

2014 myQIportal User Manual



ABP Approved Quality Improvement Project for Child Sexual Abuse

This quality improvement project is an American Board of Pediatrics approved Performance in Practice (Part 4) Module for Maintenance of Certification. The intent of the myQIportal project is to improve documentation and diagnostic accuracy of child sexual abuse evaluations.

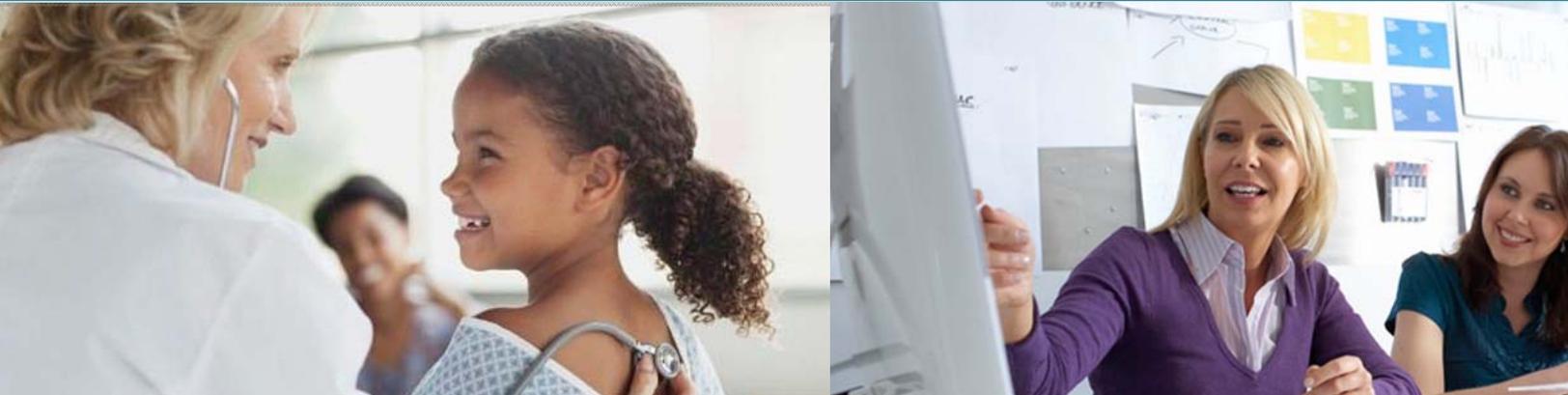


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Introduction

What is myQIportal?

This quality improvement project is approved by the American Board of Pediatrics (ABP) and qualifies for Maintenance of Certification (MOC) Part 4 credit for Performance in Practice. For more information on ABP approved quality improvement projects and MOC credit requirements visit www.abp.org.

This project involves the submission of 3 case sets. Each case set should consist of 5 consecutive sexual abuse cases you have evaluated. The submission of consecutive cases allows the reviewers to assess your present photographic technique and diagnostic skills, not just your difficult or tricky cases. After the submission of each case set you will receive feedback and be assigned interventions by a reviewer from our Expert Review Panel. You will have 1 month to complete the assigned interventions before submitting your next case set. Upon the completion of all 3 case sets you will be provided with a certificate of completion and a final report of your progress during the project.

What information will I need to submit a case?

- Patient demographic information
- History
- Physical exam findings
- Genital exam findings
- Anal exam findings
- Clinical images (A minimum of 2 images in the following digital still formats, JPEG, TIFF, BMP and GIF – 500KB or greater or 1 Video file in the MP4 format)
- Diagnostic Impression

Project Overview

Submit Case Set 1

- 5 cases of Child Sexual Abuse with at least 2 clinical images AND a diagnostic impression
- Review of Case Set 1 by Expert Reviewer & Assignment of Interventions
- Completion of Intervention

Submit Case Set 2

(At least 1 month after Case Set 1)

- 5 cases of Child Sexual Abuse with at least 2 clinical images AND a diagnostic impression
- Review of Case Set 2 by Expert Reviewer & Assignment of Interventions
- Completion of Interventions

Submit Case Set 3

(At least 1 month after Case Set 2)

- 5 cases of Child Sexual Abuse with at least 2 clinical images AND a diagnostic impression
- Review of Case Set 2 by Expert Reviewer
- Completion of QI Project

HIPAA Compliance

VisualShare framework, applications and data center comply with the Health Insurance Portability and Accountability Act (HIPAA) privacy and security rules to ensure all patient information remains protected and confidential ensuring data or information is not made available or disclosed to unauthorized persons or processes. All VisualShare electronic features and functionality adhere to strict privacy and security rules regarding Protected Health Information (PHI) at three levels:

- 1) Access (administrative) controls
- 2) Physical that provides safeguards, measures, policies and procedures to protect VisualShare's electronic information systems and equipment, from natural and environmental hazards, and unauthorized intrusion and
- 3) Technical safeguards policy and procedures for authentication, encryption in transit and at rest that protects electronic health information and control access to it.
- 4)

More information about **Visualshare** is available on their website at www.visualshare.com and can be requested from the Medical Academy Coordinator at 651-220-6784 or by emailing Kori Stephens at kori.stephens@childrensmn.org.



Step-by-Step Instructions

QI Project Enrollment

STEP 1: Go to www.myqiportal2.visualshare.com and login with the credentials you received in your introductory email. If you need to register click Create an Account and complete the form.

Welcome to myQiportal

The myQiportal is an American Board of Pediatrics Approved Quality Improvement project brought to you by the Midwest Regional CAC and the Children's Hospital of the Kings Daughters. The intent of the project is to improve documentation and diagnostic accuracy of child sexual abuse evaluations. Sign-In to get started:



Midwest Regional
Medical Academy

collaboration and communication

Username

Password

Sign In

Need help?

For more information about Midwest Regional CAC medical specialty trainings and programs please visit www.mrcac.org or contact Kim Martinez, Program Manager - Medical Academy at kim.martinez@childrensmn.org or 612-759-9344.

STEP 2: Once you have logged in to the system you will see a short summary of the project. You will need to pay for your project by clicking on “Purchase Enrollment” in the left hand navigation.

NOTE: *You will only have to do this once to begin a project. If you would like to complete more than one project you are welcome to do so and will have to pay the enrollment fee for each project you complete.*

Midwest Regional Medical Academy / Home

- Workspace
- Home
- Task List
- Administration
- Purchase Enrollment
- Purchase History

Welcome to myQIportal!

Welcome to myQIportal, a program of the Midwest Regional Children's Advocacy Center, in partnership with the Children's Hospital of The King's Daughters. This quality improvement project is an American Board of Pediatrics approved Performance in Practice (Part 4) Module for Maintenance of Certification. The intent of the myQIportal project is to improve documentation and diagnostic accuracy of child sexual abuse evaluations. All of our expert reviewers are Board Certified Child Abuse Pediatricians who are committed to improving quality in the field of child sexual abuse diagnostics and helping clinicians provide the best possible care to victims of abuse.

This project involves the submission of 3 case sets. Each case set should consist of 5 consecutive sexual abuse cases.

STEP 3: Follow the payment instructions for submitting your enrollment fee payment through PayPal. Once you complete your payment you will be redirected back to myQIportal.

Case Creation

STEP 1: Create your first Case Set by clicking on your name in the Cabinet table, and then the "Add Case Set 1" button.

Cabinets

Name	Status
doc_test	New

Midwest Regional Medical Academy / Home / Cabinets / doc_test

Add Case Set 1

Once you've clicked the "Add Case Set 1" Button you will be taken to the following screen where you can then add your first case by clicking "Add Case"

/ Home / Cabinets / doc_test

my Must complete cases for review.

Case Identifier: 0017-CaseSet1

Keywords:

Status: Waiting For Cases To Be Completed

Cases

Add Case

Name	Status
------	--------

STEP 2: Click Edit in the top right hand corner and Select the amount of time passed since the abuse occurred. NOTE: If you add keywords, do NOT use any identifying information. Click ‘Save’ and proceed to Demographics.

Case Identifier: 0017-Set1-Case1

Keywords: [Text Field]

Status: Must Set Time Since Last Abuse

Suspected Abuse Type: Sexual

How much time has passed since the last suspected episode of abuse/assault: Not Selected * Required

STEP 3: Provide the required demographic information for the case you are uploading and click ‘Save’ and proceed to the next step.

Age: Years: 3, Months: 4, Days: 12

Gender: Female Male * Required

Race/Ethnicity: White

STEP 4: In the box, provide brief historical information that is pertinent to this examination or any historical information that may have influenced your diagnostic impression. Click ‘Save’ and proceed to physical exam.

History provided by the caregiver and/or child.

Please provide brief historical information that is pertinent to this examination or any historical information that may have influenced your diagnostic impression

STEP 5: In the box provide the pertinent positive and negative physical examination findings that will assist the reviewer in the diagnostic impression of this case. Click 'Save' and proceed to the genital exam.

Physical Exam Edit

General Physical Exam Findings

Please provide the pertinent positive and negative findings that will assist the reviewer in the diagnostic impression of this case

STEP 6: In the box provide a detailed description of genital anatomy with location and detailed description of normal and abnormal findings. Click 'Save' and proceed to the anal exam.

Genital Exam Edit

Genital Exam Findings (labia, vagina)

Please provide a detailed description of genital anatomy with location and detailed description of normal and abnormal findings

STEP 7: In the box provide a detailed description of anatomy with location and detailed description of normal and abnormal findings. Click 'Save' and proceed to clinical images.

Anal Exam Edit

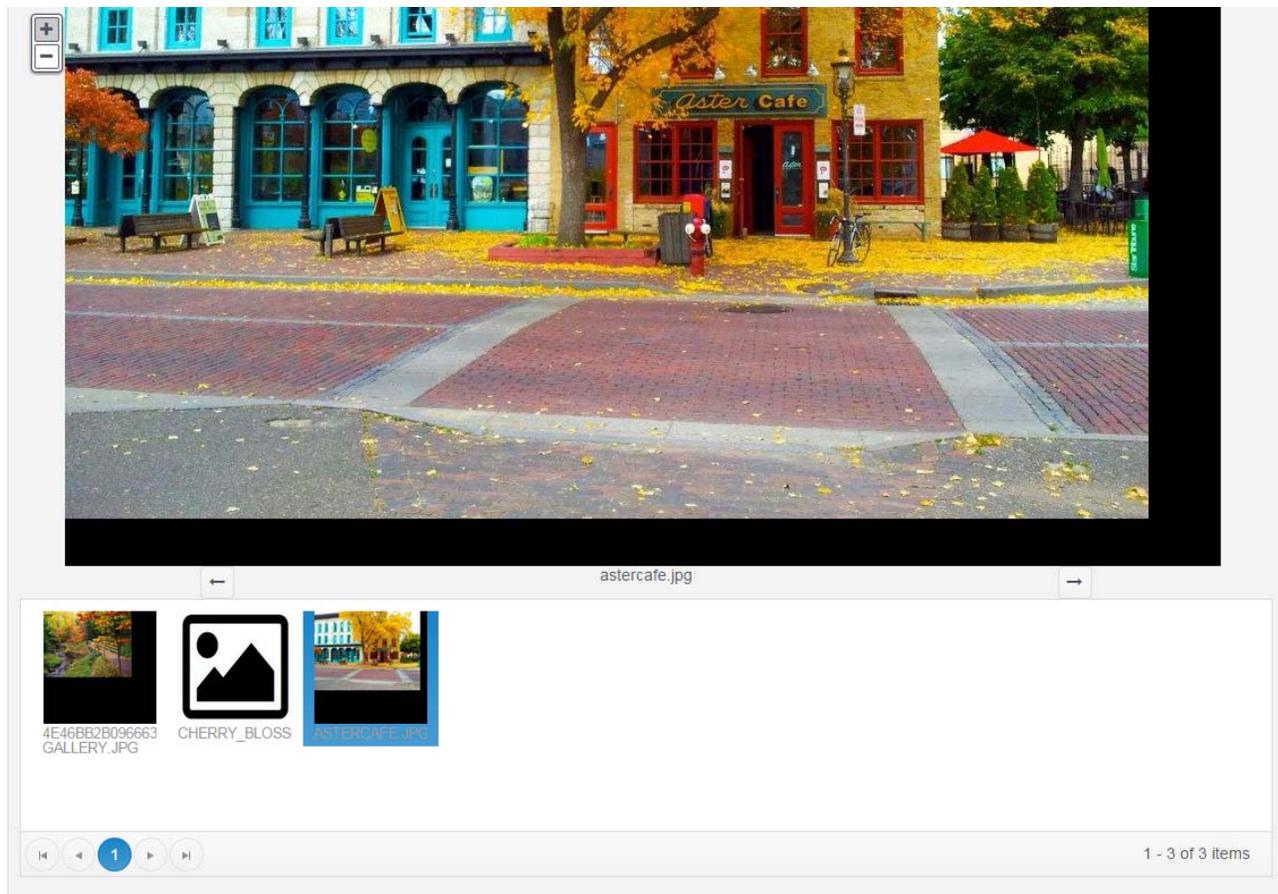
Anal Exam Findings

Please provide a detailed description of anatomy with location and detailed description of normal and abnormal findings

STEP 8: You must upload a **MINIMUM of 2** clinical images or **1 Video File**. Follow the instructions provided on the screen to upload images from your computer or wherever you have them saved.

***NOTE:** Acceptable image formats include JPEG and TIFF and we recommend files that are at least 500KPB or larger. Acceptable video formats are MP4.*

Once you have uploaded images successfully, click 'Save' to view thumbnails of the images you have uploaded. Your screen should look like the one below and you can then proceed to making a diagnostic impression of the case.



STEP 9: In the box provide a detailed description of your diagnostic impression and select your diagnostic impression from the drop down list provided

NOTE: You **MUST** provide a diagnostic impression to complete the creation of a case. Once you click, ' Save', the case will be complete and you will no longer have the ability to edit any of the case information.

Initial Diagnostic Impression

Save Cancel

Explain your diagnostic impression of the exam findings in detail

Your Diagnostic Impression: Not Selected

* Required

* Required

Save

Initial Diagnostic Impression

Save Cancel

Explain your diagnostic impression of the exam findings in detail

Your Diagnostic Impression: Not Selected

* Required

Save

STEP 10: Once you have successfully completed the creation of a case you will see the following messages on your screen. Repeat Steps 1-9 to upload 5 cases to each Case Set. You will receive an email notification that your Case Set has been submitted.

To navigate back to your Case Set homepage, use the breadcrumbs above the message.



When you have completed all 5 Cases in a Case Set your Case Set homepage should look like the image below:

/ Home / Cabinets / doc_test

Case set is ready to be assigned a reviewer.

[Edit](#)

Case Identifier 0017-CaseSet1

Keywords

Status Awaiting Reviewer Assignment

[Edit](#)

Cases

[Add Case](#)

Name	Status
0017-Set1-Case1	Awaiting Reviewer Assignment
0017-Set1-Case3	Awaiting Reviewer Assignment
0017-Set1-Case5	Awaiting Reviewer Assignment
0017-Set1-Case2	Awaiting Reviewer Assignment
0017-Set1-Case4	Awaiting Reviewer Assignment

Intervention Completion

STEP 1: After the reviewer assigned to your project has completed the review of your Case Set and assigned interventions you will receive an e-mail notification. Follow the instructions in this e-mail and log back in to myQiportal to review your case rating scores, feedback and interventions.

When you log back in to the myQiportal you will click on your name in the ‘Cabinet’ to access your Case Set.

Cabinets

Name	Status
doc_test	Wait For Case Set 1 Interventions To Be Completed

STEP 2: From the Case Set home page you can click on each case in the table to access the individual case feedback or view the summary of all cases in the table below.

Cases Edit

Add Case

Name	Status
0017-Set1-Case1	Completed
0017-Set1-Case3	Completed
0017-Set1-Case5	Completed
0017-Set1-Case2	Completed
0017-Set1-Case4	Completed

Question Score Summary

Case ID	Image Quality Score	Written Documentation ...	Accuracy of Examinatio...	Conclusion Points Awar...	Total Points Awarded
2551AA62-36A7-4751-AEC2-2ED025C14C5F	3	1	Reviewer disagrees with the interpretation of the findings	0	4
8FBB977F-3E42-4599-9649-B4D76341F2B7	0	0	Reviewer cannot review the findings	0	0
AAE9A6A3-5CB4-4F7B-AAD1-AA66A1F72B0F	3	2	Reviewer agrees with the interpretation of the findings	1	6
ED8FB5BB-E443-49AC-8819-E2701DBABF95	5	4	Reviewer agrees with the interpretation of the findings	1	10
1E951736-5F61-40C4-929A-8C839520A5E9	5	3	Reviewer disagrees with the interpretation of the findings	0	8

Scroll to the bottom of each case to retrieve the individualized feedback for your case from the Reviewer

Reviewer Diagnostic Impression

Image Quality	Color represents natural, expected skin tones	1 (Yes) ▼
	Brightness/contrast of pertinent finding(s), delineation of shadows	1 (Yes) ▼
	Focus-sharpness of pertinent finding(s), delineation of the findings	1 (Yes) ▼
	Composition, pertinent finding(s) in field	1 (Yes) ▼
	Adequate representation of pertinent finding(s)	1 (Yes) ▼
Written Documentation	Accurately describes all pertinent findings	1 (Yes) ▼
	Identifies all pertinent findings in photo	1 (Yes) ▼
	Normal findings are not mistakenly described as abnormal	1 (Yes) ▼
	Accurately describes location of pertinent findings	1 (Yes) ▼
Conclusion	Reviewer agrees with the interpretation of the findings ▼	
Suggestion for Examiner	Great work! * Required	

STEP 3: To complete the interventions you will need to access each of the links provided to you on the Case Set home page. You **MUST** complete each intervention thoroughly before checking the intervention complete. Each intervention will have its own set of instructions on the intervention page and they will vary in length and in material.

Assigned Interventions Edit

Instructions

1. Click 'Edit'
2. Select/Check the interventions you have completed
3. Click 'Complete Interventions'
4. Click 'Save'

Photodocumentation of Child Sexual Abuse Evaluations - Readings

Digital Photodocumentation Techniques



STEP 4: Once you have completed the interventions assigned, you will need to check the box next to the intervention and certify that you have successfully completed the intervention.

Assigned Interventions

Save Cancel

Instructions

1. Click 'Edit'
2. Select/Check the interventions you have completed
3. Click 'Complete Interventions'
4. Click 'Save'

Photodocumentation of Child Sexual Abuse Evaluations - Readings

Digital Photodocumentation Techniques

I certify that I have successfully reviewed and completed the interventions that I have marked above.

Complete Interventions

STEP 5: Once all interventions are complete, and it has been a minimum of 30 days since the submission of your preceding Case Set, you can then begin to create cases for your next Case Set and follow the steps outlined in Case Creation.

NOTE: You will receive an email notification once the minimum 30 Day period has passed and you are able to create your next Case Set.

QI Project Completion

Successful completion of this project includes the submission of 3 Case Sets consisting of 5 contiguous cases of Child Sexual Abuse in addition to the review and completion of the interventions assigned to you by your expert reviewer.

The Midwest Regional Medical Academy Coordinator, Kori Stephens, will be notified when you have completed the project and will be in communication with you within 2 weeks of completion to provide you with a Certificate of Completion and approval from the American Board of Pediatrics. In addition, you will receive charts of your progress throughout the project for your records.

If you have any questions or concerns, please contact at Kim.Martinez@childrensmn.org or 612-759-9344.

For additional information on ABP Approved Quality Improvement Projects please visit the [ABP Website](#).