



January 2016 Update

New Electronic Submission of Data Requirements ~

MCSP will be implementing Web Plus for electronic submission of data to the MCSP. Web Plus is a Web-based application that collects cancer data securely over the public internet and is ideal for file upload of submission of data to the central cancer 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 Sockets Layer (SSL) technology. All records saved in a database at the hosting central cancer registry and cases entered by one facility are not visible to other facilities. Data is validated by the CDC EDITS engine running a Web server and users, display types, and edit configurations are managed at the hosting central cancer registry.

Beginning January 1, 2016 and forward, electronic submission of data to the MCSP will be required to be submitted through Web Plus. Implementation date for Web Plus is scheduled for the later part of February. More information will be available soon.

If you have any questions regarding electronic data submissions, please contact Jetty Alverson at alversong@michigan.gov or 517-335-8855.

Note: If your registry is in the SEER area (Wayne, Oakland or Macomb County) and you have questions regarding submission of data, please contact your SEER-State Coordinator, Jeanne Whitlock at 313-578-4219 or whitlock@med.wayne.edu.

NAACCR: 2016 Implementation Guidelines and Recommendations~

The North American Association of Central Cancer Registries, Inc. (NAACCR) has released the 2016 Implementation Guidelines and Recommendations for NAACCR Standards Volume II, Data Standards and Data Dictionary, Version 16, effective with cases diagnosed on or after January 1, 2016.

Effective with Standards Volume II, Version 16, there are several new geocoding data items. Most significantly, there are numerous changes and many new data items associated with the transition from Collaborative Stage System to collection of directly assigned staging components.

Most of these changes, including all definitions of the new items and modifications in the column assignments are specified in Version 16 at <http://www.naacr.org/StandardsandRegistryOperations/VolumeII.aspx>. A brief overview of the

changes are provided below. For more information, refer to the NAACCR Data Standards and Data Dictionary, Version 16.

New Data Items

Four new County at DX Geocode data items [NAACCR Data Items 94-97] were introduced in order to identify an address's geocode relative to each given decennial census. The change was necessary because some states and counties have had changes to county boundaries and therefore changes over time in county of some particular addresses. Appropriate county-census tract combinations are important for deriving census-related socioeconomic factors, such as poverty indicators.

The Rural Urban Continuum 2013 [3312] captures the population size and degree of urbanization by county to aide researchers when investigating how proximity to metropolitan areas and urbanization correlate to burden of cancer. NOTE: This data item is derived electronically (i.e., proprietary cancer abstracting software and Abstract Plus) and should not be entered by an abstractor.

The data items listed below have been introduced as part of the staging transition and data collection requirements that vary among standard setters (see section 6 for more details):

- Six Mets at DX data items [1112-1117]
- Three Tumor Size data items [752-754]
- Eleven derived TNM data items [3605, 3610, 3614, 1616, 1618, 3620, 3622, 3624, 3626, 3650, 3655]

Changed Data Items

Record Layout Changes

The overall record layout remains the same length. Column spaces for some of the data items have been moved in the record layout in order to accommodate the new data items and expanded length of the TNM Clin Staged By and TNM Path Staged By data items (see section 3.5)

Addition of Clinical and Pathologic Indicators to AJCC T, N, M

Clinical and pathologic indicators are being added to six of the AJCC T, N, and M data items [940, 950, 960, 880, 890, and 900].

Sex [220]

The word 'hermaphrodite' formerly classified under code 3 is outdated. The definition was updated to code '3 - Other (intersex, disorders of sexual developmet/DSD).'

Census Ind Code 2010 [272] and Census Occ Code 2010 [282]

The Census Code 2010 and Census Occ Code 2010 were renamed to Census Ind Code 2010 and Census Occ Code 2010 CDC.

“Blank” has been added as an allowable value for both data items when coding has not been attempted.

Alternate names were added for each field, along with revisions to the Description, Rationale, and Coding Instruction to clarify that the field uses NIOSH non-paid worker codes in addition to U.S. Census Bureau codes to improve consistency of data for research use.

TNM Path Staged By [930] and TNM Clin Staged By [990]

The length of both Staged By data items has been expanded to 2 digits to accommodate new codes.

Refer to the most recent version of FORDS for additional coding instructions. See Appendix A for the conversion crosswalk from the 1 character codes to the expanded 2 character codes.

Wording changes to accommodate EHR reporting

The data items listed in Appendix B were updated to harmonize Standards Volume II, Version 16 with data coming in from electronic health record (EHR) reporting.

SEER Coding Sys-Current and Original [2120 and 2130]

Code G was added for the use of the 2016 Coding Manual

Other Changes

Stage Transition: See section 6, Standard Setters Reporting Requirements for 2016, for detailed information and requirements. The Collaborative Stage Transition Newsletter provides communication from the standard setters regarding the transition from Collaborative Stage. The following is a link to the newsletters: <http://seer.cancer.gov/registrars/cs-tnm/>.

MCSP Reporting Requirements by Item and Facility Type~

The ‘MCSP Reporting Requirements by Item and Facility Type’ has been revised for changes in reporting requirements based upon MCSP requirements and NAACCR format version 16. A copy of the document is available on the MCSP Web page at http://www.michigan.gov/mdhhs/0,5885,7-339-71551_2945_5221-16586--,00.html.

A revised copy of the MCSP Cancer Program Manual for changes in reporting requirements will be available on the MCSP Web page on or before February 1.

MCSP Staff ~

Please feel free to contact one of us if you have any questions regarding cancer reporting or if you would like more information about upcoming training/workshop opportunities.

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MCSP Cancer Program Manual and Resource References ~

The MCSP Cancer Program Manual and resource reference documents can be obtained from the MCSP webpage at http://www.michigan.gov/mdhhs/0,5885,7-339-71551_2945_5221-16586--00.html.

Funding for the MCSP is made possible (in part) by the Centers for Disease Control and Prevention. The views expressed in written conference materials or publications and by speakers and moderators do not necessarily reflect the official policies of the State of Michigan Department of Health and Human Services and the U.S. Department of Health and Human Services, nor does the mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government.



April 2016 Update

Submission of Data~

Some important reminders regarding data submission are listed below!

- Cases diagnosed on or before September 30, 2015 are due to the MCSP by April 30, 2015
- Cases diagnosed October 1, 2015 through December 31, 2015 are due to the MCSP by August 31, 2016
 - Electronic format: Submission of data is required on a monthly basis.
 - Paper format: Use the most current copy of the MCSP Cancer Report Form and submit reportable conditions within 6 months (180 days) from the date of initial diagnosis and/or first course of treatment. A copy of the form is available at www.michigan.gov/mcsp

Note: If your registry is in the SEER area (Wayne, Oakland or Macomb County) and you have questions regarding submission of data, please contact your SEER-State Coordinator, Jeanne Whitlock at 313-578-4219 or whitlock@med.wayne.edu

Michigan Administrative Rules on Cancer Reporting~

The Michigan Administrative Rules on Cancer Reporting do not include penalties for non-compliance of submission of data to the MCSP. Submission of data, however, is monitored by the MCSP for timeliness, completeness and accuracy. If discrepancies in data submission are identified, the reporting institution is notified and an action plan is established to address issues with reporting. Data submission is monitored by the MCSP to ensure that deficiencies in facility reporting are addressed within the format and/or timeframe as specified within the action plan.

The MCSP makes every attempt to work with the facility to address issues with compliance. In the event that compliance issues cannot be resolved between the MCSP and the reporting institution, the MCSP may seek assistance from the Michigan licensing department to address concerns regarding non-compliance of State law/rules on cancer reporting.

The MCSP works diligently to meet the National Data Quality Standard (formerly known as the 24-Month standard) and the Advanced Data Quality Standard (formerly known as the 12-month standard). The job of the central cancer registry is to collect and organize the

data, but the building blocks for the state registry come from the reporting institutions who locate and submit the cases. This level of quality is reached because of the high levels of cooperation, professionalism and effort on the part of the hospital and laboratory staff in Michigan. The MCSP staff thanks you for your continued cooperation in submitting timely, accurate and complete data submission.

Electronic Submission of Data to MCSP~

Are you submitting electronic data? If so, don't forget that ALL electronic submission of data on or after January 1, 2016 must be submitted to the MCSP through Web Plus. In addition, any data submitted through the FTP site on or after January 1, 2016 must be resubmitted to the MCSP through Web Plus.

Not sure what Web Plus is? It is a Web-based application that collects cancer data securely over the public internet and is ideal for file upload of submission of data to the central cancer 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 Sockets Layer (SSL) technology. All records saved in a database at the hosting central cancer registry and cases entered by one facility are not visible to other facilities. Data is validated by the CDC EDITS engine running a Web server and users, display types, and edit configurations are managed at the hosting central cancer registry.

Web Plus has been in place for many years within other state central cancer registries and was implemented by the MCSP in 2016 to approach data collection in a new and hopefully better way. This application allows facilities to edit their own data and allows the MCSP with the ability to monitor data for timely, accurate and complete submission of electronic data and provide timely feedback to facilities and others to address issues with reporting. For more information on the specific instructions for proper and complete reporting of cancer diagnoses to the Michigan central cancer registry, please refer to the MCSP Cancer Program Manual at www.michigan.gov/mcsp

If you have questions regarding Web Plus and/or the MCSP specific edit set, please contact David Westover at westoverd1@michigan.gov or 517-335-9624.

If you have questions regarding submission of data requirements, please contact Jetty Alverson at alversong@michigan.gov or 517-335-8855.

Labeling Your Electronic Submission File~

It is important to accurately label your file so that it can be properly identified and processed by the MCSP. To label your electronic submission file, once the export file has been created, enter a file name that begins with MI (Michigan) followed by your 5-digit facility number, then add date stamp (YYYYMMDD), which is the date the file was created. For example, facility 98765 creates an export file on April 5, 2016. The file will be named MI9876520160405, plus the extension assigned by the software. For Metriq, the extension is either .xva (new case) or .xvm (updated case) and will automatically be assigned. The extension assigned by Abstract Plus is always .txt.

Note: If you are sending more than one file at a time, please make sure that EACH file is numbered appropriately by adding -1, -2, -3, etc. and/or type of file to the file name.

MCSP Cancer Program Manual~

Currently, there are two copies of the MCSP Cancer Program Manual available on the MCSP webpage at www.michigan.gov/mcsp based upon submission type (electronic versus paper). As revisions to the manual do occur on a yearly basis and as applicable based upon State and/or Federal reporting requirements, please watch for announcements from the MCSP regarding revision changes.

Of note, the MCSP Cancer Program Manual will be revised in May or June to incorporate the revisions for NAACCR format version 16.0, which will apply to cases diagnosed 2016 or earlier regardless of submission type (paper versus electronic). Announcements regarding revision changes are conducted through the MCSP Updates and/or MCSP NEWSBLASTS.

MCSP Quarterly Updates and NEWSBLASTS~

In addition to our Quarterly Updates, we recently began emailing periodic NEWSBLASTS to Michigan cancer registrars and cancer reporting personnel in an attempt to get important, time-sensitive information to you more quickly. NEWSBLASTS typically cover a single topic, while the Quarterly Updates will contain overviews of standards and registry issues of a more general nature. Our intention is for you received news about critical reporting changes and other key information when you need it.

For your convenience, all MCSP Quarterly Updates and NEWSBLASTS will be archived on the MCSP web page for download and review at any time. The MCSP 2016 NEWSBLAST archive is a single, downloadable PDF containing all NEWSBLASTS for the year with a table of contents that allows easy navigation to individual topics.

If you are not receiving MCSP email correspondence, please contact Jetty Alverson at alversong@michigan.gov or 517-335-8855.

Submission of Data Coding Errors~

In review of submission of data, the MCSP has come across some consistent errors with coding.

- County at Diagnosis [NAACCR Item # 90]

If the patient's address at the time of diagnosis is known AND the patient is a resident of Michigan, the County at Diagnosis code cannot be coded as '999 – county unknown.'

The county name can be obtained by entering the 5-digit zip code and the 2-digit state abbreviation on website at <http://4zipcodes.com/>

If the zip code resides in more than one county, use <http://www.zip-codes.com> and insert full address to locate county.

A list of the FIPS codes for counties and equivalent entities is available in the Appendix A of the North American Association of Central Cancer Registries, Standards for Cancer Registries Volume II, Data Standards and Data Dictionary at <http://www.naacr.org/StandardsandRegistryOperations/VolumeII.aspx>

- Class of Case [NAACCR Item # 610]

Class of Case is a required data item for reporting of cancer case reports to the Michigan cancer registry regardless of registry type (Hospital with a Registry, Hospital without a Registry, Independent Laboratory). Class of case code is an important data item as it is used by the MCSP to process and/or consolidate data accurately within the central cancer registry database.

Coding instructions for assigning class of case code are available in the Facility Oncology Registry Data Standards (FORDS) Manual and the MCSP Cancer Program Manual. A copy of the FORDS is available at <https://www.facs.org/quality-programs/cancer/ncdb/registrymanuals/cocmanuals/fordsmanual>

New, Friendlier MCSP URL~

A new, shortened URL has been created for easier access to MCSP Cancer Program Manual and other resource reference documents. Just enter www.michigan.gov/mcsp in your browser to go directly to our web page.

MCSP Staff ~

Please feel free to contact one of us if you have any questions regarding cancer reporting or if you would like more information about upcoming training/workshop opportunities.

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July 2016 Update

Change of Address Notification ~

The Michigan Department of Health and Human Services (MDHHS) offices have moved. Our new office location is the South Grand Building (formerly known as the Michigan State Police Building) on the corner of Kalamazoo and Grand Avenue. Please refer to information provided below for mailing and physical address.

Mailing Address

Michigan Department of Health and Human Services
Cancer Surveillance Section, 2nd Floor
333 S. Grand Ave.
P.O. Box 30691
Lansing, MI 48909

Physical Address

Michigan Department of Health and Human Services
Cancer Surveillance Section, 2nd Floor
South Grand Building, 2nd Floor
333 S. Grand Ave.
Lansing, MI 48933

Note: Packages for delivery should be sent using the physical address as provided above.

Administrative Rules on Cancer Reporting ~

The Michigan Administrative Rules on Cancer Reporting were revised in March and are now in effect! A copy of the amended document and a revised copy of the Michigan Administrative Rules on Cancer Reporting is available on the MCSP webs site at <http://www.michigan.gov/mcsp>

Those responsible for reporting cancer case reports to the MCSP are strongly encouraged to review the revised rules to ensure compliance with the Michigan cancer reporting requirements. See revised rule 325.9052 as provided on the next page as it pertains to reportable diagnoses and submission of data requirements.

R 325.9052 Reportable diagnoses.

Rule 9052. (1) Cancer diagnoses, diagnoses of benign brain-related tumors, and any tumorous and precancerous diseases otherwise required to be reported by state or federal law shall be reported to the department in a manner consistent with these rules and procedures issued by the department.

(2) Diagnoses shall be reported by **all** reporting entities.

(3) A reporting entity may elect to report cases through a hospital or regional cancer registry that meets the rules set by the department.

(4) Reports shall be **submitted within 180 days of a diagnosis** on a form prescribed or approved by the department, **except for reports forwarded on electronic media.**

(5) **Reports submitted on electronic media shall meet data quality, format, and timeliness standards prescribed by the department.**

Submission of Data Requirements

Whenever a case is diagnosed and/or first treated for a case defined as reportable by the MCSP, the case report must be submitted to the MCSP **within 180 days of a diagnosis** on a form prescribed or approved by the MCSP, except for reports submitted through electronic media.

Electronic cancer case reports submitted to the MCSP must meet data quality, format, and timeliness standards prescribed by the department (MCSP). Electronic file submissions are required to be **submitted to the MCSP through Web Plus on a monthly basis.**

Regardless of method of submission (manual form or electronic), all incidences of cancer and other reportable conditions must be forwarded to the central registry **within 180 days of diagnosis and/or first course of treatment.**

Manual Submission

Paper format: Use the most current copy of the MCSP Cancer Report Form and submit reportable conditions within 6 months (180 days) from the date of initial diagnosis and/or first course of treatment. A copy of the form is available at www.michigan.gov/mcsp

Electronic Submission

Reporting entities submitting cancer case reports electronically to the MCSP must submit their data in the NAACCR format version as required by the state central cancer registry. It is the responsibility of the reporting entity to ensure that the software program meets the MCSP submission of data requirements as follows:

- Cancer case reporting software contains the most current copy available of the MCSP specific edit set.
- Submission of data is transmitted to the MCSP on a monthly basis.
- Cancer case reports are submitted ***within 180 days of diagnosis and/or first course of treatment*** (whichever is applicable).
- Submission files are transmitted to the MCSP through Web Plus.

- To establish a Web Plus account, please complete a copy of the MCSP Web Plus User Account Form available on the MCSP website at: www.michigan.gov/mcsp
- Questions regarding Web Plus accounts should be addressed to David Westover at (517) 335-9624 or WestoverD1@michigan.gov
- Submission files must be labeled according to the instructions as provided in the MCSP Cancer Program Manual. Instructions for accurate labeling of electronic file submissions are as follows:
 - Once export file has been created, rename file for electronic transfer to the MCSP through Web Plus using the 2-digit state abbreviation followed by 5-digit facility number and date stamp (YYYYMMDD), which is the date the file was created.

Example: A file created on July 1, 2016 from facility 12345 should be named as MI1234520160701
 - The file extension will automatically be assigned based upon type of file export. The extension for METRIQ is either .xva (new case) or .xvm (updated case). The extension assigned in Abstract Plus is always .txt.

Example: An export file of new cases created from METRIQ (proprietary cancer case reporting software) from facility 12345 on July 1, 2016 should be named as MI1234520160701.xva
- Files submitted to the MCSP through the FTP site on or after January 1, 2016 were not accepted by the MCSP. All electronic data submission on or after January 1, 2016 must be submitted through Web Plus.

Note: If your registry is in the SEER area (Wayne, Oakland or Macomb County) and you have questions regarding submission of data, please contact your SEER-State Coordinator, Jeanne Whitlock at 313-578-4219 or whitlock@med.wayne.edu

Submission of Data Due Dates ~

- Cases diagnosed October 1, 2015 through December 31, 2015 are required to be submitted to the MCSP **by August 31, 2016.**
- Cases diagnosed prior to October 1, 2015, not previously submitted to the MCSP were required to be submitted to the MCSP **by April 30, 2016.**
 - If cases were not submitted to the MCSP by April 30, 2016, any missed reports must be submitted to the MCSP by July 29.

Please note that there are NO exceptions to non-compliance with submission of data due dates. Facilities identified as non-compliant with the Michigan cancer reporting requirements will be contacted and corrective action taken as necessary/applicable.

Question: What type of correction action is taken by the MCSP when a reporting entity is identified as non-compliant with the Michigan Administrative Rules on Cancer Reporting?

Answer: The Michigan Administrative Rules on Cancer Reporting do not include penalties for non-compliance of submission of data to the MCSP. Submission of data, however, is monitored by the MCSP for timeliness, completeness and accuracy. If discrepancies in data submission are identified, the reporting institution will be notified and an action plan will be established by the MCSP. Reporting entities will be monitored for compliance of the action plan to ensure that deficiencies in reporting are addressed within the format and timeframe as specified by the MCSP.

The MCSP makes every attempt to work with the facility to address issues with compliance. In the event that compliance issues cannot be resolved between the MCSP and the reporting institution, the MCSP may seek assistance from the Michigan licensing department to address compliance of the Michigan Administrative Rules on Cancer Reporting.

It is important to point out that the MCSP works diligently to meet the National Data Quality Standard (formerly known as the 24-Month standard) and the Advanced Data Quality Standard (formerly known as the 12-month standard). For 2016, the 24-month standard is diagnosis year 2014 and the 12-month standard is diagnosis year 2015.

In order for the MCSP to meet it's annual Call for Data of data submission to the North American Association of Central Cancer Registries (NAACCR) for certification and the National Program of Cancer Registries (NPCR) for national data quality standards, all reporting facilities must submit cases to the central cancer registry within the MCSP specified format and timeframe.

Our job at the central cancer registry is to collect and organize the data, but the building blocks for the state registry come from the reporting institutions who locate and submit the cases. This level of quality is reached because of the high levels of cooperation, professionalism and effort on the part of the hospital and laboratory staff in Michigan. The MCSP staff thanks you for your continued cooperation in submitting timely, accurate and complete cancer data. If you have any questions and/or concerns regarding submission of data requirements, please contact Jetty Alverson at (517) 335-8855 or alversong@michigan.gov

Note: If your registry is in the SEER area (Wayne, Oakland or Macomb County) and you have questions regarding submission of data, please contact your SEER-State Coordinator, Jeanne Whitlock at 313-578-4219 or whitlock@med.wayne.edu

MCSP Cancer Program Manual~

Please note that the MCSP Cancer Program Manual must be revised for 2016. As the yearly revision of the manual is based upon release of the revised NAACCR format version, revision of

the manual was postponed until the MCSP edit set could be revised. The NAACCR v16 metafile was released on Monday, June 20. The manual is currently being revised; however, due to changes in department policy and procedures, the manual must be reviewed by the Michigan Department of Health and Human Services (MDHHS) before it can be posted on the MCSP web site.

To address the issue with the delay in the release of the MCSP Cancer Program Manual for NAACCR format version 16, supporting documents such as the MCSP Reporting Requirements By Item and Facility Type and the revised Michigan Administrative Rules on Cancer Reporting, as well as, other applicable documents will be posted as stand alone documents on the MCSP web site at www.michigan.gov/mcsp

MCSP Reporting Requirements by Item and Facility Type ~

This document was revised in June of 2016 based upon NAACCR format version 16 and the MCSP specific cancer reporting requirements for hospitals with a registry, hospitals without a registry and independent laboratories. The need to report an item has been assigned to the levels of required, reportable, and not required.

These requirements are patterned after the American College of Surgeons (ACoS) levels for inclusion of information within a hospital registry. The practical definitions of these levels of reportability are best termed as levels of effort associated with collecting and providing the information.

If a data item is categorized as 'REQ', the reporting entity must collect and report the information with data collection efforts that include review of the patient's hospital charts, outpatient records, or any other available records. If necessary information is missing, additional effort may be required to contact other facilities or physicians to obtain it.

Regardless of facility type, all data item fields must contain values when data is reported through proprietary cancer reporting software or Registry Plus Suite Software (Abstract Plus, Web Plus) unless it is stated in the MCSP Cancer Program Manual that a particular field can be left blank. If value is required, but it does not exist or cannot be found, then the appropriate default value must be entered. Note: Fields cannot be left blank unless specifically allowed.

For more information on the Michigan cancer reporting requirements, please refer to the MCSP Cancer Program Manual. A copy of the manual and the document 'MCSP Reporting Requirements by Item and Facility Type for Cases Diagnosed 2016 (NAACCR Format Version 16)' is available on the MCSP web site at www.michigan.gov/mcsp.

MCSP NEWSBLASTS~

Question: What are MCSP NEWSBLASTS?

Answer: They are time-sensitive information from the MCSP to Michigan cancer registrars and cancer reporting personnel. NEWSBLASTS typically cover a single topic, while the Quarterly Update contains an overview of standards and registry issues of a more general nature. Our

intention is for you received news about critical reporting changes and other key information when you need it.


For your convenience, all MCSP Quarterly Updates and NEWSBLASTS will be archived on the MCSP web page for download and review at any time. The MCSP 2016 NEWSBLAST archive is a single, downloadable PDF containing all NEWSBLASTS for the year with a table of contents that allows easy navigation to individual topics.

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MCSP Staff ~

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