



YEAR-END REPORTING WEBINAR



Accreditation Council[™]
for Continuing Medical Education

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2021 YEAR-END REPORTING IN PARS/JA-PARS

TOPICS

- Review Data Changes
- 5 Steps for Year-End Reporting
- Tips
- New Excel Template Coming
- Demo

Data changes in PARS/JA-PARS

- **Activity fields we removed**
 - Reporting year
 - Hours of instruction
 - Competencies
 - Target audience for JA (other than pharmacy)
 - In-kind support details
- **Activity fields that are now required**
 - Activity end date
 - Description
- **Activity fields that were revised**
 - Activity format terminology
 - Evaluation/Outcome measures

Backwards compatibility and data mapping

If you are using the tab-delimited template or the older web service/XML batch, the system needs to insert and/or map data to enable backwards compatibility.

- End dates will be inserted/overwritten when you upload/update your activities using those methods if not provided:
 - Enduring materials – 3 years from start date
 - Live course – 30 days from start date
 - All others – 1 year from start date
- Activity title will be inserted in description field if not provided
- Activity formats will be mapped to new ones (minor terminology edits)
- Evaluation questions will be mapped to revised outcome measures



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What you need to do – 5 steps by 3/31/22

To fulfill your year-end reporting responsibility, there are 5 steps to complete:

1. Accept the terms for the annual agreement, located on your dashboard. Each year, accredited providers are asked to accept the annual agreement regarding data submission and compliance with policies and procedures.
2. Enter all activities that occurred in 2021 and close any that are no longer being offered.
3. For any enduring materials that are continuing into 2022, update the total learner counts as of December 31, 2021.
 - You no longer need to enter enduring material activities for each year they are provided. Once you have entered the enduring material once, you will only need to update learner counts each year thereafter, keeping the activity open until the end date arrives.
4. Complete and submit your program summary, located on your dashboard.
5. Review and update your contact information. You can do this by clicking Back to Accreditation Management in the top right section of the dashboard.



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Agreement, Program Summary and Contacts

The screenshot shows the ACCME dashboard for user Marcie Bonilla. The top navigation bar includes a 'Back to Accreditation Management' link (5) and the user's name. The main navigation menu contains 'Dashboard' (underlined), 'Activities' (2), 'Learners' (3), and 'Reports'. The main content area displays a personalized greeting 'Hello, Marcie' and identifies the user as 'AAA Test Organization | Organization ID: 1234567'. A notification banner indicates '2 notifications require your attention'. The main content area lists 'Program Summary' (4) and 'Agreement Page' (1).

5 Back to Accreditation Management Marcie Bonilla ▾

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Dashboard Activities Learners Reports

Hello, Marcie

AAA Test Organization | Organization ID: 1234567

Program Summary

Agreement Page

2 notifications require your attention

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Which activities need to be closed?

- Activities are no longer closed automatically.
- All activities offered in 2021 should be entered, including any enduring materials that were closed in 2020 and offered again in 2021.
- Any activity that ended in 2021 should be closed.
- Enduring materials are the only format that does not need to be entered new every 12 months.
- Activities that span calendar years (i.e., RSS on academic year) do not need to be closed for 2021 and a new one entered for 2022.



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How can you tell what's missing?

- Review the list of non-closed activities that were active in 2021 and make sure all have been entered.
- Search for draft activities that were active in 2021 and enter any missing information for those that ended in 2021.
- Review your ready to close activities to make sure information is up to date and complete, including adding final learner counts.
- ACCME can't re-open activities that were closed during year-end reporting for 2020 and earlier. We can assist with re-opening 2021 activities that require edits. Email us at info@accme.org.

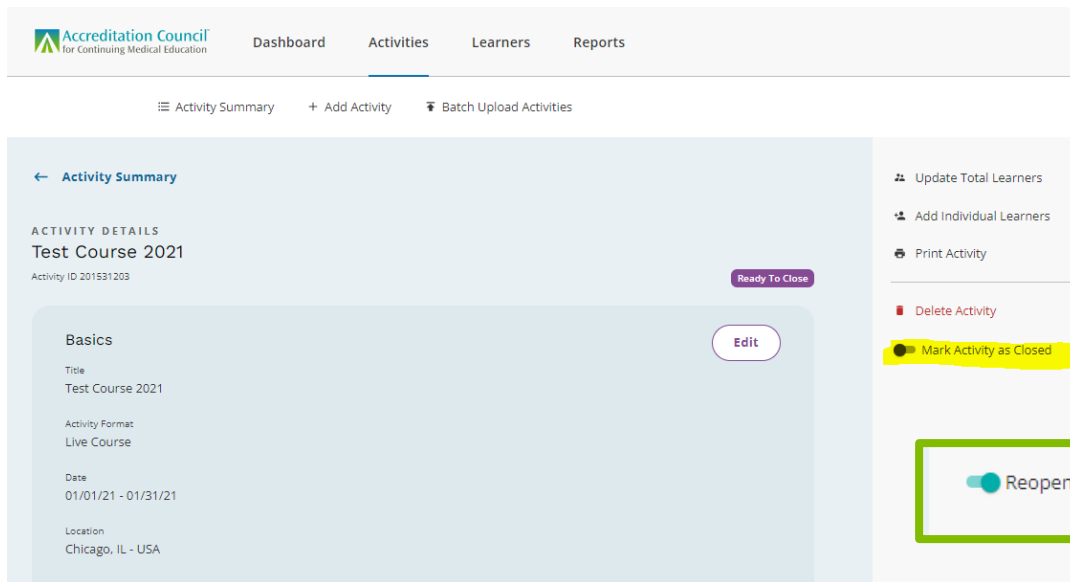
Options for closing activities

- Individually close your activities manually
- Bulk close your activities manually
- Use the Excel activity batch file to upload and close your activities
- Use the soon-to-be-released Excel or XML batch file to update learner counts and close your activities
- In order to provide backwards compatibility, the tab-delimited file can't be used to close activities

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Closing Activities – Individual Option

- From activity summary, click on the title of the activity
- Review the detail page for any red text indicating information is missing
- If there is no missing data, you should have a Mark Activity as Closed slide
- Click on that to close your activity
- Can re-open within 30 days of closing



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Dashboard Activities Learners Reports

Activity Summary + Add Activity Batch Upload Activities

← Activity Summary

ACTIVITY DETAILS
Test Course 2021
Activity ID 201531203

Ready To Close

Basics

Title
Test Course 2021

Activity Format
Live Course

Date
01/01/21 - 01/31/21

Location
Chicago, IL - USA

Edit

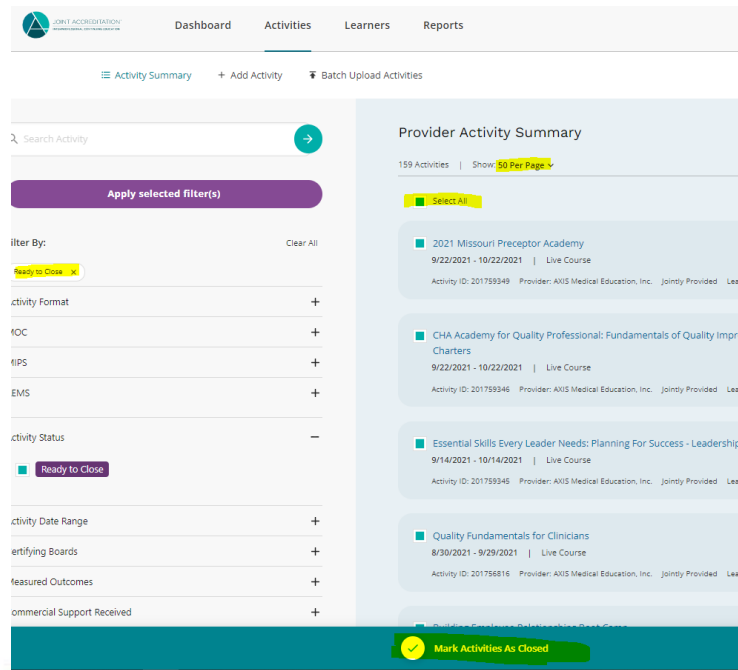
Update Total Learners
Add Individual Learners
Print Activity
Delete Activity
Mark Activity as Closed

Reopen

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Closing Activities – Bulk Option

- Go to your activity summary, filter on activities with a status of ready to close.
- Change the selection to show 50 per page.
- Check the select all box.
- You should now get a banner popping up at the bottom of your page to Mark Activities As Closed.
- Click on Mark Activities As Closed
 - If all your activities have all required data, you will get a pop up asking you to confirm you want to close the activities. Click on the Yes, Close button.
 - If the system found activities that have data missing, you will get a message with the activity IDs of those activities that can't be closed.



The screenshot shows the 'Activities' page in the PARS/JA-PARS system. The navigation bar includes 'Dashboard', 'Activities', 'Learners', and 'Reports'. Below the navigation bar, there are options for 'Activity Summary', '+ Add Activity', and 'Batch Upload Activities'. A search bar is present with a search icon. A purple button labeled 'Apply selected filter(s)' is visible. The 'Filter By:' section includes 'Ready to Close' (highlighted in yellow), 'Activity Format', 'IOC', 'IIPS', 'EMS', 'Activity Status', 'Activity Date Range', 'ertifying Boards', 'feasured Outcomes', and 'ommercial Support Received'. The 'Activity Status' filter is currently set to 'Ready to Close'. On the right side, the 'Provider Activity Summary' shows 159 activities with a 'Show 50 Per Page' dropdown. A 'Select All' button is highlighted in yellow. Below the summary, several activity cards are visible, including '2021 Missouri Preceptor Academy', 'CHA Academy for Quality Professional: Fundamentals of Quality Improvement Charters', 'Essential Skills Every Leader Needs: Planning For Success - Leadership', and 'Quality Fundamentals for Clinicians'. At the bottom of the page, a green banner with a checkmark icon and the text 'Mark Activities As Closed' is displayed.



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Add/Update and Close with Excel Batch

Repeat these three columns as a group for each source of commercial support			Repeat these 7 columns for each certifying board for which an activity will be registered. For a list of accepted credit types and practice/specialty areas for each board see the reference sheet in this file. Separate multiple practice or specialty areas with a semi-colon.								
Commercial Support Type	Commercial Support Source	Amount Received	Register for MOC?	MOC Credit Deadline Date	Certifying Board	MOC Credits/Points	MOC Credit Type	Additional MOC Credit Type	Additional MOC Credit Type	Additional MOC Credit Type	Practice or Specialty Area(s)
Monetary	Abbott (Any division)	25000	No								
			Yes	3/31/2022	ABPath	20	Lifelong Learning	Lifelong Learning			Endocrinology; Oncol

The next seven fields should only be completed for activities offering pharmacy credit.

Pharmacy audience - Pharmacists	Pharmacy audience - Pharmacy Technicians	Pharmacy sequence number	Pharmacy activity type	Pharmacy Topic Designator	Pharmacy Live Date	Is Pharmacy Certificate Program?
Yes	No		Knowledge	04 - General Pharm	1/18/2021;2/18/20 No	

If left blank, JA-PARS will assign a sequence number.

Separate multiple live dates with a semi-colon (;)

In order to close an activity, an activity information must be entered, and the end date must be in the past. Once an activity is closed, it cannot be edited.

Total Learners - Physicians	Total Learners - Other Learners	Close Activity?
5	10	Yes



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Abbreviated Excel Batch

- New record action called “Total Learners/Close”
- Can ONLY be used to enter/update learners counts and close activities that have already been entered.
- Requires the ACCME activity ID.
- System will ignore any data in cells other than:
 - Record action
 - ACCME activity ID
 - Learner count fields
 - Close activity field



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Abbreviated Excel Batch

- Choose “Total Learners/Close” as the record action
- Enter the ACCME Activity ID
- Enter final learner counts (JA has more learner columns)
 - For ACCME, both physician and other columns must have a number (0 is okay)
 - For JA, at least one learner category must have a number (0 is okay)
- Select Yes in the last column to close activity
- All information must have previously been entered other than learner counts
- End date must be in the past

Record Action	ACCME Activity ID	Total Learners - Dentists	Total Learners - Allied Dental Staff	Total Learners - Registered Dietitians	Total Learners - Dietetic Technicians, Nurses	Total Learners - Optometrists	Total Learners - Pharmacists	Total Learners - Pharmacy Technicians	Total Learners - Physicians	Total Learners - Physician Assistants	Total Learners - Psychologists	Total Learners - Social Workers	Total Learners - Athletic Trainers	Total Learners - Other	Close Activity?
Total Learners/Close	201759725	5	7	0	0	0	0	0	0	0	0	0	0	0	0 Yes
Total Learners/Close	201759726	0	0	25	0	687	0	0	0	0	0	0	0	0	0 Yes
Total Learners/Close	201759727	0	0	0	0	0	0	687	264	361	127	0	0	0	0 Yes



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Demo

Agreement

Filtering to find draft, ready to close, learners not reported

Manually close individually

Manually close in bulk

Program Summary

Back to Accreditation Management



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Resources

Year-End Reporting Checklist: <https://accme.org/publications/year-end-reporting-pars-checklist-and-resources>

New PARS webpage: <https://accme.org/new-pars>

New JA-PARS webpage: <https://www.jointaccreditation.org/new-ja-pars>

Data Mapping: <https://accme.org/publications/new-pars-how-we-migrated-your-data>

Training videos: <https://vimeo.com/channels/1745075/videos>

PARS Activity Statuses: <https://accme.org/publications/new-pars-activity-statuses-overview-and-definitions>

JA-PARS Activity Statuses: <https://jointaccreditation.org/new-ja-pars-activity-statuses-overview-and-definitions>

QUESTIONS?

Contact info@accme.org



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