



Tennessee Health Facilities Commission User Guide

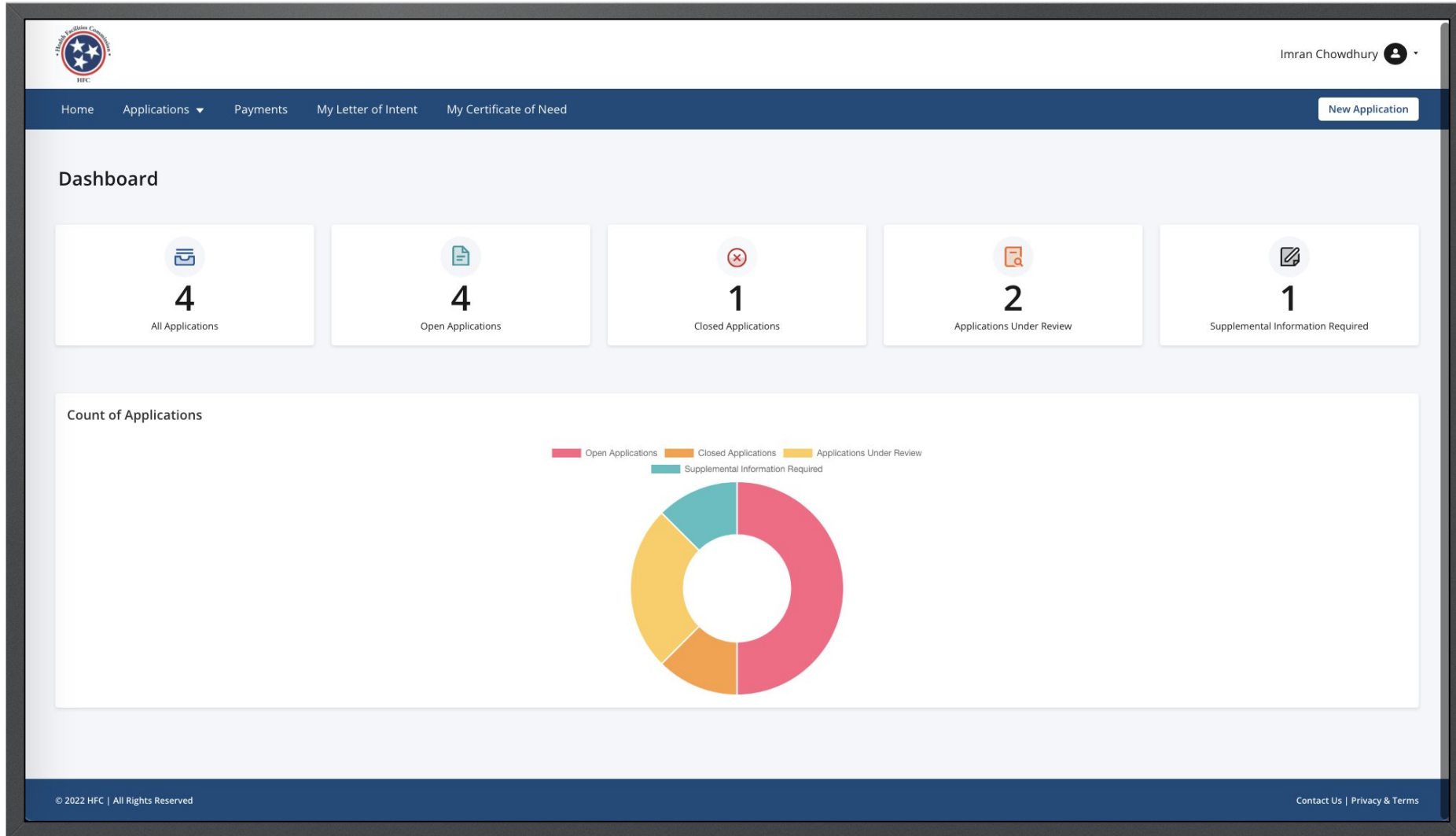
Community Portal

Supplemental Information Required

Supplemental Information Required

Key Points

- When you submit an application, but more information is required, a Health Planner will provide you supplemental questions you must view and respond to. Supplemental questions may require you to revisit the application to fix any issues.



1. Please notice, if you receive supplemental questions, your application will be returned to you so you may edit required information. From here you would need to click on the edit button if instructed by the supplemental question.

The screenshot displays the 'My Applications' dashboard for the user Imran Chowdhury. The dashboard includes a navigation menu with 'Home', 'Applications', 'Payments', 'My Letter of Intent', and 'My Certificate of Need'. A 'New Application' button is located in the top right. The main content area is titled 'My Applications' and contains a search bar and a dropdown menu set to 'All'. Below this is a table with the following data:

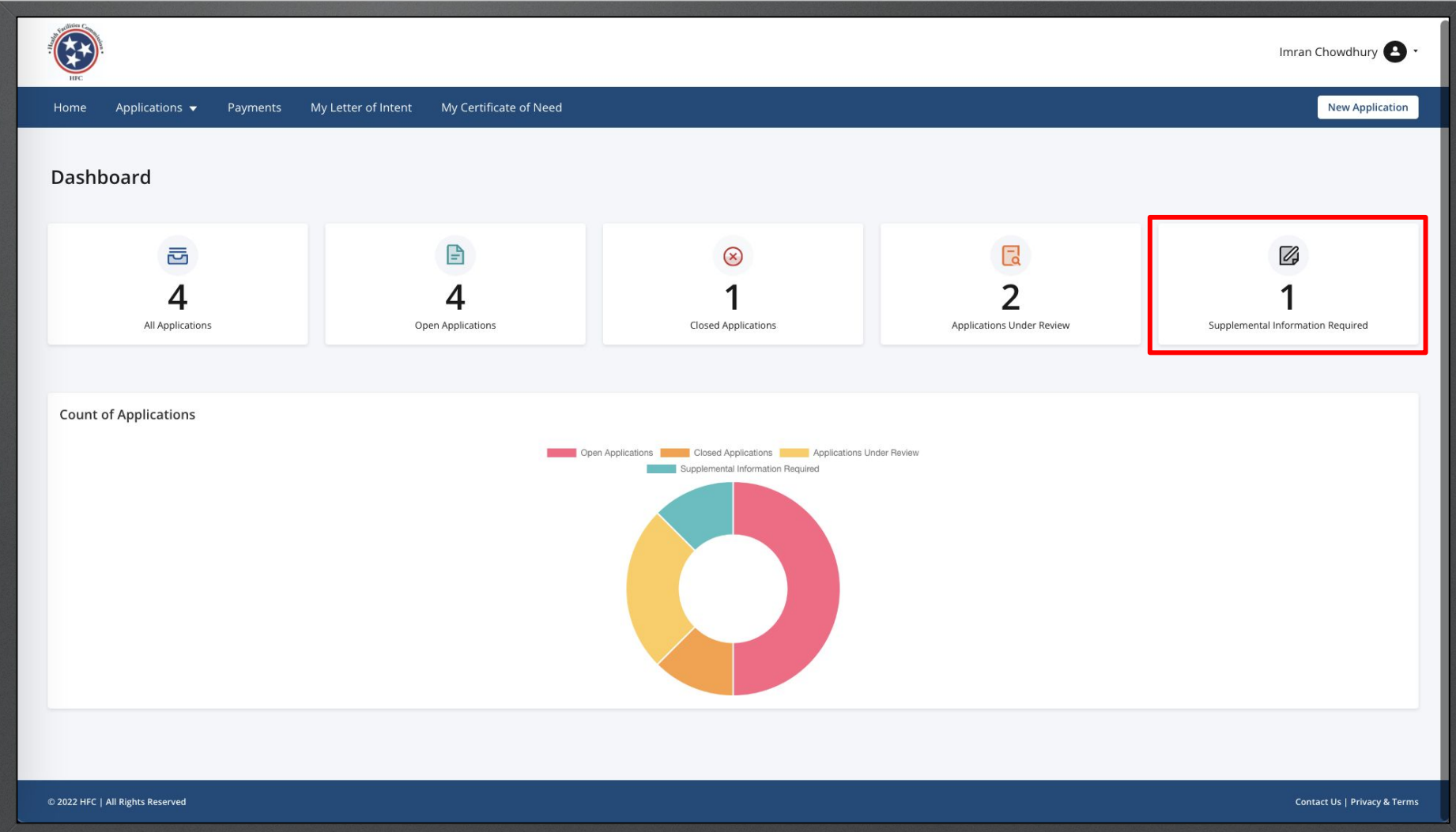
APPLICATION NUMBER	PROJECT NAME	APPLICATION TYPE	CERTIFICATE NUMBER	STATUS	CREATED DATE	ACTIONS
PAR-000000671	test	Relocation Exemption	-	Draft	2/13/2023	Edit
PAR-000000670	test	Relocation Exemption - LOI	-	Submitted	2/13/2023	View
PAR-000000606	Test Project	Certificate Of Need	CN2302-001	Returned	2/6/2023	Edit
PAR-000000605	Test Project	Certificate Of Need - LOI	-	Accepted	2/6/2023	View

The 'Returned' status and the corresponding 'Edit' button in the third row are highlighted with red boxes. A pagination indicator '1' is visible at the bottom right of the table area. The footer contains the text '© 2022 HFC | All Rights Reserved' and 'Contact Us | Privacy & Terms'.

Supplemental Information Required

Instructions

1. Click on **Supplemental Information Required**.



The screenshot displays the HFC (Health Facility Connect) dashboard for user Imran Chowdhury. The dashboard features a navigation bar with links for Home, Applications, Payments, My Letter of Intent, and My Certificate of Need, along with a 'New Application' button. The main content area is titled 'Dashboard' and contains five summary cards: 'All Applications' (4), 'Open Applications' (4), 'Closed Applications' (1), 'Applications Under Review' (2), and 'Supplemental Information Required' (1). The 'Supplemental Information Required' card is highlighted with a red border. Below these cards is a 'Count of Applications' section with a donut chart. The chart is divided into four segments: Open Applications (pink, 4), Closed Applications (orange, 1), Applications Under Review (yellow, 2), and Supplemental Information Required (teal, 1). A legend at the top of the chart identifies the colors for each status.

Application Status	Count
All Applications	4
Open Applications	4
Closed Applications	1
Applications Under Review	2
Supplemental Information Required	1

Count of Applications

Legend:

- Open Applications (Pink)
- Closed Applications (Orange)
- Applications Under Review (Yellow)
- Supplemental Information Required (Teal)

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Supplemental Information Required

Instructions

2. Under **Action**, click **View**.

- In the supplemental questions round page you will view all rounds of questions that have been sent to you.
- Please note, projects will indicate how many times the application was returned to you for questioning.

Key Points

The screenshot displays the 'Supplemental Questions Rounds' page in the HFC dashboard. The page includes a search bar, a dropdown menu set to 'All', and a table with the following data:

ROUND	PROJECT	APPLICATION TYPE	APPLICATION NUMBER	STATUS	DUE DATES	ACTION
round 2	Test Project	Certificate Of Need	CN2302-001	Submitted	2/17/2023	View
test	Test Project	Certificate Of Need	CN2302-001	Responded	2/15/2023	View

The 'View' button for the 'test' round is highlighted with a red box. The dashboard also shows the user's name 'Imran Chowdhury' and a 'New Application' button. The footer contains the copyright notice '© 2022 HFC | All Rights Reserved' and links for 'Contact Us | Privacy & Terms'.

Supplemental Information Required

Instructions

3. Under **Action**, click **View**.

- Under the supplemental questions page, you can view all of the questions that were given for the round sent to you. If you have more than one question, you must answer all of them in order to resubmit the application.

Key Points

The screenshot shows the HFC Supplemental Questions dashboard. 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 on the right. The main heading is 'Supplemental Questions' with a breadcrumb trail: Dashboard > Supplemental Questions Rounds > Supplemental Questions. A 'Status' dropdown menu is set to 'All'. Below is a table with the following data:

QUESTION	ROUND	ITEM	CERTIFICATE NUMBER	STATUS	ACTION
SQ-0000148	round 2	Miscellaneous Item/Question	CN2302-001	Submitted	View

The 'View' button in the 'ACTION' column is highlighted with a red box. A page indicator '1' is visible at the bottom right of the table area. The footer contains '© 2022 HFC | All Rights Reserved' and 'Contact Us | Privacy & Terms'.

Supplemental Information Required

Instructions

4. Enter your response into the field.
5. Click on the check box.
6. Click **Save**.

- Once you have provided all necessary information to respond to the question, you can save the response. Please note, once you click save you may not edit the response again.

Key Points

The screenshot displays the 'Supplemental Question Details' page on the HFC portal. At the top, there is a navigation bar with links for Home, Applications, Payments, My Letter of Intent, and My Certificate of Need, along with a 'New Application' button. The user's name, Imran Chowdhury, is visible in the top right corner. The main content area is titled 'Supplemental Question Details' and includes a breadcrumb trail: Dashboard > Supplemental Question Details. A red asterisk indicates a required field. The question is titled 'Miscellaneous Item/Question' and the text 'test' is entered in the input field. Below the input field is a rich text editor toolbar with options for font, size, bold, italic, underline, and list. A red box highlights the 'Responded' checkbox, and another red box highlights the 'Save' button. The footer contains the text '© 2022 HFC | All Rights Reserved' and 'Contact Us | Privacy & Terms'.

Supplemental Information Required

Key Points

- Once the question is answered, you will see the status of the supplemental questions marked as responded.

The screenshot displays the HFC portal interface. At the top left is the HFC logo. The user's name, Imran Chowdhury, is shown in the top right. A navigation bar includes links for Home, Applications, Payments, My Letter of Intent, and My Certificate of Need, along with a 'New Application' button. The main heading is 'Supplemental Questions', with a breadcrumb trail: Dashboard > Supplemental Questions Rounds > Supplemental Questions. A 'Status' dropdown menu is set to 'All'. Below this is a table with the following data:

QUESTION	ROUND	ITEM	CERTIFICATE NUMBER	STATUS	ACTION
SQ-0000148	round 2	Miscellaneous Item/Question	CN2302-001	Responded	View

A red box highlights the 'Responded' status in the table. A small blue box with the number '1' is located at the bottom right of the table area. The footer contains the text '© 2022 HFC | All Rights Reserved' and 'Contact Us | Privacy & Terms'.

- Once all questions have been answered for the round, the status for the application will be marked with **Resubmitted**.

The screenshot displays the 'My Applications' dashboard for the HFC. The dashboard includes a navigation bar with links for Home, Applications, Payments, My Letter of Intent, and My Certificate of Need. A 'New Application' button is located in the top right corner. The main content area features a search bar and a dropdown menu set to 'All'. Below this is a table listing applications with columns for Application Number, Project Name, Application Type, Certificate Number, Status, Created Date, and Actions. The 'Resubmitted' status for the application with ID PAR-000000606 is highlighted with a red box.

APPLICATION NUMBER	PROJECT NAME	APPLICATION TYPE	CERTIFICATE NUMBER	STATUS	CREATED DATE	ACTIONS
PAR-000000671	test	Relocation Exemption	-	Draft	2/13/2023	Edit ⋮
PAR-000000670	test	Relocation Exemption - LOI	-	Submitted	2/13/2023	View ⋮
PAR-000000606	Test Project	Certificate Of Need	CN2302-001	Resubmitted	2/6/2023	View ⋮
PAR-000000605	Test Project	Certificate Of Need - LOI	-	Accepted	2/6/2023	View ⋮

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This concludes the User Guide for the HFC Portal

THANK YOU