



## *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](http://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](mailto: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](http://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](mailto:westoverd1@michigan.gov) or 517-335-9624.

If you have questions regarding submission of data requirements, please contact Jetty Alverson at [alversong@michigan.gov](mailto: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](http://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](mailto: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](http://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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