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: childrenssurgery@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.
Institutions Applying for NSQIP Pediatric:

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

![NSQIP and Children's Surgery Verification logos](image-url)
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.

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**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 screduction@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.

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

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**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

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**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.
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.

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.

### 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

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**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](http://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](http://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 are logged in: You can **click on the link** of your site’s name to enter the participant portal.

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.
**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.

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