

# 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 [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 forgot your password?** link under the **Log in** button at [pars.accme.org](http://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

HOME PROFILE HISTORY

AAA Test Organization  
4008158  
Chicago, IL

Primary Contact  
John Adams  
johnadams@test.org  
773-123-4567  
Chicago, IL

ACCREDITATION STATUS  
Accreditation  
Reaccreditation  
Jul 31, 2017 - Jul 31, 2021  
To view your accreditation decisions, click here.

Program and Activity Data

To edit your Profile, click here and select Edit My Profile.

Clicking History allows you 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).

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

# 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.

# PARS New Look and Feel



## 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](mailto: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



## Indiana State Medical Association

3002120

<http://www.ismanet.org> 

PROFILE INFO CONTACTS

### ADDRESSES

+ Add a new Address

 322 Canal Walk    
Indianapolis, IN 46202-3268  
UNITED STATES  
BUSINESS

### PHONES

+ Add a new Phone

 (317) 261-2076  
FAX  
 (317) 261-2060   
MAIN

### EMAILS

+ Add a new Email

 [cstearley@ismanet.org](mailto:cstearley@ismanet.org)  

### PROFILE DATA

Organization Accrator  
ACCME

Provider Status  
Accredited

Has Complaint Inquiry  
No

Cohort for Joint Accreditation Decision  
No Data

Organization Classification  
Non-profit (Physician Membership  
Organization)

Is Previously Accredited By SMS  
No

Is Applying for Joint Accreditation



# Program & Activity Data Page



## Program and Activity Reporting System (PARS)

Logged in as Cheryl Stearley | 3002120  
Indiana State Medical Association

[Help](#) | [Main Menu](#) | [Log Out](#)

Home

Activities

Program  
Summary

### Organization

+ Download Summary of Closed Activities ?

### Activities

+ Add an Activity

+ Batch Activity Upload

+ Download All Activities

+ Download REMS Activities

+ Download Activities Selected for Review ?

### Participants

+ Batch Participant Upload

+ View Participant Summary

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

Reporting Year ? 2018 ▼

Open Activities

Closed Activities

[View by Activity Type](#) | [View All Open Activities](#) Delete Selected

▶ Course (1)

▶ 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

# 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 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.

Home

Activities

Program  
Summary

## Organization

[+ Download Summary of Closed Activities](#) ?

## Activities

- [+ View Activities](#)
- [+ Add an Activity](#)
- [+ Batch Activity Upload](#)
- [+ Download All Activities](#)
- [+ Download REMS Activities](#)

[+ Download Activities Selected for Review](#) ?

## Participants

- [+ Batch Participant Upload](#)
- [+ View Participant Summary](#)

Please do not use the 'Back' or 'Forward' buttons on your browser when navigating in system.

Reporting Year ? 2018 ▾

## 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.

*Last Modified: 10/25/2018 12:41 PM by Cheryl Stearley*

### 1. Total amount of monetary commercial support received in 2018

Total amount of monetary commercial support received (aggregated from information provided about your individual activities)..... USD 1,570.00

### 2. Total advertising & exhibit income received in 2018

Advertising and exhibit income received in support of your program (Required. If none received, type "0.00") USD

### 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") 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, type "0.00") USD

[Save Program Summary](#)

**LET'S  
ENTER A  
SAMPLE  
ACTIVITY**

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



# QUESTIONS

