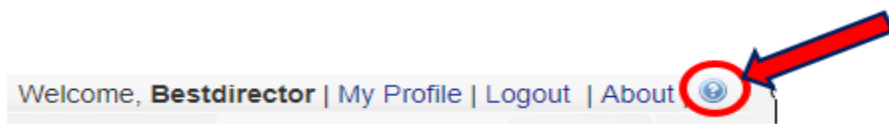


Portal Update Fall 2018

The ARC-PA refers to the program portal data routinely for contact information for program faculty and institution administrators, as well as other data that was in the past collected via the Institution and Program Data Sheet. It is imperative and required that programs keep their portal data accurate and up-to-date.

The link to the portal is found in the upper right-hand corner of the ARC-PA web site (<http://www.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.

The portal system is intuitive and user friendly, with an extensive HELP system that contains information about how to enter data into each tab of the portal. You can access the HELP system by clicking the question mark you see at the upper right corner of the portal page:



Additional information about entering data into the SCPE tab of the portal is available on the Resources page of the ARC-PA website [here](#).

WHEN DOES THE ARC-PA ACCESS PORTAL DATA? The ARC-PA staff routinely will access a program's data as below. Programs are expected to keep their data accurate and up to date **at all times**. Staff will review the Portal of all programs scheduled on an ARC-PA agenda for any action.

- To find contact information for the program director, faculty, staff, chief administrative officer and the individual to whom the program director reports.
- To link to the program's web site and posted NCCPA PANCE report.
- To verify information entered by the program as a means of updating information in the ARC-PA files, such as program personnel, degree awarded, regional accreditation status, tuition and budget information, students enrolled, supervised clinical practice experiences (SCPEs), etc.
- After receiving a change notice of personnel to be sure the change has been documented correctly in the portal.
- To check on the status of "reports due" to the ARC-PA as required by an accreditation letter.
- During a Commission meeting when a program is scheduled on the meeting agenda.
- After receiving a question from a program about its portal site.
- Concurrently with an authorized program user when that person has asked a question.
- When alerted by the portal that the program has uploaded a document for submission to the ARC-PA as requested by the ARC-PA.
- When an alert is received for any of the following:
 - Campus added
 - Changes to degree(s) 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 to 85% or less
- SCPEs (active and agreements in place) not equal to the number of students in clinical phase (including overlap of cohorts, as applicable)
- Budget decrease of 20% or more
- Reports due, date missed

The following are the required timelines for program data to be updated:

- 1) At the start of each academic year:
 - a. The “Date Clinical Phase Starts” must be updated each year to reflect the start date of the next clinical cohort of students.
 - b. All student enrollment numbers on the “Students” tab must be updated to reflect current enrollments, and these numbers are to be updated if there are changes as the students progress through the program. If a program is longer than 24 months in length, there should be a period of time where there is a 3rd year cohort of students indicated on the portal. Similarly, if a program is longer than 36 months in length, there should be a 3rd year cohort and a period of time where there is a 4th year cohort of students indicated on the portal.
 - c. Tuition and fees must be updated to reflect total costs for the entire ARC-PA Accredited PA Program for the newly enrolled first-year cohort of students. The amounts entered here should match the costs for total tuition and fees as posted on the program website.
- 2) At the start of each clinical year: all supervised clinical practice experience (SCPE) data must be updated on the “SCPE sites” tab to reflect the active SCPEs with agreements sufficient for the current clinical year cohort of students. If there is overlap of clinical cohorts (i.e., if the clinical phase of the program is > 12 months in length), the program must provide evidence of sufficient SCPEs for all students on rotations during the period of overlap.
- 3) At the start of each fiscal year (FY) the “Program Budget” tab is to be updated to reflect revenues and expenditures for the upcoming FY.

At a minimum, the expenditures included in the Budget tab in the Portal must include the following, regardless of whether they are included in the PA Program budget or within another departmental or the institutional budget:

- a) Faculty salaries and benefits,
- b) Staff salaries and benefits,
- c) Faculty/staff development (if funding is provided to faculty and/or staff for CME, personal or professional development),
- d) and operations.

- 4) The "Personnel" tab must be updated any time the following program personnel change: Chief Academic Officer (CAO), Program Director (PD), Person PD reports to, Principal Faculty, Instructional Faculty (if the program chooses to list on the Personnel tab), administrative support staff, and any other program faculty the program has listed on the Program Management Portal.
- 5) The "PANCE First Time Pass Rate," the "Number of Graduates from class above that has actually taken the PANCE," and the "As of date" sections of the "Students" tab must be updated per the program's most recent pass rate report as these numbers are released from the NCCPA. (The program website must also be kept up to date to reflect the most recent first-time PANCE pass rates for the PA program. These results must be updated more frequently than the one time per year when the NCCPA releases the "Physician Assistant National Certifying Examination Five Year First Time Taker Summary Report.")
- 6) Any time the program has changes to any of the following: program or institution name, program contact information, program start and end date, number of classes admitted per calendar year, semester hour credits for program, length of the program, degree awarded at completion, sponsoring institution's Chief Administrative Office or contact information, or sponsoring institution's regional accreditation status and/or review dates.
- 7) Prior to submitting the required Annual Report.

Because the program's portal is reviewed at the time an application for accreditation or a "Report Due" is submitted to the ARC-PA and prior to a Commission meeting on which the program has been placed on an agenda, it is in the program's best interest to check that all portal information is up to date at these times as well.

Annual Report Reminder

Programs will need to have all required program data entered and updated in the program's portal on or before the **December 14, 2018** deadline for the Program Required Annual Report to the ARC-PA.

Programs should start updating their portals now. After all data has been entered and verified as accurate, the Program Director can activate the *Submit Button* to send the report to the ARC-PA any time between **November 14, 2018**, when the ***Submit Button* will appear** on the program's Portal dashboard screen and the end of business, **December 14, 2018**.

The Portal is accessed at <https://Portal.arc-pa.org>. Please note that this link is on the top right corner of every page of the ARC-PA website (<http://www.arc-pa.org>) for your convenience.

SUBMIT BUTTON

Only the program director or someone to whom the program director has given appropriate access may activate (push) the *Submit Button*, which will appear on the Portal home page for each program. Be sure you are ready to submit the report before pushing the button, as the report can only be submitted one time. You will see a pop up after submission letting you know your final report data was submitted as entered and has become the document of record. **The data submitted remains available for program use and updating.**

IT IS IMPORTANT THAT YOU LOG OUT OF THE PORTAL AND LOG BACK IN TO BE SURE THE SUBMIT BUTTON HAS DISAPPEARED FROM YOUR HOME PAGE.