REPORTING LEARNER CREDIT DATA IN
PARS/JA-PARS

ACCME Data Services Team

Accreditation Council
for Continuing Medical Education

learn well
LEARNER MANAGEMENT IN PARS/JA-PARS

AGENDA

• What’s new?
• Why report learner completions?
• What data is needed?
• Methods of entering/editing learners
• Provider Mark
• CME Passport
• Q&A
Quick Poll

Use the “raise your hand” function, which you can find when clicking on “Reactions” at the bottom of your Zoom window.
Individual CME credit can be reported for all of your CME activities for physicians licensed in the US

New Excel batch option for both entering/registering activities and reporting learner credit

More flexible learner matching functionality was introduced in November

Learner validation tool to pre-validate learner identities before submitting credit (CME and MOC/CC)
  - Manual, Excel batch or web services API

Physicians can create a CME Passport account to view the CME/MOC credit you report
Reporting CME and MOC/CC credit in PARS/JA-PARS for physicians provides additional value to your educational activities.

You may find expanded engagement in your activities.

- Physicians will look for activities that are relevant to their practice and not just focus on ease of engagement or number of credits available AND if you are reporting their credit, you will be providing a valuable service to them!

Electronically reporting CME and MOC/CC credit can reduce your need to provide paper certificates when learners are at their cycle end and need to provide proof of credit.

You can help free up more of your learners’ time for patient care.

Various methods of reporting to meet your needs and capabilities.

ACCME staff are available to help you get started and assist you along the way.
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Why is this so valuable for your learners?

• Individual learner credit that you report shows up in a physician’s CME Passport account.

• For MOC/CC, the credit you report is provided directly to the certifying board. Your learner doesn’t need to do anything else for the credit to count.

• For CME, if the state is participating in the collaboration, the credit you report is provided directly to the licensing board. Your learner doesn’t need to do anything else for the credit to count.

• For CME, if the state is not participating in the collaboration, your learner can use their CME Passport account to generate and share a transcript of the credit you report with their licensing board or other credentialing bodies.
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Learner Reporting Provider Mark

• Already reporting learner credit data in PARS for your CME activities?
  ➢ Advertise this service to your learners by downloading and using the CME Passport provider mark to promote the activities for which you are reporting learner credit data. We encourage you to utilize this mark to help demonstrate your commitment to reducing the reporting burden for your learners.

• Just getting started?
  ➢ If you are going to report learner credit for one or two of your activities to start, feel free to use the provider mark to advertise those activities.

• Accredited providers who are reporting learner credit data can use the following language on their activities to accompany the CME Passport provider mark.

"The CME credits that physicians earn from this activity will be submitted to ACCME’s CME Passport, a free, centralized web application where you can create a personalized account to view, track, and generate transcripts of your reported CME credit. Visit www.cmepassport.org to create your account."
### Reporting Learners – what info is needed?

<table>
<thead>
<tr>
<th>MOC/CC</th>
<th>CME</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name</td>
<td>First name</td>
</tr>
<tr>
<td>Last name</td>
<td>Last name</td>
</tr>
<tr>
<td>MM/DD*</td>
<td>MM/DD</td>
</tr>
<tr>
<td>Board name</td>
<td>State of licensure</td>
</tr>
<tr>
<td>Board ID**</td>
<td>License ID***</td>
</tr>
<tr>
<td>Completion Date</td>
<td>Completion Date</td>
</tr>
<tr>
<td>Credit type and amount</td>
<td>Credit type and amount</td>
</tr>
</tbody>
</table>

*ABA and ABP don’t require DOB  
**ABS doesn’t require Board ID  
***License ID may not be required to make a unique match
Getting the data in PARS/JA-PARS

There are several ways to submit learners in PARS/JA-PARS:

• Manual entry form
• MS Excel batch
• Tab-delimited batch (will be phasing out)
• XML batch
• Web services API
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Data reporting rules

Learner reporting must follow these rules:

• You must get permission from the learner to report their completion data (CME and MOC/CC)
• Completion date must be between the start and credit claim date (MOC) or end date (CME) of the activity, and can’t be a future date
• Learner credit earned can’t exceed the maximum amount available for the activity for Enduring Materials, RSS, Courses and Performance Improvement activity formats
• Learner credit should be reported within 30 days of the completion date
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Who sees the data?

Participating boards and organizations the physician chooses to share their transcript with can see the data.

**Medical Licensing Boards:**
- Alabama Board of Medical Examiners
- Medical Board of California
- Maine Board of Licensure in Medicine
- Maine Board of Osteopathic Licensure
- Maryland Board of Physicians
- Oregon Medical Board
- North Carolina Medical Board
- North Dakota Board of Medicine
- Virgin Islands Board of Medical Examiners

**Certifying Boards:**
- American Board of Anesthesiology
- American Board of Internal Medicine
- American Board of Ophthalmology
- American Board of Otolaryngology – Head and Neck Surgery
- American Board of Pathology
- American Board of Pediatrics
- American Board of Surgery
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Learner completion entry - manual

- Report for CME and MOC/CC at the same time if you want
- Report just one or the other
- Most learners will only require state of licensure for CME reporting
- REMS learners can also be reported

If you get a “learner not matched” error, let us know at info@accme.org.
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Learner completion entry - manual

- To report just for MOC, leave the Report for CME credit box unchecked
- Click the plus sign to add the board
- Make sure you enter the board ID in the board ID field, not the licensing ID field
- To report for just CME, don’t add the board at the bottom
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Learner completion entry – Excel

- Can download templates and instructions on the batch page.
- Enter your data into the spreadsheet. Validation helps to reduce errors.
- CME and MOC/CC on the same row
- Keep header rows in the file.
- Save the file with a unique name to help with your internal tracking.
- Don’t need to “save as” with this template – keep it as Excel.
- Drag and drop or choose file from your computer.
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Learner completion entry – Excel batch

- REMOVE the sample data rows
- Record action – add or delete only
- ACCME activity ID
- Completion date
- Learner name and DOB (just MM/DD)
- CME (one row for each state, does not need to be included if reporting for MOC)
  - Licensing state
  - License ID
  - AMA credit amount
- MOC/CC (multiple boards on one row by repeating columns)
  - Board name
  - Board ID
  - Credit type and amount

Any yellow cell validation means something needs to be fixed
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Learner batch history

- Batch uploads organized by date, most recent at top
- Your original file is included first
- Summary of results
- Rejected records are in an Excel file you can download, fix and re-upload as is
- Successful records are also available
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Common Issues

• RSS not being registered for correct amount
  • AMA credit and MOC credit amounts should be for the maximum credit a learner could earn for the whole series, not an individual session
• Learner identity data being incorrect
• Completion date falling after activity end date/credit claim date
• Not submitting a learner for all relevant credit types (patient safety most commonly left off for MOC/CC)
• Credit exceeding maximum allowed
• Submitting more than one record for the same activity-learner for ABP or ABA in the same day – they will only accept one per day
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Learner Summary

- Summary view of individual learners reported
- Extensive filtering/ searching capability
- Sorting options
- Download options
- Click on the activity title to view the learner credit details
- CLEAR FILTERS before doing another search
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Learner Details

- Filtering/sorting/downloading capability
- Hover over learner’s name to see options
- View/delete
- CLEAR FILTERS before doing another search
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Learner Search

- Specific learner
- Specific board
- Submission and completion date ranges
- Extensive filtering/searching capability
- Sorting options
- Download options
- CLEAR FILTERS before doing another search
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Learner validation tool

- Enter first name, last name and any other information you have
- The more data you provide, the better chance you’ll get a match
- Possible results:
  - One learner was matched
  - More than one learner was matched
  - No learner was matched
- Manual form, Excel upload or web services API
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CME Passport

- You can now list your CME and IPCE activities on our public search tool, CME Passport
- Learners have enhanced filtering to allow for targeted searches for education that meets their individual needs
- The activity URL you list should be as specific to the activity as possible
CME Passport Transcript

- Physicians can create an account to track/view the CME and MOC credit reported for them.
- Physicians can generate a transcript of their reported credit to share with their licensing boards and other credentialing bodies.