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Year-End Reporting in PARS

Maine Medical Association

Year-End Reporting

Where are you at with
Year-End Reporting?

Answer in the Poll



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Year-End Reporting

To fulfill your year-end reporting requirement, there are 5 steps to complete:

1. Complete and submit Program Summary
2. Accept the terms for the ACCME Provider Agreement
3. Close all activities that ended in 2023
4. Update all continuing activities
5. Review and update contact information



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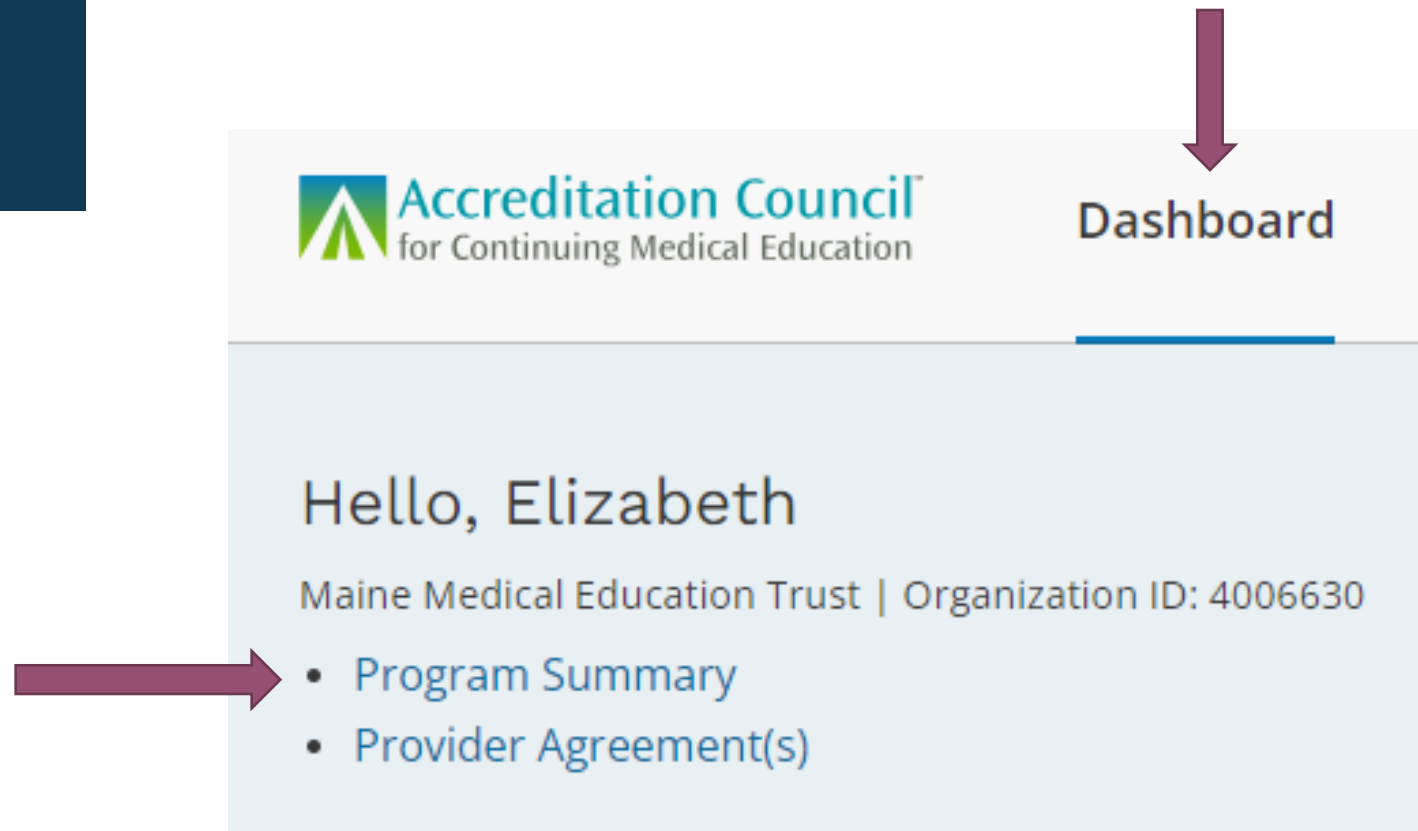


1. Complete and Submit Program Summary

Each year, all accredited providers are asked to submit information regarding income from CME.

Where to find the Program Summary:

The Program Summary is located on the dashboard in PARS.



1. Complete the Program Summary:

PROGRAM SUMMARY

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"

Amount in USD

← Income from Exhibitors

Total registration fees received this year. *

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

Amount in USD

← Income from Registration Fees

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"

Amount in USD

← Government Grants Received

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"

Amount in USD

← Private Donations Received

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.

Save as Draft

Submit Program Summary

1. Complete and Submit Program Summary

Tips for Completing the Program Summary:

- Commercial Support is reported at the individual activity level, not in the Program Summary.
- Accredited providers are responsible for reporting funds received from jointly provided activities, even if the joint provider was the recipient of the funds.
- If the amount received is \$0, then enter “0” on the Program Summary. Every line must contain a number.

1. Complete and Submit Program Summary

When every box has a number in it, the “Submit Program Summary” button will turn purple, and the form can be submitted.

The form can also be saved as a draft.

Complete the Program Summary:

PROGRAM SUMMARY
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"

0

Total registration fees received this year. *

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

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"

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"

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
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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.

[Save as Draft](#) [Submit Program Summary](#)

Year-End Reporting

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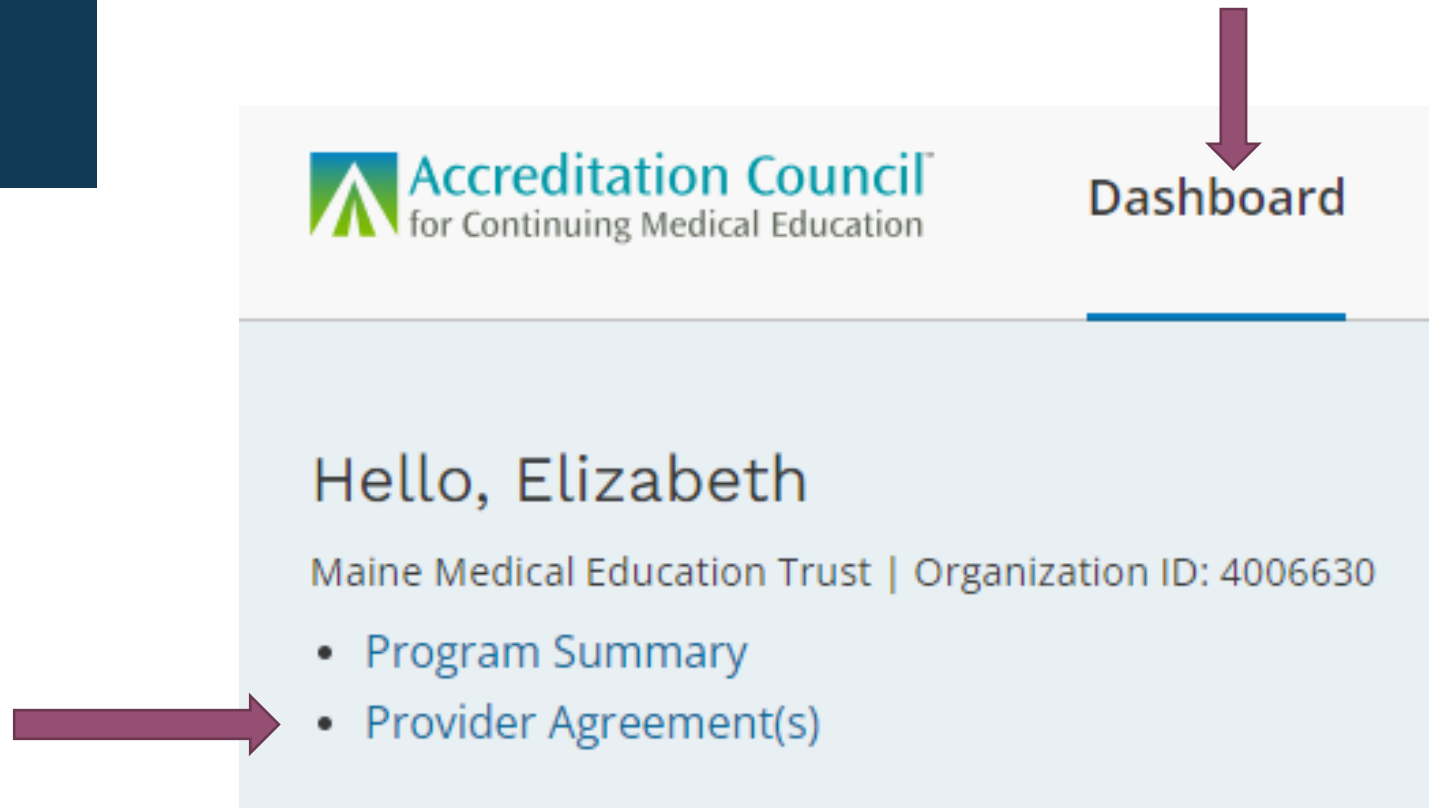


2. Accept Provider Agreement Terms

Each year, all accredited providers are asked to accept the annual provider agreement regarding data submission and compliance with ACCME policies and procedures.

Where to find the agreement:

The Provider Agreement is located on the dashboard in PARS under Provider Agreement(s).



2. Accept Provider Agreement Terms

Click “Accept Terms”

The button will turn from **purple** to **gray** when the terms have been accepted.

[← Dashboard](#)


ANNUAL AGREEMENT
Submission of Physician Learner Data and Compliance with Accreditation Policies/Procedures
PARS (Updated December 2022, Reviewed December 2023)

Please click the “Accept Terms” button below to acknowledge your acceptance of the following terms for 1) using ACCME’s Program and Activity Reporting System (PARS) to report physician learner credit data; and 2) participating in the voluntary, peer review accreditation system administered by ACCME or your Recognized State Medical Society Accreditor:

- PARS allows all accredited providers to report individual credit data for physician learners who have completed accredited activities and earned credit. This data may include some, or all, of the following data fields: first and last name, month and day of birth, state(s) of licensure, license ID, certifying board(s), certifying board ID(s), name of activity, date activity completed, and amount of credit earned. **Once reported in PARS, the data will be made available to the learner’s state medical licensing board(s) and/or specialty certifying board(s) for their use in verifying the physician’s fulfillment of continuing education requirements.**
If reporting individual physician learner data in PARS, your organization:
 - will obtain permission from physician learners who participate in your organization’s accredited activities to report their participation to the ACCME and their state medical licensing board(s) and/or certifying board(s), prior to entering their data in PARS.
 - grants the ACCME permission to share the learner data that your organization enters into PARS with the learner’s state medical licensing board(s) and/or specialty certifying board(s).
- Additionally, your organization agrees that in consideration of the ACCME or a Recognized Accreditor engaging in any process of accreditation, reaccreditation or the provision of any other service to your organization, your organization shall comply with and be bound by all ACCME or your Recognized Accreditor’s policies and procedures. The ACCME policies and procedures are posted on [ACCME’s website](#).

Annual agreement accepted on 01/08/2024 by eciccarelli@mainemed.com

Accept Terms



Year-End Reporting

To fulfill your year-end reporting requirement, there are 5 steps to complete:

1. Complete and submit Program Summary
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3. Close All Activities that Ended in 2023

Step 1: All activities that occurred in 2023 should be entered into PARS, even if they are still ongoing series or enduring materials.

New to PARS?

If you are unsure how to enter activities into PARS, schedule a tutorial with the MMA or view the PARS Tutorials on ACCME Academy.

The screenshot displays the ACCME PARS system interface. At the top, the navigation bar includes the ACCME logo and tabs for Dashboard, Activities, Learners, and Reports. The 'Activities' tab is selected. Below the navigation bar, the 'Activity Summary' section is visible, featuring a progress bar with five steps: Basics, Information for Learners, Accreditation Details, Collaborations, and Complete. The 'ADD AN ACTIVITY' section is also visible, prompting the user to enter the activity name. A large purple arrow points down to the 'Activities' tab, and a smaller purple arrow points up to the '+ Add Activity' button.

3. Close All Activities that Ended in 2023

Step 2: All activities must be updated with the Number of Learners.

Search for Ready to Close Activities

After you have entered all activities for 2023, you can use the filter categories on the left sidebar to search for and display only those activities that are ready to close.

The image shows a user interface for filtering activities. On the left is a sidebar with filter categories: 'REMS Program' (expanded), 'Activity Status' (collapsed), 'Activity Date Range' (collapsed), and 'Certifying Boards' (collapsed). Under 'Activity Status', there are three options: 'Active' (unselected), 'Closed' (unselected), and 'Ready to Close' (selected, indicated by a green square and a purple arrow pointing to it). On the right is the main filter panel. It has a search bar labeled 'Search Activity' with a green arrow button. Below the search bar is a purple button labeled 'Apply selected filter(s)'. Further down, under 'Filter By:', there is a pill-shaped button labeled 'Ready to Close' with an 'x' to remove it, and a 'Clear All' link.

3. Close All Activities that Ended in 2023

Update Learners

Option 1: Click on 'Update Learners'

Enter number of physicians and number of other learners

Provider Activity Summary

11 Activities | Show: 10 Per Page ▾

Download Active Activities ▾

☐ Select All

Sort by: Recently Added ▾



☐ Feeding Frenzy: Nutrition and Feeding Challenges in Early Infancy

12/09/22 - 12/09/22 | Live Course

Activity ID: 202347924 Provider: Maine Medical Education Trust Internal ID: None

Jointly Provided Commercial Support Received Learners: 0

Ready To Close

Update Learners

☐ Pediatric Psychiatry in the Primary Care Setting ECHO

05/04/22 - 12/07/22 | Regularly Scheduled Series

Activity ID: 202284895 Provider: Maine Medical Education Trust Internal ID: None

Jointly Provided Learners: 72

Ready To Close

Update Learners

Total Learners



2023 Nurture ME Summit

Activity ID 202602895 | January 10, 2024 - January 10, 2024

Update numbers of learners who completed this activity.

total physician learners to date

total other learners learners to date

Update Learners

[Add Individual Learners →](#)

3. Close All Activities that Ended in 2023


Step 2: All activities must be updated with the Number of Learners.

Update Learners

Option 2: Click on the name of the activity that is ready to close.

Provider Activity Summary

11 Activities | Show: 10 Per Page ▾ | Download Active Activities ▾

☐ Select All | Sort by: Recently Added ▾ 

☐


Feeding Frenzy: Nutrition and Feeding Challenges in Early Infancy

12/09/22 - 12/09/22 | Live Course

Activity ID: 202347924 | Provider: Maine Medical Education Trust | Internal ID: None

Jointly Provided | Commercial Support Received | Learners: 0

Ready To Close

 Update Learners

☐


Pediatric Psychiatry in the Primary Care Setting ECHO

05/04/22 - 12/07/22 | Regularly Scheduled Series

Activity ID: 202284895 | Provider: Maine Medical Education Trust | Internal ID: None

Jointly Provided | Learners: 72

Ready To Close

 Update Learners

3. Close All Activities that Ended in 2023

Step 2: All activities must be updated with the Number of Learners.

Close Activities

Update the Learners who participated in the activity



[← Activity Summary](#)

ACTIVITY DETAILS
Feeding Frenzy: Nutrition and Feeding Challenges in Early Infancy
Activity ID 202347924

Ready To Close

Basics

Edit

Title
Feeding Frenzy: Nutrition and Feeding Challenges in Early Infancy

Activity Format
Live Course

Date
12/09/22 - 12/09/22

Update Total Learners

Add Individual Learners

Print Activity

Delete Activity

OR

Total Learners Reported [Incomplete field - required to set Activity as "Closed"]

Physician:
Other Learners:

Edit



3. Close All Activities that Ended in 2023

Step 2: All activities must be updated with the Number of Learners.

Close Activities

2. Update the Learners who participated in the activity

Total Learners



Feeding Frenzy: Nutrition and Feeding Challenges in Early Infancy

Activity ID 202347924 | December 9, 2022 - December 9, 2022

Update numbers of learners who completed this activity.



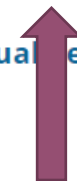
total physician learners to date



total other learners learners to date

Update Learners

Add Individual Learners →



3. Close All Activities that Ended in 2023

Step 3: Mark Activity as Closed

Close Activities

☰ Activity Summary + Add Activity ⚙ Batch Upload Activities

← Activity Summary

ACTIVITY DETAILS

Feeding Frenzy: Nutrition and Feeding Challenges in Early Infancy

Activity ID 202347924

Basics

Title

Feeding Frenzy: Nutrition and Feeding Challenges in Early Infancy

Activity Format

Live Course

Date

12/09/22 - 12/09/22

Ready To Close

Edit

Update Total Learners

Add Individual Learners

Print Activity

Delete Activity

☐ Mark Activity as Closed

Closed

Update Total Learners

Add Individual Learners

Print Activity

☒ Reopen

Closed activities can be reopened up to 30 days after they are closed. After 30 days, they are permanently closed.

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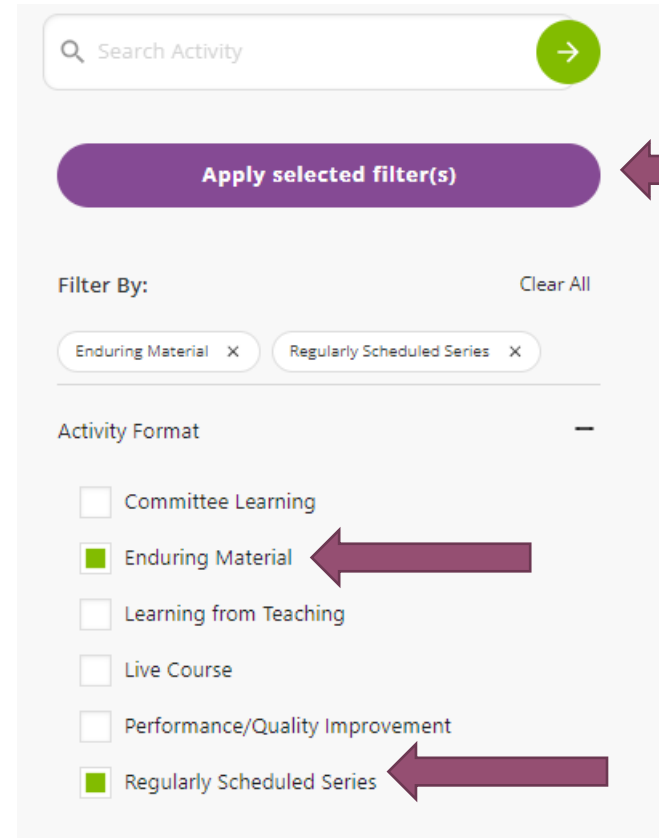


4. Update Learner Counts for Continuing Activities

Enduring Materials or Regularly Scheduled Series or other activities that will continue into 2024 should be updated with the number of learners that participated in 2023.

Search for Enduring Materials or RSS

You can use the filter categories on the left sidebar to search for and display enduring materials.



The screenshot shows a search interface with a search bar at the top containing the text "Search Activity" and a green arrow button. Below the search bar is a purple button labeled "Apply selected filter(s)". Underneath this is a "Filter By:" section with a "Clear All" link. Two filter tags are visible: "Enduring Material" and "Regularly Scheduled Series", both with an 'X' to remove them. Below the tags is an "Activity Format" section with a minus sign. It contains a list of activity formats with checkboxes: "Committee Learning", "Enduring Material", "Learning from Teaching", "Live Course", "Performance/Quality Improvement", and "Regularly Scheduled Series". The checkboxes for "Enduring Material" and "Regularly Scheduled Series" are checked. Three purple arrows point to the "Apply selected filter(s)" button, the "Enduring Material" checkbox, and the "Regularly Scheduled Series" checkbox.

Note: A Regularly Scheduled Series should only last for one year, then be re-entered as a new activity.

4. Update Learner Counts for Continuing Activities

Update Learners

The number of learners can be updated from the Activity Summary page.


Enduring Materials or Regularly Scheduled Series or other activities that will continue into 2024 should be updated with the number of learners that participated in 2023.

Provider Activity Summary

81 Activities | Show: 10 Per Page ▾

Download Active Activities ▾

☐ Select All

Sort by: Recently Added ▾ 

☐


HALO Med Education Pilot Series


09/08/21 - 09/07/24 | Enduring Material


Activity ID: 201838127 Provider: Maine Medical Education Trust Internal ID: None


Jointly Provided Learners: 5

Active

 Update Learners

 View

 Edit

 Delete

4. Update Learner Counts for Enduring Materials

Enduring Materials or Regularly Scheduled Series or other activities that will continue into 2024 should be updated with the number of learners that participated in 2023.

Update Learners

Enter the number of physician learners and other learners who participated in 2023. If data is already entered from 2022, add the numbers from 2023 for a cumulative total.

The screenshot displays two overlapping modal windows for updating learner counts. The top window is titled 'Total Learners' and '2022 Data'. It contains the following text: 'HALO Med Education Pilot Series', 'Activity ID 201838127 | September 8, 2021 - September 7, 2024', and 'Update numbers of learners who completed this activity.' Below this, there are two input fields: '5' for 'total physician learners to date' and '0' for 'total other learners learners to date'. A purple 'Update' button is partially visible. The bottom window is titled 'Total Learners' and '2023 Data'. It contains the same header information and update instruction. It has two input fields: '15' for 'total physician learners to date' and '3' for 'total other learners learners to date'. At the bottom of this window, there is a purple 'Update Learners' button and a blue link 'Add Individual Learners →'. Red arrows point from the text on the left to the input fields in the 2022 window, and from the 'Update Learners' button to the bottom right.

Do not close the activity if it is continuing into 2024.

Year-End Reporting

To fulfill your year-end reporting requirement, there are 5 steps to complete:

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5. Review and Update Contact Information

Where to Find Your Contact Information:

Click on “Back to Accreditation Management” found in the top bar.



[Back to Accreditation Management](#)

Elizabeth Ciccarelli ▾



[Dashboard](#)

[Activities](#)

[Learners](#)

[Reports](#)


Make sure all the information entered for the organization and primary contact is correct.


5. Review and Update Contact Information

Make sure all the information entered for your organization and primary contact is correct.

To Edit Your Contact Information:

Click on the editing tool.



Maine Medical Education Trust 

4006630

Manchester, ME

Primary Contact

Elizabeth Ciccarelli

eciccarelli@mainemed.com

Manchester, ME

Accreditation

Reaccreditation

09/16/2022 – 09/30/2026

To view your accreditation decisions, click History.

5. Review and Update Contact Information


To Edit Your Contact Information:









Edit any fields that are incorrect, require updating, or are missing information.

Maine Medical Education Trust (4006630)
Manchester, ME
No website listed [\(Edit\)](#)

Contacts Public Profile Additional Info

☒ Phones ☒ Emails ☒ Addresses

Phone	(207) 622-3374 MAIN
Email	eciccarelli@mainemed.com
Address	PO Box 190  Manchester, ME 04351 UNITED STATES BUSINESS

Is Primary	
	
 	
	

5. Review and Update Contact Information

Make sure all the information entered for your organization and primary contact is correct.

To Edit Your Contact Information:

Contacts can be added or removed but there can only be one primary contact.

Home Profile **Contacts** History

Maine Medical Education Trust

4006630

Manchester, ME

Primary Contact

Elizabeth Ciccarelli

Director of Continuing Medical Education

eciccarelli@mainemed.com

207-480-4186 ext. 1000

Manchester, ME

Accreditation

Reaccreditation

09/16/2022 - 09/30/2026

To view your accreditation decisions, click History.

To Add a New Contact

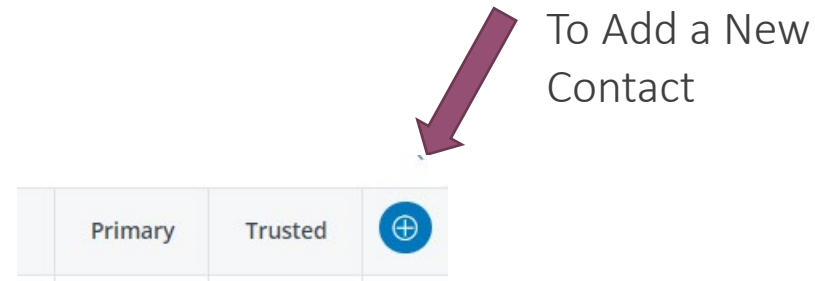
Primary	Trusted	
---------	---------	--

5. Review and Update Contact Information


Make sure all the information entered for your organization and primary contact is correct.

To Edit Your Contact Information:

Contacts can be added or removed but there can only be one primary contact.



Search for the person you want to add, when they don't show up, choose the option to add a new person

Add Personnel 

Check for existing records
To avoid creating duplicate accounts, please search for existing records before creating a new entry. To begin your search, please enter part or all of a first name, last name, or email address.

Ron Weasley Find

We found 2 matching records. Please select the matching person below.

If the person is not listed, please [Click Here](#) to add a new person to the directory



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Deadline:
March 31, 2024



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Questions?

Elizabeth Ciccarelli at eciccarelli@mainemed.com

Office Hours

Mondays from 9-10am