



Children's Surgery Verification Consultation Visit Manual

Process Overview

1. To begin the consultation process, visit the [ACS Quality Portal \(QPort\)](#) and provide details on the Site Visit Request tab. Areas of focus will be provided at this time. See "[Site Visit Scheduling and Virtual Details](#)" below for additional information.
 - a. A prerequisite for sites interested in completing a consultation site visit is enrollment in ACS NSQIP Pediatric
 - b. ACS Staff will ensure hospital has an up-to-date Hospital Participation Agreement and Business Associate Agreement with the ACS
 - c. Identification of Areas of Focus is required at the time of application
2. Pay Consultation Visit Invoice
3. Complete PRQ – You will only be required to complete the chapters and tables required for the identified areas of focus (The level of detail provided by your institution will inform the gap analysis.)
4. Coordinate site visit date with ACS
5. Phone call with ACS and Site Reviewer to review site visit agenda and site visit logistics
6. Consultation site visit occurs
7. Institution receives Consultation Visit Report

Areas of Focus

Centers self-identify areas of focus in QPort. These areas of focus are selected based on the hospital's identified deficiencies. The Pre-Review Questionnaire (PRQ) and Site Visit Agenda are customized to address these focus areas.

Areas of Focus:

1. Program Framework and Resources (including Ambulatory)
2. Quality Structure
3. Protocols
4. Research

Hospitals that select Program Framework/Resources or Quality Structure will require a full day comprehensive site visit. All other areas will be a half day focused site visit.

Contract/Invoice

All participants are required to have a Hospital Participation Agreement and Business Associate Agreement with the American College of Surgeons. If you are a current NSQIP Pediatric participant, your Hospital Participation Agreement and Business Associate Agreement will carry over to verification. ACS Staff will reach out to you to complete the agreements if required.

An invoice will be sent to the site once hospital is approved for a consultation site visit.

PRQ Breakdown

Sites will be required to complete the PRQ based on the areas of focus. Please see below for the PRQ elements required per area of focus. The PRQ reporting year should preferably be the 12 months prior to receiving the PRQ. The last fiscal reporting year is also acceptable.

1. Program Framework and Resources (including Ambulatory): Chapters 1, 2, 3, 4, and all Tables
2. Quality Structure: Chapters 2, 5, 6, 7, PIPS Attendance Table, and Surgical Case Volume Table
3. Protocols: Chapter 5Tc 0 Tw. 074160(4)T. 0350(E)C31B Body AMCID 12 BDC 0.990.004 Tw -4910 -1.39Td(3.)T/TT.

*The Reviewer

- The hospital must utilize an EMR system to facilitate remote/electronic review of patient charts. Direct access to the EMR is not required. The center can use presentation/screen sharing to allow the Site Reviewer to review patient medical records.
- One navigator will be required per Site Reviewer to display the EMR. Navigators should be from Children's Surgery and be able to answer PI process questions. The MDCS and CSPM should be available to answer any questions for the Site Reviewers if the EMR Navigator is unable to.
- PI documentation including any PIPS or M&M review must be available for review.
- Hospital must obtain permission/approval from the facility's legal counsel or an individual with comparable authority to provide the assigned Site Reviewer with remote/teleconference access to and/or review of patient medical records and hospital documentation if such permission/approval is deemed necessary beyond the existing agreements between the facility and ACS CSV.
- Required Chart Content:
 1. H&P
 2. Consults
 3. Op notes
 4. Anesthesia Record
 5. Discharge Summaries
 6. Transport documentation, if applicable
 7. Autopsy reports, if available
 8. Copies of PI documentation and other related information, if applicable

**Other documents from the EMR may be requested by the Site Reviewer on the day of the visit. The above list details the documents that are typically reviewed.*

Staff Interviews

- Required personnel based on areas of focus/PROQ Review.
- MDCS, MDCA, and CSPM are required for all areas of focus.

Evaluation of On-site Requirements:

- Hospital will submit on-site requirements via Box one week before the site visit.
- Include any on-site requirements for the standards that fall under the selected areas of focus.

Evaluation of NSQIP Pediatric and Appendix I:

- Provide an overview of the most recent NSQIP Pediatric Semi-Annual Report (SAR).
- Provide an overview of the Appendix I Safety Data Report.

Exit Interview:

- Site Reviewer will provide an overview of the site visit and discuss any identified deficiencies, opportunities for improvement and strengths.
- Site Reviewer will provide an overview of post site visit action items.

