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.

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

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 cumulative 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.

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.

Enduring Materials – Historical Data Entry

- Enduring materials used to have to be entered in each reporting year they were offered, which meant you had multiple versions of the same activity in PARS/JA-PARS. Sometimes providers entered a start date based on the reporting year, and not the true start date of the activity.

- In "old" PARS/JA-PARS, your activity summary view was only for what was entered in one reporting year. Now you see all activities previously entered on one screen.

- Seeing multiple versions doesn't mean they are duplicates.

- When the new system was launched, ACCME added end dates to activities that didn't have one. For EMs, we generally set the end date to be 3 years from the start date. If the end date we entered for your closed activities is not correct, it does not need to be updated.

Enduring Materials – Current Data Entry

- Enduring materials should be entered with their true start and end dates, with a duration of up to three years.

- For annual reporting, you should update the learner count through at least 12/31 until it ends, and then you input final counts and close the activity.

- If your LMS automatically updates the learner counts throughout the year, that's fine.

- If an enduring material is reviewed and renewed for another "term" you should enter it as a new activity with new start and end dates, with a duration of up to three years.

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 generally does not 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.
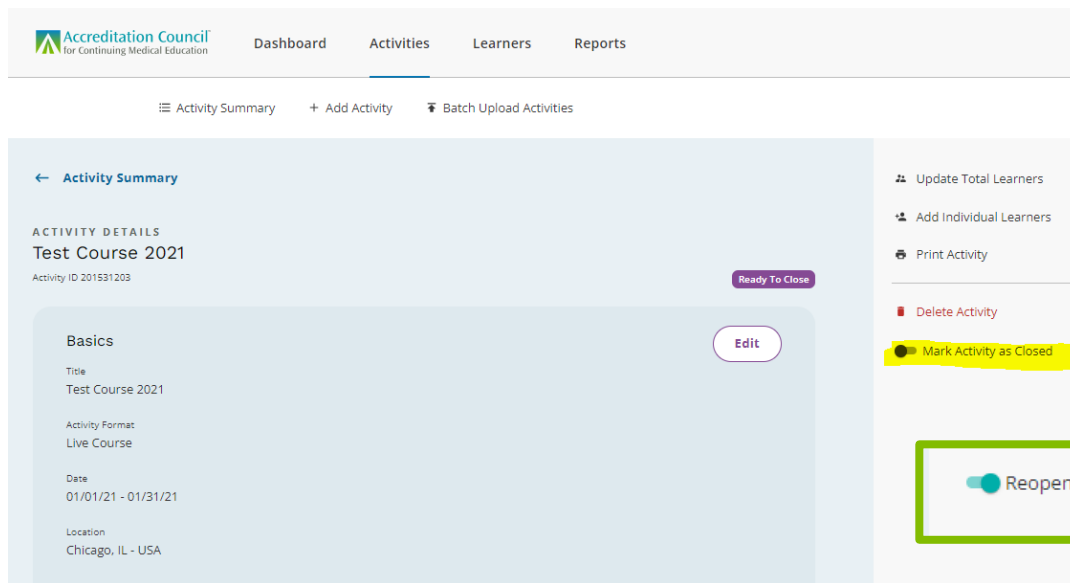
Options for closing activities

- 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

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
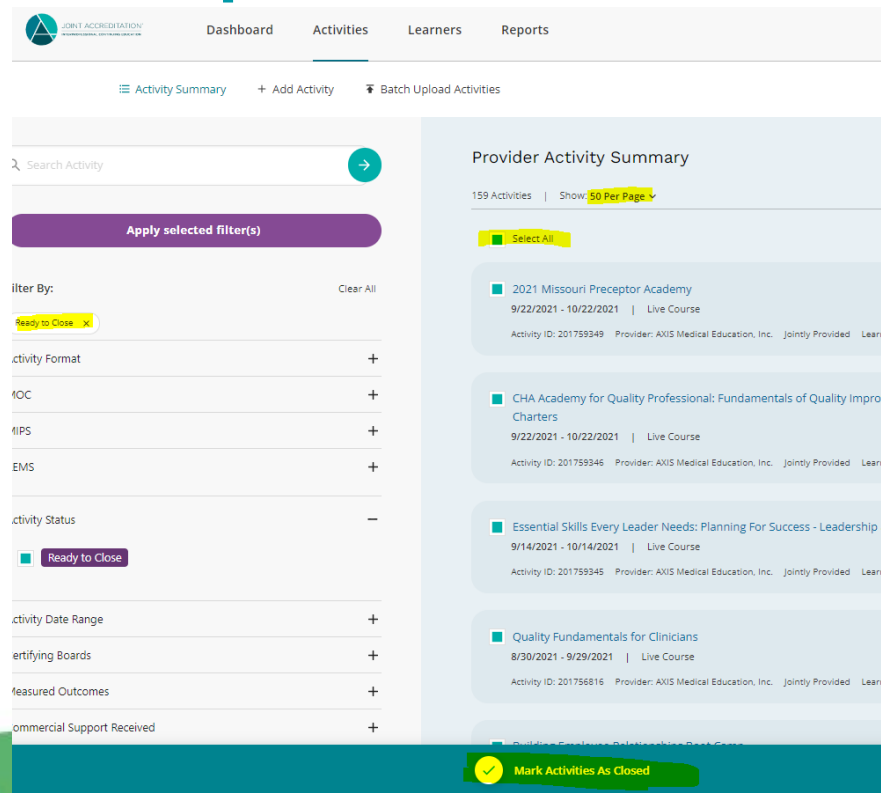
Closing Activities – Bulk Option

- 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.

Add/Update and Close with Excel Batch

	Leave this column blank when adding a new activity				Complete these only for Live Course or Regularly Scheduled Series activities		Complete these only for Enduring Material activities								
Record Action	**ACCME Activity ID**	**Internal ID**	**Activity Title**	**Activity Format**	**Delivery Method - In-Person**	**Delivery Method - Livestreamed**	**Delivery Method - Online**	**Delivery Method - Print/Other**	**Activity Start Date**	**Activity End Date**	**Location - Country**	**Location - City**	**Location - State**	**Location - Zip Code (optional)**	**AMA PRA Category 1 ™ Credits**
Add		Example1-1	Diabetes Management Strategies	Enduring Material			Yes	No	1/1/2021	12/31/2023					2
Update	20112334	Ex2-1	Grand Rounds	Regularly Schedule	Yes	Yes			1/17/2021	12/17/2021	USA	Naperville	IL		24

							If entering more than one name, separate with a semi-colon (;)			
Include on CME Finder?	**Activity Description**		**Activity URL**	**Who Can Register?**	**Fees for Learners?**	**Providership**	**Joint Provider Name**	**Measured Outcomes - Learner Competence**	**Learner Competence Measurement - Objective**
Yes	This is an example activity entry. The goals are to improve diabetes management strategies for healthcare professionals.		http://www.notarealurl.n	Open to all	Variable	Joint	Hospital ABC; Soci	Yes		Yes
No	Grand rounds for staff physicians and residents. Topics vary throughout the year.		https://fakeurl.intranet.o	Limited	No, it's free	Direct		No		No

Add/Update and Close with Excel Batch

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

Record Action	ACCME Activity ID	Total Learners - Dentists	Total Learners - Allied Dental Staff	Total Learners - Registered Dietitians	Total Learners - Dietetic Technicians,	Total Learners - 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

Questions?

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

Resources

- **Annual Reporting Checklist:** https://accme.org/publications/year-end-reporting-pars-checklist-and-resources

- **PARS webpage:** https://accme.org/new-pars

- **JA-PARS webpage:** https://www.jointaccreditation.org/ja-pars

- **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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