UC San Diego
SCHOOL OF MEDICINE

POST-Activity Reporting Requirements:

- Upon completion of your activity, please email the following to cpdaccreditation@health.ucsd.edu
- In the subject line of your activity, please indicate the course title and course ID#.
- These items are due to us no later than 6 weeks post activity end date.

☐ **Marketing Materials:**
Provide electronic file(s) of all marketing used for activity (pdf of Brochure, Flyers, eblasts, etc.)

☐ *Syllabus/Handout & Educational Materials:*
Provide all electronic versions of activity content/handout materials (including required accreditation language ("front matter/intro pages") and educational material(s):
   ☐ *Front Matter/Intro Pages*
   ☐ *Educational Content/Slides*

☐ **Activity participant List:**
Provide a list of all learners of activity (regardless if they claimed credit or not).
We need to know total for each of the following categories (these are reported to the ACCME):
   ☐ *Total # of MDs/DOs* ____
   ☐ *Total # of Other Learners:* ____

☐ **Commercial Support –** *if applicable*
Provide a list of All supporters and amount of Money per supporter.
All fully executed Letters of Agreement should be on file with the CME office prior to the event.

☐ **Financial Closeout:**
Final Income and expenses for your activity must be reported to the CME Office. Some detailed specifics may be required if indicated.

☐ *Pull Data from* **CloudCME (for your records): Credit Summary:**

- You will be able to access a report in CloudCME to view who has claimed credit– this will also aid in targeting participants that have not completed the process prior to the close date.
- This report can be viewed by following these steps:
  - When you log into CloudCME with your credentials, you will see on the bottom of the site "Administration" link as shown in screenshot below circled in RED:

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- o From the Main Menu, go to **Reports > Credit Summary**.
- o Type in your activity name and then click **Run Report**.
- o A Credit Summary will display. The data points include **Credit Type**, **Activity Type**, **Participants**, and **Hours.**
- o This data can be saved into several file types by clicking **Export to the selected format** and selecting the preferred file type from the drop-down list. Data can also be exported to an XLS file, previewed and printed.
- A video was made to show these steps and can be accessed here: Planner Presentation\How to View Evaluation Reports and Credit Summaries.mp4

☐ *Pull Data from* **CloudCME (for your records)***: Evaluation Summary*

- You will be able to access a report in CloudCME to view evaluation data
- This report can be viewed by following these steps:
  - o When logged into the Admin side of CloudCME
  - o From the Main Menu, go to **Reports > Evaluation.**
  - o Type in your <u>activity name</u> and then click **show all**
- A video was made to show these steps and can be accessed here: Planner Presentation\How to View Evaluation Reports and Credit Summaries.mp4

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