



2023 ANNUAL REPORTING OFFICE HOURS

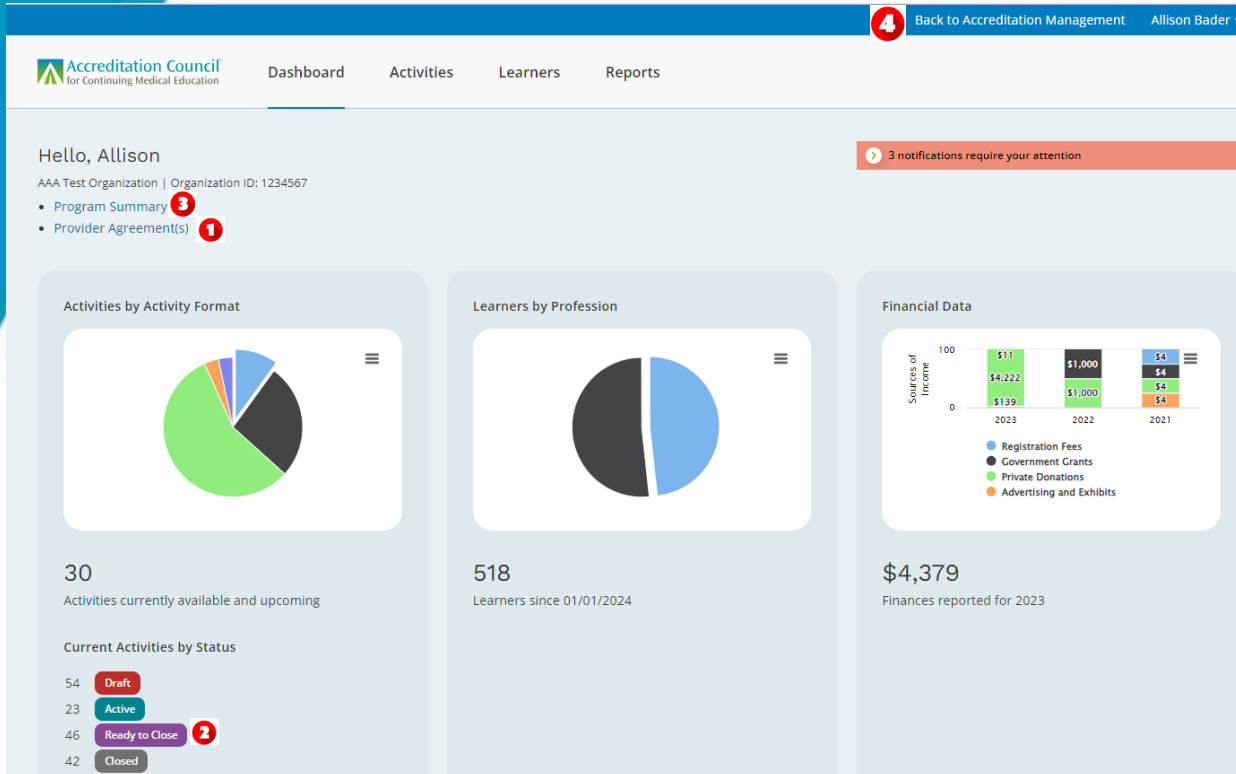
FEBRUARY 20, 2024

Getting Started

- Change your name in Zoom to Name | Institution
- Please be present – turn your video on
- If possible, participate using your computer
- Be aware of background noise and mute yourself
- Raise your 🙋 hand to speak
- Listen actively and make space for others
- Make sure you can see the chat window



By April 1, 2024, All Providers Must:



1. Complete the Annual Agreement
2. Report Activities:
 - Enter all activities that started in 2023 and **close** all activities that ended in 2023
 - For enduring materials that are continuing into the next year, **update the total learner counts** as of December 31, 2023
3. Complete the Program Summary
4. Review and Update Contact Information



What is the difference between a Regularly Scheduled Series (RSS) and a repeated Course?

RSS

- Planned as a series
- May have multiple sessions in the series
- Series = Activity
- For internal staff, so generally the same learners each time
- Example: Grand Rounds

Repeated Course

- Planned as a single course
- Same content is offered multiple times
- Each occurrence = Activity
- Different learners each time
- Example: ACLS



ACTIVITY REPORTING: COMMON QUESTIONS

How do I report a commercial support grant received for more than one activity?

- Allocate the amount received across the activities that received funding.
- Complete commercial support fields for each activity.



ACTIVITY REPORTING: COMMON QUESTIONS

When should I enter my total learner counts?

- Enduring Materials:
 - At a minimum, once per year before April 1
 - Enter cumulative learner counts
- All other activity types:
 - As soon as possible after the activity end date



ACTIVITY REPORTING: COMMON QUESTIONS

Should I report an enduring material activity that did not have any learners?

Yes!

Report any activity that was available during 2023 even if the learner counts are zero.



Do I count learners that did not claim credit?

Yes!

Include anyone who completed the activity, even if they did not claim credit.

(Do not include learners that purchased or signed up for the activity but did not participate.)



PROGRAM SUMMARY: COMMON QUESTIONS

Do I have to report funds received for jointly provided activities?

Yes!

Report the same financial data that you do for directly provided activities, even if the joint provider was the recipient of the funds.



PROGRAM SUMMARY: COMMON QUESTIONS

What should be included in registration fees?

Fees received from learners, including

- Registration Fees
- Subscription Fees
- Publication Fees



PROGRAM SUMMARY: COMMON QUESTIONS

Do I have to report Program Summary information for the calendar year?

No!

Report data for the most recent 12-month period available:

- Fiscal,
- Academic,
- Calendar, OR
- Other

Be as consistent as possible from year to year

How is advertising and exhibit income different from commercial support?

Advertising and exhibits

- opportunities for promotion
- examples: advertising space, exhibit booths
- reported on the Program Summary

Commercial support

- given by an ACCME-defined ineligible company
- used to pay all or part of the costs of a CME activity
- can be monetary or in-kind
- reported for each individual activity

Annual Reporting Dos and Don'ts

DO:

- Check out our new [annual reporting web page](#) for short video tutorials, a checklist, and an FAQ to help you complete your annual reporting requirements.
- Double check the accuracy of your activity and learner data before submitting.
- Enter and close your activities throughout the year to avoid last-minute data entry.
- Reach out to us at datareporting@accme.org with questions.

DON'T:

- Wait until the last minute. Complete your requirements as early as possible in case issues arise.
- Forget to review and update your organization's contact information.
- Panic! We are here to help.



Next Office Hours Session

- **Tuesday, March 12th from 12:00-1:00pm Central Time**
- Register on the ACCME website's events page.



THANK YOU!