



ACCREDITATION COUNCIL
FOR PHARMACY EDUCATION



Jointly Accredited Providers Office Hours

What will be covered?

Excel Spreadsheet formatting
Web service automation
Web service guidance
RSS Guidance
Errors & how to avoid them
Your questions

ACPE Staff

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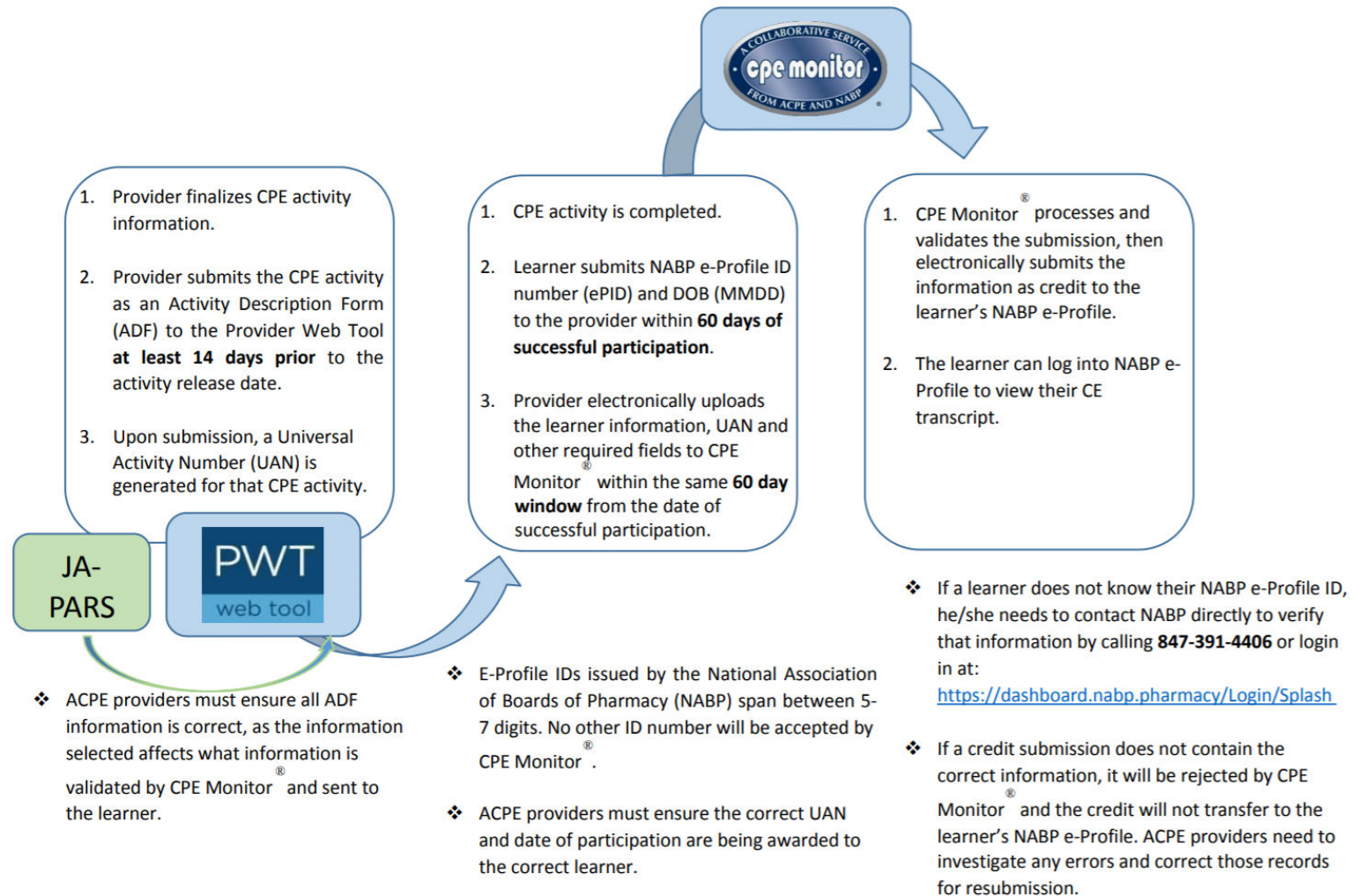
director, Information Technology

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CE IT coordinator

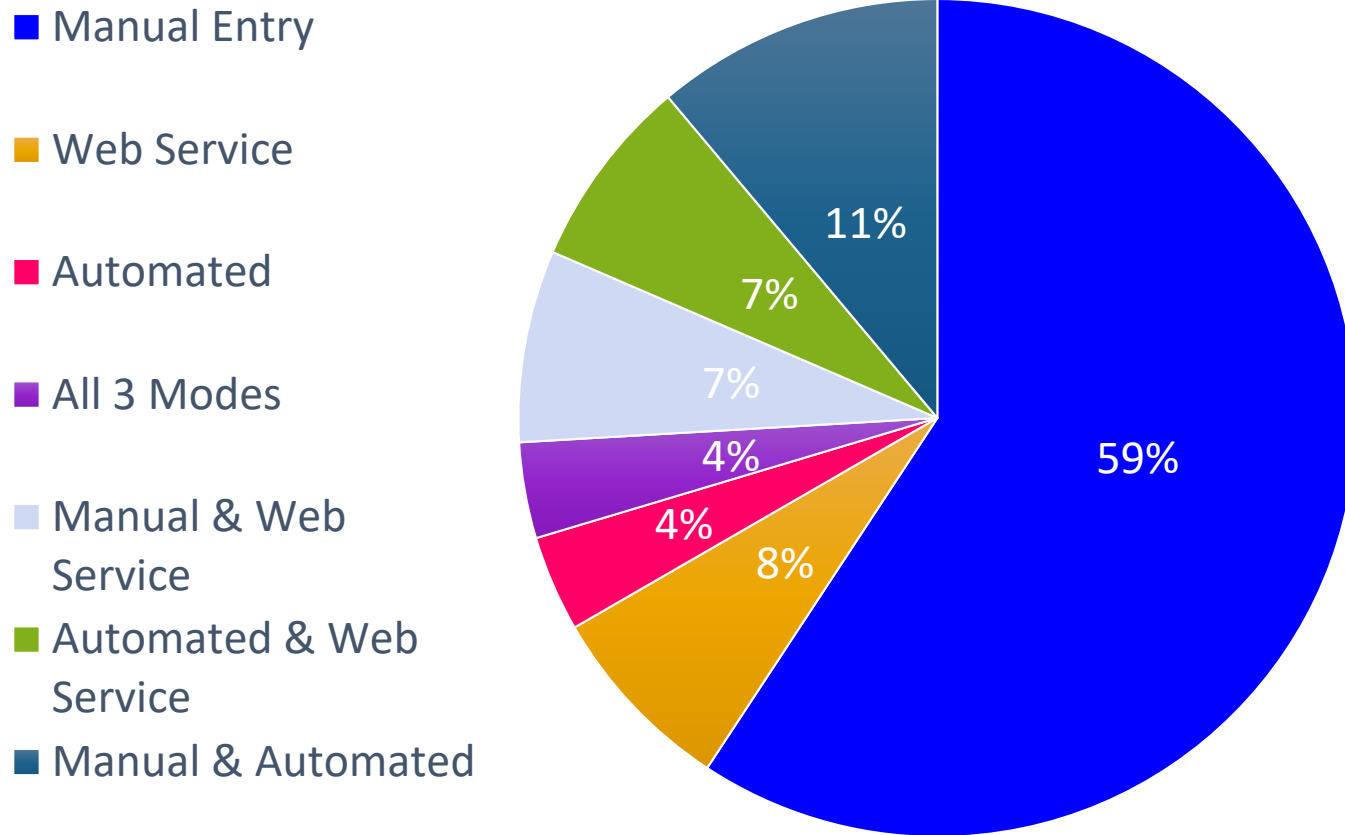
ACPE CPE Activity and Credit Submission Process

pwt@acpe-accredit.org
cpemonitor@acpe-accredit.org

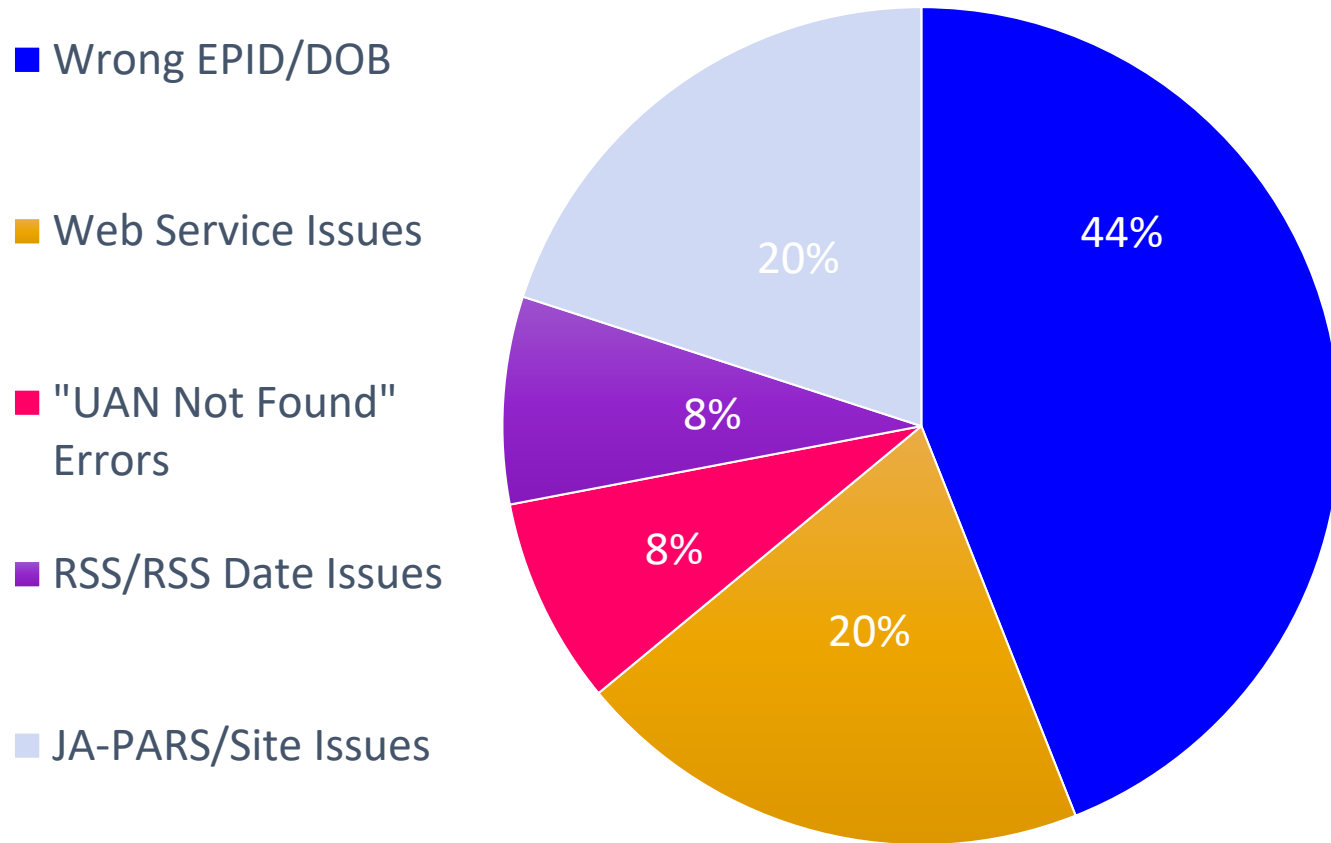


Results: 27 Jointly Accredited Providers

Modes of Transmission



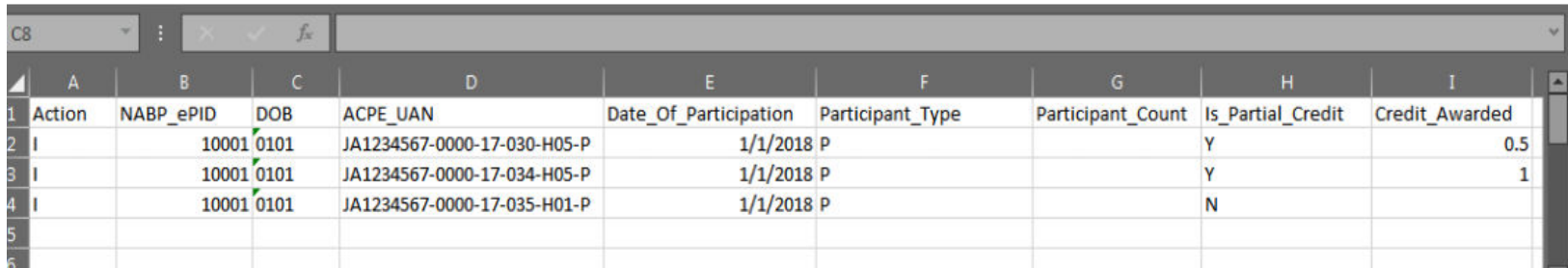
Results: Common Issues Among Jointly Accredited Providers



How to format your Excel Spreadsheet

CPE Monitor Manual Entry Form

- This form can be found in CPE Monitor under the “Actions” Section as well as under the “About JA-PARS” page on the Joint Accreditation website: [Here](#)
- When using this form, please adhere to the following format:
 - **Action(insert or delete) – NABP_ePID – DOB – JA_UAN – Date_of_Participation – Participant_Type – Participant_Count – Is_Partial_Credit – Credit_Awarded – Credit_Type_H_or_C**
 - Double check for typos so the file uploads without error



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I
1	Action	NABP_ePID	DOB	ACPE_UAN	Date_Of_Participation	Participant_Type	Participant_Count	Is_Partial_Credit	Credit_Awarded
2	I	10001	0101	JA1234567-0000-17-030-H05-P	1/1/2018	P		Y	0.5
3	I	10001	0101	JA1234567-0000-17-034-H05-P	1/1/2018	P		Y	1
4	I	10001	0101	JA1234567-0000-17-035-H01-P	1/1/2018	P		N	
5									
6									

CPE Monitor Guidance [Here](#)



CPE Monitor CE Participant Entry Form

Please use this form for entering participants that have completed ACPE-accredited CE activities or for removing participants of ACPE-accredited CE activities that have been previously submitted to and accepted by NABP.

- For each participant that you wish to submit to NABP, select the action to perform (either an insert or delete). Next - enter the NABP E-Profile EPID, the participant's Date of Birth (month and day only in format of "MM/DD"), a UAN, and the Date of Participation. To search for a UAN, enter either the a portion of the UAN or a portion of the activity title - a lookup for the matching UAN will occur. Please make sure to select the UAN returned in the search results.
- Click the **"Add Row"** button to add an additional row for data entry. To remove a row, click the **"Remove Row"** button located next the row you wish to remove from your submission.
- When you have entered all the rows of information that you wish to submit, please click the **"Verify Information"** button to have your information verified. If no errors are found, you may submit the participants to CPE Monitor, if errors are found, all errors must be corrected before you will be able to submit the participants.

Please note that a maximum of **20** participants may be submitted per web form submission.

Row	Action	ePID	DOB (MM/DD)	ACPE UAN	Date of Participation	Is Partial Credit	Credit Awarded	Credit Type	
1	Select ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	Credit ▼	Remove

Add Row

Verify Information



Automated Transmission

- Automated transmission - intended for larger organizations
- Data Transmission – transmitted to a secured FTP (S-FTP) site managed by ACPE
- Data Processing - data is queued for processing by CPE Monitor and the status of the transmission is provided via email
- Users may also be granted access to the secure website to monitor status and process records that have not been accepted through a personal dashboard.



Web Service Guidance

- **Intended Audience** – organizations requiring real-time validation of submitted provider education. This is for organizations that wish to integrate participant activity submission into pre-existing custom applications managed by their support staff.
- **Data Transmission** - Data transmitted through a secured web service managed by ACPE.
- **Validation** - Web Service validates the submission immediately and replies with status of the data transmission. Please note – data is not immediately submitted to NABP, but validated against ACPE data rules and then staged for submission to NABP.



Web Service Guidance

What information is needed for web service?

- Information Technology Contact Name
- Information Technology Contact Phone
- Information Technology Email Address
- IP Address of Transmitting Server/Machine
- Data Manager Contact Name
- Data Manager Contact Phone
- Data Manager Email Address

Who to contact to set up web service

Email: cpemonitor@acpe-accredit.org





Regularly Scheduled Series (RSS) Guidance


- When reporting a Regularly Scheduled Series (RSS) in JA-PARS, each series should be reported as one activity and the following guidelines should be used:
 - The cumulative number of hours for all sessions within a series equals the number of hours of instruction for that activity
 - If the activity offers pharmacy credit, enter the number of credits offered at a single session, and the live dates for each session that offers pharmacy credit
 - For all other credits, enter the total credits offered over the series.
 - Each learner is counted for each session he/she attends in the series.





Enter a RSS into JA-PARS


Activity Type*  Regularly Scheduled Series 


Activity Title* Test

Provider Activity ID 

Location* city state United States of America  country

Activity Date* 

Providership 

Hours of Instruction 

Is this an IPCE Activity? Yes No

Target Audience (check all that apply) 

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Dentist | <input type="checkbox"/> Allied Dental Staff | <input type="checkbox"/> Nurse | <input type="checkbox"/> Optometrist |
| <input checked="" type="checkbox"/> Pharmacist | <input checked="" type="checkbox"/> Pharmacy Technician | <input type="checkbox"/> Physician | <input type="checkbox"/> Physician Assistant |
| <input type="checkbox"/> Psychologist | <input type="checkbox"/> Registered Dietitians | <input type="checkbox"/> Dietetic Technicians, Registered | <input type="checkbox"/> Social Worker |
| | | | <input type="checkbox"/> Other <input type="text"/> |



Number of Credits/Contact Hours (complete all that apply)

Dentistry	<input type="text"/>	Dietetic CPEUs Credits	<input type="text"/>
Nursing	<input type="text"/>	Optometry	<input type="text"/>
Pharmacy [?]	<input type="text"/>		
AMA PRA Category 1™ Designated	<input type="text"/>	AAPA Category 1™ Designated	<input type="text"/>
Psychology	<input type="text"/>	Social Work	<input type="text"/>
IPCE Credits	<input type="text"/>		

If you have selected Pharmacist or Pharmacy Technician as the target audience for this activity please complete the fields below. [?]

Sequence Number [?]	<input type="text" value="001"/>
Pharmacy Activity Type [?]	<input type="text" value="v"/>
Topic Designator [?]	<input type="text" value="v"/>
Live Date [?]	<input type="text"/> <input type="button" value="+"/> <input type="text"/> <input type="button" value="x"/>



Monitor Your Error Rates

- Log into CPE Monitor
- Click on the “Reports” tab
 - Choose “Admin Activity Error” under the report type
 - Select the dates you would like to search and hit the search button
 - Errors will be broken down by:
 - total error count
 - Type of error
 - Total error count
 - EPID/DOB Error
 - UAN Error
 - Date of Participation Error
 - Action Code Error
 - 60 Day Error
 - Duplicate Record



CPE Monitor Error Rate Dashboard

Submission Statistics

Submitted CE Activities:	0	Batches Submitted:	28
Pending CE Activities:	0	FTP Batches Submitted:	0
Approved CE Activities:	53,226	Live Activities Submitted:	0
Denied CE Activities:	4,036		

Submission Error Rates

	Current Quarter	Previous Quarter
Quarter:	2021 - Q1	2020 - Q4
Total Errors:	3,732	133
Error Rate:	6.90%	4.50%
# EPID Errors:	3,632	120
# UAN Errors:	6	3
# Participation Date Errors:	10	14
# Action Code Errors:	0	0
# 60 Day Submission Errors:	0	0
# of Duplicates Submitted:	58	11



Common Errors in CPE Monitor

1. “UAN not found” error – this can happen for a variety of reasons: UAN was never submitted, typos when submitting, accidental cancellations, etc.
2. Incorrect Pharmacist/Pharmacy Technician (P/T) designation when submitting
 - this can happen if the provider enters the wrong information or if the learner takes an incorrect course on accident.
 - A new validation rule has been put in place that will not allow a learner to receive credit for both a P and T designated UAN

**Oops! Something
went wrong!**



Provider & Learner Perspectives

- Provider perspective:
 - ePID/DOB does not match
 - Date issues – invalid date, date not entered, etc.
- Learner Prospective:
 - Missing CPE credit on their transcript and need it fixed



How to Avoid Errors

Issue	Solution
Collecting ePIDs/DOBs	Have appropriate validation
Providers	Collect learner information at registration and SAVE
Providers with Web Service	Implement validation
e-Profile ID look-up	NABP ID look-up <ul style="list-style-type: none">• First and last name• Username <u>e-Profile ID look-up</u>

IMPORTANT INFORMATION



How to Avoid Errors

Issue	Solution
Date/UAN errors	Check the Provider Web Tool and JA-PARS to make sure the UAN/JA UAN and dates are valid
Live CE date errors	Date of participation needs to be the actual live date of the activity
Home study date errors	Date of participation needs to be between the release date and the expiration date
Wrong topic designator in the UAN/ JA UAN	Check the topic designator (see next slide)

IMPORTANT INFORMATION



Resources

- Find the “About JA-PARS” page [Here](#)

Educational Resources

- › Reporting Activities for Joint Accreditation
- › General Questions about PARS (ACCME website)
- › ACPE CPE Monitor® Credit Upload Instructions
- › ACPE CPE Monitor® Blank XLS Manual Upload Template
- › ACPE CPE Monitor® Web Service Technical Specifications
- › ACPE CPE Monitor® CSV Partial Credit Template
- › FAQ

Some helpful links
found at the bottom of
the page



Who to contact

- CPE Monitor Issues: cpemonitor@acpe-accredit.org
- JA-PARS Issues: info@accme.org
- Find CPE Monitor guidance [Here](#)

