MCSP NEWSBLAST: Submission Due Dates

January 22, 2020

This NEWBLAST applies to reporting entities that upload electronic file submissions to MCSP through Web Plus and/or those who use the online abstracting function within Web Plus for reporting of cancer case reports.

- MCSP would like to thank you for your patience while we upgraded our software to version v18 format. Due to the delay of cancer case reporting because of the CDC customization of Web Plus to v18, MCSP would like to remind facilities of submission deadlines, file naming conventions and submission of edit-free files.

Cancer Case Reporting Deadlines

- All reportable cases MUST be submitted to MCSP within six months or 180 days from initial date of diagnosis.
- All missed case reports for diagnosis year 2018 or earlier are considered as late and must be submitted on or before January 31, 2020.
- Submission Schedule for diagnosis year 2019 is provide below along with due dates based upon month/year.

2019 Diagnosis Year Submission Schedule	
Month of Diagnosis	**Submit abstracts to MCSP no later than…**
January – June	January 31, 2020
July	February 29, 2020
August	March 31, 2020
September	April 30, 2020
October	May 31, 2020
November	June 30, 2020
December	July 31 ,2020

<u>Proprietary Cancer Case Reporting Software Submissions</u>

- Label your files with MI followed by your 5-digit Michigan Facility Number and the date stamp in the YYYYMMDD format. Example: MI3401920191122
- If sending more than one file a day, label file using a, b, c, and so forth.
    - Example: MI0400120191122a, MI0400120191122b, MI0400120191122c
- *Please Note:* If you have any **outstanding missed case reports for diagnosis year 2018 or prior**, submit those cases **prior to submitting diagnosis year 2019 cases**.

<u>How to Handle Files Containing Edit Errors:</u>

1. Once records have been uploaded, an edit report will open in a new window. Save or print edit report and make the necessary corrections to the applicable abstracts to clear all edit errors. If you need assistance with clearing a specific edit, please email MDHHS-MCSP-WebPlus@michigan.gov.
2. Delete the file or files from Web Plus that contained the edit errors.
3. Once the old file is deleted, generate the new, clean file and upload the error free file to Web Plus.

    NOTE: A new edit-free file must be submitted within 10 days of original submission.

<u>Web Plus Abstracts</u>

If you use the online abstracting function within Web Plus for electronic submission of data to MCSP, **all case reports for diagnosis year cases for 2019 must be released in Web Plus based upon the 2019 Submission Schedule for Diagnosis Year.** All missed case reports for **diagnosis year 2018 or earlier must be submitted on or before January 31, 2020**. In order to release case reports abstracted in Web Plus, the reports must be complete and edit-free based upon the MI state-specific metafile for NAACCR format version 18.

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@karmanos.org

If you have any questions regarding electronic submission of data, please email MDHHS-MCSP-WebPlus@michigan.gov. If you have questions regarding Michigan cancer reporting requirements, please contact Georgetta (Jetty) Alverson @ AlversonG@michigan.gov or 517-335-8855.