**FCDS IDEA Frequently Asked Questions** (FAQs)

## FCDS IDEA User Accounts

**1.) Do I need an FCDS IDEA User Account?**

Yes, anyone accessing IDEA will need an FCDS IDEA User Account.


**2.) How do I create an FCDS IDEA user account?**
Please follow the instructions as listed below:

a. Access the FCDS IDEA Requirements page at
   http://fcds.med.miami.edu/inc/idea.shtml#
b. Click '**Create new FCDS IDEA account**'
c. The 'User Type Identification Screen' appears
d. Select user role appropriate for your user account
e. Click Continue
f. The 'Create FCDS User Account' screen appears - (**all fields with an \* are required**)
   a. Create a password (select **?** criteria)
   b. Re-enter the password to verify
   c. Enter your email address
      i. **Email address cannot be used with any other IDEA User Account**
      ii. **Email address is required to receive your user information**
   d. Re-enter your email address to verify
   e. Select security question and answer
   f. Complete demographic information
      i. Name
      ii. Complete mailing address
      iii. Phone number/ Fax/ Alternate number
   g. Verify your entries before clicking submit.
      i. Once you click **Submit** an e-mail is generated and sent to your e-mail address.
      ii. This email includes your assigned **User ID** and activation information.
      iii. **You MUST respond to activate the user account.**
g. Click on the link within the email to activate your account
h. The IDEA log-in screen will appear
   a. Input the username provided in email
   b. Input the password you created during your account setup
i. The 'Abstractor Attestation Details' dialog box appears if you chose 'Abstractor' as your role.
   a. *Read the Abstractor Attestation dialog box carefully before checking the I Certify box.*
   b. Click **Save** to complete attestation.
j. An "abstractor" will have limited access until an FAA assigns them to a facility.

## <u>FCDS IDEA User Accounts</u>

**3.) What is the procedure for lost or forgotten User ID and/or Password?**

Access the FCDS IDEA website at http://fcds.med.miami.edu

Select the **FCDS IDEA icon** (located to the right of the page)



The FCDS IDEA log-in screen will appear

Click on the **User/Password Reset** button located bottom left of the login window.



The Forgot User Id dialog window will appear



Select either Forgot User ID or Forgot Password

The system will request specific information

Once the correct information is provided an email will be sent for reset.

## FCDS IDEA User Accounts

**4.) Are multiple user accounts required for each facility that I am employed with?**

No, a user may work for multiple facilities from one user account, by supplying specific information to the facility's Facility Access Administrator (FAA).

**5.) How do I renew or update information in my FCDS User Account?**

1. Log into **FCDS IDEA**
2. Go to the '**IDEA User**' menu
3. Select **Account Manager**
4. You can update information as needed (**exception:** User Type)
5. Double click in the box titled '**PASSWORD**' hit backspace and change password.

   - Select the (**?**) icon for the password requirements
   - The password must be changed to renew the user account.
   - Cannot reuse a previous password
   - The renewal is valid for one year from the date of the update.

6. Retype the password in the box titled '**VERIFY PASSWORD**'
7. Click on the '**SUBMIT**' button.
8. The system will give message of successful update to user account.

**NOTE:  System prompts for renewal on each log-in beginning 30 days prior to account expiration.**

**6.) Where can I review my facility access?**

All users can review their facility access in the Access Summary Report by logging into FCDS IDEA, selecting the **'Tools'** menu, and then **'Your Access Summary'** to view the report**.**

Users can also review the following within the Access Summary Report:

   - **Facility Access Status (Per Facility, with Role and Expiration Date)**
   - **Assigned Roles**
   - **User Id**
   - **User Account Expiration Date**
   - **Email address**

## Facility Access Administrator

1. **Which facilities are required to establish a Facility Access Administrator (FAA)?**

   Every Hospital, Ambulatory Care, and Radiation Therapy facility <u>must</u> have an FAA.

   Physicians' Offices and Pathology Labs **DO NOT** require an FAA.

2. **Who can be a Facility Access Administrator (FAA)?**

   The FAA must be an employee of the facility. *Facility personnel such as the Director of Medical Records, Quality Assurance, Office Manager, etc ., can be designated as the FAA.*

   **A CONTRACTOR CANNOT BE THE FAA**.

3. **How do I apply for the FAA role?**

   *\*\*Before registering as a FAA, an FCDS IDEA user account must be established.\*\**

   Log into **IDEA** as usual

   Go to the '**IDEA User**' menu

   Select '**Add Additional Role**'

   Select '**Facility Access Administrator**'

   Click '**add role**'

   Confirm request

   Select the '**File**' menu

   Click '**Close All**'

   The Facility Administrator Application will appear

   Double click on greyed out *Facility* within the Facility table

   Enter the 4-digit FCDS Facility Number

   Select the TAB key (the table will populate with facility's information)

   You will do this for each facility (if they share the same administration)

   Provide the Authorizing Medical Facility Individual Information

   **This information is the person who is approving your designation as the facility's FAA.**

   **Your information cannot substitute for the authorizing individual credentials.**

   Click the process button

   A PDF copy of the Facility Access Administration letter is generated.

   Print letter

   Close only the window containing the letter.

   Verify all documentation has printed

## **Facility Access Administrator**

Click **OK**

A notification message will display.

Copy letter onto facility letterhead

Sign and date where indicated (your name will appear beneath the signature line)

Provide letter to the authorizing personnel to sign and date where indicated.

Fax the letter to FCDS at 305-243-4871.

**\***When the user adds the FAA role, the "**FAA User Role Assignments**" menu appears under the **IDEA User Menu**; however, it will not be active for use until the user's FAA request has been approved.

4. **How do I manage the user role assignments:**

**Management of User Role Assignments - (Initial Set-up)**

Access the **IDEA User** menu

Select **FAA User Role Assignments** menu.

The module opens in the **Assign New User** Tab

Input the user id for the individual

Input the email address associated with their user account

Select the facility by clicking on the down arrow to add the personnel

Select the desired role for user within facility.

Click on **Save** button and you are done.

You may review the status within the **'Revoke/Renew Facility Users'** tab following the renewal of user role assignments instructions.

**Renewal of User Role Assignments:**

If the abstractor is currently associated with the facility, the FAA will only need to renew their access using the '**Revoke/Renew**' tab by doing the following:

Select facility by clicking on the down arrow

All users who currently have access to your facility including yourself will be listed.

The FAA will select **renew** for your current users and **Revoke** for those no longer with your facility.

Click on **Update** and you are done.

The user's role renewal is complete and valid for 6 months.

## FCDS Abstractor Code

1.) **What is an FCDS Abstractor Code?**

The FCDS Abstractor Code is an alpha/numeric code (**2A3**) which certifies the abstractor is an approved State of Florida Abstractor.

Every registrar/abstractor planning to work in the State of Florida is <u>required</u> to obtain an

Individual FCDS Abstractor Code.

2.) **Do I need an FCDS Abstractor Code?**

The FCDS Abstractor Code Requirement has been FCDS Policy for many years and applies to every cancer registrar working in the state of Florida (CTR or non-CTR, Florida resident or out-of-state contractor, regardless of years as an abstractor).

Physician Office personnel are **not required** to have an abstractor code.

Individuals hoping to acquire a _NEW_ FCDS Abstractor Code will need to take the New FCDS Abstractor Code Exam.

Individuals with an _ACTIVE_ (not yet expired) FCDS Abstractor Code will be required to take and pass the FCDS Abstractor Code Renewal Exam once their code has expired.

Individuals with an _EXPIRED_ FCDS Abstractor Code will be required to take the FCDS Abstractor Code Renewal Exam each year in order to keep their FCDS Abstractor Code current and to renew their individual FCDS Abstractor Code, annually.   If an individual's FCDS Abstractor Code has been expired for greater than 365 days, the individual must re-take and pass, the New FCDS Abstractor Code Exam.

## FCDS Abstractor Code

**3.)** **How do I obtain an FCDS Abstractor Code?**

As of January 8th 2013, any individual planning to acquire a **New** FCDS Abstractor Code must take the **FCDS Abstractor Code Exam** and pass with a minimum of (80%).

Abstractors with an **existing** FCDS Abstractor Code must take the FCDS Abstractor Code Renewal Exam and pass with a minimum of (80%). All FCDS Abstractor Codes require annual renewal.

*If unsuccessful you can retake the exam 30 minutes after the first attempt.*
*If unsuccessful on the 2nd attempt the system puts into effect a 7 day wait period thereafter.*

Registration on the FCDS Learning Management System (LMS) is required to take exams.

See Question 5, page 8 - 10 for LMS registration instructions.

***FCDS Abstractor Codes are processed one business day after successful completion of an exam.***

**4.)** **Where can I view my FCDS Abstractor Code status?**

All registrars with an FCDS Abstractor Code can view their FCDS Abstractor Code status within the FCDS IDEA account manager.

To access the account manager, go to the '**IDEA User'** menu,

Select **Account Manage**

The abstractor code information will be listed with expiration date directly below User type.

**5.)** **What is the content within the FCDS Abstractor Code Exams?**

The content of The FCDS Abstractor Code Exam and The FCDS Abstractor Code Renewal Exam are:

- General Abstracting Knowledge
- General Abstracting Rules and Florida-Specific Rules
- Primary Site/Histology/Grade
- Stage at Diagnosis (Collaborative Stage Data Collection System and Site Specific Factors)
- Latest Rule Changes
- Treatment and Survival

## **FCDS Abstractor Code**

**NEW** FCDS Abstractor Code: **FCDS Abstractor Code Exam**

(20 Multiple Choice and True/False questions)

**RENEWAL** of an existing Abstractor Code: **FCDS Abstractor Code Renewal Exam**

(15 Multiple Choice and True/False questions)

**6.) How doI register on the FCDS Learning Management System (LMS):**

- *Registration on the FCDS Learning Management System (LMS) is required to take exams.*
- *When creating your account for the LMS please use the same email address associated with your FCDS IDEA user account.*

To access the FCDS Learning Management System (LMS):

Visit the FCDS Website at http://fcds.med.miami.edu

Select the Education and Training Tab at the top of the page (second tab).
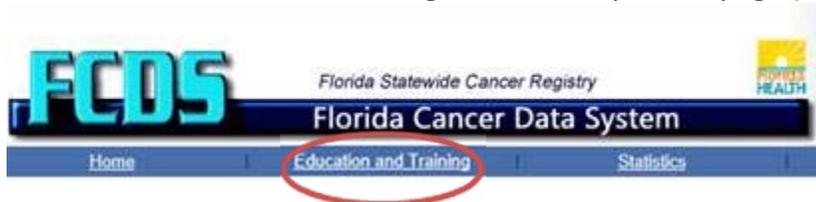


The Education and Training page will appear.

- Select the **Web Training** Tab

## **FCDS Abstractor Code**

Select the **Learning Management** Text



The FCDS LMS site will appear:

Select the **'Create New Account' link** located directly under the login button

# **FCDS Abstractor Code**

The (Login) New Account page will appear:



***Use your FCDS IDEA login information to create your LMS new account***

**If you do not have an FCDS IDEA User Account,** please create an FCDS IDEA account (**please see pg. 1**).

Users accessing the system for the first time **OR** before **09/01/2014** will need to create an account using their current FCDS IDEA account login information.

*If you have established an LMS account prior to creating an FCDS IDEA account; use the LMS account information to establish the FCDS IDEA account.*

You will receive an email confirmation for the LMS registration.

Once you have confirmed the LMS account you can login and proceed with enrollment in the desired course.

**Course Enrollment:**
- Enter course by clicking the course title.
- Click the Enroll button (**Enrol**)
- After you have enrolled in the course the quiz can be access immediately.

## <u>FCDS Abstractor Code</u>

### <u>Quiz Attempts:</u>
- When taking the exams the "check" button can be used to verify your answers.
- If you select the "check" button without supplying an answer, the quiz will automatically record this as an incorrect response.
- Any response following this action will be included in your overall exam results.
- Once you have submitted your quiz you cannot make changes.

### <u>Processing of the FCDS Abstractor Code Exams:</u>
- All exam attempts are process within 24 hours (one business day) with email notification.
- Passing renewal exam attempts will receive a second email with score and expiration date.

The FCDS Learning Management System (LMS) can also be accessed via FCDS IDEA
- Once you are logged in select the Education/FCDS Tools menu
- Then select Learning Management System