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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 6 steps to complete:

1. Accept the terms for the ACCME annual agreement
2. Enter all activities that occurred in 2022
3. Close all activities that ended in 2022
4. Update total learner counts for enduring materials
5. Complete and submit program summary
6. Review and update contact information



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1. Accept Annual Agreement Terms

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

Where to find the agreement:

The Annual Agreement is located on the dashboard in PARS under Agreement Page.



Dashboard

Hello, Elizabeth

Maine Medical Education Trust | Organization ID: 4006630

Program Summary



Agreement Page

1. Accept Annual 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 November 2021)

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

1. The ACCME offers all accredited providers the opportunity to use PARS to report information about physician learners who have completed accredited CME activities and earned credit. This information includes the physician learner's name, month and day of birth, state of licensure, license ID, name and date of the activity completed, and amount of credit earned. Once reported in PARS, the data will be made available to participating State Medical Licensing Boards for their use in verifying the physician's fulfillment of continuing education requirements.

If submitting individual physician learner data in PARS, your organization:

- will obtain consent from physician learners who participate in your organization's accredited activities to report their participation to the ACCME and the appropriate State Medical Licensing Board(s), prior to entering their data in PARS.
 - grants the ACCME permission to share the specific data that is entered into PARS with the appropriate State Medical Licensing Board(s).
2. 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 policies and procedures. The ACCME policies and procedures are posted on [ACCME's website](#).

Accept Terms



Year-End Reporting

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2. Enter 2022 Activities

All activities that occurred in 2022 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 'Accreditation Council for Continuing Medical Education' logo is visible. Below the logo, a navigation bar contains the following tabs: 'Dashboard', 'Activities', 'Learners', and 'Reports'. The 'Activities' tab is currently selected, indicated by a blue underline. Below the navigation bar, there are three main options: 'Activity Summary' (with a hamburger menu icon), '+ Add Activity', and 'Batch Upload Activities' (with an upload icon). A large purple arrow points down from the 'New to PARS?' text to the 'Activities' tab. Another large purple arrow points up from the bottom towards the '+ Add Activity' button. Below the main navigation bar, a smaller inset shows a detailed view of the 'Add Activity' form. This form includes a progress bar with five steps: 'Basics' (selected), 'Information for Learners', 'Accreditation Details', 'Collaborations', and 'Complete'. Below the progress bar, the text 'ADD AN ACTIVITY' is followed by 'Let's start with the basics for the activity.' and a text input field labeled 'What's the name of the activity *' with the placeholder 'Enter Activity Name'.

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3. Close 2022 Activities

All activities that ended in 2022 and are no longer being offered must be closed.

Search for Ready to Close Activities

After you have entered all activities for 2022, 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 managing activities. On the left is a sidebar with filter categories: 'REMS Program' (expanded), 'Activity Status' (expanded), 'Activity Date Range', and 'Certifying Boards'. Under 'Activity Status', there are three options: 'Active' (unselected), 'Closed' (unselected), and 'Ready to Close' (selected, indicated by a green square). A red arrow points from the 'Ready to Close' option to the main content area. The main content area has a search bar with the text 'Search Activity' and a green arrow button. Below the search bar is a purple button labeled 'Apply selected filter(s)'. Below that is a 'Filter By:' section with a dropdown menu showing 'Ready to Close' and a 'Clear All' link. A red arrow points from the search bar to the 'Apply selected filter(s)' button.

3. Close 2022 Activities


All activities that ended in 2022 and are no longer being offered must be closed.

Close Activities

1. 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 2022 Activities

All activities that ended in 2022 and are no longer being offered must be closed.

Close Activities

2. 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 2022 Activities

All activities that ended in 2022 and are no longer being offered must be closed.

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.



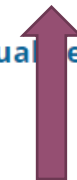
total physician learners to date



total other learners learners to date

Update Learners

Add Individual Learners →



3. Close 2022 Activities

All activities that ended in 2022 and are no longer being offered must be closed.

☰ 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.

Close Activities

3. Click to “Mark Activity as Closed”

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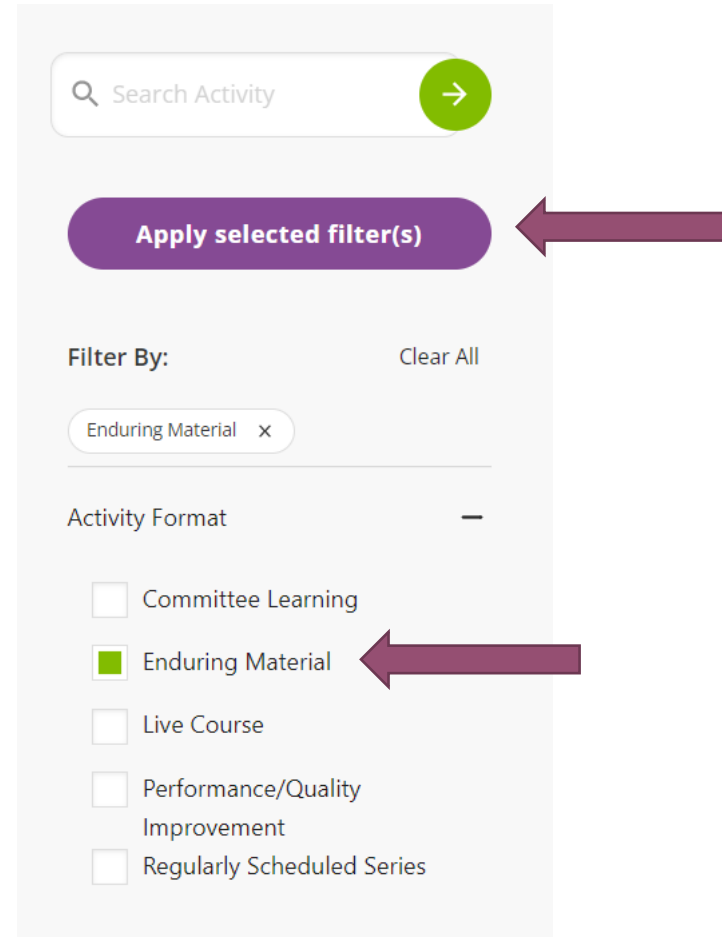


4. Update Learner Counts for Enduring Materials

Enduring Materials or other activities that will continue into 2023 should be updated with the number of learners that participated in 2022.

Search for Enduring Materials

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



The screenshot shows a search interface with the following elements:

- A search bar at the top with the placeholder text "Search Activity" and a green arrow button to the right.
- A purple button labeled "Apply selected filter(s)" with a purple arrow pointing to it from the right.
- A "Filter By:" section with a "Clear All" link.
- A filter tag labeled "Enduring Material" with an "x" to remove it.
- An "Activity Format" section with a minus sign to collapse it.
- A list of activity formats with checkboxes:
 - ☐ Committee Learning
 - ☒ Enduring Material (with a purple arrow pointing to it from the right)
 - ☐ Live Course
 - ☐ Performance/Quality Improvement
 - ☐ Regularly Scheduled Series

4. Update Learner Counts for Enduring Materials

Enduring Materials that will continue into 2023 should be updated with the number of learners that participated in 2022.

Update Learners

The number of learners can be updated from the Program Summaries page.

Provider Activity Summary

81 Activities | Show: 10 Per Page ▾

Download Active Activities ▾

☐ Select All

Sort by: Recently Added ▾



☐ HALO Med Education Pilot Series

Active

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

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

Jointly Provided Learners: 5



Update Learners

View

Edit

Delete

4. Update Learner Counts for Enduring Materials

Enduring Materials and other activities that will continue into 2023 should be updated with the number of learners that participated in 2022.

Update Learners

Enter the number of physician learners and other learners who participated in 2022. If data is already entered from 2021, add the numbers from 2022 for a cumulative total.

Total Learners

HALO Med Education Pilot Series

Activity ID 201838127 | September 8, 2021 - September 7, 2024

Update numbers of learners who completed this activity.

5 total physician learners to date

0 total other learners to date

Update

Add Individual Learners

Do not close the activity if it is continuing into 2023.

Total Learners

HALO Med Education Pilot Series

Activity ID 201838127 | September 8, 2021 - September 7, 2024

Update numbers of learners who completed this activity.

15 total physician learners to date

3 total other learners to date

Update Learners

Add Individual Learners →

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5. 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.



Dashboard

Hello, Elizabeth

Maine Medical Education Trust | Organization ID: 4006630



Program Summary
Agreement Page

5. 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

5. 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.

5. 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

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

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6. **Review and update contact information**



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6. 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.


6. 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.

6. 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

No website listed



Profile Info

Contacts

Addresses

+ Add a new Address

PO Box 190
Manchester, ME 04351
UNITED STATES
BUSINESS

Phones

+ Add a new Phone

(207) 622-3374
MAIN

Emails

+ Add a new Email

ecicarelli@mainemed.com

PROFILE DATA

Edit Profile Data

Provider Status	Organization Classification
Accredited	Non-profit (Physician Membership Organization)
Organization Accrerator	Is Previously Accredited By SMS
Maine Medical Association	No
Has Complaint Inquiry	Is Applying for Joint Accreditation
No	
Cohort for Joint Accreditation Decision	
No Data	

6. 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.

Maine Medical Education Trust

4006630

No website listed

Profile Info **Contacts**

Contacts

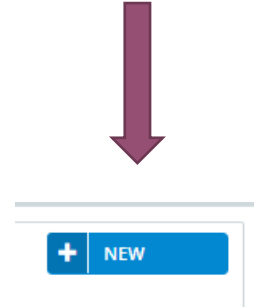
Search Contacts... **Active** Archived

Elizabeth Ciccarelli **PRIMARY**
Billing Contact

Andrew MacLean

Andrew MacLean

- Edit
- Archive
- Remove



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Questions?

Elizabeth Ciccarelli at eciccarelli@mainemed.com

Office Hours

Mondays from 9-10am
Zoom Invitation to be Sent

Next Session

Learner Reporting in PARS &
CME Passport
Thursday, March 23rd at 9 am
via Zoom

Questions?

Elizabeth Ciccarelli at eciccarelli@mainemed.com