Table of Contents

Contents

Portal Access Guide ............................................................................................................. 1
1. Creating an ACEP Account .......................................................................................... 2
2. Accessing the E-QUAL Portal .................................................................................. 3
3. Enrolling an ED Site ................................................................................................ 4
4. Navigating the E-QUAL Portal ................................................................................ 6
   Adding others as Champions to the portal .................................................................... 6
   Activity Tracker, Saving, Editing and Completing Activities ........................................ 8
   Benchmarking Activities .............................................................................................. 11
   Downloading Reports ................................................................................................ 11
5. Contacting the E-QUAL Team .................................................................................. 12
1. Creating an ACEP Account

- Champions must have an ACEP account to gain Portal access.
- If you already have an account, please move to Section 2: Accessing the E-QUAL Portal.
- The numbered arrows on each screenshot correspond with the step number in each section/sub-section.

1. Visit the E-QUAL Homepage.
2. Click the green button titled E-QUAL Initiatives Portal. You can also access by going straight to equal.acep.org.
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.

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Emergency Quality Network (E-QUAL)

A free, practice-based learning network made for EPs by emergency physicians.

Our 2024 Initiatives:
- Substance Use Disorder
- Venous Thromboembolism
- Stroke

2024 E-QUAL Initiatives Portal
2. Accessing the E-QUAL Portal

1. Visit the [E-QUAL Homepage](#).
2. Click the green button titled E-QUAL Initiatives Portal. You can also access by going straight to [equal.acep.org](http://equal.acep.org).
3. Use your ACEP login credentials to sign-in.
3. Enrolling an ED Site

- All Champions will have to enter ED site details through the portal before gaining full access to each collaboratives’ activities.
- If you are part of an ED group with multiple ED locations, you must enroll each site as a separate entity. Reach out to the E-QUAL team at eqaul@acep.org to link your sites to a larger group.

1. When you log in, you will be directed to a page titled Request to Enroll My site to E-QUAL. Find and select your site (ED) name. If you do not see your site, follow the guidance in Step 2. The E-QUAL team will receive a notification that you have requested to enroll, please allow for a small delay as we process your request.
2. If you do not see your site, select I do NOT see my ED site and type your site (ED) name and details. The E-QUAL team will receive a notification that you have requested to enroll, please allow for a small delay as we process your request.
3. You will receive an email notification once the E-QUAL Team approves of your request. Once logged in, navigate to the Enrollment tab, select the site(s), and then Enrollment Questionnaire. Fill out the short form and press submit.
4. Still on the Enrollment tab, select the site(s) again and select the Initiative Enrollment. Select the Initiatives you want your site to participate in.
5. Once the Enrollment Questionnaire and the Initiative Enrollment is complete, your site will be fully enrolled.
4. Navigating the E-QUAL Portal

Adding others as Champions to the portal

1. Go to the Manage Champions tab and select Add Champion. Search by first and last name. Champions will be added through their ACEP account number and thus will require an ACEP Account. Select the individual.
   a. If you see multiple accounts listed with the same name, reach out to us at equal@acep.org and we can determine which is the correct account to add.
   b. If you do not see who you are looking for, select I do NOT see who I’m looking for which will send the individual an email prompting them to make an ACEP account.
2. Once the name is selected, select Assign to site or if your sites are already linked to a physician group, select Assign to all sites in Physician Group. Search for the site or group, select it and press submit. The invited champion will receive an email notification that they now have access to the site in the E-QUAL portal.

![Manage Champions tab](image1)

![Add Champion dialog](image2)
Activity Tracker, Saving, Editing and Completing Activities

1. Navigate to the Initiatives tab. You will see a list of activities (aka the Activity Tracker), activities are intended to be completed in the order they are listed in (e.g., complete the Kick-off first, then Pre-Wave Quality Readiness Assessment, etc.)
   a. Certain activities (Capabilities Assessment, Benchmark I and Benchmark II) have deadlines to complete if you want your site to receive a report. These deadlines will be stated at the top of activity in the instructions section.
   b. All activities will remain open throughout the year. For activities that have a deadline, you will still be able to work on them after the deadline but we cannot guarantee you will receive a report.

2. To view the activity, click the down arrow. This will expand the activity so that all questions are visible.

3. To save your progress on the activity, select Save on the bottom left of your screen.

4. If you are ready to complete the activity, select Complete This Activity on the bottom right of your screen.

5. If you need to edit answers after you have completed the activity, select Revert to Incomplete. This will reopen the activity and allow you to edit. Save and/or complete before closing the activity again.

6. When you have successfully completed an activity, you will see a green checkmark next to the activity on the activity tracker.
E-Qual Test Hospital 2

Kick-off

- Pre-Wave 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 you understand the challenges and obstacles that your ED faces, allow you to track staff effort over time, and provide you with benchmarking information to support your ED leadership.

Capabilities Assessment

- Benchmark I
  - Abstract key data elements on patients with VTE, specifically PE, between November 2021 - February 2022. This option requires you to identify patients based on ED diagnostic coding, then manually review each chart for the completion of key PE care processes.

Best Practices

- Benchmark II
  - Abstract key data elements on patients with VTE, specifically PE, between May 2021 - August 2022. This option requires you to identify patients based on ED diagnostic coding, then manually review each chart for the completion of key PE care processes.

Post-Wave Quality Readiness Assessment

- Your ED completed the Pre-Wave Assessment at the beginning of the collaborative. Now complete the Post-Wave Assessment to complete the VTE Initiative. We recommend having this activity completed by the Medical or Quality Director.
Benchmarking Activities

1. Each initiative will have a Benchmark I and Benchmark II activity that will consist of doing a data pull and extracting elements from patient charts.

2. To help with the data collection, we have provided a Data Submission Guide and listing of ICD-10 codes. You can download these documents from the activity instructions.

3. Each row represents one patient. When you first open the activity, it will default to having a few blank rows. You can add rows by using selecting Add Row at the bottom left of the screen.

4. In order to ensure your data saves properly, please save regularly throughout this activity.

5. Once you have completed the patient chart requirements, select Complete this Activity.

Downloading Reports

1. If your site completed the Capabilities Assessment, Benchmark I or Benchmark II before the advertised deadline, your site will receive a report back within 30 days of the deadline.

2. To download your sites reports, go to the Performance Validation tab.

3. You can filter your reports by Initiatives and by Activity.

4. You can download reports individually by clicking the file in the listing.

5. If you have multiple sites, you will be able to download all of the reports by selecting Download All.
5. Contacting the E-QUAL Team

If you have any questions or need assistance with anything E-QUAL related, please reach out to the E-QUAL team here: equal@acep.org.

We will make sure to reply within 72 business hours.