



# New PARS Activity Statuses

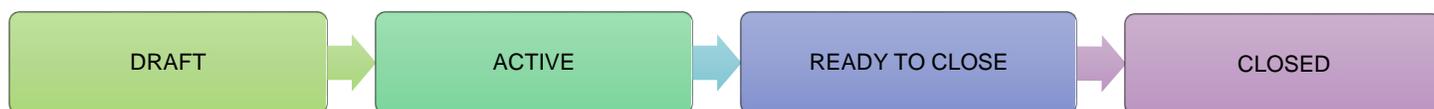
## *Overview and definitions*

With the release of the new Program and Activity Reporting System, we removed the reporting year field and introduced new activity statuses. In the previous system, activities were either open or closed. There are now four activity statuses: draft, active, ready to close, and closed. This guide explains how activities flow in PARS and what information is required for each status.

### **Activity Flow**

Some accredited providers wait to enter all of their activity information at the end of the reporting year, in advance of the year-end reporting deadline. Accredited providers that register activities for Maintenance of Certification/Continuing Certification (MOC/CC) credit are familiar with the process of entering activities in PARS before (or as) the activities are made available to learners.

With the new PARS, you can promote all your CME activities in [CME Passport](#) and you can report learner credit for all of your CME activities. We encourage you to enter your activities in PARS as they become available to learners, so you can take advantage of those new benefits. When you do that, your activities will generally follow the status flow shown below.



### **What do the different statuses mean?**

**DRAFT:** A draft activity is an activity that is not yet available to learners, or you have not entered enough information in PARS for the activity to be considered active. PARS assigns the draft status. You do not have to set it.

**ACTIVE:** As long as the end date of the activity has not passed and you have entered all fields, PARS automatically moves the activity to active status. You do not need to set the status as active.

**READY TO CLOSE:** Once the end date of an activity has passed, and you have entered all fields, PARS automatically changes the activity status to ready to close. You do not need set the status as ready to close. At this point, you can enter your final total learner counts, provide any final details about commercial support (if applicable), and close your activity.

**CLOSED:** Once you have completed all required fields and updated your total learner counts, **you will need to change the status of your activities to closed.** PARS does not do this since it cannot determine when your learner counts and other details are final. You will be able to set the status to closed for an individual activity, or you can select all the applicable activities and set them to closed at the same time, or you can use any of the batch or web services methods.

## ***What fields are required for each status?***

### DRAFT

- Title
- Format
- Start date
- End date

### ACTIVE

- Delivery method (if applies)
- Location (if applies)
- City, State, Country (if in person)
- AMA PRA Category 1™ amount
- CME Passport Yes/No selection
- If CME Passport = Yes
  - Fee
  - Registration
  - Activity URL
- Activity Description
- Providership (Direct/Joint)
- End date not in the past

### READY TO CLOSE

- Same fields as Active
- End date in the past

### ABLE TO BE CLOSED

- Everything required for Ready to Close
- If Joint Providership, at least 1 joint provider name
- At least 1 Outcome Measure
- Commercial Support Yes/No
- If Commercial Support = Yes, at least 1 support source, and for each source:
  - Monetary or In-Kind selection
  - If Monetary, support amount
- Total Physician-Learner count (can enter a “0” if no learners in this category)
- Total Other Learner count (can enter a “0” if no learners in this category)
- If activity was registered for MOC/CC, at least one board selected, attestation complete, and for each board:
  - At least one practice area
  - At least one credit type
  - MOC/CC credit amount
  - Content area (if applicable)
  - Internal ID (if applicable)
  - Fee
  - Registration
  - Activity URL
  - MOC/CC credit claim date

### ***What do I do for Year-End Reporting?***

Previously, accredited providers had to enter all activities that were offered by reporting year in which the activities were active. This meant that if you had an activity that was offered in multiple reporting years, you had to enter the activity multiple times and “close it” at the end of each reporting year. Now that there is no reporting year field, providers are asked to enter activities as the activities are planned and close activities as the activities end.

When an activity is over, you’ll provide all of the information noted above and set the activity status to closed. This allows you to manage your activities throughout the year, rather than waiting until the end of the year. When the end of the calendar year arrives, instead of closing activities that are still being offered, you will simply update your total learner counts to that point in time. The activity will remain active or ready to close until you close it.

In addition to closing any activities that are over and updating learner counts for activities that are continuing, you will be asked to provide a program summary for the calendar year and to attest that you have closed activities that have been completed and you have provided updated learner counts for those activities that remain active into the next year(s). The data you will need to provide is about exhibit/advertising income, registration fees, monetary government grants, and private monetary donations received in support of your CME program during the calendar year.