Children’s Surgery Verification Program - Center Portal Instructions

Thank you for your interest in joining the Children’s Surgery Verification Quality Improvement Program. This portal guide is designed to assist you with the application process. If you have any questions after reviewing this document, or as you complete the application process, please contact us at: childrenssurgery@facs.org.

Technical

It is highly recommended that Internet Explorer (Version 10 or higher) be used, as other browsers may not capture information correctly. Please also ensure the most recent version of Adobe Flash and JavaScript are installed on your computer. Please turn off any Pop-up Blockers installed on your browser. Pop-up Blockers will prevent the application from loading correctly.

DO NOT USE the back button or exit your browser prior to saving or submitting your center information.

CONNECTION TIMED OUT
If you receive the following message, “You have no active role for this company portal” your connection has Timed-Out. To reconnect to the portal, close the entire browser and open the link to the portal again, or click the following link to log out of the system and log back in. (https://accreditation.facs.org/programs/csv)
Login Troubleshooting

If you are experiencing login issues with previous ACS login credentials, please make sure that you are logged out of www.facs.org.

If you need to log out, go to www.facs.org. At the top right corner of the main page you will go to the dropdown menu under “Welcome.” From there, you will select “Logout”:

From there, you will then go to the CSV “log in” link and login with your CSV access provided. From here, you will be able to access the Pre-Application by copying the web address into the address bar.


*Please refer to the section titled “Accessing the Pre-Application” located on page 5 for further instructions.
Private Browsing

Internet Explorer

1. Open a new window in Internet Explorer
2. Select the “Settings” wheel on the top right corner of the window:

3. Select “Safety” in the drop down menu:
4. Select “InPrivate Browsing”:

5. Once you have opened an InPrivate Browsing window, you will see the following on the top left corner of the window:

6. From here, you will be able to access the Pre-Application by copying the web address into the address bar. (https://www.facs.org/quality-programs/childrens-surgery/childrens-surgery-verification/apply)
Accessing the Pre-Application

The link for the Pre-Application can be found at [www.facs.org](http://www.facs.org) on the Children’s Surgery Verification page under “Apply”:

Select the “Apply” link. Once you have arrived on the “Apply” page, you will select “Access Online Pre-Application”:

*Please note:* If your center is pursuing accreditation through the Children’s Surgery Verification Program, your center must meet all the standards and intend to actively pursue verification for the designation level sought prior to submitting a Pre-Application.
Once you have successfully accessed the link to the Pre-Application, you will need to select “Click Here to Register a New Institution”:

Selecting “Click Here to Register a New Institution” will take you to the Pre-Application:
**Institution Information**
Under the “Institution Information” section, you will be asked for the following information about your center:
- Center Name
- Center Address
- Center Federal Employer Identification Number (FEIN)
- Center National Provider Identification Number (NPI)

**Institution Profile**
Under the “Institution Profile” section, you will be asked for the following information about your center:
- American Hospital Association (AHA) ID Number
- CMS Certification Number (CCN) (United States ONLY)
- If you are interested in joining Children’s Surgery Verification, ACS NSQIP Pediatric, or Both
- The person responsible for collecting Appendix 2 Safety Data
- If your center is affiliated with an adult hospital
- If your center has any freestanding Ambulatory Centers that you would like included in the CSV application
- Your center’s NICU designation level
- Whether or not your center has a dedicated PICU, a pediatric rapid response and/or resuscitation team, is a teaching hospital, and if your center is currently accredited by the Joint Commission
- The types of patients treated
- Annual number of surgical procedures performed on patients < 18 years of age
- Volume of licensed beds

**Contact Information for Personnel**
Under the “Contact Information for Personnel” section, you will be asked for the following information about your center’s contact personnel:
- The name, credentials, title, email, phone number, and addresses for:
  - The Medical Director of Children’s Surgery (REQUIRED)
  - The Children’s Surgery Program Manager (OPTIONAL)
  - The Children’s Surgery Program Administrator (OPTIONAL)

**Attestation Statement**
In order to submit the Pre-Application, you must agree to the “Attestation Statement” located at the bottom of the Pre-Application page. After clicking “Agree”, you must click the “Submit Pre-Application” button:
Portal and Pre-Review Questionnaire (PRQ)

Once your center’s Pre-Application has been received and approved, you will be given access to the Children’s Surgery portal. To access the PRQ, select “Log On”:

After you select “Log On,” you will be taken to the login page. Log into the portal with the username and password that was provided to you by ACS Staff:
After logging in, you will be directed to the main dashboard. On the main dashboard, you will be able to access your Institution Identification, Institution Profile, Program Contacts, CSV In Progress Applications, CSV Historical Applications, CSV Program Resources, and NSQIP Pediatric Resources:

Information under the Institution Identification, Institution Profile, and Program Contacts will be pulled from your Pre-Application.

**Program Contacts**
Under this section, you will be asked to provide the contacts for your center.

*Please note:* NSQIP Pediatric participants are required to add NSQIP Surgeon Champion (SC), NSQIP Surgical Clinical Reviewer (SCR), and NSQIP Site Manager Contacts in the “Program Contacts” section. To edit a contact, select “Edit”: 
This box will appear and you will be able to make the necessary edits to that contact. Please be sure to hit the “Save” button at the bottom of the window:
**CSV In Progress Applications**
Upon completion of the Children’s Surgery Verification Quality Improvement Program Participation Agreement and submission of your annual fee payment, you will receive access to the Pre-Review Questionnaire (PRQ). The “CSV In Progress Applications” section is where you will find your PRQ. Select the “CSV Level _” button under “Launch Application”:

*Please note, only one contact should be adding and editing content to the PRQ at a time. If multiple contacts are accessing the PRQ at the same time, information will not save correctly.

**General PRQ Instructions**
You are only required to complete the CDs relevant to the verification level you are seeking. If the question is blank, you are not required to complete the section and you should proceed to the next relevant CD.

*Please refer to the Standards Quick Reference Guide in the CSV Program Resources section of the portal to identify which CDs are relevant to the verification level you are seeking.

**General Upload Instructions**
Throughout the PRQ you will be asked for various uploads. These are the general instructions for uploading files to your PRQ. For this example, we will be using images from CD 2-3.
At the bottom of this page, there is a request to upload an org chart. To do this, you will first select “Choose File”:

You will then select the file you wish to upload. You will see that the “Org Chart” is not highlighted. You will have to select the “Upload” button to make sure that it has been properly uploaded to the PRQ:
You will know your file has been uploaded because it will be a blue link with a “remove” option located next to it:

Filling out the PRQ
As you begin the process of filling out the PRQ, you will notice a navigation bar located at the top of the window:

To navigate to a different CD, select the desired chapter. In that chapter selection, you will see a list of the CD’s that are in that chapter:

This is helpful so that you can go to a specific CD at your own pace.

Once you have filled out the appropriate information for each question, you will need to click the “Save” button before moving onto the next question. This prompt is located at the bottom right corner of the window:
Please note that failure to “Save” a question will trigger a “Warning” prompt before you can move on to the next CD:

![Warning](image)

The option to “Submit Application” is found at the end of the Appendix A section. This button will be located on the bottom right corner of the window:

![Submit Application](image)

You will then be prompted to verify that you wish to proceed with the submission of your PRQ. To submit your PRQ hit the OK button:

![Submit Confirmation](image)

Once you have submitted the PRQ, you will be contacted by your Children’s Surgery Program Coordinator for the next steps in the verification process.
**Chapter Specific Notes for the PRQ**

**Chapter 2**
CDs 2-11, 2-23, 2-26, 2-39, 2-45, 2-47, and 2-61: For the question “If 'Yes', upload items 1, 2, 3, 4, and 6 from Appendix 3, as well as the CV, for each provider.” - Please upload information by provider. [For example: Upload one PDF document per provider with items 1, 2, 3, 4, and 6 from Appendix 3, and the CV.]

For example, we will be using images from CD 2-3. At the bottom of this page, there is a request to upload an org chart. To do this, you will first select “Choose File”:

You will then select the file you wish to upload. You will see that the “Org Chart” is not highlighted. You will have to select the “Upload” button to make sure that it has been properly uploaded to the PRQ:

You will know your file has been uploaded because it will be a blue link with a “remove” option located next to it:

**Chapter 7**
CD 7-7: The last 5 questions are not required for centers seeking Level III verification.

**Chapter 9**
For centers seeking Level I verification status, you are required to complete CD 9-1, 9-2, and 9-3 OR CD 9-4 and 9-5.

**Appendix A**
Please complete the tables only relevant to the verification level you are seeking. The level associated with the table is indicated in the table instructions. If the verification level you are seeking is not included in the table instructions, you are not required to complete the table.
To complete the tables, select the “Template” option:

You will have to download the template in order to fill out the table. Please open this download with Microsoft Excel:

After you have completed the table, you will save it as “Center_(name of table)Table.” Example: TestCenter_SurgicalCaseVolumeTable

To upload this file to the PRQ, select “Choose File” and select the table to upload. Select the “Upload” button to upload the table:
You will know your file has been uploaded because it will be a blue link with a “remove” option located next to it:

**Appendix A:**

**Instructions:** Complete the tables only relevant to the verification level you are seeking. The level associated with the table is indicated in the table instructions. If the verification level you are seeking is not included in the table instructions, you are not required to complete the table.

**CSV Surgical Case Volume Table**

This table will provide a list by age group and disposition/location the number of patient visits to the OR/procedure area in a 12 month reporting period. Patients undergoing multiple operations/procedures under one sedation/anesthetic should only be counted once.

**CSV Historical Applications**

Under the “CSV Historical Applications” tab, you will be able to view any past applications that you have submitted.

**CSV Program Resources**

Under the “CSV Program Resources” tab, you will find resources and documents that will assist your center in the application process.

**NSQIP Pediatric Resources**

Under the “NSQIP Pediatric Resources” tab, you will find resources and documents that will assist your center through the NSQIP Pediatric application process.