

NURSING ACTIVITY REPORTING SYSTEM (NARS)

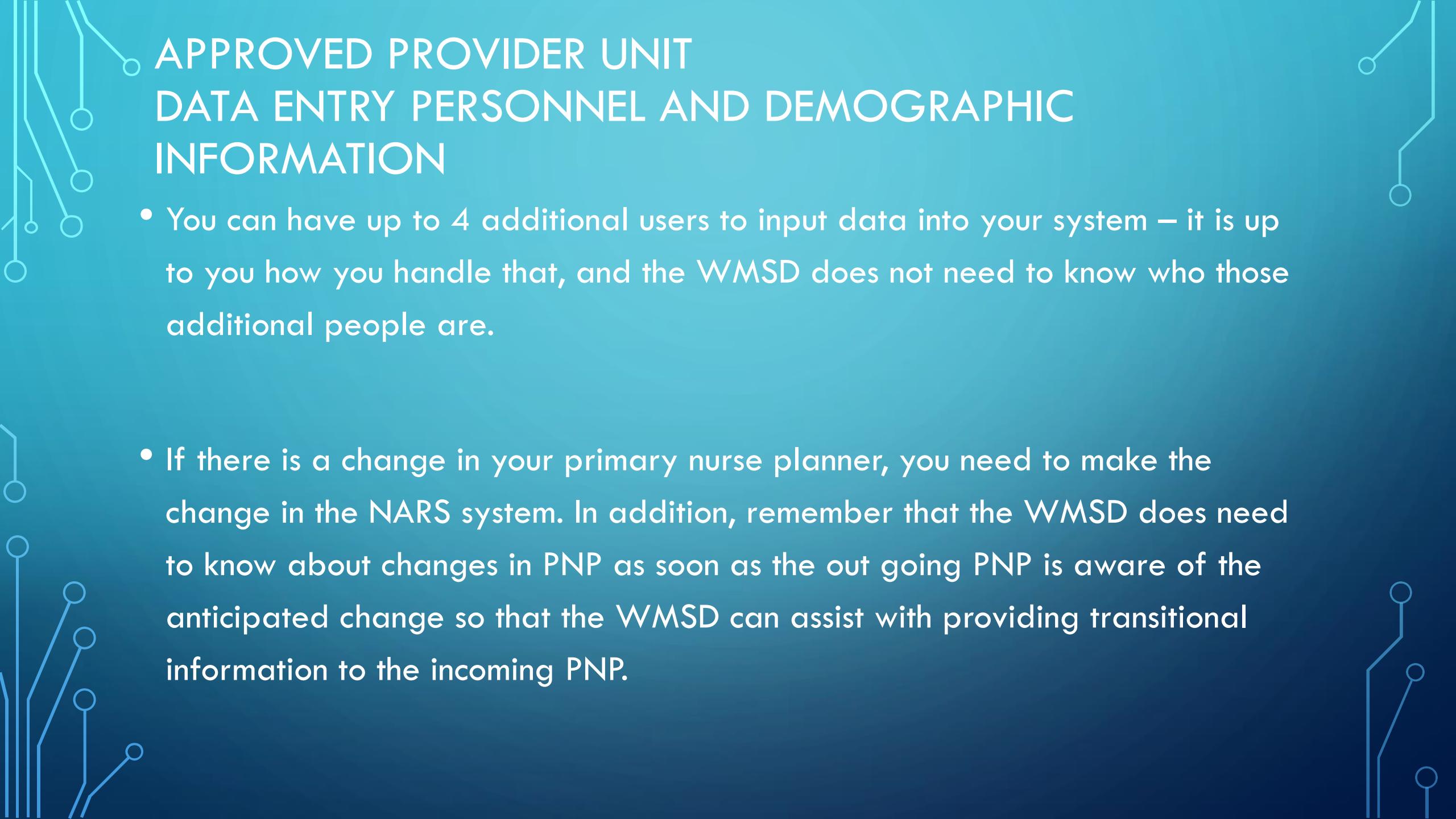
WHAT PRIMARY NURSE PLANNERS NEED TO KNOW ABOUT CHANGES TO THE
2017 CONTINUING EDUCATION ANNUAL REPORTING PROCESS

EVENT REPORTING PROCESS CHANGE

- Per ANCC requirements, data for each 2017 activity must be entered into NARS. The prior CE annual reporting tool to the WMSD will no longer be accepted.
- After viewing this presentation, the Approved Provider Unit Primary Nurse Planner, or designee, must enter all activity information for 2017 including the prior months of January, February, March, and April into the system.
- New activities can be entered as they occur or in advance as you complete the educational planning forms – then just enter the number of participants after the event to “close” the activity file.

EVENT REPORTING PROCESS CHANGE

- Each time you repeat an activity, the repeated session must be entered as a new activity with the new date (you can use the copy feature on the activity page to eliminate the need for manually entry of course information).
- The only activities that are **NOT** entered as separate events are those that are part of a regularly scheduled series, like nursing grand rounds or a journal club with regularly scheduled sessions.
- We hope this new process will make your data collection and reporting easier.



APPROVED PROVIDER UNIT DATA ENTRY PERSONNEL AND DEMOGRAPHIC INFORMATION

- You can have up to 4 additional users to input data into your system – it is up to you how you handle that, and the WMSD does not need to know who those additional people are.
- If there is a change in your primary nurse planner, you need to make the change in the NARS system. In addition, remember that the WMSD does need to know about changes in PNP as soon as the out going PNP is aware of the anticipated change so that the WMSD can assist with providing transitional information to the incoming PNP.

CLARIFYING INFORMATION

- Participants are the number of people who attend an event **NOT** the number who receive certificates. This is more related to online events where people attend but may not go back to get their certificates.
- If you have questions about NARS, please contact the WMSD offices and **NOT** ANCC as may have been noted in the email that you received. WMSD personnel will get the answer for you as it is our responsibility as the Accredited Approver Unit to assist and support the Approved Provider Units.
- When you receive your log in information from ANCC, you may log in and follow the next steps.

American Nurses Creden X

www.nursecredentialing.org



ANCC
AMERICAN NURSES CREDENTIALING CENTER

SEARCH

CERTIFICATION MAGNET PATHWAY ACCREDITATION ANCC LOGIN

First, go to the ANCC Website

ANCC Pathway to Excellence Conference®

APRIL 27-28, 2017 DALLAS, TX

Building Bridges. Transforming Care.

REGISTER NOW!

About ANCC

Accreditation Program

Certification Program

Pathway to Excellence®

Magnet Recognition Program®

ISO

Then click here

Program Updates

- 2017 National Magnet Nurse of the Year® Award submission site open! The awards recognize the outstanding contributions of clinical nurses in the five Magnet Model components: Transformational Leadership, Structural Empowerment, Exemplary Professional Practice, New Knowledge, Innovations and Improvements, and Empirical Outcomes. Start your nomination today! [Learn More](#)
- ANCC Appoints New Official to the Commission on Pathway to Excellence: Francine Douce Named International Commissioner The ANCC recently announced the appointment of Francine Douce, RN, RM, BN, FACM, as the new International Commissioner of Commission on Pathway to Excellence (COPE). [Learn More](#)
- ANCC Announces New Accreditation Innovation Pilot Nurses Can Earn CE Credits Through Outcome-Based Learning Experience

► NEW! The Magnet Prize® ANCC is proud to launch the 2017 ANCC Magnet Prize™, sponsored by Cerner, a leading supplier of health care information technology that wants to encourage leading-edge nursing programs and practices by generously sponsoring the generous \$50,000 award. [Learn More](#)

► 2017 ANCC Accreditation Premier Program Award Application is NOW OPEN The Premier Program Award recognizes accredited organizations that excel in the provision of continuing nursing education (CNE) and organizations that excel in the approval of CNE providers. [Learn More](#)

► Santa Rosa Community Health Center Becomes First Organization in Nation to Receive ANCC Accreditation for Family Nurse Practitioner Residency Program Santa Rosa Community Health Centers' (SRCHC) Family Nurse Practitioner (FNP) Residency Program is the first federally qualified health center (FQHC) to become accredited as a Practice Transition Program

Highlights

ANCC Pathway to Excellence Conference®

Pathway Conference Dallas, TX April 27-28, 2017 Register Now! [Learn More](#)

MAGNET CONFERENCE®

National Magnet Conference® Abstract Deadline Extended [Learn More](#)

2015 ANCC Primary Accreditation Provider Application Manual

Download a free copy! [Learn More](#)

1:41 PM 4/13/2017

FIND AN ACCREDITED
ORGANIZATION

PRIMARY ACCREDITATION

NURSING SKILLS COMPETENCY
PROGRAMPRACTICE TRANSITION
ACCREDITATION PROGRAM™JOINT ACCREDITATION FOR
INTERPROFESSIONAL CONTINUING
EDUCATION™

APPRAISERS

COMMISSIONERS 

RESOURCE CENTER

CONTACT ACCREDITATION STAFF

PUBS, PRODUCTS & PROMO
MATERIALS

CNE SYMPOSIUM

FREE RESOURCES

PTAP

► 2016 PTAP Application
Manual [pdf] 

► PTAP Gap Analysis Tool [pdf]

► PTAP ROI Tool [xlsx]

PRIMARY ACCREDITATION

► Primary Accreditation:
PROVIDER Manual [pdf] ► Primary Accreditation:
APPROVER Manual [pdf] ► Primary Accreditation Gap
Analysis Tool [doc]

► State CE Requirements

► Online Marketing Toolkit

PURCHASE ACCREDITATION
PRODUCTS

► ANCC E-store

Home | Accreditation

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ANCC ACCREDITATION

The ANCC Accreditation program recognizes the importance of high-quality continuing nursing education (CNE) and skills-based competency programs. Around the world, ANCC-accredited organizations provide nurses with the knowledge and skills to help improve care and patient outcomes.



Primary Accreditation

ANCC recognizes the development and delivery of high quality continuing nursing education by organizations worldwide, including health ministries, nursing organizations, employers, and education providers.

Provider

Approver

Nursing Activity Reporting System 

Joint Accreditation

Organizations may be simultaneously accredited to provide medicine, pharmacy, and nursing continuing education activities via Joint Accreditation for Interprofessional Continuing Education™

*Featured in The American Nurse »**Visit JointAccreditation.org »*

2015 ANCC Primary
Accreditation
PROVIDER

Practice Transition Accreditation
Program™

Give your team the clinical and assessment skills and confidence to perform effectively by offering RN and/or APRN residencies and fellowships aligned with ANCC evidenced-based standards.

[Learn More »](#)

Nursing Skills Competency Program

ANCC course recognition offers an independent national standard to measure the quality of courses designed to validate nursing skills in the clinical setting.

[View Explainer Video »](#)

Accreditation News

Santa Rosa Community Health Center Becomes First Organization in Nation to Receive ANCC Accreditation for Family Nurse Practitioner Residency Program
Santa Rosa Community Health Centers' (SRCHC) Family

Click here to
enter the NARS
system

ANCC Accreditation x Nursing Activity Reporting x  Secure | https://nars.nursecredentialing.org/home.aspx

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Home My Organization Providers Activity Search Reports User Management

Welcome to Nursing Activity Reporting System (NARS)

If you need assistance you can click on the help link at the top of each NARS screen or hover over the question mark (?) for context sensitive help on each page. Need more help? Please contact NARS@ana.org or by phone at 1.800.284.2378.

My Organization Profile

Name: Western Multi-State Division Approver Unit

Provider Type: Accredited Approver

Organization ID:  [REDACTED]

Organization Type: Constituent/State Nurses Association (C/SNA)

Organization Status: Accredited

Accreditor/Approver: American Nurses Credentialing Center

Address: 1850 E Southern Ave
Tempe, AZ 85282

Phone: 480-831-0404

Web Address: www.aznurse.org

[Edit Organization Profile](#)

Lead or Primary Nurse Planner

Dr. Susan Gonda (DNP)
Lead Nurse Planner
1850 E. Southern Avenue
Suite 1
Tempe, AZ 85282
susan@westernmsd.org
p. 480-831-0404
f. 480-839-4790

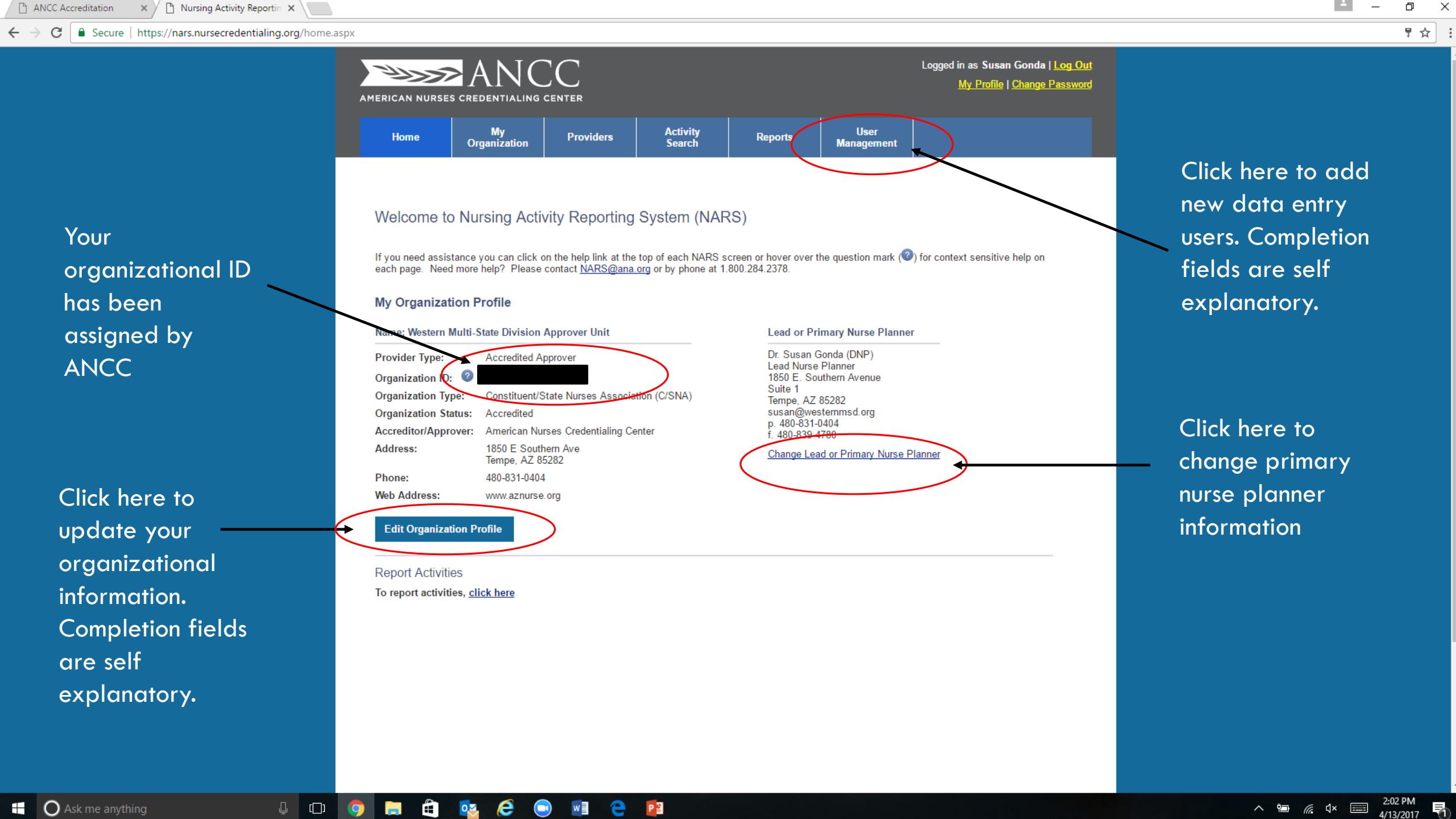
[Change Lead or Primary Nurse Planner](#)

Your organizational ID has been assigned by ANCC

Click here to update your organizational information. Completion fields are self explanatory.

Click here to add new data entry users. Completion fields are self explanatory.

Click here to change primary nurse planner information





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Tempe, AZ 85282

Phone: 480-831-0404

Web Address: www.aznurse.org

[Edit Organization Profile](#)

Report Activities

To report activities, [click here](#)

Click here
to report
activities

Lead or Primary Nurse Planner

Dr. Susan Gonda (DNP)

Lead Nurse Planner

1850 E. Southern Avenue

Suite 1

Tempe, AZ 85282

susan@westemmsd.org

p. 480-831-0404

f. 480-839-4780

[Change Lead or Primary Nurse Planner](#)

When you hover over
any ?, there is more
clarifying
information exposed



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Organization

- > View Organization Profile
- > View Program Summary
- > Download Closed Activities

Activities

- > View Activities
- > Add an Activity
- > Batch Activity Upload
- > Download All Activities
- > Download Selected Activities

Western Multi-State Division Approver Unit

2017 Activities

Below are the [open](#) and [closed activities](#) that your organization has recorded for 2017. [?](#)

- OPEN activities contain incomplete information.
- CLOSED activities contain all required information and require no further action.

[Add Activity](#)[Batch Upload Activities](#)

Reporting Year [?](#) [2017](#) ▾

[Open Activities](#)[Closed Activities](#)

[View by Activity Type](#) | [View All Closed Activities](#) [Delete Selected Activities](#)

No closed activities found.

Click here to
add an activity.
Be sure to select
the correct
year....
2017 is the first
required NARS
reporting year.



Top half of planning page

These 4 tabs will need to completed. Be sure to click on each one.

Fields marked with an asterisk are required to save an activity. All fields except for those labeled "optional" are required to close an activity.

Activities

- > View Activities
- > Add an Activity
- > Batch Activity Upload
- > Download All Activities
- > Download Selected Activities

Activity Type*

Activity Title*

Provider Activity ID (Optional)

Activity Start Date* Activity End Date*

Providership

Planning 

Financials 

FDA

REMS

Participation 

Target Audience (check all that apply)

Nurses Pharmacists Pharmacy Technicians Physicians Other

Brief Description of Content (Optional)

2500 characters remaining

Designed to change Competence? Yes No Changes in Competence evaluated? Yes No

Designed to change Performance? Yes No Changes in Performance evaluated? Yes No

Designed to change Patient Outcomes? Yes No Changes in Patient Outcomes evaluated? Yes No

Developed in the context of which competencies? Click arrow(s) to expand and check all that apply.

- Interprofessional Education Collaborative
- Institute of Medicine
- ACGME/ABMS
- CAPE
- PTCB
- Other Competencies
- No Competencies

Complete all items with an asterisk mark
* as these are mandatory fields.
Others can be completed should you desire.



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Home | **My Organization** | Providers | Activity Search | Reports | User Management

Organization

- > View Organization Profile
- > View Program Summary
- > Download Closed Activities

Activities

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The top 4 items in the drop down menu are the most commonly utilized.

Western Multi-State Division Approver Unit

Add an Activity for Reporting Year 2017

Fields marked with an asterisk are required to save an activity. All fields except for those labeled "optional" are required to close an activity.

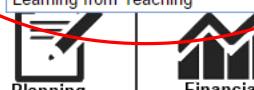
- Activity Type*
- Course
 - Regularly Scheduled Series
 - Internet Live Course
 - Enduring Material
 - Internet Activity Enduring Material
 - Journal-based CNE
 - Manuscript Review
 - Test Item Writing
 - Committee Learning
 - Performance Improvement
 - Internet Searching and Learning
 - Learning from Teaching

Provider Activity ID

Activity Start Date*

Providership

Activity End Date*



FDA



Target Audience (check all that apply)

- Nurses
- Pharmacists
- Pharmacy Technicians
- Physicians
- Other

Brief Description of Content (Optional)

2500 characters remaining

Designed to change Competence?

Yes No

Changes in Competence evaluated?

Yes No

Designed to change Performance?

Yes No

Changes in Performance evaluated?

Yes No

Click the drop down menu and select the option that best describes your activity....for clarification a course is an in person event held in classroom/conference style.



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Western Multi-State Division Approver Unit

Add an Activity for Reporting Year 2017

Fields marked with an asterisk are required to save an activity. All fields except for those labeled "optional" are required to close an activity.

Activity Type*

Activity Title*

Provider Activity ID* (Optional)

Activity Start Date* Activity End Date*

Providership*
The date the live activity was held or enduring material was started.



Planning



Financials



FDA



REMS



Participation

Target Audience (check all that apply)

Nurses Pharmacists Pharmacy Technicians Physicians Other

Brief Description of Content (Optional)

2500 characters remaining

Designed to change Competence? Yes No

Changes in Competence evaluated? Yes No

Designed to change Performance? Yes No

Changes in Performance evaluated? Yes No

Enter the beginning and end dates for the event. Indicate if Directly or Jointly Provided.

Primary Accreditation x Nursing Activity Reportin x Nursing Activity Reportin x nars.nursecredentialing.org x

Secure | https://nars.nursecredentialing.org/Activity/AddEdit.aspx

Bottom half of planning page

Click on all that apply

Target Audience (check all that apply)

Nurses Pharmacists Pharmacy Technicians Physicians Other

Brief Description of Content (Optional) 2500 characters remaining

Designed to change Competence? Yes No Changes in Competence evaluated? Yes No

Designed to change Performance? Yes No Changes in Performance evaluated? Yes No

Designed to change Patient Outcomes? Yes No Changes in Patient Outcomes evaluated? Yes No

Developed in the context of which competencies? Click arrow(s) to expand and check all that apply.

- ▶ Interprofessional Education Collaborative
- ▶ Institute of Medicine
- ▶ ACGME/ABMS
- ▶ CAPE
- ▶ PTCB
- ▶ Other Competencies
- ▶ No Competencies

Hours of Instruction

Contact Hours Offered (select all that apply)

Designated for Contact Hours?	Number of Contact Hours
<input checked="" type="checkbox"/> Nursing	
<input type="checkbox"/> AMA PRA Category I™	
<input type="checkbox"/> Pharmacy	
<input type="checkbox"/> Other	

Next Tab

Cancel Save & quit Save & add another activity

Click on all that apply

Complete the # of instructional hours and designated contact hours to be awarded

Click next tab to move to the financials page

Primary Accreditation x Nursing Activity Reportin x Nursing Activity Reportin x nars.nursecredentialing.o x

Secure | https://nars.nursecredentialing.org/Activity/AddEdit.aspx

Add an Activity for Reporting Year 2017

Fields marked with an asterisk are required to save an activity. All fields except for those labeled "optional" are required to close an activity.

Activity Type*

Activity Title*

Provider Activity ID (Optional)

Activity Start Date* Activity End Date*

Providership

Activities

- > View Program Summary
- > Download Closed Activities
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- > Download Selected Activities

Planning 

Financials 

FDA 

REMS 

Participation 

This is optional but if financial support is received, this area should be completed. Then click next tab.

Commercial Support Received? (Optional) Yes No

Next Tab

Cancel Save & quit Save & add another activity

Primary Accreditation x Nursing Activity Reportin x Nursing Activity Reportin x nars.nursecredentialing.o x

Secure | https://nars.nursecredentialing.org/Activity/AddEdit.aspx

> View Program Summary
> Download Closed Activities

Activities

> View Activities
> Add an Activity
> Batch Activity Upload
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> Download Selected Activities

Add an Activity for Reporting Year 2017

Fields marked with an asterisk are required to save an activity. All fields except for those labeled "optional" are required to close an activity.

Activity Type* 

Activity Title*

Provider Activity ID  (Optional)

Activity Start Date*  Activity End Date* 

Providership 


Planning


Financials


FDA
REMS


Participation

If this is an ER/LA Opioid REMS activity that is commercially supported by the REMS Program Companies (RPC)/Campbell Alliance, Ltd., you can fulfill the activity data reporting requirements of your commercial support agreement by completing the questions in the FDA REMS section below. You may also choose to complete this section if this activity addresses the ER/LA Opioid REMS but it is funded by a commercial supporter other than the RPC/Campbell Alliance, Ltd. or it does not receive any commercial support. If this is not an ER/LA Opioid REMS activity, then you do not need to complete the questions in the section below.

Food and Drug Administration (FDA) Risk Evaluation and Mitigation Strategy (REMS) 

The goal of this section is to facilitate data collection that will demonstrate the scope of REMS CME activities. The ANCC is collecting this data as a service to the CME community, the FDA, and other stakeholders. It is the provider's choice whether or not to enter this data. This activity can be closed and your ANCC year-end reporting requirements can be met without this data.

If this activity addresses an FDA REMS, select the REMS from the list below. If not leave as "Not a REMS activity".

Not a REMS Activity
Not a REMS Activity
Extended-Release (ER) and Long-Acting (LA) Opioid Analgesics Risk Evaluation and Mitigation Strategy (REMS)

This is optional but if you event meets The definition, this area should be completed. Then click next save and quit or save and add another activity.

Cancel Save & quit Save & add another activity

3:26 PM
4/13/2017

This section is to be completed after the event has been offered. Once this information has been entered, your event is now considered Closed....provided all other required elements have been completed.

Add an Activity for Reporting Year 2017

Fields marked with an asterisk are required to save an activity. All fields except for those labeled "optional" are required to close an activity.

Activity Type* Activity Title*
Provider Activity ID (Optional)
Activity Start Date* Activity End Date*
Providership

Planning **Financials** **FDA** **REMS** **Participation**

Participation

Number of nurses who completed activity
Number of physicians who completed activity
Number of pharmacists who completed activity
Number of pharmacy technicians who completed activity
Number of other learners who completed activity

Cancel **Save & quit** **Save & add another activity**

Then click next save and quit or save and add another activity.

ANCC Accreditation x Nursing Activity Report x Secure | https://nars.nursecredentialing.org/ActivityView.aspx

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Organization

> View Organization Profile
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Activities

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Western Multi-State Division Approver Unit

2017 Activities

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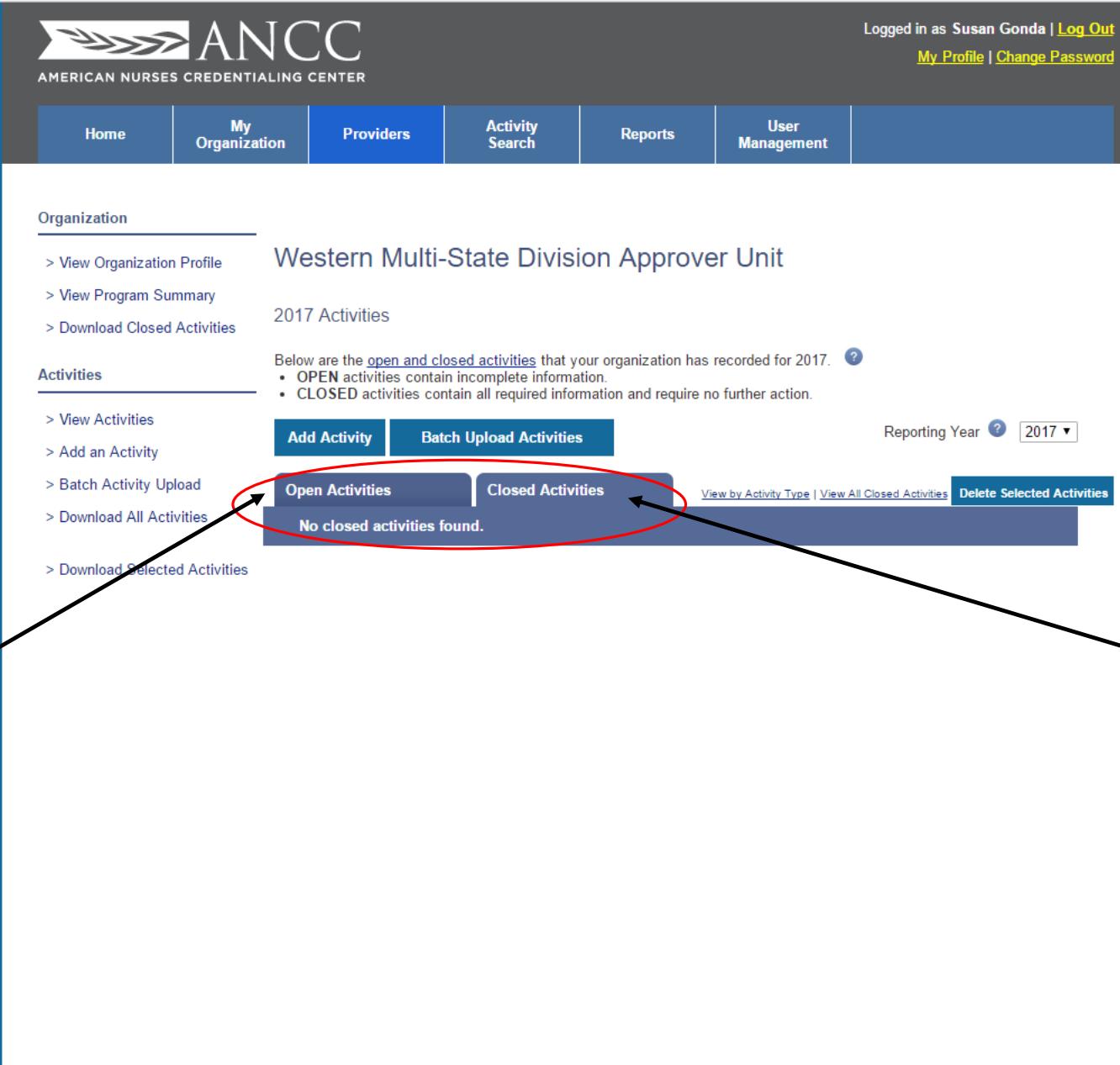
Add Activity Batch Upload Activities Reporting Year [?](#) 2017 ▾

[Open Activities](#) [Closed Activities](#) [View by Activity Type](#) | [View All Closed Activities](#) [Delete Selected Activities](#)

No closed activities found.

Click here to view and complete information for any open activities

Click here to view closed activities (activities that have been completed in total including post activity documentation requirements). Information can be updated even after an activity is closed.



Ask me anything

2:06 PM 4/13/2017

Once you have entered an activity into the NARS system, this is what you will see.

This is a screen shot of the closed activities from WMSD 2016 annual report of CE activities.

Organization

> Download Closed Activities

Activities

> Add an Activity

> Batch Activity Upload

> Download All Activities

Western Multi-State Division Provider Unit

2016 Activities

Below are the [open and closed activities](#) that your organization has recorded for 2016. [?](#)

- OPEN activities contain incomplete information.
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Add Activity Batch Upload Activities Reporting Year [?](#) 2016 ▾

Open Activities Closed Activities [View by Activity Type](#) | [View All Closed Activities](#) [Delete Selected Activities](#)

Course (20)

ANCC Activity ID	Provider Activity ID	Activity Title	Activity Type	Location	Activity Date	Select for Deletion
100004038		2015 ANCC Accreditation Program Overview for Nurse Peer Reviewers	Course	Tempe, AZ	02/03/2016	view update copy <input type="checkbox"/>
100004049		2016 National Nurse Practitioner Symposium	Course	Keystone, CO	07/06/2016	view update copy <input type="checkbox"/>
100004047		28th Annual SW Regional NP Symposium Chapter Meeting	Course	Scottsdale, AZ	07/30/2016	view update copy <input type="checkbox"/>
100004048		28th Annual SW Regional Nurse Practitioner Symposium	Course	Scottsdale, AZ	07/31/2016	view update copy <input type="checkbox"/>
100004046		28th Annual SW Regional Nurse Practitioner Symposium	Course	Scottsdale, AZ	07/30/2016	view update copy <input type="checkbox"/>
100004056		Advocacy Boot Camp Webinar: Influencing Health Related Policy	Course	Denver, CO	11/03/2016	view update copy <input type="checkbox"/>
		Arizona Nurse Leader				<input type="checkbox"/>

ANCC Accreditation x Program Summary x  

Secure | <https://nars.nursecredentialing.org/ProgramSummary.aspx>

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Home | My Organization | Activities | **Program Summary** | User Management

Organization

> Download Closed Activities

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> Download All Activities

2016 Program Summary 

Reporting Year   2016

ATTESTATION

By clicking "I Attest that Data is Complete for 2016 Reporting Year" below, I attest that my organization has completed the submission of data about

- the Nursing Accreditation activities provided by our organization during the Reporting Year, and
- our Accreditation for the Reporting Year.

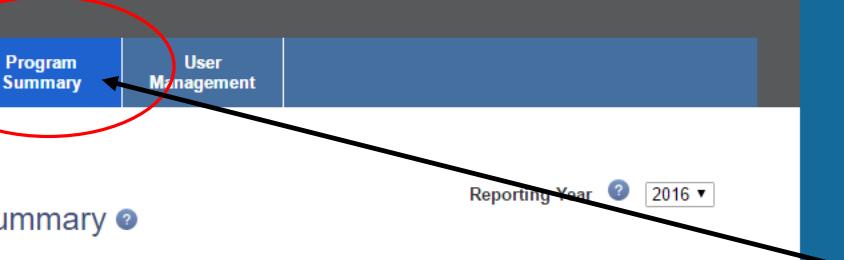
This fulfills our organization's 2016 Annual Reporting requirements. I understand that ANCC will review the data submitted and that Accreditation will include my organization's data in aggregated totals that are made available to the public.

Once I click this button, I understand that I will no longer have the ability to add or modify activity and program summary data for Reporting Year 2016.

I Attest that Data is Complete for 2016 Reporting Year

At the end of the year and all activities have been entered, click on the program summary tab so submit your annual report

Click on that you Attest that the information is complete and accurate.



- Thank you for viewing this educational presentation.
- Now that you are familiar with the reporting requirements and processes, you can begin to enter your CE events as you complete each educational planning process.
- You will be required to go back and enter all activity information from January 1, 2017.
- All NARS reports must be finalized and submitted in the first quarter of 2018 and annual thereafter.
- Should you have any questions or wish to provide feedback, please contact the Western MSD offices at education@westernmsd.org or call (480) 831-0404