



**Joint Accreditation Update Webinar
December 14, 2017**

*Questions Related to the Use of the
Joint Accreditation Program and Activity Reporting System (JA-PARS)*

This FAQ has been produced as a resource in follow-up to the December 14, 2017 [Joint Accreditation Update webinar](#) and contains responses to questions about the new Joint Accreditation Program and Activity Reporting System (JA-PARS) that arose during the meeting.

General JA-PARS Questions

Q: Does the reporting year for 2018 begin on April 2, 2018? Or January 1, 2018?

A: The Reporting Year is based on when the activity concludes. As an example, if you have a course taking place in January 2018, then the reporting year will be 2018. However, if a provider offers a Regularly Scheduled Series that begins September 1, 2017 and ends June 1, 2018, the Reporting Year would be 2018. You can also reference a similar question here: <http://www.accme.org/ask-accme/what-significance-reporting-year>.

Q: To clarify, we can report on a calendar year if that is what we choose?

A: Yes, the provider can report on a calendar year, fiscal year, or academic year. The key is to be consistent in reporting year-to-year.

Q: Are we only entering IPCE activities into JA-PARS or all activities we provide?

A: The jointly accredited provider should enter **all** activities being offered into JA-PARS, whether uni-professional or interprofessional.

Q: How do you delete a date for a cancelled activity?

A: The Activity Date field is required in JA-PARS. If the activity has been cancelled, the provider can go to the Activity Summary page, check the box "Select for Deletion," and then click "Delete Selected." The activity will now be deleted from JA-PARS.

Q: Is there a way to add user accounts in JA-PARS? In ACCME's PARS we were allowed 5 accounts, but now that we are interprofessional our team is growing.

A: Yes, providers can add user accounts to JA-PARS; you are not limited to 5 accounts as with the previous version of ACCME PARS. If you have questions on how to add accounts, please send an email to info@accme.org.



Q: Is there a different portal to access the 2017 ACCME data, or is it the JA-PARS portal and we simply select 2017 in JA-PARS?

A: If your organization was jointly accredited before December 2017, you will access your 2017 data through the JA-PARS portal. If your organization became jointly accredited as part of the December 2017 cohort, you should have received information about accessing your 2017 ACCME data in a written correspondence. Please contact the ACCME at info@accme.org if you have additional questions.

Questions Related to Pharmacy Credit and CPE Monitor

Q: Do we need to have UAN numbers printed in brochures if pharmacy credit is being offered?

A: No, this is not a requirement for Joint Accreditation.

Q: I usually report to PARS/NARS once the activity concludes. So, in this system, if I need to assign a UAN for ACPE I have to create the activity way before conclusion, then come back to the activity to report the participation numbers. Is this correct? When an activity has ACPE, the touch points are at least twice, right?

A: Not necessarily; what is described is one way, however a provider can also assign a UAN in JA-PARS retroactively but before uploading credit to CPE Monitor®.

Q: How can you enter an activity after the date, if you are required to show the UAN on the accreditation statement?

A: Joint Accreditation does not include a UAN in the provider accreditation statement and does not require the UAN to be included on marketing/promotional materials. A provider can enter an ACPE activity to JA-PARS after the date.

Q: Are UAN's generated by JA-PARS, and do we still need to enter participants in CPE monitor?

A: Yes, UANs are generated in JA-PARS when the appropriate content is input. Providers will need to award credit to pharmacy/pharmacy technician learners into the ACPE credit processing system CPE Monitor®.

Q: We offer leadership education to all healthcare providers and therefore would always include pharmacists in our education. Does that mean that we need to report this information within 60 days of each session?

A: If you are awarding credit to pharmacists, the credit will need to be uploaded into CPE Monitor® within 60 days of the date of participation.

Q: For a pharmacy RSS, do you enter each session date?

A: Yes. RSS are entered into JA-PARS as one activity, with each additional date being entered into the date text field.



Q: Do pharmacists know they can claim partial credit if provided by JA providers?

A: Jointly Accredited providers will be able to inform their learners of the ability to claim partial credit. Please contact info@jointaccreditation.org for additional instructions if awarding partial credit.

Q: Do I need to create a new UAN and record in 2018 for an activity that has a target audience of pharmacists and dental professionals?

A: All activities will now be submitted to JA-PARS.

Q: Do I need to add multiple live dates for an activity that spans multiple days? For example, a course that takes place on Friday and Saturday.

A: For the Activity Date field, the provider would enter the activity start date. If this is a live activity and the target audience is pharmacist or pharmacy technicians, providers can enter multiple live dates by entering the date and selecting “+” next to the Live Date field.

Q: What if an activity is not a live training but rather a durable training? What would you enter for live date?

A: For the Activity Date field, the provider would enter the activity start date. If the activity is registered for pharmacist or pharmacy technicians, but it is not a live activity, then the Live Date field will not appear.

Q: Not all activities with multiple profession audiences are actually IPCE - some are still parallel learning only. Assuming that more than one profession really means IPCE will misrepresent the number of IPCE activities. Are you going to add the question, “Is this IPCE?”

A: Thank you for this comment; we will take this into consideration.

Q: To clarify, for 2018, pharmacy/pharmacy tech activities do not need to be entered into CPE Monitor but only in JA-PARS?

A: All CE activity information for all professions must be entered into JA-PARS beginning in 2018. If awarding ACPE pharmacy credit, the pharmacists & pharmacy tech learners who were awarded that credit must then be submitted to the ACPE credit processing system, CPE Monitor®.

Q: Our LMS auto reports to CPE Monitor (we do not do a manual upload) will this change?

A: No, but your learning management system (LMS) will need to make sure it has the JA UANs during this transition. Please email info@jointaccreditation.org for further discussion.



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Q: If only one date of an RSS is going to get pharmacy credit, how would that be reported in JA-PARS?

A: The provider would add the live date for pharmacists in the pharmacy section of JA-PARS.

Q: Is there information on the website that can further guide us?

A: Yes, please see the ACPE FAQ document here -

<http://www.jointaccreditation.org/sites/default/files/CPE%20Monitor%20Instructions%20For%20JA%20Providers.pdf>