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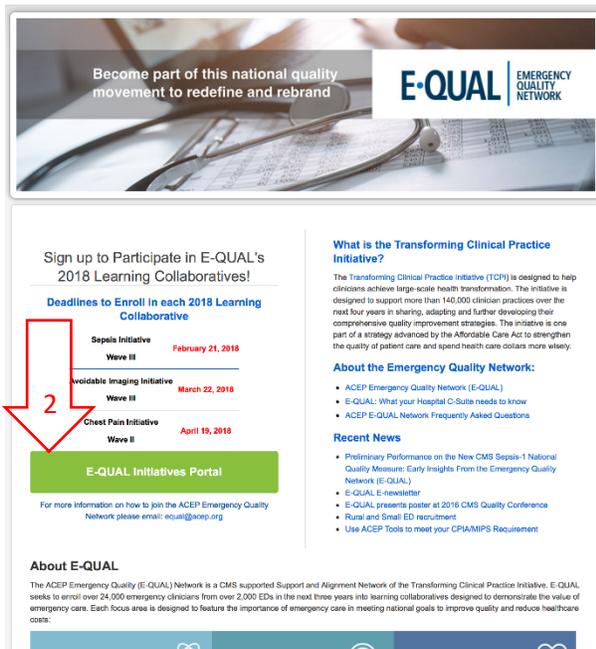
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1. Creating an ACEP Account

If you already have an account, please move to **Section 2: Accessing the E-QUAL Portal**.

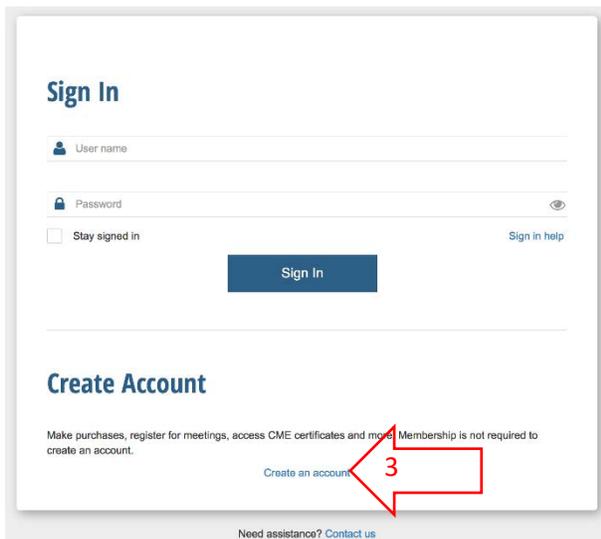
If you already enrolled, please move to **Section 4: Navigating the E-QUAL Portal**.

The numbered arrows on each screenshot correspond with the step number in each section/sub-section



Champions must have an ACEP account to gain Portal access.

1. Visit the [E-QUAL Homepage](#).
2. Click the **green button** titled E-QUAL Initiatives Portal.
3. Click "Create an Account" at the bottom of the next page.
4. Follow the instructions on the account creation page and complete your ACEP account creation.



2. Accessing the E-QUAL Portal

Become part of this national quality movement to redefine and rebrand

E-QUAL EMERGENCY QUALITY NETWORK

Sign up to Participate in E-QUAL's 2018 Learning Collaboratives!

Deadlines to Enroll in each 2018 Learning Collaborative

Initiative	Wave	Deadline
Sepsis Initiative	Wave III	February 21, 2018
Avoidable Imaging Initiative	Wave III	March 22, 2018
Chest Pain Initiative	Wave II	April 19, 2018

E-QUAL Initiatives Portal

For more information on how to join the ACEP Emergency Quality Network please email: equal@acep.org

What is the Transforming Clinical Practice Initiative?

The Transforming Clinical Practice Initiative (TCPI) is designed to help clinicians achieve large-scale health transformation. The initiative is designed to support more than 140,000 clinician practices over the next four years in sharing, adapting and further developing their comprehensive quality improvement strategies. The initiative is one part of a strategy advanced by the Affordable Care Act to strengthen the quality of patient care and spend health care dollars more wisely.

About the Emergency Quality Network:

- ACEP Emergency Quality Network (E-QUAL)
- E-QUAL: What your Hospital C-Suite needs to know
- ACEP E-QUAL Network Frequently Asked Questions

Recent News

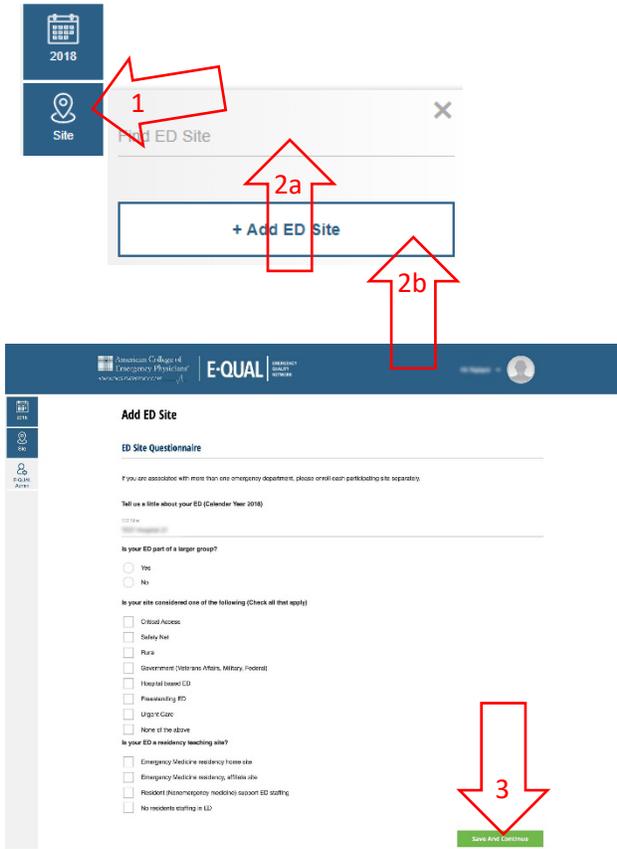
- Preliminary Performance on the New CMS Sepsis-1 National Quality Measure: Early Insights From the Emergency Quality Network (E-QUAL)
- E-QUAL E-newsletter
- E-QUAL presents poster at 2018 CMS Quality Conference
- Rural and Small ED recruitment
- Use ACEP Tools to meet your CPI/MIPS Requirement

About E-QUAL

The ACEP Emergency Quality (E-QUAL) Network is a CMS supported Support and Alignment Network of the Transforming Clinical Practice Initiative. E-QUAL seeks to enroll over 24,000 emergency clinicians from over 2,000 EDs in the next three years into learning collaboratives designed to demonstrate the value of emergency care. Each focus area is designed to feature the importance of emergency care in meeting national goals to improve quality and reduce healthcare costs:

1. Visit the [E-QUAL Homepage](#).
2. Click the green button titled E-QUAL Initiatives Portal.
3. Use your ACEP login credentials to sign-in. Click "Continue" on the next page.

3. Enrolling an ED Site

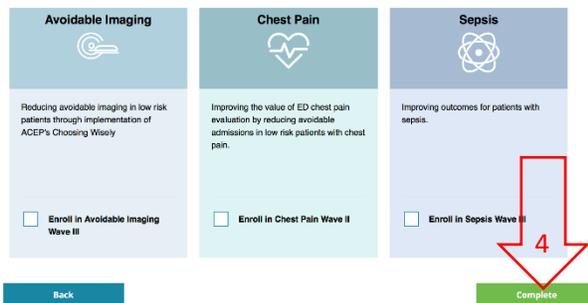


Champions for new ED sites will have to enter ED site details through the portal before gaining full access to each collaboratives' activities.

1. Click the "Site" tab on the left panel.
2. Select your Site
 - a. Search for your ED site name in the search bar, Select, and skip to step 4.
 - b. If not found, hit the "Add ED Site"
3. Fill out the survey and submit.
4. Select the collaborative(s) your site would like to join and hit the "Complete" button.
5. Your site(s) is now enrolled in E-QUAL for 2018!
6. Your site will be notified when you can begin completing your Portal Activities.

2018 Learning Collaboratives

Please select which of the 2018 E-QUAL learning collaboratives you are interested in enrolling your ED into. You can participate in more than one learning collaborative. (Check all that apply)



4. Navigating the E-QUAL Portal



Selecting an ED site

1. Click on the "Year" tab on the left panel, and select 2018.
2. Click the "Site" tab on the left panel, and search for your ED site in the field provided.
3. Select your site.



Selecting a Learning Collaborative

Once an ED site is selected the left panel will expand to show a tab for each Learning Collaborative enrolled in plus an Admin Portal tab.

1. Click on a "Learning Collaborative" tab on the left panel to access the Activity Tracker (NOTE: specific to each collaborative).
2. You should now see your site's Activity Tracker (pictured in the screenshot to the left, bottom).
3. Your ED's participation throughout the collaborative will be tracked here.

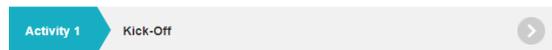
Activity Tracker

Use the E-QUAL portal to track and complete activities for the Wave II Chest Pain Initiative. Activities are aligned with E-QUAL educational offerings but can be completed at any time during the learning collaborative.

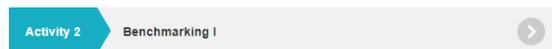


To better understand the current state of quality improvement in your ED please complete the Pre-Wave Quality Readiness Assessment. This tool will help us understand the challenges and obstacles that your ED faces, tailor our toolkit and educational offerings to critical gaps, and provide you with benchmarking information to support your ED leadership.

The following activities will be enabled once the Pre-Wave Assessment Activity has been completed.



Sign the E-QUAL Participation Agreement and upload your list of local clinicians and leaders.



Submit benchmarking data to assess current performance (**January to March 2018**) on Chest Pain metrics.

Using the Admin Portal Tab

Through the Admin Portal, a site Champion will be able to invite or remove other site points-of-contact. We recommend 1-3 contacts per site.



1. From the Activity Tracker, select the “Admin Portal” tab on the left panel below the collaborative tabs.
2. The *Initiatives* and *Participants* boxes should now be visible (pictured left, bottom).
3. The *Initiatives* box depicts in which collaborative(s) an ED site is enrolled.
4. The *Participants* box shows Name and Email for all points-of-contact.
5. Click the “Add Participant” button and fill out the required information to add additional points-of-contact.
6. Invited contacts will receive an e-mail and accept the invitation before having access to the portal. Their status will change from *Invitation Pending* to *Active*.
7. Hovering the mouse pointer over the Action Spiral reveals an option to remove points-of-contact, regardless of Status.

Admin Portal

Initiatives

Enroll	Initiative
<input type="checkbox"/>	Avoidable Imaging Wave III
<input type="checkbox"/>	Chest Pain Wave II
<input checked="" type="checkbox"/>	Opioids Wave I - Coming Soon
<input type="checkbox"/>	Sepsis Wave III

Participants

Name	Email	Status	Action
Ewa Johnson	ejohnson@acep.org	Active	
Nalani Tamant	nlamant@acep.org	Active	
Rekia Speight	rspeight@acep.org	Active	

+ Add Participant

The screenshot shows the Admin Portal interface. Red arrows labeled 3, 5, and 7 point to the 'Enroll' column, the '+ Add Participant' button, and the 'Action' column respectively.

5. Using the Activity Tracker

Kick-Off

Begin your E-QUAL Avoidable Imaging Quality Improvement Project by ensuring your ED is committed to joining this national quality improvement learning collaborative. Activity 1 requires the completion of 4 tasks designed to set your ED Avoidable Imaging quality improvement efforts on the right path:

Download and Sign E-QUAL Participation Agreement

E-QUAL Participation Agreement
[Download Document](#)

Sign with Full Name

Assemble Clinician List of both participating Clinicians and Leaders

Upload your clinician provider list using the E-QUAL template. Include all MD, DO, PA and NP providers for your facility.

⚠ Please complete this task

1

E-QUAL Clinician List Template
[Download Document](#)

2

Uploading Documents

Some Activities ask for site-specific documents to be uploaded. *All necessary information regarding the file type and contents are on the upload bar.* Note some uploads are necessary for Activity completion, and other are only necessary for certain MIPS IA. Please check the IA CrossMap for questions regarding file uploads and the associated IA.

1. Some uploads require the use of a specified template. **Make sure to download this file first (NOTE: all data must be entered exactly as described).**
2. To upload the file, click on the “Upload” link and select the appropriate file from your file explorer.

Avoidable Imaging Wave III

Activity Tracker

Use the E-QUAL portal to track and complete activities for the Wave III Avoidable Imaging Initiative. Activities are aligned with E-QUAL webinars and educational offerings but can be completed at any time during the learning collaborative.

Pre-Wave Assessment Quality Readiness Assessment ✓

Activity 1 Kick-Off

Submit your E-QUAL Participation Agreement and assemble your list of local clinicians and leaders.

Activity 2 Benchmarking I

Submit benchmarking data to assess current performance (January to March 2018) on avoidable imaging metrics.

Report Downloads

Benchmarking Report I

Benchmarking Report II

Provider List

Certificate of Completion

Resources

E-QUAL Avoidable Imaging Tool Kit

Choosing Wisely Recommendations

Patient Engagement Materials (PDM)

Downloading Documents

At several intervals throughout the collaborative, the E-QUAL Team will provide site-specific files to download. All file downloads will be available from a site’s Activity Tracker page, on the right panel (pictured).

1. Click the desired download and the file will download directly to the specified “Downloads” folder on your hard drive.
2. Downloads include, Benchmarking I & II reports, Certificate of Completion, and monthly Progress Reports.
3. The E-QUAL team will inform site Champions when downloads are available.

Activity Tracker

Use the E-QUAL portal to track and complete activities for the Wave III Avoidable Imaging Initiative. Activities are aligned with E-QUAL webinars and educational offerings but can be completed at any time during the learning collaborative.

Pre-Wave Assessment Quality Readiness Assessment 

To better understand the current state of quality improvement in your ED please complete the Pre-Wave Quality Readiness Assessment. This tool will help us understand the challenges and obstacles that your ED faces, tailor our toolkit and educational offerings to critical gaps, and provide you with benchmarking information to support your ED leadership.

The following activities will be enabled once the Pre-Wave Assessment Activity has been completed.

Activity 1 Kick-Off 

Submit your E-QUAL Participation Agreement and assemble your list of local clinicians and leaders.

Activity 2 Benchmarking I 

Submit benchmarking data to assess current performance (**January to March 2018**) on avoidable imaging metrics.



Completing Activities

1. Complete the *Pre-Wave Assessment*.
2. Once complete, a **green checkmark** will appear on the Activity Tracker and all Activities will open.
3. Proceed to complete the remaining Activities at a rate of 1 per month.
4. We will provide updates and reminder mailings, monthly, to keep all ED sites on track to complete all Activities by the end of the collaborative.

Activity Tracker

Use the E-QUAL portal to track and complete activities for the Wave III Avoidable Imaging Initiative. Activities are aligned with E-QUAL webinars and educational offerings but can be completed at any time during the learning collaborative.

Pre-Wave Assessment Quality Readiness Assessment  

Activity 1 Kick-Off 

Submit your E-QUAL Participation Agreement and assemble your list of local clinicians and leaders.

Activity 2 Benchmarking I 

Submit benchmarking data to assess current performance (**January to March 2018**) on avoidable imaging metrics.



6. Contacting the E-QUAL Team

If you have any questions or need assistance with any of the steps in this guide, please reach out to the E-QUAL here: equal@acep.org. We will make sure to reply within 72 business hours.