PARS

Cheryl Stearley
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 annual reports, and submitting data to the certifying boards in support of CME that 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 Can’t log in or forget your password? link under the Log in button at pars.accme.org (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.

Click Profile to manage your organization’s address, email and phone as well as contacts of your organization.

Click History to view your accreditation decision history.

Click here to access Program and Activity Data. This will open a new tab within your browser and allow you to enter program and activity data as well as learner completions for MOC-registered activities.

To edit your Profile, click here and select Edit My Profile.
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](http://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.
Indiana State Medical Association

3002120
Indianapolis, IN
http://www.ismanet.org

Primary Contact
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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.
Indiana State Medical Association

3002120
http://www.ismanet.org

### ADDRESSES

**+ Add a new Address**

<table>
<thead>
<tr>
<th>Address</th>
<th>City, State, Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>322 Canal Walk</td>
<td>Indianapolis, IN 46202-3268</td>
</tr>
</tbody>
</table>

**BUSINESS**

### PHONES

**+ Add a new Phone**

<table>
<thead>
<tr>
<th>Phone</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>(317) 251-2076</td>
<td>FAX</td>
</tr>
<tr>
<td>(317) 251-2060</td>
<td>MAIN</td>
</tr>
</tbody>
</table>

### EMAILS

**+ Add a new Email**

<table>
<thead>
<tr>
<th>Email</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:cstearley@ismanet.org">cstearley@ismanet.org</a></td>
<td></td>
</tr>
</tbody>
</table>
Please do not use the 'Back' or 'Forward' buttons on your browser when navigating in system.

Indiana State Medical Association

2018 Activities

Below are the open and closed activities that your organization has recorded for 2018.
- OPEN activities contain incomplete information.
- CLOSED activities contain all required information and require no further action.

Add Activity + Batch Upload Activities

Open Activities
- Course (1)

Closed Activities
- Internet Live Course (7)
- Internet Activity Enduring Material (7)
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
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 commercial support 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.
Please do not use the 'Back' or 'Forward' buttons on your browser when navigating in system.

2018 Program Summary

The Program Summary summarizes income for the 2018 Reporting Year. Required fields may be filled with a zero ("0") if they do not apply to your organization.

<table>
<thead>
<tr>
<th>Description</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Total amount of monetary commercial support received in 2018</td>
<td>1,570.00</td>
</tr>
<tr>
<td>2. Total advertising &amp; exhibit income received in 2018</td>
<td></td>
</tr>
<tr>
<td>3. Total registration fees received in 2018</td>
<td></td>
</tr>
<tr>
<td>4. Total government monetary grants received in 2018</td>
<td></td>
</tr>
<tr>
<td>5. Total private monetary donations received in 2018</td>
<td></td>
</tr>
</tbody>
</table>

Save Program Summary
LET’S ENTER A SAMPLE ACTIVITY

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