

# Renewing a Regularly Scheduled Series

## As a reminder,

- A Regularly Scheduled Series (RSS) has a pre-determined, patterned schedule
- An RSS is planned for the same group of learners for each session
- All RSSs **MUST** be renewed on an annual basis by November 1

**Failure to renew the PARENT application will result in suspension of CE credit for the activity until a renewal application is submitted and approved**

1. Log into your account at <https://hhchealth.cloud-cme.com>
2. Click on the **Application** button on the bottom right of the screen
3. Filter Application Status by "All", include a word from your activity in Event Name (such as *Journal Club* or *Women's Health*) and hit Search

Filter By Application Status:	Search By Event Name:	<input type="text" value="All"/>	<input type="text"/>	<input type="button" value="Search"/>
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4. Locate the activity you need to renew for 2022
  - a. Click "Copy" – DO NOT CLICK DELETE
  - b. If you do not see an RSS for which you are responsible, contact [ContinuingEd@hhchealth.org](mailto:ContinuingEd@hhchealth.org) so we can add you to this application

24361	HH TRANSPLANT GRAND ROUNDS (2021)	Celine Probst (Activity Administrator)	Ana Gustavo, MA (Activity Administrator)	11/15/2021 10:45:26 AM	Bishop Emmanuel, DO does not have a disclosure on file. Celine	ACTIVITY SUMMARY	Copy	Delete
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5. Click on the *COPY OF YOUR ACTIVITY NAME* button

24450	COPY OF HH TRANSPLANT GRAND ROUNDS (2021)	Deborah Gartley, MD		11/15/2021 10:55:38 AM	No faculty or planners have been specified for this activity.			
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6. Edit as follows:

### a. Basic Information Page

- 1) Activity Name: Rename the Activity in following format

- Hospital /Institute Abbreviation or Region (HH, SVMC, CHH, MMC, BH, WH, HOCC, HHC, IOL, HHCCI, BJI, HVI, East Region, etc)
- Program Name
- Year of application: (2022)
- Example: HH Transplant Grand Round (2022)

Activity Name: <input type="text" value="HH Transplant Grand Rounds (2022)"/>
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- 2) Credit Types

- Joint Accreditation MUST be checked
- DO NOT CHECK non-accredited
- Check the following credit types as applicable: AMA, ASWB, ANCC, ACPE
  - ⇒ Consider: Which professions is this education planned for? Who is invited?
  - ⇒ You **MUST** have a representative from the profession (social work, nursing, pharmacy) on the planning committee to include credit for that profession

- 3) Confirm or enter the number of credits you are requesting (15 min = .25 credits, 1 hour = 1 credit, etc)
- 4) Indicate if the activity content is clinical, non-clinical (leadership, communication, etc), or will be both. This is a NEW question since this summer so it may or may not be completed already.
- 5) MOC (Maintenance of Certification Points)
  - Contact [ContinuingEd@hhchealth.org](mailto:ContinuingEd@hhchealth.org) if you want MOC for your program in 2022
  - At this time, only Internal Medicine and Surgery MOC are available
    - ⇒ Internal Medicine (ABIM) – requires a post-activity test
    - ⇒ Surgery (ABS CC) – requires a post-activity evaluation of learning
    - ⇒ Surgery (ABS SA) – requires a post-activity test
- 4) Activity Start and End Dates
  - Enter the date of the FIRST session of the year
  - Use the same date in both boxes (yes, this is counterintuitive, but trust the process)
  - CE will build the CHILD sessions for the calendar year once the PARENT application is approved
- 5) Activity Start and End Times
  - Enter the beginning and end time of each individual session
- 6) Location
  - In Person Activity: choose the location from the drop down list
    - ⇒ Contact us immediately if your location is not in the drop down box so we can add it to the list of default locations
  - Virtual Activity: choose *Other* and enter the Zoom or VMR address in the text box
    - ⇒ TIP: Build the event in Zoom or VMR as a recurring event so that the online link is the same each session and you will have to do less editing to the flyer or email the link before each session
  - Hybrid Activity (both in person and virtual): choose *Other* and enter the physical location AND the Zoom or VMR address in the text box
    - ⇒ Entering a static location now will allow this to be added automatically to each child.
- 7) RSS frequency
  - Click Weekly if CHILD sessions are held:
    - ⇒ Weekly
      - Enter "1" for weeks in between sessions
    - ⇒ BiWeekly (regardless of number of weeks in each month)
      - Enter "2" for weeks in between sessions
    - ⇒ A different pattern that includes multiple sessions per month
      - Enter "1" for weeks in between sessions
      - Describe pattern in *Other Frequency* box, such as 2<sup>nd</sup> and 4<sup>th</sup> week, 1<sup>st</sup> Thursday/3<sup>rd</sup> Wednesday, or 1<sup>st</sup>/3<sup>rd</sup>/5<sup>th</sup> weeks

The screenshot shows a form titled "RSS Frequency:". It has two radio buttons: "Weekly" (selected) and "Monthly". Below this is a text input field labeled "How many weeks between recurrences? \*". Underneath is another section titled "Which day(s) of the week? \*" with a grid of checkboxes for each day of the week: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. At the bottom, there is a text input field labeled "If other frequency, please specify:" with a small icon to its left.

- Click Monthly if CHILD sessions are held Monthly, BiMonthly, or Quarterly

⇒ Complete the onscreen fields as requested

The screenshot shows an 'RSS Frequency' configuration form. At the top, there are two radio buttons: 'Weekly' (unselected) and 'Monthly' (selected). Below this, the question 'How will this recur?' is followed by two radio buttons: 'On day of the month (i.e. the 16th of every month)' (unselected) and 'On day of the week (i.e. the third day/week/weekday/Sunday of every month)' (selected). There are two dropdown menus: 'On the (first, second, third, etc.):' with 'third' selected, and 'Every (day, week, Sunday, etc.):' with 'Friday' selected. Below these is another dropdown menu 'Every (1, 2, 3, etc.) months:' with '1' selected. At the bottom, there is a text input field 'If other frequency, please specify:' with a checkmark icon to its right.

## 8) Target Audience

- Confirm and update as needed

## b. Planners & Faculty Page

- 1) Confirm/Add/Delete planners for this PARENT activity
- 2) Include ALL individuals who will touch this activity, including a backup coordinator if needed
- 3) Use the green plus sign to add / red minus sign to delete planning committee members
- 4) Use the Activity Roles below:
  - Activity Coordinator
  - Child Session Planner
  - Course Director
  - Nurse Planner
  - Pharmacy Planner
  - Planning Committee Member
  - Social Work Planner

## c. Gaps & Objectives Page

- 1) Review for accuracy, edit as needed

## d. Objectives Page

- 1) Review for accuracy, edit as needed

## e. Commercial Support Page

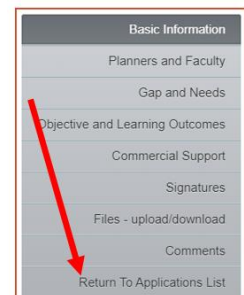
- 1) Review for accuracy, edit as needed

## f. Signature Page

- 1) Sign
  - The Activity Director should review this prior to its submission as they remain ultimately responsible for the content of the activity
  - If signing on behalf of someone, please indicate as *JDoe signing for JSmith*
- 2) Enter today's date
  - VITAL to ensure that disclosures are accessible to the planners and faculty
  - Failure to do this will delay in your program's review and approval.
- 3) Click "Done"
- 4) Click "Save Application"

## 7. Submit your application

- a. Return to the main Application Page by clicking *Return to Applications List* in the grey box on the left side of your screen
- b. Locate your new application on the list
- c. Click the *SUBMIT FOR REVIEW* button



- 1) This lets us know that you are completely done with your edits and the application is ready to be reviewed by us.

24450	HIE TRANSPLANT GRAND ROUNDS (2022)	Deborah Gartley, MD	Ana Guarino, MA (Activity Administrator)	11/16/2021 11:09:06 AM	Ana Guarino, MA does not have a disclosure on file.	<b>SUBMIT FOR REVIEW</b>	Copy	Delete
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- 2) You will receive an email and PDF of the application informing you it has been successfully submitted
- 3) If you only partially complete the renewal, do not submit it until it is complete. Once the application is submitted, you lose your access to update it unless it is released by us.

**All RSS renewals MUST be submitted by November 1. Late submissions will be reviewed as time permits once all renewals submitted on time are reviewed.**

Contact [ContinuingEd@hhchealth.org](mailto:ContinuingEd@hhchealth.org) with any questions or problems.