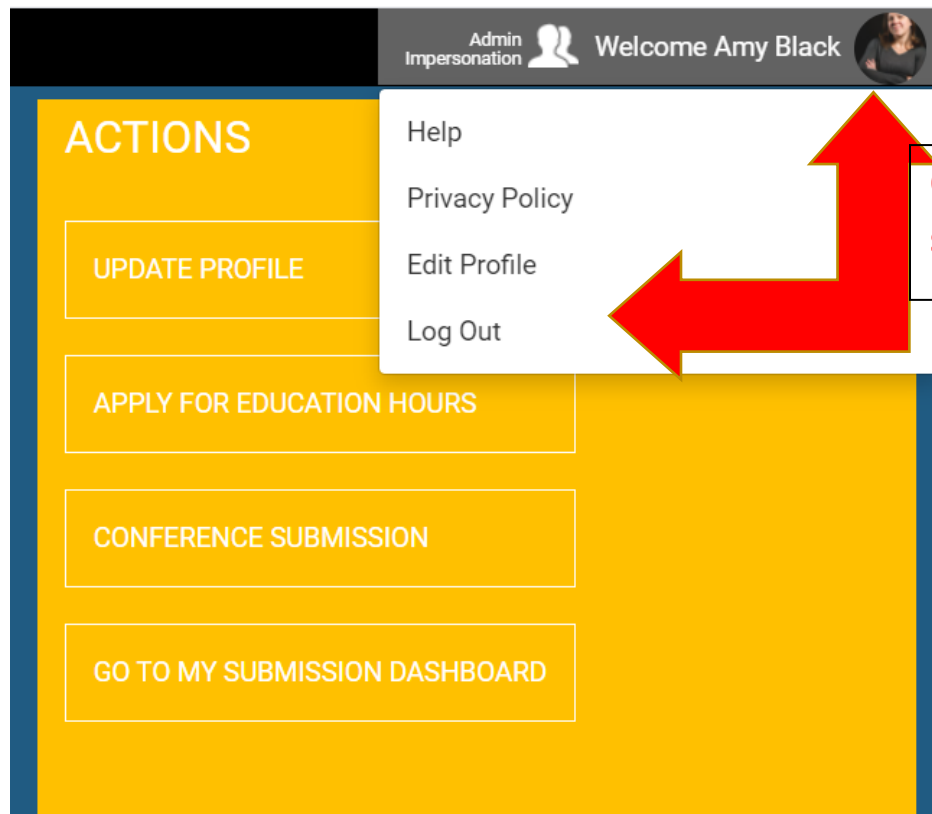


CMSA EVALUATION, EDUCATION HOURS & POST-TEST GUIDE

STEP 1: COMPLETE OVERALL EVALUATION

1. **Evaluation:** Go to the [conference website](#) and make sure you are logged out. Once **logged out**, proceed to step 2.
 - a. When you get to the site if you see your name in the top left you are not logged out. Click your name and the below drop down will populate. Select 'Log Out' and you will be logged out of the system. Once complete, proceed to Step 2.



Click name then
select 'Log Out'

2. After completing Step 1. Click on the Overall Evaluation link below:
<https://cmsa.societyconference.com/conf/#evaluation/conf10002>
3. You will complete the overall evaluation, then login to attest to the sessions you attended.

- a. What if I already completed the overall evaluation? If you completed the evaluation you will see the below message. Simply log in and complete education hours.



You have already submitted your CONFERENCE EVALUATION. Please 'Login' to submit your Education Hours.

STEP 2: CE TYPE SELECTION & SESSION ATTESTATION

4. **Apply for Education Hours:** Once your evaluation is complete, you can access the education hours at the below link. **You must be logged in at this point to access.**

Education Hours Link:

https://cmsa.societyconference.com/edu_hr/?conf_id=10002


5. **Education Type Selection:** On the Education Hours Tab, you will select which Education Hour Type you want to complete by checking the grey check mark next to type. Once selected, the check mark will turn green.

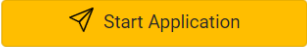
Please note: If you want a ‘Certificate of Attendance’ we recommend selecting it first then going back to evaluate each session.




EVALUATIONS AND CERTIFICATES:


1. If you would like a **Certificate of Attendance**, please select "**Certificate of Attendance**" from the list below **BEFORE** selecting your CE types, and then select "**Download Certificate**". (This will allow you to access this certificate right away before beginning the steps of evaluating sessions you attended).
2. Before beginning evaluations to earn CE's, **please check ALL credential types you need to earn Continuing Education** for the 2022 CMSA Annual Conference. Once you have selected a credential type, you will see a **green checkmark**. (If it's grey, it is not selected).
3. If you are earning SW or CRC credits, you will also need to complete a short quiz on the sessions that are approved for these credits.

	Education Hour Type	Status
	<input checked="" type="checkbox"/> CCM	Not Started
	<input type="checkbox"/> CCM Ethics	Not Started
	<input type="checkbox"/> CDMS	Not Started
	<input type="checkbox"/> CDMS Ethics	Not Started
	<input type="checkbox"/> CPHQ	Not Started
	<input type="checkbox"/> CRC	Not Started
	<input type="checkbox"/> Certificate of Attendance	Not Started
	<input type="checkbox"/> RN	Not Started
	<input type="checkbox"/> Social Work	Not Started


 Start Application

6. Session Attestation: When you select ‘**Start Application**’ it will take you into a schedule page. Under each title is a check box for you to attest if you watch the session. Once you check the box, it will ask you if you watched the session live or watched the recording. You will not be able to advance until you mark it for all selected sessions. This page is where your hours will calculate for your CE certificate.

1001: How we are Building our Core, to Build our Future Maximum Credit 1 Hour Selected Credit 1 Hour	
1001: How we are Building our Core, to Build our Future	
<input checked="" type="checkbox"/> 1 Hour Credit	How did you attend the session? <input checked="" type="radio"/> Live <input type="radio"/> Recorded
1002: Medical Necessity - A Team Effort - The Case Manager, the Physician, and the Physician Advisor Maximum Credit 1 Hour Selected Credit 1 Hour	
1002: Medical Necessity - A Team Effort - The Case Manager, the Physician, and the Physician Advisor	
<input checked="" type="checkbox"/> 1 Hour Credit	How did you attend the session? <input type="radio"/> Live <input checked="" type="radio"/> Recorded
1003: The Dysfunctional Family: Providing Care in the midst of Drama Maximum Credit 1 Hour Selected Credit 1 Hour	
1003: The Dysfunctional Family: Providing Care in the midst of Drama	
<input checked="" type="checkbox"/> 1 Hour Credit	How did you attend the session? <input type="radio"/> Live <input checked="" type="radio"/> Recorded



7. Hours will calculate as you are attesting to sessions. When you have all sessions selected, select **'Proceed to Next Step'** to move on to the next screen.

Types  **Session Selection** Questions Learning Objectives Post Test Questions

[Back to Previous Step](#) [Proceed to Next Step](#)


SESSION SELECTION

1. Which sessions did you attend? Select **ALL sessions you attended** whether in-Person or as a Digital attendee.
2. How did you attend each session? Select **Live (In-Person)** or **Recorded (Digital)**.
3. Ready to evaluate? Select the orange box at the top right **"Proceed to Next Step"**.

NOTE: Pre-Conference Sessions and Posters were only available as LIVE sessions. These are not available as recorded sessions.

STEP 3: LEARNING OBJECTIVES

8. **Profession Type:** Select all that apply to your profession. Then select **'Proceed to Next Step.'**

Types Session Selection  **Questions** Learning Objectives Post Test Questions

[Previous Step](#) [Proceed to Next Step](#)

1 I am a: *

Check all that apply.

- Nurse
- Social Worker
- MD
- PhD
- Physician
- Pharmacist
- Therapist
- Educator
- Military/VA
- Other

9. Learning Objectives: You will need to answer learning objective questions for each session you attended/watched. The yellow bar will turn green as you answer questions.

Back to Previous Step

Proceed to Next Step

You will need to answer learning objective questions for each session you watched. As you answer, the bar on the left will turn green if you answered each session fully. You will not be able to move on to the next step until all questions are answered for the sessions you attended.



Session 1
3 of 3 completed

Session 2
1 of 3 completed

Session 3
0 of 3 completed

Session 4
0 of 3 completed

1002: Medical Necessity - A Team Effort - The Case Manager, the Physician, and the Physician Advisor

- 1 Discuss the role clinical documentation plays in supporting medical necessity. *
- 2 Recognize best-practice documentation to support patient status, prevent assignment of avoidable days, and ensure care and discharge plans are accurate. *
- 3 Construct and support the complex relationship between clinical documentation integrity, quality, and case management. *

10. Learning Objectives: Once all objective questions are answered, you will select 'Proceed to Next Step'. If you missed a question you will see the below image. Find the red boxes and finish your questions.

Please answer all session questions. ✕

Back to Previous Step

Proceed to Next Step

For SW or CRC credits, please answer the short quiz below on the session.

Session 1
3 of 3 completed

Session 2
1 of 3 completed

Session 3
0 of 3 completed

Session 4
0 of 3 completed

1002: Medical Necessity - A Team Effort - The Case Manager, the Physician, and the Physician Advisor

- 1 Discuss the role clinical documentation plays in supporting medical necessity. *
- 2 Recognize best-practice documentation to support patient status, prevent assignment of avoidable days, and ensure care and discharge plans are accurate. *
- 3 Construct and support the complex relationship between clinical documentation integrity, quality, and case management. *

STEP 4: POST-TEST QUESTIONS

Post-test Questions: Post-test questions are required for all recorded content for social work and CRC credit. You must receive a 75% to pass your post-test questions. **The system will tell you if you passed/failed. It will mark the questions you did not get correct and will let you take the test until you pass.**

11. Post-test Questions: The questions for each session will show and the green bar will progress on the left-side panel to indicate if you missed a question. Once all of the green bars are full select **‘Submit Application’**. *Please note: On the below example the first answer for each question was selected and is not indicative of the correct answer.*

Types Session Selection Questions Learning Objectives **Post Test Questions**

Back to Previous Step Submit Application

For SW or CRC credits, please answer the short quiz below on the session.

Session 1
10 of 10 completed

Session 2
10 of 10 completed

Session 3
10 of 10 completed

Session 4
10 of 10 completed

2003: Collaborative Care Teams & Telehealth Tools: The Future is Now!

1 Population Health includes a system-wide clinical strategy that includes medically complex/high risk patients. *

True
 False

2 An Accountable Care Organization patient risk contract includes what payers? *

Medicaid
 Medicare
 Commercial Payer
 All of the Above

12. Submit Application: Once you have selected ‘Submit Application’ you will either be moved to the certificate section or see the below image.

Please Try Again

You have received a score of 38% on the Post Test Questions. You must achieve a passing score of 75% or higher to receive your Education Hours certificate(s). Please review and update the incorrect answers, and then resubmit your responses.

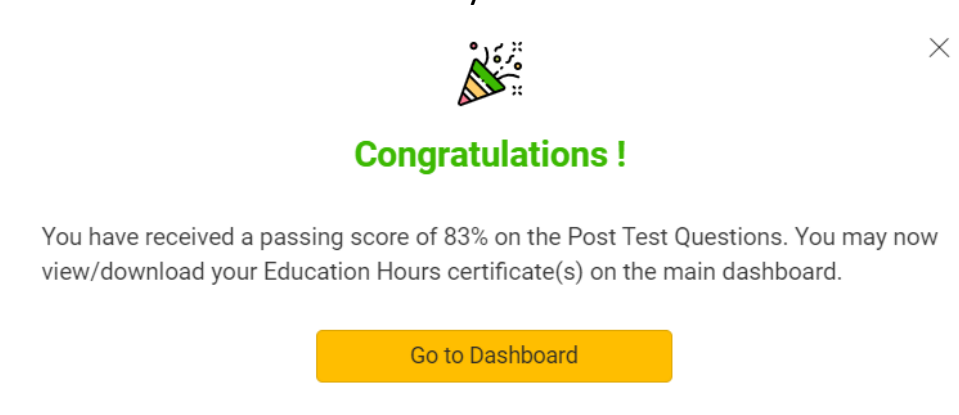
Retry


13. Post-test Questions: If you did not pass, select **'Retry'**. On the left panel it will show you how many answers you got wrong in each section and the actual question will show as a red circle. When you have reselected your answers, submit until you pass.

1004:

Session 1 10 of 10 completed 7 wrong answers	1
Session 2 10 of 10 completed 6 wrong answers	2
Session 3 10 of 10 completed 6 wrong answers	3
Session 4 10 of 10 completed 6 wrong answers	4

14. Post-test Questions: When you have passed you will see the below image. Select **'Go to Dashboard'** to receive your certificates.





Congratulations !

You have received a passing score of 83% on the Post Test Questions. You may now view/download your Education Hours certificate(s) on the main dashboard.

[Go to Dashboard](#)

STEP 5: ACCESSING YOUR CERTIFICATES

15. Download Certificate: Back on your dashboard you will 'Download Certificate' in the blue box.

Education Hour Type	Status	Total Hours	
CCM	Completed	10 Hours	
CCM Ethics	Not Started		
CDMS	Not Started		
CDMS Ethics	Not Started		Start Application
CPHQ	Not Started		Download Certificate
CRC	Not Started		
Certificate of Attendance	Not Started		
RN	Completed	11 Hours	
Social Work	Completed	4 Hours	

16. Download Certificates: When you select 'Download Certificate' it will open a new window on your browser. You will see all of your certificates in one document. You can download them and save to your computer as well as print in the top right hand corner of the screen.

a. Tip: The down arrow in the yellow box if for download.

The screenshot shows a browser window with the URL 'edu_hr_cert.php'. The page displays a 'Certificate of Completion' from CMSA (Case Management Society of America) for Rebecca Perez. The certificate states that she has successfully completed the educational activity titled '2022 CMSA Conference' on June 01 - 04, 2022, and is awarded 10.0 hours (8.0 hours in recorded sessions and 2.0 hours in live sessions). The certificate is for a Certified Case Manager (CCM) CE Certificate - GENERAL HOURS. The program title is '2022 CMSA 32nd Annual Conference - Forging a Path to the Future of Case Management'. The browser's top right corner is highlighted with a yellow box, showing a download icon (a downward arrow) and a print icon.