MOCA 2.0® New Features Step-By-Step Instructions

This document provides step-by-step instructions with screenshots to help you begin using the new MOCA 2.0® features. Click on a topic below to link directly to that section.

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If you need additional assistance, please contact our Communications Center at (866) 999-7501 or coms@theABA.org.
How to Access the New Features

1. Click on the orange “Physician Login” button in the upper right corner of our website (www.theABA.org) to log into your portal account.

2. Enter your credentials, and login.

3. On your portal home screen, you can access the following features under the MOCA section if you’ve registered for MOCA 2.0:
   - Review Your Progress takes you to your Progress Report with redesigned MOCA Minute® display
   - CME Explorer to search for Category 1 CME activities
   - Personal Portfolio to securely store your medical practice and certification documents

4. Click on “Review Your Progress” to open your MOCA Progress Report.
New Feature 1: Redesigned MOCA Minute® Progress Report

We’ve redesigned the MOCA Minute section so you can quickly see your performance. The display features a red and green colored dashboard to indicate whether you’re on track with your requirements (green) or need to catch up (red).

1. See how many of your 120 MOCA Minute questions you’ve answered.

2. See how many MOCA Minute questions you’ve answered incorrectly. If you answered a question more than once, only your most recent attempt will be shown.

3. See your MOCA Minute performance.

4. We added quick links to the right of each box with more details.

   - If the link is grayed out, you’ve answered all the questions available (30/quarter; 30/day)
   - See how many questions you answered per quarter
   - Review the questions you answered and the feedback
   - Learn about questions you answered incorrectly
   - See how you compare to peers on questions
   - View your performance in a chart format
   - View past year MOCA Minute performance
   - Learn more about the tool we use
**TIP 1:** We removed the percent correct from the Progress Report and the MOCA Minute website because it is not an accurate reflection of your performance. The third box in the MOCA Minute section of your Progress Report (shown above) displays your performance. Click [here](#) to learn more about the tool we use. There is also a link to your performance from the MOCA Minute website (shown below).

![MOCA Minute](image)

**TIP 2:** If you’re not registered for MOCA 2.0, you’ll only see “Register for MOCA 2.0®” in the MOCA Minute section of your Progress Report. You must register for MOCA 2.0 annually.
New Feature 2: Knowledge Assessment Report

The Knowledge Assessment Report provides details on the individual MOCA Minute questions you answered incorrectly, grouped by MOCA 2.0 Content Outline topic.

To access your Knowledge Assessment Report, open your MOCA Progress Report and scroll to the redesigned MOCA Minute display section. Click on “See my knowledge assessment report,” the first quick link to the right of the second box.

1. Click on “Show” to expand the view for a topic section. You’ll see the individual questions missed in each topic and the question’s key point.

2. If you click on “See more” beside a question, you’ll see the full question and feedback page with the reference materials.

3. Next to each question, you’ll see how your peers performed.

4. If you click on “Click here,” in the right column, you’ll open the CME Explorer. It links you directly to Category 1 CMEs related to MOCA Minute questions you answered incorrectly. Not all of the content outline areas have CME available. (See page 6 for more information on the CME Explorer)

5. The current year’s report will be dynamically updated as you answer questions. Prior years are frozen at the end of each year.

6. You can print the entire report by clicking the “Print Full Report” button.
New Feature 3: CME Explorer

We created the CME Explorer, the online Category 1 CME catalog, so you can easily find activities that correlate to questions answered incorrectly and count for MOCA credit.

- We’re partnering with CME providers and ACCME to populate the CME Explorer catalog, and we expect it to continue growing as they add more activities. We don’t produce CME or financially benefit from your participation.

- You can access the CME Explorer through your Knowledge Assessment Report or from your portal home page.

1. You can search the catalog by typing a keyword in the CME Search bar.

2. You can also select a topic from the navigational dropdown menu. You can narrow your results by selecting sub-sections and optional keywords.
3. When you click on an activity from your search (shown in blue below), you’ll link directly to the CME provider’s site. The provider’s site will open in a new window.

**TIP 3:** Activities that we’ve approved for patient safety credit will be noted in orange below each approved activity.
New Feature 4: Personal Portfolio

The new Personal Portfolio feature helps you store documents that are relevant to your certification status and your medical practice. You can email these documents to credentialers and anyone else who may request them.

You can enter and track expiration dates for your ABA certifications, medical licenses and other certifications, and can print or email your ABA certification status letter on-demand.

1. To access your portfolio, click on the Personal Portfolio link under the MOCA header on your portal home page.

2. The first time you access your portfolio, you’ll be asked to agree to the terms of use.
3. To help you get started, we loaded all of your ABA certifications into a folder for you. Beside the folder, you'll see the number of documents, and how many are expiring or have expired.

4. When you click on the ABA Certifications folder, you'll see the color-coded details for each certificate. If a certificate is green, it's valid for more than a year in the future. If it's yellow, it's expiring within the year. If it's red, it's expired.
5. When you click on “VIEW,” your certification status letter on ABA letterhead will open in a new window. Click on the printer icon in the upper right corner to print the letter.

6. You can also click the “Add to Email” button to email your status letter.
7. The list of selected documents to email will be displayed above your folders. If you’d like to remove any documents from the email, click on the “remove” button to the left of the document you’d like to remove.

8. You can create additional folders by clicking “Add a New Folder” on your home screen, creating a folder name and clicking “Add This Folder.” In each new folder, you can store individual documents as large as 5 megabytes each.
9. Click on the new folder from the home screen, and click “Add a New Document to This Folder.”

10. Create a document name and add a description and expiration date, if applicable. Click “browse” to select the document you’d like to upload and then click the “add this document” button.

11. When you’re done, click ‘Home” to see all of your folders.
12. If you’d like to add other documents from other folders, click on the folder, check the box beside each document you’d like to add and click “Add to Email.” If you want to add all of the documents from a specific folder, click the box beside “Select All” and then click “Add to Email.”

13. Once you’ve added all of the documents you’d like to send, click “Email these Documents.”
14. From there, you’ll enter a description of the email, the recipient’s email address, and a message. You can also change the pre-populated subject line.

15. When the recipient receives the email, the “from” email address will be donotreply@theABA.org. However, if they reply to the email, their response will be sent to the email address associated with your portal account.

16. Each time you send documents through your portfolio, we’ll save a copy to your Email History so you can easily send them again. Your Email History lists items by date sent. It shows the description you created and the attachments in each mailing. You can access it by clicking on “Email History.”
17. Click “Add these documents to Email” to resend something from your history to a new or previous recipient. Then, click “Email These Documents.”