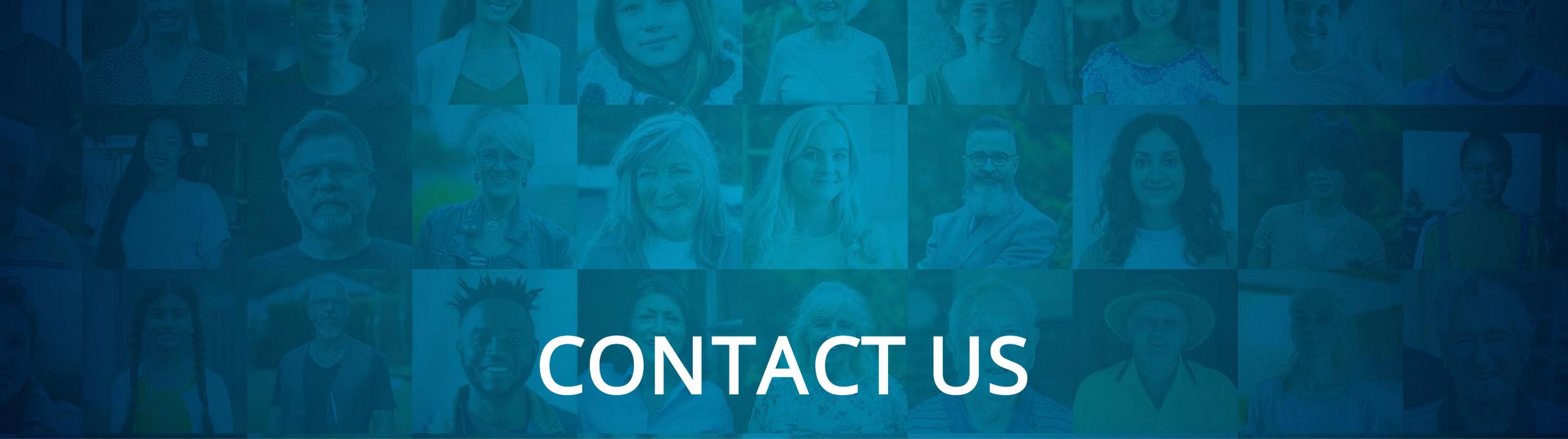
Healthcare Quality
SC Department of Public Health

Certificate of Need (CON) Web-Based Application



- The applicant will receive an email explaining what additional information is needed.
- The email contains instructions on how to make edits to the application.

A screenshot of an email interface. At the top left is the South Carolina DPH logo. To its right, the title "Information Needed for Certificate of Need Application 512" is displayed in white text on a dark blue background. The main body of the email is on a dark grey background. It starts with "Hello Henry Yetta," followed by "Your Certificate of Need application is being reviewed and the following additional information is required:". A bolded warning states: "This is from the Notes box on the form that only the CON team can see. Anything in this box will be put into the Not Accepted for Filing or Additional Information Needed email." Below this is a link: "Please click the button below to access and edit your Certificate of Need application." A blue button with white text says "Certificate of Need Application". Underneath, the "INSTRUCTIONS:" section lists three steps: 1. Click the button above to access the application. 2. Edit any field necessary. 3. Add any attachments using the buttons next to the appropriate questions. A note follows: "Multiple documents and pictures are able to be uploaded via the same button." At the bottom, a horizontal line separates the footer, which contains the text: "If you have additional questions regarding your application, please email us at CONinfo@dph.sc.gov." and "Healthcare Quality SC Department of Public Health".



CONTACT US

Certificate of Need (CON)

Phone: (803) 545-4200

Email: CONinfo@dph.sc.gov