

# RSS Dashboard

**March 2022 Updates for RSS Coordinators**

Questions:

[rsc@umn.edu](mailto:rsc@umn.edu)

or

Join an RSS Zoom Session offered Wednesdays at 1:00 pm



**MEDICAL SCHOOL** | UNIVERSITY OF MINNESOTA

# RSS Dashboard Changes

- **Who does this affect?**
  - Any CloudCME user who accesses the RSS Dashboard
- **What is happening?**
  - CloudCME is updating the look and feel of the RSS Dashboard
- **When is this happening?**
  - March 3, 2022 between 6 pm and 10 pm
  - Assured there will be no downtime
- **Why is this happening?**
  - More organized and streamlined layout
  - Easier review of all child session data
  - Faster (!!!!!!!)
- **How do I access it?**
  - Optimized for Chrome
- **I have questions/need support**
  - Email [rsc@umn.edu](mailto:rsc@umn.edu)
  - Attend a Wednesday RSS Drop-In Session with OCPD staff

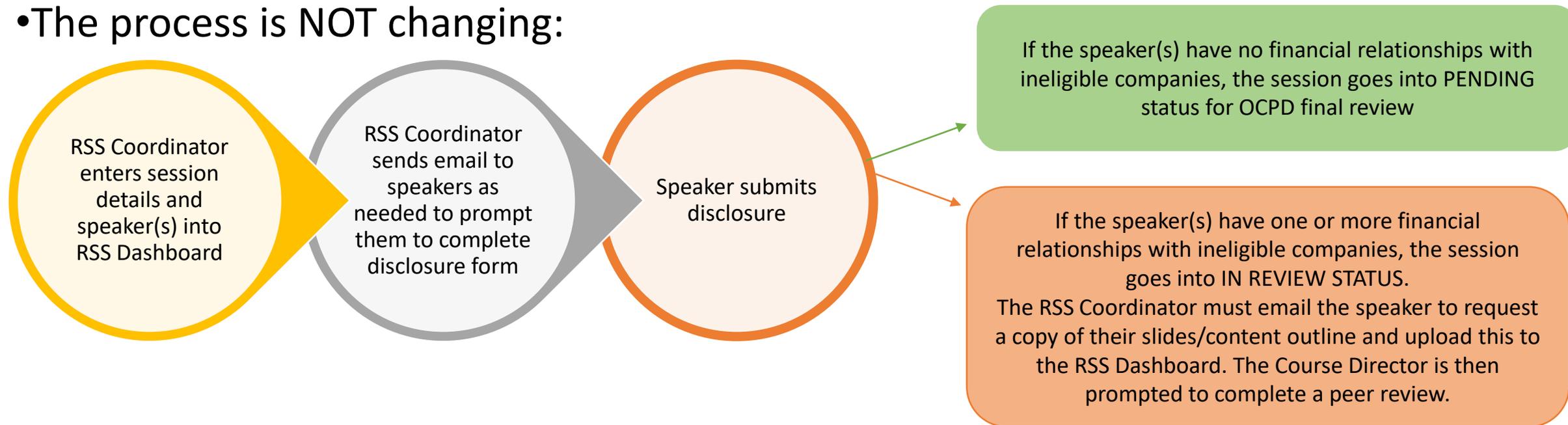


# What is NOT Changing?

- The 24 hour rule is NOT changing:

- RSS Coordinators must take necessary steps to have their session in a pending status a minimum of 24 hours prior to the start of their session.
- Best practice is to add your speakers at least two weeks prior to the session date.

- The process is NOT changing:



# OLD RSS Dashboard View

Parents Only ?

Day
 Week
 Month

Status: Pending
Owner: 
Administrator: -- Select --

Export XLS
Save Layout
Reset Grid

↻

Status	ID	Series	Topic	Date	Faculty	Faculty Disclosure
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>PENDING</b>	Parent: 24633 Child ID:29955	HOCC Surgical Education Supporting Fundamentals of Surgery (2022)	<a href="#">ETOH Withdrawal</a> <span style="font-size: 0.8em;">📄 📅 🗑️</span>	Thursday, February 3, 2022 2:00:00 PM - 4:00:00 PM	<a href="#">Rekhinder K Singh, MD</a> <span>✉️</span> <span style="background-color: red; color: white; padding: 2px;">-</span> <a href="#">Noubar Kevorkian, MD</a> <span>✉️</span> <span style="background-color: red; color: white; padding: 2px;">-</span> <a href="#">Sharon Weintraub, MD</a> <span>✉️</span> <span style="background-color: red; color: white; padding: 2px;">-</span> <a href="#">Michelle Horsfield, PharmD</a> <span>✉️</span> <span style="background-color: red; color: white; padding: 2px;">-</span>  <a href="#">Add New Faculty Member</a> <input type="text"/> <span>▼</span> <span style="background-color: green; color: white; padding: 2px;">+</span>	Rekhinder K Singh, MD: Nothing to disclose - 01/04/2022 - Disclosure Submitted  Noubar Kevorkian, MD: Nothing to disclose - 01/19/2022 - Disclosure Submitted



# NEW RSS Dashboard View

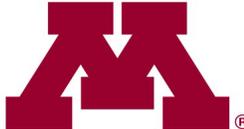
CloudCME Town Hall (58877)   Parents Only 

Date Range:   Status:  Owner:

Administrator:  Location:  Department:  Planner:

Faculty:  Specialty:

Child Status	Details	Topic	QR	Planners & COI Status
<span style="background-color: green; color: white; padding: 2px;">APPROVED</span>	<p>Series Name: CloudCME Town Hall</p> <p>Friday, January 7, 2022 11:00 AM - 12:00 PM</p> <p>Location: CloudCME (West Coast Office)</p> <p>Department: R&amp;D</p> <p>Parent ID: 58877</p> <p>Child ID: 58879</p>	<p><a href="#">CloudCME Town Hall - 1/7/2022</a></p> <p>   </p>	<p><input type="button" value="Single Scan QR"/></p> <p><input type="button" value="Scan In/Out QR"/></p>	<p><input type="button" value="Manage Planners (1)"/></p> <p> <b>Kory Munk, AD (Activity Administrator)</b>  </p> <p>Disclosure submitted: 12/13/2021</p> <p>Disclosure: Consulting Fee-Acadia - 12/13/2021</p>



# Searching and Status

- The filter will default to search ALL Status.
- Adjust the date range
- Click the search button to refresh

 RSS Dashboard

**Instructions:** This screen displays upcoming Regularly Scheduled Series (RSS) child activities. Enter an RSS activity name, a date range and/or select a status to display RSS child activities. To edit an activity, click the activity name or the per the Manage Faculty button in the Faculty column. Enter the last name and select the faculty from the drop-down list. Clicking the Request Disclosure checkbox will send an email for the faculty member to complete their disclosure.

Activity Name...  Parents Only 

**The status will now default to All.**

Date Range:

Status:

Owner:

Administrator:

Location:

Department:

Planner:

Faculty:

Specialty:

**you need to click the search button**

# Edit Session Details

Details	Topic
Series Name: Cardiothoracic Anesthesia Conference	<a href="#">Cardiothoracic Anesthesia Conference - 2/23/2022</a>
Wednesday, February 23, 2022 7:00 AM - 8:00 AM  Location: N/A	   
Department: N/A	
Parent ID: 1719	
Child ID: 1785	

Click on the pencil icon to update the session title, edit date/time/location and to add/update learning objectives. *BEST PRACTICE: Update the title from your general RSS title to the specific session title. Remember, the session title you enter will appear on the transcript.*

Use the trash can icon to delete the session if it is cancelled or not being offered as an accredited session.

Use the flyer icon to generate your flyer. THIS must be provided either on screen/in print to learners prior to the start of your session.



# RSS Activity Editor Screen

**RSS Activity Editor**

Instructions: This screen displays RSS child details and allows for modification. Change the title to reflect the topic of the session. If necessary, adjust hours and location. Specify objectives by clicking the + in the objectives grid. Select specialties, subspecialties, areas of interest, and professions as they apply. Upload any necessary supporting documentation. When finished, click Save & Close.

**Name:**

**Location:**  **Date/Time:**  to

**Allow Texting minutes Prior:**  **Allow Texting minutes After:**

**Objectives**

If this activity has multiple accrediting bodies, select a set of objectives to edit them.

Physician

+

**Specialties**

Select relevant Specialties in the Specialties drop-down in order to display the corresponding Subspecialties and Areas of Interest drop-downs (if applicable).

Specialties:

**Professions**

Professions:

**Supporting Documentation**

Instructions: If you need to upload supporting documents (.docx, .txt, .pdf), add them here. Note: This is not for uploading faculty powerpoint or presentations.

Uploaded Files

No files currently uploaded to this activity.

**Annotations:**

- Update topic title and details. If editing the dates, make sure it matches what is in the Name field.
- No need to edit here, this is all copied from the application. Do not upload forms here.
- click save and close to save your edits.

RSSWizard.aspx?EventID=1785

# Enter Faculty



**The faculty column cannot be blank.** All assigned or scheduled presenters/speakers/moderators for this date must be added as faculty in the RSS Dashboard.



Click **Manage Faculty** button.

*If the faculty you need to add does not appear in the dropdown list, navigate to the side menu > Membership > Add Member*

## Manage Faculty for MAT ECHO - 2/22/2022 (1927)

Silverstein, Jamie (362) silversj@mskcc.org

type last name, first name and then click Add Faculty.

Request Disclosure?  Request Presentation?

when this is checked they will get an initial automated email with instructions. Reminders to complete should be sent from your personal email.

Email	Disclosure Date
-------	-----------------

uncheck request presentation

**“Request Disclosure” should be checked**

**UNCHECK request presentation.**

In the drop down, type **last name, first name** to find the name, **click the correct name from the drop down**, and then click **Add faculty button**.

# Enter Faculty

Once you have added all of your faculty to the session be sure to click VIEW ALL if you have three or more faculty.

Faculty	Presentations & COI Status
<p><a href="#">Manage Faculty (4)</a></p> <p><a href="#">MSK CME Test, MD</a>  </p> <p>Disclosure submitted: 2/4/2022 Disclosure: Employment-Abbott Labs Paid consultant-3M Health Care (Relationship has ended) - 02/04/2022</p> <p><a href="#">Jamie Silverstein</a>  </p> <p>Disclosure submitted: 2/3/2022 Disclosure: Advisor-2018 Surplus - 02/03/2022</p> <p><a href="#">Bev Test, BSN</a>  </p> <p>Disclosure submitted: N/A Disclosure: NO DISCLOSURE ON FILE</p> <p><a href="#">View All</a></p>	<p> <b>MSK CME Test, MD</b> <i>Upload Presentation</i></p> <p></p> <p> <b>Jamie Silverstein</b> <i>Upload Presentation</i></p> <p></p> <p> <b>Bev Test, BSN</b> <i>Upload Presentation</i></p> <p></p> <p><a href="#">View All</a></p>

This symbol does NOT indicate that the faculty does not have a disclosure on file.



Check the Faculty column for the status of the faculty member's disclosure. If it says NO DISCLOSURE ON FILE, you should send an email from your email account to remind them to submit the form. See template language provided by OCPD.



# Faculty Communication regarding Financial Disclosure Forms

Faculty will receive a system-based email prompt to submit their disclosure when you add them to an RSS Session.

It is the RSS Coordinator's responsibility to monitor the status of the disclosure and take additional steps to follow up with the faculty member regarding the submission of their form. Here is sample language for your to use in your communication:

In order for us to have your session be reviewed and approved to offer CE credits, we need you to submit your Disclosure of Financial relationships. Please go to [z.umn.edu/CEPortal](https://z.umn.edu/CEPortal). Use the email address at which you are receiving this message to sign in to your account. Do not create a new account; you already have one. If you don't know your password, use the *Forgot your password* button and follow the prompts to do a reset. Once signed in, go to the Course Faculty option in the top menu and then you will find Disclosure of Financial Relationships in your Global Tasks. If you need help accessing your CE Portal account or have questions about which financial relationships to report, contact [rsc@umn.edu](mailto:rsc@umn.edu).



# Faculty Communication regarding Peer Review

When a faculty member discloses one or more financial relationships with an ACCME-defined ineligible company, we have to take steps to mitigate the potential conflict of interest. For RSS, we use Peer Review.

It is the RSS Coordinator's responsibility to monitor the RSS Dashboard and do outreach to faculty who have reported financial relationships so a peer review can be conducted. Here is sample language for your use in that type of communication:

Thank you for submitting your financial disclosure form. Because you have indicated one or more financial relationships with ACCME-defined ineligible companies, we need to engage in a peer review per our accreditation processes. Please email me a copy of your presentation slides by (date). Note I can accept a draft version of your slides, or if you won't be using slides, a copy of your content outline will work too. We need to allow time for the Course Director and accreditation office to review so please submit as soon as possible.

In the event that your faculty has a financial disclosure that includes an employee or owner relationship with an ACCME-defined ineligible company, OCPD staff will need to conduct additional review. Per the [Standards for Integrity and Independence in Accredited Continuing Education](#), employees and owners must be EXCLUDED from participating as planners and/or faculty of accredited education. OCPD staff will work with the RSS Coordinator and Course Director to conduct a review to determine if an exception can be made. Contact [rsc@umn.edu](mailto:rsc@umn.edu) for more information.



- You must ensure that you provide your learners with access to the information on the flyer prior to the start of the each session. They must see the accreditation language and the financial disclosure summary before the session starts per accreditation rules.
- Provide the Child ID# for approved sessions to all attendees using the Welcome Slide template. Be sure to communicate that every individual in attendance, regardless of their profession-type, should text in their attendance/claim credit in the CE Portal within 24 hours of the session. This is the only way we have record of their attendance/CE credits.
- If a learner needs support accessing their CE Portal account, direct them to email [rsc@umn.edu](mailto:rsc@umn.edu) for support.
- The [RSS Guidelines webpage](#) is where you can find updates and resources for all things RSS.

