ANNUAL REPORTING IN PARS/JA-PARS

TOPICS

• 5 Steps for Annual Reporting
• Tips
• Excel Template to Update Learners and Close Activities
• Demo
What you need to do – 5 steps by 3/31/23

1. Accept the terms for the ACCME annual agreement, located on the dashboard in PARS under Agreement Page. Each year, all accredited providers are asked to accept the annual agreement regarding data submission and compliance with ACCME policies and procedures.
What you need to do – 5 steps by 3/31/23

2. Enter and close all activities that ended in 2022. For non-enduring material activity formats, providers are encouraged to enter activities that started in 2022 and are remaining active into 2023.
Which activities need to be closed?

- Activities are no longer closed automatically.
- All activities that ended in 2022 should be entered and 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 2022 and a new one entered for 2023. As long as they are entered for no longer than 12 months, you can just close them when they end.
3. Enter all enduring material activities that occurred in 2022, if you haven’t already. For those that are continuing into the next year, update the total learner counts as of December 31, 2022. Enduring materials should remain open until the end date, which may be up to 3 years from the start date. Once you have entered the enduring material, you will only need to update learner counts each year thereafter, until the activity closes.

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.
What you need to do – 5 steps by 3/31/23

4. Complete and submit your Program Summary, located on the dashboard in PARS.
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What you need to do – 5 steps by 3/31/23

5. Review and update your contact information. You can do this by clicking Back to Accreditation Management in the top right section of the PARS dashboard.
How can you tell what’s missing?

- Review your internal list of activities that ended in 2022 and make sure all have been entered in PARS/JA-PARS.
- Search for draft activities and enter any missing information so that you can close them. Look for red text to show you what’s missing to get out of draft status.
- Review your ready to close activities to make sure information is up-to-date and complete, including adding/updating final learner counts. Look for red text to show you what’s missing in order to close.
- ACCME can’t re-open activities that were closed during the annual reporting period for 2021 and earlier. We can assist with re-opening 2022 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/or update and close your activities
- Use the abbreviated Excel batch file to just update learner counts and/or close your 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
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.
## ANNUAL REPORTING IN PARS/JA-PARS

### Add/Update and Close with Excel Batch

<table>
<thead>
<tr>
<th>Record Action</th>
<th>ACCME Activity ID</th>
<th>Activity Title</th>
<th>Activity Format</th>
<th>Delivery Method - In-Person</th>
<th>Delivery Method - Uncertified</th>
<th>Delivery Method - Online</th>
<th>Delivery Method - Print/Other</th>
<th>Activity Start Date</th>
<th>Activity End Date</th>
<th>Location - Country</th>
<th>Location - City</th>
<th>Location - Zip Code [optional]</th>
<th>AAMA PPA</th>
<th>Category 1 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>Example-1-1</td>
<td>Diabetes Management Strategies</td>
<td>Enduring Material</td>
<td>Yes</td>
<td>No</td>
<td>1/1/2021</td>
<td>12/30/2021</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Update</td>
<td>2018334: En2-1</td>
<td>Grand Rounds</td>
<td>Regularly Schedule</td>
<td>Yes</td>
<td>Yes</td>
<td>1/1/2021</td>
<td>12/12/2021 USA</td>
<td>Naperville, IL</td>
<td>24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Include on CME Finder?**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**Activity Description**

- Yes: This is an example activity entry. The goals are to improve diabetes management strategies for healthcare professionals.
- No: Grand rounds for staff physicians and residents. Topics vary throughout the year.

**Activity URL**

- http://www.notarealurl: Open to all
- https://akeud.lotracer.com: Open to all

**Fees for Learners?**

- Variable
- No, it's free

**Providership**

- Joint
- Direct

**Joint Provider Name**

- Hospital ABC: Soot

**Measured Outcomes**

- Learner Competence
- Measurement - Objective

- Yes
- No
# ANNUAL REPORTING IN PARS/JA-PARS

## Add/Update and Close with Excel Batch

### Table:

<table>
<thead>
<tr>
<th>Commercial Support Type</th>
<th>Commercial Support Source</th>
<th>Amount Received</th>
<th>Register for MOC?</th>
<th>MOC Credits/Points</th>
<th>MOC Credit Type</th>
<th>Additional MOC Credit Type</th>
<th>Additional MOC Credit Type</th>
<th>Practice or Specialty Area(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monex</td>
<td>Robert (Any director)</td>
<td>25000</td>
<td>Yes</td>
<td>20/10/2020</td>
<td>ABPath</td>
<td>20 Lifelong Learning</td>
<td>Lifelong Learning</td>
<td>Endocrinology, Ochs</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Pharmacy audience - Pharmacists</th>
<th>Pharmacy sequence number</th>
<th>Pharmacy activity type</th>
<th>Pharmacy Topic Designator</th>
<th>Pharmacy Live Date</th>
<th>Is Pharmacy Certificate Program?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>Knowledge</td>
<td>04 - General Pharm</td>
<td>1/18/2021 - 2/18/20</td>
<td>No</td>
</tr>
</tbody>
</table>

In order to close an activity, all activity information must be verified, and the end date must be in the past. Once an activity is closed, it cannot be edited.
Abbreviated Excel Batch

- New record action called “Total Learners/Close”
- Can ONLY be used to enter/update learners counts and/or close activities that have already been entered into PARS/JA-PARS.
- 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
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 PARS, both physician and other columns must have a number (0 is okay)
  - For JA-PARS, 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

<table>
<thead>
<tr>
<th>Record Action</th>
<th>ACCME Activity ID</th>
<th>Total Learners - Dentists</th>
<th>Total Learners - Allied Dental Staff</th>
<th>Total Learners - Registered Dietitians</th>
<th>Total Learners - Dietetic Technicians,</th>
<th>Total Learners - Nurses</th>
<th>Total Learners - Optometrists</th>
<th>Total Learners - Pharmacists</th>
<th>Total Learners - Pharmacy Technicians</th>
<th>Total Learners - Physicians</th>
<th>Total Learners - Physician Assistants</th>
<th>Total Learners - Psychologists</th>
<th>Total Learners - Social Workers</th>
<th>Total Learners - Athletic Trainers</th>
<th>Total Learners - Other</th>
<th>Close Activity?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Learners/Close 201759725</td>
<td>5</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Yes</td>
</tr>
<tr>
<td>Total Learners/Close 201759726</td>
<td>0</td>
<td>0</td>
<td>25</td>
<td>0</td>
<td>687</td>
<td>0</td>
<td>0</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Yes</td>
</tr>
<tr>
<td>Total Learners/Close 201759727</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>687</td>
<td>264</td>
<td>661</td>
<td>127</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Questions?
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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
ANNUAL REPORTING IN PARS/JA-PARS

Resources

- **Annual Reporting Checklist**: [https://accme.org/publications/year-end-reporting-pars-checklist-and-resources](https://accme.org/publications/year-end-reporting-pars-checklist-and-resources)
- **PARS webpage**: [https://accme.org/new-pars](https://accme.org/new-pars)
- **JA-PARS webpage**: [https://www.jointaccreditation.org/ja-pars](https://www.jointaccreditation.org/ja-pars)
- **Training videos**: [https://vimeo.com/channels/1745075/videos](https://vimeo.com/channels/1745075/videos)