

# PARS Refresher



Program and Activity Reporting System

<https://pars.accme.org>

June 7, 2024



# What is PARS?

PARS is the national database used by accredited CME providers for submitting:

- **CME Activity Data**
- **Learner Credit Data**

## CME Activity Data

All accredited providers are expected to enter activity data in PARS to fulfill ACCME's annual data reporting requirements.

Each year, the ACCME aggregates this information in an annual data report as a service to our CME community and to identify long-range trends that shape the evolution of our system.

## Learner Credit Data

PARS offers you the ability to not only enter activity data, but also record learner credit data in the same system.

**Reporting learner credit data in PARS is not required.**

It is an opportunity that has been made available for all accredited providers so that the CME community can move the system forward to a digitized approach to reporting and managing learner credit data.

# ACCME Has New Resources Available on Reporting Learner Credit Data for ABS

Since they understand that reporting learner credit data may be a new process for many, they want to help.

They have assembled a list of resources and recorded webinars to help providers get started on reporting learner credit data for ABS and to answer your questions about the process.

Those resources are available here:

<https://accme.org/reporting-for-abs>

# By entering Activity and Learner Credit Data in PARS, you can:

- Increase the visibility of your CME activities and reach a wider audience of learners.
- Reinforce the value of your activities to learners and other stakeholders.
- Decrease physicians' reporting burden, giving them more time to focus on patient care.
- Support regulatory authorities by providing easier access to verified CME and Maintenance of Certification (MOC)/Continuous Certification (CC) credit data.
  - Learner credit data entered in PARS will be reported to participating state MLB and certifying boards, eliminating the need for physicians to track and submit their credits to these boards manually.

# At the National Level, PARS is utilized to:

Support the process for initial accreditation, reaccreditation, and progress report reviews.

ACCME plans to eventually make PARS available for SMS and their state-accredited CME providers to use for this purpose.



# Who is Required to Use PARS

All accredited providers within the ACCME System including:

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

# PARS USERS

Your organization's key CME staff should currently be entered in the system as PARS users.

User categories include:

- **Primary Contact**: 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**: 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**: The person in an executive leadership role who is ultimately responsible for the organization's ACCME accredited CME program.
- **Staff**: Anyone who you want to have access to your organization's records in PARS. This is typically an employee of the accredited CME provider.
- **Medical Director**: 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.
- **Technical Contact**: The person who is responsible for information systems and technical updates related to your work in PARS.

**When you have a transition of CME staff,  
please notify Cheryl Stearley at the ISMA so updates can be made.**

# ACCME is very good about providing key resources to support CME provider data entry

You will find many videos and technical resources on their website at <https://www.accme.org/pars>, as well as in ACCME Academy, the ACCME's learning management system.

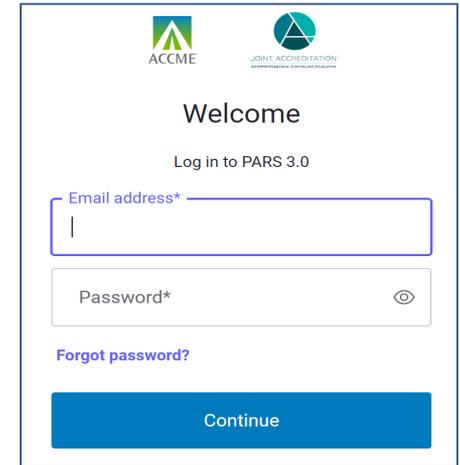
The Academy can be accessed at <https://academy.accme.org/#/login>

# ACCME Academy courses include PARS help on subjects such as:

- Getting Started with PARS
- Manually Adding an Activity in PARS
- Batch Uploading Activities in PARS
- Adding/Updating Learner Counts Manually in PARS
- Closing Activities Manually in PARS
- Preparing to Close Activities for Year-End Reporting in PARS
- Trouble-shooting Issues in PARS

# 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 **“Forgot Password?”** link under the **Log In** button at [www.pars.accme.org](http://www.pars.accme.org)



ACCME

JOINT ACCREDITATION

Welcome

Log in to PARS 3.0

Email address\*

Password\*

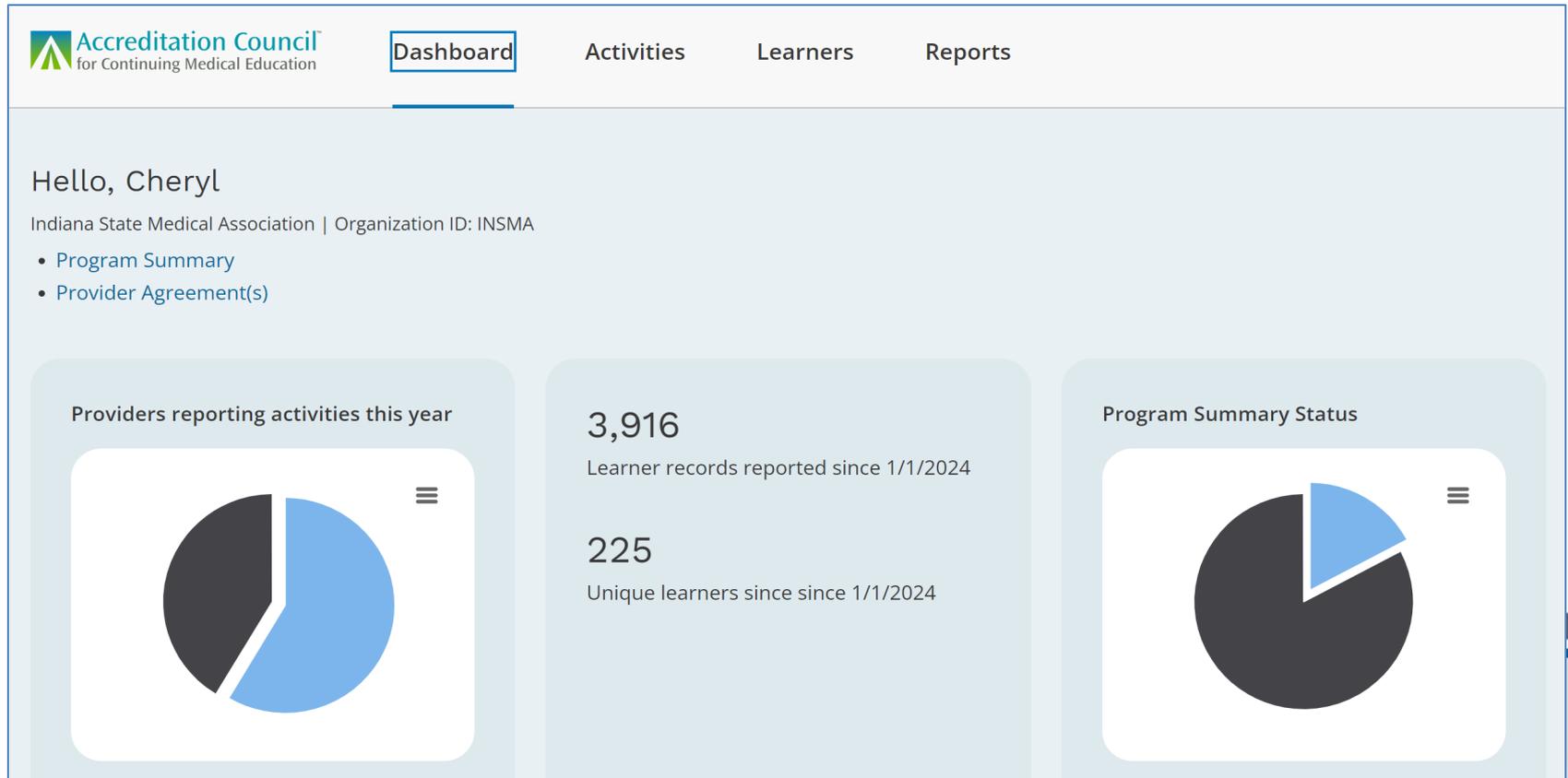
[Forgot password?](#)

Continue

- The system will prompt you to enter your email address; enter the email address associated with your PARS account and click **Submit**.
- A **“Reset Password”** email will be sent to the address you provide; follow the prompts and set a new password.
- Return to Log In screen, enter your email address/new password, then click the **Log In** button. **You will be directed to the Provider Dashboard.**

# Provider Dashboard

Enables you to see high level statistics on your program



# Program & Activity Data Page

Dashboard Activities Learners Reports

☰ Activity Summary + Add Activity ⚡ Batch Upload Activities

➔

Apply selected filter(s)

Filter By: Clear All

Activity Format +

MOC +

MIPS +

IPCE +

REMS +

## Provider Activity Summary

150 Activities | Show: 10 Per Page Download Active Activities

Select All Sort by: Recently Added ⬇

**Indiana Radiological Society - 2023 Annual Spring Meeting** Closed

04/22/23 - 04/22/23 | Live Course

Activity ID: 202541286 | Provider: Indiana State Medical Association | Jointly Provided 👤 Update Learners

Learners: 21

**Surprise Billing: Patient Protection Etched into Law** Closed

12/17/21 - 12/31/22 | Enduring Material

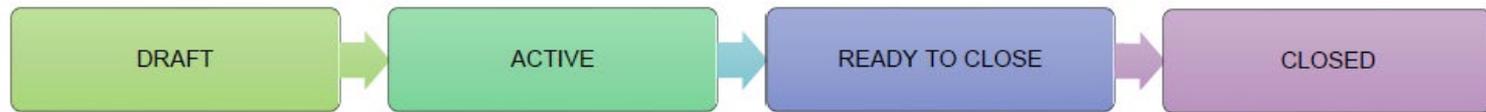
Activity ID: 202189986 | Provider: Indiana State Medical Association 👤 Update Learners

Directly Provided | Learners: 14

# PARS Activity Statuses

With the removal of the reporting year field came the introduction of new activity statuses.

In the old system, activities were either open or closed. **There are now four activity statuses:**



I have included a Guide in your handout packet that explains how activities flow in PARS and what information is required for each status.

# Program & Activity Data Specifics

- **Activities can be entered as they are planned, and closed as they are completed throughout the year to avoid a year-end rush.**
- **Users are no longer assigning a program year to activities.**
  - **Start/End date only**
  - **Enduring materials only have to be entered once, even if they are multiple year.**
- **Explicit “Add,” “Update” and “Delete” record actions.**
- **Repeated activities with the same content have an “add date and location” to cut down on manual data entry; PARS will then automatically create individual activity entries.**

# Program & Activity Data Specifics

- **Learner counts can be updated periodically to allow ACCME to continue reporting.**
- **Users have the ability to tag activities by Commendation Criteria, support your efforts to achieve Accreditation with Commendation.**
- **Users are able to choose whether to display activities in CME Finder.**
  - **For activities not open to the public or others outside of the organization, providers can indicate that registration is “limited.”**

# Learner Summary Page



Dashboard

Activities

Learners

Reports

☰ Learner Summary By Activity

+ Learner Search

⬇ Batch Upload Learners

✓ Learner Validation Tool

🔍 Search Activity



Apply selected filter(s)

Filter By:

Clear All

Activity Format



Providership



Joint Provider Name



## Learner Summary by Activity

203 Activities

Download All Activities ▾

Show: 10 Per Page ▾

Sort by: ▾



### The End of Indiana Medicaid Continuous Protections and Return to Normal Operations: Impact on All Providers

👁 View

👤 Add Learners

Indiana State Medical Association | Organization ID: 3002120

Submitted: 0 Accepted: 0 Rejected: 0

Enduring Material Activity ID: 202540821

# Reports Page

[← Dashboard](#)



## Program

### Program Summary Report

Report of a provider's financial information submitted in the yearly Program Summary.

[View →](#)

### Summary of CME Activities

Summary of CME activities reported by accredited providers during date interval

[View →](#)

# What Type of Activity Formats Can Be Reported in PARS?

- Live Course
- Regularly Scheduled Series
- Test Item Writing
- Committee Learning
- Enduring Material
- Journal CME
- Performance Improvement CME
- Internet Searching & Learning
- Learning from Teaching
- Manuscript Review
- Other/Blended Learning

# What Data Are Providers Required to Enter in PARS?

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

- Activity Title
- Activity Format
- Activity Start/End Date
- Activity Location
- Description
- Does the activity occur more than once with same content?
- Outcomes to be measured (Competence/Performance/Patient Health)

# Annual Data Reporting Requirements

As previously mentioned, all accredited providers are expected to enter activity data in PARS to fulfill ACCME's annual data reporting requirements.

Annual PARS Reports are typically due by March 30<sup>th</sup> every calendar year for the previous calendar year's CME activities.

## **NEW: Annual Reporting Office Hours**

ACCME has begun offering virtual office hours via Zoom to answer annual reporting-related questions.

# To fulfill Annual Reporting Requirements, there are 5 Steps to complete:

1. **Accept the terms of the ACCME annual agreement**, located on the dashboard in PARS under Provider Agreement(s). Each year, all accredited providers are asked to accept the annual agreement regarding data submission and compliance with ACCME policies and procedures.
2. **Enter all activities that started and ended in the reporting year.**
3. **If you provide enduring material activities, update the total cumulative learner counts as of December 31<sup>st</sup>.** Enduring materials should remain open until the end date, which may be up to three years from the start date.

#### 4. Complete and submit your Program Summary, located on the dashboard in PARS.

- Report financial information for the year that describes the income for your overall Program of CME. This includes government monetary grants, private monetary donations, registration fees, and advertising/exhibit income)
- Attest to the completeness of the data you have entered for the year by clicking the **“Accept Terms”** button that appears within PARS.

#### 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.

The screenshot shows the PARS dashboard interface. At the top right, there is a blue navigation bar with the text "Back to Accreditation Management" and "Cheryl Stearley" with a dropdown arrow. Below this is the Accreditation Council for Continuing Medical Education logo and a navigation menu with "Dashboard" (highlighted with a blue underline), "Activities", "Learners", and "Reports". The main content area is light blue and displays a personalized greeting: "Hello, Cheryl". Below the greeting, it shows "Indiana State Medical Association | Organization ID: 3002120" and a list of two items: "Program Summary" and "Provider Agreement(s)".

# Attestation Section of Program Summary

- After all activities for the Reporting Year are completed/closed and income/expense information on the Program Summary tab is verified, **a provider must attest that their PARS data is complete** by clicking on the button at the bottom of the Program Summary tab that says, **"I Attest that Data is Complete for the 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 they need to make any edits to this information after clicking the Attestation button, they will need to contact the ISMA.

## Year End Summary

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

## Total exhibit and advertising income received this year. \*

Advertising and exhibit income received in support of your program. If none received, type "0"

## Total registration fees received this year. \*

Registration fees received from activity participants. If none received, type "0"

## Total government monetary grants received this year. \*

Monetary grants received from federal, state or local governmental agencies in support of your Program. If none received, type "0"

## Total private monetary donations received this year. \*

Monetary donations received from private sector, including foundations, in support of your Program. Commercial Support is not considered to be a Private Monetary Donation. If none received, type "0"

Please acknowledge your acceptance of the following terms for using PARS to report CME activity and program data. You understand that submission of accurate information about the activities your organization provides and the sources of revenue available to your program of CME is required to maintain accreditation. By clicking the "Submit Program Summary" button below, you attest that your organization has submitted accurate information about:

- The activities provided by your organization during this past year, and
- The sources of revenue available to your program for this past year.

You understand that the data submitted will be reviewed and that your organization's data may be included in aggregated totals that are made available to the public.

Program summary submitted on 03/28/2024 by  
cstearley@ismanet.org

Save as  
Draft

Submit Program  
Summary

ACCME has created resources, including an **Annual Reporting Checklist, FAQ and How-To Videos** which are available on their new annual reporting webpage at: <https://accme.org/annual-reporting-pars>.

**LET'S  
ENTER A  
SAMPLE  
ACTIVITY**

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



# QUESTIONS

