

FCDS IDEA Frequently Asked Questions (FAQs)

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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.

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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 center of the login window.

The Forgot My Password dialog window will appear

Select correct button

The system will request specific information

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

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 password change date.
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 log-in beginning 30 days prior to expiration.

Facility Access Administrator

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

Every Hospital, Ambulatory Care, and Radiation Therapy facility must 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.

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Print letter

Close only the window containing the letter.

Verify all documentation has printed

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)

Go to the **IDEA User** menu

Select **FAA User Role Assignments** menu.

Select the **Renew/Revoke Facility** Tab

Select facility you are adding the personnel by clicking on the down arrow

You will see all names for abstractors who currently have access to your facility including yourself.

You will select **renew** for your current users.

Revoke for those no longer with your facility.

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

To Assign NEW User

Select the **Assign New User** Tab

Provide the following in the indicated fields:

- User ID
- Email Address
- Select the facility you are adding the personnel

Select the **Assign** button for the role you would like to assign the user.

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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.
- To assign a user access requires the individuals' user-id and the email address associated with their user account.
- Select the desired role for user within your facility.
- The user's role is now reset for 6 months from date of renewal.

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 required 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.

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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.) 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

NEW FCDS Abstractor Code:

[COURSE 2 - FCDS Abstractor Code Exam](#)

(20 Multiple Choice and True/False questions)

RENEWAL of an existing Abstractor Code:

[COURSE 3 - FCDS Abstractor Code Annual Renewal Exam](#)

(15 Multiple Choice and True/False questions)

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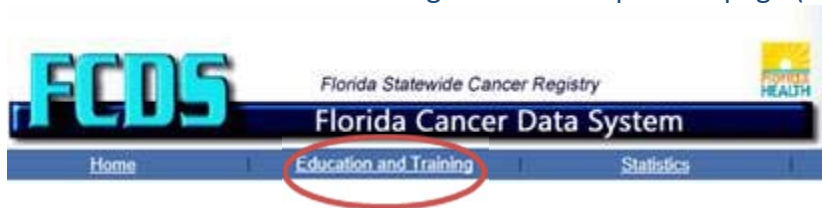
5. How do I register on the FCDS Learning Management System (LMS):

- *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 Web Training tab



Select the Learning Management Icon.

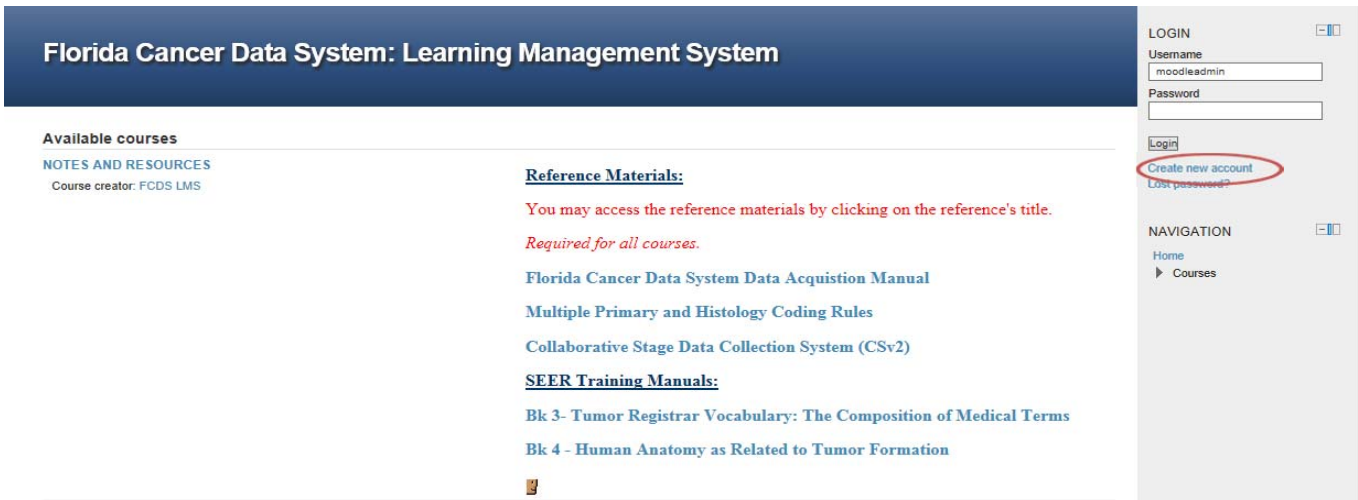
Learning Management System



A New Learning Management System for FCDS

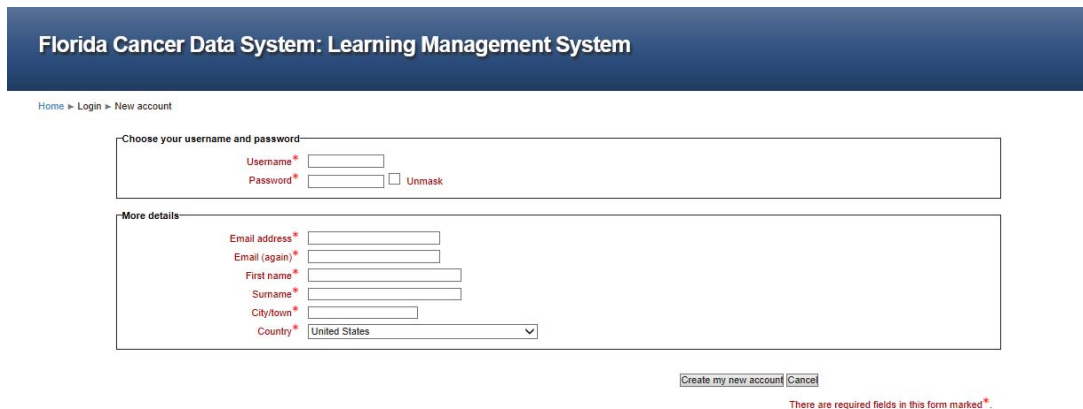
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The FCDS LMS site will appear:



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

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.

Once you have created and confirmed your LMS account; log into the LMS.

Select the desired course by clicking on the course title and then the 'enrol' button.

You will receive a course registration notification email.

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