PARS

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CME Accreditation and Recognition Administrator

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What is PARS?

- PARS stands for Program and Activity Reporting System. https://parsa.accme.org/#/auth/login
- It is the national database used by accredited providers to support the process for initial accreditation, reaccreditation, and progress report reviews. It is also used for submitting and producing <u>annual reports</u>, and submitting data to the certifying boards in support of <u>CME that</u> counts for Maintenance of Certification (MOC).



Who is Required to Use PARS

All accredited providers within the ACCME System including:

- -ACCME-accredited
- -State-accredited
- –Jointly-accredited



- Your organization's key CME staff are currently entered in the system as PARS users. User categories include:
 - Staff
 - Primary Contact
 - Billing Contact
 - CEO Contact
- If you have a transition of CME staff, please notify Cheryl Stearley at the ISMA so updates can be made.



New PARS Quick Start User Guide



Enhanced PARS Quick Start Guide For State Medical Society Accredited Providers

In the fall of 2017, ACCME implemented enhancements to its Program and Activity Reporting System (PARS) in response to requests from accredited providers, Recognized Accreditors, and the volunteers who support the accreditation process. This Quick Start Guide will help you get started using the enhanced features of PARS.

Logging In

For the best user experience, we recommend using Chrome. To log in to the Enhanced PARS interface for the first time, you will need to set a new password by clicking on the <u>Can't log in or forgot your password?</u> link under the <u>Log in button at pars.accme.org</u> (see below).

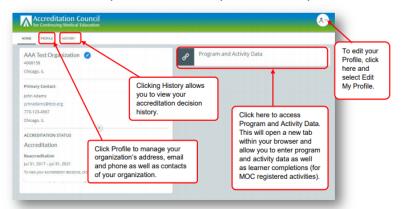


The system will prompt you to enter your email address; enter the email address associated with your PARS account and click the **Submit** button. A "Reset Password" email will be forwarded to the address you provide. Follow the prompts in the email and set a new password for your account.

After you have set up your new password, return to the log in screen, enter your email address and new password, and then click the **Log In** button. You will be directed to the Provider Dashboard.

Provider Dashboard Overview

The screenshot below illustrates how you can access some of the key features of the online system





Helpful Hints for First Time Users

- For the best user experience, use Google Chrome
- To log in for the first time, you will need to set a new password by clicking on the "Can't log in or forgot your password?" link under the Log In button at www.pars.accme.org
- The system will prompt you to enter your email address; enter the email address associated with your PARS account and click the Submit button.
- A "Reset Password" email will be sent to the address you provide; follow the prompts in the email.
- Return to the Log In screen, enter your new password, and then click on the Log In button. You will be directed to the Provider Dashboard.



PARS New Look and Feel





HOME

PROFILE

PROCESSES

FORMS

NOTIFICATIONS

DOCUMENTS

HISTORY

CONTACT US

Indiana State Medical Association



3002120

Indianapolis, IN

http://www.ismanet.org

Primary Contact

Ms. Cheryl Stearley, AS

CME Accreditation and Recognition Administrator

cstearley@ismanet.org

(317) 261-2060

Indianapolis, IN

ACCREDITATION STATUS

Accreditation

Progress Report

Dec 2, 2017 - Jul 31, 2020

To view your accreditation decisions, click History.

Program and Activity Data

0 Current Process

Your organization is not engaged in any accreditation process.

Profile Page

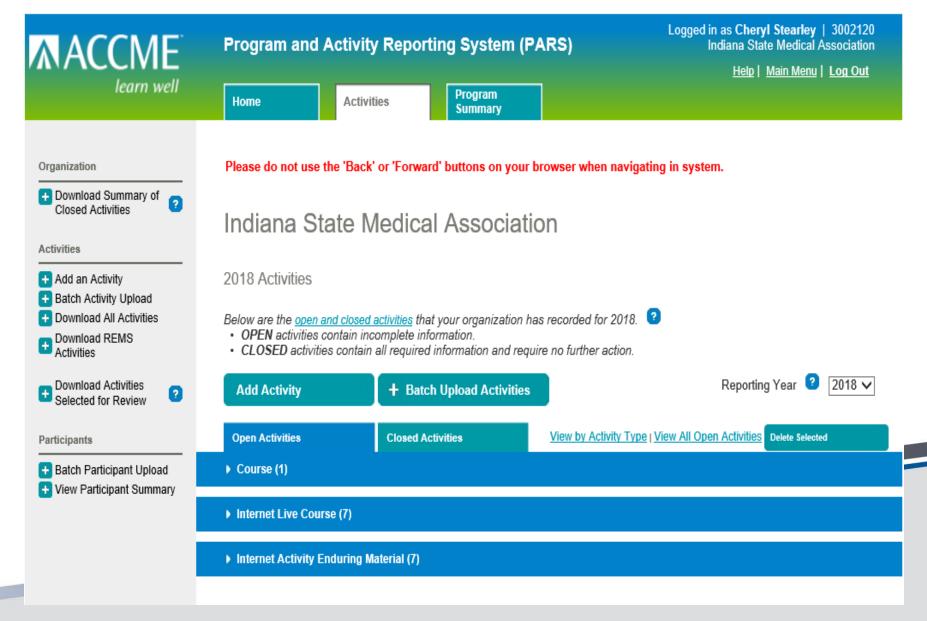


cstearley@ismanet.org



HOME PROFILE PROCESSES FORMS NOTIFICATIONS DOCUMENTS HISTORY CONTACT US Indiana State Medical Association 3002120 http://www.ismanet.org PROFILE INFO CONTACTS ADDRESSES PROFILE DATA + Add a new Address Organization Accreditor Organization Classification ACCME Non-profit (Physician Membership 322 Canal Walk ♀ Organization) Indianapolis, IN 46202-3268 Is Previously Accredited By SMS **Provider Status** UNITED STATES Accredited No BUSINESS Has Complaint Inquiry Is Applying for Joint Accreditation PHONES No + Add a new Phone Cohort for Joint Accreditation Decision No Data (317) 261-2076 FAX (317) 261-2060 P MAIN EMAILS + Add a new Email

Program & Activity Data Page



What Data Are Providers Required to Enter in PARS?

The following fields are required to establish, or "open" an activity in PARS:

- Activity Type
- Activity Title
- Activity Date
- Activity Location
- Report Year



The following fields are required to complete, or "close," an activity in PARS.

- Providership (Direct or Joint)
- Hours of Instruction
- Designed to change (Competence, Performance or Patient Outcomes)?
- Changes in (Competence, Performance or Patient Outcomes) evaluated?
- Number of physicians (including residents) who participated in the activity
- Number of other learners who participated in the activity
- Commercial Support Received? (Y/N)
- Competencies Addressed
- Name(s) of Joint Providers (jointly-provided activities only)
- Name(s) of commercial supporter(s) and monetary amount/nature of in-kind support received from each supporter.
- AMA-PRA Category 1 Credits Designated



What Type of Activity Types Can Be Reported in PARS?

- Course
- Regularly Scheduled Series
- Internet Live Course
- Enduring Material
- Journal-based CME
- Performance Improvement CME
- Other



What is the Difference Between Direct Providership and Joint Providership?

A directly provided activity is one that is planned, implemented and evaluated by the accredited provider. Include co-provided activities (provided by two accredited providers) in this category if you are the accredited provider awarding the credit.

In contrast, a **jointly provided activity** is one that is planned, implemented and evaluated by the accredited provider and a non-accredited entity.



What is the Significance of "Reporting Year?"

Annually, the activity data that is reported by providers is aggregated and published as an Annual Report that provides information to the community.

The "Reporting Year" indicates in which Annual Report the activity belongs. Most providers operate on a calendar year basis.



What is the Program Summary?

The Program Summary is a summary of financial data attributable to your entire CME Program for the year. It includes the following data fields that the provider is required to manually complete:

- 1. Total advertising and exhibit income received in support of your Program
- 2. Total registration fees received



Program Summary (cont)

- 3. Total government monetary grants received (monetary grants received from federal, state, or local governmental agencies in support of your Program)
- 4. Total private monetary donations received (monetary donations received from the private sector, including foundations, in support of your Program)



Program Summary (cont)

Please note that <u>commercial</u> <u>support</u> information must be entered for individual activities, and is summarized automatically on the Program Summary page.



Attestation Section of Program Summary

- After all activities for the Reporting Year are completed and Closed, and income and expense information on the Program Summary tab is verified, a provider must attest that their PARS data reporting is complete for this Reporting Year by clicking on the button at the bottom of the Program Summary tab that says, "I Attest that Data is Complete for the [current] Reporting Year."
- Once this button is clicked, providers will no longer be able to add or modify activity and program summary data for that Reporting Year. If a provider finds that they need to make any edits to this information after clicking the Attestation button, they will need to contact the ISMA.





Program and Activity Reporting System (PARS)

Logged in as Cheryl Stearley | 3002120 Indiana State Medical Association

USD

Help | Main Menu | Log Out

Home

Activities

Program Summary

| Organization | Please do not use the 'Back' or 'Forward' buttons on your browser when navigating in system. | | |
|--|--|-----------------|----------|
| Download Summary of Closed Activities | 2018 Program Summary 2 | eporting Year 🙎 | 2018 🗸 |
| View Activities Add an Activity Batch Activity Upload Download All Activities Download REMS Activities | The Program Summary summarizes income for the 2018 Reporting Year. Required fields may be filled vapply to your organization. Last Modified: 10/25/20 | . , | , |
| — Activities | 1. Total amount of monetary commercial support received in 2018 | | |
| Download Activities Selected for Review | Total amount of monetary commercial support received (aggregated from information provided about y individual activities) | our USD | 1,570.00 |
| Participants | 2. Total advertising & exhibit income received in 2018 | | |
| Batch Participant Upload | Advertising and exhibit income received in support of your program (Required. If none received, type "0.00") | USD | |
| + View Participant Summary | 3. Total registration fees received in 2018 | | |
| | Registration fees received from activity participants. (Required. If none received, type "0.00") | USD | |
| | 4. Total government monetary grants received in 2018 | | |
| | Monetary grants received from federal, state or local governmental agencies in support of your Program (Required. If none received, type "0.00") | m. USD | |
| | 5. Total private monetary donations received in 2018 | | |
| | Monetary donations received from private sector, including foundations, in support of your Program. Commercial Support is not considered to be a Private Monetary Donation. (Required. If none received, | | |

Save Program Summary

type "0.00")



https://parsa.accme.org/#/auth/login



QUESTIONS