



# Activity Tab Delimited File Upload Instructions

## For Reporting Year 2014

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# Activity Tab Delimited File Upload Instructions

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### Introduction

The tab delimited batch upload function in ACCME's Program and Activity Reporting System (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 have the ability to map the fields in their system to the fields in PARS.

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

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

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

**Open and Closed activity records:** In 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 Closed. [Appendix A](#) shows the fields required for each status.

**Adding or Updating activity records:** During the upload process, 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 – Activity Updates and Additions](#) for a description of the logic PARS uses to identify an update to an existing record). In order to add a new activity record, a minimal set of fields must contain data (see [Appendix A - File Format](#) 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.

**Program Summary:** ACCME requires that providers complete an annual Program Summary which summarizes the income and expense attributable to your CME Program. The Program Summary reflects two kinds of data: first, the aggregation of income and expense that is attributable to individual CME activities, and second, income and expense that is not attributable to a single activity, but rather is allocated to your CME Program as a whole.



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You may enter income and expense data about individual activities through this upload. If you choose to do this, PARS will automatically aggregate the information into the Program Summary. However, in this case, you still need to use the PARS Program Summary Web site form to manually enter data about income and expense amounts attributed to your *overall program* (as opposed to your individual activities).

If you choose not to enter individual activity income and expense data through this upload, or your organization is unable to attribute income and expenses to specific activities, you will need to enter your program's aggregate income and expenses manually via the PARS Program Summary Web site form.

**Getting help with PARS:** You can click on Help from any screen within 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 to the ACCME using the contact support interface within PARS. You may also contact the ACCME at [info@ACCME.org](mailto:info@ACCME.org) or by phone 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 PARS.**

The 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 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 in order 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 2014

1. Download the Excel Activities file and save a copy to your computer. The file is available for download at <http://www.accme.org/news-publications/publications/templates/accme-pars-tab-delimited-template-2014>
2. The Excel Activities file displays a heading 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 3 commercial support sources. Submitting data about the sources of commercial support is optional. If you are not reporting the data requested for these columns, leave the cells blank.

*Note: If you do choose to report the details of your sources of commercial support, and 1 or*



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*more activities has more than 3 commercial support sources, then you will need to copy columns 59 through 66 and paste these columns after the last column in the current Excel file.*

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.
- You cannot add or update activities if data for the Reporting Year has already been attested as complete

6. Save the Excel file in the Excel .xls or .xlsx format. This 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 heading 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 ACCME Program and Activity Reporting System (PARS). Click the Activities tab and then click the "Batch Upload Activities" button.
10. In the pop-up that appears, choose that you want to upload activities for Reporting Year 2014 and click the Continue button.



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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.

### AAA Test Organization

#### Batch Upload Activities for Reporting Year 2014

IMPORTANT: This page cannot be used to upload a file that includes activities before 2014. If you would like to upload a file that includes activities for 2010 or earlier [please click here](#). If you would like to upload a file that includes activities for 2011 to 2013, [please click here](#).

ACCME offers two file format options 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 a 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 one of the two options described above, you can click the "Browse..." button below to locate your file, choose which file format (tab-delimited or XML) you are using, and click "Upload & Validate File". The system will check the file for any errors before asking you if you want to complete the upload.

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.)



## Activity Tab Delimited File Upload Instructions For Reporting Year 2014



1 Errors Found in file Sample2\_ACCME\_PARS\_TabDelimited\_Template.txt

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

Line 2, Field 4: Missing required field: Activity Title

13. If there are no errors in the file, a confirmation message will appear. To upload the activities, click the Yes, proceed button.



Sample2\_ACCME\_PARS\_TabDelimited\_Template.txt validation successful

#### File Upload Summary

FileName: Sample2\_ACCME\_PARS\_TabDelimited\_Template.txt  
Number of activities that will be added: 0  
Number of activities that will be updated: 4

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

No, I want to cancel

Yes, proceed

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



Sample2\_ACCME\_PARS\_TabDelimited\_Template.txt uploaded successfully

#### File Upload Summary

FileName: Sample2\_ACCME\_PARS\_TabDelimited\_Template.txt  
Number of activities added: 0  
Number of activities updated: 4

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



## Activity Tab Delimited File Upload Instructions For Reporting Year 2014

### 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 66 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). The columns left empty 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 66 fields if fields 59-66 are repeated for multiple sources of commercial support. See the sample Excel file where fields 59-66 have been repeated twice to accommodate up to 3 sources of support.*

- If you are reporting the optional details about your activities' sources of commercial support, and an activity receives commercial support from multiple sources, columns 59-66 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 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 Reporting Year 2014

#### 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 C" must appear in this field for all activities for Reporting Year 2014. Activities for other Reporting Years cannot be included on this version of the template.	Template C
2	<b>ACCME Activity ID</b>	Number (unique numeric ACCME Activity ID)	No	Yes, every activity must have <b>EITHER</b> a Provider Activity ID OR ACCME Activity ID	ACCME Activity ID is assigned by PARS. This field should be blank when a new activity record is being added.	100000000
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 Year 2014 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 PARS. Rule 4: Activities cannot be added or updated for a Reporting Year that is more than 1 year after the current year.	2014
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.	10/01/2014
7	<b>City</b>	Text	<p>This field is required for the following Activity Types: C RSS</p> <p>(See 10 below for Activity Type code key.)</p> <p>For other Activity Types this field should be left blank</p>	<p>This field is required for the following Activity Types: C RSS</p> <p>(See 10 below for Activity Type code key.)</p> <p>For other Activity Types this field should be left blank</p>		
8	<b>State</b>	Valid United States Postal Service two-letter U.S. State abbreviation	<p>This field is required for the following Activity Types (see 10 below for Activity Type code key): C RSS</p> <p>For other Activity Types this field should be left blank.</p>	<p>This field is required for the following Activity Types: (see 10 below for Activity Type code key): C RSS</p> <p>For other Activity Types this field should be left blank.</p>	See <a href="#">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	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	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		
13	<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.	5.5
13	<b># of Physicians</b>	Number	No	Yes	The number of non-resident MD's and DO's that participated in the activity.	10
14	<b># of Other Learners</b>	Number	No	Yes	Other Learners (formerly called "Non-physicians") are attendees other than MD's or DO's, such as nurses, physician assistants, and other health professionals. Include residents in this category.	12
15	<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
16	<b># of Commercial Supporters</b>	Number	No	<p><b>REQUIRED:</b> If you entered Yes in the Commercial Support Received field, please fill out this field.</p> <p>If you entered No in the Commercial Support Received field, please leave this field blank.</p>		2



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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		
17	<b>Total Monetary Amount Received (for Activity)</b>	U.S. dollar amount (00.00)	No	<b>If you entered Yes in the Commercial Support Received field, at least the Total Monetary Amount Received (field 17) or one of the In-Kind Support Received (fields 18 to 23) is required to closed an activity</b>	A U.S. dollar amount $\geq 0.00$ is valid.	598.00
18	<b>In-Kind Support Received - Durable equipment? (for Activity)</b>	Valid Entries: Yes No	No		Yes	
19	<b>In-Kind Support Received - Facilities/Space? (for Activity)</b>	Valid Entries: Yes No	No		No	
20	<b>In-Kind Support Received - Disposable supplies (Non-biological)? (for Activity)</b>	Valid Entries: Yes No	No		Yes	
21	<b>In-Kind Support Received - Animal parts or tissue? (for Activity)</b>	Valid Entries: Yes No	No		No	
22	<b>In-Kind Support Received - Human parts or tissue? (for Activity)</b>	Valid Entries: Yes No	No		Yes	
23	<b>In-Kind Support Received - Other? (for Activity)</b>	Text (description of other In Kind Contribution)	No		This field is used to describe the nature of In-Kind Support received when it is different from the In Kind Support specified in fields 18 to 22. Leave this field blank if there is no "other" type of In Kind Support to describe. Please <b>DO NOT</b> enter values such as "No," "None," "N/A," etc.	Fuel



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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		
24	Designed to change Competence?	Valid Entries: Yes No	No	Yes		Yes
25	Changes in Competence evaluated?	Valid Entries: Yes No	No	Yes		No
26	Designed to change Performance?	Valid Entries: Yes No	No	Yes		No
27	Changes in Performance evaluated?	Valid Entries: Yes No	No	Yes		Yes
28	Designed to change Patient Outcomes?	Valid Entries: Yes No	No	Yes		No
29	Changes in Patient Outcomes evaluated?	Valid Entries: Yes No	No	Yes		No
30	Sub-category: Case based discussion	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 other Activity Types this field should be left blank.	Yes
31	Sub-category: Lecture	Valid Entries: Yes No				No
32	Sub-category: Panel	Valid Entries: Yes No				No
33	Sub-category: Simulation	Valid Entries: Yes 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		
34	<b>Sub-category: Skill-based training</b>	Valid Entries: Yes No				Yes
35	<b>Sub-category: Small group discussion</b>	Valid Entries: Yes No				No
36	<b>Sub-category: Other</b>	Text (description of the Other Subcategory)				Internship
37	<b>Joint Provider</b>	Text - name(s) of Joint Provider(s). Names of multiple Joint Providers should be separated by a comma.	No	No	<b>OPTIONAL:</b> If you entered Joint in the Providership field, you can choose to fill out this field.  If you entered Direct in the Providership field, then leave this field blank.	County Hospital, State Hospital
38	<b>Number of AMA PRA Category 1 Credits™ Designated</b>	Decimal (00.00)	No	No	<b>OPTIONAL:</b> 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
39	<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.
40	<b>Advertising &amp; Exhibit Income (Activity)</b>	U.S. dollar amount (00.00)	No	No	<b>OPTIONAL:</b> A US dollar amount $\geq 0.00$ is a valid entry	2080.00



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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		
41	<b>Other Income (Activity)</b>	U.S. dollar amount (00.00)	No	No	<b>OPTIONAL:</b> A U.S. dollar amount $\geq$ 0.00 is a valid entry	900.00
42	<b>Expenses (Activity)</b>	U.S. dollar amount (00.00)	No	No	<b>OPTIONAL:</b> A U.S. dollar amount $\geq$ 0.00 is a valid entry	5000.00
43	<b>ABMS/ACGME-Patient Care and Procedural Skills</b>	Valid Entries: Yes No	No	No	<b>OPTIONAL</b>	Yes
44	<b>ABMS/ACGME-Medical Knowledge</b>	Valid Entries: Yes No	No	No	<b>OPTIONAL</b>	Yes
45	<b>ABMS/ACGME-Practice-based Learning and Improvement</b>	Valid Entries: Yes No	No	No	<b>OPTIONAL</b>	Yes
46	<b>ABMS/ACGME-Interpersonal and Communication Skills</b>	Valid Entries: Yes No	No	No	<b>OPTIONAL</b>	Yes
47	<b>ABMS/ACGME-Professionalism</b>	Valid Entries: Yes No	No	No	<b>OPTIONAL</b>	Yes
48	<b>ABMS/ACGME-Systems-based Practice</b>	Valid Entries: Yes No	No	No	<b>OPTIONAL</b>	Yes
49	<b>Institute of Medicine- Provide patient-centered care</b>	Valid Entries: Yes No	No	No	<b>OPTIONAL</b>	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		
50	Institute of Medicine- Work in interdisciplinary teams	Valid Entries: Yes No	No	No	OPTIONAL	Yes
51	Institute of Medicine- Employ evidence-based practice	Valid Entries: Yes No	No	No	OPTIONAL	Yes
52	Institute of Medicine- Apply quality improvement	Valid Entries: Yes No	No	No	OPTIONAL	Yes
53	Institute of Medicine- Utilize informatics	Valid Entries: Yes No	No	No	OPTIONAL	Yes
54	Interprofessional Education Collaborative- Values/Ethics for Interprofessional Practice	Valid Entries: Yes No	No	No	OPTIONAL	Yes
55	Interprofessional Education Collaborative- Roles/ Responsibilities	Valid Entries: Yes No	No	No	OPTIONAL	Yes
56	Interprofessional Education Collaborative- Interprofessional Communication	Valid Entries: Yes No	No	No	OPTIONAL	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		
57	Interprofessional Education Collaborative- Teams and Teamwork	Valid Entries: Yes No	No	No	OPTIONAL	Yes
58	Other Competencies- Competencies other than those listed were addressed	Text (description of other Competencies)	No	No	OPTIONAL	Interdisciplinary Communication
<b>If you are reporting the optional commercial support source details, the fields 59 to 66 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.</b>						
59	Commercial Support Source	Text (name of Support Source)	No	No	<b>OPTIONAL:</b> If you entered Yes in the Commercial Support Received field, then you can choose to fill out this field.  If you entered No in the Commercial Support Received field, please leave this field blank.n	Abbott
60	Monetary Amount Received (for Support Source)	U.S. dollar amount (00.00)	No	No	<b>OPTIONAL:</b> If you entered Yes in the Commercial Support Received field, you can choose to complete this field. A U.S. dollar amount >= 0.00 is a valid entry.  If you entered No in the Commercial Support Received field, please leave this field blank.	598.00



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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		
61	<b>In-Kind Support Received - Durable equipment? (for Support Source)</b>	Valid Entries: Yes No	No	No	<b>OPTIONAL:</b> If you entered Yes in the Commercial Support Received field, you can choose to fill out this field.  If you entered No in the Commercial Support Received field, please leave this field blank.	Yes
62	<b>In-Kind Support Received - Facilities/Space? (for Support Source)</b>	Valid Entries: Yes No	No	No	<b>OPTIONAL:</b> If you entered Yes in the Commercial Support Received field, you can choose to fill out this field.  If you entered No in the Commercial Support Received field, please leave this field blank.	No
63	<b>In-Kind Support Received - Disposable supplies (Non-biological)? (for Support Source)</b>	Valid Entries: Yes No	No	No	<b>OPTIONAL:</b> If you entered Yes in the Commercial Support Received field, you can choose to fill out this field.  If you entered No in the Commercial Support Received field, please leave this field blank.	Yes
64	<b>In-Kind Support Received - Animal parts or tissue? (for Support Source)</b>	Valid Entries: Yes No	No	No	<b>OPTIONAL:</b> If you entered Yes in the Commercial Support Received field, you can choose to fill out this field.  If you entered No in the Commercial Support Received field, please leave this field blank.	No
65	<b>In-Kind Support Received - Human parts or tissue? (for Support Source)</b>	Valid Entries: Yes No	No	No	<b>OPTIONAL:</b> If you entered Yes in the Commercial Support Received field, you can choose to fill out this field.  If you entered No in the Commercial Support Received field, please leave this field blank.	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		
66	<b>In-Kind Support Received - Other?</b> <i>(for Support Source)</i>	Text (description of other In Kind Contribution)	No	No	<p><b>OPTIONAL:</b> If you entered Yes in the Commercial Support Received field, you can choose to fill out this field.</p> <p>This field is used to describe the nature of In-Kind Support received when it is different from the preceding five fields. Leave this field blank if there is no "other" type of In Kind Support to describe. Please <b>DO NOT</b> enter values such as "No," "None," "N/A," etc.</p> <p>If you entered No in the Commercial Support Received field, please leave this field blank.</p>	Fuel



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### Appendix B – Activity Updates and Additions

#### 1. Updating an Existing Activity

PARS will update an existing activity if a matching activity is found. 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 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

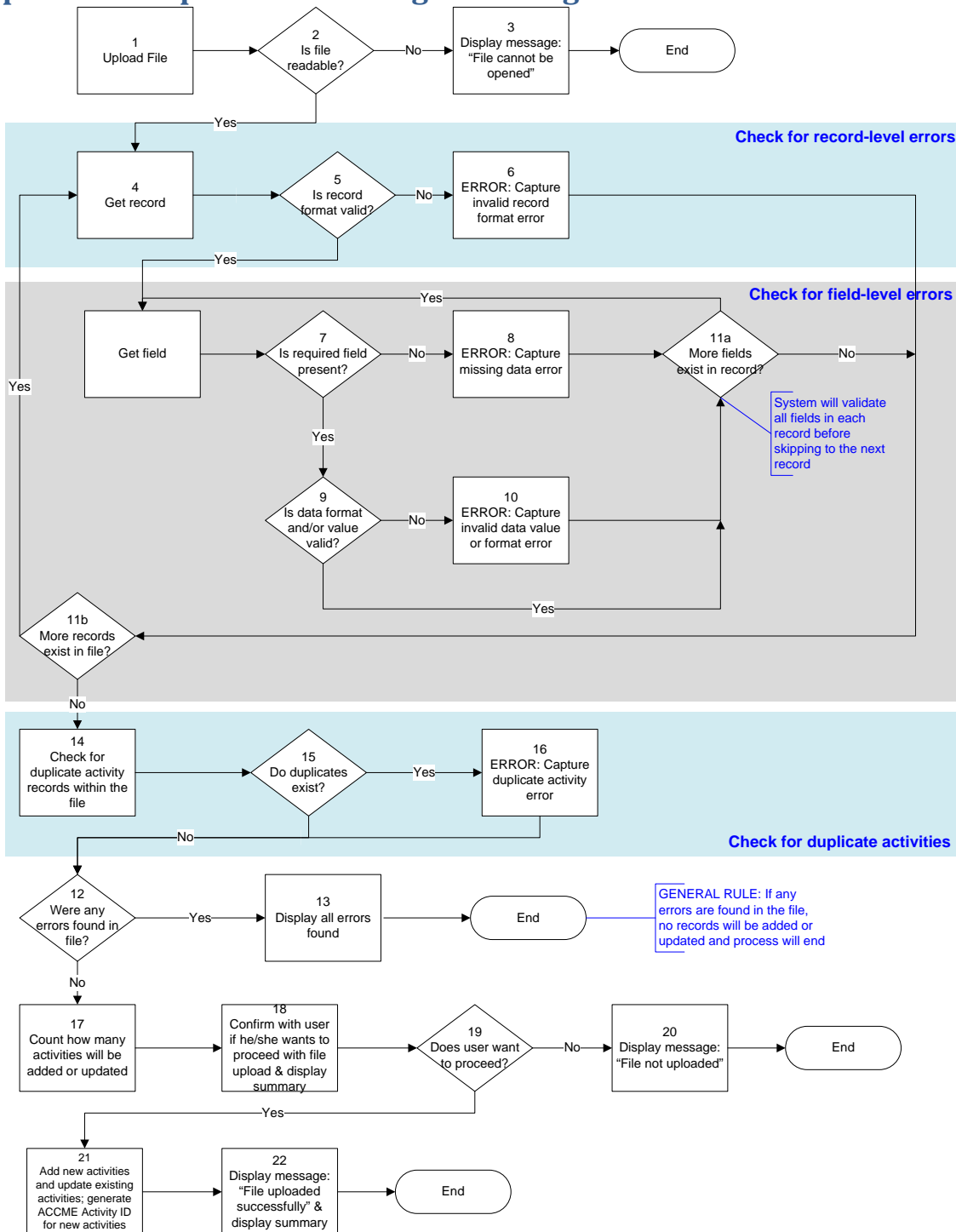
If PARS does not find a matching activity (see previous section), it will add a new activity.



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## Appendix C – Upload Processing Flow Diagram





## Activity Tab Delimited File Upload Instructions

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#### 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)**

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)**

PARS will check that there are at least 66 fields present for the record if the user is attempting to upload a file of activities for Reporting Year 2014. (NOTE: Even if data is not required, PARS will still expect a blank/null value in the field, separated by tab-delimiters.)

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

"Line: <Record#>-Invalid record format: A record must have a minimum of 66 fields if you are trying to upload activities for Reporting Year 2014. Please check that you are using the correct template for Reporting Year 2014."

NOTE: It is possible that a record exceeds 66 fields, if fields 59-66 are repeated for multiple sources of support. Therefore, the valid number of fields per record is:

- 66 (minimum)
- 74 (if there are 2 sources of commercial support)
- 82 (if there are 3 sources of commercial support)
- 90 (if there are 4 sources of commercial support) etc.

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

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)**

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:**



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

For example: "Line: 10, Field: 5 - Invalid data value/format for Activity Date: 040109"

**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: 12 – 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: 1 – 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 Reporting Year 2010 or earlier (or Reporting Year 2011-2013) using the batch upload option for 2014 activities or later, you will see the following message in the error report:  
"Line <Record#>, Field 1: Invalid value for Reporting Year: 2010. To upload activities for Reporting Year 2010 or earlier, click on the "please click here" link in the first paragraph on this page and be sure to use the appropriate template."
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: <2014>. You cannot add or update activities for <2014> 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 PARS to validate other data in the same record. Example of Activity Type error: "Line: 10, Field: 9 - 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."



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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

**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, 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.



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#### 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	Country Code
Afghanistan	AFG
Aland Islands	ALA
Albania	ALB
Algeria	DZA
Andorra	AND
Angola	AGO
Anguilla	AIA
Antigua and Barbuda	ATG
Argentina	ARG
Armenia	ARM
Aruba	ABW
Australia	AUS
Austria	AUT
Azerbaijan	AZE
Bahamas	BHS
Bahrain	BHR
Bangladesh	BGD

Country	Country Code
Liberia	LBR
Libyan Arab Jamahiriya	LBY
Liechtenstein	LIE
Lithuania	LTU
Luxembourg	LUX
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



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Country	Country Code
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
Cayman Islands	CYM

Country	Country Code
Monaco	MCO
Mongolia	MNG
Montenegro	MNE
Montserrat	MSR
Morocco	MAR
Mozambique	MOZ
Myanmar	MMR
Namibia	NAM
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



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Country	Country Code
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
Dominican Republic	DOM
Ecuador	ECU

Country	Country Code
Oman	OMN
Pakistan	PAK
Panama	PAN
Papua New Guinea	PNG
Paraguay	PRY
Peru	PER
Philippines	PHL
Pitcairn	PCN
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



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Country	Country Code
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
Greece	GRC
Greenland	GRL

Country	Country Code
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
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
Suriname	SUR



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Country	Country Code
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
Isle of Man	IMN
Israel	ISR
Italy	ITA

Country	Country Code
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
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



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Country	Country Code
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

Country	Country Code
United Kingdom of Great Britain and Northern Ireland	GBR
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>

#### **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



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Marshall Islands	USA	MH
Northern Mariana Islands	USA	MP
Puerto Rico	USA	PR
Palau	USA	PW
U.S. Virgin Islands	USA	VI