



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.

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

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



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



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



2015 Primary Accreditation Provider Application Manual
Download a free copy!
[Learn More](#)

First, go to the ANCC Website

Then click here

[FIND AN ACCREDITED ORGANIZATION](#)[PRIMARY ACCREDITATION](#)[NURSING SKILLS COMPETENCY PROGRAM](#)[PRACTICE 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] **New!**
- ▶ PTAP Gap Analysis Tool [pdf]
- ▶ PTAP ROI Tool [xlsx]

PRIMARY ACCREDITATION

- ▶ Primary Accreditation: PROVIDER Manual [pdf] **New!**
- ▶ Primary Accreditation: APPROVER Manual [pdf] **New!**
- ▶ Primary Accreditation Gap Analysis Tool [doc]
- ▶ State CE Requirements
- ▶ Online Marketing Toolkit

PURCHASE ACCREDITATION PRODUCTS

- ▶ ANCC E-store

[Home](#) | [Accreditation](#)[PRINT THIS PAGE](#)[SHARE](#)

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](#)[\[?\]](#)

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 »](#)

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 »](#)

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 »](#)

2015 ANCC Primary Accreditation
PROVIDER



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' (SRHC) Family

Click here to enter the NARS system

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: ?

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. 480-839-4700

[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

- Home
- My Organization
- Providers
- Activity Search
- Reports
- User Management

Welcome to Nursing Activity Reporting System (NARS)

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[Change Lead or Primary Nurse Planner](#)

[Report Activities](#)

To report activities, [click here](#)

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

Click here to report activities

Organization

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

Activities

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

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 be completed. Be sure to click on each one.

Activities

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

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** **Participation**
REMS

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.

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

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

Activity Start Date*

Providership

- 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



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

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

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.

- Home
- My Organization
- Providers
- Activity Search
- Reports
- User Management

Organization

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

Western Multi-State Division Approver Unit

Add an Activity for Reporting Year 2017

Activities

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

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.

☒ Directly Provided
☐ Jointly Provided



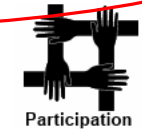
Planning



Financials



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.o x

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

Bottom half of planning page

Click on all that apply

Click on all that apply

Click next tab to move to the financials page

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
Nursing	<input checked="" type="checkbox"/>	
AMA PRA Category 1™	<input type="checkbox"/>	
Pharmacy	<input type="checkbox"/>	
Other	<input type="checkbox"/>	

Next Tab

Cancel Save & quit Save & add another activity

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

> View Program Summary
> Download Closed Activities

Activities

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

Financials

Commercial Support Received? (Optional) ☐ Yes ☒ No

Next Tab

Cancel

Save & quit

Save & add another activity

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

> View Program Summary
> Download Closed Activities

Activities

> View Activities
> Add an Activity
> Batch Activity Upload
> Download All Activities
> 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
Extended-Release (ER) and Long-Acting (LA) Opioid Analgesics Risk Evaluation and Mitigation Strategy (REMS)

Cancel Save & quit Save & add another activity

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.

- > View Program Summary
- > Download Closed 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.

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

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

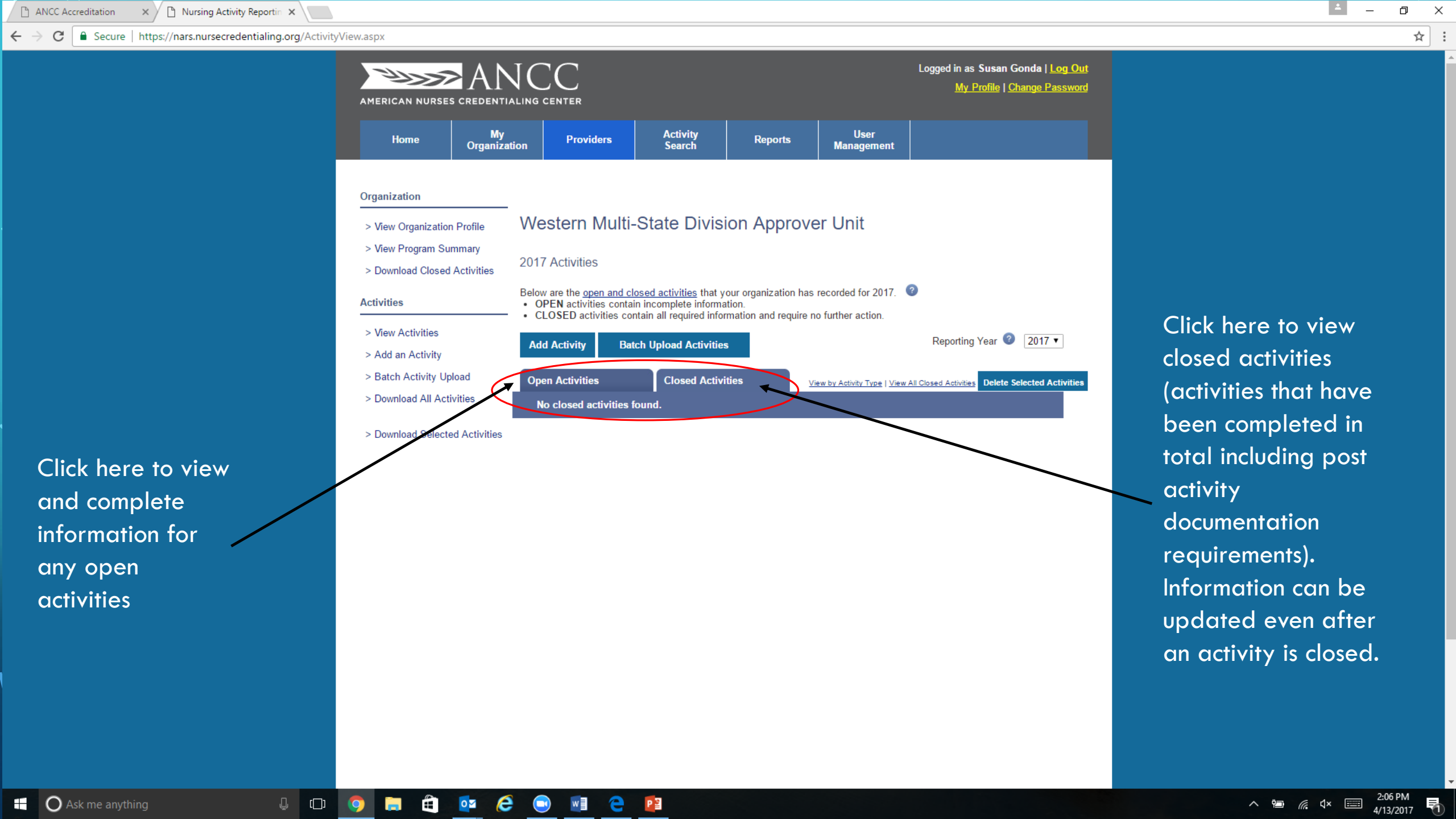
Cancel

Save & quit

Save & add another activity

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.

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



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.

Organization

> Download Closed Activities

Western Multi-State Division Provider Unit

Activities

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

2016 Activities

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

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

[Add Activity](#) [Batch Upload Activities](#) Reporting Year ? 2016 ▼

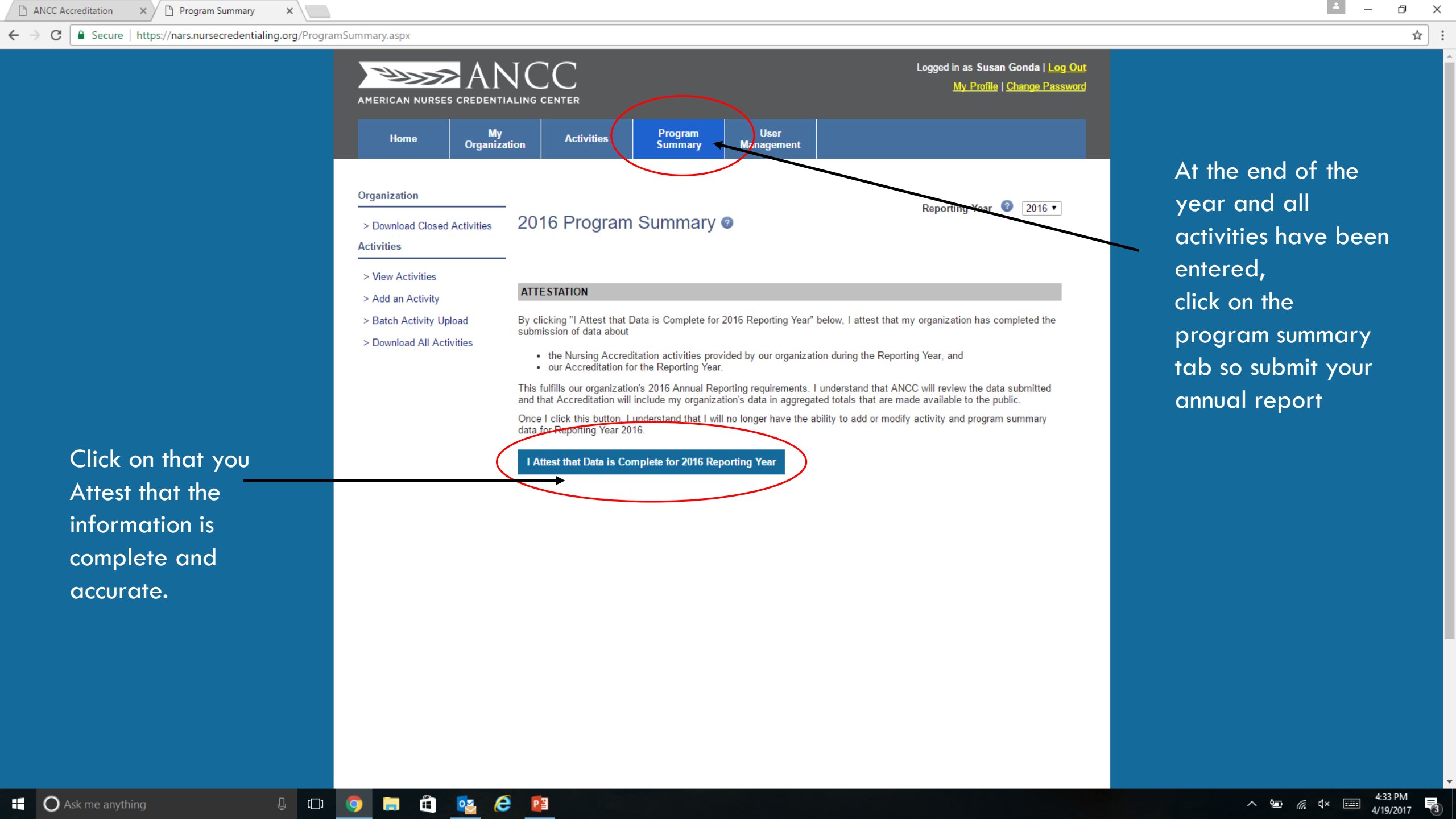
[Open Activities](#) [Closed Activities](#) [View by Activity Type](#) | [View All Closed Activities](#) [Delete Selected Activities](#)

▼ 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				

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.



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

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

- 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