



Accreditation Council™
for Continuing Medical Education

Program and Activity Reporting System

PARS IMPROVEMENTS: COMING THIS SUMMER

MAY 2021

NEW PARS HIGHLIGHTS

- Modernized, user-friendly and streamlined interface for activity and learner reporting
- Simplified data entry for activities that span multiple years
- Improved options for identifying activity content
- Expanding and simplifying options for entering learner data
- The ability to tag activities by commendation criteria, supporting your efforts to achieve Accreditation with Commendation
- Enable providers to choose to display any of their activities in [CME Finder](#)

WHAT IS “CME FINDER?”

- A web-based search tool designed to help healthcare professionals find accredited CME activities that meet their needs.
- Users can search for information about currently available CME activities by CME provider name, date, location, specialty, and MOC points/credit type.
- ACCME’s CME Finder is derived from data that organizations accredited within the ACCME system enter into PARS.
- For CME activities that are not open to the public (i.e., activities available only for employees or members of the provider’s organization), the provider can indicate that registration is "limited" when registering the activity in PARS.

PARS - REDUCED DATA ENTRY

- Removing fields no longer needed – competencies, specifics of in-kind donations, hours of instruction (Hours of Instruction and # of AMA PRA Cat. I Credit Designated seemed redundant)
- Enduring materials only have to be entered once, even if they are multiple year
- Repeated activities with the same content will now have an “add date and location” to cut down on manual data entry; PARS will then automatically create individual activity entries
- MOC activities can be registered using MS Excel file upload

PARS – IMPROVED USER EXPERIENCE

- Step-through, guided process for manually entering and editing activities (Help when you need it: Pop-up descriptions and embedded FAQ providing guidance and clarifications, without taking you away from PARS)
- Relaxed rules about when activities can be edited
- Mobile friendly user interface
- Expanded record limit for batch upload
- Improved matching logic for learner identification
- Explicit “add,” “update” and “delete” record actions
- Dashboard for your CME Program, enabling you to see high level statistics on your program

PARS – RESPONDING TO FEEDBACK AND DESIRED VALUE FOR PROVIDERS

- No longer assigning a program year to activities
 - MOC and Licensing Board programs have demonstrated advantages to entering activities in PARS early
 - Activities can be entered as they are planned, and closed as they are completed, throughout the year to avoid a year-end rush
 - Learner counts updated periodically to allow ACCME to continue reporting
- Program Summary remains but is focused on providing financial information for the year
- Revised “designed for/evaluated for” questions

DESIGNED FOR / EVALUATED FOR QUESTIONS

In the new PARS, you'll be asked which of the following outcomes will be measured:

- Learner Knowledge
- Learner Competence
- Learner Performance
- Patient Health
- Community/Population Health

You'll be able to select all that apply. In addition, you'll have the option to choose what type of measurement was used:

- Objective, such as observation or tests
- Subjective, such as self-reported change

CONTACT TYPES: CONTACT FIELDS THAT PREVIOUSLY EXISTED IN PARS

- **Primary Contact** (Required): The person who receives all official ACCME communications and is ACCME's first point of contact for any questions or issues related to the organization's accreditation. Each organization is required to designate one person as the primary contact.
- **Billing Contact** (Optional): The person who receives ACCME invoices and other payment-related information. If a billing contact is not designated, invoices will be sent to the primary contact.
- **CEO Contact** (Optional): The person in an executive leadership role who is ultimately responsible for the organization's ACCME accredited CME program.
- **Staff** (Optional): Use this field to enter anyone who you want to have access to your organization's records in PARS. This is typically an employee of the accredited CME provider.

NEW OPTIONAL CONTACT TYPES

- **Medical Director:** Use this field to identify the person, usually a physician or healthcare professional, who assists or leads your organization's efforts in content planning, faculty selection, and/or faculty development. The ACCME may communicate with this person about regional or national ACCME activities that might be of interest to healthcare professionals involved in CME.
- **ACCME Website Contact:** Use this field to identify the person who serves in a customer service capacity to address inquiries and triage questions from external users and physicians. This person will be published as your organization's contact in the Find a CME Provider section on the ACCME's website. If you do not designate a person in this role, your organization's Primary Contact will be published on the ACCME's website.
- **Technical Contact:** Use this field to identify the person who is responsible for information systems and technical updates related to your work in PARS.

LAUNCH & TRAINING

- ACCME expects to launch the new version of PARS by mid summer
- ACCME will provide updates and instructions in the coming months to support your use of the new version of PARS (series of pre-scheduled webinars for different PARS users, including short demos and Q&A)
- At present, please continue to enter your activity and learner data as you usually do. Your data will be migrated into the new PARS — you will not need to re-enter any data.

<https://accme.org/new-pars>

ACCME ACADEMY (LMS)

- ACCME will use **ACCME Academy** for some of the PARS training
- Beginning in June, **ACCME Academy** will be made available to all accredited providers in the ACCME system (ACCME-accredited, state-accredited and jointly accredited providers)
- CME providers will receive 3 complimentary user accounts to use through 2021
- On June 1, accredited provider *primary contacts* will receive by email a unique enrollment key that can be used to create these accounts, along with detailed instructions for account setup
- This will give account holders access to all free content, including multi-media, interactive courses, and other resources