

## Navigating ACS Quality Portal (QPort)

### Trauma Quality Programs

### Resource Guide

#### Purpose

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This User Guide will assist in navigating the ACS Quality Portal (QPort) for sites participating in the ACS Trauma Quality Programs (TQP).

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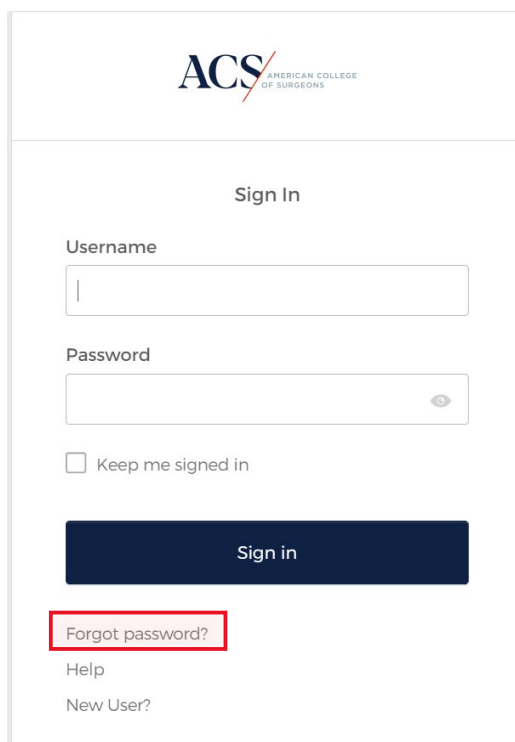
## Logging In

1. From the [TQP Participant Hub](#), click “QPort” (this will replace the current “Account Center” button). You can also bookmark the QPort URL: <https://qualityportal.facs.org/qport>. If you are a new user at an existing site, please contact the *Primary Contact* at your site (most often the Trauma Program Manager) to request that you be added to your site’s contact list.

**Note:** Adding a new user can take three to five (3-5) business days to process.

2. This will bring you to the QPort login screen.

- If you have an existing username and password with [www.facs.org](http://www.facs.org), either through another Quality Program or an ACS membership, use those same login credentials.
- If you do not know your username or password, please click on the “Forgot password?” link and enter your email address.



The screenshot shows the ACS Sign In page. At the top is the ACS logo (American College of Surgeons). Below the logo is the heading "Sign In". There are two input fields: "Username" and "Password". The "Password" field has a toggle icon for visibility. Below the input fields is a checkbox labeled "Keep me signed in". A dark blue "Sign in" button is centered below the checkbox. At the bottom of the form, there are three links: "Forgot password?" (highlighted with a red box), "Help", and "New User?".

If you are a part of multiple ACS Quality Programs, you will find your site listed under “Program: Trauma”

Belle Tester

## Select Site to Manage

Program: CSV

[ACS CSV TEST SITE](#)


Program: Trauma

[Chicago Bears Hospital Test Site 2](#)

## Select Role to Manage

[Reviewer](#)

If this is your first time visiting QPort, please review each section and save the data in those sections.

 Trauma
<a href="#">Site Information</a>
<a href="#">Site Profile</a>
<a href="#">Site Contacts</a>
<a href="#">Data Platform Contacts</a>
<a href="#">Program Enrollment</a>
<a href="#">Site Visit Request</a>
<a href="#">PRQ</a>
<a href="#">Site Visit History</a>
<a href="#">File Sharing</a>
<a href="#">Resources</a>

**Site Information:** View site address and contact information

**Site Profile:** Information to be used in reports and to determine level of participation

**Site Contacts:** Users with QPort access; included on program emails

**Data Platform Contacts:** Users with Data Center access

**Program Enrollment:** displays site's enrollment in TQP. Request a program change

**Site Visit Request:** Available for Verification and Consultation site visits

**Schedule Site Visit:** Available only when it is time for a program to schedule its site visit (i.e. Reverification)

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

**Site Visit History:** History of most recent site visits

**File Sharing:** Place to share documents amongst site contacts

**Resources:** Website links and resource documents

For sites in the process of enrolling in a TQP for the first time (before payment of the invoice) only the Site Information, Site Profile, Site Contacts and Data Platform Contacts sections will be visible.

## Site Information

Site Information includes general information about your site pre-populated from the application. **This section is read-only.** If you need to update this information, please contact Trauma Quality Programs staff at [traumaquality@facs.org](mailto:traumaquality@facs.org).

- The *Federal Employer Identification Number* field asks for your site’s unique 9-digit number assigned by the Internal Revenue Service (IRS) to all businesses operating in the United States.
- The *Tax ID Number if Outside USA* field should be completed by international sites only and asks for their site’s national identification number.

### Site Information

Address and contact information for your facility is listed below. This information is used when displaying location information for your site on the American College of Surgeons website.

If you need to update this information, please contact Trauma Quality Programs staff at [traumaquality@facs.org](mailto:traumaquality@facs.org).

<b>Name:</b>	<input type="text" value="Trauma Health Center"/>
<b>*Address:</b>	<input type="text" value="633 N St Clair"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>*Country:</b>	<input type="text" value="United States"/>
<b>*City:</b>	<input type="text" value="Chicago"/>
<b>*State:</b>	<input type="text" value="IL"/>
<b>*Zip:</b>	<input type="text" value="60611"/>
<b>*Telephone:</b> (Country Code/Area Code/Number)	<input type="text" value="312"/> <input type="text" value="202-5680"/> Ext: <input type="text"/>
<b>Fax:</b> (Country Code Area Code Number)	<input type="text"/> <input type="text"/> <input type="text"/>
<b>Email:</b>	<input type="text" value="www.facs.org"/>
<b>*Web Site:</b>	<input type="text" value="www.traumahealth.org"/>
<b>*FEIN:</b>	<input type="text" value="12-3456789"/>
<b>NPI:</b>	<input type="text" value="987654321"/>

## Site Profile

Information collected in the Site Profile section is used in both the NTDB and TQP Benchmark Reports. This information also allows us to best administer the Trauma Quality Programs.

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

If your site is pursuing or maintaining ACS Verification, please complete the “Additional Information” section. Questions in this section will appear (or not appear) based on the program you are enrolled in.

**For sites initially enrolling in a TQP program (before payment has been received)-** only the Site Information, Site Profile, Site Contacts and, Data Platform Contacts sections will be visible.

Facility Characteristics	
*State Adult Trauma Designation	II
*State Pediatric Trauma Designation	II
*Number of Hospital Beds:	
Number of Hospital Beds - Adult	3
Number of Hospital Beds - Pediatric	2
*Hospital Tax Status:	For Profit
*Hospital Teaching Status:	Community
*Does your hospital belong to a hospital system?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If yes, provide the hospital system name here.	Good Trauma Health

Personnel	
*Number of data abstractors/trauma registrars:	1
*Number of registrars that are certified:	1

Registry Information	
*Registry Software Type:	CDM Trauma Base
If other, define other:	

Patient Population and Treatment Capabilities	
Enter your ED's 2021 Pediatric Readiness Score: <a href="#">(Pediatric Readiness Score)</a>	25
*What kind of patients does your facility treat (Adults >=15, Children <15)?	Adults Only

## Additional Information

The information below is required for all trauma centers pursuing ACS Trauma Verification. All trauma centers must use a risk-adjusted benchmarking program to measure performance and outcomes (Standard 7.4, Resources for Optimal Care of the Injured Patient, 2022).

Name of risk-adjusted benchmarking program:

NewProgram

Contact information for risk-adjusted benchmarking program:

312-222-5641

Edit

## Contact Management

Participating sites are responsible for managing their own contacts including requesting access for new users, updating contact information, updating roles, and removing contacts. The ACS is not responsible for unauthorized release or sharing of login information and data by individuals authorized as program contacts.

All contacts must be added under “Site Contacts” to gain access to QPort and be included on ACS communications. Each contact should have at least one role which provides certain permissions. Refer to the “Roles” button (“Guide to ACS Trauma Quality Programs Roles”) in the “Site Contacts” section of QPort for more information about the permissions assigned to each role.

**Contacts that need access to the TQP Data Center must also have the role “TQP Uploader.” Contacts that need access to the COT Research Platform must have the role “TQP Research Uploader.”** These roles are managed under the “Data Platform Contacts” section.

## Site Contacts

User access to QPort is managed through the “Site Contacts” section. Each site must have (1) **Primary Contact** and (1) **Billing Contact** designated at all times. The same individual may hold both roles.

- **Primary Contact** can add, edit and remove contacts under the “Site Contacts” and “Data Platform Contacts” sections. There can be only one *Primary Contact* per site.
- **Billing Contact** receives invoices and billing communications. There can be only one *Billing Contact* per site.

Please allow (2-3) business days to process new contact requests. Once confirmed, the new contact will receive an email instructing them on how to retrieve their QPort login credentials.

## Site Contacts - Add a New User

To add a new contact, the **Primary Contact** will click the “Add New Contact” button and complete all fields. To determine which role to assign a new contact, click the “Roles” button.

### Site Contacts

Use this section to list **all** program contacts from your site. **Only the Primary Contact can add, edit, or remove contacts.**

These individuals will be included on education and occasional program update emails throughout the year. Any individuals who need access to the TQP Data Center must also be added to the "Data Platform Contacts" section.

To designate a new Primary or Billing Contact, the current Primary or Billing Contact must click on the "Change Primary/Billing Contact" button at the bottom of the page.

Roles

Show 25 entries

Search:

Name	Site Role	Status	Additional Role
<a href="#">Craig Coagulation</a>	Data Primary Contact	Active	Primary Contact
<a href="#">Paige Payment</a>	TQP Billing	Active	Billing Contact
<a href="#">Susan Sutures</a>	Data Abstractor	Active	
<a href="#">Tom TBI</a>	Research Data Abstractor	Active	
<a href="#">Vicki Verification</a>	VRC Hospital Administrator	Active	

Add New Contact

Change Primary/Billing Contact

### Designate Primary or Billing Contact

To designate a new Primary or Billing Contact, click on the “Change Primary/Billing Contact” and choose a contact from the dropdown menu. Remember to click “Save” when finished.

Show 25 entries

Search:

Name	Site Role	Status	Additional Role
<a href="#">Craig Coagulation</a>	Data Primary Contact	Active	Primary Contact
<a href="#">Paige Payment</a>	TQP Billing	Active	Billing Contact
<a href="#">Susan Sutures</a>	Data Abstractor	Active	
<a href="#">Tom TBI</a>	Research Data Abstractor	Active	
<a href="#">Vicki Verification</a>	VRC Hospital Administrator	Active	

Add New Contact

Change Primary/Billing Contact

## Site Contacts - Remove a Contact

To remove a contact, click on the person's name and then the "Remove Contact" button. The contact will disappear from the contact list automatically.

If the same contact is listed under "Data Platform Contacts" the status will change to "Disabled."

[Close](#)

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### Contact Maintenance

**First Name**

**Last Name**

**Title**

**\*Email**

**\*Address**

**\*Country**  ▼

**\*City**

**\*State**  ▼

**\*Zip**

**\*Phone**  **Ext**

(Country Code/Area Code/Number)

**\*Roles**

**\*Indicates Required Field**

[Save Contact](#) [Remove Contact](#)

[Close](#)

As it appears under the "Data Platform Contacts"

Craig Coagulation	Trauma Uploader	Disabled
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## Site Contacts - Add or Remove a Role

To add roles to an existing site contact, click on the person's name. Then click on the "Role" box, and a list of roles will appear. Remember to click "Save Contact" after selecting the appropriate role.

To remove a role, go to the "Roles" box, and click the X next to the role you wish to remove. Then click "Save Contact" to finish.

[Close](#)

### Contact Maintenance

**First Name** Vicki

**Last Name** Verification

**Title** President

**\*Email** victoria.verification@traumahealth.org

**\*Address** 633 N St. Clair

**\*Country** United States

**\*City** Chicago

**\*State** Illinois

**\*Zip** 60611

**\*Phone**  312  202-5680 **Ext**

(Country Code/Area Code/Number)

**\*Roles**

**\*Indicates Required Field**

[Save Contact](#) [Remove Contact](#)

[Close](#)

## Data Platform Contacts

User access to the Data Center is managed through the **Data Platform Contacts** section. The **Primary Contact** or *Data Platform Manager* can add or remove the following two roles:

- TQP Uploader
  - Provide access to the Data Center
- TQP Research Uploader
  - Provide access to the COT Research Platform

The **Primary Contact** may designate one or more people to serve in the *Data Platform Site Manager* role. This is an optional role. The *Data Platform Site Manager* can assist in managing access to the Data Center by adding or removing “TQP Uploader” and “TQP Research Uploader” roles from approved contacts. *To add a Data Platform Site Manager*, click on the button “Data Platform Site Manager” and follow the instructions.

### Data Platform Contacts - Assign a Role

To add a new contact with Data Center access, **please first add them in the Site Contacts sections.**

After the new contact is approved by TQP staff, please return to the Data Platform Contacts section and click “Add a role to Site Contact.” Choose the appropriate contact and add the role of “TQP Uploader” or “TQP Research Uploader” to the contact as appropriate. Remember to click “Save.”

Showing 1 to 1 of 1 entries

Previous 1 Next

**Add a role to Site Contact** ~~Request New User~~ Data Platform Site Manager

Close

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\*Contact: Kenneth Gray

\*Role: TQP Uploader

Attestation

\*I attest that I have read the documentation related to data platform users and will abide by the guidelines for accessing and managing data.

**Save**

Close

### Data Platform Contacts - Remove a Contact

When you remove a contact under “Data Platform Contacts” the site contact is automatically removed from “Site Contacts” as well.

## Permissions Chart - Primary Contact & Data Platform Contact Manager

The **Primary Contact** (and *Data Platform Contacts Manager*, where applicable) are responsible for managing the program contacts, with the permissions outlined below.

Permissions	Primary Contact (designated via <i>Primary Contact</i> checkbox)	Data Platform Contacts Manager (designated via role )
<b>Add new users to <i>Site Contacts</i> section</b>	X	
<b>Assign existing contacts in <i>Site Contacts</i> section to a registry role (role with Data Center access)</b>	X	X
<b>Remove existing users from <i>Site Contacts</i> section</b>	X	
<b>Remove existing users from <i>Data Platform Contacts</i> section</b>	X	X
<b>Edit existing users (contact info and roles) in <i>Site Contacts</i> section</b>	X	
<b>Edit existing users (contact info and roles) in <i>Data Platform Contacts</i> section</b>	X	X
<b>Designate an additional user to manage Data Platform Contacts</b>	X	

## Program Enrollment

This section displays a site’s current Trauma Quality Program Participation, TQP Facility ID, and if applicable, Verification Start and End Date.

Only site contacts with the role of *Data Primary Contact*, *Pediatric Data Primary Contact*, or *Site Visit Primary Contact* roles may request a program change. To request a program change, click on the downward arrow next to “Desired Program Participation”, select the TQP program that you would like to transition to, and click “Submit.” A TQP staff member will follow up with the **Primary Contact** in (5-7) business days with next steps related to your program change.

### Program Enrollment

This section displays information related to your facility’s enrollment in the Trauma Quality Programs. Individuals with the role of either Data Primary Contact, Pediatric Data Primary Contact, or Site Visit Primary contact can use this section to initiate the process of changing or enrolling in another Trauma Quality Program.

Current Program Participation

TQP Facility ID

Adult Verification Level  From  To

Pediatric Verification Level  From  To

TQIP Collaborative Participation

To join another ACS Trauma Quality Program, please select the program you wish to change to from the dropdown below.

\*Desired Program Participation

## Site Visit Request

This section holds the site visit application for sites applying for a Consultation, Verification, or Reverification (VRC) site visit. Please refer to the “Submitting a Site Visit Application” Resource Guide for step-by-step instructions.

## Pre-Review Questionnaire (PRQ)

The table in this section displays information related to specific site visits. Users can access a link to the online PRQ, view the site visit type, view reviewer information (once a review team has been assigned), view the site visit date once confirmed, and view or upload additional site visit documents (that are **not** part of the PRQ) related to a specific visit.

Status Values:

- New- A site visit application has been received but is not yet fully processed by staff.
- Open- Active and available for site to update and submit.
- Submitted- Submitted by the site for review. (The PRQ will automatically close 45 days before the confirmed site visit date. Note - a PDF copy of your PRQ (for your reference) will not be generated if the PRQ is not **submitted** by the site by the PRQ closing date.

To open a PRQ, click on the “PRQ” link. You will be asked to answer specific questions or to upload various documents related to the [Resources for the Optimal Care of the Injured Patient \(2022 Standards\)](#).

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









## PRQ

To access an open PRQ, please click the appropriate "PRQ" hyperlink in the table below. New PRQs are issued within 10 days of site visit application submission.

The new online PRQ is accessible for centers with visits September 2023 and beyond.

Show  entries

Search:

PRQ 	Program Selection 	Type 	Site Visit Location 	Reviewers 	Site Visit Date 	Status 	Site Visit Documents 
<a href="#">PRQ</a>	I Adult, II Peds	Consultation	Virtual	<a href="#">Reviewers</a>	10/10/2023	Open	<a href="#">Documents</a>

## Site Visit History

Previous site visit information, site visit dates, outcomes, and copies of the submitted PRQ and final Accreditation report are found in the “Site Visit History” section.

Please note: only site visit information from the past 6 years will be displayed. If you need a previous report that is not available in this section, please contact ACS staff at [cotvrc@facs.org](mailto:cotvrc@facs.org).

### Site Visit History

This section shows the history of site visit outcomes for your facility as part of the Verification, Review, and Consultation program.

Show  entries

Search:

Type ↓	Status ↑↓	Site Visit Date ↑↓	Program Selection ↑↓	Outcome ↑↓	PRQ ↑↓	Report ↑↓
Renewal	Complete	6/27/2018	I	Verified / Accredited		
Renewal	Complete	6/2/2022	I	Verified / Accredited		

Showing 1 to 2 of 2 entries

Previous **1** Next

## File Sharing

Within the “File Sharing” section, site contacts at the same site can share files amongst each other. This section is not required and is **not** meant for files related to VRC site visits. By sharing files within QPort, documentation will not be housed within personal emails.

Note: If a site uploads a document intended for ACS staff, 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 [traumaquality@facs.org](mailto:traumaquality@facs.org)

### File Sharing

Use this section to upload files you wish to share with your team. ACS staff can access this section and reserve the right to remove any files not associated with participation in the Trauma Quality Programs.

No existing files.



## Resources

Below are resources to help sites successfully participate in the Trauma Quality Programs. These resources include links to program website pages, the TQIP Education Portal, the NTDS Data Dictionary, and the *Resources for Optimal Care of the Injured Patient* manual. This section is updated regularly.

### Resources

#### Trauma Quality Program Resources

- [Annual Call for Data \(NTDB\) Website](#)
- [TQP Best Practice Guidelines Website](#)
- [TQIP \(Trauma Quality Improvement Program\) Website](#)
- [TQIP Participant Education Portal](#)
- [2022 NTDS Data Dictionary](#)
- [2023 NTDS Data Dictionary](#)
- [Verification, Review, and Consultation \(VRC\) Program Website](#)
- [Resources for Optimal Care of the Injured Patient \(2014 Standards\)](#)
- [Resources for Optimal Care of the Injured Patient \(2022 Standards\)](#)
- [NEW - PRQ for 2022 VRC Standards, December Revision \(PDF Version\)](#) (updated 02.22.2023)