



Susquehanna Regional EMS Council, Inc

Serving: Broome, Tioga, and Chenango Counties

SREMSC Policy Statement

Supersedes/ Updates: NEW

No. 300

Date: 3/11/25

Re: CON Technical Assistance

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**SREMS Regional Best Practice Statement 300:
*CON Technical Assistance and Pre-Submission Review Process***

Purpose:

This statement outlines a recommended regional best practice for agencies submitting a Certificate of Need (CON) application to the Susquehanna Regional Emergency Medical Services Council (SREMSCo). The goal is to improve the efficiency and effectiveness of the regional CON review process by allowing agencies to submit their CON applications for a preliminary review and technical assistance before the official submission, as prescribed by NYS DOH/BEMS Policy 06-06.

Background:

The CON application process is a crucial part of the EMS regulatory framework, ensuring that new or modified EMS services meet required standards and address regional needs. However, this process often requires multiple revisions and resubmissions before an application is considered complete. These revisions can be both costly and time-consuming. To alleviate these challenges, it is recommended that applicants initially submit their applications digitally for a preliminary review and technical assistance from the SREMSCo CON Committee. This early review can help streamline the process, benefiting both the applicant and SREMSCo.

Best Practice Recommendations:

1. Digital Submission for Preliminary Review and Technical Assistance:

Agencies are encouraged to submit their CON applications digitally for an initial review prior to formal, official submission as mandated by Policy Statement 06-06. The early submission should include all necessary documentation and forms, with "sensitive information" redacted. Sensitive information may include, but is not limited to, personal addresses, phone numbers, social security numbers, or any other information a reasonable person would not wish to have publicly released. The digital submission should be sent via email to the Program Agency Executive Director.

2. Review Process:

Upon receipt of the preliminary digital submission, the SREMSCo CON Committee will conduct an initial review of the application. This review will focus on identifying deficiencies, required clarifications, or additional supporting documents needed for the official submission. Feedback will be provided to the applicant within a reasonable timeframe, allowing for corrections or updates before the official submission.

3. Timeline Considerations:

Applicants should submit their applications for preliminary review with sufficient time to allow for feedback, revisions, and preparation of the final official submission. While the preliminary review is optional, it is strongly encouraged to ensure a more efficient and timely official submission.

4. Compliance with Policy Statement 06-06:

The preliminary review process is optional and should not be mistaken for a required component of the submission process. All applications must still comply with the final submission guidelines as outlined in DOH/BEMS Policy Statement 06-06, including deadlines, fee requirements, and documentation specifications. The preliminary review does not substitute for the formal application submission but serves as a tool to ensure completeness and compliance in advance.

5. Confidentiality and Security:

While all digital submissions will be handled securely, applicants are encouraged to redact sensitive information from all documents and forms prior to submission. Sensitive information may include, but is not limited to, personal addresses, phone numbers, social security numbers, or any other information a reasonable person would not wish to have publicly released.

Conclusion:

This regional best practice statement encourages agencies to take advantage of the option to submit a preliminary digital CON application for review and technical assistance to enhance the efficiency of the overall process. By submitting applications in advance for feedback and technical assistance, agencies can ensure their submissions are complete and in compliance with required standards, reducing the risk of delays and promoting timely approval.