



Children's Surgery Participant

Portal User Guide:

Thank you for your interest in joining the Children's Surgery Verification Quality Improvement Program. This Participant Portal User Guide is to assist you in navigating the Children's Surgery Participant Portal, where you will access NSQIP Pediatric and Children's Surgery Verification program resources, manage facility contacts, and complete program applications. If you have any questions after reviewing this document, or as you complete the application process, please contact the Children's Surgery Verification team at: childrensurgery@facs.org.

Please note: It is recommended that you use **Internet Explorer** (Version 10 or higher) or **Firefox**, as other browsers may not capture information correctly. Please also ensure that 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, as they can prevent applications from loading.

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Accessing the Pre-Application

To access the Children’s Surgery Participant Portal, go to the web address:
<https://accreditation.facs.org/programs/csv>.

You can also reach this page by going to www.facs.org, and clicking on Quality Programs → Children’s Surgery → Children’s Surgery Participant Portal.

The screenshot shows the American College of Surgeons (ACS) website. At the top, there is a navigation bar with links for JACS, Jobs, Events, Find a Surgeon, Patients and Family, Contact, My Profile, Shop, and Donate. Below this is the ACS logo and the tagline "Inspiring Quality: Highest Standards, Better Outcomes". A search bar is located on the right side of the header. The main navigation menu is displayed in a dark blue bar with the following categories: Member Services, Quality Programs, Education, Advocacy, Publications, and About ACS. The "Quality Programs" menu is expanded, showing a list of options. The "Children's Surgery" option is highlighted in orange, and a blue arrow points to the "Children's Surgery Participant Portal" link within this menu. Below the navigation menu, there are four columns of content: Member Services, Quality Programs, Education, and Advocacy. Each column has a brief description of the respective area.

Member Services
Membership in the American College of Surgeons (ACS) is an integral part of your profession. Whether you're still in training, or at the peak of your career, our top priority is providing value for you, our members—at every step.

Quality Programs
Improving the quality of surgical care leads to greater access for patients, fewer complications and better outcomes, thus lowering the cost of care. Our quality improvement programs have improved quality in trauma and cancer care, bariatric surgery, and in overall surgical care.

Education
Educating and training surgeons remains integral across the entire spectrum of College activities. Rely on the ACS to be your premier source for surgical education and take advantage of a wide variety of resources appropriate for your learning needs.

Advocacy
ACS advocacy activities at the federal and state level represent the interests of you, the practicing surgeon, and your patients. We encourage all surgeons to get involved in advocacy matters. Take action. Protect your patients and your profession.

Institutions Applying for NSQIP Pediatric:

You will click on “**Click Here to Register a New Institution**” to access the pre-application.



[ACS Home](#) [Home](#) [Contact Us](#)

Children's Surgery Verification Quality Improvement Program

The American College of Surgeons, in collaboration with the Task Force for Children's Surgical Care, developed standards to improve surgical care for children surgical patients. These standards led to the development of the Children's Surgery Verification Program and are the nation's first and only multispecialty standards for children's surgical care. The Children's Surgery Verification Program verifies these standards have been met at participating centers. Please click on the link below to view the standards manual.

[Optimal Resources for Children's Surgical Care Standards Manual](#)

National Surgical Quality Improvement Program (NSQIP) Pediatric

NSQIP Pediatric is a surgical quality improvement program specific to pediatric surgery. It is the first multi-specialty national database to measure surgical outcomes for pediatrics. A checklist to help interested hospitals prepare for enrollment can be found online [Here](#).

[Portal User Guide Instructions](#)

CONNECTION TIMED OUT: If you receive the following message, "You have no active roles for this company portal", your connection has timed out. Close the entire browser and open the link to the portal again, or click the following link to log out of the system: <https://accreditation.facs.org/Programs/Account/LogOut> and log back in.

[Click Here to Register a New Institution](#)



[Log On](#)

As a new site applying for **NSQIP Pediatric**:

- You will be prompted to fill out a **pre-application** for your institution with information in each of the categories shown below.
- You can open and close each of the accordion style tabs by clicking on the arrow next to each header.



ACS Home Home Contact Us

▶ Instructions

▶ Institution Information

▶ Institution Profile

▶ Contact Information for Personnel

▶ Attestation Statement

I attest to the validity of the content of this pre-application and confirm our facility's readiness to proceed with the verification process.

Agree

Submit Pre-Application



Institutions Applying for NSQIP:

Requirements:

- 1. Facility Contact Information-** This includes information about the surgical center's contact information and location.
- 2. Facility Profile-** This includes specific characteristics regarding the surgical center.
- 3. Contact Information for Personnel-** Please provide the contact information for the roles indicated. The Children's Surgery Program Manager and Medical Director of Children's Surgery are *required* if you are applying for CSV. The Medical Director of Children's Surgery is required if you are applying for ACS NSQIP Pediatric. If a first or last name is entered, all information must be completed.

- **A primary contact** must be selected.
- Primary contacts can be changed upon completion of the pre-application.
- You will have an opportunity to add additional personnel upon completion of the pre-application.

Sites applying for **NSQIP Pediatric only** will not be required to fill out CSV specific questions under the Institution Profile.

Please see below for how to best answer:

- Who will collect the Appendix 2 Safety Data (title only)? - Answer: N/A
- Does the facility have freestanding ambulatory surgical centers that treat children that you would like included in CSV? - Answer: No
- Are all freestanding ambulatory centers participating in center application accredited? - Answer: N/A
- What CSV designation level is the facility seeking? - Answer: Leave Blank
- Please note: all sections with a red asterisk (*) are required fields.

Once you have completed all the sections in the pre-application (Institution Information, Institution Profile, Contact Information for Personnel, and Attestation Statement) you will:

- Click “**Submit Pre-Application**”
- A **Medical Director of Children’s Surgery** is a required role for NSQIP Pediatric
- A **NSQIP Primary Contact – Peds** should be designated in order to manage portal contacts.

Once the **pre-app is approved**:

The NSQIP Primary Contact – Peds should designate a **NSQIP Pediatric Site Manager** in the Program Contacts section of the portal.

The NSQIP Pediatric Site Manager can add/delete/edit registry contacts

▼ **Attestation Statement**

I attest to the validity of the content of this pre-application and confirm our facility’s readiness to proceed with the verification process.

Agree

Submit Pre-Application

After submitting the NSQIP Pediatric pre-application:

- Within **2 business days**, a member of the Children’s Surgery Verification team will review and approve your application and provide your portal log-in information
- At that point, you will then have access to the Children’s Surgery Participant Portal, and depending on your role, can update your institution’s information and contact personnel, as well as access important program resources. Please use the [Contact Information User Guide](#) to learn more about managing program roles.
- A member of the business team will reach out regarding your NSQIP Pediatric [Enrollment Checklist](#) and next steps (contract execution, SCR training, etc.). Enrollment Checklist materials can be found in the **NSQIP Pediatric Resources** section of the portal.
- For any questions about SCR training, please contact screducation@acsnsqip.org.

Institutions Applying for NSQIP Pediatric and CSV

For sites that are applying to **NSQIP Pediatric and Children’s Surgery Verification** simultaneously:

- You will click the link **“Click Here to Register a New Institution”** to access the pre-application.



[ACS Home](#) [Home](#) [Contact Us](#)

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[Click Here to Register a New Institution](#)

[Log On](#)

Institutions applying for NSQIP and CSV:

Your center must meet all the standards and intend to actively pursue verification for the designation level sought prior to submitting a pre-application.

Requirements:

- 1. Facility Contact Information-** This includes information about the surgical center’s contact information and location.
- 2. Facility Profile-** This includes specific characteristics regarding the surgical center.
- 3. Contact Information for Personnel-** Please provide the contact information for the roles indicated. The Children’s Surgery Program Manager and Medical Director of Children’s Surgery are *required* if you are applying for CSV. The Medical Director of Children’s Surgery is required if you are applying for ACS NSQIP Pediatric. If a first or last name is entered, all information must be completed.

- **A primary contact** must be selected.
- Primary contacts can be changed upon completion of the pre-application.
- You will have an opportunity to add additional personnel upon completion of the pre-application.

Once the pre-app is approved:

The Primary Contact or CSPM should designate a **NSQIP Pediatric Site Manager** in the Program Contacts section of the portal.

The NSQIP Pediatric Site Manager can add/delete/edit registry contacts

Contact Information for Personnel (CSV):

Sites applying for CSV are **required** to designate a:

- Medical Director of Children’s Surgery
- Children’s Surgery Program Manager

- *Optional:* Children’s Surgery Program Administrator

A screenshot of the ACS NSQIP Pediatric portal. At the top, there is a navigation bar with "ACS Home", "Home", and "Contact Us". Below this is a list of menu items: "Instructions", "Institution Information", "Institution Profile", "Contact Information for Personnel", and "Attestation Statement". A blue arrow points to the "Contact Information for Personnel" item. Below the menu items is a section for attestation with the text "I attest to the validity of the content of this pre-application and confirm our facility's readiness to proceed with the verification process." and a checkbox labeled "Agree". At the bottom of this section is a "Submit Pre-Application" button.

After submitting the NSQIP Pediatric and CSV pre-application:

- Within **2 business days**, a member of the Children’s Surgery Verification team will review and approve your pre-application and provide your portal log-in information
- A member of the business team will reach out regarding next steps (contract and invoicing)
- A Program Coordinator from the CSV team will reach out to see if your site is ready for a PRQ once 6 months of data is collected

Institutions Applying for CSV
(already participating in NSQIP Pediatric)

Sites that are applying to **CSV only**:

- You will click the link **“Click Here to Register a New Institution”** to access the pre-application.



[ACS Home](#) [Home](#) [Contact Us](#)

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[Click Here to Register a New Institution](#)



[Log On](#)



Institutions applying for CSV:

Your center must meet all the standards and intend to actively pursue verification for the designation level sought prior to submitting a pre-application.

Requirements:

- 1. Facility Contact Information-** This includes information about the surgical center's contact information and location.
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- 3. Contact Information for Personnel-** Please provide the contact information for the roles indicated. The Children's Surgery Program Manager and Medical Director of Children's Surgery are *required* if you are applying for CSV. The Medical Director of Children's Surgery is required if you are applying for ACS NSQIP Pediatric. If a first or last name is entered, all information must be completed.

- **A primary contact** must be selected.
- Primary contacts can be changed upon completion of the pre-application.
- You will have an opportunity to add additional personnel upon completion of the pre-application.

Contact Information for Personnel (CSV):

Sites applying for CSV are **required** to designate a:

- Medical Director of Children's Surgery
- Children's Surgery Program Manager
- *Optional:* Children's Surgery Program Administrator

After submitting the **CSV** pre-application:

- Within **2 business days**, a member of the Children's Surgery Verification team will review and approve your pre-application
- A member of the business team will reach out regarding next steps (contract and invoicing)
- A Program Coordinator from the CSV team will assign your site's PRQ once invoicing stage is complete

Entering the Portal

If you have already filled out your pre-app for NSQIP Pediatric or CSV and wish to access the portal, you will click “**Log On**” and will be redirected to the log on web page.

If you have an existing username and password with www.facs.org, your portal credentials will be the same.

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.



[ACS Home](#) [Home](#) [Contact Us](#)

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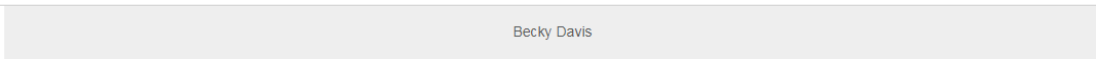
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[Click Here to Register a New Institution](#)



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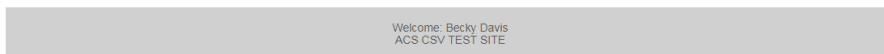
Once you are logged in: You can **click on the link** of your site’s name to enter the participant portal.



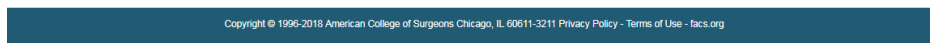
. Facility staff in ACS CSV TEST SITE ←

After choosing the appropriate site you wish to access, you will see the sections pictured below:

- Please be sure to continually update your site’s information in the portal as institutional and contact personnel information changes
- You can access your site’s verification application / **PRQ** in the “**CSV in Progress Applications**” tab
- “**Historical Applications**” contains your site’s previously submitted PRQ’s
- You can securely upload additional application documents for review in the “**Important Documents**” tab



- ▶ Institution Identification
- ▶ Institution Profile
- ▶ Program Contacts
- ▶ CSV In Progress Applications
- ▶ CSV Historical Applications
- ▶ Important Documents
- ▶ CSV Program Resources
- ▶ NSQIP Pediatric Resources



Program Resources

Welcome: Becky Davis ACS CSV TEST SITE	
▶	Institution Identification
▶	Institution Profile
▶	Program Contacts
▶	CSV In Progress Applications
▶	CSV Historical Applications
▶	Important Documents
▶	CSV Program Resources
▶	NSQIP Pediatric Resources

CSV Program Resources

You will be able to access helpful resources in the “**CSV Program Resources**” tab that will assist you in:

- Preparing to fill out your hospital’s PRQ including Appendix A Tables
- Preparing for your hospital’s on-site visit
- Collecting all necessary quality improvement/PIPS documentation

NSQIP Pediatric Program Resources

You will be able to access helpful data registry resources under the “**NSQIP Pediatric Resources**” tab. Here you can access:

- General Program Resources
- Surgical Clinical Reviewer Resources
- Surgeon Champion Resources

Log-In Troubleshooting

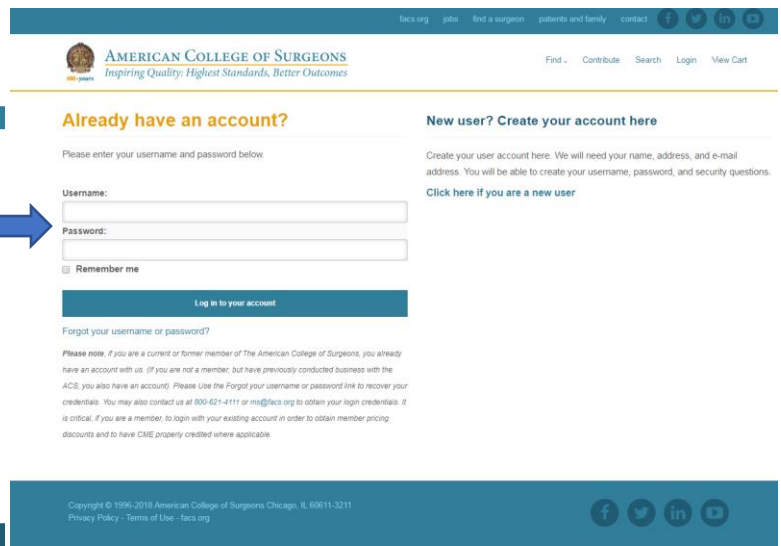
If you are currently logged in to www.facs.org, you can **log out** in the top right corner of the web page:

- Click on “Welcome [your name]” → “Logout”.



Once logged out of www.facs.org:

- Return to the portal homepage
- Click Log On, and you will then be able to input your credentials:



Forgotten Username/Password

If at any point you forget your portal username and/or password, you can click on the link:

“**Forgot your username or password?**” and will be prompted to enter your associated email address.



Already have an account?

Please enter your username and password below.

Username:

Password:

Remember me

Log in to your account

[Forgot your username or password?](#)

Please note, if you are a current or former member of The American College of Surgeons, you already have an account with us. (If you are not a member, but have previously conducted business with the ACS, you also have an account). Please Use the Forgot your username or password link to recover your credentials. You may also contact us at 800-621-4111 or ms@facs.org to obtain your login credentials. It is critical, if you are a member, to login with your existing account in order to obtain member pricing discounts and to have CME properly credited where applicable.

New user? Create your account here

Create your user account here. We will need your name, address, and e-mail address. You will be able to create your username, password, and security questions.

[Click here if you are a new user](#)

Forgot your User Name or Password?

To retrieve your user name and reset your password please enter your full email address in the box below. If it matches the email address we have on file, you will receive an email with your username and a URL with instructions on how to reset your password. If you have forgotten the email associated with this account, please contact ms@facs.org or 1-800-621-4111.

User Email Address:

Submit

If you have forgotten your email address, or for further assistance, please contact the CSV team at childrenssurgery@facs.org.