

# Portal Access Guide

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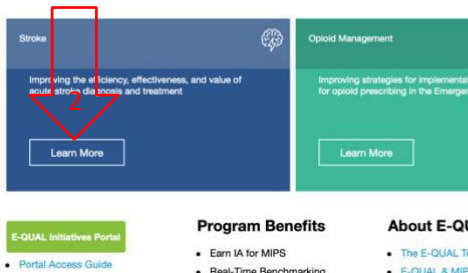
# 1. Creating an ACEP Account

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

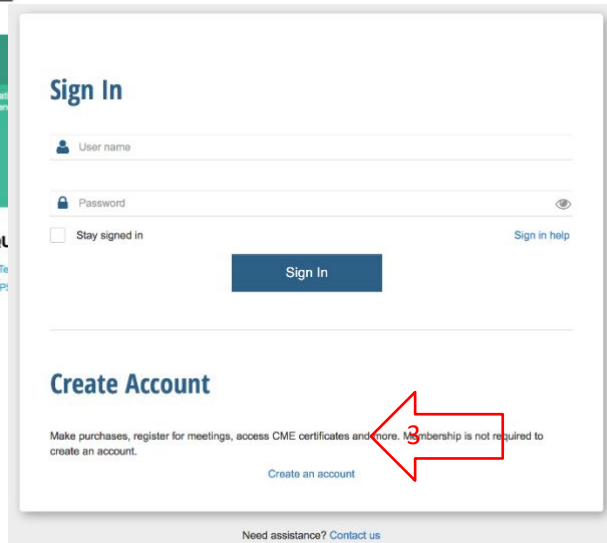
If you already enrolled, please move to **Section 4: Navigating the E-QUAL Portal**.

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

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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.



### E-QUAL Initiatives Portal

- [Portal Access Guide](#)

### Program Benefits

- Earn IA for MIPS
- Real-Time Benchmarking

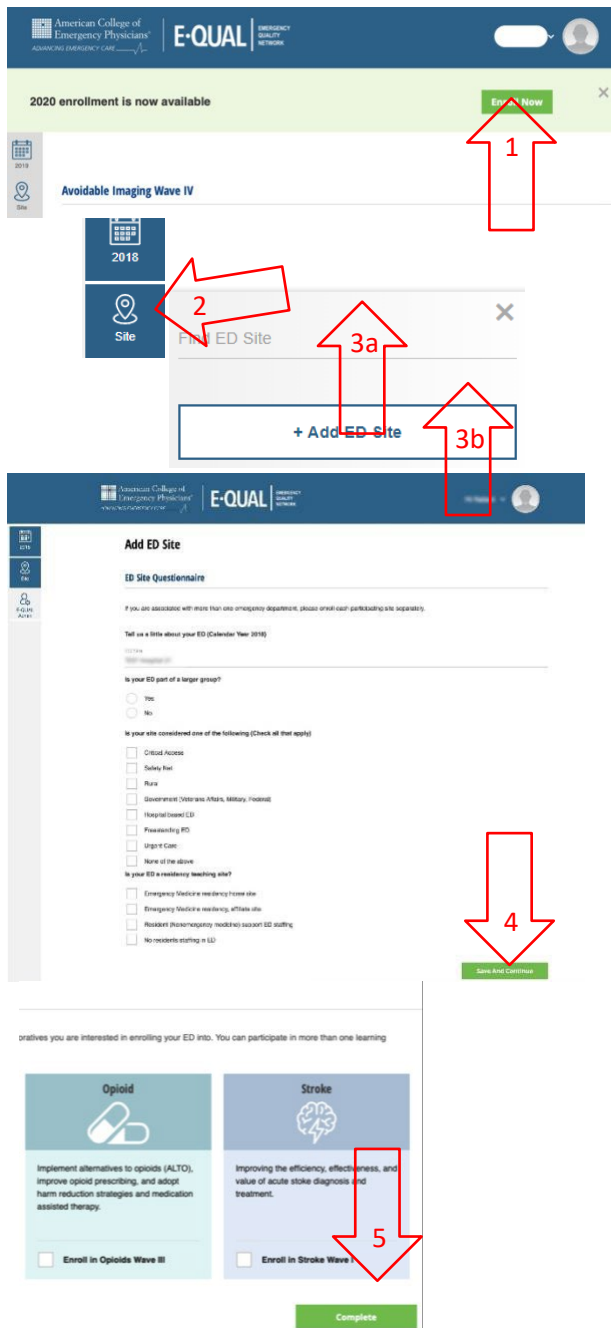
### About E-QUAL

- [The E-QUAL Team](#)
- [E-QUAL & MIPS IA](#)

### 3. Enrolling an ED Site

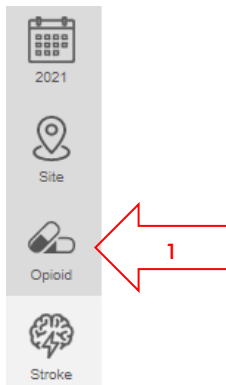
All Champions will have to enter ED site details through the portal before gaining full access to each collaboratives' activities. If you are part of an *ED group with multiple ED locations, you must enroll each site as a separate entity.*

Champions for new ED sites please **Skip to Step 2.**



1. If your site was enrolled in E-QUAL for the previous year, then enter your site's portal and Click the "EnrollNow" button on the **top green banner.** (Skip to Step 3)
2. Click the "Site" tab on the left panel.
3. Select your Site
  - a. Search for you ED site name in the search bar, Select, and skip to step 4.
  - b. If not found, hit the "Add ED Site"
  - c. 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!
6. As Champion, you will be notified by the E-QUAL Team when your site's Portal is activated.

## 4. Navigating the E-QUAL Portal



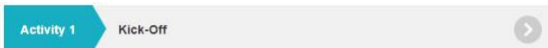
### Activity Tracker

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.

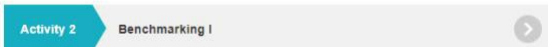


To better understand the current state of quality improvement in your ED please complete the Pre-Wave Quality Readiness Assessment. This tool will help us understand the challenges and obstacles that your ED faces, tailor our toolkit and educational offerings to critical gaps, and provide you with benchmarking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

### Selecting an ED site

1. Click on the "Year" tab on the left panel and select the current year.
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.

## 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.

The screenshot shows the Admin Portal interface. On the left, there is a vertical navigation menu with two tabs: 'Stroke' (top) and 'Admin' (bottom). A red arrow labeled '1' points to the 'Admin' tab. Below the menu, the 'Admin Portal' section is visible. Underneath, there are two main sections: 'Initiatives' and 'Participants'. The 'Initiatives' section has a table with columns 'Enroll' and 'Initiative'. The 'Enroll' column has four checkboxes, with the second one checked. A red arrow labeled '3' points to the checked checkbox. The 'Initiative' column lists four initiatives: 'Avoidable Imaging Wave III', 'Chest Pain Wave II', 'Opioids Wave I - Coming Soon', and 'Sepsis Wave III'. A red arrow labeled '5' points to the 'Add Participant' button located below the 'Initiatives' section. The 'Participants' section has a table with columns 'Name', 'Email', 'Status', and 'Action'. The 'Action' column has a small gear icon (Action Spiral) next to each row. A red arrow labeled '7' points to the gear icon in the first row. The 'Participants' table contains three rows of data:

Name	Email	Status	Action
Ewa Johnson	ejohnson@acep.org	Active	
Nalani Tarrant	ntarrant@acep.org	Active	
Reka Speight	rspeight@acep.org	Active	

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 from Customer Services and will need to 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. If your Status is *Read Only*, you can view the your site’s portal and activities, but will be unable to make any edits.

# 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](#)

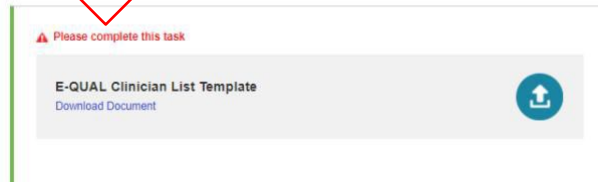
Sign with Full Name

### 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

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



## 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 Improvement Activity Cross Map 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 [▶](#)

Activity 2 Benchmarking I [▶](#)

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

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 (CDIC)

## 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, and Certificate of Completion.
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. The *Pre-Wave Quality Readiness Assessment* must be completed first. Then all other Activities will open.


## 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.

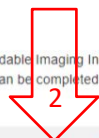
**Pre-Wave Assessment** Quality Readiness Assessment  

**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.



2. Once complete, a **green checkmark** will appear on the Activity Tracker and all Activities will open.
3. The E-QUAL Team will provide monthly updates and reminder mailings to keep all ED sites on track to complete all Activities by the end of the collaborative.



## 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](mailto:equal@acep.org). We will make sure to reply within 72 business hours.

## 7. Providing Feedback

A new *Feedback* feature is now available to any Champion to provide feedback on the Website, Search function and Account Recovery.

The screenshot shows the E-QUAL feedback form interface. At the top left is the E-QUAL logo (EMERGENCY QUALITY NETWORK). To the right is a button labeled "[ FEEDBACK → ]" with a red arrow labeled "1" pointing to it. Below the logo is a "Message" section with the text "We'll do our best to respond within 24 hours." and a dropdown menu for "I'd like to report" set to "Website Feedback", with a red arrow labeled "2" pointing to it. The form includes fields for "Name" (with a red "Required" error message and arrow "2a"), "Email" (with a red "Invalid Email" error message and arrow "2a"), "Subject", and "Page or URL" (with a red "Required" error message and arrow "2b"). A large text area for "Comments" has a red arrow labeled "3" pointing to it. Below the comments is an "ATTACH A FILE" button with a red arrow labeled "4" pointing to it. At the bottom, there is a checkbox for "I'd like ACEP to contact me regarding this issue" and a "Submit" button.

1. Click the [Feedback->] button at the bottom right on any page within the Portal.

2. Select your feedback category and Fill Out request form.  
a. Make sure to complete all required categories.  
b. Optionally attach a file to help clarify your request.

3. Check the Box if you would like ACEP to contact you regarding the issue

4. Click the "Submit" to complete your request submission.