PORTAL UPDATE
SEPTEMBER 2016

NEW DESIGN AND FUNCTIONALITY

The new Program Management Portal was implemented as of Monday, September 12, 2016. Programs should find the Portal upgrade almost seamless. This Portal Update will highlight some of the changes for you. Note that most of the changes will be obvious as you navigate the Portal, entering data.

ALERTS TO ARC-PA PORTAL STAFF

The Portal will send automatic alerts to ARC-PA Portal staff when a program is out of compliance with the *Standards* requirements, has data fields missing or is attempting to enter data in an incorrect way. In some cases there will be pop ups within the Portal informing the program that it must complete documents available on the website or it must contact the ARC-PA. In other cases the program may simply not be permitted to enter data. In the remaining cases, the program may not get any indication from the Portal, but may instead receive notification from the Portal staff that there is an issue with compliance with the *Standards* requirements as indicated on the Portal.

Data that will be continually monitored by the Portal with <u>alerts sent to Portal staff</u> include the following:

 Campus added
 Changes to degrees awarded
 Changes to program length
 Sponsoring institution name change
 Sponsoring institution regional accreditation status (updated or changed)
 Chief administrative officer changed
 Program director changed
 Medical director changed
 Interim program director appointed
 Interim program director in place longer than 12 months
 Change in person to whom the program director reports
 Principal faculty total does not meet the *Standards*
 Class size exceeds maximum entering ARC-PA approved number
 PANCE first time taker pass rate drops below 82%
 SCPE not equal to number of students (active and agreement in place)
 Budget decrease of 20% or more
 Reports due, date missed

ACCESSING THE PORTAL AND QUESTIONS

The link to the Portal will still be found in the upper right hand corner of the ARC-PA web site.
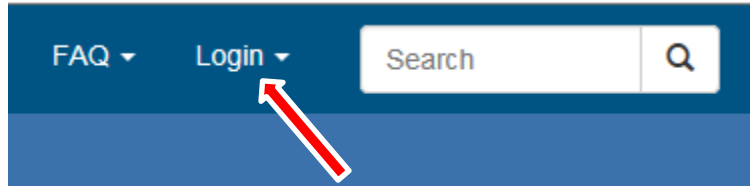
Questions about use of the Portal should be submitted to the Portal team at the email located on the bottom of each page of the Portal (Portalfeedback@arc-pa.org).

Questions about accessing the Portal or those related to forgotten passwords should be addressed to Mercedes Beard at Mercedes@arc-pa.org.

Only those authorized by the program director should enter or edit data in the Portal. **Sharing of log-in and password information is a violation of the terms of usage for the Portal**.

MODERN UP-TO-DATE DESIGN

The Portal font and design is more modern. Some items have moved from one Portal detail tab or page to another. Some pages have been rearranged. The Portal team has confidence that users will be able to navigate through the pages and ask any questions by emailing Portal Feedback as above.

HELP MANUAL

The Help Manual for Program Administrators has been revised and is available as a downloadable pdf document by clicking on the question mark icon in the top right corner of the Program Dashboard. That icon will bring up appropriate topic related Help content whenever it is clicked on a page.
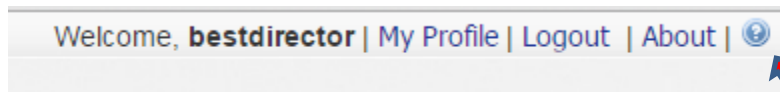
ALL DATA FIELDS REQUIRED

ALL DATA FIELDS in Tabs and ALL POP UP MENUS of the Portal must be completed**, even if** there is no *Required indication by the field. The red indication is a software requirement. If those fields are not completed, the program will not be able to update or save data.

As Portal audits are done by Portal staff, programs with incomplete data entry will be notified and may be placed on administrative probation until such time as the Portal is complete.

CHANGES TO THE CATEGORY TABS IN PROGRAM DETAIL

Note that the titles of the Program Detail Tabs have changed. One has been added and one deleted.

No longer included in the Portal is the Affiliated Institutions tab which was used for library access, student health and didactic instruction provided by institutions other than the program sponsoring institution. This information will continue to be gathered in accreditation applications.

The new Contact tab includes basic and important contact information for the program.

CHANGES TO PERSONNEL TAB

This tab now includes the Program Director information in a separate data entry box.

Additionally, when trying to enter a new faculty/staff member in the personnel tab, you must now complete ALL fields within all the tabs in order for be able to save the new entry.

STUDENTS TAB

The Students tab has been reformatted for clarity.

If a program enters a class size in the student enrollment table it will be able to enter the data and if the data entered does not exceed the approved maximum entering class size, will receive a pop up notice as below.

Since the *Standards* (E1.09d) require that any increase in class size above the number approved by the ARC-PA as maximum entering class size requires an explanation by the program, programs must complete an explanatory form if they go above this number. In this case the program will receive a pop up message as below:

The Portal will alert ARC-PA Portal staff of the issue and they will expect to be contacted by the program or receive a form (Exceeding Approved Class Size) from the program (see ARC-PA website Change forms page for forms). Programs will have to submit the Exceeding Class Size Explanation form outlining why they have exceeded the approved maximum entering class size.

SCPE TAB

The SCPE tab will now allow the ARC-PA to customize SCPEs for programs. Some programs offer required SCPES for all students that were not tracked by the Portal in the past. Now Portal staff will be able to customize the SCPE tab for each program to include rotations that are required of all students. For example, if all students must complete an orthopedics SCPE, that option can be listed on the drop down menu of choices for the programs offering orthopedics.

Most programs will see the pop up menu below when adding or editing a new SCPE site.

However, if a program requires radiology and lab medicine for all students, and not as an elective choice, the pop up menu will appear differently.

Members of the Portal staff will be contacting programs about customizing their SCPE tabs, based on a survey done earlier this year. This process will take some time. However, the program can email the Portal team at portalfeedback@arc-pa.org or by using the link at the bottom of the portal page "Email feedback to the ARC-PA" to let the team know which rotations are required of all students and the Portal team can then edit this within the Portal.

REPORTS

The options in Reports on the side bar have changed. Previous options for Program Data Sheet reports included options to individually print reports for Affiliated Institutions, SCPE Listings, SCPE Sites or SCPE Experience. These options are no longer available. Instead, the more useful Excel formats of the SCPE, Personnel and Budget tabs have been added.
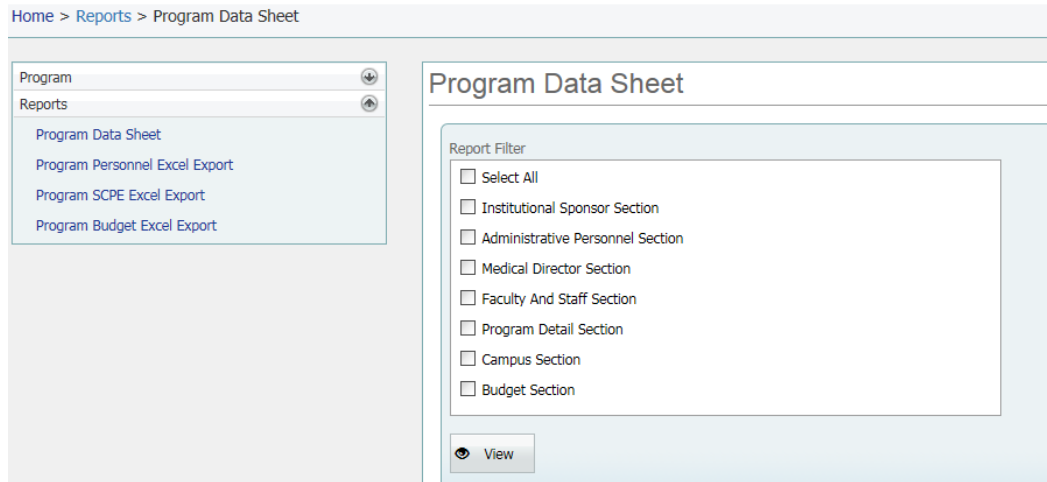
There is no longer an option of "For application." Directions in program applications are being changed and programs currently working with applications will be contacted with new directions. Applications will now require programs to include all components of the Program Data Sheet (select all) saved as a pdf document, and the three program Excel reports for Personnel, SCPE and Budget, saved as Excel documents.

PATIENCE PLEASE AND THANKS

Please be patient as you learn the changes that have occurred to the Portal. Snoop around the tabs and note the differences. Take time to update all data fields to reduce the number of alerts noted automatically by the Portal in the alert areas listed above. Also, please be patient with the Portal staff as they respond to your questions and customize your SCPES.

Thanks and we hope you continue to enjoy the new and improved Portal.