

# Activity Tab Delimited File Upload Instructions

## For Joint Accreditation Reporting Year 2019 and Greater

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# Activity Tab Delimited File Upload Instructions

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### Introduction

The tab delimited batch upload function in the Joint Accreditation Program and Activity Reporting System (JA-PARS) offers providers the ability to add or update multiple activity records at one time. Although this function is available for use by all providers, it will be particularly useful to organizations that already have their own CME tracking system and are able to map the fields in their system to the fields in JA-PARS. The tab delimited batch upload cannot be used to register activities for MOC points. Please see the [XML batch upload](#) function or [Web Services](#) for reporting options that do accommodate MOC registration.

The main section of these instructions describes how to use a Microsoft Excel template to organize your data in such a way that it can be uploaded into JA-PARS.

[Appendix A](#) describes the fields that are necessary for the upload. Other appendices supply details about how JA-PARS works and lists of entries expected in certain fields.

Below is a discussion of some key concepts about the way JA-PARS manages data. Understanding these concepts will be helpful throughout your work with the system.

**Open and Closed activity records:** In JA-PARS, the record for an activity can be in one of two states: Open or Closed. You need to complete certain fields to “Open” an activity, or establish it as a record in the database. An activity record will remain Open until you input all the required data for that activity. Once all required data is input, the record’s status will change to “Closed.” *Note that an activity can be “Closed” even if it has not taken place; it is possible for providers to fill in data for all required fields in an activity prior to it occurring.* You can update data after activities are in the “Closed” status. [Appendix A](#) shows the fields required for each status.

**Adding or Updating activity records:** During the upload process, JA-PARS will check each record in the file to determine whether it relates to a new activity record or to an existing activity record (see [Appendix B](#) for a description of the logic JA-PARS uses to identify an update to an existing record). To add a new activity record, a minimal set of fields must contain data (see [Appendix A](#) for the fields that must contain data in order to Open an activity record). If the record being uploaded matches an existing activity record, it is treated as an update to the record, and the data in the new record will overwrite the data in the existing activity record.

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**Program Summary:** Providers are required to complete an annual Program Summary which summarizes the income attributable to your CME Program. The Program Summary reflects two kinds of data: first, it shows the aggregation of the monetary commercial support from each of the activities your organization provided, and second, it allows you to report four other types of income that you received in support of your CME Program:

- Advertising & exhibit income
- Registration fees received
- Government monetary grants received
- Private monetary donations received

The only kind of monetary income that you can report through the activity batch upload is the amount of commercial support received for specific activities. You will need to use the JA-PARS Program Summary form to manually enter data about the four other types of income listed above.

As a final step to year-end reporting requirements, providers “attest” to the accuracy and completeness of their reported data on the Program Summary. Once you have attested for a Reporting Year, you cannot add or update activities or make changes to the Program Summary. Contact [info@jointaccreditation.org](mailto:info@jointaccreditation.org) if you need to have your attestation reversed.

**Getting help with JA-PARS:** You can click on Help from any screen within JA-PARS to access frequently asked questions and helpful videos. If you can't find what you're looking for in this information, you can submit your questions using the contact support interface within JA-PARS. You may also contact us at [info@jointaccreditation.org](mailto:info@jointaccreditation.org) with your questions.

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### Creating a Tab Delimited File Using the Excel File Template

**It is important to note that it is not possible to upload data directly from an MS Excel file into JA-PARS.** The JA-PARS MS Excel file template is offered as a tool to facilitate entry of activity data in a structured format. Once the data is in Excel, it is then easy to save it as a tab-delimited text file, which can be uploaded into JA-PARS.

It is not necessary to use the MS Excel file template to create a tab-delimited text file. Other applications and database systems may offer the capability to export data directly into this format, although you may need some technical knowledge of the software that currently stores your data to set up this export. For detailed information about the fields required in the tab-delimited file, please refer to [Appendix A](#).

### How to Enter Activities Using the MS Excel File Template for Reporting Year 2019 and Greater

1. Download the Excel Activities file and save a copy to your computer. The file is available for download at the Joint Accreditation website.
2. The Excel Activities file displays a header row followed by sample data rows. After reviewing the sample data, Clear Contents of the sample data rows. In Excel, you can Clear Contents by highlighting the rows, right clicking with the mouse, and then choosing Clear Contents.

*Note: You may also delete these sample data rows, but deleting them will remove the validation on the cells. This validation provides helpful information during manual data entry.*

*If you plan to copy and paste data into the Activities spreadsheet from other sources, or if you plan to use Excel formulas to add data to the Activities spreadsheet, it is recommended that you delete the sample data rows instead of clearing them.*

3. One row is needed per activity. From the rows you cleared in Step 2, copy and paste the rows needed for entering all the activities. This will copy the cell validation into the rows.
4. The example Excel file currently has columns to accommodate details for up to three commercial support sources.

*Note: If an activity has more than three commercial support sources, then you will need to copy columns 99 through 106 and paste these columns after the last column in the current Excel file so you can report all commercial support sources.*

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5. Enter Activity data into this file. There should be one row for each activity, and all data on the same row must relate to the same activity.

See the Appendix A - File Format section of this document for specific data requirements.

A few tips about entering activities in the Excel file:

- Number values cannot include commas. Currency amounts cannot include \$ characters.
  - If you are not reporting an optional field, do not delete it from the spreadsheet. The column must appear in the file, even if it is always left empty.
  - Do not re-arrange the order in which the columns appear.
6. Save the Excel file in the Excel .xls or .xlsx format. This .xls or .xlsx version can be used if further changes are needed to the file.

#### How to Create a Tab-Delimited Text File from the Excel File

7. Delete the header row (first row) in the Excel file that you saved in the previous step.
8. Choose the Save As option and save the Excel file as type Text (Tab delimited) (\*.txt).

*Note: The Excel file saved in Step 6 is only used for updating the file if changes are needed. The actual file that will be uploaded is the Tab delimited file saved within this step.*

#### How to Upload the Tab-Delimited Text File

9. Log into the Joint Accreditation Program and Activity Reporting System (JA-PARS). Click the Program and Activity Data Activities link, then select the Activities tab, and click the “Batch Upload Activities” button.
10. In the pop-up that appears, choose that you want to upload activities for Reporting Year 2019 and Greater and click the Continue button.

## Activity Tab Delimited File Upload Instructions

### For Joint Accreditation Reporting Year 2019 and Greater

**Choose a Reporting Year**

For which reporting years do you want to upload activities?\*

Reporting Year 2019 and greater

Reporting Year 2016 to 2018

Reporting Year 2015

11. On the Activity File Upload page, select the Tab Delimited option, find the tab delimited text file that you want to upload, and select the “Upload & Validate File” button. (Tip: You may need to scroll down the page in your web browser to see these options.)

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### Batch Upload Activities for Reporting Year 2019 or greater

Two file format options are offered for batch uploading activity data:

1. **Tab-delimited:** This type of upload accepts a TXT (text) file that has been specially formatted. This type of file can easily be created by a spreadsheet program such as Microsoft Excel. [Learn more about](#) the tab-delimited upload option, including detailed instructions and an electronic file template you can download.
2. **XML:** This type of upload accepts XML files formatted to conform with the Medical Education Metrics (MEMS) XML standard created by MedBiquitous Consortium. Technical knowledge of XML is required to use this batch upload feature. [Click here](#) for more information.

Be sure to read the instructions for the batch upload method you have chosen prior to preparing your upload file.

Once you have prepared your upload file according to the specifications of the file upload format you have chosen, you can complete your upload by following these steps:

- Click the “Browse...” button below to locate your file
- Select the option for the file format (tab-delimited or XML) you are using
- Click “Upload & Validate File”. The system will check the file for any errors. If validation errors are noted, you must resolve them and upload a corrected version of your file.

If there are no validation errors, you will be asked whether you want to proceed with the upload. You must click the “Yes, proceed” button in order to complete the upload and add your data.

**File to Upload:**  No file chosen

**File Format:**


Tab Delimited

XML

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12. If there are any errors in the file, a message will display the problems and no activities will be uploaded to the system. To correct the errors, go back to the Excel file saved in Step 6 and fix the errors. Then, complete the subsequent steps. (See [Appendix D](#) for more information about error messages.)

 4 Errors Found in file JA-PARS\_example\_activity\_upload.txt

Fix the file errors listed below, then re-upload the corrected file. [Download Error Report](#)

Line 6, Field 82: Missing required field: Pharmacy Activity Type  
Line 6, Field 83: Missing required field: Topic Designator  
Line 7, Field 88-95: Invalid data value/format for Commercial Support: Commercial Support Received (field 12) not yes  
Line 7, Field 26: Invalid data value/format for Joint Sponsor: HospitalPlace

13. If there are no errors in the file, a confirmation message will appear. **IMPORTANT:** To complete the batch upload, click the “Yes, proceed” button.


 JA-PARS\_example\_activity\_upload.txt validation successful

**File Upload Summary**

FileName: JA-PARS\_example\_activity\_upload.txt  
Number of activities that will be added: 5  
Number of activities that will be updated: 2

Do you want to proceed with these additions and/or updates?

After the activities have been successfully uploaded, a summary message will appear.

 JA-PARS\_example\_activity\_upload.txt uploaded successfully

**File Upload Summary**

FileName: JA-PARS\_example\_activity\_upload.txt  
Number of activities added: 5  
Number of activities updated: 2

You can view the activities you added and/or updated on the [activities summary page](#)

# Activity Tab Delimited File Upload Instructions

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### Appendix A – Tab Delimited File Format

- The tab delimited text file must be saved and uploaded as a .txt file.
- There must be at least 122 columns/fields present in each activity record. Even if data is not required in a field, the system will expect the field to appear in the record with a blank (NULL) value, and the null value should be separated by tab-delimiters. If you use the Excel template file, leave the cells that do not contain data completely blank (do not enter a zero or a space – enter no character at all). When left empty, the cells will create the appropriate blank (or null) values automatically when you save the file as a tab-delimited .txt file.

*Note: It is possible for a record to exceed 122 fields if fields 99-106 are repeated for multiple sources of commercial support. See the sample Excel file where fields 99-106 have been repeated twice to accommodate up to three sources of commercial support.*

- When you are reporting details about your activities' sources of commercial support, and an activity receives commercial support from multiple sources, columns 99-106 must be repeated for each source of commercial support. It is important to include ALL of the columns for EVERY source of commercial support, even if they must be left blank because they were not applicable to the support received from that source.
- When you prepare the Excel file that will be used to create a tab-delimited .txt file for upload to JA-PARS, there are certain characters that should be avoided in the text entries. These characters, known as control codes, impart formatting to text within a cell and can include tabs within cells, carriage returns, and line feeds. When the Excel file is saved in tab-delimited .txt format, these characters will cause the columns and rows in your .txt file to break unexpectedly, and you will receive validation errors when you attempt to upload the file. Control characters should be removed from text in Excel before you create the .txt file for upload.
- The following table provides the details on the File Format specification.



## Activity Tab Delimited File Upload Instructions

### For Joint Accreditation Reporting Year 2019 and Greater

#### List of Tab-Delimited File Format Fields

No	Field Name	Type/Format	Data is Required in Field:		Comments	Example Data
			To Open Activity Record	To Close Activity Record		
1	<b>Template</b>	Text	Yes	Yes	The text "Template JA2" must appear in this field for all activities for Reporting Years 2019 and greater. Activities for other Reporting Years cannot be included on this version of the template.	Template JA2
2	<b>ACCME Activity ID</b>	Number (unique numeric Joint Accreditation Activity ID)	No	Yes, every activity must have <b>EITHER</b> a Provider Activity ID <b>OR</b> ACCME Activity ID, but not both.	ACCME Activity ID is assigned by JA-PARS. This field should be blank when a new activity record is being added.	200000000
3	<b>Provider Activity ID</b>	Text (unique Provider Activity ID)	Yes			8213C
4	<b>Reporting Year</b>	4-digit year	Yes	Yes	Reporting Year indicates the year in which the activity should be counted for aggregate reporting (Annual Report) purposes Rule 1: Activities cannot be added or updated for a Reporting Year if the data for that year has already been attested as complete. Rule 2: Only activities for Reporting Years 2019 and greater can be uploaded using this version of the template. Rule 3: Existing activities cannot be updated to have a Reporting Year that differs from their current Reporting Year in JA-PARS. Rule 4: Activities cannot be added or updated for a Reporting Year that is more than 1 year greater than the current year.	2019
5	<b>Activity Title</b>	Text	Yes	Yes		Administering CPR



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No	Field Name	Type/Format	Data is Required in Field:		Comments	Example Data
			To Open Activity Record	To Close Activity Record		
6	<b>Activity Date</b>	Date in the format of MM/DD/YYYY	Yes	Yes	Enter the start date of the activity.	02/01/2019
7	<b>City</b>	Text	This field is required for the following Activity Types: C RSS  (See 11 below for Activity Type code key.)  For other Activity Types this field should be left blank	This field is required for the following Activity Types: C RSS  (See 11 below for Activity Type code key.)  For other Activity Types this field should be left blank		
8	<b>State</b>	Valid United States Postal Service two-letter U.S. State abbreviation	This field is required for the following Activity Types: C RSS  (See 11 below for Activity Type code key)  For other Activity Types this field should be left blank.	This field is required for the following Activity Types: C RSS  (See 11 below for Activity Type code key)  For other Activity Types this field should be left blank.	<a href="#">See Appendix E</a> for a list of U.S. territories/regions codes.	IL



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No	Field Name	Type/Format	Data is Required in Field:		Comments	Example Data
			To Open Activity Record	To Close Activity Record		
9	<b>Country</b>	Valid 3-letter country code	This field is required for the following Activity Types: C RSS  For other Activity Types this field should be left blank.	This field is required for the following Activity Types: C RSS  For other Activity Types this field should be left blank.	See <a href="#">Appendix E</a> for a list of country codes.	USA
10	<b>Providership</b>	Valid entries: Direct Joint	No	Yes	A directly provided (formerly called “sponsored”) activity 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.	Joint
11	<b>Activity Type</b>	One of the following Activity Type Codes: C RSS IL EM IEM JN MR TIW CML PI ISL LFT O	Yes	Yes	<u>Activity Type Code Key:</u> C Course RSS Regularly Scheduled Series IL Internet Live Course EM Enduring Material IEM Internet Activity Enduring Material JN Journal-based CME MR Manuscript Review TIW Test Item Writing CML Committee Learning PI Performance Improvement ISL Internet Searching and Learning LFT Learning from Teaching O Other (Other activities must include a description in column 25)	C



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No	Field Name	Type/Format	Data is Required in Field:		Comments	Example Data
			To Open Activity Record	To Close Activity Record		
12	<b>Commercial Support Received?</b>	Valid entries: Yes No	No	Yes	Commercial support is financial or in-kind contributions given by a commercial interest that is used to pay all or part of the costs of a CME activity.	Yes
13	<b>Designed to change Skills/Strategy ?</b>	Valid Entries: Yes No	No	Yes		Yes
14	<b>Changes in Skills/Strategy evaluated?</b>	Valid Entries: Yes No	No	Yes		No
15	<b>Designed to change Performance?</b>	Valid Entries: Yes No	No	Yes		No
16	<b>Changes in Performance evaluated?</b>	Valid Entries: Yes No	No	Yes		Yes
17	<b>Designed to change Patient Outcomes?</b>	Valid Entries: Yes No	No	Yes		No
18	<b>Changes in Patient Outcomes evaluated?</b>	Valid Entries: Yes No	No	Yes		No
19	<b>Sub-category: Case based discussion</b>	Valid Entries: Yes No	No	No	<b>OPTIONAL:</b> if you choose, you can enter one or more sub-categories for the following Activity Types: C IL  For activities with an Activity Type of O, a description must be entered in field 25.	Yes
20	<b>Sub-category: Lecture</b>	Valid Entries: Yes No				No
21	<b>Sub-category: Panel</b>	Valid Entries: Yes No				No



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No	Field Name	Type/Format	Data is Required in Field:		Comments	Example Data
			To Open Activity Record	To Close Activity Record		
22	<b>Sub-category: Simulation</b>	Valid Entries: Yes No			For other Activity Types fields 19 to 25 should be left blank.	Yes
23	<b>Sub-category: Skill-based training</b>	Valid Entries: Yes No				Yes
24	<b>Sub-category: Small group discussion</b>	Valid Entries: Yes No				No
25	<b>Sub-category: Other</b>	Text (description of the Other Subcategory)				Internship
26	<b>Joint Provider</b>	Text - name(s) of Joint Provider(s). Names of multiple Joint Providers should be separated by a semicolon.	No	Yes	If you entered "Joint" in Providership (field 10) then enter the name(s) of the joint providers in this field. Separate the name of each organization with a semicolon.  If you entered "Direct" in Providership (field 10) then leave this field blank.	County Hospital; State Hospital
27	<b>Description of Content</b>	Text (maximum is 2500 characters)	No	No	<b>OPTIONAL:</b> If available, please insert a copy of the abstract for the activity. Otherwise, you may enter the activity objectives, or describe the content using your own words.	Diet and its impact on both preventing and contributing to adult onset Diabetes.
28	<b>ABMS/ACGME- Patient Care and Procedural Skills</b>	Valid Entries: Yes No	No	Yes, at least one of the competencies (fields 28 to 68) must report a "Yes" value to	Use fields 28 to 68 to report the competencies in whose context an activity was developed.	Yes
29	<b>ABMS/ACGME- Medical Knowledge</b>	Valid Entries: Yes No	No			Yes



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No	Field Name	Type/Format	Data is Required in Field:		Comments	Example Data
			To Open Activity Record	To Close Activity Record		
30	<b>ABMS/ACGME-Practice-based Learning and Improvement</b>	Valid Entries: Yes No	No	close an activity.		Yes
31	<b>ABMS/ACGME-Interpersonal and Communication Skills</b>	Valid Entries: Yes No	No			Yes
32	<b>ABMS/ACGME-Professionalism</b>	Valid Entries: Yes No	No			Yes
33	<b>ABMS/ACGME-Systems-based Practice</b>	Valid Entries: Yes No	No	Yes, at least one of the competencies (fields 28 to 68) must report a "Yes" value to close an activity.	Use fields 28 to 68 to report the competencies in whose context an activity was developed.	Yes
34	<b>Institute of Medicine-Provide patient-centered care</b>	Valid Entries: Yes No	No			Yes
35	<b>Institute of Medicine-Work in interdisciplinary teams</b>	Valid Entries: Yes No	No			Yes
36	<b>Institute of Medicine-Employ evidence-based practice</b>	Valid Entries: Yes No	No			Yes
37	<b>Institute of Medicine-Apply quality improvement</b>	Valid Entries: Yes No	No			Yes



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No	Field Name	Type/Format	Data is Required in Field:		Comments	Example Data
			To Open Activity Record	To Close Activity Record		
38	<b>Institute of Medicine- Utilize informatics</b>	Valid Entries: Yes No	No			Yes
39	<b>Interprofession al Education Collaborative- Values/Ethics for Interprofession al Practice</b>	Valid Entries: Yes No	No			Yes
40	<b>Interprofession al Education Collaborative- Roles/ Responsibilities</b>	Valid Entries: Yes No	No	Yes, at least one of the competencies (fields 28 to 68) must report a “Yes” value to close an activity.	Use fields 28 to 68 to report the competencies in whose context an activity was developed.	Yes
41	<b>Interprofession al Education Collaborative- Interprofession al Communicatio n</b>	Valid Entries: Yes No	No			Yes
42	<b>Interprofession al Education Collaborative- Teams and Teamwork</b>	Valid Entries: Yes No	No			Yes
43	<b>Center for the Advancement of Pharmacy Education (CAPE) - Communicatio n</b>	Valid Entries: Yes No	No			Yes



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No	Field Name	Type/Format	Data is Required in Field:		Comments	Example Data
			To Open Activity Record	To Close Activity Record		
44	Center for the Advancement of Pharmacy Education (CAPE) – Cultural Sensitivity	Valid Entries: Yes No	No			Yes
45	Center for the Advancement of Pharmacy Education (CAPE) - Educator	Valid Entries: Yes No	No			Yes
46	Center for the Advancement of Pharmacy Education (CAPE) – Health and wellness	Valid Entries: Yes No	No	Yes, at least one of the competencies (fields 28 to 68) must report a “Yes” value to close an activity.	Use fields 28 to 68 to report the competencies in whose context an activity was developed.	Yes
47	Center for the Advancement of Pharmacy Education (CAPE) – Innovation and entrepreneurship	Valid Entries: Yes No	No			Yes
48	Center for the Advancement of Pharmacy Education (CAPE) - Interprofessional collaboration	Valid Entries: Yes No	No			Yes





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No	Field Name	Type/Format	Data is Required in Field:		Comments	Example Data
			To Open Activity Record	To Close Activity Record		
49	<b>Center for the Advancement of Pharmacy Education (CAPE) – Leadership</b>	Valid Entries: Yes No	No			Yes
50	<b>Center for the Advancement of Pharmacy Education (CAPE) - Learner</b>	Valid Entries: Yes No	No			Yes
51	<b>Center for the Advancement of Pharmacy Education (CAPE) – Medication use systems management</b>	Valid Entries: Yes No	No	Yes, at least one of the competencies (fields 28 to 68) must report a “Yes” value to close an activity.	Use fields 28 to 68 to report the competencies in whose context an activity was developed.	Yes
52	<b>Center for the Advancement of Pharmacy Education (CAPE) – Patient Advocacy</b>	Valid Entries: Yes No	No			Yes
53	<b>Center for the Advancement of Pharmacy Education (CAPE) – Patient-centered care</b>	Valid Entries: Yes No	No			Yes



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No	Field Name	Type/Format	Data is Required in Field:		Comments	Example Data
			To Open Activity Record	To Close Activity Record		
54	<b>Center for the Advancement of Pharmacy Education (CAPE) – Population-based care</b>	Valid Entries: Yes No	No			Yes
55	<b>Center for the Advancement of Pharmacy Education (CAPE) – Problem Solving</b>	Valid Entries: Yes No	No			Yes
56	<b>Center for the Advancement of Pharmacy Education (CAPE) - Professionalism</b>	Valid Entries: Yes No	No	Yes, at least one of the competencies (fields 28 to 68) must report a “Yes” value to close an activity.	Use fields 28 to 68 to report the competencies in whose context an activity was developed.	Yes
57	<b>Center for the Advancement of Pharmacy Education (CAPE) – Self-awareness</b>	Valid Entries: Yes No	No			Yes
58	<b>Pharmacy Technician Certification Board (PTCB) - Medication order entry</b>	Valid Entries: Yes No	No			Yes



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No	Field Name	Type/Format	Data is Required in Field:		Comments	Example Data
			To Open Activity Record	To Close Activity Record		
59	Pharmacy Technician Certification Board (PTCB) - Medication safety	Valid Entries: Yes No	No			Yes
60	Pharmacy Technician Certification Board (PTCB) - Pharmacology	Valid Entries: Yes No	No			Yes
61	Pharmacy Technician Certification Board (PTCB) – Pharmacy billing and reimbursement	Valid Entries: Yes No	No			Yes
62	Pharmacy Technician Certification Board (PTCB) – Pharmacy information systems	Valid Entries: Yes No	No	Yes, at least one of the competencies (fields 28 to 68) must report a “Yes” value to close an activity.	Use fields 28 to 68 to report the competencies in whose context an activity was developed.	Yes
63	Pharmacy Technician Certification Board (PTCB) – Pharmacy inventory management	Valid Entries: Yes No	No			Yes



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No	Field Name	Type/Format	Data is Required in Field:		Comments	Example Data
			To Open Activity Record	To Close Activity Record		
64	<b>Pharmacy Technician Certification Board (PTCB) – Pharmacy law and regulations</b>	Valid Entries: Yes No	No			Yes
65	<b>Pharmacy Technician Certification Board (PTCB) – Pharmacy quality assurance</b>	Valid Entries: Yes No	No			Yes
66	<b>Pharmacy Technician Certification Board (PTCB) – Sterile and non-sterile compounding</b>	Valid Entries: Yes No	No			Yes
67	<b>Pharmacy Technician Certification Board (PTCB) – Verbal communication skills</b>	Valid Entries: Yes No	No	Yes, at least one of the competencies (fields 28 to 68) must report a “Yes” value to close an activity.	Use fields 28 to 68 to report the competencies in whose context an activity was developed.	Yes
68	<b>Other Competencies- Competencies other than those listed were addressed</b>	Valid Entries: Yes No	No			Yes
69	<b>Target Audience - Nurse</b>	Valid Entries: Yes No	Yes	Yes		Yes



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No	Field Name	Type/Format	Data is Required in Field:		Comments	Example Data
			To Open Activity Record	To Close Activity Record		
70	<b>Target Audience - Pharmacist</b>	Valid Entries: Yes No	Yes	Yes		No
71	<b>Target Audience – Pharmacy Technician</b>	Valid Entries: Yes No	Yes	Yes		Yes
72	<b>Target Audience – Physician</b>	Valid Entries: Yes No	Yes	Yes		Yes
73	<b>Target Audience - Physician Assistant</b>	Valid Entries: Yes No	Yes	Yes		Yes
74	<b>Target Audience - Psychologist</b>	Valid Entries: Yes No	Yes	Yes		Yes
75	<b>Target Audience - Optometrist</b>	Valid Entries: Yes No	Yes	Yes		Yes
76	<b>Target Audience - Social Worker</b>	Valid Entries: Yes No	Yes	Yes		Yes
77	<b>Target Audience – Other</b>	Valid Entries: Free text field of description	Yes	Yes		Radiologist
78	<b>Hours of Instruction</b>	Decimal (00.00)	No	Yes	Total hours of educational instruction provided. Ex: If a one-day course lasts 8 hours, then hours of instruction equals 8. <a href="#">See the ACCME's website for information about how to report hours of instruction for each activity type.</a>	5.5
79	<b>Allow IPCE Credits</b>	Valid Entries: Yes No	Yes	Yes		Yes



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No	Field Name	Type/Format	Data is Required in Field:		Comments	Example Data
			To Open Activity Record	To Close Activity Record		
80	<b>Number of IPCE Credits</b>	Decimal (00.00)	No	Yes	The maximum number of IPCE Credits designated for the activity. This may or may not equal <a href="#">Hours of Instruction</a> .	5.5
81	<b>Number of AMA PRA Category 1 Credits™ Designated</b>	Decimal (00.00)	Yes	Yes	The maximum number of AMA-PRA Category 1 Credits designated for the activity. This may or may not equal <a href="#">Hours of Instruction</a> .	5.0
82	<b>Number of Nursing Credits</b>	Decimal (00.00)	No	Yes	The maximum number of Nursing Credits designated for the activity. This may or may not equal <a href="#">Hours of Instruction</a> .	5.25
83	<b>Number of Pharmacy Credits</b>	Decimal (00.00)	No	Yes	The maximum number of Pharmacy Credits designated for the activity. This may or may not equal <a href="#">Hours of Instruction</a> .	5.0
84	<b>84. Number of AAPA Category 1 Credits™ Designated</b>	Decimal	No	Yes	The maximum number of <b>Physicians Assistant</b> Credits designated for the activity. This may or may not equal <a href="#">Hours of Instruction</a> .	6.0
85	<b>Number of Psychologist Credits</b>	Decimal	No	Yes	The maximum number of Psychologist Credits designated for the activity. This may or may not equal <a href="#">Hours of Instruction</a> .	10.0
86	<b>Number of Optometrist Credits</b>	Decimal	No	Yes	The maximum number of Optometrist Credits designated for the activity. This may or may not equal <a href="#">Hours of Instruction</a> .	5.0
87	<b>Number of Social Worker Credits</b>	Decimal	No	Yes	The maximum number of Social Worker Credits designated for the activity. This may or may not equal <a href="#">Hours of Instruction</a> .	4.0



## Activity Tab Delimited File Upload Instructions

### For Joint Accreditation Reporting Year 2019 and Greater

No	Field Name	Type/Format	Data is Required in Field:		Comments	Example Data
			To Open Activity Record	To Close Activity Record		
88	<b>Number of Physicians who completed the activity.</b>	Number. Do not use commas in the number.	No	Yes	The number of physicians that participated in the activity.	110
89	<b>Number of Nurses who completed the activity</b>	Number. Do not use commas in the number.	No	Yes	The number of nurses that participated in the activity.	158
90	<b>Number of Other Learners</b>	Number. Do not use commas in the number.	No	Yes	The number of learners not counted as physicians, physician assistants, psychologists, optometrists, social workers, nurses, pharmacists, or pharmacy technicians, such as lab technicians, administrators, law enforcement personnel, etc. <a href="#">See the ACCME's website for information about how to report other learners for each activity type.</a>	12
91	<b>Number of Physician Assistants who completed the activity</b>	Number. Do not use commas in the number.	No	Yes	The number of physician assistants that participated in the activity.	120
92	<b>Number of Psychologists who completed the activity</b>	Number. Do not use commas in the number.	No	Yes	The number of psychologists that participated in the activity.	110
93	<b>Number of Optometrists who completed the activity</b>	Number. Do not use commas in the number.	No	Yes	The number of optometrists that participated in the activity.	105
94	<b>Number of Social Workers who completed the activity</b>	Number. Do not use commas in the number.	No	Yes	The number of social workers that participated in the activity.	107



## Activity Tab Delimited File Upload Instructions

### For Joint Accreditation Reporting Year 2019 and Greater

No	Field Name	Type/Format	Data is Required in Field:		Comments	Example Data
			To Open Activity Record	To Close Activity Record		
95	<b>Pharmacy Activity Type</b>	Valid Entries: Knowledge Application Practice	Yes *Required for Audience of Pharmacist or Pharmacy Technician	Yes	*Required for Audience of Pharmacist or Pharmacy Technician	Knowledge
96	<b>Pharmacy Activity Topic</b>	Valid Entries: 01-Disease State Management/Drug Therapy 02-AIDS Therapy 03-Law Related to Pharmacy Practice 04-General Pharmacy 05-Patient Safety 06-Immunizations 07-Compounding	Yes *Required for Audience of Pharmacist or Pharmacy Technician	Yes	*Required for Audience of Pharmacist or Pharmacy Technician	03-Law
97	<b>Live Date</b>	Date in the format MM/DD/YYYY	Yes *Required for Audience of Pharmacist or Pharmacy Technician and if it's a Live Activity	Yes		10/01/2019
98	<b>Pharmacy Sequence Number</b>	Numeric - between 1 and 9999.	No	No	Optional field. If left blank, the system will automatically assign a number to the activity  Cannot be used previously. Only needed for Pharmacist and Pharmacy technician audience.	012





## Activity Tab Delimited File Upload Instructions

### For Joint Accreditation Reporting Year 2019 and Greater

No	Field Name	Type/Format	Data is Required in Field:		Comments	Example Data
			To Open Activity Record	To Close Activity Record		
<p>If you are reporting commercial support source details, the fields 99 to 106 below must be repeated if your activities have multiple sources of commercial support. Repeat these fields enough times to accommodate the maximum number of commercial supporters associated with any of the activities.</p>						
99	<b>Commercial Support Source</b>	Text (name of Support Source)	No	Yes, if the activity received commercial support (#12 is "Yes")	<p>If you entered "Yes" in Commercial Support Received field (field 12), then use this field to identify the source of commercial support.</p> <p>If you entered "No" in Commercial Support Received field (field 12), please leave this field blank.</p>	Abbott
100	<b>Monetary Amount Received (from Commercial Support)</b>	U.S. dollar amount (00.00)	No	Yes, if the activity received commercial support (#12 is "Yes")	<p>If you entered "Yes" in Commercial Support Received (field 12), then use this field to report the U.S. dollar amount: &gt;= 0.00 is a valid entry. Please <b>do not</b> use commas or "\$" sign.</p> <p>If you entered "No" in Commercial Support Received field (field 12), please leave this field blank.</p>	598.00



## Activity Tab Delimited File Upload Instructions

### For Joint Accreditation Reporting Year 2019 and Greater

No	Field Name	Type/Format	Data is Required in Field:		Comments	Example Data
			To Open Activity Record	To Close Activity Record		
101	<b>In-Kind Support Received - Durable equipment? (from Commercial Support)</b>	Valid Entries: Yes No	No	Yes, if the activity received commercial support (field 12 is "Yes"), enter the Total Monetary Amount Received (field 86) and/or indicate the type of In-Kind Support Received (fields 87 to 92).	If you entered "Yes" in Commercial Support Received (field 12), then use fields 87 to 92 to report the nature of any In-Kind Commercial Support received.  If you entered "No" in Commercial Support Received (field 12), please leave fields 50 to 55 blank.	Yes
102	<b>In-Kind Support Received - Facilities/Space? (from Commercial Support)</b>	Valid Entries: Yes No	No			No
103	<b>In-Kind Support Received - Disposable supplies (Non-biological)? (from Commercial Support)</b>	Valid Entries: Yes No	No			Yes



## Activity Tab Delimited File Upload Instructions

### For Joint Accreditation Reporting Year 2019 and Greater

No	Field Name	Type/Format	Data is Required in Field:		Comments	Example Data
			To Open Activity Record	To Close Activity Record		
104	<b>In-Kind Support Received - Animal parts or tissue? (from Commercial Support)</b>	Valid Entries: Yes No	No			No
105	<b>In-Kind Support Received - Human parts or tissue? (from Commercial Support)</b>	Valid Entries: Yes No	No			Yes
106	<b>In-Kind Support Received - Other? (from Commercial Support)</b>	Valid Entries: Yes No	No			Yes

# Activity Tab Delimited File Upload Instructions

## For Joint Accreditation Reporting Year 2019 and Greater

### Appendix B – Activity Updates and Additions

#### 1. Updating an Existing Activity

JA-PARS will update an existing activity is updated if a matching activity is found. JA-PARS finds matching activities by:

1. [ACCME Activity ID](#) ; OR
2. The combination of the following fields:
  - i. [Reporting Year\\*](#); AND
  - ii. [Provider Activity ID](#); AND
  - iii. [Activity Type](#); AND
  - iv. [Activity Date](#)

\* *Reporting Year*: The Reporting Year in the file does NOT need to match the year of the Activity Date. The Reporting Year indicates the year in which the activity should be counted for aggregate reporting (Annual Report) purposes.

If JA-PARS finds a matching activity, then the existing activity is updated based on the information within the file you are uploading.

#### 2. Adding a New Activity

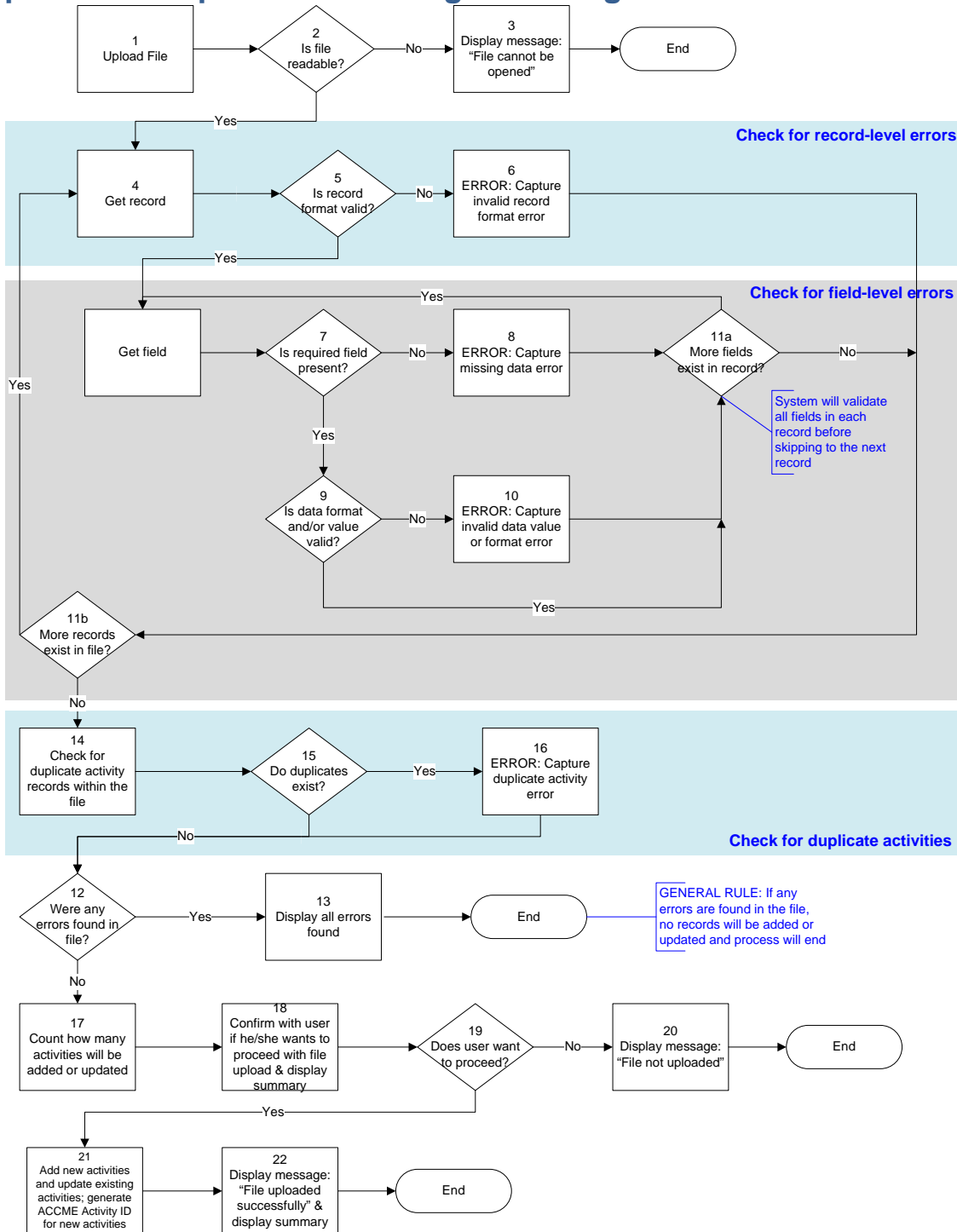
If JA-PARS does not find a matching activity (see previous section), it will add a new activity.



# Activity Tab Delimited File Upload Instructions

## For Joint Accreditation Reporting Year 2019 and Greater

### Appendix C – Upload Processing Flow Diagram



# Activity Tab Delimited File Upload Instructions

## For Joint Accreditation Reporting Year 2019 and Greater

### Appendix D – Upload Processing Rules

The upload processing rules are described below. The # (i.e. #2) corresponds to the number in the Upload Processing [Flow Diagram from Appendix C](#):

#### Is File Readable? (#2 in Flow Diagram)

JA-PARS will check that file can be opened and read as a text (.txt) file.

If the file cannot be opened / read as a text file, you will see the following error message in the error report: "File cannot be opened or read. Please make sure that you are uploading a text file in the correct format."

#### Is Record Format Valid? (#5 in Flow Diagram)

JA-PARS will check that there are at least 122 fields present for the record if the user is attempting to upload a file of activities for Reporting Year 2019 and greater. (NOTE: Even if data is not required, JA-PARS will still expect a blank/null value in the field, separated by tab-delimiters.)

#### Is Required Field Present? (#7 in Flow Diagram)

JA-PARS will check if a required data field is present per rules. Refer to [File Format section](#) for details on fields during upload.

**If a required field is missing, you will see the following error message in the error report:**

"Line: <Record#>, Field: <Field#> - Missing required field: <Name of missing field>"

#### Is Data Format and/or Value Valid? (#9 in Flow Diagram)

JA-PARS will check if the data format and value is valid. If a particular field is not applicable based on activity type, the system will ignore the data in the field even if data is provided.

**If data format is invalid, you will see the following error message in the error report:**

"Line: <Record#>, Field: <Field#>-Invalid data format for <Name of field>: <data>"

For example: "Line: 10, Field: 6 - Invalid data value/format for Activity Date: 040216"

**If data entry (value) is invalid, you will see the following error message in the error report:**

"Line: <Record#>, Field: <Field#>-Invalid data value for <Name of field>: <data>"

For example: "Line: 10, Field: 13 – Invalid data value/format for # of MD Participants: 2.50 "

#### SPECIAL RULES FOR REPORTING YEAR:

1. Reporting Year must be entered in the correct format. If the format is incorrect, you will see the following message in the error report: "Line: 10, Field: 4 – Invalid data format for Reporting Year: 20AB."
2. Reporting Year does NOT need to match the year of the Activity Date.
3. If you attempt to upload an activity for a Reporting Year before 2019 using the batch upload option for 2019 and greater, you will see the following message in the error report:

## Activity Tab Delimited File Upload Instructions

### For Joint Accreditation Reporting Year 2019 and Greater

- “Line <Record#>, Field 1: Invalid value for Reporting Year: <Reporting Year>.”
4. Activities cannot be added or updated for a Reporting Year if the data for that year has already been attested as complete. If an attempt is made to add or update an activity in this case, you will see the following message in the error report: “Line: <Record#>, Field: 1 – Invalid value for Reporting Year: <Reporting Year>. You cannot add or update activities for <Reporting Year> because the data for this year has already been attested as complete.”
  5. The Reporting Year of existing activities cannot be updated to a year that differs from their current Reporting Year in PARS. If an attempt is made to change an existing activity’s Reporting Year, you will see the following message in the error report: ““Line: <Record#>, Field: 1 - Update to Reporting Year not permitted.”
  6. Activities cannot be added or updated for a Reporting Year that is more than 1 year after the current year. If an attempt is made to add or update activities for more than 1 year after the current year, then the user will see the following message in the error report: “Line <Record#>: This activity record is assigned to a reporting year that is not currently available for entry of records.”

#### **SPECIAL RULES FOR USING ACTIVITY TYPE:**

If an invalid Activity Type is entered in the file, you will see an error message for the record. Activity Type determines many of the requirements for other fields in the record, so Activity Type must be valid for JA-PARS to validate other data in the same record. Example of Activity Type error: “Line: 10, Field: 11 - Invalid data value for Activity Type: CP.”

#### **SPECIAL RULES FOR USING ACCME Activity ID:**

1. If an ACCME Activity ID is entered in the file, but no matching ACCME Activity ID is found in the database, you will see an error message. For example: “Line: 10, Field: 2 – ACCME Activity ID is invalid/does not exist.”
2. If the ACCME Activity ID in the file has a matching ACCME Activity ID in the system, but the ACCME Activity ID belongs to an activity for a different Provider, you will see an error message. For example: “Line: 10, Field: 2 - ACCME Activity ID is invalid/does not exist.”
3. The system requires EITHER an ACCME Activity ID or a Provider Activity ID per record. If a record has BOTH an ACCME Activity ID and a Provider Activity ID, you will see an error message. For example: “Line 2, Field 2-3: Invalid data value/format for Provider Activity ID and ACCME Activity ID: record cannot contain both a Provider Activity ID and an ACCME Activity ID.”

#### **Do Duplicates Exist? (#15 in Flow Diagram)**

A file must not contain duplicate activity records. A record in the file is unique if one of the following conditions are true:

- a. The ACCME Activity ID OR
- b. Combination of the following fields is unique:
  - i. Reporting Year
  - ii. Provider Activity ID
  - iii. Activity Type
  - iv. Activity Date

## Activity Tab Delimited File Upload Instructions

### For Joint Accreditation Reporting Year 2019 and Greater

**If duplicate records are found, you will see the following error message in the error report for each record that is a duplicate:**

“Line: <Record#>: Duplicate activity record: <Activity ID>, <Activity Type>, <Activity Date>”

*NOTE: If two records have the same Provider Activity ID, but different Types and/or Activity Dates, those are considered to be two different activities. An example of this is the same enduring material activity that is published both as an Internet activity and as a Journal.*

#### Update matching activities in database (#21 in Flow Diagram)

If a matching activity is found in the database, JA-PARS will update all fields of the matching activity record. Matching activities can be found by:

- c. ACCME Activity ID; OR
- d. The combination of the following fields within the Provider:
  - i. Reporting Year\*; AND
  - ii. Provider Activity ID; AND
  - iii. Activity Type; AND
  - iv. Activity Date

\* *Reporting Year:* The Reporting Year in the file does NOT need to match the year of the Activity Date The Reporting Year indicates the year in which the activity should be counted for aggregate reporting (Annual Report) purposes.

#### Add new activities (#21 in Flow Diagram)

If no matching activity is found in the database, the system will add a new activity record.

## Appendix E – List of Country Codes

Below is a list of the 3-letter country codes for the [Country](#) field.

*Note: Please see the [U.S. Territories / Regions section](#) for information regarding U.S. territory / region processing.*

Country	Code
Afghanistan	AFG
Aland Islands	ALA
Albania	ALB
Algeria	DZA

Country	Code
Andorra	AND
Angola	AGO
Anguilla	AIA
Antigua and Barbuda	ATG

Country	Code
Argentina	ARG
Armenia	ARM
Aruba	ABW
Australia	AUS

Country	Code
Austria	AUT
Azerbaijan	AZE
Bahamas	BHS
Bahrain	BHR





## Activity Tab Delimited File Upload Instructions For Joint Accreditation Reporting Year 2019 and Greater

Country	Code
Bangladesh	BGD
Barbados	BRB
Belarus	BLR
Belgium	BEL
Belize	BLZ
Benin	BEN
Bermuda	BMU
Bhutan	BTN
Bolivia (Plurinational State of)	BOL
Bosnia and Herzegovina	BIH
Botswana	BWA
Brazil	BRA
British Virgin Islands	VGB
Brunei Darussalam	BRN
Bulgaria	BGR
Burkina Faso	BFA
Burundi	BDI
Cambodia	KHM
Cameroon	CMR
Canada	CAN
Cape Verde	CPV

Country	Code
Cayman Islands	CYM
Central African Republic	CAF
Chad	TCD
Chile	CHL
China	CHN
Colombia	COL
Comoros	COM
Congo	COG
Cook Islands	COK
Costa Rica	CRI
Cote d'Ivoire	CIV
Croatia	HRV
Cuba	CUB
Cyprus	CYP
Czech Republic	CZE
Democratic People's Republic of Korea	PRK
Democratic Republic of the Congo	COD
Denmark	DNK
Djibouti	DJI
Dominica	DMA

Country	Code
Dominican Republic	DOM
Ecuador	ECU
Egypt	EGY
El Salvador	SLV
Equatorial Guinea	GNQ
Eritrea	ERI
Estonia	EST
Ethiopia	ETH
Faeroe Islands	FRO
Falkland Islands (Malvinas)	FLK
Fiji	FJI
Finland	FIN
France	FRA
French Guiana	GUF
French Polynesia	PYF
Gabon	GAB
Gambia	GMB
Georgia	GEO
Germany	DEU
Ghana	GHA
Gibraltar	GIB

Country	Code
Greece	GRC
Greenland	GRL
Grenada	GRD
Guadeloupe	GLP
Guatemala	GTM
Guernsey	GGY
Guinea	GIN
Guinea-Bissau	GNB
Guyana	GUY
Haiti	HTI
Holy See	VAT
Honduras	HND
Hong Kong Special Administrative Region of China	HKG
Hungary	HUN
Iceland	ISL
India	IND
Indonesia	IDN
Iran (Islamic Republic of)	IRN
Iraq	IRQ
Ireland	IRL



## Activity Tab Delimited File Upload Instructions

### For Joint Accreditation Reporting Year 2019 and Greater

Country	Code
Isle of Man	IMN
Israel	ISR
Italy	ITA
Jamaica	JAM
Japan	JPN
Jersey	JEY
Jordan	JOR
Kazakhstan	KAZ
Kenya	KEN
Kiribati	KIR
Kuwait	KWT
Kyrgyzstan	KGZ
Lao People's Democratic Republic	LAO
Latvia	LVA
Lebanon	LBN
Lesotho	LSO
Liberia	LBR
Libyan Arab Jamahiriya	LBY
Liechtenstein	LIE
Lithuania	LTU
Luxembourg	LUX

Country	Code
Macao Special Administrative Region of China	MAC
Madagascar	MDG
Malawi	MWI
Malaysia	MYS
Maldives	MDV
Mali	MLI
Malta	MLT
Martinique	MTQ
Mauritania	MRT
Mauritius	MUS
Mayotte	MYT
Mexico	MEX
Monaco	MCO
Mongolia	MNG
Montenegro	MNE
Montserrat	MSR
Morocco	MAR
Mozambique	MOZ
Myanmar	MMR
Namibia	NAM

Country	Code
Nauru	NRU
Nepal	NPL
Netherlands	NLD
Netherlands Antilles	ANT
New Caledonia	NCL
New Zealand	NZL
Nicaragua	NIC
Niger	NER
Nigeria	NGA
Niue	NIU
Norfolk Island	NFK
Norway	NOR
Occupied Palestinian Territory	PSE
Oman	OMN
Pakistan	PAK
Panama	PAN
Papua New Guinea	PNG
Paraguay	PRY
Peru	PER
Philippines	PHL
Pitcairn	PCN

Country	Code
Poland	POL
Portugal	PRT
Qatar	QAT
Republic of Korea	KOR
Republic of Moldova	MDA
Réunion	REU
Romania	ROU
Russian Federation	RUS
Rwanda	RWA
Saint Helena	SHN
Saint Kitts and Nevis	KNA
Saint Lucia	LCA
Saint Pierre and Miquelon	SPM
Saint Vincent and the Grenadines	VCT
Saint-Barthélemy	BLM
Saint-Martin (French part)	MAF
Samoa	WSM
San Marino	SMR
Sao Tome and Principe	STP
Saudi Arabia	SAU
Senegal	SEN



## Activity Tab Delimited File Upload Instructions For Joint Accreditation Reporting Year 2019 and Greater

Country	Code
Serbia	SRB
Seychelles	SYC
Sierra Leone	SLE
Singapore	SGP
Slovakia	SVK
Slovenia	SVN
Solomon Islands	SLB
Somalia	SOM
South Africa	ZAF
Spain	ESP
Sri Lanka	LKA
Sudan	SDN

Country	Code
Suriname	SUR
Svalbard and Jan Mayen Islands	SJM
Swaziland	SWZ
Sweden	SWE
Switzerland	CHE
Syrian Arab Republic	SYR
Tajikistan	TJK
Thailand	THA
The former Yugoslav Republic of Macedonia	MKD
Timor-Leste	TLS
Togo	TGO
Tokelau	TKL

Country	Code
Tonga	TON
Trinidad and Tobago	TTO
Tunisia	TUN
Turkey	TUR
Turkmenistan	TKM
Turks and Caicos Islands	TCA
Tuvalu	TUV
Uganda	UGA
Ukraine	UKR
United Arab Emirates	ARE
United Kingdom of Great Britain and Northern Ireland	GBR

Country	Code
United Republic of Tanzania	TZA
United States of America	USA
Uruguay	URY
Uzbekistan	UZB
Vanuatu	VUT
Venezuela (Bolivarian Republic of)	VEN
Viet Nam	VNM
Wallis and Futuna Islands	WLF
Western Sahara	ESH
Yemen	YEM
Zambia	ZMB
Zimbabwe	ZWE

Source: United Nations, April 15, 2009 list. <http://unstats.un.org/unsd/methods/m49/m49alpha.htm>

## Activity Tab Delimited File Upload Instructions For Joint Accreditation Reporting Year 2019 and Greater

### **U.S. Territories / Regions:**

For the following U.S. territories / regions, the country code of USA should be used along with the applicable U.S. State abbreviation in the [State](#) field.

Country	Country Code	U.S State Abbreviation
American Samoa	USA	AS
Federated States of Micronesia	USA	FM
Guam	USA	GU
Marshall Islands	USA	MH
Northern Mariana Islands	USA	MP
Puerto Rico	USA	PR
Palau	USA	PW
U.S. Virgin Islands	USA	VI