

Web Plus Training Manual for Facility Abstractors

Version 3.0

(Based on Web Plus Version 3.1, NAACCR v12.1)

**Centers for Disease Control and Prevention
National Center for Chronic Disease Prevention and Health Promotion
Division of Cancer Prevention and Control
National Program of Cancer Registries
Registry Plus™ Software for Cancer Registries**



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Chapter 1: Introduction

Overall Learning Objectives

These are the overall learning objectives for the Web Plus Facility Abstractor training manual:

- Learn the major functions of Web Plus
- Create abstracts in compliance with cancer registry standards
- Correct errors so that the abstract is error-free and complete
- Release abstracts
- Complete and release, or reject, follow-back abstracts
- View and modify the reports of Web Plus

Overview of the Web Plus Training Manual

The Web Plus Facility Abstractor Training Manual provides you with the information to understand and use this web application. In this manual you not only learn about the tools in Web Plus, you also create an abstract and follow the process of updating and correcting the abstract until it is complete and released to the central registry. You will also learn about completing follow-back abstracts that have been partially-filled by your central registry and posted for you to complete. Also, each chapter contains questions that test your knowledge of Web Plus and activities that allow you to practice your new skills on your own.

Although Web Plus can use any edit set, this manual uses the edit set “Central: Vs12.1 State Example-Incoming Abstracts.” The edit set you use at your facility may differ.

Web Plus Features

Web Plus is a web-based application that collects cancer data securely over the public Internet. It is ideal for use by central cancer registries for all electronic reporting needs. Web Plus supports three main functions; online abstracting (which is addressed in this training manual), file upload/download, and follow-back efforts. The online abstracting capability of Web Plus is ideal for reporting from physicians’ offices and other low-volume reporting sources, while the file upload feature can be used for electronic submission of data from all other reporting sources to the central cancer registry.

The Web Plus follow-back features enable your central cancer registry to upload partially-filled abstracts generated from death certificate and pathology lab files, and to notify you via e-mail to log in and update the abstracts.

All records are saved in a database at the hosting central cancer registry and cases entered by one facility or office are not visible to other facilities. Data entered are validated by the CDC EDITS Engine running on a web server. Users, display types, and edit configurations are managed at the hosting central registry. Web Plus is hosted on a secure

web server that has a digital certificate installed; the communication between the client and the server is encrypted with Secure Socket Layer (SSL) technology.

Web Plus Users

The results from the design staff and usability testing have identified these types of Web Plus users:

Users	Description
Facility Abstractor	Works in a facility or doctor's office and handles patients' medical records and paperwork. When a patient is diagnosed with cancer, the Facility Abstractor reports the case to the state's central cancer registry. The Facility Abstractor also completes and submits any follow-back abstracts that the central registry has posted for their facility.
File Uploader	Uploads either files of abstracts in the appropriate NAACCR format that were not abstracted using Web Plus or non-NAACCR files in any format, views EDITS error report and cleans, or works with abstractors to clean, errors on rejected abstracts prior to resubmitting, downloads files posted by the central registry, and views reports.
Local Administrator	Manages local users of a facility.
Central Registry Administrator	Sets up facilities with access to the Web Plus software to report their data, manages facility accounts and users at both the central registry and facilities, configures display types, edit sets and system preferences, manages assignment of abstracts to central registry staff, exports data, and views reports.
Follow-back Supervisor	Uploads files of partially-filled follow-back abstracts, manually adds follow-back abstracts online, tracks follow-back abstracts by uploaded file or by facility, and generates and views Web Plus follow-back reports.
Follow-back Monitor	Tracks follow-back abstracts by assigned facility, generates and views Web Plus follow-back reports.
File Upload Supervisor	Monitors upload of files to the central registry; tracks file uploads and rejected abstracts by facility, communicates with facility to ensure resubmission of rejected abstracts, and views reports.
Central Registry Abstractor/Reviewer	Reviews abstracts submitted to the central registry for completeness and accuracy and may abstract additional data items from submitted text; also abstracts new cases.

Requirements for Web Access

Web Plus requires Microsoft Internet Explorer version 5.0 or later or a Mozilla browser to operate the system fully. Although Web Plus may work at 800 X 600 resolution, you may have trouble with some features; it can be best viewed at 1024 X 768 or higher resolution. It is highly recommended that you change your resolution to 1024 X 768 or higher when using the Web Plus application.

Chapter 2: The Basics

Learning Objectives

In this chapter, you will learn to:

- Identify the menu options of Web Plus
- Understand the process of working on an abstract
- Log in and out of Web Plus
- Change your password

Overview

This lesson covers the basics of Web Plus. You'll learn about logging in and out of Web Plus and the key elements of Web Plus.

Log In

To log in, complete these steps:

1. Open your Internet browser and type the Internet address for your state registry's Web Plus in the Address field.
2. Press **Enter**.

Result: The Web Plus Log in page opens.



The screenshot shows the Web Plus login interface. At the top, there is a header with the "REGISTRY PLUS" logo (a red 'R' and a blue cross) and the "NPCR NATIONAL PROGRAM OF CANCER REGISTRIES" logo. Below the logos, the text "National Program of Cancer Registries" is displayed. The main heading is "Welcome to Web Plus" with the subtitle "Application for Secure Cancer Reporting Over the WWW".

On the left, there is a graphic titled "Any State Cancer Registry" showing puzzle pieces for "State", "Cancer", and "Registry". Below it is the text "Web Plus V3.1.2".

On the right, under the heading "Please log in", there are two input fields: "User ID" with the text "johndoe" and "Password" with masked characters. A "Log in" button is positioned below the password field.

At the bottom, there is a "Notice to Users" section stating that access is restricted to authorized users and that unauthorized use may lead to disciplinary action or criminal prosecution. Below this is a "HIPAA - WARNING" section with the text "All users must comply with HIPAA PRIVACY RULE REQUIREMENTS while using this computer system, including -" followed by three bullet points: "Log on only under your assigned user ID.", "Do not attempt to access health information that you are not authorized to use.", and "Log off or lock up your workstation when it is unattended."

- Type in the User ID and password provided to you by your central registry into the User ID and Password fields, or type **john** in the User ID field and **abstract1** in the Password field.
- Click **Log in**.

Result: Your Web Plus homepage opens, with a list of links to the facilities and roles that have been assigned to you.

Web Plus Any State Cancer Registry
email: WebPlusHelp@state.gov
999-999-9999

Change Password Log out

Web Plus Home Page for John Doe

Please select a cancer reporting activity from those listed below the facility for which you would like to report.

Test Facility 1

- [Facility Abstractor Training](#)
- [File Upload](#)
- [Death Certificate Follow-back Requests \(Outstanding:7, Released:1\)](#)
- [Pathlab Follow-back Requests \(Outstanding:4, Released:0\)](#)

Test Facility 2

- [Cancer Reporting Hosp](#)
- [File Upload](#)
- [Death Certificate Follow-back Requests \(Outstanding:7, Released:0\)](#)
- [Pathlab Follow-back Requests \(Outstanding:3, Released:0\)](#)

- Click the **Facility Abstractor Training** link.



Important

The **link** that you click on your homepage is associated with a specific abstract “**Source**”, indicated by the name of the link. You can only abstract information for abstracts of the Source (or link) that you select. For example, if you select Facility Abstractor Training, you cannot open and work on [follow-back abstracts](#). To work on abstracts of a different Source, click **Home** on the Web Plus menu, and click the link for the type of abstract you would like to work with.

Result: The Facility Abstractor menu items are displayed.

Web Plus Any State Cancer Registry
email: WebPlusHelp@state.gov
999-999-9999

Home New Abstract Find/Open Abstract Release Abstracts Reports Change Password Help Log out

Choose one of the above options to proceed.

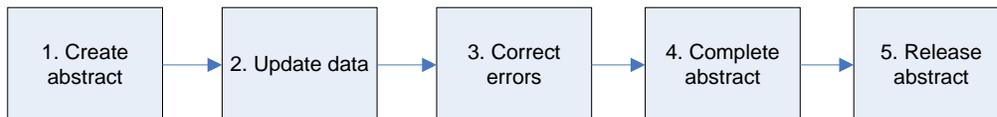
From this page you can access the main parts of Web Plus. Click on an option to open the page for the option.

This table describes the menu options on the home page:

Menu option	Description
Home	Opens the user's home page, which displays a list of links for the facilities and roles that have been assigned to you; to work on abstracts of a particular source, click on the link for the type of abstract
New Abstract	Opens the data entry page for a new abstract
Find/Open Abstract	Opens the page to search for existing abstracts
Release Abstracts	Opens the page that lists all abstracts that are completed and ready for release
Reports	Opens the page that lists the reports available for viewing
Change Password	Opens the change password page
Help	About - Opens a page with the Web Plus, NAACCR, and Collaborative Staging Algorithm Version information
Log out	Logs the user out of Web Plus; opens Web Plus Log in page

Abstracting Process

The process of creating an abstract, entering data and ultimately releasing it to the central registry can all be done in Web Plus. After you create an abstract, you can save it at any time and return to your work at a later time. You can release the abstract to your central registry only after you have completed it and eliminated any errors it may contain.



The process of generating an abstract includes the following steps:

1. Create the abstract with the patient's name and social security number and save. You can add more information to the abstract and complete it whenever you want.
2. Enter codes using the codes supplied by the Web Plus application and text in the in the data entry fields. Save the abstract to retain the information you have entered.
3. Correct errors. Each time you open or save the abstract, Web Plus automatically edits the entered information for accuracy and completeness using the edit set and required fields chosen by your Web Plus Administrator.
4. After you have entered all your data and corrected all errors, save the abstract and the system will designate your new abstract as complete.
5. Release the completed abstract to the central registry. You can release abstracts individually or several at a time.

Data Entry Page

You enter your case information on the Data Entry page. To open the Data Entry page and view its content, follow these steps:

1. Log in to Web Plus.
2. On the Web Plus menu, click **New Abstract**.



Result: The Data Entry page opens.

Web Plus Any State Cancer Registry
email: WebPlusHelp@state.gov
999-999-9999

Home New Abstract Find/Open Abstract Release Abstracts Reports Change Password Help Log out

Enter new abstract Add/View Comment Run CS Edits

All data items marked with an asterisk (*) are required.

Abstractor JD

PATIENT IDENTIFICATION

Last Name

First Name

Middle Name

Maiden Name

Alias

Social Security No.

Number and Street

Supp Address

City

State

Zip Code

County

Race 1

Race 2

Save Click to save the abstract and run data Edits. See the box to the right for Edits results each time the abstract is saved.

Edit Errors Help

Enter an Abstract and click on Save at the bottom of the page to save it to the database. The abstract is edited each time you save. Edit errors, if there are any, will be shown in this message area. All your changes will be saved to the database even if there are edit errors.

Data entry Help icons

Special Code Lookup icon to the left of the data item links to a searchable listing of terms and coded values for the data item. When a specific code in the list is clicked, it is automatically filled into the abstract for the data item.

Calculate Field Value icon to the left of a data item is clicked to automatically calculate the value for the data item from information that has been entered for other data items.

Context-Sensitive Help icon to the right of each data item links to the NAACCR Standards for Cancer Registries Volume II: Data Standards and Data Dictionary for information regarding the coding of the data item.

Print Preview

Notice that the page has two main sections. The box on the left contain the fields where you enter your case information. The box on the right contains two tabs: Help and Edit Errors.

3. In the entry box on the left, scroll down the list to view all of the fields in the data entry grid, including the text fields.

The fields you see depend on your facility or center and the set up chosen by your Web Plus Administrator. The headings, such as Hospital Specific and Demographic, can vary. These are only headings; they do not signify a group of required fields. Your Web Plus Administrator uses them to organize the fields for clearer viewing and to help with data entry.



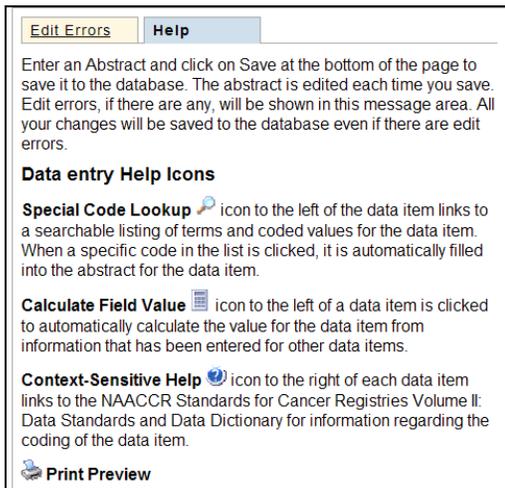
Refer to “Creating an Abstract,” page 11, to learn how to enter data in these fields.

In the right box, click each of the tabs to see the content. These are the Web Plus tabs:

Tab	Description
Help	This area describes the saving and editing of an abstract and provides a description of the data entry help icons available to the abstractor.
Edit Errors	This area lists any errors that may exist in an abstract after you have opened or saved the abstract. This editing feature helps you complete the abstract until it meets the standards acceptable to the central registry. You will learn more about the edit errors tab on page 23.

- Click the **Help** tab, if the section is not already open. This area provides a legend describing the data entry help icons available to the abstractor and briefly describes the process of saving your abstract.

Result: The Help box opens.



These are the Web Plus icons:

Icon	Description	Click the icon to . . .
	Special Lookups	open a listing of codes and terms to choose from. Find the term that best applies, and click on the code to the left of the term. When a specific code is clicked, it is automatically filled into the abstract for the data item.
	Calculate Field Value	calculate a value for a field from values in other fields.

Icon	Description	Click the icon to . . .
	Context-sensitive Help	open Help page with the NAACCR Standards for Cancer Registries Volume II: Data Standards and Data Dictionary for information about the data item.
	Print Preview	open page that shows all of the fields and the content you have entered in your abstract; this page allows you to print a copy of your abstract.

Changing Your Password

To change your password, complete these steps:

1. On the Home page menu, click **Change Password**.



Result: The Change Password page opens.



The screenshot shows the 'Change Password' form. At the top, the title 'Change Password' is displayed in a large, reddish-brown font. Below the title, there are three text input fields. The first field is labeled 'Old Password', the second is labeled 'New password', and the third is labeled 'Retype New Password'. Each field has a corresponding text box. Below the input fields, there is a 'Change' button with a grey background and white text.

2. Type your **current** password in the **Old Password** field.
3. Type your **new** password in both of the **New Password** fields.
4. Click **Change**.

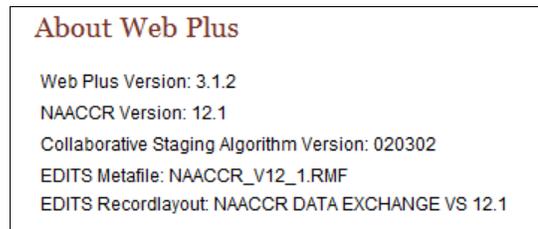
Result: Your password is successfully changed.

Web Plus Version Information

To view Web Plus, NAACCR, and Collaborative Staging Algorithm Version information, complete these steps:

1. On the Web Plus menu, point to **Help**.
2. Click on **About**.

Result: A page opens with information about the version of the Web Plus application, and the NAACCR and Collaborative Staging Algorithm versions included in the Web Plus application.



Logging Out

To log out of the Web Plus application, click **Log out** on the Home page menu.

Result: The Web Plus Log In page opens.

REGISTRY PLUS
NPCR NATIONAL PROGRAM OF CANCER REGISTRIES
National Program of Cancer Registries

Welcome to Web Plus
Application for Secure Cancer Reporting Over the WWW

Any State Cancer Registry

State
 Cancer
 Web Plus V3.1.2

Please log in

User ID
 Password

Notice to Users: Access to this system is restricted to authorized users. Unauthorized use of, or access to this resource may subject you to disciplinary action or criminal prosecution. If you are not authorized to access this resource, LOG OFF IMMEDIATELY.

HIPAA - WARNING
 All users must comply with HIPAA PRIVACY RULE REQUIREMENTS while using this computer system, including -

- Log on only under your assigned user ID.
- Do not attempt to access health information that you are not authorized to use.
- Log off or lock up your workstation when it is unattended.

Questions

Answer the following questions about the basics of Web Plus (the answers are in Appendix A, page 64):

1. Which icon do you click to open a separate window to insert a code into a field?
2. How do you log out?
3. Do have to complete filling out the abstract at one time? What can you do to begin an abstract and then return to it later?

Chapter 3: Creating an Abstract

Learning Objectives

In this chapter, you will learn to:

- Enter information into the data entry fields
- Understand the process for completing an abstract
- Use these data entry tools: drop-down lists, Help, and Special Lookups

Overview

In this chapter you create an abstract that you continue to work with throughout this manual. In succeeding chapters you will complete and release this abstract. This chapter also introduces you to some basic entry tools to help you enter information in Web Plus.

Entering Information into Fields

In this section, you create an abstract by entering essential data into the designated fields. You will also learn to use Help, drop-down lists, and special lookups.

To create an abstract, complete these steps:

1. Log in, as described in “Log In,” page 4.
2. On the Web Plus menu, click **New Abstract**.

Result: The Data Entry page opens. Notice that the Abstractor field is pre-filled with your Abstractor ID.

Enter new abstract

All data items marked with an asterisk (*) are required.

Abstractor	<input type="text" value="JD"/>	?
PATIENT IDENTIFICATION		
Last Name	<input type="text"/>	?
First Name	<input type="text"/>	?
Middle Name	<input type="text"/>	?
Maiden Name	<input type="text"/>	?
Alias	<input type="text"/>	?
Social Security No.	<input type="text"/>	?

3. Type **JOHNSON** in the **Last Name** field, and press **Enter**. Notice that the next field is now highlighted.

All data items marked with an asterisk (*) are required.

Abstractor	<input type="text" value="JD"/>	?
PATIENT IDENTIFICATION		
Last Name	<input type="text" value="JOHNSON"/>	?
First Name	<input type="text"/>	?



When you enter name and address information into Web Plus, the application automatically capitalizes the entered text.

- Click the Help icon beside the Last Name field.

Result: A separate window opens giving you information about the field.

NAME--LAST
Revised

Alternate Name	Item #	Length	Source of Standard	Column #
Last Name (CoC)	2230	40	CoC	3340-3379

Description
Last name of the patient.

Note: See *FORDS Manual 2004* for CoC allowable values.

- [CoC FORDS entry available](#)

The context-sensitive Help information for Web Plus is from the NAACCR Standards for Cancer Registries Volume II: Data Standards and Data Dictionary. Each field has a help icon that you can click to open a page with information about the field.

- Close the Help window.
- Enter the following information in the following fields:

Field	Value to be Entered
First Name	JOHN
Middle Name	M
Maiden Name	Leave blank (press enter to move to next field)
Alias	Leave blank (press enter to move to next field)
Social Security No.	999999999
Number and Street	123 EAST MAIN ST
Supp Address	Leave blank (press enter to move to next field)
City	ATLANTA

- Click **Save** to save your work.

Result: The Web Plus system saves your new abstract.



When you save the abstract the system displays edit errors. Notice that the Edit Errors tab is automatically opened on the right and displays the total number of and details of the edit errors contained in the abstract. The procedures for resolving edit errors are described in a later chapter in this manual.

Web Plus Any State Cancer Registry
 email: WebPlusHelp@state.gov
 999-999-9999

Home New Abstract Find/Open Abstract Release Abstracts Reports Change Password Help Log out

Enter new abstract Add/View Comment Run CS Edits

All data items marked with an asterisk (*) are required.

Abstractor JD

PATIENT IDENTIFICATION

Last Name JOHNSON
 First Name JOHN
 Middle Name M
 Maiden Name
 Alias
 Social Security No. 999999999
 Number and Street 123 EAST MAIN ST
 Supp Address
 City ATLANTA
 State
 Zip Code
 County
 Race 1
 Race 2
 Race 3
 Race 4
 Race 5
 Hispanic Ethnicity

DEMOGRAPHIC

Birth Date
 Birth Date Flag
 Place of Birth

Edit Errors Help

-----EDIT RESULT-----

Editset Name: Central: Vs12.1 State Example - Incoming Abstracts

There are edit errors and/or edit warnings for the abstract. Error or warning messages along with a list of fields and values checked by the edit are listed below each failed or warned edit. Click on a field below any error or warning message to move to it in the data entry area and make corrections. Click Save to save your corrections and rerun edits.

Note: All edit errors must be resolved in order to complete and release the abstract to the central registry. Although edit warnings are for your information and are not required to be corrected prior to completion of the abstract, if at all possible effort should be made to resolve any warnings prior to releasing the abstract to the central registry.

Total edit errors: 31

1. Missing Critical Field: Pathology Text
2. Missing Critical Field: Physical Exam
3. Missing Critical Field: Staging Text
4. Error: Addr at DX--Postal Code must contain alphanumeric and be left-justified
 - i. Zip Code =
5. Error: is not a valid value for Addr at DX--State
 - i. State =
6. Error: Age at Diagnosis not valid
 - i. Age at Diagnosis =
7. Error: is not a valid value for Behavior Code ICD-O-3
 - i. ICDO3 Behavior =
8. Error: Cause of Death not valid
 - i. Cause of Death =
9. Error: is not a valid value for Class of Case
 - i. Class of Case =
10. Error: County at DX must be a three-digit number
 - i. County =
11. Error: Diagnostic Confirmation not valid
 - i. Diagnostic Confirm =
12. Error: is not a valid value for Grade
 - i. Grade =
13. Error: is not a valid value for Histologic Type ICD-O-3

Save Click to save the abstract and run data Edits. See the box to the right for Edits results each time the abstract is saved.

8. Press **enter** or tab into the **State** field, and click the arrow  to display the drop-down list.

Social Security No. 999999999

Number and Street 123 EAST MAIN ST

Supp Address

City ATLANTA

State

Zip Code

County

Race 1

Race 2

Race 3

Race 4

Race 5

Hispanic Ethnicity

DEMOGRAPHIC

Birth Date

AA APO/FPO for Armed Services America

AB Alberta

AE APO/FPO for Armed Services Europe

AK Alaska

AL Alabama

AP APO/FPO for Armed Services Pacific

AR Arkansas

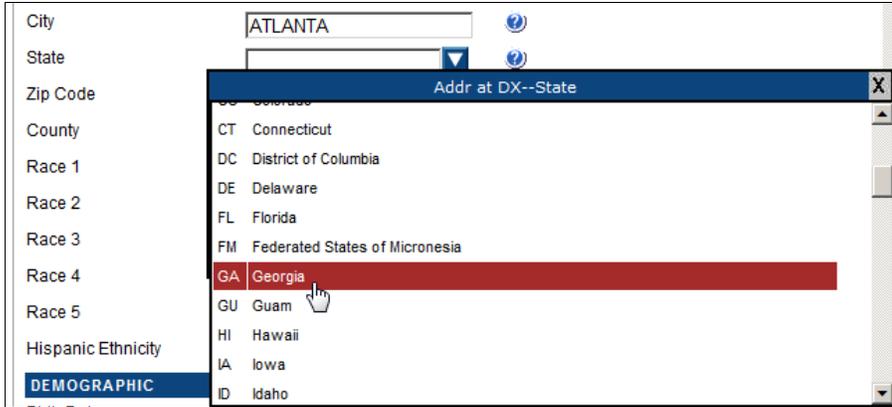
AS American Samoa

AZ Arizona

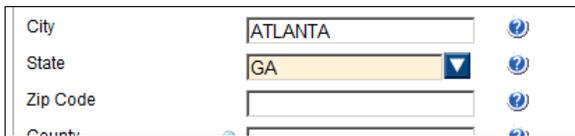
BC British Columbia

Result: A list of states appears in the pull-down menu.

9. Scroll down and **select** the value of **Georgia** by **clicking** on it.



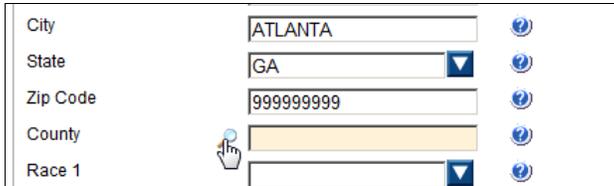
Result: GA is filled into the State field in the data entry grid.



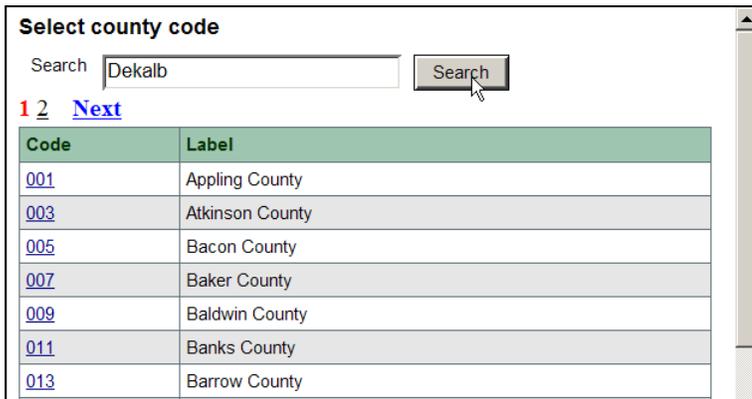
If you know the two-letter code for the state, you can type it in the field.

10. Type **999999999** in the **Zip Code** field, and press **Enter**.

11. Click on the **magnifying glass icon** to the left of the **County** field .



Result: The **Select county code** window opens, which provides a list of county codes.



12. In the Search field, type **Dekalb** and click **Search**.



You can also find the code by scrolling down the page or by clicking a page number at the top of the page to see other codes in the list.

Result: The system finds DeKalb county and its code.

Select county code

Search

Code	Label
089	DeKalb County

13. Click the **089** code number for **DeKalb County**.

Result: The value of **089** is automatically entered into the data entry grid for the County field, and the Select county code window automatically closes.

14. **Enter** the following information in the following fields, either by typing the value, using the drop-down list feature, or using the advanced search feature by clicking on the magnifying glass icon where available.

As of the NAACCR version 12 record layout, all dates are in the YYYYMMDD format. Because the NAACCR standards are so tightly integrated with Web Plus, dates are entered in the YYYYMMDD format.

The Abstractor will enter dates in the new YYYYMMDD format as follows:

YYYYMMDD – when complete date is known and valid



Note

YYYYMM – when year and month are known and valid, and day is unknown

YYYY – when year is known and valid, and month and day are unknown

Blank – when no known date applies

A **date flag field** is filled out for each date field which is “**unknown**” or “**not applicable**” explaining why the corresponding date field is blank. The date field flag is **left blank if a valid date** is transmitted in its associated date item.

Field	Value to be Entered
Race 1	01 – White
Race 2	88 – No further race documented
Race 3	88 – No further race documented
Race 4	88 – No further race documented
Race 5	88 – No further race documented
Hispanic Ethnicity	0 – Non-Spanish; non-Hispanic
Birth Date	19610316
Birth Date Flag	Leave blank (press enter to move to next field)
Place of Birth	000 – United States, NOS
Sex	1 – Male

Usual Occupation	FARMER
Occup Census Code	605-- Farmworkers, Farm and Ranch Animals
Occupation Source	1-Reporting facility records
Usual Industry	FARMER/RANCHER
Indus Census Code	018
Industry Source	1-Reporting facility records

15. To save your entries, click **Save**.

Result: The Web Plus system **saves** your new abstract. If you so choose, you can close the abstract and open it later and continue to work on it until completion.

In the next chapter, “Chapter 4: Adding Data to an Abstract, page 14” you continue to add data to this abstract.

Questions

Answer the following questions about entering data (the answers are in Appendix A, page 64):

1. Which icon do you click to learn more about a field?
2. What is the purpose of a Special Lookup page?

Activity 1 – Creating an Abstract

Create a new abstract of your own. Provide this information and then save your new abstract:

- Patient name
- Social Security number
- Medical Record number
- City
- State
- County
- Zip Code

Remember the patient name for this abstract because you will use this information in another activity, “

Activity 5 – Adding Information to and Deleting an Abstract,” page 22.

Chapter 4: Adding Data to an Abstract

Learning Objectives

In this chapter, you will learn to:

- Find a specific abstract
- Enter information into text fields
- Identify and use tools necessary for entering information into an abstract
- Add comments to an abstract
- Preview an abstract for printing
- Delete an unreleased abstract

Overview

In this chapter you continue to enter data in the abstract you have already started. This chapter does not address correcting edits; this will be done in the next chapter, “Correcting Errors,” page 23.

First you will find and open your abstract and then add data to the abstract.

Opening and Updating an Abstract

In this section, you learn to find an existing abstract and open it, use a calculator field, and use pop-up window information.

To update an abstract, follow these steps:

1. Log in, if you are not already, as described in “Log In,” page 4.
2. On the Web Plus menu, click **Find/Open Abstract**.



Result: The **Find Abstract** page opens.

Find Abstract

To view a listing of all abstracts, click Find.

To find an abstract for a specific patient, enter the patient's first or last name in the Name box or social security number in the Social Security box below, and click Find. Search on partial name and social security is supported.

You can also search by abstract status and/or source by selecting from the drop-down lists provided.

Name Social Security Status Source

The Find Abstract page is searchable by patient name, social security number, abstract status, and/or abstract source.



The **link** that you click on your homepage is associated with a specific abstract **Source**, indicated by the name of the link. You can only open abstracts of the Source (or link) that you select from your homepage. For example, if you select Facility Abstractor Training, you cannot open and work on [follow-back abstracts](#). To open abstracts of a different Source, click **Home** on the Web Plus menu, and click the link for the type of abstract you would like to open.

3. Select **Facility Abstractor Training** from the **Source** pull-down menu, and click **Find**.

Find Abstract

To view a listing of all abstracts, click Find.

To find an abstract for a specific patient, enter the patient's first or last name in the Name box or social security number in the Social Security box below, and click Find. Search on partial name and social security is supported.

You can also search by abstract status and/or source by selecting from the drop-down lists provided.

Name Social Security Status Source

All

Facility Abstractor Training

DCO Follow-back

Pathlab Follow-back



You can search on partial name or social security number.

Result: A list of all abstracts that were abstracted under the Facility Abstractor Training link opens.

Web Plus

Home New Abstract Find/Open Abstract Release Abstracts Reports Change Password Help Log out

Any State Cancer Registry
 email: WebPlusHelp@state.gov
 999-999-9999

Find Abstract

To view a listing of all abstracts, click Find.

To find an abstract for a specific patient, enter the patient's first or last name in the Name box or social security number in the Social Security box below, and click Find. Search on partial name and social security is supported.

You can also search by abstract status and/or source by selecting from the drop-down lists provided.

Name Social Security Status Source

Total abstracts: 7. Locate the abstract of interest, and click on either the Open or Delete link in the Actions column of the table below.

Action	AbsRefID	Last Name	First Name	DxDate	Social Security	Birth Date	Primary Site	Laterality	Abstractor	Edit Errors	Status	Source
Open	4	DOE	JANE	12/08/2010	999999999	11/14/1938	C443	1	JD	0	Released	Facility Abstractor Training
Open	5	SMITH	JOHN	03/25/2010	999999999	06/21/1945	C619	0	JD	0	Released	Facility Abstractor Training
Open	6	SMITH	SUSAN	11/08/2010	999999999	04/26/1960	C509	1	JD	0	Released	Facility Abstractor Training
Open	7	DOE	JOHN	02/24/2010	999999999	11/14/1958	C619	0	JD	0	Released	Facility Abstractor Training
Open	8	JOHNSON	JANE	04/04/2010	999999999	04/14/1925	C209	0	JD	0	Released	Facility Abstractor Training
Open	9	JOHNSON	HAROLD	02/01/2010	999999999	11/14/1921	C809	0	JD	0	Released	Facility Abstractor Training
Open Delete	89	JOHNSON	JOHN		999999999	03/16/1961			JD	24	Incomplete	Facility Abstractor Training

The list of abstracts has these following twelve columns:

Column Head	Description
Actions	You have the option to open or delete an abstract
AbsRefID	A system-generated number identifying the abstract
Last Name	Last name of patient
First Name	First name of patient
DxDate	Diagnosis date
Social Security	Patient's social security number
Birth Date	Patient's date of birth
Primary Site	The location of the major tumor
Laterality	Code for the side of a paired organ, or the side of the body on which the reportable tumor originated
Abstractor	Code for the person who created the abstract
Edit Errors	The number of errors found in the edit process after an abstract has been saved
Status	Web Plus has three types of statuses: <ul style="list-style-type: none"> • Incomplete (not all data have been entered) • Complete (all errors have been addressed) • Released (sent to the central registry)
Source	The type of Web Plus abstract; this is the name of the link that you clicked on your home page

- Click **Open** in the **Action** column of the incomplete abstract you started for **JOHN JOHNSON**.

Result: The Data Entry page opens and displays the previously entered data for the abstract. The heading above the entry fields now is “**Update Abstract**” because the abstract already contains some information.

- Type **20110223** in the **Date of Diagnosis** field, and press **Enter**.
- Press **Enter** again to leave the **Diagnosis Date Flag** field blank.
- At the **Age at Diagnosis** field, click the **calculator** icon .

Result: The Age at Diagnosis (**049**) is automatically calculated and entered into the Age at Diagnosis field.

Text Fields

Text Fields are another type of data entry field. This is an area where you enter text to describe diagnostic information, such as information from a pathology report, and

treatment information, such as X-rays or surgery. The text fields displayed depend on those collected by your central registry.

You can use text fields to document supplemental information not contained within the coded values. You can also provide information that you are uncertain how to code so that a central abstractor/reviewer may code it properly in the data fields when the abstract is released to the central registry. The text is limited only by the maximum number of characters indicated for each field (for the majority of text fields, 1,000 characters are allowed).



Critical (required) fields are labeled with an asterisk (*).

Activity 2 – Adding Data, Part One

1. Continue entering information into the abstract for JOHN JOHNSON. Enter the following information in the appropriate fields (when necessary use the fields' magnifying glass icons or drop-down lists to enter the proper codes):

Field	Content
Primary Site Text	Prostate
ICDO3 Site Code	C619 (Prostate, NOS)
Tumor Laterality	0 – Not a paired site
Morphology Text	Adenocarcinoma, in situ, grade I
Pathology Text	2/23/2011, TURP, incidental finding of adenocarcinoma in situ, size 001 mm

2. After you have finished entering the information, **save** your work.
-

Abstracting Histologic Type

Prior to cases diagnosed in 2010, coding of ICDO3 Histology entailed using the advanced search feature for the ICDO3 Histology field: click the magnifying glass icon to the left of the field, enter a search term in the search window that opens, and double-click the histology code that is listed for the specific term for which a search was conducted.

However, new reportability instructions and data collection rules for hematopoietic and lymphoid neoplasms have gone into effect for cases diagnosed beginning January 1, 2010. As a result, two tools have been developed by SEER for use beginning in 2010: The Hematopoietic and Lymphoid Neoplasm Case Reportability and Coding Manual, and the Hematopoietic Database (DB). The Hematopoietic and Lymphoid Neoplasm Case

Reportability and Coding Manual comes with the Hematopoietic Database and contains reportability instructions and rules for determining the number of primaries, the primary site and histology, and grade.

The Hematopoietic DB is a stand-alone application developed to assist in screening for reportable cases and determining reportability requirements, and contains abstracting and coding information for all hematopoietic and lymphoid neoplasms (9590/3-9992/3).

The SEER Hematopoietic Database must be independently installed and maintained by the Abstractor. It can be downloaded from the following URL: <http://seer.cancer.gov/tools/heme/>. In order to stay abreast of revisions in the database, it is recommended that you sign up on the website to receive e-mails when the database is updated:



Sign Up for E-mail Updates

If you would like to receive notification via e-mail when new releases of the program become available, please sign up using the form below. Your information will only be used to send you future notices about the Hematopoietic Database.

Name:

Email Address (required):

Organization:



Be sure to follow the steps in the flowchart in [Appendix B](#) when using Hematopoietic Database and Manual to code hematopoietic and lymphoid neoplasms.

Activity 3 – Adding Data, Part Two

Next you will add more data that pertains to the tumor being reported.

1. Complete the coding for the Cancer Identification section by entering the following information into the following fields either typing the value, using the drop-down list feature, or using the fields' magnifying glass icon:

Field	Value to be Entered
ICDO3 Histology	8140 – Adenocarcinoma in situ, NOS
ICDO3 Behavior	2 – Carcinoma in situ
Grade	1 – Grade 1; well differentiated
Grade Path Value	1 – Recorded as Grade I or 1
Grade Path System	4 – Four-Grade System
Diagnostic Confirm.	1 – Positive Histology

2. Click **Save**.

Activity 4 – Entering Text Fields

To practice entering text into text fields, enter the following information into the following text fields:

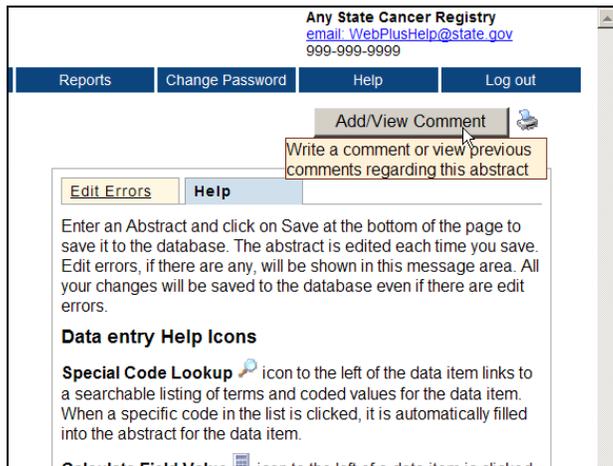
Text Field	Value to be Entered
Physical Exam	02/15/2011: 45 yo white, non-Hispanic male presenting with enlarged prostate. Retired farmer.
Lab Tests	02/17/2011: PSA , elevated, 0.2 ng/ml
X-ray/Scans	None; no metastases
Staging Text	Physician states nodes are clinically negative

Adding Comments to an Abstract

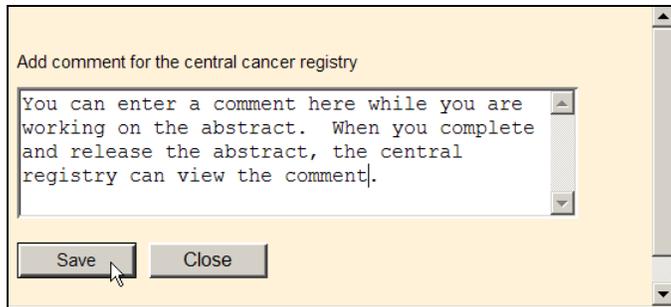
It may be helpful to save notes about an abstract while you are in the process of abstracting it, or to relate supplemental information about the abstract to the central registry. Comments may be added to the abstract while abstracting it so that you can reference the information at a later time.

To add a comment to an abstract, complete these steps:

1. Click on **Add/View Comments** in the upper right-hand corner of the page.



Result: The abstract comments window opens.



2. Enter your comments and click **Save**.



Note

The abstract comments are available for viewing until you complete and release the abstract. After the abstract is released, the comments are then available for viewing by central registry staff.

Print Preview

The Print Preview feature allows you to view all of the fields and the content you have entered in your abstract. You can also print a copy of the abstract from the Print Preview window.

1. Open an abstract.
2. Click **Print Preview** .

Result: A separate window opens that displays all of your abstract entry fields and content.

3. To print a copy of the abstract, use your browser's printer.

Deleting an Abstract

To delete an existing abstract, use the Find Abstract page. In this section, you create a new abstract, save it, find it, and then delete it.

To create and then delete an abstract, follow these steps:

1. Log in, if you are not already, as described in "Log In," page 4.
2. On the Web Plus menu, click **New Abstract**.

Result: The Data Entry page opens.

3. Create a new abstract by typing **Derrick Chung** in the name fields and **891234567** as a Social Security Number.
4. Click **Save**.

Result: The system saves the abstract to the database.

5. On the Web Plus menu, click **Find/Open Abstract**.

Result: The Find Abstract page opens.

6. Type **891234567** in the Social Security number field.

Result: The results display the Chung abstract entry.

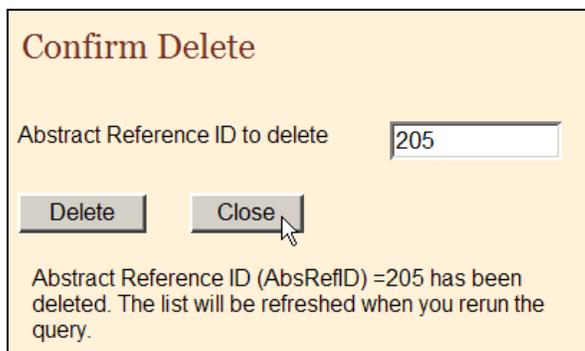
7. Click **Delete** in the **Action** column. Be sure to note the Abstract Reference ID (AbsRefID) number.

Result: The Confirm Delete window opens. It displays the Abstract Reference ID number of the abstract you want to delete (ID number 205 is an example; your Abstract Reference ID number will be different).



8. Click **Delete**.

Result: On the Confirm Delete window a message confirms the deletion.



9. Click **Close**.

10. On the Find Abstract window, click **Find** and confirm in the results window that the system has deleted the abstract.

Questions

Answer these questions about adding data to an abstract (the answers are in Appendix A, page 64):

1. What is the purpose of the text fields?
2. How can you print your abstract and what does the printed copy contain?
3. Which menu option do you click to open the page where you can delete an abstract?

Activity 5 – Adding Information to and Deleting an Abstract

In this activity you continue with the abstract you created on page 16, view a print preview of the abstract, and then delete the abstract.

1. **Find and open** the abstract you created and add this information into the text fields:

Field	Content
Physical Exam	No information available.
X-ray/Scan	9/11/06 CT Neck showed no def abnormalities noted.

2. Calculate the **Age at Diagnosis**, by first entering the patient's birth date and diagnosis date---you can make up dates for this purpose. Then click the **calculator icon**  .
 3. View a **print preview** of your abstract.
 4. **Delete** the abstract.
-

Chapter 5: Correcting Errors

Learning Objectives

In this chapter, you will learn to:

- Correct edit errors
- Understand how edit sets affect the completion of an abstract
- Understand the edit error messages

Overview

In this chapter you continue working on your abstract, and will use the Edit Errors feature of Web Plus to find errors or blank required fields and work toward the completion of your abstract. You can only release completed abstracts which have no edit errors.

Understanding Edit Sets

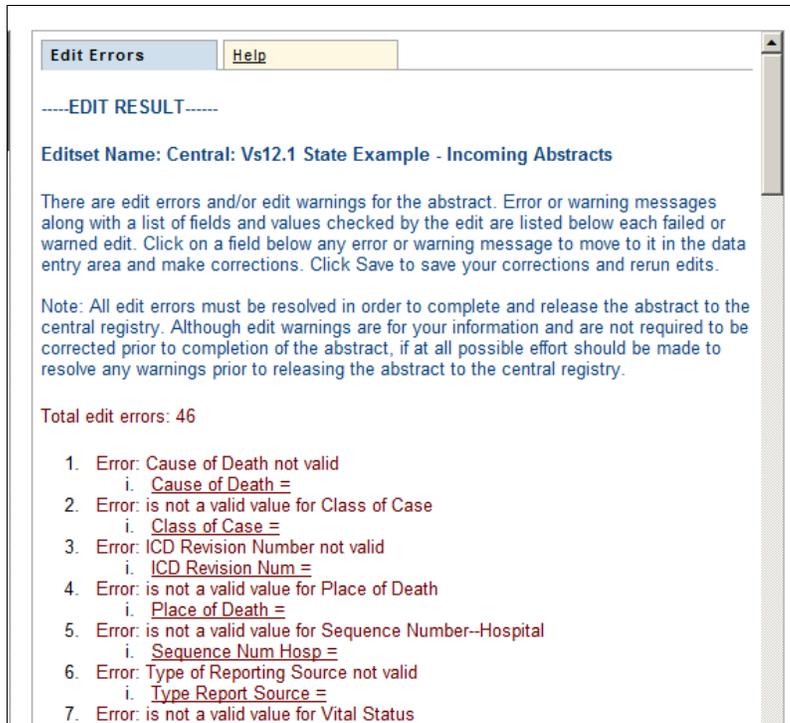
Each abstract is edited for data quality and completeness whenever you save or open it. The edits applied to the information depend on the edit set selected for your facility by your Web Plus Administrator at your central registry. The edit set used for this training guide is “Central: Vs12.1 State Example-Incoming Abstracts.”

As an abstractor you must correct all identified errors to complete your abstract before you release it to the central registry.

Edit Errors Tab

The edit errors pane lists edits in the abstract. The edit set runs each time the abstract is saved or re-opened. To correct abstract edit errors, complete these steps:

1. Find and open the JOHN JOHNSON abstract. For more information on finding and opening abstracts click [here](#).
2. On the Data Entry page, view the **Edit Errors** tab in the information pane on the right.



3. In the Edit Errors list, click on the [Class of Case = <BLANK>](#) link.

Result: The application directs you to the **Class of Case** field in the data entry grid, so that you can correct the error.

4. Enter **14** to indicate that the patient was diagnosed at and all treatment given at the reporting facility to resolve the edit error.
5. **Save** the abstract to re-run the edits.

Result: The application re-runs the edits. The Class of Case edit error is **removed** from the Edit Set Results window, and the **Total Edit Errors for Abstract count goes down by 1**. In the example shown, the edit error count goes down from 46 to 45.

To resolve all edit errors, you would continue to click on links to fields containing edit errors and enter correct values for the fields. For now, prior to resolving the remaining edit errors for this abstract, we will move onto the abstraction and derivation of Collaborative Staging fields.

Questions

Answer these questions about correcting errors (the answers are in Appendix A, page 64):

1. When are the data quality and completeness edits run in Web Plus?
2. Where are the edit errors listed?
3. How do I resolve edit errors on an abstract?

Chapter 6: Abstracting and Deriving Collaborative Staging Fields

Learning Objectives

In this chapter, you will learn to:

- Abstract and calculate Collaborative Staging (CS) fields
- Run CS-specific edits to determine CS Site-Specific Factor requirements
- Understand when the CS Version fields are automatically filled in

Overview

Web Plus has some special features to facilitate the abstraction of Collaborative Staging (CS) input fields, in particular for the Site-specific Factors (SSFs). Your central registry may or may not be collecting information on CS from you via Web Plus. If you are not required to submit CS information, please disregard this chapter of the training manual (with the exception of filling in the values for the JOHN JOHNSON abstract specified in [Activity 6](#); you will need to enter these values in order to [complete the abstract](#)).

Abstracting CS Input Fields

Once the fields of primary site and histology have been entered, each CS input data item has a special site-specific look-up associated with it that is accessed by clicking the magnifying glass icon to the left of the field.

The screenshot shows a software interface for abstracting Collaborative Staging (CS) data. The main window is titled "STAGE/PROGNOSTIC FACTORS". It features a "Staging Text *" field with a text area containing "Physician states nodes are clinically negative". Below this are three input fields: "CS Tumor Size", "CS Extension", and "CS Size/Ext/Eval". Each field has a magnifying glass icon to its left. A tooltip for "CS Tumor Size" is open, providing instructions: "Enter the dimension or the diameter of the tumor in millimeters. 1 mm = 001, 1 cm = 010, or click on the magnifying glass to the left to locate the correct value, and click the value to fill it into the field." To the right, there are buttons for "Edit Errors", "EDIT RES", and "Editset Nam".

Once the particular CS input field look-up window is open, click on the appropriate value, and it will be automatically filled into the associated field in the data entry grid.

CS Tumor Size -- Webpage Dialog

http://localhost/Webplus3/frmlLookups.aspx?item=CSTumorSize&function=COLLABLOOKUP(1)&Hi

CS Tumor Size
Select a code from the table below:

CODE	DESCRIPTION
000	No mass/tumor found
001-988	001 - 988 millimeters (mm) (Exact size to nearest mm)
989	989 mm or larger
990	Microscopic focus or foci only and no size of focus given
991	Described as "less than 1 centimeter (cm)"
992	Described as "less than 2 cm," "greater than 1 cm," or "between 1 cm and 2 cm"
993	Described as "less than 3 cm," "greater than 2 cm," or "between 2 cm and 3 cm"
994	Described as "less than 4 cm," "greater than 3 cm," or "between 3 cm and 4 cm"
995	Described as "less than 5 cm," "greater than 4 cm," or "between 4 cm and 5 cm"
999	Unknown; size not stated Size of tumor cannot be assessed Not documented in patient record

Abstracting CS SSFs

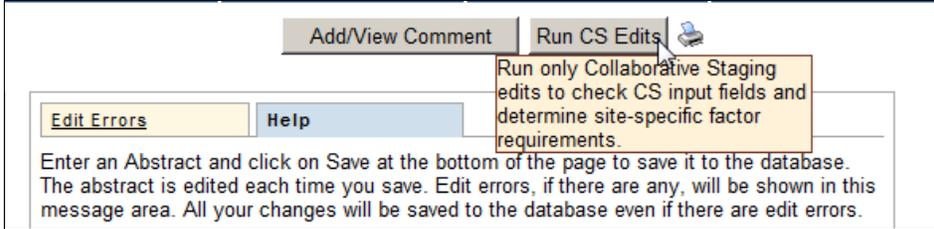
Web Plus automatically defaults all CS SSFs to a value of 988 when the first of any of the CS input field look-ups is activated by **clicking the magnifying glass to the left of the CS input field.**

Enter new abstract - *unsaved

All data items marked with an asterisk (*) are required.

Site-Spec Factor 1	988	🔍
Site-Spec Factor 2	988	🔍
Site-Spec Factor 3	988	🔍
Site-Spec Factor 4	988	🔍
Site-Spec Factor 5	988	🔍
Site-Spec Factor 6	988	🔍
Site-Spec Factor 7	988	🔍
Site-Spec Factor 8	988	🔍
Site-Spec Factor 9	988	🔍
Site-Spec Factor 10	988	🔍
Site-Spec Factor 11	988	🔍
Site-Spec Factor 12	988	🔍
Site-Spec Factor 13	988	🔍
Site-Spec Factor 14	988	🔍
Site-Spec Factor 15	988	🔍
Site-Spec Factor 16	988	🔍
Site-Spec Factor 17	988	🔍
Site-Spec Factor 18	988	🔍
Site-Spec Factor 19	988	🔍
Site-Spec Factor 20	988	🔍
Site-Spec Factor 21	988	🔍
Site-Spec Factor 22	988	🔍
Site-Spec Factor 23	988	🔍
Site-Spec Factor 24	988	🔍
Site-Spec Factor 25	988	🔍

This automatic defaulting will save you a good deal of time, as the value of 988 will need to be entered for most of the SSFs for the majority of schemas. In order to determine which of the CS SSF fields needs to be revised from the defaulted value of 988 to a more specific value Web Plus has a special **Run CS Edits** button to run CS-specific edits to identify required CS fields.



Calculating Derived CS Fields

To calculate the derived CS fields, after the appropriate CS input fields have been entered place the cursor into any of the derived fields and click the calculator icon to the left of the field.

Site-Spec Factor 24		988	
Site-Spec Factor 25		988	
DerivedAJCC6T			
DerivedAJCC7T			
DerivedAJCC6TDes			
DerivedAJCC6N			
DerivedAJCC6NDes			
DerivedAJCC6M			
DerivedAJCC6MDes			
DerivedAJCC6StGrp			
DerivedAJCC7TDes			
DerivedAJCC7N			
DerivedAJCC7NDes			
DerivedAJCC7M			
DerivedAJCC7MDes			
DerivedAJCC7StGrp			
DerivedTNMFlag			
Derived SS2000			
DerivedSS2000Flag			
CS Version Input Curr			
CS Version Input Orig			
CS Version Derived			

Once you derive the CS derived fields, the fields of **CS Version Input Current** (item #2937), **CS Version Input Original** (item #2935) and **CS Version Derived** (item #2936) are automatically filled in.

Activity 6 – Abstracting and Deriving Collaborative Staging Fields

To practice abstracting and deriving CS fields and using the CS special help features provided by Web Plus, complete the following steps:

1. Click the **magnifying glass icon** to the left of the **CS Tumor Size** field, and click on the 001-988 value. The application prompts you to enter a specific value in the 001-988 range. Enter **001**.

Result: All CS SSFs are automatically defaulted to a value of 988.

Web Plus

Home New Abstract Find/Open Abstract

Update abstract

All data items marked with an asterisk (*) are required.

CS Tumor Size	 001	
CS Extension		
CS Size/Ext/Eval		
CS Lymph Nodes		
CS Nodes Eval		
Reg Nodes Positive		
Reg Nodes Exam		
CS Mets at DX		
CS Mets Eval		
Site-Spec Factor 1	 988	
Site-Spec Factor 2	 988	
Site-Spec Factor 3	 988	
Site-Spec Factor 4	 988	
Site-Spec Factor 5	 988	
Site-Spec Factor 6	 988	
Site-Spec Factor 7	 988	
Site-Spec Factor 8	 988	
Site-Spec Factor 9	 988	
Site-Spec Factor 10	 988	
Site-Spec Factor 11	 988	
Site-Spec Factor 12	 988	
Site-Spec Factor 13	 988	
Site-Spec Factor 14	 988	

Site-Spec Factor 15	 988	
Site-Spec Factor 16	 988	
Site-Spec Factor 17	 988	
Site-Spec Factor 18	 988	
Site-Spec Factor 19	 988	
Site-Spec Factor 20	 988	
Site-Spec Factor 21	 988	
Site-Spec Factor 22	 988	
Site-Spec Factor 23	 988	
Site-Spec Factor 24	 988	
Site-Spec Factor 25	 988	
DerivedAJCC6T		

2. Enter the following information into the remaining CS input fields either by just typing the value in the field or using the advanced search feature to guide your input by clicking on the magnifying glass icon to the left of the field:

Field	Value to be Entered
CS Extension	000 (in situ; non-invasive; intraepithelial)
CS Size/Ext Eval	1 (No prostatectomy done. Evaluation based on endoscopic examination, diagnostic biopsy, including needle core biopsy or fine needle aspiration biopsy, transurethral resection (TURP) or other invasive techniques including surgical observation without biopsy. No autopsy evidence used.)
CS Lymph Nodes	000 (No regional lymph node involvement)
CS Nodes Eval	0 (Does not meet criteria for AJCC pathologic staging: No regional lymph nodes removed for examination. Evidence based on physical examination, imaging examination, or other non-invasive clinical evidence. No autopsy evidence used.)
Reg Nodes Positive	98 (No nodes examined)
Reg Nodes Exam	00 (No nodes examined)
CS Mets at DX	00 (No distant metastasis)

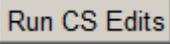
Field	Value to be Entered
CS Mets Eval	0 (Does not meet criteria for AJCC pathologic staging of distant metastasis: Evaluation of distant metastasis based on physical examination, imaging examination, and/or other non-invasive clinical evidence. No microscopic examination of metastatic specimen performed or microscopic examination was negative.)

CS Tumor Size	<input type="text" value="001"/>	
CS Extension	<input type="text" value="000"/>	
CS Size/Ext/Eval	<input type="text" value="1"/>	
CS Lymph Nodes	<input type="text" value="000"/>	
CS Nodes Eval	<input type="text" value="0"/>	
Reg Nodes Positive	<input type="text" value="98"/>	
Reg Nodes Exam	<input type="text" value="00"/>	
CS Mets at DX	<input type="text" value="00"/>	
CS Mets Eval	<input type="text" value="0"/>	

3. Click **Save**.



Once you have entered all of the other CS input fields, click the **Run CS Edits** button in order to determine which of the CS SSF fields needs to be revised from the defaulted value of 988 to a more specific value.

4. Click the **Run CS Edits** button  located in the upper right-hand corner of the data entry page.

Result: CS-specific edits are run. You can now view the Edit Errors tab to determine which of the CS SSF fields needs to be revised from the defaulted value of 988 to a more specific value.

Add/View Comment
Run CS Edits

Run only Collaborative Staging edits to check CS input fields and determine site-specific factor requirements.

entry area and make corrections. Click Save to save the abstract to the central registry. Although edit warnings are for your information and are not required to be corrected prior to completion of the abstract, if at all possible effort should be made to resolve any warnings prior to releasing the abstract to the central registry.

Total edit errors: 4

1. **Error: Conflict between year of DX and CS items**
 - i. [Date of Diagnosis = 20110223](#)
 - ii. [ICDO3 Site Code = C619](#)
 - iii. [ICDO3 Histology = 8140](#)
 - iv. [Site-Spec Factor 25 = 988](#)
 - v. [ICDO3 Behavior = 2](#)
 - vi. [CS Extension = 000](#)
 - vii. [CS Lymph Nodes = 000](#)
 - viii. [CS Mets at DX = 00](#)
 - ix. [CS Version Input Orig =](#)
 - x. [CS Version Input Curr =](#)
 - xi. [CS Tumor Size = 001](#)
 - xii. [CS Size/Ext/Eval = 1](#)
2. **Error: CS Site-Specific Factor 3 (988) is invalid for this schema**
 - i. [ICDO3 Site Code = C619](#)
 - ii. [ICDO3 Histology = 8140](#)
 - iii. [ICDO3 Behavior = 2](#)
 - iv. [Site-Spec Factor 3 = 988](#)
 - v. [Site-Spec Factor 25 = 988](#)
3. **Error: CS Version Input Current () and Date of Diagnosis (Y:2011 M:02 D:23) conflict**
 - i. [CS Version Input Curr =](#)
 - ii. [Date of Diagnosis = 20110223](#)
4. **Error: Conflict between Date of Diagnosis and and Derived items**
 - i. [ICDO3 Site Code = C619](#)
 - ii. [ICDO3 Histology = 8140](#)
 - iii. [ICDO3 Behavior = 2](#)
 - iv. [Date of Diagnosis = 20110223](#)
 - v. [Site-Spec Factor 25 = 988](#)
 - vi. [Derived SS2000 =](#)
 - vii. [CS Version Derived =](#)



Note

Please note that the CS-specific edits are run on the derived CS fields as well as the CS input fields. As you have not yet calculated the derived CS fields at this point you can disregard any edit errors addressing the derived CS fields.

5. You can see from the Edit Errors tab, **Error #3** that for the entered schema of Prostate, the field of **CS SSF3** is required and must be revised from the defaulted value of 988 to a more specific value. However, as we have information available from the text available for this abstract, for the purposes of this exercise we will revise CS SSFs 1-3 to the following values:

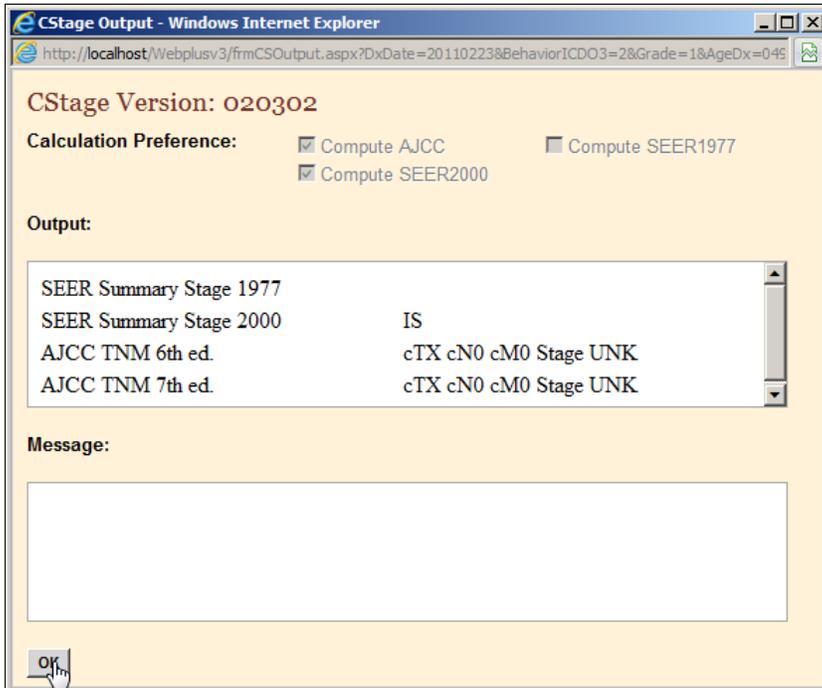
Field	Value to be Entered
Site-Spec Factor 1 (PSA lab value)	Change the defaulted value of 988 to 002 (002 ng/ml; actual value with implied decimal point)
Site-Spec Factor 2 (PSA interpretation)	Change the defaulted value of 988 to 010 (Positive; elevated)
Site-Spec Factor 3 (Pathologic extension)	Change the defaulted value of 988 to 970 – No prostatectomy done within first course of treatment

6. Click **Save**.

- Now that the CS input fields have been filled in, you must calculate the CS derived fields. To calculate derived CS fields click the **calculator icon** to the left of the field.

Site-Spec Factor 25	<input type="text" value="988"/>		
DerivedAJCC6T	<input type="text"/>		
DerivedAJCC7T	<input type="text"/>		
DerivedAJCC6TDes	<input type="text"/>		
DerivedAJCC6N	<input type="text"/>		
DerivedAJCC6NDes	<input type="text"/>		
DerivedAJCC6M	<input type="text"/>		
DerivedAJCC6MDes	<input type="text"/>		
DerivedAJCC6StGrp	<input type="text"/>		
DerivedAJCC7TDes	<input type="text"/>		
DerivedAJCC7N	<input type="text"/>		
DerivedAJCC7NDes	<input type="text"/>		
DerivedAJCC7M	<input type="text"/>		
DerivedAJCC7MDes	<input type="text"/>		
DerivedAJCC7StGrp	<input type="text"/>		
DerivedTNMFlag	<input type="text"/>		
Derived SS2000	<input type="text"/>		
DerivedSS2000Flag	<input type="text"/>		
CS Version Input Curr	<input type="text"/>		
CS Version Input Orig	<input type="text"/>		
CS Version Derived	<input type="text"/>		

Result: The **CStage Output** window open and displays the calculated values.



- Click **OK**.

Result: The appropriate **derived CS fields are calculated** and values are automatically filled in. In the example shown, all CS derived fields are calculated and filled. In addition the fields of **CS Version Input Curr**, **CS Version Input Orig**, and **CS Version Derived** are automatically filled in.

DerivedAJCC6T	99	?
DerivedAJCC7T	999	?
DerivedAJCC6TDes	c	?
DerivedAJCC6N	00	?
DerivedAJCC6NDes	c	?
DerivedAJCC6M	00	?
DerivedAJCC6MDes	c	?
DerivedAJCC6StGrp	99	?
DerivedAJCC7TDes	c	?
DerivedAJCC7N	000	?
DerivedAJCC7NDes	c	?
DerivedAJCC7M	000	?
DerivedAJCC7MDes	c	?
DerivedAJCC7StGrp	999	?
DerivedTNMFlag	1	?
Derived SS2000	0	?
DerivedSS2000Flag	1	?
CS Version Input Curr	020302	?
CS Version Input Orig	020302	?
CS Version Derived	020302	?

9. Click **Save**.

Questions

Answer these questions about abstracting and deriving Collaborative Staging fields (the answers are in Appendix A, page 64):

1. How do you enter information in the CS input data fields?
2. How do you know what CS Site-Specific Factors are required to be filled out with a specific value?
3. How do you calculate the CS derived data items?
4. When and how are the CS Version fields filled in?

Chapter 7: Completing and Releasing Abstracts

Learning Objectives

In this chapter, you will learn to:

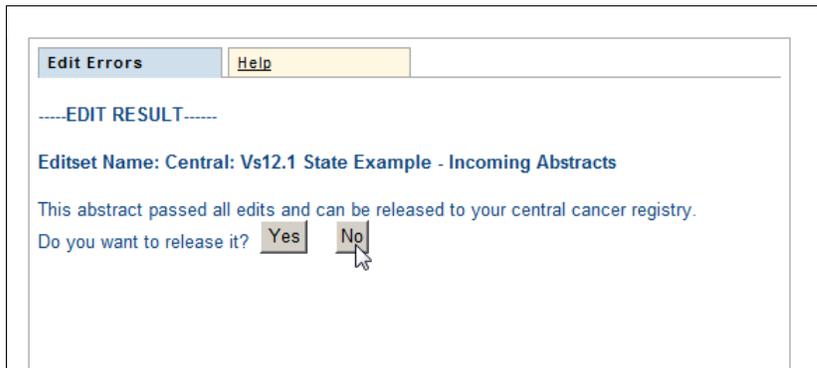
- Complete an abstract
- Understand the two different ways to release a completed abstract to your central registry

Overview

In this chapter you complete working on your abstract, and will about the two different ways to release the completed abstract to your central registry. You can only release completed abstracts which have no edit errors.

Completing the Abstract

As mentioned, you must resolve all edit errors and fill in all critical (required) fields in order to complete an abstract. Once you have resolved all edit errors and completed all missing critical fields, upon the next save of the abstract, Web Plus informs you that the abstract is complete and ready for release to the central registry.



Activity 7 - Completing an Abstract

1. Continue correcting errors, saving the abstract and re-running Edits until no errors remain. Use the information in this table to complete the JOHN JOHNSON abstract. Enter the following information into the following fields, either typing the value, using the drop-down list feature, or using the advanced search feature by clicking on the magnifying glass icon where available.



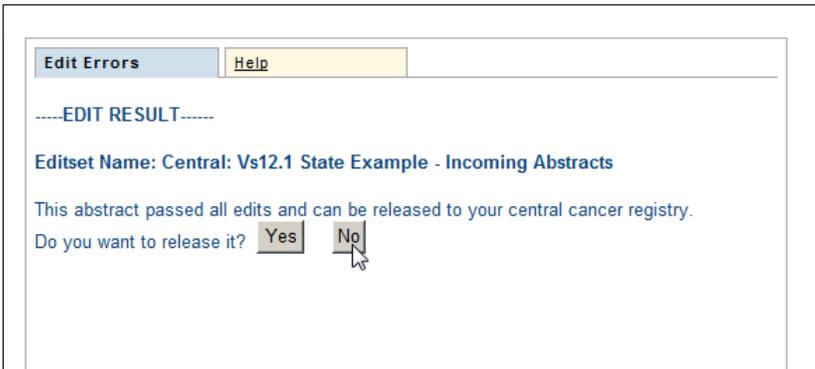
As you abstract the below fields, remember to **save your work often**. It is good practice to click the **Save** button each time after you enter a few fields. If you do not click Save often enough, you will lose the work you have done as Web Plus will log you out of the system due to inactivity.

Field	Value to be Entered
Reporting Facility	1111111111 – Test Hospital (Note that this field is automatically filled in for you by Web Plus).
NPI--Reporting Facility	Leave blank (press enter to move to next field)
Type Report Source	1 – Hosp. inpatient; Managed health plans with comprehensive unified records
Medical Record Num	12312312312
Primary Payer at DX	10 – Insurance, NOS
Sequence Num Hosp	00
Date of 1 st Contact	20110215
Date 1 st Contact Flag	Leave blank (press enter to move to next field)
Treatment Status	1 – Treatment given
First Rx Date	20110223
First Rx Date Flag	Leave blank (press enter to move to next field)
Surgery Text	02/23/2011: TURP, NOS
Surgery Date	20110223
Surgery Date Flag	Leave blank (press enter to move to next field)
Surgery Prim Site	22 – TURP-cancer is incidental finding during surgery for benign disease
Reason for No Surgery	0 – Surgery of primary site performed
Radiation Therapy Text	Leave blank (press enter to move to next field)
Other Radiation Text	Leave blank (press enter to move to next field)
Radiation Date	Leave blank (press enter to move to next field)
Radiation Date Flag	11 – RX modality not given; autopsy only
Radiation Type	00 – No radiation treatment
Radiation/Surg Seq.	0 – No radiation and/or no cancer-directed surgery
Chemotherapy Text	Leave blank (press enter to move to next field)
Chemotherapy Date	Leave blank (press enter to move to next field)
Chemo Date Flag	11 – RX modality not given; autopsy only
Chemotherapy Type	00 – None

Field	Value to be Entered
Hormonal Therapy Text	Leave blank (press enter to move to next field)
Hormone Rx Date	Leave blank (press enter to move to next field)
Horm Rx Date Flag	11 – RX modality not given; autopsy only
Hormone Rx Type	00 – None
BRM Therapy Text	Leave blank (press enter to move to next field)
BRM Therapy Date	Leave blank (press enter to move to next field)
BRM Rx Date Flag	11 – RX modality not given; autopsy only
BRM Therapy Type	00 – None
Other Therapy Text	Leave blank (press enter to move to next field)
RX Date—Other	Leave blank (press enter to move to next field)
RX Date--Other Flag	11 – RX modality not given; autopsy only
RX Summ--Other	0 – None
Scope Reg LN Rx	0 – No regional lymph nodes removed
Non-Cancer Surgery	0 – None
Transplant/Endo Rx	00 – No transplant or endocrine therapy; autopsy- only
Systemic/Surg Seq	0 – No systemic therapy and/or surgical procedures
Date Last Contact	20110223
Date Last Cont Flag	Leave blank (press enter to move to next field)
Vital Status	1 – Alive
Follow Up Source	0 – Reported hospitalization
Cause of Death	0000 (Patient alive at last contact.)
ICD Revision Num	0 – Patient Alive
Place of Death	997 (Alive)
Follow Up Physician	99999999 (Follow-up physician unknown or ID number not assigned)
NPI Follow Up Phys	Leave blank

2. Click **Save** to save the last entries that you made.

Result: Edits are run; the **Edit Result** shows **no errors**, and the application informs you that the abstract is **complete and ready for release** to the central registry.



3. **Do not** release the abstract now. Click **No** and go to the next section of this training manual, "[Releasing the Abstract](#)".

Result: The abstract is saved and completed, but not released.



Note

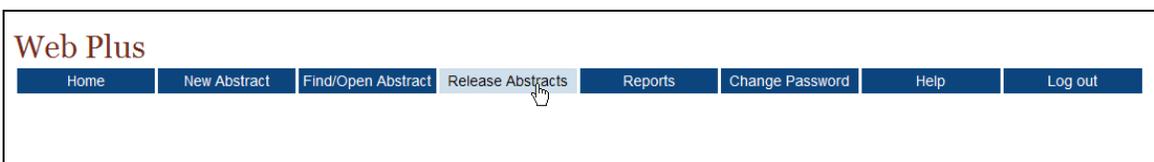
You could release your abstract at this point by clicking **Yes**, but you can also release one or more abstracts on the **Release Abstracts** page. For further details, see the next section, "[Releasing the Abstract](#)".

Releasing the Abstract

Once your abstract has no errors, it is completed, and you can release it to the central registry.

Follow these steps to release an abstract:

1. On the Web Plus menu, click **Release Abstracts**.



Result: The system displays a list of completed abstracts.

Web Plus

Any State Cancer Registry
 email: WebPlusHelp@state.gov
 999-999-9999

Home
New Abstract
Find/Open Abstract
Release Abstracts
Reports
Change Password
Help
Log out

Release Abstracts

Please select the abstracts that you would like to release to your central registry by checking the box in the Release column. Then click the Release Selected Abstracts button at the bottom of the page. Please note that only completed abstracts are available for release.

AbsRefID	Last Name	First Name	Abstractor	Date Case Completed	Release
89	JOHNSON	JOHN	JD	09/20/2011	<input type="checkbox"/>

Select All
Unselect All
Release Selected Abstracts

- Click the box in the Release column for the JOHN JOHNSON abstract.



Note

To select all of the abstracts listed, click the **Select All** button.

- Click **Release Selected Abstracts**.

Result: The system releases the selected abstracts to your designated central registry and changes the status of the abstracts to Released. Use the Find/Open page to view the released abstracts. Note that you can view an abstract that has been released but cannot revise it.

Web Plus

Home
New Abstract
Find/Open Abstract
Release Abstracts
Reports
Change Password
Help
Log out

Your selected abstracts have been released to the central registry. Thank you!

Questions

Answer these questions about completing and releasing abstracts (the answers are in Appendix A, page 65):

- How are abstracts completed?
- How can you release more than one abstract at a time?
- What are two ways to release a single abstract?

Chapter 8: Follow-Back Abstracts

Learning Objectives

In this chapter, you will learn:

- To understand the basic steps of the follow-back process in Web Plus
- How to open, complete, and release a follow-back abstract
- How to reject a follow-back abstract

Overview

Your central cancer registry may receive information about a tumor for a patient that you have diagnosed and/or treated (or that was diagnosed/and or treated at your facility) from other reporting sources, such as death certificates or pathology laboratory reports. If the central registry obtains this information before you have reported the tumor to them, they may choose to use the information that they have received to generate a request for more information from you. They do this by creating a **follow-back abstract**, which they fill with what information they have, and post to Web Plus for you to add to and complete.

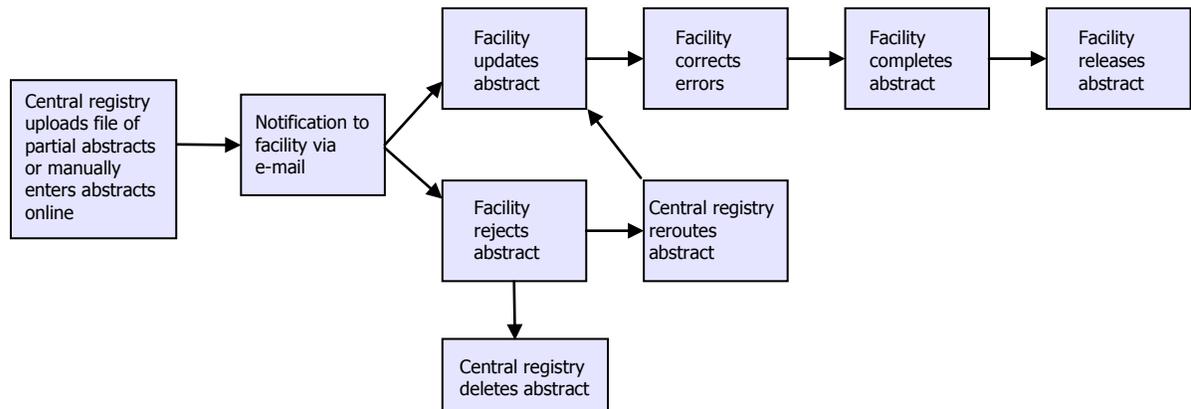
The Follow-back Process

The Web Plus follow-back process allows central registries to electronically collect follow-back information in an organized and efficient manner. Central registries generally conduct death certificate follow-back by mailing out a cancer reporting form to a physician for the reporting of a tumor identified solely by death certificate (Death Certificate Only, or DCO), having the physician complete the form and mail it back, and then having central registry staff abstract the information returned on the form into some sort of abstraction software to get the information in electronic form so that it may then be processed by the central registry. Pathology lab follow-back may be conducted in a similar manner to physicians, or may involve mailing a facility a list of tumors identified via pathology lab not yet reported by the facility, and having the facility abstract the tumors from scratch to report the tumors. These efforts are frequently tracked by central registries via paper lists, or via manually checking reported tumors off of some sort electronic listing.

Web Plus death certificate and pathology lab follow-back features enable a central registry to pre-fill online abstracts with known information from death certificates or pathology lab reports, and have the reporter log on to update the information and complete the abstract. The end result is a completed abstract in NAACCR file format, an electronic report of a previously unreported tumor, without the use of paper forms or redundant recording of information. In addition, the follow-back tracking features of Web Plus allow the central registry to closely and electronically track the status of each follow-back abstract to ensure that it gets completed.

Basically, the follow-back process in Web Plus takes advantage of the existing online abstracting feature to enable physicians and facility abstractors to complete partially-filled abstracts online. The abstractor can save their work at any time and return their

work at a later time. They release an abstract to the central registry only after they have completed it, and eliminated any errors it may contain.



The Web Plus follow-back process includes the following steps:

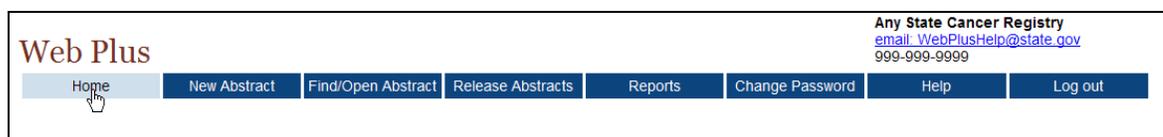
1. The Follow-back Supervisor at your central cancer registry uploads files of partially-filled abstracts generated with information from death certificate and pathology lab files into Web Plus, or manually begins the individual abstracts online.
2. Your central registry notifies you via e-mail to log into Web Plus and update the follow-back abstracts.
3. Once posted for you to complete, follow-back abstracts are processed via the regular Web Plus record flow; with the exception that you can reject follow-back abstracts with a justifying comment back to the central registry, where the Follow-back Supervisor or Monitor can either re-route the abstract to a new facility/physician, or delete the abstract from the follow-back process.
4. Once completed, you release the follow-back abstracts to your central registry.

Throughout the follow-back process, the Follow-back Supervisor and Follow-back Monitors use Web Plus follow-back reports and tracking features to communicate with you via e-mail, and track follow-back abstracts to ensure that they are completed and released.

A nice feature of the follow-back system is that if your central registry has posted follow-back abstracts to Web Plus for you to complete, the system places a link to these abstracts on your homepage. The follow-back request links include running outstanding and released follow-back abstract totals that are updated as you complete and release, or reject the follow-back abstracts.

To open and work with a follow-back abstract, complete these steps:

1. On the Web Plus menu, click **Home**.



Result: Your Web Plus homepage opens, with a list of links to the facilities and roles that have been assigned to you.

Web Plus

Any State Cancer Registry
[email: WebPlusHelp@state.gov](mailto:WebPlusHelp@state.gov)
 999-999-9999

Change Password

Log out

Web Plus Home Page for John Doe

Please select a cancer reporting activity from those listed below the facility for which you would like to report.

Test Facility 1

[Facility Abstractor Training](#)
[File Upload](#)
[Death Certificate Follow-back Requests \(Outstanding:7, Released:1\)](#)
[Pathlab Follow-back Requests \(Outstanding:4, Released:0\)](#)

Test Facility 2

[Cancer Reporting Hosp](#)
[File Upload](#)
[Death Certificate Follow-back Requests \(Outstanding:7, Released:0\)](#)
[Pathlab Follow-back Requests \(Outstanding:3, Released:0\)](#)

Recall that the link that you click on your homepage is associated with a specific abstract Source, indicated by the name of the link. If your central registry has posted death certificate follow-back abstracts to Web Plus for you to complete, you will see a Death Certificate Follow-back Requests link. If your central registry has posted pathology laboratory follow-back abstracts to Web Plus for you to complete, you will see a Pathlab Follow-back Requests link.



Note

Remember that you can only abstract information for abstracts of the Source (or link) that you select. For example, if you select Facility Abstractor Training, you cannot open and work on follow-back abstracts.

The follow-back request links include running outstanding and released follow-back abstract totals that are updated as you complete and release, or [reject](#) the follow-back abstracts.

2. Click on either the **Death Certificate Follow-back Requests** or **Pathlab Follow-back Requests** link.

Result: A page opens with a list of follow-back abstracts of the specified type that have been assigned to your facility.

Any State Cancer Registry
email: WebPlusHelp@state.gov
999-999-9999

Home	Follow-back Requests	Reports	Change Password	Help	Log out
------	----------------------	---------	-----------------	------	---------

You have received follow-back requests on the following patients. Please click on the Open link to open a record and update it.

Actions	AbsRefID	Last Name	First Name	DxDate	Social Security	Birth Date	Primary Site	Laterality	Abstractor	Edit Errors	Status
Open	14	MAYER	LUDWIG		999999999	02/23/1938					Incomplete
Open	16	MEIER	HAROLD	02/23/2010	999999999	02/16/1927	C259	0	JD	0	Released
Open	19	PETERS	MADELON		999999999	07/05/1912					Incomplete
Open	13	RUCKNER	WALLACE		999999999	03/08/1929					Incomplete
Open	17	STORK	MABEL		999999999	04/02/1928			JD	16	Incomplete
Open	15	TWICHELL	ROBERT		999999999	02/11/1926					Incomplete
Open	10	VALLE	THOMAS		999999999	02/21/1927					Incomplete
Open	12	VUTT	RUTH		999999999	09/12/1915					Incomplete

3. Open one of the follow-back abstracts by clicking **Open** in the **Actions** column for the abstract.

Result: The Data Entry page for the follow-back abstract opens.

Any State Cancer Registry
email: WebPlusHelp@state.gov
999-999-9999

Home	Follow-back Requests	Reports	Change Password	Help	Log out
------	----------------------	---------	-----------------	------	---------

Death Certificate Follow-back Abstract

[Add/View Comment](#) [Reject](#)

All data items marked with an asterisk (*) are required.

<table style="width: 100%;"> <tr> <td>Reporting Hospital</td> <td><input type="text" value="1111111111"/></td> <td></td> </tr> <tr> <td>Abstractor</td> <td><input type="text" value="JD"/></td> <td></td> </tr> <tr> <td colspan="3" style="background-color: #0056b3; color: white; text-align: left; padding: 2px;">PATIENT INFORMATION</td> </tr> <tr> <td>Last Name</td> <td><input type="text" value="MAYER"/></td> <td></td> </tr> <tr> <td>First Name</td> <td><input type="text" value="LUDWIG"/></td> <td></td> </tr> <tr> <td>Middle Name</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Name Suffix</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Maiden Name</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Social Security No.</td> <td><input type="text" value="999999999"/></td> <td></td> </tr> <tr> <td>Birth Date</td> <td><input type="text" value="19380223"/></td> <td></td> </tr> <tr> <td>Birth Date Flag</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Place of Birth</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Sex</td> <td><input type="text" value="1"/></td> <td></td> </tr> <tr> <td>Marital Status</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Patient Race</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Hispanic Ethnicity</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Usual Occupation</td> <td><input type="text"/></td> <td></td> </tr> </table>	Reporting Hospital	<input type="text" value="1111111111"/>		Abstractor	<input type="text" value="JD"/>		PATIENT INFORMATION			Last Name	<input type="text" value="MAYER"/>		First Name	<input type="text" value="LUDWIG"/>		Middle Name	<input type="text"/>		Name Suffix	<input type="text"/>		Maiden Name	<input type="text"/>		Social Security No.	<input type="text" value="999999999"/>		Birth Date	<input type="text" value="19380223"/>		Birth Date Flag	<input type="text"/>		Place of Birth	<input type="text"/>		Sex	<input type="text" value="1"/>		Marital Status	<input type="text"/>		Patient Race	<input type="text"/>		Hispanic Ethnicity	<input type="text"/>		Usual Occupation	<input type="text"/>		<table style="width: 100%;"> <tr> <td style="background-color: #f0f0f0;">Edit Errors</td> <td>Help</td> </tr> </table> <p>-----EDIT RESULT-----</p> <p>Editset Name: Central: Vs12.1 State Example - Incoming Abstracts</p> <p>There are edit errors in the abstract. Error messages along with the error fields are listed below. Click on a field below any error message to move to it in the data entry area. Click on Save to save the changes and rerun Edits.</p> <p>Total edit errors: 16</p> <ol style="list-style-type: none"> 1. Missing Critical Field: Staging Text 2. Missing Critical Field: Surgery Text 3. Addr at DX--City must contain letters and spaces only, left-justified <ol style="list-style-type: none"> i. City = 4. Addr at DX--No & Street is not valid <ol style="list-style-type: none"> i. Number and Street = 5. Addr at DX--Postal Code must contain alphanumeric and be left-justified <ol style="list-style-type: none"> i. Zip Code = 6. is not a valid value for Addr at DX--State <ol style="list-style-type: none"> i. State = 7. Age at Diagnosis not valid <ol style="list-style-type: none"> i. Age at Diagnosis = 8. is not a valid value for Behavior Code ICD-O-3 <ol style="list-style-type: none"> i. Tumor Behavior = 	Edit Errors	Help
Reporting Hospital	<input type="text" value="1111111111"/>																																																					
Abstractor	<input type="text" value="JD"/>																																																					
PATIENT INFORMATION																																																						
Last Name	<input type="text" value="MAYER"/>																																																					
First Name	<input type="text" value="LUDWIG"/>																																																					
Middle Name	<input type="text"/>																																																					
Name Suffix	<input type="text"/>																																																					
Maiden Name	<input type="text"/>																																																					
Social Security No.	<input type="text" value="999999999"/>																																																					
Birth Date	<input type="text" value="19380223"/>																																																					
Birth Date Flag	<input type="text"/>																																																					
Place of Birth	<input type="text"/>																																																					
Sex	<input type="text" value="1"/>																																																					
Marital Status	<input type="text"/>																																																					
Patient Race	<input type="text"/>																																																					
Hispanic Ethnicity	<input type="text"/>																																																					
Usual Occupation	<input type="text"/>																																																					
Edit Errors	Help																																																					

[Save](#) Click to save the abstract and run data Edits. See the box to the right for Edits results each time the abstract is saved.

The data entry page for a follow-back abstract functions the same as for a regular abstract, in terms of data entry, the running of data quality edits and the cleaning of edit errors, completion, and release of abstracts. However, your central registry may have different reporting requirements for regular reports of tumors and follow-back

abstracts. As a result, you may see different data fields, required fields, and edits for your follow-back abstracts than you do for your regular reporting. In addition, you also have the added ability to reject a follow-back abstract.

Rejecting Follow-back Abstracts

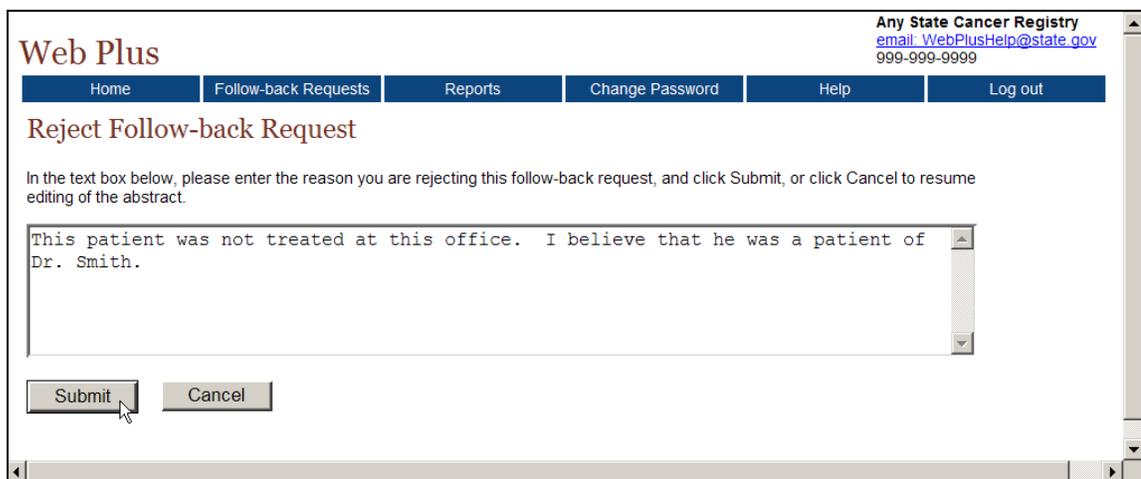
It may be that you have not diagnosed, treated, or seen the patient listed on a follow-back abstract. In this case, you can reject the follow-back abstract back to the central registry, where they can re-route it to another doctor's office or facility.

To reject a follow-back abstract, complete these steps:

1. Click **Reject** in the upper right-hand corner of the abstract.



Result: The Reject Follow-back Request page opens.



2. Enter a comment justifying the rejection, and click **Submit**.



Note

As your central registry will be trying to re-route the follow-back abstract to another office or facility for follow-back, any referral information you can provide in your comment would be very helpful.

Result: Web Plus lets you know that the abstract has been successfully rejected.

The abstract has been rejected and a message sent to the central cancer registry.

When you return to your homepage, the running outstanding abstracts total on the follow-back abstracts link will be updated (one less), and when you click on the link to the follow-back abstracts, the rejected abstract will no longer be included in the list of follow-back abstracts that have been assigned to your facility.

3. On the Web Plus menu, click **Follow-back Requests**.



Result: The page with a list of follow-back abstracts that have been assigned to your facility opens, where the rejected follow-back abstract is no longer listed.

You have received follow-back requests on the following patients. Please click on the Open link to open a record and update it.

Actions	AbsRefID	Last Name	First Name	DxDate	Social Security	Birth Date	Primary Site	Laterality	Abstractor	Edit Errors	Status
Open	16	MEIER	HAROLD	02/23/2010	999999999	02/16/1927	C259	0	JD	0	Released
Open	19	PETERS	MADELON		999999999	07/05/1912					Incomplete
Open	13	RUCKNER	WALLACE		999999999	03/08/1929					Incomplete
Open	17	STORK	MABEL		999999999	04/02/1928			JD	16	Incomplete
Open	15	TWICHELL	ROBERT		999999999	02/11/1926					Incomplete
Open	10	VALLE	THOMAS		999999999	02/21/1927					Incomplete
Open	12	VUTT	RUTH		999999999	09/12/1915					Incomplete

Questions

Answer these questions about follow-back abstracts (the answers are in Appendix A, page 65):

1. How do you open a follow-back abstract?
2. How do you reject a follow-back abstract?

Chapter 9: Running Reports

Learning Objectives

In this chapter, you will learn:

- How to open and print a report
- How to set a date range for a report
- About the reports available in Web Plus

Overview

Web Plus provides reports for monitoring abstract reporting and system activity. You can view and print several types of reports. You can also set the date ranges for the information in the reports.

Opening and Printing Reports

To open a report after you have logged in, complete these steps:

1. On the Web Plus menu, click **Reports**.

Result: Web Plus displays a list of reports available for you.



Clicking the name of the report opens a separate window displaying the report.

2. Click the **Abstracts Submitted Sorted by Abstractor** link.

Result: The Abstracts Submitted Sorted by Abstractor report page opens.

9/21/2011 12:20:55 PM

Any State Cancer Registry
Test Facility 1
Web Plus Cancer Abstract Submissions by Abstractor

Choose a date range: From: 08/21/2011 To: 09/21/2011 [Printable Report](#)

Abstractor: JD

Patient Name	Social Security #	Medical Record #	Birth Date	Diagnosis Date	Primary Site	Laterality	Behavior	Grade	Date Created	Date Completed (Lag Time in Days)	Date Released (Lag Time in Days)
DOE, JOHN	999999999		11/14/1958	02/24/2010	C619	0	3	3	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)
DOE, JANE	999999999		11/14/1938	12/08/2010	C443	1	2	9	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)
JOHNSON, JOHN	999999999	12312312312	03/16/1961	02/23/2011	C619	0	2	1	9/12/2011	09/20/2011 (8 d)	09/20/2011 (8 d)
JOHNSON, JANE	999999999		04/14/1925	04/04/2010	C209	0	3	9	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)
JOHNSON, HAROLD	999999999		11/14/1921	02/01/2010	C809	0	3	9	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)
MEIER, HAROLD	999999999		02/16/1927	02/23/2010	C259	0	3	9	9/8/2011	09/12/2011 (4 d)	09/12/2011 (4 d)
SMITH, JOHN	999999999		06/21/1945	03/25/2010	C619	0	3	9	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)
SMITH, SUSAN	999999999		04/26/1960	11/08/2010	C509	1	3	2	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)

3. To print the report, click on the **Printable Report** link.

Result: A page opens with a printable version of the report.

9/21/2011 12:24:59 PM

Any State Cancer Registry
Test Facility 1
Web Plus Cancer Abstract Submissions by Abstractor
Abstracts Submitted from August 21, 2011 through September 21, 2011

Abstractor: JD

Patient Name	Social Security #	Medical Record #	Birth Date	Diagnosis Date	Primary Site	Laterality	Behavior	Grade	Date Created	Date Completed (Lag Time in Days)	Date Released (Lag Time in Days)
DOE, JOHN	999999999		11/14/1958	02/24/2010	C619	0	3	3	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)
DOE, JANE	999999999		11/14/1938	12/08/2010	C443	1	2	9	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)
JOHNSON, JOHN	999999999	12312312312	03/16/1961	02/23/2011	C619	0	2	1	9/12/2011	09/20/2011 (8 d)	09/20/2011 (8 d)
JOHNSON, JANE	999999999		04/14/1925	04/04/2010	C209	0	3	9	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)
JOHNSON, HAROLD	999999999		11/14/1921	02/01/2010	C809	0	3	9	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)
MEIER, HAROLD	999999999		02/16/1927	02/23/2010	C259	0	3	9	9/8/2011	09/12/2011 (4 d)	09/12/2011 (4 d)
SMITH, JOHN	999999999		06/21/1945	03/25/2010	C619	0	3	9	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)
SMITH, SUSAN	999999999		04/26/1960	11/08/2010	C509	1	3	2	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)

For optimum printing results, print Web Plus reports in landscape mode. To print in landscape, click on File→Page Setup, and click on **Landscape**.



Tip In addition, if you wish to remove the internal report name from the upper left-hand corner of the printed report, remove the **&w&b** from the header field. If you wish to remove the URL listing from the bottom of the report, remove the information in the footer field (the date prints on the report already).

Available Reports

The below table describes reports that are available for viewing by a Web Plus abstractor. To view a particular report, click the link for the name of the report to open a separate window displaying the report.

This report . . .	Lists . . .
Local Reports	
Abstracts Submitted Sorted by Abstractor	all abstracts that a facility has released within a given time period. The abstracts are sorted first by the name of the abstractor and then by patient name.
Abstracts Accessed Sorted by Patient Name	all abstracts that a facility has released within a given time period sorted by patient name.
Descriptive Statistics on Released Abstracts	descriptive statistics on released abstracts such as demographics and site group.
Activity Report	the number of released and unreleased abstracts for each month of the selected date range.
Facility Outstanding DCO Abstract Listing Report	a line listing of all death certificate follow-back abstracts assigned to your facility that have not yet been released to the central registry
Facility Outstanding Pathology Abstract Listing Report	a line listing of all pathology laboratory follow-back abstracts assigned to your facility that have not yet been released to the central registry
HIPPA Accounting of Disclosure report	a user-generated HIPPA-compliant report of information disclosure (via abstracts) to your central registry using Web Plus
Audit Reports	
System Logins	the users from your facility and their times for logging in and out of Web Plus within a selected date range.
Abstract Updates	the dates and times that abstracts from your facility have been updated.
Abstract Searches	the abstractor and the date and time for all searches for abstracts at your facility.
Abstract Deletions	the dates and times that abstracts have been deleted at your facility.
Abstract Releases	information about abstracts released from your facility including release time and date and abstractor.

Changing the Date Range of a Report

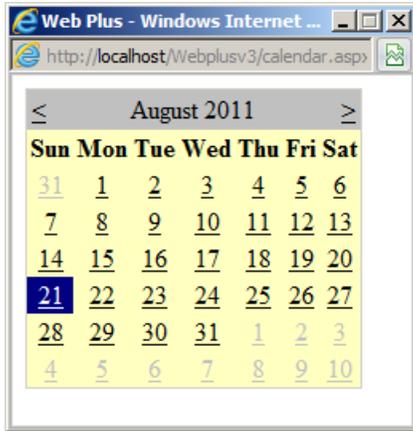
Some Web Plus reports offer the user the option to enter a date range for the report.

To change the date range of a report, complete these steps:

1. On any opened report page, click the calendar icon beside the **From** date field.



Result: The calendar window opens.



2. In general, the **From** date is defaulted to the day one full month prior to the current date and the **To** date is defaulted to the current date. Click the date you would like. To change the month, click on either the \leq or \geq symbols in the month header. The system inserts the date in the field and closes the calendar window.

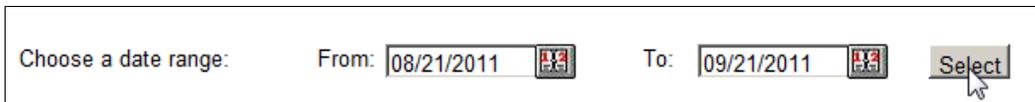


Tip

You can also type the date in the window by using the mm/dd/yyyy format, such as 09/01/2011 for September 1, 2011. The date calendar and format are the same for both the From and To date fields.

3. Repeat steps 1 and 2, clicking on the calendar icon beside the **To** date field.

Result: You are returned to the report window, with the specified dates entered into the From and To date fields.



4. Click **Select**.

Result: Web Plus displays the report again with the information in the date range you selected.



Note

All of the test data that is included in the application for the training purposes was released in September of 2011. To view reports for this test data, your date range should include the month of **September 2011**.

Local Reports

Abstracts Submitted Sorted by Abstractor Report

The Abstracts Submitted Sorted by Abstractor report provides the history of the abstract: when it was created, completed, and submitted to the central registry.

To access the Abstracts Submitted Sorted by Abstractor report, follow these steps:

1. On the Web Plus menu, click **Reports**.

Result: Web Plus displays a list of reports available.



2. Click on the **Abstracts Submitted Sorted by Abstractor** link.

Result: The Abstracts Submitted Sorted by Abstractor report page opens in a separate window.

9/21/2011 12:20:55 PM

Any State Cancer Registry
Test Facility 1
Web Plus Cancer Abstract Submissions by Abstractor

Choose a date range: From: To: [Printable Report](#)

Abstractor: JD

Patient Name	Social Security #	Medical Record #	Birth Date	Diagnosis Date	Primary Site	Laterality	Behavior	Grade	Date Created	Date Completed (Lag Time in Days)	Date Released (Lag Time in Days)
DOE, JOHN	999999999		11/14/1958	02/24/2010	C619	0	3	3	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)
DOE, JANE	999999999		11/14/1938	12/08/2010	C443	1	2	9	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)
JOHNSON, JOHN	999999999	12312312312	03/16/1961	02/23/2011	C619	0	2	1	9/12/2011	09/20/2011 (8 d)	09/20/2011 (8 d)
JOHNSON, JANE	999999999		04/14/1925	04/04/2010	C209	0	3	9	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)
JOHNSON, HAROLD	999999999		11/14/1921	02/01/2010	C809	0	3	9	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)
MEIER, HAROLD	999999999		02/16/1927	02/23/2010	C259	0	3	9	9/8/2011	09/12/2011 (4 d)	09/12/2011 (4 d)
SMITH, JOHN	999999999		06/21/1945	03/25/2010	C619	0	3	9	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)
SMITH, SUSAN	999999999		04/26/1960	11/08/2010	C509	1	3	2	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)

The report contains these columns for each abstract, and the abstracts are grouped by abstractor:

Column Heading	Description
Patient Name	Name of patient on abstract
Social Security #	Patient's social security number
Medical Record #	Patient's medical record number
Birth Date	Patient's birth date
Diagnosis Date	Diagnosis date of the tumor being reported
Primary Site	ICD-O-3 topography code for the primary site of the tumor being reported
Laterality	Laterality code for the tumor being reported
Behavior	ICD-O-3 behavior code for the tumor being reported
Grade	ICD-O-3 grade/differentiation code for the tumor being reported
Date Created	Date the abstract was created
Date Completed	Date the abstract was completed, with the lag time (in days) between date of creation and completion in parentheses
Date Released	Date the abstract was released to the central registry, with the lag time (in days) between date of completion and release in parentheses



Note

The date range can be modified for the Abstracts Submitted Sorted by Abstractor report.

If you would like to print the report, click on the **Printable Report** link, and print the report in landscape mode using your browser's printer.

Abstracts Accessed Sorted by Patient Name Report

The Abstracts Accessed Sorted by Patient Name report provides the dates and times that an abstract is opened and the reason why it was opened.

To access the Abstracts Accessed Sorted by Patient Name report, follow these steps

1. On the Web Plus menu, click **Reports**.

Result: Web Plus displays a list of reports available.

Web Plus

Home

New Abstract

Local Reports

[Abstracts Submitted Sorted by Abstractor](#)

[Abstracts Accessed Sorted by Patient Name](#)

[Descriptive Statistics on Released Abstracts](#)

[Activity Report](#)

[Facility Outstanding DCO Abstract Listing Report](#)

[Facility Outstanding Pathology Abstract Listing Report](#)

[HIPAA Accounting of Disclosure Report](#)

Audit Reports

[System Log-ins](#)

[Abstract Updates](#)

[Abstract Searches](#)

[Abstract Deletions](#)

[Abstract Releases](#)

- Click the **Abstracts Accessed Sorted by Patient Name** link.

Result: The Abstracts Accessed Sorted by Patient Name report page opens in a separate window.

9/21/2011 12:56:08 PM

Any State Cancer Registry
Test Facility 1
Web Plus Cancer Abstracts Accesses

Choose a date range: From: [Printable Report](#)

Patient Name	Social Security #	Medical Record #	Birth Date	Diagnosis Date	Primary Site	Laterality	User ID	Date & Time Accessed
DOE, JANE	999999999		11/14/1938	12/08/2010	C443		1 JOHNDOE	9/7/2011 8:48:00 AM
DOE, JANE	999999999		11/14/1938	12/08/2010	C443		1 JOHNDOE	9/7/2011 8:58:00 AM
DOE, JANE	999999999		11/14/1938	12/08/2010	C443		1 JOHNDOE	9/7/2011 9:45:00 AM
DOE, JANE	999999999		11/14/1938	12/08/2010	C443		1 JOHNDOE	9/7/2011 10:18:00 AM
DOE, JOHN	999999999		11/14/1958	02/24/2010	C619		0 JOHNDOE	9/7/2011 2:11:00 PM
DOE, JOHN	999999999		11/14/1958	02/24/2010	C619		0 JOHNDOE	9/7/2011 2:12:00 PM
GODSKI, CHRISTIN	999999999		01/16/1948	//			JOHNDOE	9/12/2011 12:53:00 PM
JOHNSON, HAROLD	999999999		11/14/1921	02/01/2010	C809		0 JOHNDOE	9/7/2011 3:02:00 PM
JOHNSON, HAROLD	999999999		11/14/1921	02/01/2010	C809		0 JOHNDOE	9/7/2011 3:02:00 PM
JOHNSON, JOHN	999999999	12312312312	03/16/1961	02/23/2011	C619		0 JOHNDOE	9/12/2011 2:42:00 PM
JOHNSON, JOHN	999999999	12312312312	03/16/1961	02/23/2011	C619		0 JOHNDOE	9/12/2011 3:11:00 PM
JOHNSON, JOHN	999999999	12312312312	03/16/1961	02/23/2011	C619		0 JOHNDOE	9/12/2011 4:08:00 PM
JOHNSON, JOHN	999999999	12312312312	03/16/1961	02/23/2011	C619		0 JOHNDOE	9/12/2011 4:37:00 PM

The Abstracts Accessed Sorted by Patient Name report contains these fields:

Field/Headings	Description
Patient Name	Name of patient on abstract
Social Security #	Patient's social security number
Medical Record #	Patient's medical record number
Birth Date	Patient's birth date

Field/Headings	Description
Diagnosis Date	Diagnosis date of the tumor being reported
Primary Site	ICD-O-3 topography code for the primary site of the tumor being reported
Laterality	Laterality code for the tumor being reported
User ID	User ID of the abstractor
Date & Time Accessed	Date and time that the abstractor opened the abstract



The date range can be modified for the Abstracts Accessed Sorted by Patient Name report.

If you would like to print the report, click on the **Printable Report** link, and print the report in landscape mode using your browser's printer.

Descriptive Statistics on Released Abstracts Report

The Descriptive Statistics on Released Abstracts report includes a series of tables consisting of the number and percent of released abstracts broken down by the following: county of residence, zip code of residence, sex and race, age group, site group, and treatment group.

To run and/or modify the report for Descriptive Statistics on Released Abstracts complete these steps:

1. On the Web Plus menu, click **Reports**.

Result: Web Plus displays a list of reports available.

The screenshot shows the Web Plus application interface. At the top, there is a navigation bar with 'Home' and 'New Abstract' buttons. Below this, the 'Local Reports' section is displayed, containing a list of report links: 'Abstracts Submitted Sorted by Abstractor', 'Abstracts Accessed Sorted by Patient Name', 'Descriptive Statistics on Released Abstracts' (which is highlighted with a mouse cursor), 'Activity Report', 'Facility Outstanding DCO Abstract Listing Report', 'Facility Outstanding Pathology Abstract Listing Report', and 'HIPAA Accounting of Disclosure Report'. Below the 'Local Reports' section, there is an 'Audit Reports' section with links for 'System Log-ins', 'Abstract Updates', 'Abstract Searches', 'Abstract Deletions', and 'Abstract Releases'.

2. Click the **Descriptive Statistics on Released Abstracts** link.

Result: The Descriptive Statistics on Released Abstracts report page opens.

9/21/2011 12:59:11 PM

Web Plus for Any State Cancer Registry
Test Facility 1
Descriptive Statistics on Released Abstracts

[Printable Form](#)

Select a Date Range: From: To: Select all released

Select Level of Site Group Detail:

Include Site Groups with no cases? Yes No Group by managing physician? Yes No

County of Residence	
County	Count of cases (%)
Appling County	1(12.5%)
Bacon County	1(12.5%)
Baker County	1(12.5%)
Banks County	1(12.5%)
Barrow County	1(12.5%)
Bartow County	1(12.5%)
DeKalb County	1(12.5%)
Unknown County	1(12.5%)
Out of State	0(0%)
Total	8(100%)

Zip Code of Residence	
Zip Code	Count of cases (%)
99999	7(87.5%)
999999999	1(12.5%)
Total	8(100%)

The descriptive statistics provided are broken down as follows:

Grouping Variable(s)	Groupings by...								
County of Residence	individual county of residence at diagnosis								
Zip Code of Residence	individual zip code of residence at diagnosis								
Sex and Race	patient sex (male/female) by race (white/black/other)								
Age Group	ten age groups (0-9, 10-19,....90+)								
Site Group	three levels of primary site grouping: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Grouping Level</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Aggregate</td> <td>18 categories</td> </tr> <tr> <td>Subaggregate</td> <td>60 categories</td> </tr> <tr> <td>Recode</td> <td>78 groups</td> </tr> </tbody> </table>	Grouping Level	Description	Aggregate	18 categories	Subaggregate	60 categories	Recode	78 groups
Grouping Level	Description								
Aggregate	18 categories								
Subaggregate	60 categories								
Recode	78 groups								

Grouping Variable(s)	Groupings by...
Treatment Group	type of summary treatment (RX Summ) recorded: Surgery of Primary Site Chemotherapy Hormone BRM Other Rad-Regional RX Modality Transplant/Endocrine

The following options are available to modify the Descriptive Statistics on Released Abstracts report:

Option	Description
Date Range	Includes only those abstracts that were released within the specified date range
Select all released	When clicked, all abstracts released by the facility will be included, regardless of date released
Select Level of Site Group Detail	Specifies what level of primary site grouping to use for the report; the default grouping is 18 categories
Include site groups with no cases	When Yes is clicked, the primary site distribution will show all site groups for the level of detail chosen, whether or not abstracts were released containing each of the site groups When No is clicked, only those primary site groups contained in the released abstracts released will appear on the report
Group by managing physician	When Yes is clicked, the records in the report will be grouped into sections by managing physician, displaying the descriptive statistics for abstracts released by each managing physician

- Next to Include Site Groups with no cases, click on **Yes**.

Click **Run**.

Result: Web Plus displays the report again with all 18 site groupings displayed.

- Click on the **Printable Form** link.

Result: A separate window opens with the report formatted for printing.

9/21/2011 1:02:01 PM

Web Plus for Any State Cancer Registry

Test Facility 1

Descriptive Statistics on Released Abstracts

Abstracts Released from August 21, 2011 through September 21, 2011

Level of Site Group Detail: Aggregate (18 categories)

Include Site Groups with no cases? No

Group by managing physician? No

County of Residence

County	Count of cases (%)
Applying County	1(12.5%)
Bacon County	1(12.5%)
Baker County	1(12.5%)
Banks County	1(12.5%)
Barrow County	1(12.5%)
Bartow County	1(12.5%)
DeKalb County	1(12.5%)
Unknown County	1(12.5%)
Out of State	0(0%)
Total	8(100%)

Zip Code of Residence

Zip Code	Count of cases (%)
99999	7(87.5%)
999999999	1(12.5%)
Total	8(100%)

Race and Sex

Sex	Count of cases (%)			Total
	Black	White	Other	
Male	2(25%)	4(50%)	0(0%)	6(75%)
Female	0(0%)	2(25%)	0(0%)	2(25%)
Total	2(25%)	6(75%)	0(0%)	8(100%)

Age Group

Age Group	Male	Female	Total
0-9	0(0%)	0(0%)	0(0%)
10-19	0(0%)	0(0%)	0(0%)
20-29	0(0%)	0(0%)	0(0%)
30-39	0(0%)	0(0%)	0(0%)
40-49	1(12.5%)	0(0%)	1(12.5%)
50-59	1(12.5%)	1(12.5%)	2(25%)
60-69	1(12.5%)	0(0%)	1(12.5%)
70-79	0(0%)	1(12.5%)	1(12.5%)
80-89	3(37.5%)	0(0%)	3(37.5%)
90+	0(0%)	0(0%)	0(0%)
Total	6(75%)	2(25%)	8(100%)

Site Group

Site Group	Male	Female	Total
Bones and Joints	0(0%)	0(0%)	0(0%)
Brain and Other Nervous System	0(0%)	0(0%)	0(0%)
Breast	0(0%)	2(25%)	2(25%)
Digestive System	4(50%)	0(0%)	4(50%)
Endocrine System	0(0%)	0(0%)	0(0%)
Eye and Orbit	0(0%)	0(0%)	0(0%)
Female Genital System	0(0%)	0(0%)	0(0%)
Invalid	0(0%)	0(0%)	0(0%)
Leukemia	0(0%)	0(0%)	0(0%)
Lymphoma	0(0%)	0(0%)	0(0%)
Male Genital System	6(75%)	0(0%)	6(75%)
Miscellaneous	2(25%)	0(0%)	2(25%)
Myeloma	0(0%)	0(0%)	0(0%)
Oral Cavity and Pharynx	0(0%)	0(0%)	0(0%)
Respiratory System	0(0%)	0(0%)	0(0%)
Skin excluding Basal and Squamous	0(0%)	2(25%)	2(25%)
Soft Tissue including Heart	0(0%)	0(0%)	0(0%)
Urinary System	0(0%)	0(0%)	0(0%)
Total	12(150%)	4(50%)	16(200%)

Treatment Group

Treatment Group	Count
RxSumSurgPSite	7(87.5%)
RxSumChemo	0(0%)
RxSumHorm	1(12.5%)
RxSumBRM	0(0%)
RxSumOth	8(100%)
RadRegModal	2(25%)
RxSumTransEndo	0(0%)

Activity Report

The Activity report provides information on the abstracting activity at your facility, in terms of the number of released and unreleased abstracts.

To open the Activity report:

1. On the Web Plus menu, click **Reports**.

Result: Web Plus displays a list of reports available.



Web Plus

Home New Abstract

Local Reports

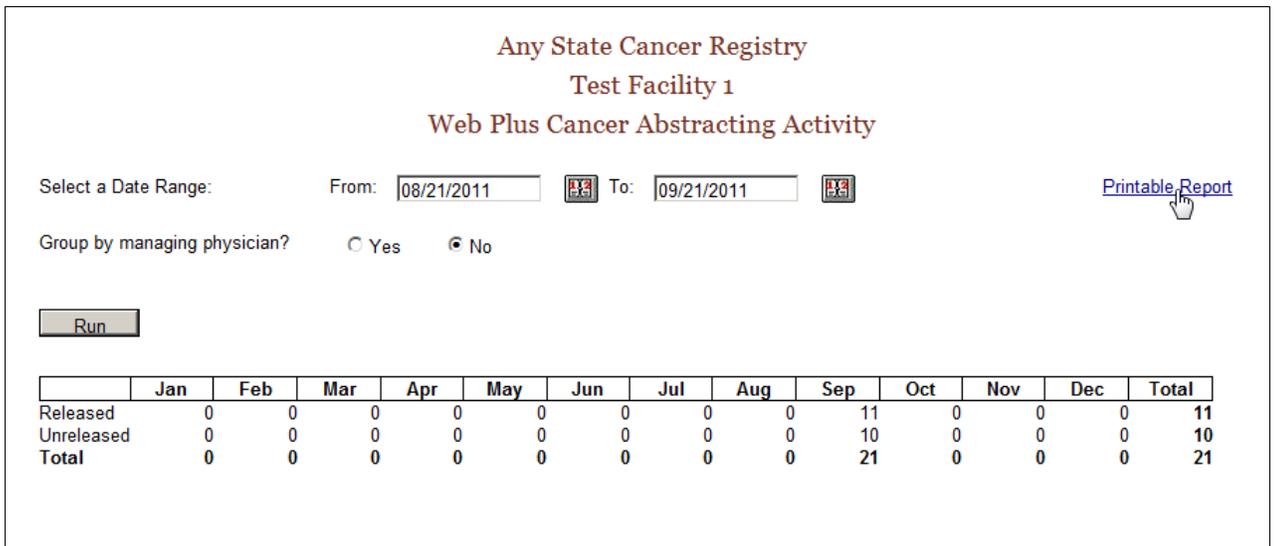
- [Abstracts Submitted Sorted by Abstractor](#)
- [Abstracts Accessed Sorted by Patient Name](#)
- [Descriptive Statistics on Released Abstracts](#)
- [Activity Report](#)
- [Facility Outstanding DCO Abstract Listing Report](#)
- [Facility Outstanding Pathology Abstract Listing Report](#)
- [HIPAA Accounting of Disclosure Report](#)

Audit Reports

- [System Log-ins](#)
- [Abstract Updates](#)
- [Abstract Searches](#)
- [Abstract Deletions](#)
- [Abstract Releases](#)

2. Click the **Activity Report** link.

Result: The Activity Report window opens.



Any State Cancer Registry
Test Facility 1
Web Plus Cancer Abstracting Activity

Select a Date Range: From: To: [Printable Report](#)

Group by managing physician? Yes No

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Released	0	0	0	0	0	0	0	0	11	0	0	0	11
Unreleased	0	0	0	0	0	0	0	0	10	0	0	0	10
Total	0	21	0	0	0	21							

3. If desired, enter a [date range](#) for the Activity report. If the specified date range spans more than one year, the report will display the number of released and unreleased cases for each year rather than each month.

- You can also group the information in the Activity report by managing physician; just click on **Yes** next to Group by managing physician, and click **Run**.
- If you would like to print the report, click on the **Printable Report** link, and print the report in landscape mode using your browser's printer.

Facility Outstanding Follow-back Abstract Listing Report

The Facility Outstanding Follow-back Abstract Listing report includes a line listing of all follow-back abstracts assigned to your facility that you have not yet released. You can print this report for your records, or if you need to go somewhere away from your computer to look up patient records.

To open the Facility Outstanding Follow-back Abstract Listing report, complete these steps:

- On the Web Plus menu, click **Reports**.

Result: Web Plus displays a list of available follow-back reports.



- Click on either the **Facility Outstanding DCO Follow-back Abstract Listing Report** or the **Facility Outstanding Pathology Follow-back Abstract Listing Report** link. In the example shown the Facility Outstanding DCO Follow-back Abstract Listing Report is opened.

Result: The Facility Outstanding Follow-back Abstract Listing Report for the particular follow-back type opens in a separate window.

Web Plus for Any State Cancer Registry											
Current Outstanding DCO Abstracts											
as of Wednesday, September 21, 2011											
											Printable Report
Facility: Test Facility 1											
Total Remaining DCO Abstracts: 6											
Last Name	First Name	MI	AbsRefID	Sex	SSN	DTHCRT#	DOB	DOD	COD	Site	Status
PETERS	MADELON	E	19	2	999999999	000010	07/05/1912	03/23/2010	C349		Incomplete
RUCKNER	WALLACE	I	13	1	999999999	000004	03/08/1929	07/31/2010	C159		Incomplete
STORK	MABEL	E	17	2	999999999	000008	04/02/1928	11/26/2010	C800		Incomplete
TWICHELL	ROBERT	E	15	1	999999999	000006	02/11/1926	08/24/2010	C349		Incomplete
VALLE	THOMAS	A	10	1	999999999	000001	02/21/1927	05/25/2010	C619		Incomplete
VUTT	RUTH	T	12	2	999999999	000003	09/12/1915	08/20/2010	C509		Incomplete

The Facility Outstanding Follow-back Abstract Listing Reports contain these fields:

Field/Headings	Description
Last Name	Last name of patient
First Name	First name of patient
MI	Middle initial of patient
AbsRefID	A unique, system-generated number identifying the abstract
Sex	Patient's sex
SSN	Patient's social security number
DTHCRT#	Death certificate number from death certificate (for death certificate follow-back only)
DOB	Patient's birth date
DOD	Date of patient's death from death certificate (for death certificate follow-back only)
COD	ICD-10 Cause of Death (for death certificate follow-back only)
Site	ICD-O-3 topography code for the primary site of the tumor being reported
Status	Current status of the outstanding follow-back abstract: Incomplete, E-mail sent, Rejected, or Rerouted

- If you would like to print the report, click on the **Printable Report** link, and print the report in landscape mode using your browser's printer.

HIPAA Accounting of Disclosure Report

When a physician or hospital submits information to a central cancer registry, an accounting of disclosures of protected health information is required. The Web Plus HIPAA Accounting of Disclosure Report is a HIPAA-compliant report that includes the date of the disclosure, the name and address of the central cancer registry (entity who received the protected health information), a brief description of the protected health information disclosed, and a brief statement of the purpose of the disclosure. The HIPAA Accounting of Disclosure Report can be generated for all released abstracts and abstracts released within a specified date range, as well as for individual released abstracts.

To open the HIPAA Accounting of Disclosure Report, complete these steps:

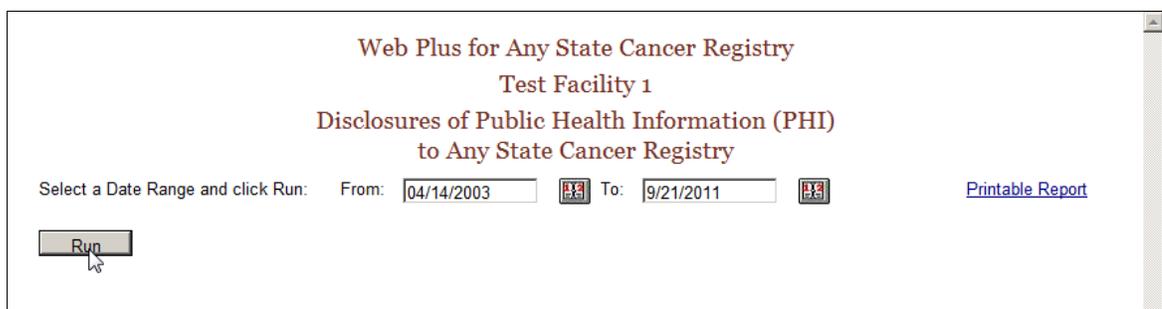
1. On the Web Plus menu, click **Reports**.

Result: Web Plus displays a list of available follow-back reports.



2. Click on the **HIPAA Accounting of Disclosure Report** link.

Result: The HIPAA Accounting of Disclosure Report page opens in a separate window.



3. Enter a [date range](#) for the report. The default **From** date is April 14, 2003, the date HIPAA went into effect, and the default **To** date is the current date.
4. Click **Run**.

Result: You are returned to the HIPAA Accounting of Disclosure Report window, with the information displayed restricted to the date range you selected.

Web Plus for Any State Cancer Registry
Test Facility 1
Disclosures of Public Health Information (PHI)
to Any State Cancer Registry

Select a Date Range and click Run: From: To: [Printable Report](#)

Patient Name	Disclosure Date	Entity Receiving	Entity Address	Description of PHI	Reason for Disclosure of PHI
DOE, JOHN	9/7/2011	Any State Cancer Registry	Some street Some city, GA 00000	Electronic record of confidential cancer patient, tumor and treatment information	Public health reporting for the purpose of population-based activities related to improving health.

- If you would like to print the report, click on the **Printable Report** link, and print the report in landscape mode using your browser’s printer.
- To generate a report for an **individual disclosure**, click on the **patient name link** for the patient of interest. In the example shown, the report is opened for Jane Doe.

Result: A printable HIPAA Accounting of Disclosure Report for the individual opens.

Web Plus for Any State Cancer Registry
Test Facility 1
Disclosures of Public Health Information (PHI)*
to Any State Cancer Registry

Patient Name: DOE, JOHN N
Disclosure Date: 9/7/2011
Name and Address of Entity Receiving PHI: Any State Cancer Registry
Some street
Some city, GA 00000
Description of PHI: Electronic record of confidential patient, tumor and treatment information.
Reason for Disclosure of PHI: Public health reporting for the purpose of population-based activities related to improving health.
*A copy of the Public Health Information abstracted from your health record and reported to your State Cancer Registry is attached.

Patient's name: DOE, JOHN N

Abstractor: JD
Last Name: DOE
First Name: JOHN
Middle Name: N
Maiden Name:
Alias:
Social Security No.: 999999999
Number and Street: 567 WEST ST

Audit Reports

This table describes the audit reports available for viewing by the Web Plus facility abstractor. Clicking the name of the report opens a separate window displaying the report.

This Report . . .	Lists . . .
System Log-ins	the user, date, and time of all Web Plus system log-ins and log outs at your facility within a selected date range
Abstract Updates	the user, date, and time of all abstract updates at your facility
Abstract Searches	the user, date, and time of all abstract searches at your facility
Abstract Deletions	the user, date, and time of all abstract deletions at your facility
Abstract Releases	information about abstract releases from your facility including release time and date, and abstractor

1. Click the **System Log-ins** link.

Result: The Login Audit report page opens.



The report contains these column headings:

Column Heading	Description
Facility	Facility ID Number of your facility
UserID	User ID of the user
Date-Time	Date and time of the log in/out
Action	Indicates the user activity being logged: <ul style="list-style-type: none"> • Logged in • Logged out • Invalid log in attempt

2. Close the report window.
3. On the Reports page under Audit Reports, click **Abstract Updates**.

Result: The Abstract Update Log Opens.

Abstract Update Log

Choose a date range: From: To:

Date Report Run: 9/21/2011 1:31:52 PM [Printable Form](#)

AbsRefID	UserID	Facility	DateTime
4	JOHNDOE	1111111111	9/7/2011 8:32:00 AM
4	JOHNDOE	1111111111	9/7/2011 8:43:00 AM
4	JOHNDOE	1111111111	9/7/2011 8:44:00 AM
4	JOHNDOE	1111111111	9/7/2011 8:44:00 AM
4	JOHNDOE	1111111111	9/7/2011 8:55:00 AM

The Abstract Update Log contains these column headings:

Column Heading	Description
AbsRefID	A unique, system-generated number identifying the abstract
UserID	User ID of the abstractor
Facility	Number of facility that sent the abstract
Date-Time	Date and time of the action

The remaining audit reports contain the same column headings and information as the Abstract Update Log for their specific user activities:

- Abstract Searches
- Abstract Deletions
- Abstract Exports
- Abstract Releases

Activity - Finding Report Information

Look at the list of reports and find this information:

- The case you abstracted earlier
 - The number of updates done to abstracts in the last month
 - The last user to update the JOHN JOHNSON abstract
-

Chapter 10: Final Learner Activity

Overview

For your final activity you will create an abstract from a medical record. Enter the information into the appropriate fields, save it, correct errors, and release the abstract.

Medical Record

Test Facility 1 Discharge Summary

Reporting Physician: Jeffery Banyas

Patient Information

Medical Record Number: 67234

Last Name: Orvis

First Name: John

Middle Name: Wayne

Address: 2276 Waverly St., Philadelphia, PA 19101.

County: Philadelphia

Race: Black

Sex: Male

Date of Birth: February 28, 1925

Social Security Number: 456456456

Admission: June 12, 2011

Discharge: June 18, 2011

Notes:

Mr. Orvis was admitted for follow-up of prostate biopsy positive for cancer performed May 30 in Doctor's Clinic. Radical prostatectomy was performed on 6/13/11. Findings included a 1.5cm adenocarcinoma in prostate, grade 1. All nodes negative. Patient was discharged in good condition. No further treatment is contemplated.

Hints

These are a few hints to help you complete your abstract:

- Fill in what you know at first and then save your work. Web Plus will run the edit check and show the entry fields' blanks or errors.
- Look at the Help page for a field if you need to interpret the field name.
- Use the Search feature on the Lookup page to find the proper code.

Appendix A: Answers

Chapter 2: The Basics

These are the answers to the questions (page 10) about the basics of Web Plus:

1. Click the Special Lookups  icon to open a separate window to insert a code into a field.
2. To log out, click **Log Out** on the Web Plus menu.
3. You do not have to complete filling out the abstract at one time. Begin an abstract and save it. Then you can return to it later by using the Find/Open Abstract tool.

Chapter 3: Creating an Abstract

These are the answers to the questions (page 16) about entering data:

1. You click the **Help** icon to learn more about a field.
2. The Special Lookup page provides codes for specific field information.

Chapter 4: Adding Data to an Abstract

These are the answers to the questions (page 21) about adding data to an abstract:

1. Text fields provide an area to enter written information about a patient's medical history.
2. Click the **Print Preview** link to open a copy of an abstract in a separate window. This preview displays all of the fields and entered data for the abstract. Use your browser's printer to print out a copy.
3. Click **Delete** in the Action column of the Find Abstract page to open the page where you can delete your abstract.

Chapter 5: Correcting Errors

These are the answers to the questions (page 24) about correcting and releasing abstracts:

1. Abstracts are edited for data quality and completeness upon saving or opening of the abstract.
2. The errors list is in the Edit Errors box on the right side of the Data Entry page.
3. You resolve edit errors on an abstract by clicking on links to fields containing edit errors in the Edit Errors box, entering correct values for the fields, and rerunning the edits by saving the abstract.

Chapter 6: Abstracting and Deriving Collaborative Staging Fields

These are the answers to the questions (page 33) about abstracting and deriving Collaborative Staging (CS) fields:

1. Once the fields of primary site and histology have been entered, each CS input data item has a special site-specific look-up associated with it that is accessed by clicking

the magnifying glass icon  to the left of the field. Click the magnifying glass icon and then click the link to the appropriate value from the list of displayed values for the field.

2. Once you have entered all of the other CS input fields, click the **Run CS Edits** button in order to determine which of the CS SSF fields needs to be revised from the defaulted value of 988 to a more specific value.
3. You calculate the CS derived data items by clicking the calculator icon  located to the left of any derived CS data field in the data entry grid.
4. Once you calculate the CS derived fields, the fields of **CS Version Input Current** (item #2937), **CS Version Input Original** (item #2935) and **CS Version Derived** (item #2936) are automatically filled in.

Chapter 7: Completing and Releasing Abstracts

These are the answers to the questions (page 38) about completing and releasing abstracts:

1. Once you have resolved all edit errors and completed all missing critical fields, upon the next save of the abstract, Web Plus informs you that the abstract is complete and ready for release to the central registry.
2. To release more than one abstract at a time, click **Release Abstracts** on the Web Plus menu and select the abstracts you want to release.
3. You can release an abstract by clicking the **Yes** button in the Edit Result box after you have completed it or by releasing it from the Release Abstract page.

Chapter 8: Follow-back Abstracts

These are the answers to the questions (page 44) about follow-back abstracts:

1. To open a follow-back abstract, click on the follow-back link on your home page, and click **open**, to open the follow-back abstract of interest.
2. To reject a follow-back abstract, open the abstract and click **Reject** in the upper right-hand corner of the abstract.

Appendix B: Flowchart for Hematopoietics

