

NAPRC Quality Portal Migration Instructions for Current Programs

The American College of Surgeons Quality Portal for the NAPRC (QPort) may be accessed here: <https://qualityportal.facs.org/qport>

Please [download](#) and review the NAPRC Quality Portal User Guide.

Action Items for all programs who have applied for NAPRC accreditation (including those that have undergone site visits):

- New five-digit program identification numbers have been assigned. Your program's new Company ID number is in the left-hand corner of QPort under the user's and program's names. The eight-digit Facility ID Number previously used to identify your program has been retired.
- All programs will need to complete the information in the "Site Profile" section.
- The Rectal Cancer Program Coordinator has been made the Primary Contact & Billing Contact. If another user needs to be assigned as the Primary Contact and/or the Billing Contact, then the Rectal Cancer Program Coordinator must edit the user roles through the "Site Contacts" section.
- Only the following roles were migrated into the new system: Rectal Cancer Program Director, Rectal Cancer Program Coordinator, and Rectal Cancer Program Contact.
 - If your program had individuals with access to the NAPRC section of CoC Datalinks with any other role (for example, Cancer Program Administrator or Certified Tumor Registrar), they will need to be added as a "Rectal Cancer Program Contact" in QPort. This can only be done by the Primary Contact in the "Site Contacts" section.

Accredited programs

- Your program's final performance report has been uploaded into the "Site Visit History" section. No additional documentation has been transferred from the NAPRC section of CoC Datalinks.
- CoC Datalinks will be retired on August 31, 2020. It is recommended that programs review documentation uploaded there and download any documentation they would like copies of before that date.
- Because your program does not have a site visit in the near future, your program will not have an active Pre-Review Questionnaire (PRQ) loaded in the "PRQ" section. However, there is a pdf version of the PRQ located in the "Site Resources" section.

Programs that had a site visit, but are undergoing corrective action

- Your program will continue to use [CoC Datalinks](#) to manage accreditation until all deficiencies are resolved.
- Once accreditation is awarded, your program will be migrated into the new system. Additional instructions will be provided at that time.

Programs that applied for NAPRC accreditation in April, May, or June 2020

- No action is needed as your program started with the new system.
- When next steps are required, your program will receive an email with more information.

Programs that already had a confirmed site visit date, but it was postponed due to COVID-19

- Your program will work directly with its assigned site reviewer to determine a new site visit date. Plans for a virtual site visit option are in development and will be offered as an option to complete site visits. Once plans are finalized, site reviewers will begin to reach out to assigned programs to discuss options and to reschedule the site visit date. We anticipate site reviewers will begin contacting programs in mid-to-late July.
- The “Schedule Site Visit” section of QPort will not be active because you will be working directly with your assigned site reviewer to reschedule the date. This section will appear as if you are not eligible to schedule a site visit.
- Your program will need to complete the Pre-Review Questionnaire (PRQ) within QPort at least 30 days before the rescheduled site visit even if documentation was already uploaded into the NAPRC section of CoC Datalinks. We apologize for the inconvenience, but it is necessary that all site visits be conducted within the new system.
- The PRQ is organized to align with *Optimal Resources for Rectal Cancer Care (2020 Standards)*. However, for 2020 activity reviewed at the site visit, programs only need to provide documentation for those standards that are currently activated. Except for the edits to Standards 5.5, 5.6, 5.11, and 5.12, changes in the 2020 standards are not expected to be implemented by programs until January 1, 2021.
- Note: Only programs that have paid the accreditation fee are given full access to QPort. Invoices were previously sent to the billing contact from acsqualityprorams@facs.org. If a duplicate invoice is needed, please email NAPRC@facs.org.

Programs that requested a site visit, but did not have an assigned Site Reviewer and/or site visit date

- If your program has paid its accreditation fee, it will have access to the “Schedule Site Visit” section of NAPRC QPort. Your program will utilize this section to provide 4 available dates for a site visit date between October 2020 and June 2021.
- You will be notified when a site reviewer and a site visit date has been assigned. Please allow 4-6 weeks.

- If you have not paid the accreditation fee, an invoice has been sent to the billing contact. Invoices are emailed from acsqualityprograms@facs.org to the Rectal Cancer Program Coordinator or whoever is designated as the billing contact.
- Full access to NAPRC QPort will be provided once the accreditation fee has been paid. If a duplicate invoice is needed, please email NAPRC@facs.org.