

Using the ANCC NARS Reporting System

For WNA Providers



What is NARS?

- Online Activity Reporting System
- Replaces annual reporting
- Information submitted directly to ANCC
- CONTACT WNA IF QUESTIONS, NOT ANCC:
 - wna-nprl@metastar.com +
 - “cc” continuing-ed@metastar.com +
 - put **WNA NARS** in subject line – + 1 business day response
- Providers are responsible for entering activities for 2017 – start now!
- Due by March 31, 2018
- \$ for noncompliance / late completion / 1:1 assistance greater than 15 minutes

Getting started – DO ASAP

- Send email to:
 - wna-nprl@metastar.com +
 - “cc” continuing-ed@metastar.com +
 - put **WNA NARS** in subject line (for + 1 business day)
- Include EXACTLY as you want in your profile:
 - Provider Unit Name (exact)
 - Address: city, state, zip
 - Phone #
 - PNP: (Ms, Mr, Dr, Ms), name, email address

Within 1 Business Day You Can Continue –
Ask your Primary Nurse Planner (PNP) for the “Welcome to NARS” email.



Dear Mary Kay Scheller,

Welcome to the Nursing Activity Reporting System (NARS)

To log in to the Nursing Activity Reporting System (NARS), go to <https://nars.nursecredentialing.org>, and login using the following password

Password: [REDACTED]
Organization ID: [REDACTED]

Need Assistance?

If you need assistance, please contact [the ANCC team at NARS@nnc.org](mailto:the-ANCC-team-at-NARS@nnc.org) or 1.800.284.2378.

Regards,

American Nurses Credentialing Center
www.nursecredentialing.org
8515 Georgia Ave, Suite 400
Silver Spring, MD 20910-3492
1.800.284.2378

All Systems GO!

- Use the log in and password provided in the email to your PNP.
- Log into the NARS system at:
<https://nars.nursecredentialing.org>.
- Add up to a total of five users.

NARS Home Page



Logged in as **Mary Kay Scheller** | [Log Out](#)

[My Profile](#) | [Change Password](#)

Home

My
Organization

Activities

Program
Summary

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: **MetaStar**

Provider Type: Approved Provider

Organization ID: ? 4002207

Organization Type: Health Related Organization (HRO)

Accreditor/Approver: Wisconsin Nurses Association (WNA CEAP Committee)

Address:
2909 Landmark Place
Madison, WI 53713

Phone: 608-441-8245

Lead or Primary Nurse Planner

Ms. Mary Kay Scheller
2909 Landmark Place
Madison, WI 53713
mschelle@metastar.com
p. 608-441-8245

[Change Lead or Primary Nurse Planner](#)

[Edit Organization Profile](#)

NARS Manual Activity Entry Page

Home

My Organization

Activities

Program Summary

User Management

Organization

> Download Closed Activities

MetaStar

Activities

2017 Activities

> Add an Activity

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.

> Batch Activity Upload

> Download All Activities

Add Activity

Batch Upload Activities

Reporting Year ?

Open Activities

Closed Activities

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

▼ Course (4)

<u>ANCC Activity ID</u>	<u>Provider Activity ID</u>	<u>Activity Title</u>	<u>Activity Type</u>	<u>Location</u>	<u>Activity Date</u>				<u>Select for Deletion</u>
100035469		test 3	Course	Madison, WI	05/05/2017	view	update	copy	<input type="checkbox"/>
100035465		TEST for 5-16 WNA Round 1	Course	Madison, WI	05/01/2017	view	update	copy	<input type="checkbox"/>
100035466		TEST for 5-16 WNA Round 2	Course	Test City, WI	04/03/2017	view	update	copy	<input type="checkbox"/>
100035467	MKTEST1	Test Title 1	Course	Madison, WI	05/01/2017	view	update	copy	<input type="checkbox"/>

▼ Enduring Material (1)

<u>ANCC Activity ID</u>	<u>Provider Activity ID</u>	<u>Activity Title</u>	<u>Activity Type</u>	<u>Location</u>	<u>Activity Date</u>				<u>Select for Deletion</u>
100035468	MKTEST2	EM Test Title 1	Enduring Material		01/01/2017	view	update	copy	<input type="checkbox"/>

NARS Tab Delimited Batch Upload Excel Template

A	B	C	D	E	F
1. Template (DO NOT ALTER OR DELETE THIS COLUMN)	2. ANCC Activity ID	3. Provider Activity ID	4. Reporting Year	5. Activity Type	6. Activity Title
Template A		MKTEST1	2017	C	Test Title 1
Template A		MKTEST2	2017	EM	EM Test Title 1

Entering Activities

- Similar to annual report
- Manually, Tab Delimited.txt file (created from Excel file) or XML (MK opinion: if you don't know what XML is, don't try to use it)
- ANCC User Manual, pages 22 – 34, has excellent instructions for using Tab Delimited txt file
- ANCC User Manual is a great resource

What Do I Need to Enter?

- Manually: See webinar demo, list next page, ANCC User Manual, p. 4
- Tab Delimited: See ANCC User Manual (Appendix A Figure 1), page 26.
- XML: Contact your IT Department for assistance

Manual Data Entry

What data are providers/approvers required to enter into NARS to open or close an activity?

The following fields are required to establish, or “open” an activity in NARS:

1. Activity Type (e.g. Course, Regularly Scheduled Series (RSS), Enduring Material, etc.)
2. Activity Title
3. Activity Date
4. Activity Location (**Courses and RSS only**)
5. Reporting Year

The following additional fields are required to establish, or “close” an activity in NARS:

1. Providership (Direct or Joint)
2. Hours of Instruction
3. Number of nurses who participated in the activity
4. (Number of other learners who participated in the activity)
5. Commercial Support Received? (Y/N) - If Yes, Total Monetary Amount of Commercial Support Received and/or Nature of In-Kind Commercial Support Received
6. Name(s) of Joint Providers (jointly-provided activities only)
7. Name(s) of commercial supporter(s) and monetary amount/nature of in-kind support received from each supporter.
8. Number of Contact Hours Awarded

For Tab Delimited Batch Upload Excel Template:

The following fields are required to complete, or “close,” an activity in NARS.

- A. Template
- B. ANCC or Provider ID
- C. Reporting year
- D. Activity Type
- E. Activity Title
- F. City
- G. State
- H. Country
- I. Activity Start Date
- J. Activity End Date
- K. Providership
- L. Joint Provider
- M. Target Audience – Nurse
- N. Hours of Instruction
- O. Number of Nursing Credits
- P. Number of Nurses who completed the activity
- Q. (Number of others who completed the activity)
- R. Commercial Support
- S. (Total monetary amount)
- T. (in-kind support)

To End the Year

After ALL Activities Are Entered

How do I use NARS to complete my year-end reporting?

There are three (3) components of your organization's year-end reporting to the ANCC:

1. Enter all of your activities for the reporting year and ensure that they are "Closed".
2. Complete the required information on the Program Summary tab.

Once you have entered the appropriate information on the Program Summary tab, be sure to click on the "Save Program Summary" button.

3. Attest that your data is complete and ready for ANCC review.

ANCC User Manual

- Background - p. 1
- Tab delimited file information – p. 1, 2, 6, 22-34
- Definition of Activities – p. 2, 8, 9, 17, 18
- Reporting year (calendar year) – p. 2
- Providership / Commercial Support – p. 3, 4, 9
- Required information – p. 4, 5
- Hours of instruction – p. 5
- Reporting different types of activities (including RSS and Enduring Materials available up to three years) – p. 5, FAQ

ANCC User Manual

- Copying / deleting activities (in manual entry)
– p. 7
- How to log in and add users – p. 10 – 12
- Activity updates – 35
- Country codes 36 – 41
- FAQs – 19 - 21

Let's Go!

- Questions at this point?
- PARS Basics Demo
- Questions
- Tab Delimited batch upload
- <https://nars.nursecredentialing.org>.