Table of Contents

1. Introduction .......................................................................................................... 1
   1.1 Access to the QCP Dashboard ........................................................................... 1
       1.1.1 Logging In to the Application ........................................................................ 1

2. Welcome Screen - QOPI Certification .......................................................... 2
   2.1 QCP Application .............................................................................................. 2
       2.1.1 Eligibility .................................................................................................. 4
       2.1.2 Agreements ............................................................................................... 8
       2.1.3 Questionnaire .......................................................................................... 13
       2.1.4 Payment ................................................................................................ 18
       2.1.5 Pre-Survey Documents .............................................................................. 20
       2.1.6 Survey Availability .................................................................................. 22
       2.1.7 Post-Survey Documents .......................................................................... 26
1. INTRODUCTION

The QOPI Certification Program (QCP) module of the dashboard allows practices to initiate and complete a seven-step online application.

This document offers an overview of how the portal can be used by QOPI registered members to complete an online application as a step towards being awarded a three-year term of QOPI Certification.

1.1 ACCESS TO THE QCP DASHBOARD

To access the application:

- Open a web browser (For best results use Google Chrome or Mozilla Firefox).
- Type or copy paste the URL https://myqopi.asco.org/Dashboard/Default.aspx in the browser.
- Click Enter.

The web browser displays a page allowing to Login into QCP Dashboard.

1.1.1 LOGGING INTO THE APPLICATION

Follow the below steps to log into the application:

1. Enter the credentials received at the time of QOPI Registration (Figure 1).
2. Select the QOPI Certification option from the drop down menu.
3. Enter the displayed Captcha text. If you have trouble reading the Captcha text or it has expired, click on the green icon to regenerate a new Captcha text.
4. Click Login.

1.1.1.1 I FORGOT MY PASSWORD

Use this link if you have forgotten your password (Figure 1).

A Reset Password window is displayed and offers you 2 options to reset the password (Figure 2). You may choose to enter your
A. Email Address registered with the account.
OR
B. Challenge Question & Response.
Note: If you encounter trouble resetting the password contact web support at qopi@asco.org to reset your password.
Successful login displays the ASCO-QOPI Dashboard. A welcome screen is presented after selecting **QOPI Certification** and **Welcome** from the left pane.

2. **WELCOME SCREEN - QOPI CERTIFICATION**

The welcome screen encompasses:

![Welcome Screen of QOPI Certification](image)

**Figure 3: Welcome Screen of QOPI Certification**

A. **Key Dates & Documents**: Information associated with key dates & documents underlying the QCP Application process are displayed in this tab. The tab also contains links to resources related to QOPI Certification Application Fees, QCP Program guides, QCP Program, and QOPI Certification Standards.

B. **Frequently Asked Questions**: This tab primarily addresses questions related to the eligibility criteria for the QOPI Certification Program.

C. **QCP Application**: The 7 steps of the QCP Application can be accessed using this button on the welcome screen.

D. **Contact Help Desk**: Opens a pop-up showing the contact information for the ASCO-QOPI Help Desk.

2.1 **QCP APPLICATION**

QOPI practices that have abstracted the QCP Track are eligible to apply for QOPI certification.

- In the current round **OR**
- If their overall Quality Score from the past year is 75% or higher and they have abstracted at least the minimum number of required unique charts.
Practices can apply for the QOPI Certification Program throughout the year. The application consists of 7 steps that are required to be completed by the applicants (Figure 4):

1. Eligibility
2. Agreements
3. Questionnaire
4. Payment
5. Pre-Survey Documents
6. Survey Availability
7. Post-Survey Documents

Depending on the type of login the following buttons are displayed:
- **APPLY NOW**
- **RESUME APPLICATION**

**A. APPLY NOW**: If you are logging into the QOPI Certification application for the 1st time, the QCP Application page will display this button.

- On click of **APPLY NOW**, a page with no application message is displayed.

- On click of **APPLY**, a QCP application score details screen is displayed. You can select the QOPI score to apply for QOPI Certification.

- On click of **Submit Request**, your application is submitted and an email is sent to the QCP staff (Figure 5).

- An approval pending message is displayed on the screen. Once the application is approved by the QCP staff, you will receive an approval email (Figure 6).
B. **RESUME APPLICATION**: Will be displayed if you had previously logged in and completed one or more steps. By selecting this option, you will be automatically navigated to the next step.

**Previous Applications**: If you are applying for re-certification for QCP, you will see a list of previous applications listed in the drop-down.

You can download a PDF of the previous applications using the **DOWNLOAD PDF** button.

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### 2.1.1 ELIGIBILITY

The first step displays the eligibility criteria required to be fulfilled in order to be eligible to apply for the QOPI Certification Program (Figure 7).
There are 2 categories of applicants under the QCP program:

- **Regular**: If you choose to use the Quality score of the past round you will be considered a Regular applicant. You can use the score from the past 2 rounds.

  **Note**: As a QOPI Annual Pilot participant you are eligible to apply for certification if you have submitted the QOPI Annual Pilot session and achieved an overall quality score of 75% or higher.

- **Simultaneous**: If you choose to use the Quality score of the current round you will be considered a Simultaneous applicant. To proceed with the application, an approval must be received from QCP admin.
Note: At least one half of the required minimum unique charts must be entered prior to scheduling on-site surveys. QCP Track requirements to abstract a minimum number of charts still apply to simultaneous applicants.

2.1.1.1 ABOUT THE ELIGIBILITY STEP

A. Score Use: In this section, you can select the QOPI scores which you want to use to apply for the QOPI Certification program (Figure 7).

By default, the current round is displayed.

1. If you wish to choose another round, click on Change link next to it.
   A Select Round drop down list is displayed (Figure 8).

   Note: Only scores for 2 previous unused rounds are displayed in the drop-down list.

2. Select the relevant QOPI Round Score and click Submit.
   Based on the round selected, the Overall Quality Score will be calculated and displayed.

   ✔ Overall Quality Score - 75.00% (Target Overall Quality Score - 75.00%)

B. Eligibility Criteria

There are 2 criteria that need to be fulfilled:

- B1. Overall Quality score of the selected QOPI round should exceed or be equal to 75%.
  ✔ A green check mark against the score indicates that the Overall Quality Score criteria is met; a red X indicates that the Overall Quality Score criteria is not met.

- B2. Minimum Unique Charts – This refers to the minimum number of unique charts which must be abstracted during a QOPI round to fulfill this criteria. This number is calculated based on the number of FTEs (full time employees) associated with the practice.

C. Attestations:

In this section of the eligibility step, you will answer questions related to QOPI chart abstraction. All questions in this section are mandatory.

A notification email is sent to the QCP admin if:

- You select the No radio button for any one of the attestation questions.
- The comment box in the attestation section is left blank.
- The entire attestation section is not completed, or no attestation is provided.
Note: The QCP admin has the authority to override attestations in the following scenarios.

- Any of the attestation criterion are not met.
- If the Quality score of the practice seeking QOPI Certification is less than 75%.
- If you are using the current round QOPI and do not have chart abstraction records.

D. Participation Type:
The Practice table will be displayed if you have selected the Practice level participation type at the time of QOPI Round Participation (Figure 9).
You have the option to change the participation type (whether Practice or Site) either before the chart abstraction process begins or when the registration window closes.

In this section of the step, two tables displaying the below mentioned details of the participating practice are displayed:

<table>
<thead>
<tr>
<th>Practice</th>
<th>Participation For</th>
<th>Minimum Unique Charts</th>
<th>No Of FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-1</td>
<td>QOPI Certification</td>
<td>5/60</td>
<td>20</td>
</tr>
<tr>
<td>Brust</td>
<td>Submitted</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Colorectal</td>
<td></td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>Core</td>
<td></td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>Symptom/Tumor Management</td>
<td></td>
<td>40</td>
<td>40</td>
</tr>
</tbody>
</table>

Figure 9: Practice Table

1. FTE: Number of full time employees associated with the practice.
2. Minimum Unique Charts: Calculated based on the number of FTEs associated with the practice.
3. Modules: Selected at the time QOPI Round Participation
4. Submitted: Total number of unique charts submitted against the targeted charts
5. Target: Target number of charts to be submitted calculated based on the FTEs associated with the practice.
6. Participation For: Current certification status

E. Site List
This table displays the list of sites administering chemotherapy within the practice (Figure 7).

Note:
If the Site level participation type was selected at the time of QOPI Round Participation, then the table in Figure 7 would display the site level participation details instead of the practice.

2.1.1.2 HOW TO COMPLETE ELIGIBILITY STEP

Follow the below steps to complete the eligibility steps (Figure 7):

1. Select the QOPI Round Score which your practice wishes to submit for the QOPI Certification Program.
2. Attest information related to the QOPI Chart abstraction process by selecting appropriate radio buttons.
3. Click **Save & Next**.
By default, you are permitted to navigate to the Agreement step only if you have fulfilled the eligibility criteria mentioned above.

**Exception for Eligibility:**
If the practice user fails to meet the Overall target score and/or the Minimum chart count, then an exception may be granted by the QCP admin.
If the QCP admin grants the exception, you will see the exception granted message and you can proceed with the QCP application.

**Note:** Under certain circumstances, even if you have not completed the attestation, the QCP admin has the authority to override it and grant you permission to proceed to the next step.

2.1.2 **AGREEMENTS**

This is the 2nd step of the QCP Application. This step requires a signature for the agreement that governs your practice’s participation in the QOPI Certification Program (Figure 10).

- **QOPI BAA**
  - The BAA previously signed in the QOPI Registration portal is still valid for the QOPI Certification Program. You will see details of QOPI BAA in the agreement details table.
  - If there is a new version of the BAA in QOPI you will see the message “**There is a new version of the BAA that requires signature**” in the QCP. Please navigate to the QOPI Registration portal ([https://myqopi.asco.org/registration/login.aspx](https://myqopi.asco.org/registration/login.aspx)) to sign the agreement.

- **QCP Participation Agreement**
If your practice is located outside of the United States, click on the **Request International QOPI Certification Participation Agreement** for a formal legal review.

Two e-signing options are provided for electronically signing the agreement:

- **Sign Now**—allows you to sign an agreement through the portal itself.
- **Sign Later**—allows you to sign an agreement later via a link sent to the registered email address. This option also allows you to include an email address for legal signatory if the person completing the application does not have legal signing authority.

### 2.1.2.1 SIGN NOW

Select this option if you are the authorized signatory. You can E-sign the agreement right away through the PDF which is opened.

1. Select the QCP Participation agreement from the drop-down menu (Figure 11).
2. Select the **Sign Now** signing option.
3. Follow the **E-Signing Process** to sign the document.
   
   A **confirm your email address** email is received at the registered email address.
4. Check your inbox and click on the Confirm my email address link in the email (Figure 12).

After confirmation, a signed copy of the agreement is mailed to the registered email address.

Repeat step 1 to 4 to Sign Now the QCP Participation Agreement.

2.1.2.2 SIGN LATER

Select this option if you are not the authorized signatory or you want to review the agreement before signing it. You can E-sign the agreement later via a link sent to the registered email address.

1. Select the agreement from the drop-down menu (Figure 13).
2. Select the Sign Later signing option.
   A confirmation message is displayed (Figure 14).
   An email containing a link to the agreement is sent to the registered email.
3. Click on the agreement link in the email (Figure 15).
4. Follow the E-Signing Process to sign the document.
   Repeat step 1 to 4 to Sign later the QCP Participation Agreement.
2.1.2.2.1 SIGNING PROCESS

The blue digit to the right indicates the number of required fields to successfully sign the agreement (Figure 16).

The yellow pointer will direct you to the required fields within the document.

1. Click on a blue digit or the yellow Start button to begin the signing process. You are navigated to the 1st required field.

2. Click in the signature field **Click here to sign** (Figure 17). You will be presented with a signature window that will allow you to type/draw your signature.

3. Type in your signature.

4. Click **Apply** to sign the agreement (Figure 18).

The signature gets embedded in the document.
5. Click on blue “Click to Sign” to complete the signing process (Figure 19). A message is displayed on the screen and the verification email is sent to your email address to verify your identity. Your signing process will not finish until you complete this verification step.

![Figure 19: Signing Button](image)

- After successful verification of the email address, a copy of the signed document is sent to you.
- A message thanking you for signing the agreement is displayed on the screen.

- You can download a copy of the signed agreement for your reference. After successfully signing the document, if the agreement status does not change automatically to Signed, click on the Refresh button.

![Select Agreement: QCP Participation Agreement](image)
2.1.3 QUESTIONNAIRE

The 3rd step in the QCP application consists of the following tabs:

1. Key Practice Features
2. Clinical Information
3. QCP Questionnaire
4. NPI listing
5. Payment Calculation

2.1.3.1 KEY PRACTICE FEATURES

The Key Practice features are auto populated with practice information captured at the time of QOPI registration (Figure 21).

1. **QOPI Certification Status**: Specify whether you are a new applicant or applying for re-certification.
2. Complete remaining mandatory questions related to the practice in the questionnaire.
3. Click **Save** to save the data entered and stay in the current tab.
4. Click **Save & Next Section** to save the data and move to the next step.

**Note**: The practice FTEs and Site fields are editable. Please enter the number of FTEs and sites administering chemotherapy at your practice at the time of application.
2.1.3.2 CLINICAL INFORMATION

The Clinical Information tab consists of questions related to the administration of chemotherapy at your practice (Figure 22).

![Figure 22: Clinical Information Page](image)

1. Select appropriate responses to the mandatory questions. Multiple responses can be selected using the checkboxes, if applicable.
2. Click **Save and Next** to move to the next step.

2.1.3.3 QCP QUESTIONNAIRE

The QCP Questionnaire tab consists of the QOPI Certification Standards (Figure 23).

Refer to the **QOPI Certification Standards Glossary** link for definitions of key terms.
1. Select the **I attest** check box to attest that the practice has reviewed the standards.

2. Incorporate additional comments if your answer to the acknowledgment is **No**.

3. Click **Save & Next Section**.

**2.1.3.4 NPI LISTING**

This tab allows you to add NPI details of the physicians at your practice.

Follow the below steps to add physician:

1. Click **Add Physician** to add the Provider details and **Save** (Figure 24).

2. Select Existing Physician from the dropdown menu (Figure 25).

   **Repeat** Step 1 to add multiple Providers.
3. Click **Save & Next** after you are done adding all the required Providers (Figure 24).

**Reset** allows to reset the entered details.

### 2.1.3.5 PAYMENT CALCULATION

This step includes a set of questions that determine the payment amount for QOPI Certification (Figure 26).

![Figure 26: Payment Calculation Page](image)
Steps to complete the Payment Calculation

1. Select appropriate responses to the survey questionnaire relevant to the calculation of the certification fee.
2. Check the acknowledgment checkbox to complete the survey.
3. Click Save to save the responses.
   A success message is displayed, and you are navigated to the Payment step.

Once all the tabs within the QCP Questionnaire tab are completed and validated; the **Send Pre-Payment Request** button is displayed.

4. Click **Send Pre-Payment Request** to send a request to the QCP Admin (Figure 27).
   You will receive a Pre-Payment Approval Request message (Figure 28).

   ![Figure 27: Pre-Payment Request](image)

   ![Figure 28: Pre-Payment Approval Request](image)

   You will receive an approval email once your pre-payment request is approved by QCP admin (Figure 29).

5. Click **Save & Next**.

   ![Figure 29: Pre-Payment Request Approval Email](image)
2.1.4 PAYMENT

This step incorporates two payment modes to pay for QOPI Certification. The following modes of payment can be utilized:

- Online
- Check

If you fulfill the below criteria, you are required to send an Invoice request to QCP staff using the Send Invoice Request button.

- **50 + FTEs** associated with the practice.
- Answer an **affirmative (Yes)** to any of the questions related to **Supplemental Cost Calculation** in the Payment Calculation tab.

Otherwise, you are taken to the invoice details page (Figure 32).

1. Click **Send Invoice Request** (Figure 30).
   - You will receive an approval email once your invoice request is approved by QCP admin (Figure 31).
   - The details of the invoice are also displayed in a table (Figure 32).
2.1.4.1 STEPS TO BE FOLLOWED IF YOU SELECT THE ONLINE PAYMENT MODE

Follow the below steps to select the online payment mode:

1. Choose the **Online** radio button (Figure 33).
2. Select the **Credit Card** Payment Option radio button.
3. Enter the **Credit Card** details in the respective fields.
   The payment amount is auto populated.
4. Click **Proceed to Payment**.

A payment confirmation message is displayed (Figure 34).

5. Upon confirmation; a transaction success message is displayed.

A **QCP Payment Invoice** is generated (Figure 35) and a payment success notification email is sent to your email address (Figure 36).
2.1.4.2 STEPS TO BE FOLLOWED IF YOU SELECT THE CHECK PAYMENT MODE

Follow the below steps to select the check payment mode:

1. Choose the Check radio button.
   A check details page is displayed (Figure 37).

2. Enter the Bank and Check details in the respective fields.

3. Click Submit.

   The Print Page button allows you to print the Check Details page.
   
   Once submitted successfully, a confirmation message is displayed (Figure 38).

4. Click Save & Next to move to the next step.

2.1.5 PRE-SURVEY DOCUMENTS

In this step of the application, you will upload supporting policies and procedures that align with QOPI Certification Standards.

Additionally, you can:

1. Send a Review Request for the uploaded documents or
2. Override Request if you fail to upload supporting documents.

   You may click the Standard Submission Guide link for detailed instructions to complete this step.
2.1.5.1 STEPS FOR UPLOADING THE SUPPORTING DOCUMENT

Follow the below steps to upload the supporting documents:

1. Select the **I attest** check box to attest that the uploaded documents do not contain any Protected Health Information (PHI) (Figure 39).
2. Click **Upload** corresponding to the preloaded Standard for which you wish to upload supporting documents.
   A file explorer will be displayed.
3. Select the file you wish to upload.
   A file upload success message indicates that the file has been uploaded.

You may receive an error message if the file size exceeds 10MB.
The **Pending** status of the preloaded Standard is replaced by **Uploaded Documents - 01** reflecting the number of documents uploaded.

**Note:**
- If the supporting documents related to any of the Standards are **Pending** the **Send Review Request** button is disabled and **Send Override Request** button is enabled.
- Alternately; if the supporting documents related to **ALL** the Standards are uploaded successfully the **Send Review Request** button is enabled and the **Send Override Request** button is disabled.

4. Click **Send Review Request** (Figure 40).
   OR
   Click **Send Override Request**.

Figure 39: Step 5 - Pre - Survey Documents
You can click on each **Standard** to expand and view details like **Document Name**, **Uploaded Date**, and **Time** of the supporting document uploaded.

The **Action** column allows you to:
- Add a comment about the uploaded document.
- View the uploaded document.
- Delete the uploaded document upon confirmation.

You will receive an approval email once your review or override request is approved by QCP admin (Figure 41).

**2.1.6 SURVEY AVAILABILITY**
This step allows you to validate and submit the information entered in steps 1-5. Once submitted you will have access to submit your preferred survey dates in step 6.

1. Select the “I attest” check box to attest that the information in steps 1-5 is accurate (Figure 42).
2. Click Validate and Submit Application after reviewing and verifying the information entered in your online application for QOPI Certification. A confirmation message is displayed. Please note once the application has been validated and submitted steps 1-5 are locked for editing.
3. Click Confirm (Figure 43). You will receive a QCP application submission email (Figure 44).
After submission of your application, the On-Site Survey Availability page is displayed.
In this page, practices enter their availability for an On-Site Surveyor to visit the practice to assess the practice’s compliance with the QOPI Certification Standards through review of medical records and practice policies, brief interviews with staff to confirm practice procedures, and observation of chemotherapy preparation and administration.

Follow the below steps to complete the On-Site Survey date selection:

1. Select appropriate responses to the QOPI Certification On-Site Survey questionnaire (Figure 45).
2. Use the calendar icon to provide five preferred dates or date ranges for an On-Site Survey.
   a. Please note you can select survey dates between 5-12 weeks from the date the application was validated and submitted. For dates beyond 12 weeks please contact qopicertification@asco.org.
3. Click **Save On-Site Survey Dates** to save the entered information. A comment box is displayed to enter the additional information.

4. Click **Ok** to proceed further (Figure 46).

![Figure 46: Comment box for Additional Information](image)

**Note:** Initially the **Save On-Site Survey Dates** button is enabled and **Download QCP Application** button is disabled.

Alternately, if the On-Site Survey questionnaire is saved successfully the **Save On-Site Survey Dates** button is disabled and the **Download QCP Application** button is enabled.

Download QCP Application button enables you to download the QCP application in PDF format.

5. Click **Next** (Figure 45).

---

### 2.1.7 POST-SURVEY DOCUMENTS

This is the 7th and final step of the QCP application. In this step of the application, you can upload post-survey compliance documents to fulfill any requirements noted on practice’s Certification Compliance Report (CCR).

![Figure 47: Post Survey Documents Page](image)
2.1.7.1 STEPS FOR UPLOADING THE POST–SURVEY DOCUMENTS

Follow the below steps to upload the post-survey documents:

1. It is mandatory to select the check box corresponding to the preloaded standard to attest that the uploaded document does not contain any Protected Health Information (PHI) (Figure 47).
2. Click **Upload** corresponding to the preloaded standard for which you wish to upload supporting post-survey documents. A file explorer will be displayed.
3. Select the file you wish to upload. A file upload success message indicates that the file has been uploaded.
   Once you successfully upload the supporting documents related to any of the preloaded standards, the **Send Review Request** button is enabled.
4. Click **Send Review Request** (Figure 48).
   You will receive an approval email once your post-survey documents review request is approved by QCP admin (Figure 49).