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# HOW-TO: NAVIGATE THE PORTAL

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**FOR:** Inspectors

**DESCRIPTION:** Overview of common terms, site navigation, and features available to inspectors

**PREREQUISITES:**

- You must be an active FACT Inspector or Inspector Trainee
- You must be assigned as an inspector to an organization that was migrated to the new FACT Accreditation Portal
- Review the following Applicant Training Materials:
  - [How To: Login \(IT.GDE.8.003\)](#)
  - [How To: Navigate the Portal \(IT.GDE.8.004\)](#)
  - [How To: Navigate the Application – Applicant Guide \(IT.GDE.8.005\)](#)

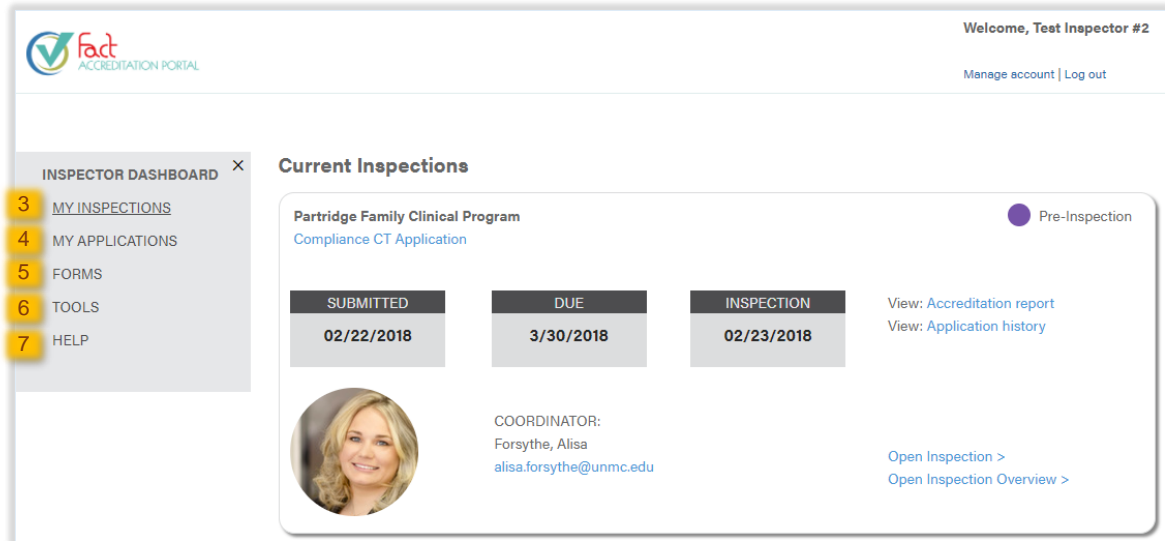
**PROCESS:**

1. Log in to the [FACT Accreditation Portal](#).
2. The Inspector Dashboard displays.

**Left Navigation Pane**

3. **My Inspections** – A list of your assigned applications as an inspector.
4. **My Applications** – A list of your organization’s applications.
5. **\*Forms** – A quick link to the Inspector Evaluation form  
(<https://www.surveymonkey.com/r/FACTInspectorEvaluation>)
6. **\*Tools** – A quick link to the FACT Inspector Area (<http://www.factwebsite.org/inspectorarea/>)
7. **\*Help** – A quick link to inspector training resources (<http://www.factwebsite.org/portal/>)

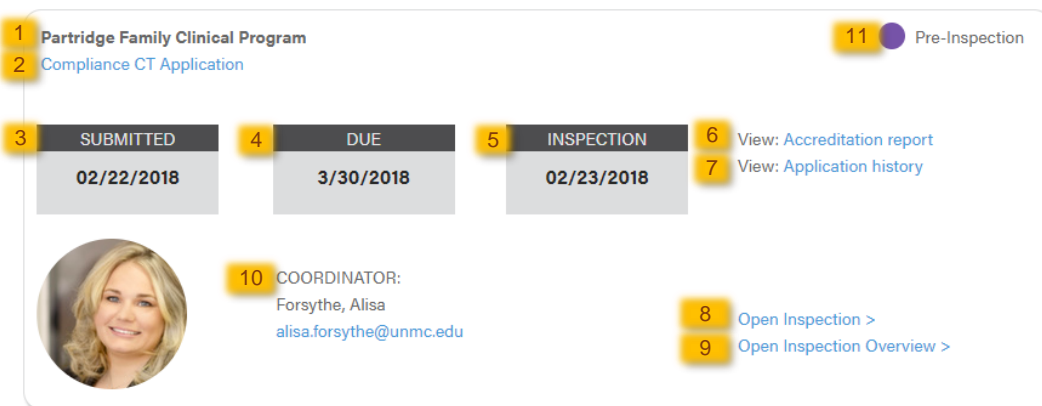
*\*Starred items will open in a new tab.*



The screenshot shows the 'Inspector Dashboard' for 'Test Inspector #2'. On the left is a navigation menu with items 3 through 7: MY INSPECTIONS, MY APPLICATIONS, FORMS, TOOLS, and HELP. The main area is titled 'Current Inspections' and features a card for 'Partridge Family Clinical Program' with a 'Compliance CT Application' link and a 'Pre-Inspection' status indicator. Below this are three columns: 'SUBMITTED' (02/22/2018), 'DUE' (3/30/2018), and 'INSPECTION' (02/23/2018). To the right are links for 'View: Accreditation report' and 'View: Application history'. At the bottom left is a profile picture of Alisa Forsythe, with her name and email (alisa.forsythe@unmc.edu) listed as the 'COORDINATOR'. On the bottom right are links for 'Open Inspection >' and 'Open Inspection Overview >'.

Inspector Dashboard

## Current Inspections



This detailed view of an application tile includes numbered callouts: 1 (Organization Name), 2 (Application Type), 3 (Submitted), 4 (Due), 5 (Inspection), 6 (View: Accreditation report), 7 (View: Application history), 8 (Open Inspection >), 9 (Open Inspection Overview >), 10 (Coordinator: Forsythe, Alisa, alisa.forsythe@unmc.edu), and 11 (Pre-Inspection status indicator).

Inspector Application Tile

|                                    |   |
|------------------------------------|---|
| 1. <b>Organization Name</b>        | The name of the organization being inspected  |
| 2. <b>Application Type</b>         | <i>Compliance</i> – A link to the applicant’s view of the compliance application  |
| 3. <b>Submitted</b>                | Date the application was last submitted to FACT by the applicant  |
| 4. <b>Due</b>                      | Due date for the inspectors to submit their inspection findings   |
| 5. <b>Inspection Date</b>          | The first day of the scheduled inspection   |
| 6. <b>Accreditation Report</b>     | The organization’s current Accreditation Report<br><i>*Available after the Accreditation Committee outcome decision is recorded</i> |
| 7. <b>Application History</b>      | A log of application status changes   |
| 8. <b>Open Inspection</b>          | Access the application to review and enter findings   |
| 9. <b>Open Inspection Overview</b> | Access the form to enter Site Descriptions, Overall Impressions, and submit findings  |
| 10. <b>Coordinator</b>             | FACT staff assigned to the organization being inspected   |
| 11. <b>Application Statuses</b>    |   |

The application's location in the accreditation workflow:

- |                            |   |
|----------------------------|---|
| • RFI                      | FACT has returned the application to the applicant with one or more "Requests for Information" (RFIs) |
| • Pre-Inspection           | Inspection Team has been assigned and the inspection date is set                                      |
| • Under Inspection         | Inspection is in progress   |
| • Pending Committee Review | The application is pending Accreditation Committee review   |
| • Post Committee RFI       | The Committee requested additional information  |
| • Complete                 | The application is complete. No further action required at this time.                                 |

## RECOMMENDED TUTORIAL:

- [How To: Review an Application – Inspector Guide \(IT.GDE.8.027\)](#)