Hartford HealthCare

Renewing a Regularly Scheduled Series

- **A Regularly Scheduled Series (RSS) has a pre-determined, patterned schedule**
- **An RSS is planned for the same group of learners for all sessions**
- **All RSS PARENT applications MUST be renewed annually <u>by October 15</u>**

> *Failure to renew the PARENT application will result in suspension of CE credit for the activity until a renewal application is submitted and approved*
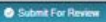
Part 1: Create a Copy of Your 2022 Application

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. Edit the Filter options in the grey bar
   a. Application Status: All
   b. Date Range: begins 01.01.2021
   c. Event Name: include a word from your activity's name (such as *Transplant*) and hit Search

4. Locate the 2022 application for the activity you need to renew
   a. Click the "Copy" icon on the right side of the screen - one time only – DO NOT CLICK DELETE!

   - This will create a duplicate of your 2022 application in the application queue
   b. If you do not see a 2022 application for an RSS for which you are responsible, contact ContinuingEd@hhchealth.org

5. Click on the *COPY OF YOUR ACTIVITY NAME* button (it will be near the top of the list)

Part 2: Update the Application for 2023

1. Basic Information Page
- a. Activity Name: Rename the Activity in following format
  - o Hospital or Institute Abbreviation or Region
    - ▪ HH, SVMC, CHH, MMC, BH, WH, HOCC, HHC, IOL, BHN, Ayer NSI, BJI, HVI, East Region, etc
  - o Program Name
  - o Year of application in parentheses: (2023)
  - o Example: HH Transplant Liver QAPI (2023)
- b. Credit Types
  - o Joint Accredited <u>MUST</u> be checked
  - o Check additional credit types as applicable: AMA (physicians, including residents), ASWB (social workers), ANCC (nurses and APRNs), ACPE (pharmacists)
    - ▪ *CONSIDER*: Which professions participate in this activity? Who is invited?
    - ▪ You MUST identify a representative from the profession (social work, nursing, pharmacy) as part of the planning committee to request credit for that profession
- c. Confirm or enter the number of credits you are requesting (15 min = .25 credits, 1 hour = 1 credit, etc)
- d. Indicate if the activity content is clinical, non-clinical (leadership, communication, etc), or both
- e. MOC (Maintenance of Certification Points)
  - o Continuing Ed will reach out to the Activity Director to review the requirements for awarding MOC for your program
  - o At this time, only Internal Medicine and Surgery MOC are available
    - ▪ Internal Medicine (ABIM) – requires a post-activity test
    - ▪ Surgery (ABS Continuous Certification) – requires a post-activity evaluation
    - ▪ Surgery (ABS Self-Assessment) – requires a post-activity test
- f. Activity Start and End Dates
  - o Enter the date of the FIRST session of the year
  - o Enter 12.31.2023 as the end date
  - o CE will build the CHILD sessions for the calendar year once the PARENT application is approved
- g. Activity Start and End Times
  - o Confirm or update the beginning and end time of each individual session
- h. Location
  - o Confirm or update the location for the activity
  - o <u>In Person Activity</u>: choose the location from the drop down list
    - i. Contact us immediately if the physical location is not in the drop down box so we can add it to the list of default locations
  - o <u>Virtual Activity</u>: choose *Other* and enter the Zoom address in the text box
    - ▪ TIP: Build the event in Zoom as a recurring event so that the online link is the same each session, making it easier for your participants to find your activity. It will be visible on the CE page for the event and you will have to do less editing to the flyer before each session
  - o <u>Hybrid Activity</u> (both in person and virtual): choose *Other* and enter the physical location AND the Zoom address in the text box
- j. RSS Frequency

- o Confirm the scheduled days and times <u>before</u> submitting the application
- o Click *Weekly* if CHILD sessions are held:
  - Weekly
    - a. Enter "1" for weeks in between sessions
    - b. Choose the day
  - BiWeekly (regardless of number of weeks in each month)
    - a. Enter "2" for weeks in between sessions
    - b. Choose the day
  - In a different pattern that includes multiple sessions per month
    - a. Enter "1" for weeks in between sessions, choose the day
    - b. Describe pattern in *Other Frequency* box, such as 2nd and 4th Monday, 1st Thursday/3rd Wednesday, or 1st/3rd/5th Friday

- o Click *Monthly* if CHILD sessions are held Monthly, BiMonthly, or Quarterly
  - Complete the onscreen fields as requested

- k. Target Audience
  - o Confirm and update as needed
- l. Click "Save and Continue"
  - o If the button doesn't change to "Please Wait", scroll up the page and complete all red sections

2. Planners and Faculty Page
- a. Confirm/Add/Delete planners for this PARENT activity
- b. Include ALL individuals who will touch this activity, including a backup coordinator if needed
- c. If ONE individual will instruct ALL sessions, add that person as faculty
  - o If a person is both planner and faculty, they MUST be entered twice – once for their planner role, and once for their faculty role
- d. Use the green plus sign to add / red minus sign to delete planning committee members
  - o Check "NO" for each individual entered where it asks "Will this faculty/planning committee member be limited to a non-clinical (i.e., communication, leadership, ethics, etc.) subject only? "
    - ALL individuals involved in planning and presenting a CE activity MUST have a current disclosure in CloudCME
   - Disclosures expire every 12 months

- Disclosures must be updated annually or whenever there is a change in status
  e. Choose from the available Activity Roles
    o *CRITICAL STEP:* If your activity is supporting professions beyond physicians only, then you MUST have a representative from that profession included on the planning committee
      - Activity Coordinator
      - Child Session Planner
      - Course Director
      - Nurse Planner
      - Pharmacy Planner
      - Planning Committee Member
      - Social Work Planner

3. Gaps & Needs Page
   a. Review for accuracy, edit as needed
4. Objective and Learning Outcomes Page
   a. Review for accuracy, edit as needed
5. Commercial Support Page
   a. Review for accuracy, edit as needed
6. Signatures Page
   a. Sign using your mouse or by typing in your name
      o The Activity Director should review the application prior to its submission as they remain ultimately responsible for the content of the activity
      o If signing on behalf of someone, please indicate as *JDoe signing for JSmith*
   b. Enter today's date
      o *CRITICAL STEP* to ensure that disclosures are accessible to the planners and faculty
      o Failure to do this will delay your program's review and approval
   c. Click "Done"
   d. Click "Save Application"

Part 3: Submit Your Application
1. Return to the main Application Page by clicking *Return to Applications List* in the grey box on the left side of your screen
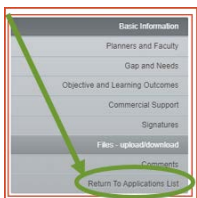
2. Locate your new application on the list
3. Click the *SUBMIT FOR REVIEW* button
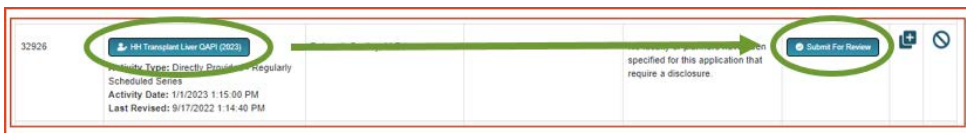
- This lets us know that you are completely done with your edits and the application is ready to be reviewed
- You will receive an email informing you it has been successfully submitted

- Do **NOT** submit your application if you haven't completed all the above steps
  - Once the application is submitted, you lose your access to update it unless it is released by us
  - Updating the schedule and planners will be very time-consuming on your part once the activity is approved and the child sessions are built
- If you do not click *SUBMIT FOR REVIEW*, we will not know your application is complete and ready for review and approval for 2023

All RSS renewals for 2023 MUST be submitted by October 15th.

Late submissions will be reviewed, in order of receipt and as time permits, after all renewals submitted on time are reviewed, approved, and have had their child activities built.

Contact ContinuingEd@hhchealth.org with any questions or problems.