

Version 1, February 2021

NEW
iDEAS

**Imaging Dementia—Evidence
For Amyloid Scanning**

***Practice and Staff Registration for
Referring Dementia Practices***



alzheimer's  association®

800.272.3900 | alz.org®

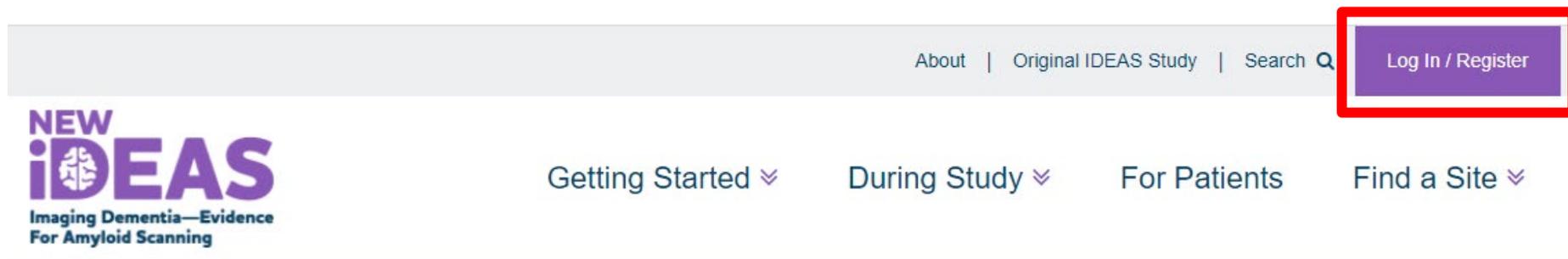
Important Portal Information

Link to portal:

<https://app.ideas-study.org/>

Processed via a secure, role-based online application with a two-factor authentication system (Okta)

- Each user is required to have his/her own username/password and current e-mail address for access and receipt of notifications/alerts.
- Passwords must be changed every 90 days.
- Physicians must complete their own data entry



Registration Overview

- Registration should only be completed if your practice was invited to the New IDEAS study by ACR staff.
- Practice registration is **one time event to be completed by the practice administrator** (overall access).
- **Each user is required to have his/her own username/password and current e-mail address** for access and receipt of notifications/alerts.

User Role Information

- A user may have multiple roles in the study portal.

*All practices must have an assigned Practice Administrator, Dementia Specialist and a Practice Finance User

Practice Administrator*	Dementia Specialist*	Practice Finance User*	Practice Registrar
<ul style="list-style-type: none"> - Automatically assigned to the person who initially submits the pre-registration form. - Has complete administrative functionality in the New IDEAS portal. - Responsible for administrative duties associated with practice registration and adding site staff profile accounts - Has view access to all case report forms and edit/submission access to all forms <i>except</i> pre- and post-PET form. 	<ul style="list-style-type: none"> - Has view, edit and submission access to all case report forms. - Only user role that has edit and submission access to pre- and post-PET forms. 	<ul style="list-style-type: none"> - Only user role that has access to the practice's finance portal" - Responsible for submission of banking information - Does not have any access to patient case report forms 	<ul style="list-style-type: none"> - Has view access to all case report forms and edit/submission access to all forms <i>except</i> pre- and post-PET form.

Practice Registration Tutorial

Link to portal:
<https://app.ideas-study.org/>

I do not have an
ACR ID

Create your ACR ID

Click here to create your ACR ID

Create

- Create your ACR ID profile.
- You will receive an email link.
- Follow slides Administrator Login Instructions

I already registered
for New IDEAS

Log in with your ACR ID

Click here to log in with your ACR ID

Log in

Administrator Login Instructions

ACR

Create Account

Email *

Password *

First name *

Last name *

Secondary email *

Phone number

Institution Name

Institution Address

Department

* Indicates required field

Register

1. Create your account and click “Register.”
2. Locate the ‘Welcome to ACR ID’ email in the email inbox you used to register and follow the one-time link to activate your account. Simply clicking on this link will activate your account (Note: check spam folder).
3. Return to the application’s [home page](#), and click “Login with your ACR ID” (purple Login button).
4. Type in your username (email address used to create ACR ID).
5. Set up Okta (two-factor authentication).
6. Return to the login portal and login with username and two-factor authentication.

Note: You will have to utilize a ‘multifactor authentication’ mechanism to log in each time. This is for security purposes.

Administrator Login Instructions, continued

**NEW
iDEAS**
Imaging Dementia—Evidence
For Amyloid Scanning

Welcome to the New IDEAS Study Registration Portal!

Welcome to the New IDEAS Study Registration Home page for Referring Physicians Practice and PET Facilities. Prospective study sites and imaging centers may submit required information to register for the New IDEAS—Study.

If you have not registered with the New IDEAS Study, click the appropriate link below to begin the process.

If you would like more information regarding the registration process and study requirements, click "Referring Physician" or "PET Facility" to be redirected to the applicable New IDEAS web pages to facilitate your successful participation in the Study.

Referring Physician Practice
Click here to begin the registration process to join the New IDEAS Study as a Referring Physician. Individual participating physicians should be registered by an administrator once the practice has been registered.
[Register](#)

PET Facilities
click here to begin the registration process to join the New IDEAS Study as a PET Facility
[Register](#)

Select “Register”

Pre-Registration Form

The screenshot shows the top navigation bar of the New IDEAS Study website. On the left is the logo for 'NEW IDEAS Imaging Dementia—Evidence For Amyloid Scanning'. In the center are two menu items: 'Data Collection' and 'Practice Management'. On the right is a user profile dropdown menu for 'Dementia Specialist' with options: 'Change Profile', 'Physician Profile', 'Register PET Facility', 'Register Practice' (highlighted in yellow), and 'Log Out'.

New IDEAS Study Dementia Specialist Practice Pre-Registration Form

Fill out the Pre-Registration Form and click “Next.”

Thank you for your interest in participating in the New IDEAS Study.

Each Dementia Specialist Practice applying to participate in the New IDEAS Study must complete this web-based *Pre-Registration Form* to receive a unique 4-digit *Practice Number* and to set up a *Practice Administrator User ID*. The *Practice Administrator* will then be able to complete the full *Registration Form*. As a reminder, a **dementia specialist** is defined in the New IDEAS Study protocol (in accordance with the Appropriate Use Criteria for Amyloid PET) as a self-identified physician trained and board-certified in neurology, psychiatry, or geriatric medicine who devotes a substantial proportion ($\geq 25\%$) of patient contact time to the evaluation and care of adults with acquired cognitive impairment or dementia. Each participating dementia specialist Practice will enter into a contractual agreement with the ACR that will ensure eligibility and facilitate payment for submitted data.

Enter the full name of your Dementia Practice.

Name of Dementia Specialist Practice

Nature of Practice

Practice Contact Person

This person will become the Practice Administrator, and the official contact person for the New IDEAS Study.

First name

Dementia

Last name

Specialist

Email Address

bux39899@cuoly.com

Registration Form Overview

- **Your practice will need to provide the following information for each participating Dementia Specialist (referring physician):**
 - Name, National Provider Identifier (NPI) number, and Board and Subspecialty Certification. In addition, you will need the full mailing address and phone number for each PET facility to which you plan to refer study subjects.
- **Once registered, you will be able to return to the Registration Form and upload the following documents (pdf format only)**
 - ✓ Initial IRB approval letter
 - ✓ Sample patient informed consent to be used at your practice.
 - ✓ Human Subject Protection Certification for Dementia Specialists.

Registration Form Example

Dementia Specialist Practice Registration Form

Please complete this form to register your site for the New IDEAS Study.

Your site will need to provide the following information for each participating Dementia Specialist (referring physician): Name, National Provider Identifier (NPI) number, and Board and Subspecialty Certification. In addition, you will need the full mailing address and phone number for each PET facility to which you plan to refer study subjects.

Once registered, you will be able to return to this section and upload the following documents (pdf format only)

- Initial IRB approval letter
- Sample patient informed consent to be used at your site.

The IRB of record for this study is Advarra. Each site must register with Advarra and receive study approval. Step by step instructions on how to register, submit, and receive approval can be found on the [IRB page](#) of the study website.

Dementia Specialist Practice ID# 6990

This is your 4-digit practice ID that is linked to your registration.

Add Physicians and Practice Staff

Step 1. Select the type of user you want to add (e.g. Dementia Specialist, Registrar)

Step 2. Enter personal information for the new user.

Step 3. An automated email will be sent to the email address entered for that user.

Step 4. Instruct your team member to click on the link they receive in their email to activate their account (Note: Check SPAM folders).

Dementia Specialists *

Upon submission of this form, an account will be created for each Dementia Specialist at your site. The login credentials will be emailed to the physician.

PLEASE NOTE: THE PHYSICIAN IS REQUIRED TO LOGIN AND CREATE AN ACCOUNT PRIOR TO SITE APPROVAL

Add Physician

Registrars

A dementia specialist (physician) may delegate the consent and registration of the subject to a coordinator or similar person. Please list below.

Last Name	First Name	E-mail	User Type
Specialist	Dementia	bux39899@cuoly.com	Practice Administrator

Add Registrar

To which PET facilities does your Practice plan to refer patients for brain amyloid-PET imaging? *

Dementia Specialist

Personal Information

First Name

Last Name

NPI

E-mail

Unique email address for every user

Confirm e-mail

Automated Email Example

Subject Line: New IDEAS-Study Dementia Specialist Registration Confirmation

Practice Name: <practice name>

Practice ID#: <practice ID>

Your Site Administrator has registered you as a Dementia Specialist for the New IDEAS Study

The New IDEAS (Imaging Dementia—Evidence for Amyloid Scanning) Study is managed by the American College of Radiology and thus requires an ACR ID (username) to access the recently upgraded database.

Please read the following instructions before clicking on the study link below.

All users, including users with existing ACR IDs, need to sign up for a new ACR account to access the New IDEAS portal. Existing IDs do not work for the New IDEAS study. Click on “Sign up”, then fill out the necessary information. Upon submission, you will be sent another automatic email to ‘verify’ your ACR ID. Do so by clicking the link in that email and login to the New IDEAS portal. To access the study portal at any time, navigate to the [study website](#) and click “Login” in the top right-hand corner.

Once logged in you should see your name in the top right corner. **Do not re-register your practice.** This has already been done. Instead, click on your name then click ‘physician profile’. You will also be prompted to confirm your Board and Subspecialty certification, answer a few questions about your practice and upload a Human Subject Protection Course Completion Certificate. Click submit and wait to be approved by the ACR.

To access your site’s registration page, click ‘Practice Management’ along the top.

Note: the link below must be used in order to connect your account to the correct site. This link expires after 10 days. Once expired, your site administrator will have to re-issue the link from their account.

To log in to New IDEAS please access the following secure New IDEAS link and complete the steps outlined above: <secure link>

We look forward to working with your site on the New IDEAS Study!

Best Regards,
The New IDEAS-Study Team

[IDEAS-Study.org](https://www.ideas-study.org)

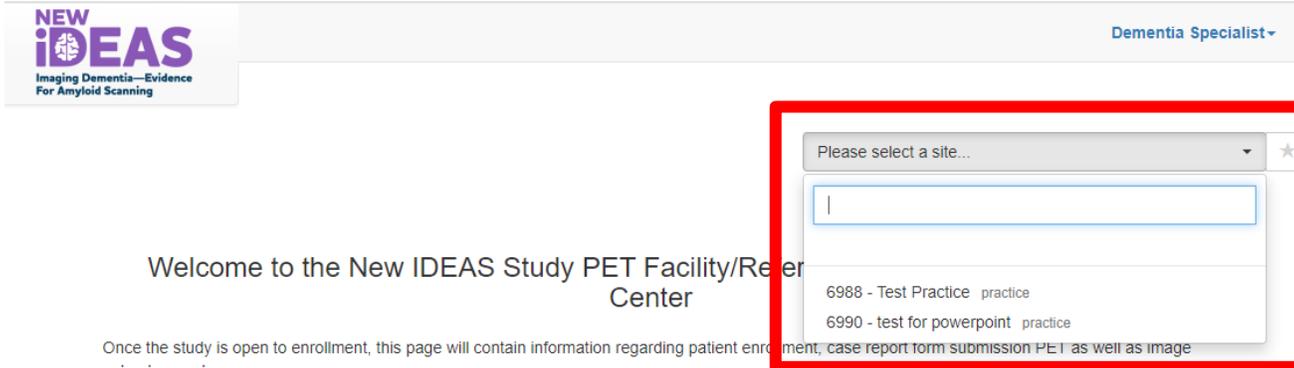


Complete the Physician Profile

Every Dementia Specialist added to the portal will need to:

1. Click on the login link in the automatically generated email from the New IDEAS portal.
2. Create a **new** ACR ID with a unique email address and set up two-factor authentication.
3. Exit the ACR website and then login to the New IDEAS portal at <https://app.ideas-study.org/>
4. Use the site selection drop-down menu to select your site.
5. Click on their name in the top right-hand corner and select “Physician Profile”
6. Complete the following sections:
 - ✓ Personal information
 - ✓ Upload Human Subject Protection Course Completion Certificate
 - ✓ Principal Investigator designation
 - ✓ Board and Subspecialty Certification(s)
 - ✓ Patient Contact Time questions
7. Review responses and Click “Submit.”
8. A member of the New IDEAS Team will review and approve the Dementia Specialist.

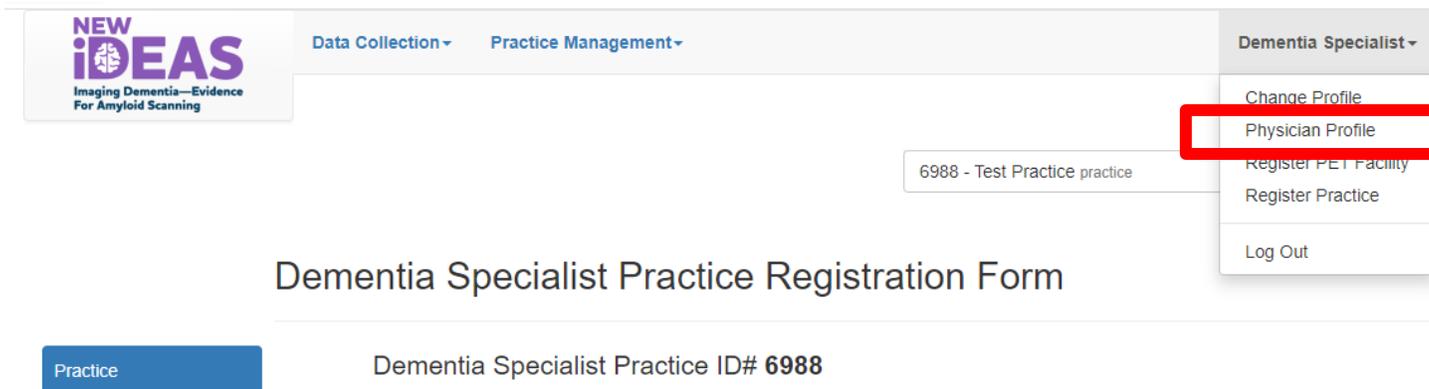
Complete Physician Profile Example



The screenshot shows the NEW IDEAS website header with the logo on the left and a navigation bar on the right containing "Dementia Specialist" with a dropdown arrow. Below the header, a dropdown menu is open, displaying a search box and two options: "6988 - Test Practice practice" and "6990 - test for powerpoint practice". The dropdown menu is highlighted with a red border. The main content area below the dropdown contains a welcome message and a note about patient enrollment information.

For Physician's working with **more than one** practice:

- Select the site (practice name) that you are affiliated with.



The screenshot shows the NEW IDEAS website header with the logo on the left and a navigation bar on the right containing "Data Collection", "Practice Management", and "Dementia Specialist" with a dropdown arrow. Below the header, a dropdown menu is open, displaying five options: "Change Profile", "Physician Profile", "Register PET Facility", "Register Practice", and "Log Out". The "Physician Profile" option is highlighted with a red border. The main content area below the dropdown contains the text "Dementia Specialist Practice Registration Form" and a button labeled "Practice".

Use the drop down menu under "Dementia Specialist" (your name) to select "**Physician Profile**"

Upload Human Subject Protection Training

All Dementia Experts are required to complete the CITI Training “Human Subject Research- Basic”

- <https://about.citiprogram.org/en/series/human-subjects-research-hsr/>
- Upload Course Certificate to Physician Profile

HUMAN SUBJECT PROTECTION COURSE COMPLETION CERTIFICATE (return here when ready to upload)

Each referring dementia site user (staff and physician) will be **required** to upload documentation of Human Subject Protection training. If a user does not already have a certificate ready for upload, a link to the Human Subject Protection course is available at <https://about.citiprogram.org/en/series/human-subjects-research-hsr/>. Users may affiliate with the American College of Radiology during their CITI registration process in order to complete the “Human Subject Research – Basic” course, free of charge.

Upload Human Subject Protection course certificate (allowed file extension: pdf, max file size: 10Mb)

Check Physician Status

Dementia Specialists

Practice + Filter

Registrars

Physicians [+ Add New Physician](#)

Facilities

Active	Status	Last Name	First Name	NPI	E-mail	
Active	Approved	Specialist 1		1558444216	bux39899@cuol...	Edit User
Active	Incomplete	Specialist 2		1558444217	xexahep693@e...	Edit User

- Uploaded human subject protection training.
- Approved by study team.
- Status is "Approved"

Specialist 1



- May not have activated ACR ID.
- May not have added human subject protection training
- May not have submitted physician profile
- Has not been approved.
- Status is "Incomplete"

Specialist 2



Practice Activation Requirements

The New IDEAS Operations Team at ACR will officially activate your site when you complete the following tasks:

- ✓ Complete the New IDEAS Referring Physician Site Agreement
- ✓ Upload appropriate documents that have received IRB approval
- ✓ Referring physicians are approved by the New IDEAS Operations Team

ACR Staff Only

New IDEAS Referring Physician Site Agreement

IRB Approved

Dementia Specialist Approved

Practice Approval Yes No

Original IRB
Approval Date

IRB Expiration
Date

Site Withdrawal
Date

Site is terminated

Update

Cancel

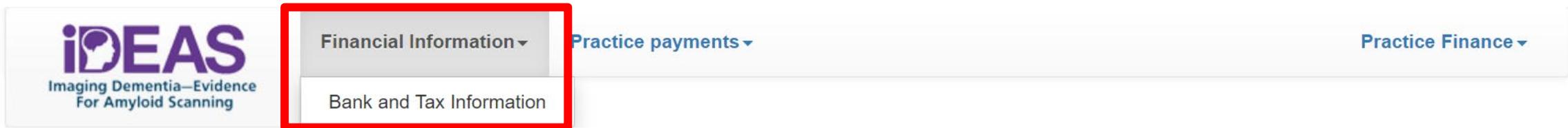
Protocol Reminder for Practice Activation

Your practice is only active for recruitment and enrollment **AFTER** you receive approval from the New IDEAS Study Team.

- Your practice administrator will receive an email notification when an ACR New IDEAS study staff member has activated your site practice.

Finance Portal: Add Financial Information

- After logging in to the New IDEAS portal, Finance Users should select the “**Financial Information**” Tab, and select “**Bank and Tax information**”
- Bank and Tax Information Overview:
 - Bank Detail
 - W9 Request for Taxpayer Identification Number and Certification
 - Part 1 Taxpayer Identification Number
 - Part 2 Certification
 - Name of Institutional Official
 - Name of Person Submitting Form



Finance Portal: View Practice Payments

- Practice Finance Users can access practice payments at any time via the “Practice Payments” Tab.
- Select “Payment Report” to view list of payments by case number or download a pdf or excel report of payments.

The screenshot shows the IDEAS Finance Portal interface. At the top left is the IDEAS logo with the tagline "Imaging Dementia—Evidence For Amyloid Scanning". To the right of the logo is a navigation bar with "Financial Information" and "Practice Finance" dropdown menus. The "Practice payments" dropdown menu is open, showing "Payment Report" as the selected option. Below the navigation bar, the "Payment Report" section is visible, featuring a filter button and a table. The table has columns for "Case #", "Date Received", "Referring Physician", "Amount", and "Transaction Date". The table is currently empty, displaying the message "There are no items to display". A red box highlights the "Payment Report" button in the navigation bar, and another red box highlights the download icons (PDF and Excel) in the table area.

Payment Report

Payment Report + Filter

Case # Date Received Referring Physician Amount Transaction Date

There are no items to display

Click on the icon to download Payment Report (PDF or Excel)

Version 1, February 2021



**Imaging Dementia—Evidence
For Amyloid Scanning**

New IDEAS Operations Team

ACR Center for Research and Innovation

newideas@acr.org

215-574-3150 ext. 4156



alzheimer's  association®

800.272.3900 | alz.org®