



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.

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

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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