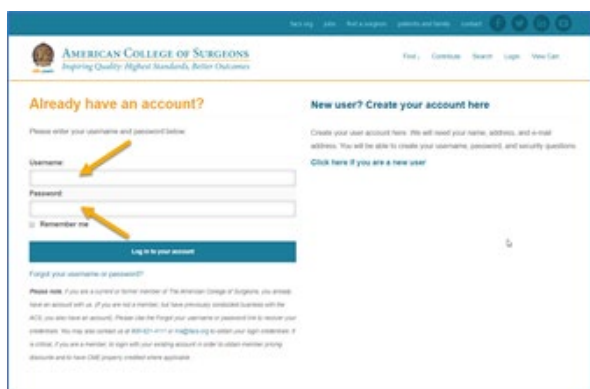


CoC Quality Portal (QPort) User Guide

This User Guide will assist in navigating the American College of Surgeons (ACS) Quality Portal for CoC (QPort). In QPort you will access all information and activity needed for your site's CoC accreditation. If you have any questions after reviewing this document, please contact the ACS staff at CoC@facs.org.

Protected Health Information (PHI), including redacted medical records, should not be uploaded to any section of QPort.

Logging in



QPort is accessible at:
<https://qualityportal.facs.org/qport>

If you have an existing username and password with www.facs.org, either through a Quality Program (such as NAPBC) or an ACS membership, your login username and password will be the **same**.

If you have forgotten your username and/or password or do not have a password, use the Forgot Username/Password link and enter your email address.

It is recommended that you use **Internet Explorer** (Version 10 or higher), **Chrome** or **Firefox**, as other browsers may not capture information correctly. Please turn off any Pop-up blockers installed on your browser, as they can prevent applications from loading.

Please note: If you are logged in to the ACS website at www.facs.org, be sure to log out of the website before logging in to the portal. Otherwise, you will not be able to log in to the portal.



Once you have logged in, select the program you are working on. If you belong to multiple ACS Quality Programs or multiple sites, everything will be available in the same portal. This includes management of accreditation with the National Accreditation Program for Rectal Cancer (NAPRC) and the National Accreditation Program for Breast Centers (NAPBC).

Navigating the Site

Test QPort Hospital Company Id: 19092 SAR
Site Information
Site Profile
Site Contacts
Data Platform Contacts
Invoice
Schedule Site Visit
PRQ
Networks
Network & Merger
Applications
NCDB Reporting Tools
Site Visit History
File Sharing
Resources

Site Information: View site address and main information.

Site Profile: Information on the site to be used in reports and to determine level of participation.

Site Contacts: Contacts and authorized users at the site.

Data Platform Contacts: Rapid Cancer Reporting (RCRS) and National Cancer Database (NCDB) authorized users at the site.

Invoice: PDFs of current and past invoices.

Schedule Site Visit: Available only when it is time for a program to schedule its site visit.

PRQ: Link to the active Pre-Review Questionnaire (PRQ) for sites to complete for an upcoming site visit.

Networks: View current sites within an established network. Allows additional sites to be added or sites to be removed within the network.

Network & Merger Applications: Allows programs to apply to become a network or to merge existing programs.

NCDB Reporting Tools: Links to each NCDB reporting tool.

Site Visit History: History of most recent site visits including dates, site reviewers, and Accreditation Reports.

File Sharing: Place to share documents with the ACS staff without emailing attachments.

Resources: Access files, documents, templates, and additional resources to assist with maintaining accreditation throughout the three-year cycle.

Note: For initial applicants, before payment of the accreditation fee invoice and completion of all required legal agreements, only Site Information, Site Contacts, and Site Profile will be available.

Site Information

Site information includes the basic site demographic information for your program. This information is pre-populated from Datalinks or the new program application.

This includes the program’s Name, Address, Federal Employer Identification Number (FEIN), and National Provider Identifier (NPI) (healthcare facility) number. This information **cannot** be updated within the QPort. To update any of this information please complete and submit the [Site Information Change Request](#) form.

Site Profile

The Site Profile includes information about the site that is not included in the Pre-Review Questionnaire (PRQ) for a specific site visit.

To update the Profile, scroll to the bottom of the page and click “Edit.” Once all information is entered, click “Save.”

The CoC Site Profile asks for the following information: corporation name, healthcare system details, number of acute beds, caseload, residency programs, hospital type, type of ownership, name of EHR software, and, if applicable, other facilities within the CoC network.

Site Contacts

Site Contacts is where all users who have access to QPort can be seen along with their roles.

All user access to QPort is managed through the Site Contacts section. Participating sites are required to manage their own contacts and are responsible for requesting access for new users and removing access. ACS staff cannot make changes to user access. A Primary Contact and Billing Contact must be selected.

This page allows your site to update contacts based on roles within the program. Only one authorized user (Primary Contact) is permitted to add or remove contacts. The American College of Surgeons cannot update contacts on behalf of programs.

Note: New users can take up to three to five (3-5) business days to process. Updates to user roles, contact information, and user removal is automatic. To update a user, click on the name, make necessary changes, then click "Save" or "Remove Contact."

A primary contact and billing contact MUST be selected. The same individual may be selected for both roles.

Primary Contact: This role has access to all components of QPort, including editing the Pre-Review Questionnaire (PRO). This is the only user able to add and remove users and update contact information. This role is the primary contact between the accredited program and the CoC.

Billing Contact: This role is authorized to receive the invoice for accreditation fees.

Users will have access to the Quality Portal areas, but it will *not* include the Rapid Cancer Reporting System (RCRS) page. In order for users to access the RCRS page, they will need to be assigned an additional role within Data Platform Contacts.

The American College of Surgeons is not responsible for unauthorized release of sharing of login information and data.

Show entries Search:

Name	Site Role	Status	Additional Role
Brian Harper	NA	Active	
Michael Field	Coordinator	Active	
Michael Field	Coordinator	Active	
Michael Field	CEO, Coordinator	Active	

New programs must select a Primary Contact during the application process.

The Primary Contact is the only role that can add, remove, or update user contact information.

Note: Adding a new user can take three to five (3-5) business days to process. Updates to user roles, contact information, and user removal is automatic. To update a user, click on their name. Make necessary changes, then click "Save" or "Remove Contact."

Data Platform Contacts

This page allows your site to update **Rapid Cancer Reporting System (RCRS) contacts** based on roles within the program. Only one authorized user (Primary Contact) is permitted to add or remove contacts unless the Primary Contact adds a Data Platform Site Manager (see below). The American College of Surgeons cannot update contacts on behalf of programs.

There are two types of authorized roles:

- IQVIA Report Viewer (access to RCRS in read-only)
- IQVIA Uploader (access to RCRS with ability to upload data for submission)

Users with one of the above two roles only have access to the RCRS. In order for the user to access other areas of the Quality Portal, they will need to be assigned an additional role within Site Contacts.

Note: New users can take up to three to five (3-5) business days to process. Updates to user roles, contact information, and user removal is automatic.

To update a user, click on the name in the table, make necessary changes, then click "Save" or "Remove Contact."

Note to Primary Contact: You may select other individuals to be the Data Platform Site Manager. This role will be able to add, edit, or remove contacts on this page. This role will not automatically have access to IQVIA reports until they are added as a Report Viewer or Uploader. The Primary Contact is the only role that can add the Data Platform Site Manager(s) for this page.

The American College of Surgeons is not responsible for unauthorized release of sharing of login information and data.

Show entries Search:

Name	Site Role	Status
Dmitry Eremin	Data Link Contact	Active
Erica McNamara	Hospital Registrar	Disabled

User access to the Rapid Cancer Reporting System (RCRS) and the National Cancer Database tools is managed through Data Platform Contacts. The Primary Contact or Data Platform Site Manager(s) can add or remove the following two roles:

- Uploader (role not available at the network parent level)
- Reviewer

The Primary Contact may add one or more people to serve in the Data

Platform Site Manager role for this page. This is an **optional** feature. This role assists in managing access to RCRS by adding, editing, or deleting Uploader and Reviewer roles. The Data Platform Site Manager can only be added by the Primary Contact. If the Data Platform Site Manager is to access IQVIA, the user will need to be added in an Uploader or Reviewer role.

Note: to change the email address associated with the RCRS/IQVIA log in, the user should visit www.facs.org, click "login" in the upper right corner, and update the email address there once logged in. Updating the email address in the QPort Data Platform Contacts section will not update the email address with IQVIA.

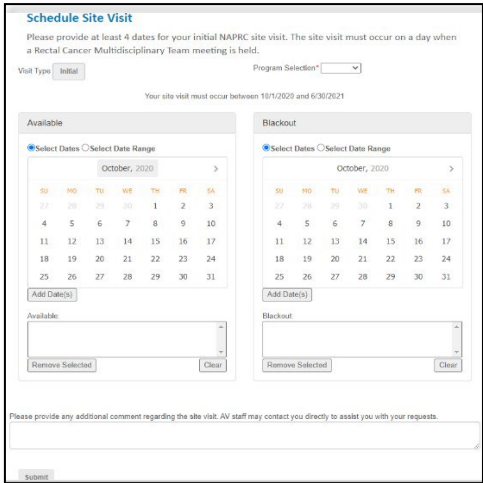
Invoice

Only the roles of Cancer Committee Chair, Cancer Liaison Physician, Cancer Program Administrator, Hospital Registrar, and Hospital Co-Registrar, can access this section. Click “View” to display a PDF of a previous or current invoice. Although the invoice can be viewed through QPort, payments cannot be made through QPort. Follow the instructions on the PDF to make any required payments.

Invoice #	Invoice Date	Product	Balance	View Your Invoice
1264118	08/25/2022	Accreditation Fees	\$0.00	View
1264120	08/25/2021	Accreditation Fees	\$0.00	View
712666	08/25/2020	Accreditation Fees	\$0.00	View

Showing 1 to 3 of 3 entries Previous **1** Next

Schedule Site Visit



Site Visit scheduling occurs in this section. Programs must submit a minimum of four dates within the date ranges allotted. The date range is displayed below the instructions and is based on each site’s accreditation end date.

- In preparation for upcoming site visits, sites can:
- Provide available site visit dates
 - Both individual dates and date ranges may be entered
 - Provide unavailable site visit dates
 - Both individual dates and date ranges may be entered
 - Submit additional site visit requests/comments.

If the program is not due or eligible for a site visit, then this section will not be available.

Pre-Review Questionnaire (PRQ)

In this section, sites can access any active PRQ. This includes PRQs that are available for an upcoming site visit or following a site visit that requires corrective action.

The PRQ display table provides a link to the PRQ, the type of application, visit location, a link to assigned reviewer(s) once assigned, the site visit date once confirmed, the status of the PRQ, and site visit documents.

PRQ Statuses:

- Open – Active and available for site to update and submit
 - Submitted – Submitted by the site for review
- Note: The PRQ will automatically close **60 days** before the confirmed site visit date, but it will not generate a PDF of the PRQ for future reference if it is not submitted by the program by the date it closes.

Corrective Action PRQs are open when a site needs to correct deficiencies found at the time of the site visit.

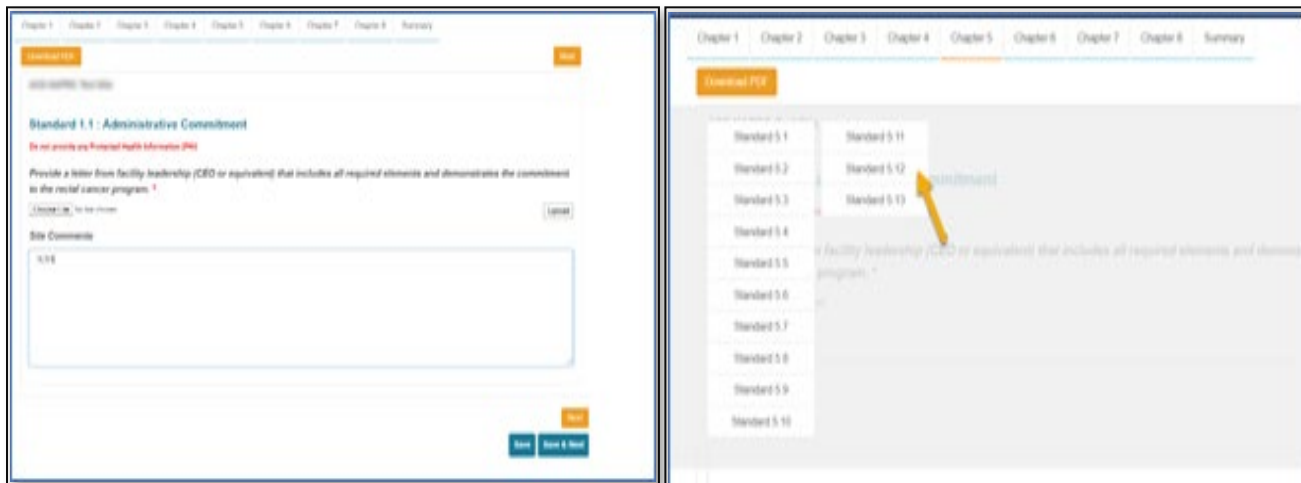
PRQ	Program Selection	Type	Site Visit Location	Reviewers	Site Visit Date	Status	Site Visit Documents
PRQ	CCCP	Initial	Virtual	Reviewers	4/30/2022	Open	Documents

To open a PRQ, Click on the “PRQ” link. The PRQ can be completed in sections. Click “Save” to save any answer/upload and “Save and Next” to move to the next standard. The PRQ will be open for the year of your site visit. The PRQ must be completed and submitted at least **60 days** before the confirmed site visit date.

Standards can be navigated to by selecting the specific standard from the navigation list at the top of the PRQ.

Be sure to click “Save” or “Save and Next” before navigating out of the standard page or you will lose any responses you have entered.

Note: Multiple people working in the PRQ at the same time may result in information/documentation being lost or overwritten



Throughout the PRQ you will be asked to answer specific questions or to upload various documents. To upload documents:

- Click “Choose File” to select a document from your computer
- Once you see the file name appear, click “Upload” to upload this document
- If you wish to remove an opened document, click “Remove” next to the document name

Standard 6.1 : Cancer Registry Quality Control

Upload the quality control policy and procedure that includes the process for resolving conflicts identified during the quality control review:

No file chosen

Do you utilize audit reports from the state or central registry in the evaluation of registry data:

Yes No

If yes, upload the state or central registry report used in the review from each year within accreditation cycle 2020.

No file chosen

When the PRQ is completed and all required documents are uploaded, attest to the accuracy of the PRQ and click "Submit." **Please note the PRQ must be submitted to generate a summary PDF of the PRQ.**

PRQ Summary : Comments and Attestation

Please enter any comments regarding the PRQ (optional).

I attest that the information in this application is accurate. *

Agree

Networks

Only the roles of the Cancer Program Administrator and Hospital Registrar can access this section.

Viewing current networks sites, adding new sites, or removing sites from an existing network (INCP) are performed on this page.

Click on the 'Add new Site to Network' located at the bottom of the page to add a site. Click on the Site name within the top table. A new page will pop up so you can remove that site from the network.

Sites in Network							
Show 25 entries		Search: <input type="text"/>					
Site	City	State	FIN#	Primary Contact	Status		
IQVIA Test - Child FIN Z	Easton	PA	80000054		NCM		
IQVIA Test - Merger Parent 2	Bethlehem	PA	80000058		NCM		
Showing 1 to 2 of 2 entries				Previous		1	Next
Sites Pending Processing							
Show 25 entries		Search: <input type="text"/>					
Site	City	State	FIN#	Function	Date Request		
No data available in table							
Showing 0 to 0 of 0 entries						Previous Next	
<input type="button" value="Add new Site to Network"/>							

Network & Merger Applications

Only the roles of the Cancer Program Administrator, Hospital Registrar, and Hospital Co-Registrar can access this section.

Click on either the Network Application or Merger Application link to apply for either designation for your program.

Network Application - Network Parent Information

Prior to submitting the network application, please read the [Guidelines to Form an Integrated Network Cancer Program \(INCP\)](#) or [National Cancer Institute-Designated Network Cancer Program \(NCIN\)](#) in its entirety.

*Effective Date of Network

*Network Name

*Address

*City

*State

*Zip

*Phone Number

*Facility Web Site

Next

Merger Application

Prior to submitting the merger application, please read the [Guidelines for Forming a Merged Program](#) in its entirety. Please complete the following required questions. When complete, click 'Next' to proceed.

*Do you have documentation of a single licensure or other legal documentation demonstrating the merger covers all listed hospitals? Yes No

*What is your new merged Federal Employer's Identification Number (FEIN)?

*List the accrediting agency(ies) for all hospitals participating in the merger State Department of Public Health Other

*What is the effective date of the merger?

*By default: the reference date for the merger will be January 1 of the effective date indicated above. If the merged program is choosing an earlier reference date, please indicate

Next

NCDB Reporting Tools

Use the links in this section to access NCDB reporting tools. Only those with Uploader or Report Viewer roles, managed through the Data Platform Contacts section in QPort, may access the NCDB reporting tools. Access to the Rapid Cancer Reporting System (RCRS) requires a separate login.

- [NCDB Completeness and Default Overuse Report](#)
- [Site by Stage Distribution Report](#)
- [NCDB: Hospital Comparison Benchmark Reports](#)
- [NCDB: Survival Reports \(V2\)](#)
- [Cancer Quality Improvement Program \(CQIP\) Reports](#)
- [Rapid Cancer Reporting System \(RCRS\)](#)

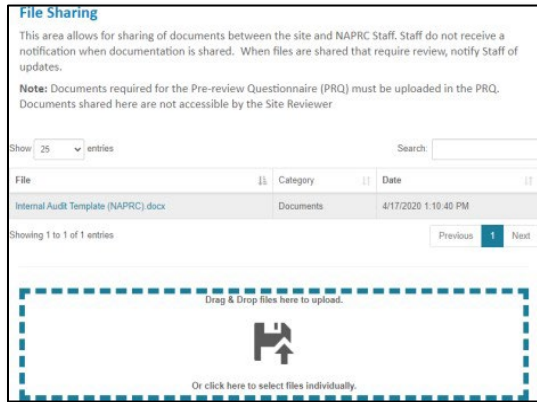
Site Visit History

Previous site visit information, date, outcome, copy of the submitted PRQ, and the Accreditation Report are found in the Site Visit History section.

Type	Status	Site Visit Date	Program Selection	Outcome	PRQ	Report
Renewal	Complete	4/21/2022	Standard	Verified / Accredited Corrective Action Required	PRQ	Report
Corrective Action	Complete	3/2/2017	Standard	Verified / Accredited	PRQ	Report
Renewal	Complete	3/2/2017	Standard	Verified / Accredited Corrective Action Required	PRQ	Report

Please note, not all previous site visits may be available. If you need a previous report that is not available in this section, please contact ACS staff at CoC@facs.org.

File Sharing



Within the File Sharing section, the sites and ACS staff can share files that are **not part of the site visit**. By sharing these files within QPort, documentation will not be housed within personal emails.

Note: If a site uploads a document, they must let the ACS staff know. There is no automatic notification of uploads at this time. Users also cannot delete files. If a file is uploaded or a file needs to be deleted, please notify ACS Staff at CoC@facs.org.

Resources

Resources developed by the CoC to assist in accreditation processing, meeting standards, templates and other materials are available within the Resources section. This section is updated regularly.

General Resources

[CoC Quality Portal User Guide](#)

[QPort Customer Support FAQ](#)

[Terminology and Roles for the CoC Accreditation Process](#)

[Site Information Change Request](#)

[Voluntary Withdrawal Request](#)

Financial Resources

[2023 Accreditation Fees](#)

[Accreditation Fee FAQ](#)

[American College of Surgeons W9](#)

CoC Standards

[Optimal Resources for Cancer Care \(2020 Standards\)](#)

[2020 CoC Standards Implementation Timelines](#)

[Change Log](#)

Standard Compliance Resources

[COVID-19 Accreditation Tracker \(Blank\)](#)

[COVID-19 Accreditation Tracker \(Example\)](#)

[Accreditation Folder Structure Tutorial PowerPoint](#)

[Accreditation Folder Structure Zip File](#)