Entry Level Program
User Manual
for the
ARC-PA Program Management Portal

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Chapter 1: Getting Started

Logging into the PA Program Management Portal

The login page is the first page you see when you open the ARC-PA Program Management Portal.

To log into the Portal, you must have already registered as a user of the Portal. You should have received an email from the ARC-PA Portal with a link to the registration page. On the registration page, you are required to enter a username, create a password, select a security question, and agree with the Portal Terms and Conditions before you can use the Portal.

1 Open the ARC-PA program management Portal. https://portal.arc-pa.org/ The **Login** page appears.

2 Enter your username. This is the name you selected when you registered.

3 Enter your password.

> **Note:** If you have forgotten your password, click **Forgot Your Password?** You will be asked to answer the security question you selected when you registered. If you answer correctly, an email will be sent to you with a temporary password. You will be required to use and then change this password the next time you log in. If you have forgotten your username or the answer to your security question, contact the system administrator at portalfeedback@arc-pa.org.

4 After you enter your username and password, click **Log In**. The system logs you into the Portal.

Getting Help

There are several ways you can get help with the Portal:

Online help: This is available by clicking the question mark you see at the upper right corner of any Portal page:
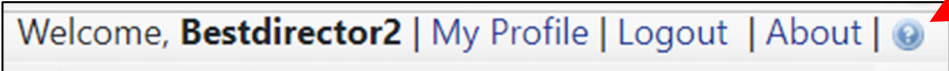
If the Table of Contents panel does not open automatically, click on the bookmark to access links to the various sections of the User Manual.
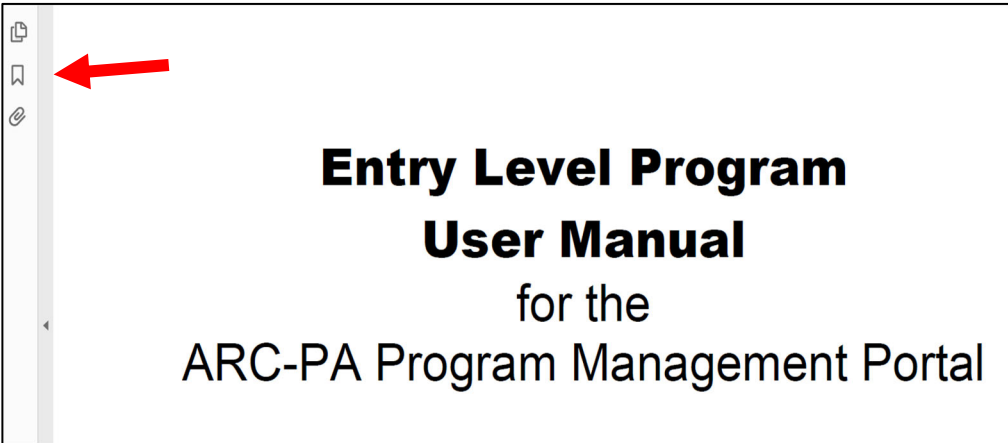
Inline help: This is brief help that appears when you hover the cursor over a (i) icon next to some fields. For example, hovering over the (i) icon for the **Maximum Class Size** field on the **Students** tab will display this inline help:
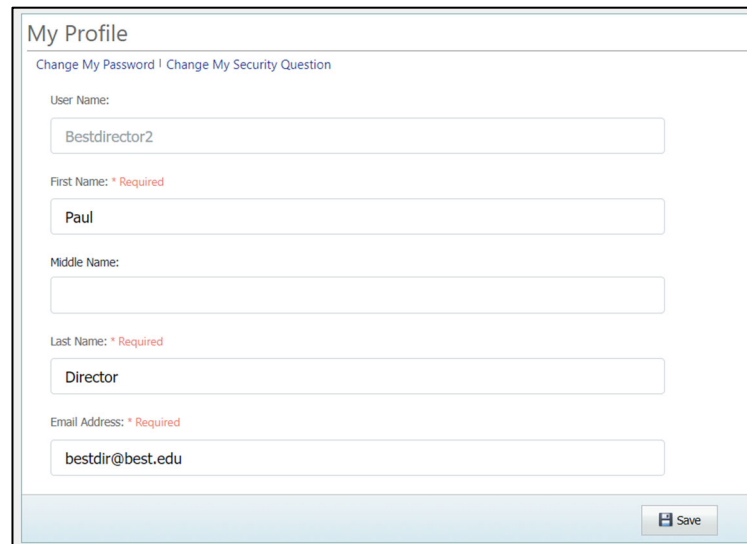
Editing Your Profile

1   Click **My Profile** at the top of the program Portal page.

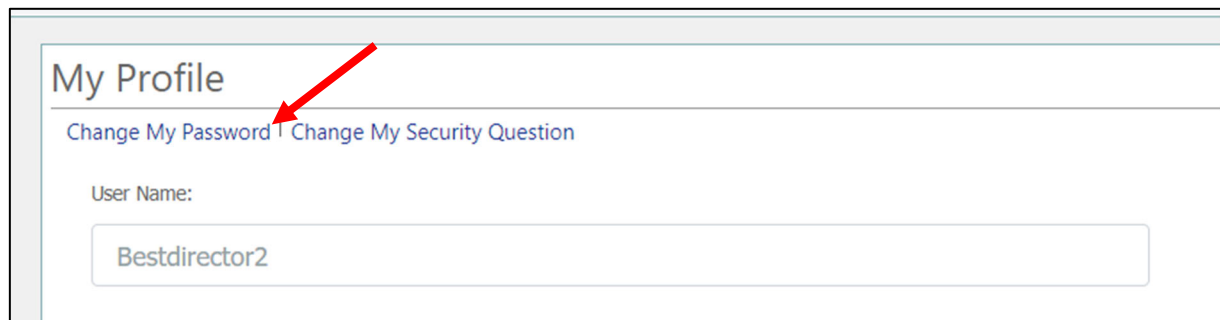You can edit your name and email on your profile:

2   Click **Save** when you are finished.

Changing Your Password

1   Click **My Profile** at the top of the program Portal page.

2   Click **Change My Password** located immediately beneath "My Profile."

3   The **Change Your Password** page will appear.

4   Enter the following:

- **Current Password:** Enter the password you have been using.
- **New Password:** Enter a new password.

   Note: Enter at least five characters, one of which must be a symbol (for example: $ % & @)

- **Confirm New Password:** Retype the password you entered in the previous field exactly.

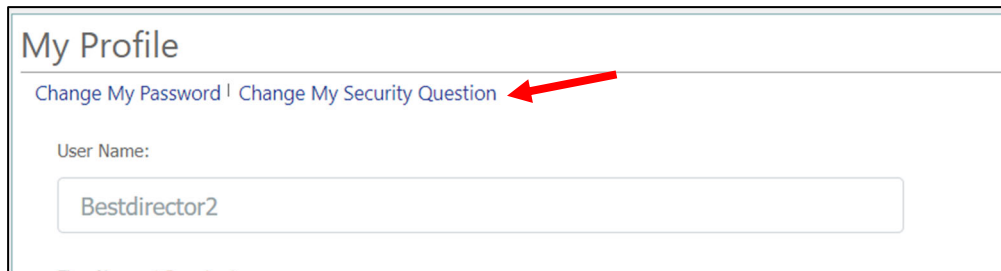5   Click **Save** when you are finished or **Cancel** if you do not want to change your password.
6   You will be returned to the **My Profile** page.

Changing Your Security Question

1   Click **My Profile** at the top of the program Portal page.

2   Click **Change My Security Question** located immediately beneath "My Profile."

3   The **Change Your Security Question** page will appear.

4   Enter the following:
   - **Current Password:** For security purposes, you must reenter your current password to change your security question.
   - **Security Question:** Select one of the security questions from the list of options.
   - **Answer:** Type an answer to the selected security question.

5   Click **Save** when you are finished or **Cancel** if you do not want to change your security question.

6   Exit out of the success message. Click on **Cancel**, and you will be returned to the **My Profile** page.

Using Search

To do a search

Type the criteria into the Search box. For example,

You can type in all or part of the search criteria.

In the following example, typing **family** in the search box gives a result like this:

You can sort each column in ascending or descending order by clicking on the arrow near its heading.

For example, sorting by **Active** in the SCPE tab will sort clinical sites by those that are active followed by those that are not active.

	Contact	Program General	Sponsoring Institution	Personnel	SCPE Sites

Enter the supervised clinical practice experience (SCPE) sites used by the progra Active box for those sites planned for use during the current clinical phase.

Enter text to search...

	Site Name	Active ▲	State	Written Agreement	Distance From Main Campus	Setting
New Edit Delete	Notso Great Facilitiy	☐	GA	☑	10.00	outpat
New Edit Delete	Rabbit, Hope LCSW	☐	AR	☑	300.00	outpat
New Edit Delete	So-so Rehab Center	☐	GA	☐	12.00	outpat
New Edit Delete	New Release Hospital	☐	AR	☑	235.00	inpatie
New Edit Delete	New Release Clinic	☐	FL	☐	245.00	inpatie
New Edit Delete	New test Hosp	☐	AZ	☑	500.00	inpatie
New Edit Delete	Sad Clinic	☐	GA	☑	12.50	outpat
New Edit Delete	ENT Specialist	☐	GA	☑	5.00	outpat room
New Edit Delete	Best Clinical Facility	☑	GA	☑	18.00	outpat
New Edit Delete	Jones, Joe MD	☑	CA	☑	2300.00	outpat

Page 1 of 3 (24 items) ◄ [1] 2 3 ►

All search results allow you to click **Edit** to change information.

Chapter 2: Navigating the ARC-PA Program Portal

Using the Dashboard

The Dashboard gives you a snapshot of program information and allows you to access other parts of the program Portal quickly.

This is the page you see when you first log into the ARC-PA Program Portal.

From this page, you can see a brief synopsis of the program, a link to where you can manage program detail and documents, and an area that shows any reviews scheduled.

Note: Upcoming Reviews and **Materials Due** are added by the ARC-PA.

Note: Upcoming Reviews are always sorted by the date in the **Materials Due** column.

Navigation

Icon Menu (upper right corner)

There are four icons in the upper-right corner of the page:

🏠 📋 🗐 ✉

These icons appear on the **Program Dashboard** and on every **Program Detail** tab. Definitions for each icon are as follows:

🏠   **Program Dashboard:** This returns you to the **Program Dashboard** page.

📋   **Program Detail:** This takes you to the **Contact** tab of the Program Detail page. Program Detail is where you enter the majority of the program information collected in the portal.

> **Note:** From the **Program Dashboard** page, you can also click **Manage Program Detail** under the **Action Center** grouping (right side of screen) to get to the **Program Detail** page.

🗐   **Program Documents:** This takes you to the **Program Documents** page where you can attach documents.

> **Note:** From the **Program Dashboard** page, you can also click **Manage Program Documents** under the **Action Center** grouping (right side of screen) to get to the **Program Documents** page.

✉   **Program E-mail Correspondence:** The **Mail** icon opens the **Program E-mail Correspondence** page.

The Menu (upper left corner)

The left-side navigation provides options to get to the same pages as the icons in the upper-right corner of the page. The left-side navigation menu looks like this.

Program	⊙
Program Dashboard	
Program Detail	
Program Documents	
Program E-mail Correspondence	
Reports	⊙
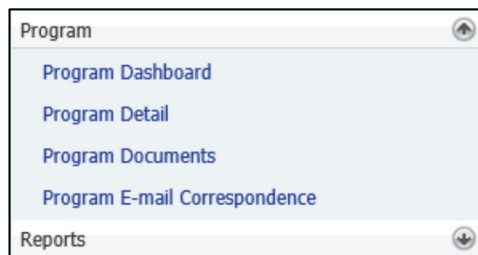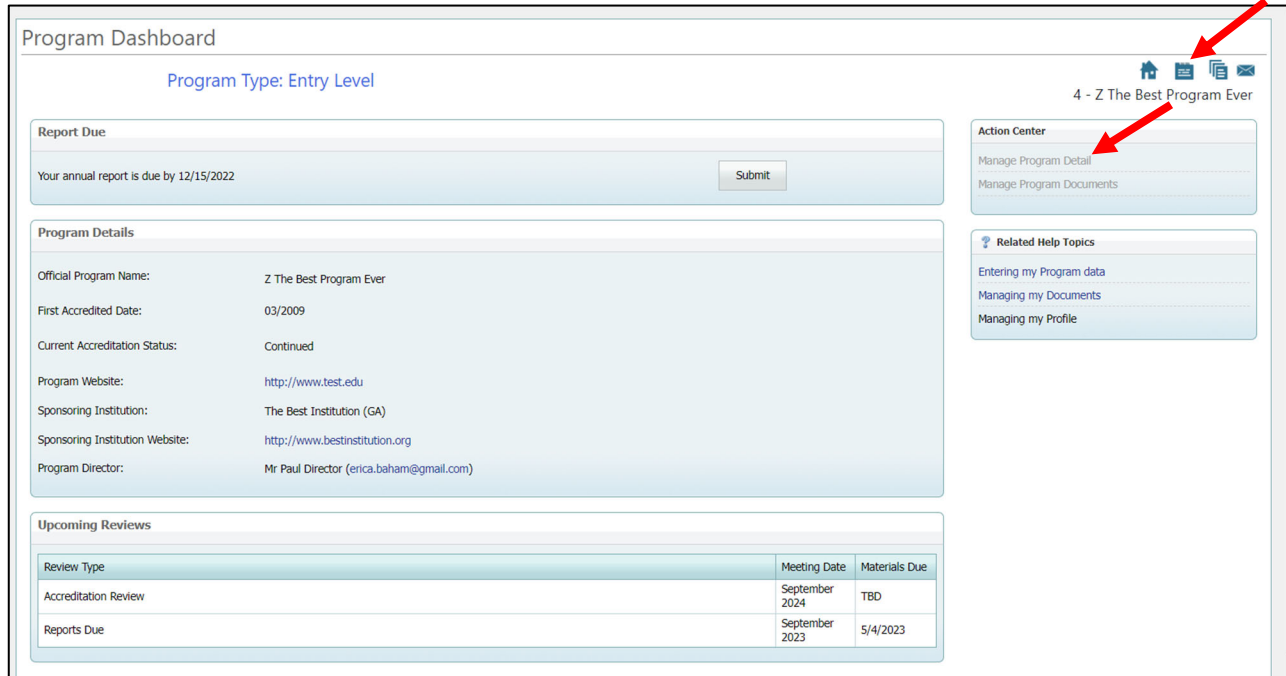
Entering Program Details

The **Program Detail** screens allow programs to enter information about the program, such as its name, contact information, program general information and accreditation status, sponsoring institution and accreditation status, details concerning personnel, clinical facilities and experiences, student fees, student enrollment, and the program's budget.

The page contains details of the program arranged into tabs. It is where programs can enter and make changes to the information.
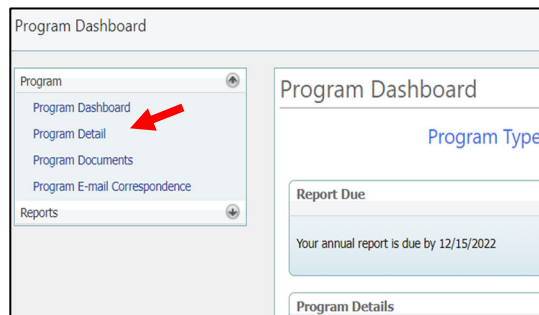
To Access the Program Detail screen:

1. When you log into the Portal, the **Program Dashboard** appears.

2. Open **Program** in the left navigation box, and then click **Program Detail**.

Alternatively, you can select the **Program Detail** icon from the upper right of the **Program Dashboard** page or select **Manage Program Detail** from the **Action Center** on the right. The information is divided into tabs which contain information you can edit.

   The tabs include:
   - Contact
   - Program General
   - Sponsoring Institution

- Personnel
- SCPE Sites
- Students
- Program Budget
- Curriculum

Contact

1 From Program Detail, select the **Contact** tab. The following appears:

2 Enter or change the following information, as necessary:

- **Official Program Name.** This is the **name of the program**. You may edit this by typing over the name and clicking **Save Tab**. If the program's name is officially changed, please contact the ARC-PA in addition to updating it on the Portal.

- **Program Website Address.** This is the **URL for the program website**. This URL should link directly to the **program** website and not to the general institution website.

- **Program Email Address.** This is the **email address** for the program.

- **Program Mailing Address.** This is the **street mailing address** for the program.

- **Primary Phone.** This is the **primary contact phone number** for the program.

> **Important:** This number should be one that is answered personally by a contact familiar with the program and not only by an automated system.

- **Fax Phone.** This is the **fax number** used to receive information from ARC-PA.
- **Campus Information.** The "**main campus**" is the location where the approved PA program is housed, regardless of whether that is the institution's main location or a satellite campus within the same geographical area. It is entered by the ARC-PA upon setup of the program's Portal.
  "**Distant campuses**" are added by the program once approved by the Commission.
  A **Distant Campus** is a campus geographically separate from the main program at which didactic, preclinical or clinical instruction occurs and must be approved by the Commission.

You can enter or change campus information, including the name, city, state, and distance to main campus, by clicking **New** or **Edit**. The main campus was set by ARC-PA and cannot be deleted. You can delete subsidiary campuses by clicking **Delete**, as long as there are no Personnel, SCPE or Budget records associated with them.

3 When you are finished making changes, click **Save Tab.**

Program General

1 From **Program Detail**, select the **Program General** tab. The following appears:

2 You see the following information:

- **Current Accreditation Status.** This is the status of the program as set by ARC-PA. It can be changed only by ARC-PA.

> The **Accreditation Statuses** are as follows:
> **Provisional**
> **Continued**
> **Probation** The program retains access to its Portal during this time.
> **Voluntary Inactive Status** The program may still have Portal access.
> **Accreditation - Administrative Probation** The program retains access to its Portal.
> **Accreditation - Clinical Postgraduate Program**

- **Program Type.** This is selected by ARC-PA on initial entry of the program and cannot be changed by the program.
- **First Accredited Date.** The Month and Year of the first accreditation. This is selected by the
- ARC-PA on initial entry of the program and cannot be changed by the program.
- **Degree Awarded at Completion of Program.** The PA degree offered by the program.
- **Program Institutionally located in.** The college or school in the institution where the program is housed.
- **Previously Accredited Program.** This is entered by ARC-PA on initial setup and cannot be changed by the program.
- **Start of Fiscal Year**. Select the month that the fiscal year begins.
- **Month(s) Classes Begin.** The starting month(s) for the program's accredited curriculum. If a program starts more than one class per calendar year, it can select multiple options.
- **Month of Graduation.** Month students in the current cohort are scheduled to complete the program.
- **Date Clinical Phase Starts.** Date the most recently matriculated cohort will begin supervised clinical practice experiences.

- **Do You Offer a Part-time Program Option?** Select Yes or No.
- **Number of Classes Admitted per Calendar Year.** Number of classes of students that begin the program in a calendar year.
- **Semester Hour Credits for Accredited Program.** Number of semester hours as determined by the program that are necessary for graduation. If the program is on a quarter hour system, convert quarter credits to semester hour credits.
- **Length of ARC-PA Accredited Program (Months).** The number of months necessary to complete the entire program.

> **Note:** The **Length of ARC-PA Accredited Program (Months)** must equal the sum of the **Pre-Clinical Phase** added to the **Clinical Phase**.
>
> **Note:** You can enter the accredited program length as a number and decimal. For example, you can enter 26.5 as the month. Entering 11 for the **Pre-Clinical Phase** and 15.5 as the **Clinical Phase** would add up to 26.5. You cannot enter hundredths (i.e., .25, .75, etc.).

- **Length of Pre-Clinical Phase (Months).** The number of months necessary to complete the pre-clinical/didactic phase of the program.
- **Length of Clinical Phase (Months).** The number of months necessary to complete the clinical phase of the program.

3 When you are finished making changes, click **Save Tab.**

Sponsoring Institution

1 From **Program Detail**, select the **Sponsoring Institution** tab. The following appears.

2 Enter or change the following information:

- **Institutional Sponsor.** This can only be changed by the ARC-PA. If this needs to be changed, please contact the ARC-PA.
- **Type of Institution.** The type of institution: Public, Private, or Military.
- **Institution Web Address.** Enter the Web address for the sponsoring institution here.
- **Institution Description.** The item from the drop-down list that most closely describes the sponsoring institution.
- **Regional Accreditation By.** Select the organization that accredits the institution by clicking the **Ellipsis** button. From the dialog box that displays, click the drop-down arrow to select an organization from the accreditation list.
- **Regional Accreditation Status.** The status as given by the regional accreditation organization.

- **Year Awarded.** The year the most current regional accreditation status was received.
- **Year of Next Review.** The date when the institution will next receive a review of its regional accreditation status.
- **Institution regionally approved to award graduate degrees.** This box is checked if the institution has regional approval to award a graduate degree.
- **Degree awarded by sponsoring institution.** This box is checked if the sponsoring institution awards the degree at the completion of the program.
- **Not for profit.** This box is checked if the institution is recognized as a not-for-profit institution by the federal government.
- **Chief Administrative Officer.** This is used to enter, edit, or delete the name of the president or the person holding the equivalent status at the institution. Click **New** or **Edit**. You can edit all the information. If the officer is to have access to the system, click on **Create User** after you have saved the officer's information. There can be only one Chief Administrative Officer; however, you can delete the officer at any time.

> **Note:** If the **Chief Administrative Office** is the same person as the **Program Director Reports To**, you can select to have the **Program Director Reports To** person appear as the **Chief Administrative Officer**. In this case, do not enter a Chief Administrative Officer on the Sponsoring Institution Tab, but rather edit the **Program Director Reports To** person from the Personnel Tab and select the check box as shown in the image below.

3   When you are finished, click **Save Tab**.

Personnel

1 From **Program Detail**, select the **Personnel** tab. The following appears.

2 Enter or change the following information:

- **Program Director.** You can enter (**New**), edit (**Edit**), or delete (**Delete**) the program director.
- **Program Director Reports To.** You can enter (**New**), edit (**Edit**), or delete (**Delete**) the person to whom the program director reports.

> **Note:** After saving a person record, you can click **Create User** to begin the process of giving them access to the program Portal. The person will receive the Portal **Welcome Email** with a link to create their account.
>
> You should only use the **Create User** command if you want the personnel you have entered to be able to access the program Portal.

- **Program Personnel Listing.** All other personnel can be managed from this listing of program personnel. You can enter (**New**), edit (**Edit**), or delete (**Delete**) personnel.
- **Faculty/Staff Attrition.** For this calendar year, calculate the percent attrition of principal faculty (PF) FTE and of staff FTE by dividing the number of FTE who left their program role by the number of FTE assigned to the program. Multiply the result by 100 to get the percent attrition between 0-100%. For example, if a 0.75 FTE principal faculty member leaves a program with 10 FTE principal faculty, the attrition rate is (0.75/10)*100=7.5% attrition. Be sure to check the definition of principal faculty in the Standards glossary (Principal faculty are those faculty working at least 50% FTE with primary academic responsibility assigned to the PA program who report to the program director).

3 Manage personnel records as needed.

To add personnel

1   Click any **New** link, as shown:
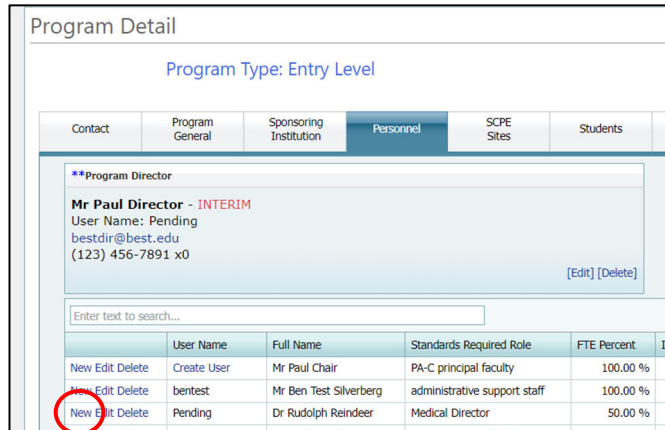
The **Add/Edit Person** dialog box appears:
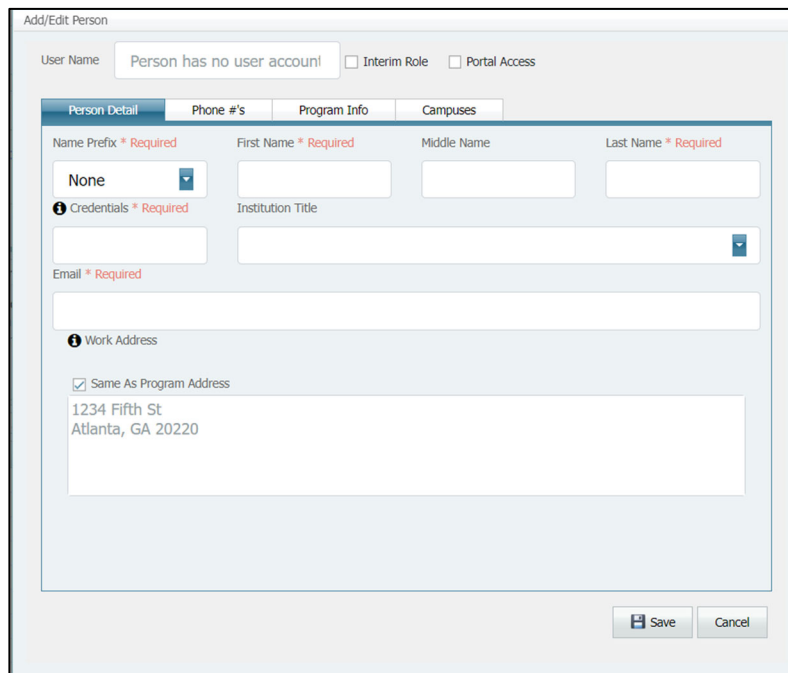
Tabs separate the information; **Person Detail**, **Phone #s**, **Program Info**, and **Campuses**. The Administrator will also see the **User Administration** tab. Each person should be entered only once even if they have more than one role in the program.

Note: Wait until you have entered information on all four tabs to click the **Save** button at the bottom. Clicking **Save** saves information you have entered on all tabs **AND** closes the dialog box.

2   Enter or change these fields on each tab, if necessary.

Person Detail tab

- **Name Prefix.** This is required. There is a **None** option, if no prefix is desired.
- **Name fields.** The **First Name** and **Last Name** are required.

> **Note:** For the last name, enter only the last name and no credentials. For example, for Jane Smith, who is a physician, enter **Dr.** for the name prefix, enter **Smith** for the last name, and enter **MD** in the **Credentials** field. In the Portal, she will be listed as Dr. Jane Smith.

- **Credentials.** Certifications and degrees normally following a person's signature. For example, MS, PA-C, MD, etc. Enter **None** if the person has no certifications or degrees.
- **Institution Title.** Select from the drop-down list. Do not enter an **Institution Title** for personnel with **Standards Required Roles**.
- **Email.** This field is required. Email addresses are unique within the Portal. If a person is entered and then deleted, the email address assigned to that person cannot be reused. The Portal keeps a history, and an error will occur. **If a person is deleted and needs to be added back to the Portal, please contact the ARC-PA** at **portalfeedback@arc-pa.org.**
- **Work Address.** If the work address is the same as the program address, click **Same as program address**. Otherwise, enter the street, city, state, and postal code.

Phone #s tab

- **Phone Numbers.** You can enter numbers for work, home, mobile, pager, fax or other. Selecting **Is Primary** next to a number displays it in the **Primary Phone** column on the **Personnel** tab. A primary phone number is required for all personnel filling a **Standards Required Role**.

> **Note:** Please use the employee's direct phone number or extension and not a general department phone number as the primary number, so ARC-PA personnel can make contact quickly when it is necessary.

Program Info tab

- **Standards Required Role.** This is the work role of program personnel required by the Standards. Use the drop-down arrow to the right of the field to select the role. These are not the same as the person's title within the program. Changing certain program personnel required by the Standards requires a program change form to be submitted to ARC-PA. For personnel who don't have a Standards Required Role, select **None**. If a person has more than one role, enter their primary standards required role and their total FTE of all PA program roles in the FTE box.

> **Note:** If a person's role is changing, select the **Delete** link associated with the personnel record and use the **Reassign** option. *A person whose role is changing within the program should not be deleted and re-added.*

> **Note:** If a person who was removed previously is returning to the program, please contact the ARC-PA at portalfeedback@arc-pa.org for assistance.

- **Program Hire Mo/Year.** This is the month and year the person started working with the program. This is required by ARC-PA.
- **Position Start Mo/Year.** This is the month and year the person started his or her current position. This is required by ARC-PA.
- **Program Title.** The person's exact title. You can select from any of the titles in the drop-down list, or manually enter a different title. This is required by ARC-PA.
- **Program FTE Percent.** The percentage of time working for the program. You can use the up and down arrows at the end of the field to select a percentage or type in the number, for example, 25 for 25%. This is the total FTE of all PA Program roles for those who have more than 1 role in the PA program. Do not include FTE dedicated to other programs or schools. This is required by ARC-PA.

> **Note:** Program FTE Percent entered here must also be entered on the **Campuses** tab before the information can be saved.

- **Academic Title.** Enter the academic title of the person. This is required by ARC-PA. If the person has no academic title, enter **None**.
- **Highest Academic Credential.** The highest degree earned by the person. Use the drop-down arrow to the right of the field to select the credential or leave at **None**. This is required by ARC-PA.

- **Certification/Licensure.** Use the drop-down arrow to the right of the field to select the credential for PAs, physicians, or other licensed health professionals. Leave as **None** for others.

Campuses tab:

- **Primary Campus Location.** This is the campus where the employee spends the most time. Click the drop-down arrow to change the primary campus for the employee.

- **FTE Allocation.** When a Program FTE Percent is entered on the **Program Info** tab, it also needs to be allocated among campuses. The sum of the percentages must equal that entered in the **Program FTE Percent** field. For example, if 50% was entered as the Program FTE Percent, and the program has two campuses, the percentages entered for the two campuses could be combinations such as 20 and 30, 10 and 40, 0 and 50, etc., as long as the sum is 50.

> **Note:** If the sum does not add up correctly, a warning symbol (⚠) displays next to **FTE Allocation** until the allocation is correct. A check (✔) displays once correct.

User Administration tab:

If you want the personnel you have entered to be able to access the Program Portal and enter data, you must make them a Portal User and assign them a User Role. If you do not want them to be able to access the Program Portal and enter data, do not make them Portal Users.

> **Note:** To create a Portal User, the Personnel record must first be saved. Then see below, to **Create a User**.

To edit personnel

1 From the **Personnel** tab, click **Edit** next to the person you want to edit.

2 You can change any of the fields. See the previous section on **To Add Personnel** for a description of the fields.
3 Click **Save** when you are done.

To delete personnel

1 From the **Personnel** tab, click **Delete** next to the person you want to delete. The following dialog box displays:

> **Note:** Do **NOT** delete a person if they are simply changing roles within the program. Instead, click the Reassign option to change the person's role using the drop-down menu.
>
> **Note:** If a person who was removed previously is returning to the program, please contact the ARC-PA at portalfeedback@arc-pa.org for assistance.

2   To record a **Resignation or Termination**:

   a   Select the date when the person's position ended. (This can be either in the future or the past.)

   b   Select the **Resign or Terminate** option.

   c   Click **Save**.

3   To **Reassign** a person:

   a   Select the date when the person's position ended. (This can be either in the future or the past.)

   b   Select the **Reassign** option.

   c   From the Role drop-down, select the role that this person should be reassigned to.

   d   Click **Save**.

To Create a User

> **Important:** If you want the personnel you have entered to be able to access the **Program Portal** and enter data, you must make them a Portal User. If you do not want them to be able to access the **Program Portal** and enter data, do not make them a User.

Starting from the Personnel Table:

1   Create a personnel record using the **Personnel** tab. When you add the person, all required fields must be completed before that person is able to access the **Program Portal**. Note that in the **User Name** column, the command **Create User** appears.

2   Click **Create User** as shown:

Clicking on **Create User** causes this dialog box to appear:

3   Select a **Security Role**

You have these roles to choose from:

- **Program Admin**-- These users are the main contacts for your program including the Program Director or others assigned by the Program Director. These users can enter/see budget data and push the Submit Button which will appear when the program Required Annual Report to the ARC-PA is due. They are also able to add, edit and delete personnel from the Portal.
- **Program Staff**--These are the personnel who can edit information needed for accreditation.

4   Once you select the role, click **Create Account**.

This sends the Portal Welcome email to the person you want to set up as a Portal User. The email instructs the person to click on a link to set up their user account.

The column **User Name** shows **Pending** until the individual clicks the link in the email and sets up their username, password, and security question. When complete, the **User Name** column shows the username entered by the user.

Once a user has configured their account, the Username that the user entered and the Reset Password link will be visible.

The Add/Edit Person Dialog:

The **User Administration** tab from the **Add/Edit Person** dialog can only be used when editing an already existing personnel record. This tab can be used to resend the welcome email or to reset a user's password once the user has set up a username, password, and security question.

If the user account hasn't been created yet, the **User Name** will have a **Create User** link available.

To Manage a User

Program administrators can manage the account a person uses to log into the Portal. Options for sending the user a new password, changing the user's security role, and disabling Portal access are available.

Reset Password

Once the user has completed the account setup process, the **Account Status** is **Activated**. In addition, the **Reset Password** link is available.

1 Click the **Reset Password** link to send an email to the user to initiate the password reset process.
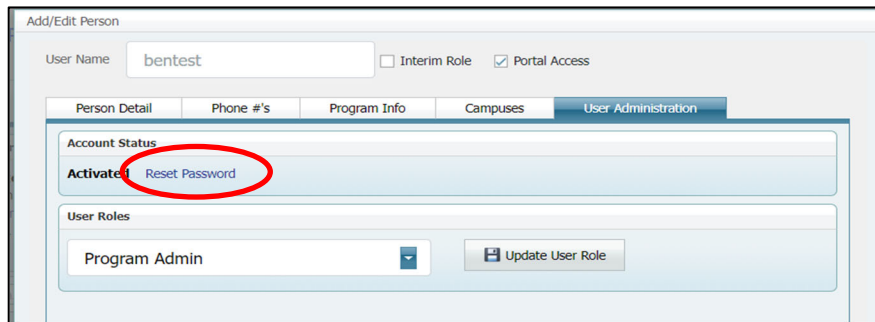
2 A confirmation message will appear if the password reset is successful.

Change Role

Follow these instructions if you want to change a user's role.

1 Select the role from the User Role drop-down.
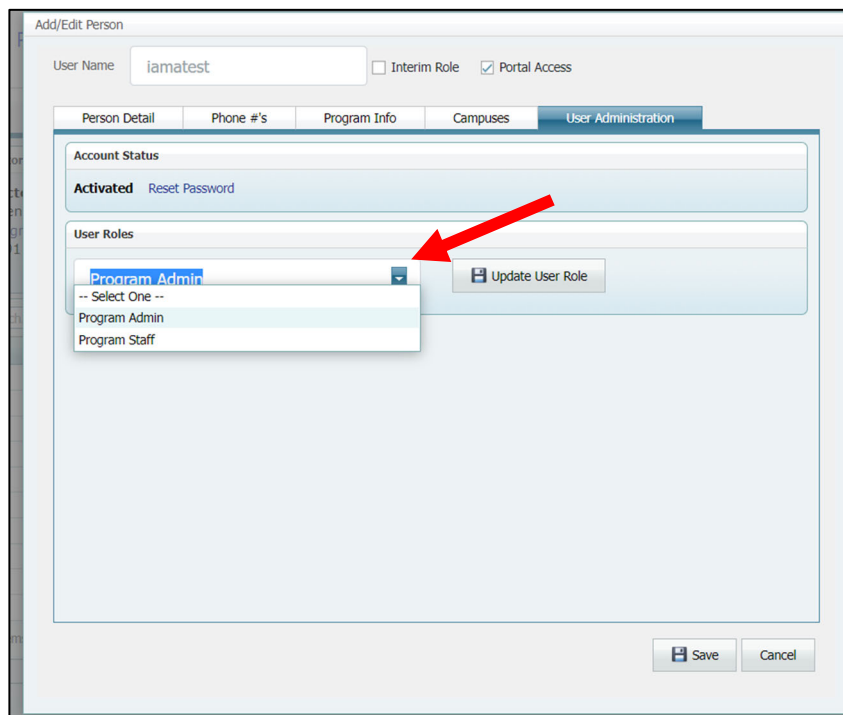
You have these roles to choose from:

Program Admin-- These users are the main contacts for your program including the Program Director or others assigned by the Program Director. These users can enter/see budget data and push the Submit Button which will appear when the program Required Annual Report to

the ARC-PA is due. They are also able to add, edit and delete personnel from the Portal.
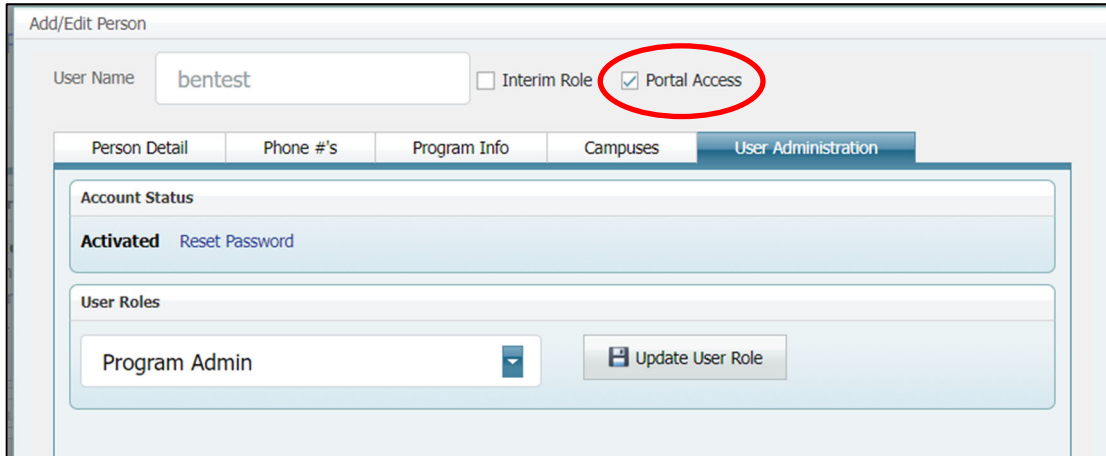
Program Staff--These are the personnel who can edit information needed for accreditation.

2   Select the **Update User Role** button and **Save** to close.

Disable Portal Access

Follow these instructions if you want to disable a user's access to the **Program Portal**.

1   Deselect (un-check) the **Portal Access** checkbox at the top of the Add/Edit Person screen.

2   Select **Save**.

To export a list of personnel to Excel

1   From **Program Detail** select the **Personnel** tab.

2   At the bottom of the page, click the **Export to Excel** button.

The information on the page is exported into an Excel file compatible with Excel 97 and later versions. The file created contains all the information displayed in the columns on the **Personnel** tab.

> **Note:** Any changes you make in the Excel file do not change the personnel information in the Portal. To keep the Excel file up to date, you need to use the **Export to Excel** button each time you change information in the **Personnel** tab of the Portal.

SCPE Sites

1   From **Program Detail** select the **SCPE Sites** tab. You will see the following.

2   You can add, edit, or delete supervised clinical practice experience (SCPE) sites as needed.
    Those marked **Active** are those sites planned for use during the **current clinical phase**.

    Capacity refers to the number of students from the current clinical phase cohort each site has agreed to take.

To enter SCPE sites

1   Click **New** next to any existing SCPE site. The **Add/Edit SCPE Site** dialog box appears.

2   Enter the **Site Name** and **Site State**.
    Do not separately list a single clinical site that offers multiple specialty experiences.
    As you enter each site, the Portal will arrange your data alphabetically so for an office setting site with a single provider, it may be appropriate to list that site by the last name of the provider, i.e.,

Smith, Joe, MD.

3   Mark the site as **Active** if it is currently being used or planned for use during the **current clinical phase**. Active sites are ones that could be called upon to take a student. The program will need to provide information to meet the *Standards* on all active sites during accreditation application/site visits. If a site is not currently nor planning to take students, mark the site **Inactive by deselecting the Active box** if you might change it in the future, or you may delete the site from the portal if the program is sure that it will not be used in the future.

4   Select **Yes** or **No** next to **Written Agreement** if an agreement for use of the site exists.

5   Select the type of setting or settings under the **Settings** tab. If the type of setting you need is not listed, email portalfeedback@arc-pa.org and request ARC-PA staff add the needed option(s).
   - emergency department: located in a hospital setting (not an ambulatory/outpatient or urgent care setting).
   - inpatient: setting is within the hospital, patient admitted for care.
   - operating room: setting includes the actual operating room.
   - outpatient: setting is ambulatory in nature, patient not admitted for care longer than 24 hours.

6   Click the **Clinical Experiences Required of ALL Students** tab:

7   Select the check box next to the type of clinical experience(s) offered by the site. Enter the maximum number of students the site has agreed to take from the current clinical phase cohort by entering the number in the **Student Capacity** field, or by using the up and down arrows to the right of the field to select the number.

If your choice of Clinical Experience does not appear, email portalfeedback@arc-pa.org requesting ARC-PA staff add the required type of experience to the Clinical Experiences tab. Only clinical experiences **required by the program for ALL students** will be considered for addition to the SCPE tab.

Use the scroll bar on the right side to see all clinical experiences and to add **Student Capacity**.

Note: Clinical experiences that are not required by the program for ALL students are considered electives. Electives are not listed by discipline. Enter the student capacity number the site will accommodate regardless of the type of elective. For example, if a single site will accommodate 6 students in an endocrinology elective and 3 students in a cardiology elective, enter the number 9 in **Student Capacity**.

8   Click the **Campuses** tab.

9   Any campus(es) you have entered under the **Program Detail** tab appear here.

10 Enter the distance in miles the SCPE site is from the campus.

> **Note:** At least one campus must be selected. Other campuses are optional.

11 Click **Save** when you are finished.

To edit SCPE sites

1   From **Program Detail** select the **SCPE Sites** tab.
2   Click **Edit** next to the site you want to edit.
3   Edit the fields you want and then click **Save**.

To delete SCPE sites

1   From **Program Detail** select the **SCPE Sites** tab.
2   Click **Delete** next to the site you want to delete.

    You are asked if you are sure you want to remove the SCPE site from the Portal.

3   Click **OK**. The SCPE site is deleted.

Note: Do not delete sites that may be used in the future; rather, mark these sites inactive to avoid having to re-enter all the data the next time the site is used.

To Export SCPE Information to a Spreadsheet

Note: Make sure that all **SCPE** information is updated before exporting to Excel.

1   From **Program Detail** select the **SCPE Sites** tab.
2   At the bottom of the page, click the **Export to Excel** button.
    The information on the page is exported into an Excel file compatible with Excel 97 and later versions. The file created contains all the information displayed in the columns on the **SCPE** tab.

Note: Any changes you make in the Excel file do not change the SCPE information in the Portal. To keep the downloaded Excel file up to date, you need to use the **Export to Excel** button each time you make changes to the **SCPE** tab of the Portal.

3 Edit the downloaded Excel sheet for submission to the ARC-PA following the **SCPE Directions** on the Portal page of the ARC-PA website https://www.arc-pa.org/portal/

Students

1 From **Program Detail**, click the **Students** tab.

2 Enter or change the following information:

- **Tuition & Institutional and Program Fees.** These are the costs paid by all students to the institution or program for the entire program. You can enter this for residents and non-residents. Type the number in the field or use the up and down arrows to the right of the field to change the amount in increments of $500.
- **Other Costs Related to the Program.** These are costs required of all students that are **not** paid to the institution or program, but to an outside vendor, such as the cost of medical equipment. You can enter this for residents and non-residents. Type the number in the field or use the up and down arrows to the right of the field to change the amount in increments of $500.
- **Totals.** These are calculated for you after you click the **Save Tab** button.
- **Maximum Entering Class Size.** Current entering maximum class size number approved by the Commission. This is entered by the ARC-PA and maintained based on Commission decisions. For multi-campus programs, this would be the total of all campus max class sizes.

Student Enrollment Information

Use this section to enter the number of students per campus, per year. Click on edit enrollment for the campus you want to update. Year 1 = number of students in the first calendar year of the program; Year 2 = number of students in the second calendar year of the program. These numbers will change every year as Year 1 students move on to become Year 2 students and so on.

Student Enrollment Information

Note: *To Manage Campuses, please use the "Contact" Tab.*

	Campus	City	State	Year 1	Year 2	Year 3	Year 4
	Student Enrollment Per Campus						
Edit Enrollment	(Main) The Best Program Ever Main Campus	Atlanta	GA	24	20	0	0
Edit Enrollment	Best Program Distant Campus 1	Mariettaa	GA	13	15	2	0
Edit Enrollment	Campus 2	Savannahaaaa	GA	0	0	0	0

- Click **Edit Enrollment** next to the campus you want to edit. The **Edit Campus** dialog box appears:

Edit Campus

Campus Name * Required

The Best Program Ever Main Campus

Student Enrollment

Year 1	24
Year 2	22
Year 3	0
Year 4	0

Save   Cancel

- •
- Enter the student enrollment for each year and click **Save.**

Student Attrition Information

This is the attrition calculated for the most recently graduated class.

Student Attrition Information

	Campus	City	State	Entering Class Size	Number Joining Cohort	Total Attrition	Attrition Rate	Date of Most Recent Grad Class
	Student Attrition Per Campus							
Edit Attrition	(Main) The Best Program Ever Main Campus	Atlanta	GA	100	2	13	12.75 %	6/10/2024
Edit Attrition	Best Program Distant Campus 1	Mariettaa	GA	50	3	5	9.43 %	6/21/2024
Edit Attrition	Campus 2	Savannahaaaa	GA	80	4	17	20.24 %	6/20/2024

- Click edit attrition next to any campus that needs to be edited. Be sure to keep this table up to date at all times. It starts with the number of new students accepted into the program for the cohort. Then asks for the number of students who joined the cohort from a previous class (maybe due to deceleration or leave of absence). Finally, total attrition is the number of students who were once, at any time, part of this graduated class who did not graduate with the cohort (maybe due to dismissal, withdrawal, deceleration, leave of absence). In the second column, the attrition rate percentage will be calculated for you when the page is saved. Enter the date of the most recent graduated class.

- Click Save when finished. Repeat for each distant campus.

Student PANCE Information

This is the PANCE information for each campus.

	Campus	City	State	Total Number of Grads	Number of Grads Taken PANCE	PANCE First Time Pass Rate
Edit PANCE	(Main) The Best Program Ever Main Campus	Atlanta	GA	60	4	5.00 %
Edit PANCE	Best Program Distant Campus 1	Mariettaa	GA	60	10	2.00 %
Edit PANCE	Campus 2	Savannahaaaa	GA	35	16	15.00 %

- Click Edit PANCE to enter data for each campus.

- **Total Number of Graduates, from most recent class, eligible for the PANCE.** Type the number in the field or use the up and down arrows to the right of the field to change the number in increments of 10. Unless your program has no graduates, this should never be zero.
- **As of date**. Enter the date that you are entering the most current information.
- **Number of Graduates from class above that has actually taken the PANCE.** Type the number in

the field or use the up and down arrows to the right of the field to change the number. This field should be updated as graduates take the PANCE over time.

- **PANCE First Time Pass Rate from the class above.** This is a percentage. Enter this as a whole number (0 to 100). This field should be updated with data available from NCCPA as graduates take PANCE over time. The number should match the percentage provided from NCCPA.
- Click Save when finished. Repeat for each distant campus.

• **SCPE Overlap**. Enter yes if you have any overlap of 2 cohorts on clinical rotations at the same time. Use the text box to explain how the program handles the overlap. For example, "the new clinical cohort overlaps in July and August with the graduating clinical cohort and during that time the graduating clinical cohort completes 1 elective SCPE and then returns to campus for their summative course while the entering clinical cohort completes only core rotations during the first and second rotations." Then be sure to have sufficient slots in the named SCPEs for the cohorts using them. If only 1 cohort is in the clinical phase at a time (i.e. the clinical phase is 12 months or less), enter no.

FINISH -   Click "Save Tab" when you are finished.

Note: Enrollment for one or more years that exceeds Maximum Entering Class Size requires an explanation form https://www.arc-pa.org/program-change-forms/ to be submitted to the ARC-PA.

Program Budget

1   From **Program Detail** click the **Program Budget** tab. Note that those in the user role of **Program Staff** do not have access to the **Program Budget** tab.

Here you can add, edit, and delete the program budget source lines and budget detail lines. You cannot enter the same line item twice. The program budget detail can be filtered by campus.

To enter Sources of Budget Assigned to the Program
1   Under **Budget Assigned to Program**, click **New**. An empty line item appears:

2   Use the drop-down arrow to the right of the field and then scroll down to select the line item you want and enter the amount.

3   If you have scrolled the line items and find the line item you need is not listed, select **other revenue (specify below)** from the **Line Item** drop-down box. A new field appears:

Enter the description of the line item and the amount.

4   Click **Save** when you are finished.

To enter Program Budget Detail

1   Under **Program Budget Detail**, click **New**. An empty line item appears:

2   Use the drop-down arrow to the right of the field and then scroll down to select the line item you want and enter the amount in the **Amount** field.

At a minimum, the expenditures included in the **Budget Tab** must include the following, regardless of whether they are budgeted for from the PA Program budget or another departmental/institutional budget:

•   Faculty salaries and benefits
•   Staff salaries and benefits

- Faculty development (Funding provided to the program director and principal faculty in support of maintenance of certification, licensure, and professional development directly relevant to PA education.)
- Operations (Total program budget less salaries and benefits.)

> **Note:** The **Operations** expenditure line item refers to daily operating expenses such as copying, telephone costs, postage, office supplies, books purchased for the program, software, etc.

3   If you have scrolled through the line items and find the line item you need is not listed, select **other expenses (specify below)** from the **Line-Item** drop-down box. A new field appears.

4   In the "**Budgeted From**" box, type in all sources of the funds. For example, the staff salary and benefits may be budgeted from both the program's budget and the school of health professions budget so that entry would say "program and school-wide budgets".

5   Under the **Campus** section, select the campus(es) that uses the line item. Enter the amount of the line item allocated to each campus and the number of FTE's related to the line item if applicable (salaries and faculty development require FTE's).

> **Note:** The sum of amounts entered for each campus must equal that entered in the line-item **Amount** field. For example, if $50,000 was entered as the line-item amount, and the program has two campuses affected by the line item, the amounts entered for the two campuses could be combinations such as $20,000 and $30,000, $10,000 and $40,000, $0 and $50,000, etc. If the sum does not add up correctly a warning symbol (⚠) displays next to **Campus**. When the allocation is correct, a check appears ✔ .

6   Click **Save** when you are finished.

To edit or delete a Budget Source or Detail Line

If you need to change the amount of a line item, or you entered a line item in error, use the **Edit** and/or **Delete** commands to make corrections.

- If you need to change an amount for a line item, click **Edit** to change the amount.
- If you wish to eliminate a line item, click **Delete** to remove the line item. (The line item will still be available for future use by clicking the drop- down arrow.)

- If you need to change an amount for a line item, click **Edit** to change the amount.

To filter expenditures by campus

1 From **Program Detail** select the **Program Budget** tab.
2 In the **Filter by Campus** field, select the drop-down arrow:
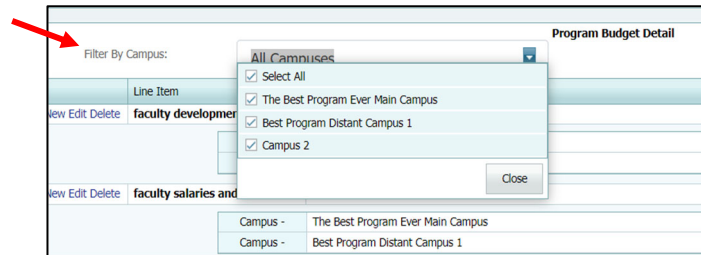
3 Select the campus(es) for which you want to view budget detail.
4 Click **Close**. The expenditure list is filtered by campus.

To export budget information to Excel

1 From **Program Detail** select the **Program Budget** tab.
2 Be sure the budget tab is up to date.
3 At the bottom of the page, click the **Export to Excel** button.

The information on the page is exported into an Excel file compatible with Excel 97 and later versions. The file created contains all the information displayed in the columns on the **Program Budget** tab.

Note: Any changes you make in the downloaded Excel file do not change the program budget information in the Portal. To keep the downloaded Excel file up to date, you need to use the **Export to Excel** button each time you change the information in the **Program Budget** tab.

Curriculum

1   From **Program Detail** click the **Curriculum** tab.

2   For the **Curriculum**,

- Select the year of the most recent graduating cohort, then answer the curriculum questions based on that cohort's experiences in the program.

- The program is asked to answer several questions about its **didactic curriculum** including whether any or all courses are taught "face-to-face" (FTF) and/or via "distance education" (DE). If any of the contact hours for the course are delivered by distance education, please count the course as distance education for purposes of this question. These questions are related to didactic courses only, which are the required courses offered for academic credit that are not a clinical rotation or SCPE course. Please include didactic courses offered in the clinical phase of the program. The program will report how the curriculum is delivered in a single campus or multi-campus program.

- **For the Clinical Curriculum**, the program is asked to provide the approximate percentage of clinical encounters within the clinical phase of the program that utilizes 1. "SCPE encounters with patients" (for the purpose of this question, include telehealth or telemedicine with real patients) and 2. "simulated patient encounters" (encounters using simulation to deliver clinical instruction), whether using technology or standardized patients. The definitions for these terms are provided on the Portal by hovering the mouse over the information "i" icons.

- **Telemedicine\Telehealth** lets healthcare practitioners provide care for patients without an in-person office visit. Telehealth is done primarily online. Report whether or not students are participating in telemedicine/telehealth encounters during the clinical phase and, if so, within which types of SCPEs.

Working with Documents

The **Program Documents** screen allows programs to share documents securely with the ARC-PA. The ARC-PA can also upload templates that need to be completed by programs. Note that the report and change form templates can be found at https://www.arc-pa.org/entry-level-accreditation/program-change-forms/

To Access the Program Documents screen:

1   From the **Program Dashboard** select Program Documents from the menu on the left or the documents icon on the upper right.

To upload a document

1   Click **New**.

2   The **Add/Edit Document** dialog box appears:

2   Under **Document**, click the **Browse** button to search for the document on your computer.

3   Enter a description that will be seen on the **Documents** page. This description should clearly indicate the purpose of the document. (i.e. Program faculty change PF Smith replaced by PF Adams)

4   Select the appropriate **Document Type** from the drop-down menu. If you cannot find a corresponding document type in the list, please email ARC-PA at portalfeedback@arc-pa.org to request that a new document type be added.

5   Click **Save** when you are finished.

Note: If the ARC-PA has received previously uploaded documents, those documents will be indicated as "locked" meaning that you can no longer edit them.

To edit a document

1   Click **Edit** next to the document you wish to edit.

Note: You cannot edit documents checked as locked.

The **Add/Edit Document** dialog box appears.

2   You can change the document, description, or type.

3   Click **Save** when you are finished.

To delete a document

1   Next to the document you want to delete, click **Delete.**

Note: You cannot delete documents checked as locked.

2   Click **OK** to confirm the deletion. The document is deleted.

To send the list of documents to Excel

Click **Export to Excel** at the bottom of the **Program Documents** page. This sends the list of documents to an Excel spreadsheet. Any changes you make in the downloaded Excel spreadsheet are not reflected on the **Program Documents** page of the Portal. To keep the list of documents current in Excel, export after adding, editing, or deleting a document on the **Program Documents** page of the Portal.

To zip files

If you ever need to collect all your uploaded files so they can be placed onto a local hard drive, you can:

1   Click **Zip All Files** at the bottom of the **Program Documents** page.

2   Click to **Save** the zipped file to your hard drive.

Viewing Program E-mail Correspondence

The Program E-mail Correspondence page allows the ARC-PA to share important correspondence with programs. Only those in the program Admin User role see this icon; it does not appear for program staff users.

To Access the Program E-mail Correspondence screen:

1 Select the **Program E-mail Correspondence** icon from the upper right of the **Program Dashboard** page.
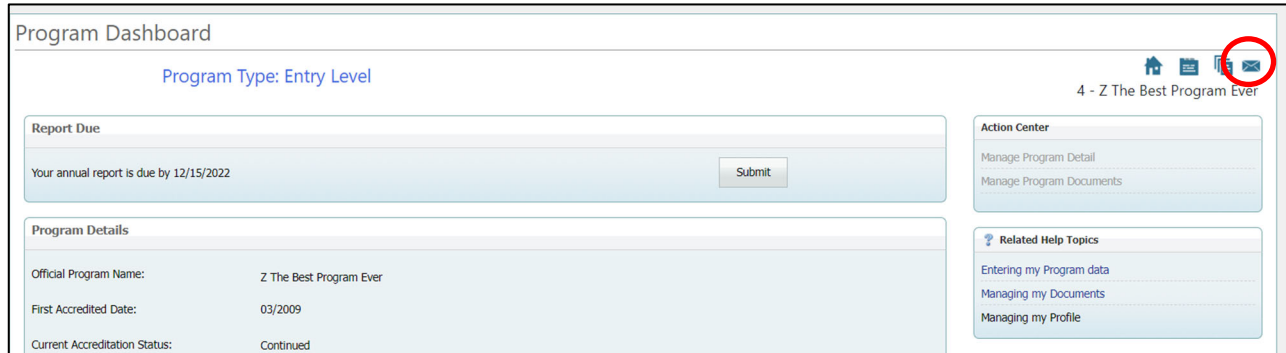
2 To see the text of a message, click on the email you want to read. A text box opens below the list of correspondence:
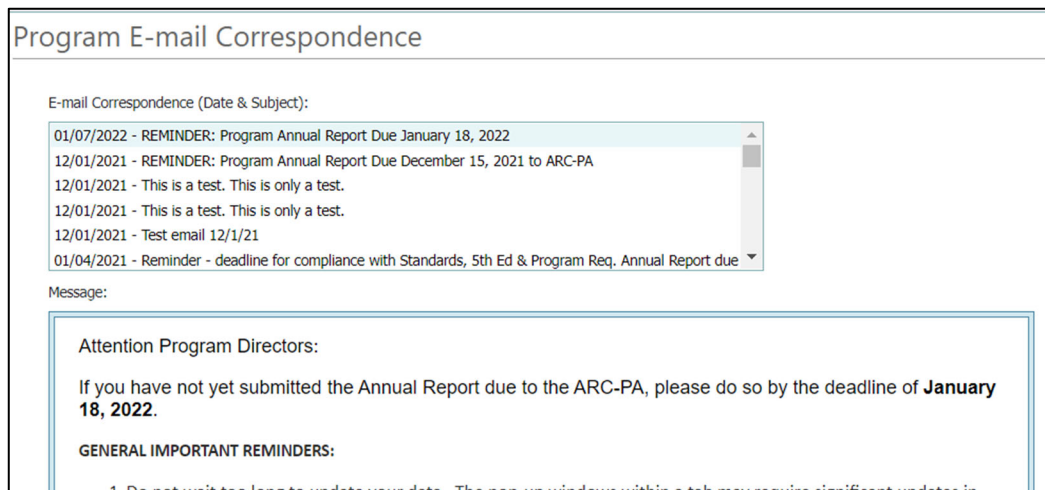
Note: This page serves as a permanent record of emails you have received from the ARC-PA; emails cannot be deleted from the Portal. A copy of the email, which can be deleted, is sent to your email address. You cannot reply to these emails either from the Portal or from your email.

Working with Reports

The following reports are available in the upper left navigation box, under the **Reports** menu option.

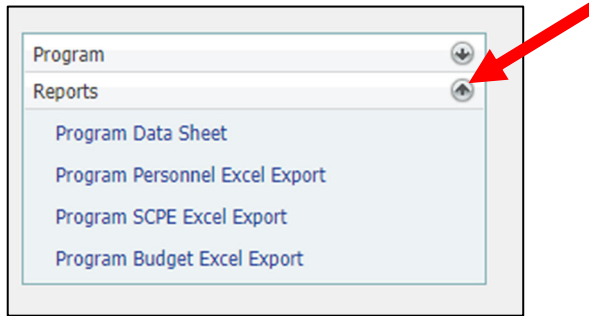You can view the **Program Data Sheet** at any time and can select sections you want to see on the report.

The **Program Data Sheet** is used by the ARC-PA in applications and reports. Make sure the information in the Portal and on the Data Sheet is up to date before submitting the Date Sheet to the ARC-PA.

To view the Program Data Sheet report

1 Click the **Reports** down arrow.

2 Select **Program Data Sheet**.

   Note the **Report Filter**. Here you can select the sections you want to see on the report.

3   Choose the sections by which you want to filter the report by selecting the check boxes next to each section. Scroll to see all choices.
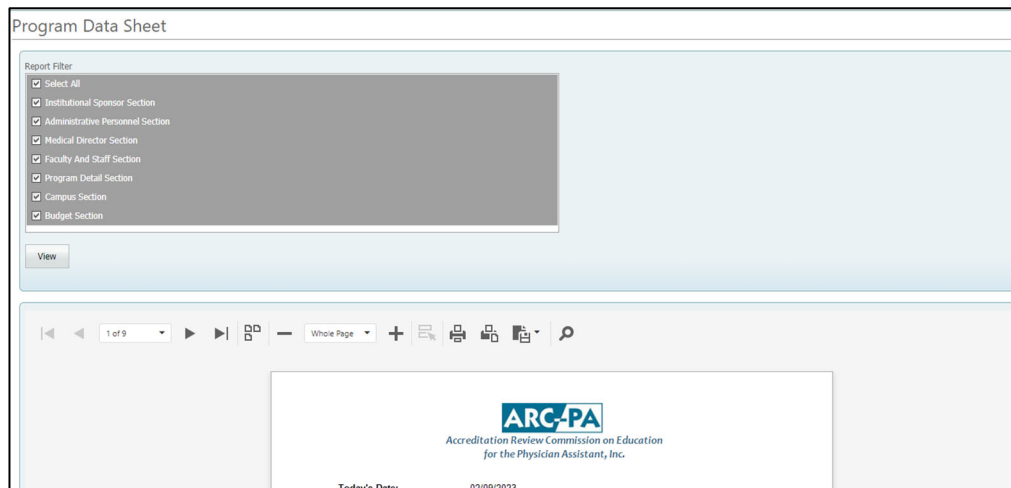
4 After you select your choices, click **View**. The report displays.

Under the Report Filter is a **toolbar**, which does the following:
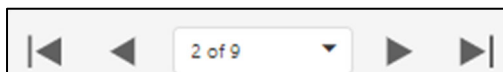
Navigation. These icons allow you to go to the first page, previous page, exact page number, next page, and last page.

Page View options.

Print Options

Export to: Click on the down arrow to view potential file options. When submitting the Program Data Sheet to ARC-PA, please export it as a pdf file.

Search. Allows you to search the document for entire words or partial words. You can also refine a word search by matching the case of the word you want to see.

To view Program Personnel Excel Export

1 Click the **Reports** down arrow.

2 Select **Program Personnel Excel Export**. This report lists all the details from the **Personnel** tab in a Microsoft Excel worksheet.

3 Click **Export**. This creates a Microsoft Excel worksheet containing the data from the **Personnel** Tab of the Portal

To view Program SCPE Excel Export

1 Click the **Reports** down arrow.

2 Select **Program SCPE Excel Export**. This report lists all the details from the **SCPE** tab in a Microsoft Excel worksheet.

3 Click **Export**. This creates a Microsoft Excel worksheet containing the data from the **SCPE** Tab of the Portal

To view Program Budget Excel Export

1 Click the **Reports** down arrow.

2 Select **Program Budget Excel Export**. This report lists all the details from the **Program Budget** tab in a Microsoft Excel worksheet.

3 Click **Export**. This creates a Microsoft Excel worksheet containing data from the **Budget** Tab of the Portal.

To save a report for submission to ARC-PA

Note: Make sure your information is up to date in the Portal before creating and submitting the report.

1 From the navigation bar on the left side of the page, click **Reports** and then **Program Data Sheet**.

2 From the **Report Filter** box, keep the default option of **Select All**.

3 Click the **Export To** icon:
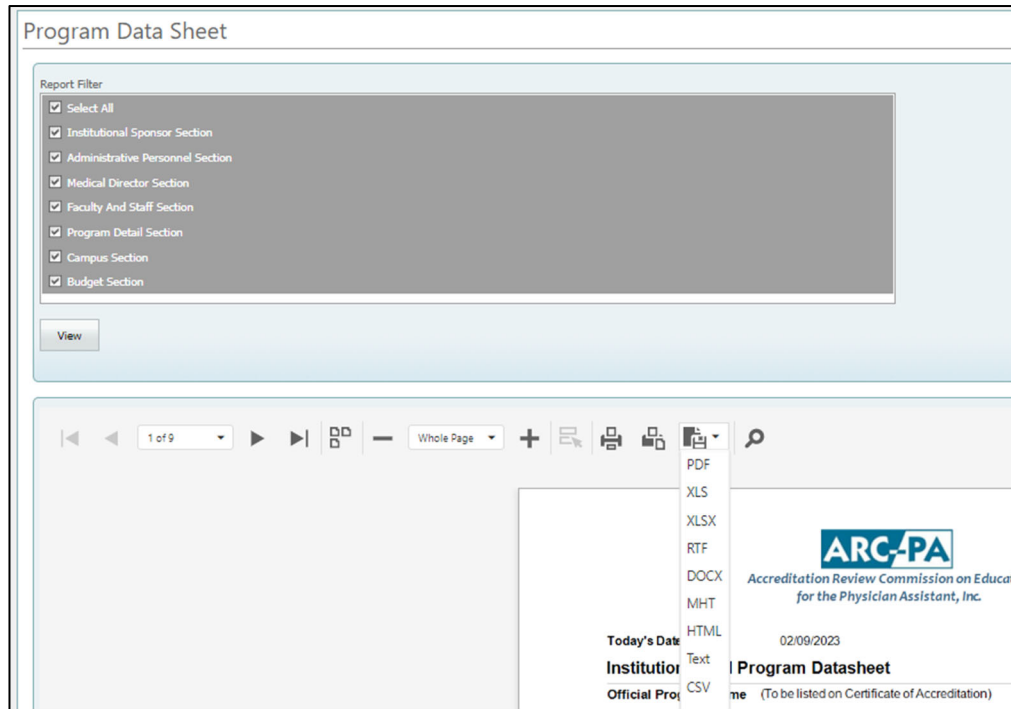
4 Save the **Program Data Sheet** in PDF format:

- Follow the directions in the application or document for naming the file.

5 Keep a copy of the report for your records.

6 Submit a copy of the report in the appropriate appendix as directed in the application or report form.

Note: You may be required to submit Excel Export reports in addition to the Program Data Sheet report. Be sure Portal data is up to date before creating any report.