LEAD Navigation Tutorial

Contents

Getting Started

Logging into LEAD

To enter LEAD from ABFAS's website, click the **Access LEAD Site** button at the top of the ABFAS homepage. Log in using your ABFAS username and password. You can also access the site through quarterly emailed reminders. The site will redirect you to the LEAD Diplomate site. ABFAS has
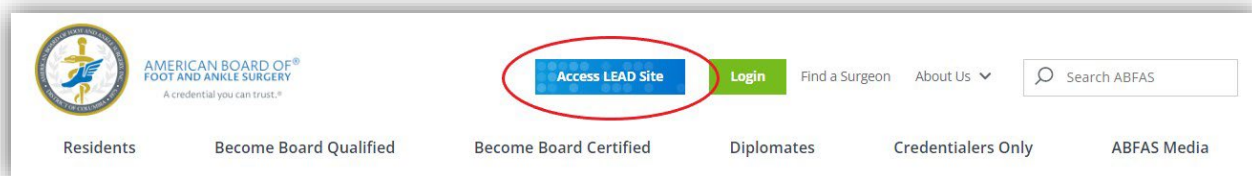
partnered with Learnswell, a precision learning software platform, to deliver the LEAD assessment.

Note: The LEAD Diplomate site only supports Google Chrome and Apple Safari browsers. Please ensure your browser is up to date. If you experience issues when logging into LEAD, please see the login troubleshooting instructions.

Upon initial login, the site will prompt you to read and accept the LEAD Code of Conduct before you can access your LEAD dashboard and the assessment.

Selecting a Focus Area

Before you start each quarter, the system will prompt you to select a focus area to tailor your LEAD questions to content relevant to your practice or interest.

The four focus areas are: General Foot and Ankle Concepts, Diabetic Limb Salvage, Trauma, or Reconstruction. After selecting, click **Save**.

Note: Once you select a focus area, you cannot make changes until the next quarter.
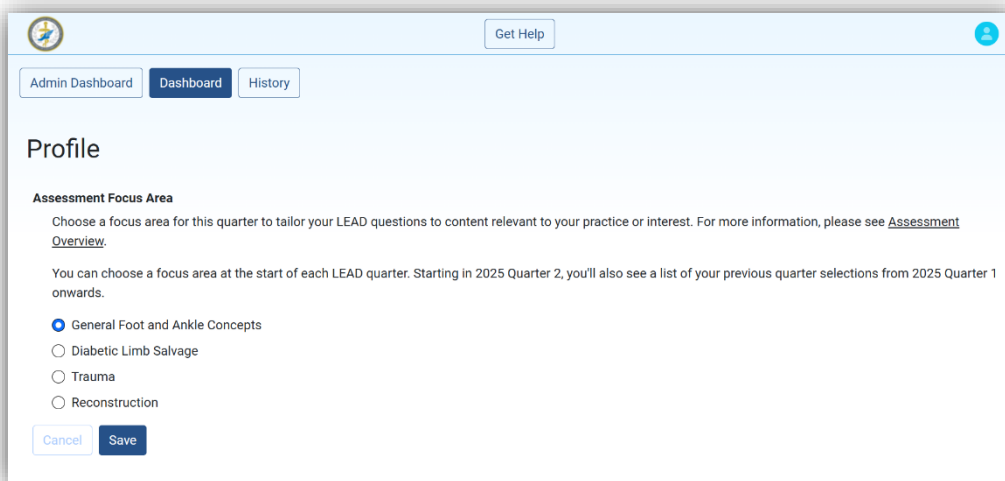
Understanding your LEAD Dashboard

Your LEAD dashboard provides detailed information about your progress through the LEAD assessment, including performance status, participation requirements, and cycle dates. You can also access your assessment history and the user menu from your dashboard.
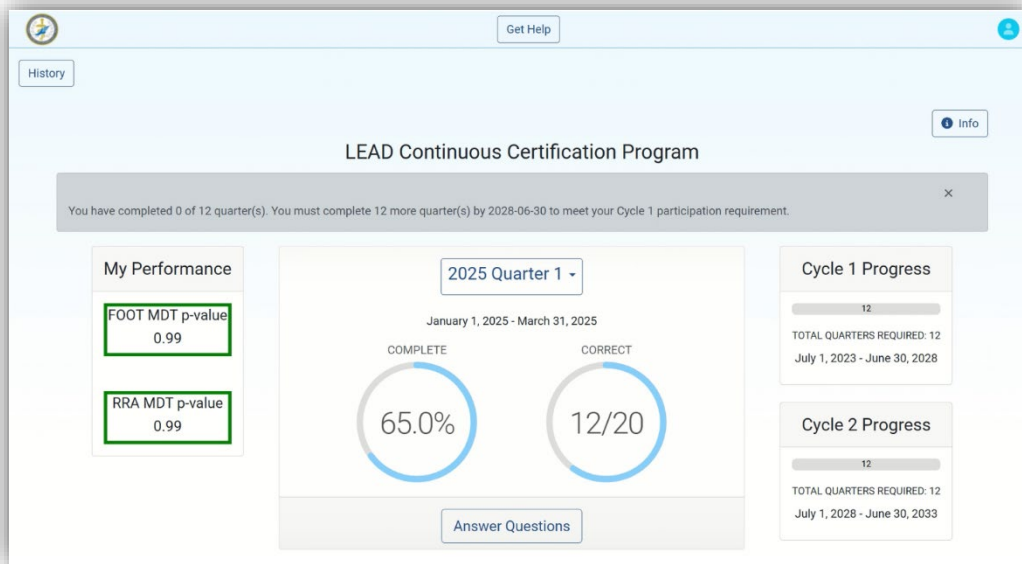
Progress Tracking

LEAD Performance (MDT p-value)

On the left side of the dashboard, you will see your MDT p-value for Foot Surgery (and for RRA Surgery if you hold that certification). Your p-value will appear in a green box if you are at or above the MDT p-value standard and in a red box if you are below the standard.
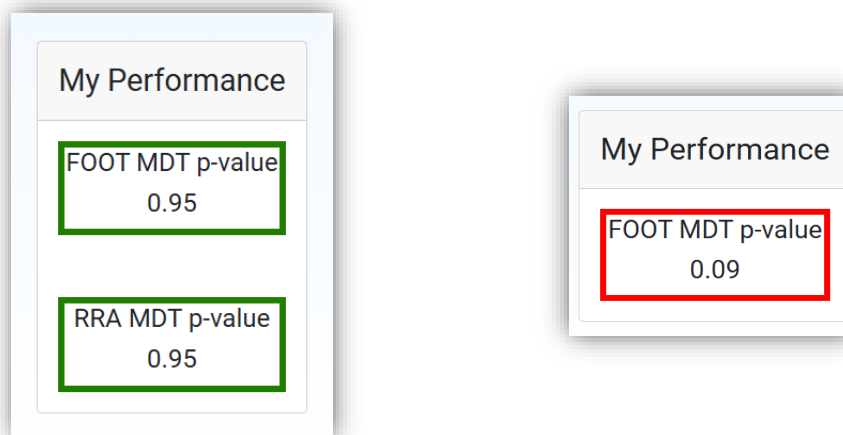
Quarter Progress

In the center of your dashboard, you will see the quarter card showing your progress for the current quarter and the quarter's timeframe. The information within this card will update as you progress through the quarter.

Click **Answer Questions** to access and complete questions for the current quarter.

Click the quarter title to view a dropdown list of all past LEAD quarters. For each quarter, the card displays:
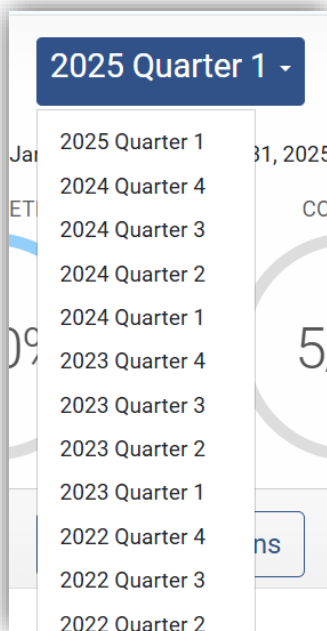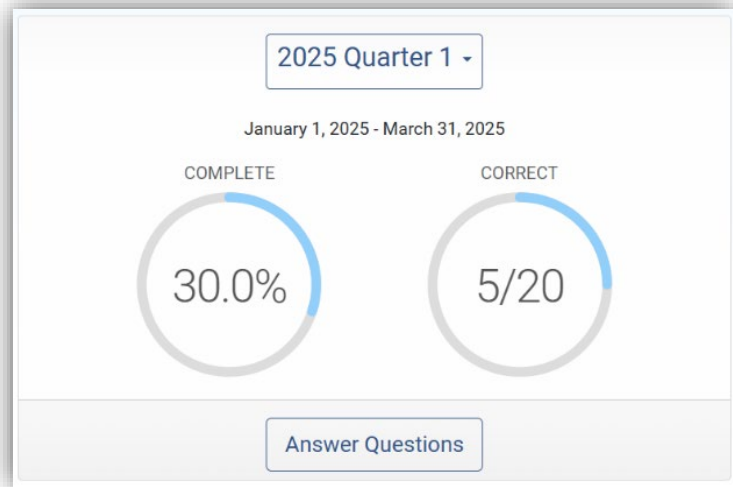
- **COMPLETE** (on the left) shows you the percentage of the quarter you completed for the quarter.

- **CORRECT** (on the right) shows you the total number of correct answers you submitted out of the total number of questions for the quarter.

The button at the bottom of the card will say **Answer Questions** for the current quarter if you have unanswered questions remaining, **History** if you have answered some or all questions in the selected quarter, or **No Action Available** if you did not complete any questions in a selected past quarter.

Important: You can only answer questions within a quarter's timeframe. Once a quarter closes, you will not be able to complete any unanswered questions.

Participation Tracker

On the right, you will see your number of completed quarters out of the total number of required quarters for each LEAD cycle and each LEAD cycles' start and end date. A quarter is complete if you answer all 20 questions in that quarter.
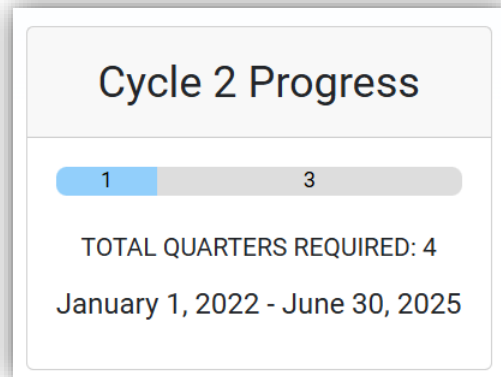
Status Banners

The dashboard will also display status updates to help you better understand and track your progress throughout your 10-year certification cycle. Pay close attention to these notifications as they will alert you if you are behind your participation requirements or if you are not meeting the performance standard.

Cycle 2 Progress

1	3

TOTAL QUARTERS REQUIRED: 4

January 1, 2022 - June 30, 2025

MDT Graph

At the bottom of your dashboard, the MDT graph displays trends in your MDT p-value based on the last 120 questions answered, indicated by a blue line. If you hold certification in RRA surgery, you will also see a separate RRA graph. The purple dotted line represents the minimum MDT p-value required to meet the performance criteria and the green line represents the aggregate peer MDT average.
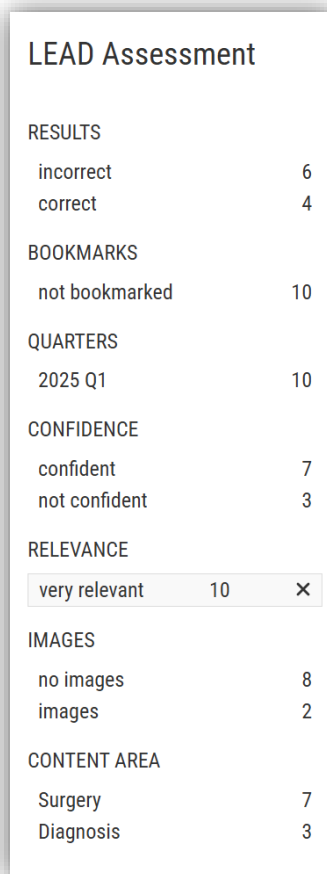
Foot MDT Performance

Legend: MDT for **Foot** — Minimum required MDT — Peer MDT
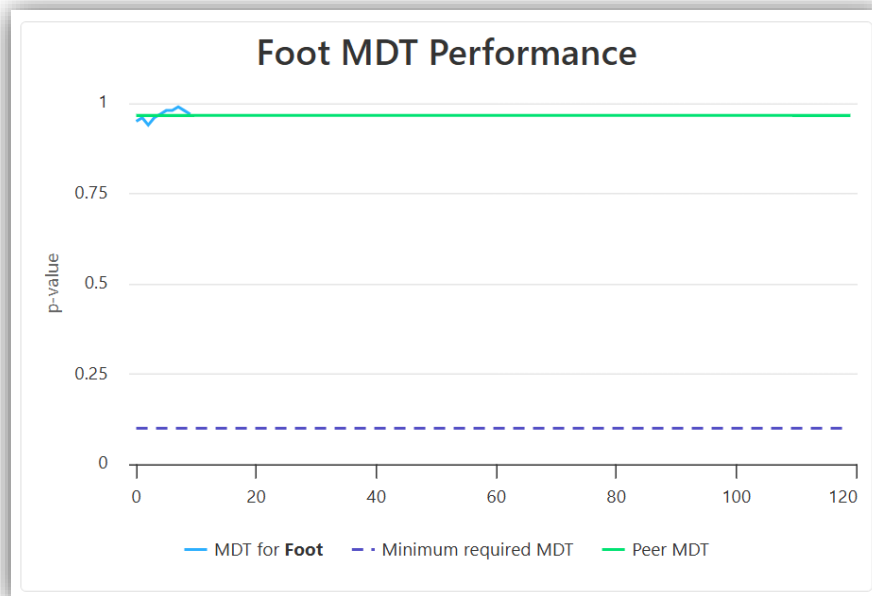
History Page

The History page allows you to view all questions you have completed in the assessment. Please note that a question is "complete" under any one of these three circumstances:

1. you submitted an answer.
2. you did not submit an answer before the timer reached 0:00.
3. you left an unanswered question without submitting an answer.

To access your LEAD History, click the **History** button at the top left of your LEAD dashboard. You can also select a specific quarter from the Quarter dropdown and click the **History** button at the bottom of the card.

LEAD Assessment

RESULTS
incorrect   6
correct   4

BOOKMARKS
not bookmarked   10

QUARTERS
2025 Q1   10

CONFIDENCE
confident   7
not confident   3

RELEVANCE
very relevant   10   ✕

IMAGES
no images   8
images   2

CONTENT AREA
Surgery   7
Diagnosis   3

Filters

On the left side panel of the History page, filters allow you to narrow the list of completed questions on each page; these filters are deselected by default. Click an option to set the filter. To deselect the filter, click it a second time or click the **X** to the right of the filter.

The History page displays questions you answered, answer options, the correct answer, and your submitted answer. You will also see the date and time you answered each question; timestamps reflect your time zone. The questions are in chronological order. Each page shows ten questions.

Notes: If the question contains an image, you can click and hold on the image to enlarge it for a better view.

Click **Rationale** below each question to see the question's rationale and references. Click the **X** at the top right of the History page to return to your LEAD Dashboard.

The User Menu

This menu located in the top right corner of the page displays:

- **Your ABFAS ID**
- **User Profile:** This page displays your Focus Area selection for the current quarter and previous quarter selections.
- **DPM Portal:** Click this link to return to your ABFAS profile. To fully log out of the assessment, you must log out of your ABFAS profile and close both windows.

**Note:** This menu is not available when you are viewing content and answering assessment questions.
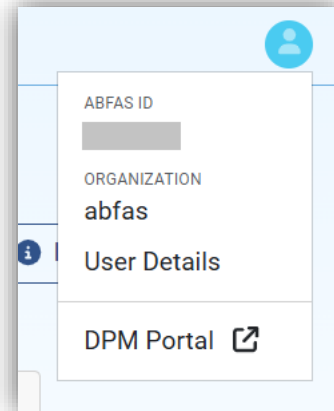
Taking the LEAD Assessment

Answering Questions

Warning Messages

A warning message appears at the start of each session to alert you that the question is timed and that you need to rate confidence and relevance and then click **Submit** for the system to record your answer.

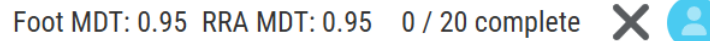When you are ready to view the question, click **Yes, Start**. If you are not ready, click **No, Go back**.
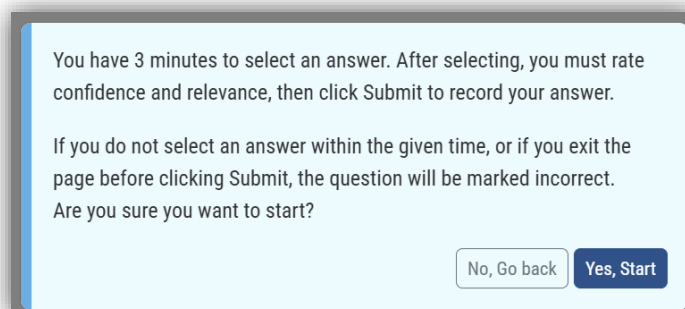
Once you click **Yes, Start**, the system will display the questions and answer options, and the timer will begin to count down.

Enlarging Images

To zoom in on an image, click and hold the image. Click on a specific area of the image to zoom into that area.

Progress Bar

The progress bar at the top right corner of the screen will show your calculated p-values for Foot (and RRA, if you hold that certification) along with a question counter.

Foot MDT: 0.95   RRA MDT: 0.95   0 / 20 complete   ✕ 👤

Selecting Answers

Click an answer to select it. To change your selected answer, click a different answer. You can change the selected answer up until the timer reaches (0.00).

The Timer

If you do not select an answer to a question within the time allotted and the timer reaches zero (0:00), the system will alert you and record the question as incorrect. At this point, you cannot submit an answer. Click **Confirm** to close the alert box; the system will show the correct answer and display the rationale and references for the question.
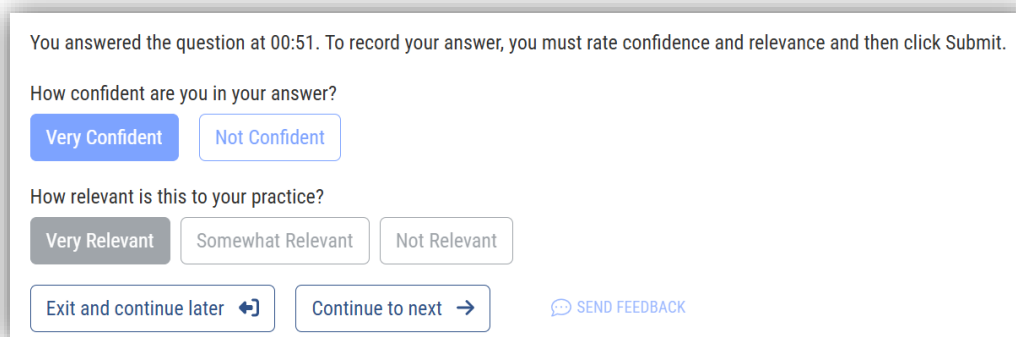
Submitting Answers

After selecting your answer, the system will present you with two required prompts: Confidence and Relevance. Once both are answered, you must click **Submit** for the system to record your answer.

Important: You must rate your confidence and relevance <u>AND</u> then click Submit for the system to record your answer. *If you leave the page before clicking **Submit**, the system will mark the question as incorrect.*

After this, the system will show you whether your answer was correct or incorrect and display the rationale and references for the question. Your confidence and relevance responses do not affect your MDT score or quarter completion.

You answered the question at 00:51. To record your answer, you must rate confidence and relevance and then click Submit.

How confident are you in your answer?

[Very Confident]   [Not Confident]

How relevant is this to your practice?

[Very Relevant]   [Somewhat Relevant]   [Not Relevant]

[Exit and continue later ◄]   [Continue to next →]   💬 SEND FEEDBACK

Exiting Unanswered Questions

If you click the **X** button in the top right corner of the page without submitting your answer, the system will display a warning alert letting you know that exiting without submitting an answer to the question will result in the system recording the question as incorrect.

Click **No, Continue** to return to the unanswered question and submit your answer.

Click **Yes, Leave** to return to the assessment homepage and the system will record the question as incorrect.

Questions You Have Answered

Once you have submitted an answer (or the timer reaches 0:00), the system will record the question as complete. When a question is complete, you can view the rationale for the correct answer and references.

Note: If references contain hyperlinks, they will open in a new tab in your browser window.

Engagement Buttons

Bookmark button: Above each question, you will see a star icon. Click this button to add the question to your bookmark filter. To remove the question from your bookmark list, click the star icon again.

Send Feedback: After submitting a question, click **Send Feedback** to share feedback with ABFAS about the question. The form will open in a new tab; select the feedback type, add your comments to the text area, and click **Submit**. Once you click **Submit**, the tab will close, and you can return to the assessment to continue answering questions.

Exiting After Answering

The system does not require you to answer all 20 questions in one sitting; you can access questions anytime within the quarter's timeframe. After submitting a question, click the **Exit and Continue Later** button in the bottom left corner of the page.

> **Important:** *If you encounter any issues with the process of answering questions, please report the issue by reaching out to lead@abfas.org. Do not continue to answer questions using the same device or network until the issue is resolved.*

When Quarters End

A quarter ends when:

1. you have submitted an answer for all 20 questions within the quarter.
2. the end date for the quarter has passed.

In the first scenario, once you complete a quarter, the system will prompt you to complete a brief, _optional_ survey about your experience. Click the link to open the survey in a new tab.

In the second scenario, once the end date of a quarter has passed, the system will lock the quarter, regardless of how much progress you have made, and you will not be able to access that quarter's questions.

What's Next?

You should now have a basic understanding of how to navigate the LEAD site and what to expect when you begin the LEAD Assessment.

When you are ready, log into LEAD with your ABFAS username and password and click **Answer Questions** to access the current quarter assessment. **Good luck!**