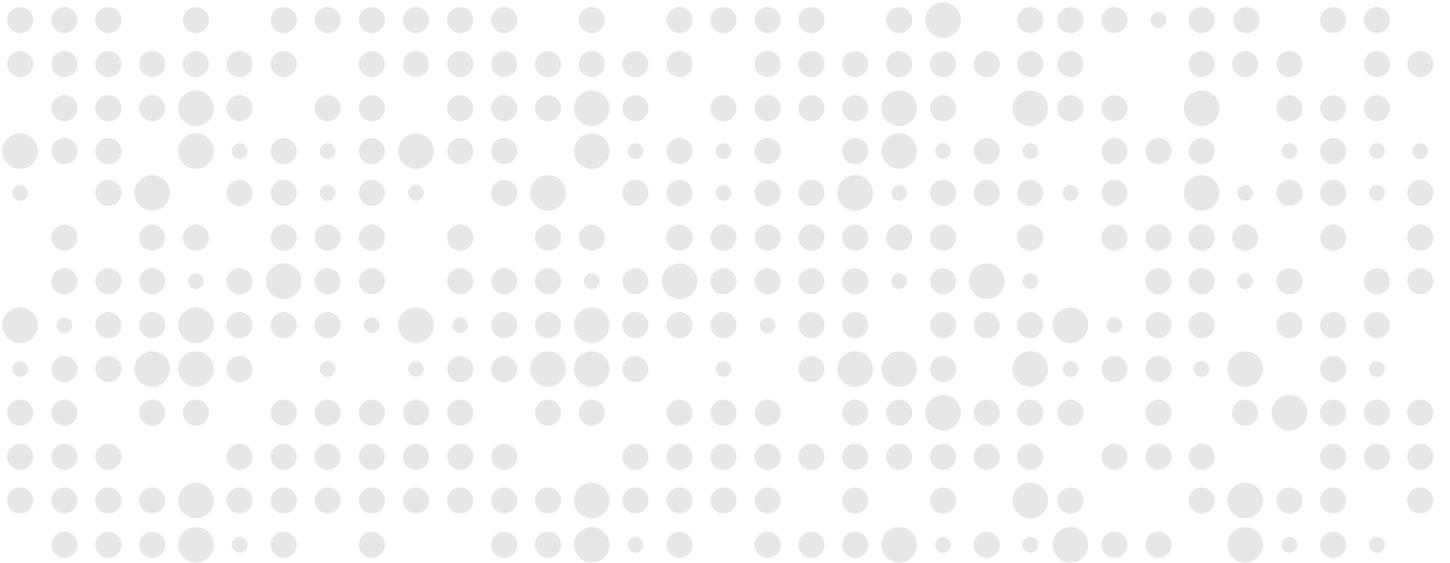




COLLEGE of AMERICAN
PATHOLOGISTS

CAP Quick Guide for Proficiency Testing



Definitions

e-LAB Solutions Suite (ELSS): The CAP's online portal to manage your laboratory improvement programs, including proficiency testing (PT), accreditation, and Competency Assessment Program.

CAP laboratory account: Every laboratory participating in the CAP's PT, accreditation, and Competency Assessment Program has an account in ELSS. This allows for the online management of these programs. Individuals may be granted access to this laboratory account.

CAP individual account: This is your personal online account, and is required for anyone logging into the CAP website and ELSS. All laboratory staff with responsibilities that include performing PT data entry and review of results will need to have a CAP individual account. This account stays with you, even if you should move to another laboratory.

Site administrator: The primary person responsible for the CAP laboratory account. This person has access to all laboratory data and permissions.

CAP number: A seven-digit identification number assigned to the laboratory after an initial order form or quote request is submitted.

Opt-in: A one-time process to activate online access for your CAP laboratory account using the laboratory's seven-digit CAP number and PIN code (case-sensitive). The PIN is emailed to your laboratory director after a PT order is placed for the first time.

User permissions: Granted by your site administrator, these security privileges allow view or update access, or both, to specific areas of ELSS, including result form data entry, evaluation reports, accreditation information, Competency Assessment Program, and more.

Before You Begin

Determine roles and responsibilities to manage PT data.

Site administrators:

As a primary laboratory person for the CAP laboratory account, site administrators should:

- Create their own CAP individual account at cap.org (See **STEP 1**).
- Opt-in the CAP laboratory account for online access to ELSS services (See **STEP 2**).
- Assign appropriate laboratory staff to register and request access.
- Add, accept, and manage user permissions for other laboratory personnel responsible for conducting PT or accessing online education.
- Assign additional site administrators as backup (at least two are recommended).

Laboratory staff:

All laboratory staff responsible for conducting PT, performing data entry, and reviewing results should:

- Create their own CAP individual account at cap.org. (See **STEP 1**. Skip this step if you already have an account.)
- Request access to laboratory data from the site administrator through the ELSS.

Review **How to Navigate ELSS** document.

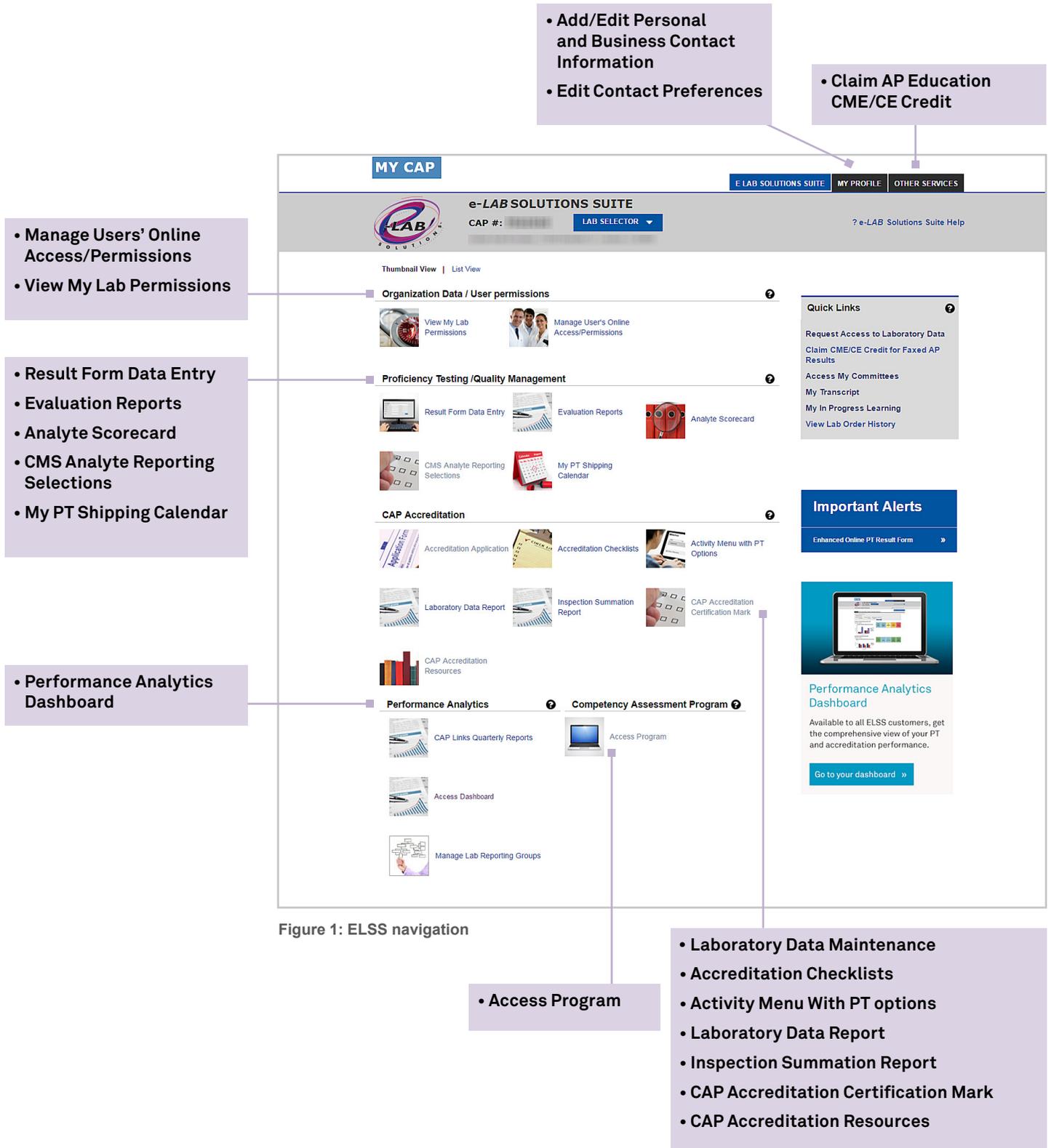


Figure 1: ELSS navigation

Step 1: Create your CAP individual account

This step must be performed by all site administrators and laboratory staff performing PT.

1. Go to cap.org.
2. Click **LOG IN**. Click on **CREATE AN ACCOUNT** and fill in the required fields.
3. You will see a confirmation message and be notified within 24 hours by email when your account has been activated.

Step 2: Opt in to your CAP laboratory account to access your laboratory data online through ELSS

This step is for site administrators only.

Once an initial order is placed, an opt-in PIN will be sent via email to the laboratory director. The first person who “opts in” the laboratory will automatically become the site administrator.

If a laboratory director is responsible for more than one laboratory, that individual will receive an email for each laboratory. The site administrator must opt in for each laboratory.

If you did not receive an opt-in PIN email, contact the Customer Contact Center at 800-323-4040 option 1 (domestic), or +001-847-832-7000 option 1 (international) or by email at contactcenter@cap.org.

Step 3: Grant or request online access and permissions to laboratory staff

Site administrators:

Grant individuals access to use specific areas in ELSS, including results form data entry, evaluation reports, and more. You will only be able to grant access to individuals who have requested access first.

You can:

- [Give individual users access](#) to your laboratory's ELSS account.
- [Approve/decline user requests](#) to access your laboratory's CAP programs online.
- [Add or remove user permissions](#) to view, enter, manage, or approve data for all programs.

Status: ! Pending Site Admin Approval ?

Email: [REDACTED] CAP Personal ID#: [REDACTED]

Requested Access ?

Site Admin ?

Proficiency Testing ?

- View Reports
- Enter Data
- Approve Entered Data

Competency Assessment ?

- Access Course
- Education Admin

Accreditation ?

- View Reports
- Enter Data
- Approve Entered Data

Online Anatomic Pathology Program Access ?

- Pathologist/MD
- Cytotechnologist/Other
- None

CMS Analyte Reporting Selections ?

- Manage Regulatory Reporting

Online Shopping ?

Requested Accounts [[REDACTED]]

Additional Comments

Figure 2: Permission screenshot

Laboratory staff:

To request access to view PT reports, enter PT data, view evaluation reports, and/or access Competency Assessment Program:

1. Follow the [steps to request access](#) to your laboratory's ELSS account to enter PT results, complete Competency Assessment Program, and more.
2. [View current permission status and/or request additional permissions.](#)

Step 4: Receive your CAP PT shipments/kits and perform testing

1. View, download, and print your laboratory's customized [PT calendar](#) (eg, My PT Shipping Calendar).
2. Perform testing as soon as the kit(s) is available in ELSS. Access the online kit instructions and result form and enter data via the **Result Form Data Entry** page.



Figure 3: ELSS welcome page

Step 5: Enter CAP PT results online

Follow the steps to enter CAP PT results in the electronic result form(s).

e-LAB SOLUTIONS SUITE
CAP #: 0000000000

RESULT FORM DATA ENTRY / MAILING: CGE-B 2016 KIT: 0000000000 / Page 4 (1 of 1 Pending Pages)

Page 4 [Save] [Approve And Submit to CAP]

CGE-B
 2016
 (CGE,CGEX)

Last Updated: August 26, 2016

KIT: 0000000000 2 00 00

CAP #: 0000000000 00 00000000

Products:CGE

Results must be received at the CAP no later than midnight, Central Time by the due date below:
November 12, 2016

Results, cont'd			
Analyte	Exception Code	CGE-03	CGE-04
Factor IX (Graded) Instrument Code 030 1679 Reagent Code 030 1801	050 <input checked="" type="radio"/> 11 <input type="radio"/> 22 <input type="radio"/> 33	Activity 040 <input type="text" value="###"/> % Normal	Activity 050 <input type="text" value="###"/> % Normal
Factor IX	060 <input checked="" type="radio"/> 11 <input type="radio"/> 22 <input type="radio"/> 33	Antigen 070 <input type="text" value="###"/> % Normal	Antigen 080 <input type="text" value="###"/> % Normal

Figure 4: Result form

Step 6: Access and analyze your PT results

1. [Access Your Evaluation](#) to assess how your laboratory performed compared to other laboratories.

Tips to get the most out of the evaluation report:

- Look for any unacceptable or near unacceptable results as well as biases and exception codes.
 - Compare your results with the data provided in the Participant Summary Report (PSR).
 - For quantitative data, look for trends in your standard deviation indexes (SDI) to prevent future failures, if necessary. Each laboratory should have its own written procedure.
2. Review your PSR to see lists of results by peer group, and compare data against your evaluation report. Your PSR can be found in the Evaluation Reports section mentioned above.

Tips to get the most out of your PSR:

- Before trying to interpret your results, read the Evaluation Criteria. This section explains how the results were graded and also highlights important method, manufacturer, and specimen information that pertains to that mailing.
- The last pages of the report list the Exception Reason Codes for analytes that were not graded and the action required.
 - If for some reason a challenge cannot be evaluated, you should perform an alternative assessment.

3. [Access Your Analyte Scorecard](#):

This report allows you to see the performance of every analyte under a given subspecialty for your laboratory for up to three years of data and can be used as a means of identifying deficiencies or trends in performance.

It is also a valuable tool to conduct root cause analysis, since it allows you to drill down at very granular levels. For example, if you are reviewing tests with visual challenges as urine sediments, blood cell identification, parasite identification, etc, you can see the specific images all on one screen.

Tips to get the most out of your Analyte Scorecard:

- Review this on a reoccurring basis or at least once per year.
- Conduct an investigation if you see any analyte performance below 80% or ungraded, or if you notice any inconsistencies across multiple periods.

Additional ELSS user resources

There are more than 25 step-by-step help documents with screenshots in the e-LAB Solutions Suite Help section. Log into ELSS and click “? e-LAB Solutions Suite Help” in the top right corner of your screen. Visit the [CAP PT Web page](#) for additional information on the CAP’s proficiency testing programs.

The screenshot shows the 'e-LAB Solutions Suite Help' page with a navigation menu on the left and a list of help topics on the right. The categories and their respective links are:

- General Access**
 - How to Navigate e-LAB Solutions Suite™
 - How to Opt In a Laboratory
 - How to Request Access to a Laboratory
 - How to View Permissions and Request Additional Permissions
- Proficiency Testing/Quality Management**
 - How to Use Result Form Data Entry
 - How to Claim CME/CE Credits
 - How to View Evaluation Reports
 - How to Use Analyte Scorecard
 - How to Manage CMS Analyte Reporting Selections
 - How to View My PT Shipping Calendar
- Accreditation**
 - How to Download Accreditation Checklists
 - How to Download Accreditation Checklists for Newly Enrolled Laboratories
 - How to View the Activity Menu with PT Options
 - How to Use the Laboratory Data Report
 - How to Generate the Inspection Summation Report
- Performance Analytics**
 - Laboratory System Tutorial
 - How to Navigate the Dashboard
 - How to View Laboratory Dashboard Data – PT
 - How to View Laboratory Dashboard Data – LAP
 - How to View System Dashboard Data – PT
 - How to View System Dashboard Data – LAP
 - Manage Lab Reporting Groups
- Manage User's Online Access/Permissions (Site Admin Only)**
 - How to Add/Delete User Permission From a Laboratory
 - How to Approve/Decline a User Permission Request
 - How to View Audit Trail
 - How to View Users and Their Permissions
 - How to Handle a Duplicate Account
 - How to Add Multiple Users (Bulk Additions) to a Laboratory
 - How to Add a Single User to a Laboratory
 - How to Resend Laboratory Access Notification
- Competency Assessment Program**
 - Education Administrator Instructions
 - User Instructions
 - Getting Started for Users With a CAP Web Account
 - Getting Started for users without a CAP Web Account
 - Managing Competency Assessment Program User Access

Figure 5: ELSS Help Center

Complimentary online education

All laboratory staff can receive complimentary enrollment in [online continuing education \(CE\) for qualifying Surveys](#). Your CAP individual account must be affiliated with the participating laboratory through My Profile. If you are not affiliated to a laboratory, you need to add a laboratory affiliation.

Add a Laboratory Affiliation to Access Your Online Education

1. Under the MY CAP menu, click “Update My Profile.”
2. Click the Business/Professional tab, then (in the upper-right corner) click “+ Add Affiliation” to enter the appropriate information. The system will then recognize your affiliation for future activities.

The screenshot shows the 'My Profile' page with the 'PERSONAL INFORMATION' tab selected. The 'Basic Information' section includes the following fields:

- Member type:
- Member Since: 6/6/1990
- Salutation: Dr.
- First Name: [Redacted]
- Middle Name: [Redacted]
- Last Name: [Redacted]
- Suffix: [Redacted]
- Credentials: MD (with + Add and - Remove buttons)
- Nick Name: [Redacted]
- Date of Birth: [Redacted]
- Gender: Male Female

Buttons for 'SAVE' and 'CANCEL' are at the bottom.

Figure 6: My Profile Web page

The screenshot shows the 'Business Affiliations' tab in the 'My Profile' page. It displays a list of affiliations, including 'Aurora Health ACL Labs' with CAP# 8021252. Below the list, there are fields for:

- Work Status: Consultant Employee Retired Self Employed
- Job Title: [Redacted]
- Department: [Redacted]
- Email: [Redacted] (with + Add, - Remove, and Preferred buttons)
- Address: [Redacted] (with + Add, - Remove, and Preferred buttons)
- Phone: [Redacted] (with + Add, - Remove, and Preferred buttons)
- Fax: [Redacted] (with + Add, - Remove buttons)

Buttons for 'SAVE' and 'CANCEL' are at the bottom.

Figure 7: Business Affiliations tab in My Profile

If your account is already affiliated with a participating laboratory, follow the steps to access your online education activities.

Access Your Online Education Activities:

1. Go to cap.org.
2. Click **LOG IN**. Enter your User ID and password.
3. Click on the **Learning** tab.
4. In the Search box, enter the Surveys Program code (eg, BMD, CGL), then click the arrow icon. 
5. In the list of results, click the Register button for your activity.
6. After reviewing the Activity Details page, click **Register**.
7. Click **Resume** to access the activity.
8. Click the confirmation checkbox at the bottom of the Activity Overview page, and then click **Continue**.

If you choose to return to the activity later, it can be found under the In-Progress Learning tab. Click on the activity title to return to the activity.

Important: For system compatibility issues, refer to the [System Requirements](#) document located on cap.org.

Performance Analytics Dashboard

Our new Performance Analytics Dashboard gives the comprehensive data view you need to proactively focus energy on areas that need immediate attention while filtering out distractions. Updated daily, this Web-based reporting solution for your CAP PT and accreditation performance reduces the stress of managing today's single laboratory or an expansive network's performance with only a few clicks.

Performance Analytics Dashboard Unpacked

- Perform data analysis to quickly identify trends/patterns to mitigate risk.
- Improve patient care via alerts to prompt action before a cease testing notice is received.
- Benchmark your laboratory against your peers and CAP-wide performance.
- Prepare for accreditation inspections by identifying areas for improvement based on past deficiencies.

Additionally, laboratory networks can:

- Identify systemwide issues by department, discipline, or analyte.
- Benchmark the performance of an individual laboratory against the overall system performance.
- Manage access to your data more efficiently with the ability to customize reporting groups.

Access the dashboard

1. Log into ELSS.
2. Select the Access Dashboard icon under **Performance Analytics**.

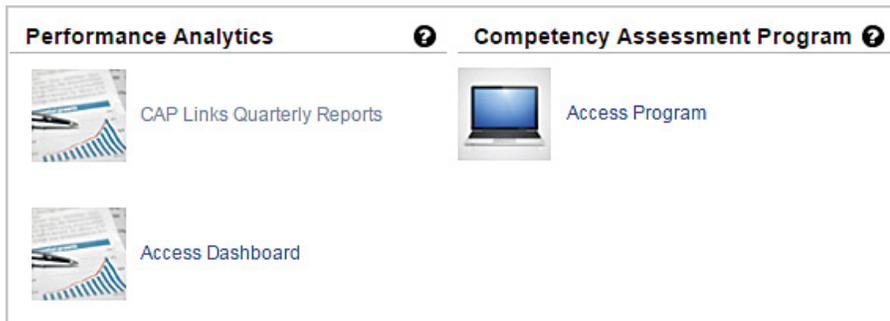


Figure 8: Access the Performance Analytics Dashboard

Performance Analytics Dashboard Tools

- [Get to know the Performance Analytics Dashboard](#)
- [Quick Start Guide for a Single Laboratory](#)
- [Quick Start Guide for Laboratory Systems](#)

Other resources

Guides:

- View the [Hematology and Clinical Microscopy Glossary](#).
- Investigate any failures using the [Investigation Worksheet](#).
- Implement and document corrective action as referenced in the [Troubleshooting Guide](#).
- For those in a PAP PT program, [access the PAP PT Program Resources page](#).

Contact Us

For assistance, call a CAP Customer Contact Center representative at 800-323-4040 (domestic), or +001-847-832-7000 option 1 (international) or via email at contactcenter@cap.org.

Participants in countries serviced by a designated CAP distributor can also contact their distributor's customer service department.