REPORTING TOOLS

REPORTING FORMATS

Cancer cases may be reported using any one of the following formats:

> *NOTE:* All submissions must be accompanied by a **Texas Cancer Registry Transmittal Form (TCR #2),** regardless of the reporting format used. Please refer to *Appendix C* for instructions on completing this form and for an original transmittal form to make copies.

1. **Confidential Cancer Reporting Form (TCR #1):** The Confidential Cancer Reporting Form (TCR #1 revised July 2004) is the paper format that may be used to report your cancer cases. Examples of completed abstracts are shown in *Appendix D*. TCR recommends an alphabetic file of the reported cases be maintained by **your facility** in order to prevent duplicate case reporting.

   > *NOTE:* The revised July 2004 confidential cancer cases reporting form **must** be used for all 2004 and forward cases. Facilities reporting 2003 cases may use the 2003 reporting form or may use the 2004 form. Facilities reporting 50 or less cases per year may report using the paper format. Facilities reporting more than 50 cases per year **must** report electronically.

2. **SANDCRAB Lite (SCL):** SCL, a cancer abstract reporting software developed for reporters, is available free of charge. Cases are entered directly into the computer and submitted to the TCR on diskette, CD, e-mail, or via Internet, thus eliminating the need for paper abstract forms. Submissions via the Internet is the preferred method of submission. SCL meets TCR reporting requirements, but does not meet all ACoS requirements for a cancer program. Contact the Central Office in Austin at 1.800.252.8059 or 512.458.7523 to request your copy of the SCL software or if you have questions regarding the software. SCL can also be downloaded from the TCR website http://www.tdh.state.tx.us/tcr/. The following list is the SCL (version 8.0) system requirements.

   - A 300 MHz Intel-based personal computer
   - 64 MB or more RAM for Windows 95 and Windows 98
   - 128 MB or more of RAM for Windows 2000, Windows NT, Windows ME, and Windows XP
   - CD-ROM Drive
   - 1.44 MB 3 ½" floppy drive
   - Approximately 30 MB (30,000,000 bytes) of Free Hard Disk Space is needed to install the SCL program. Additional disk space will be needed as records are added to the database.

3. **Electronic Data Files:** These files should follow the NAACCR format standards on page 3. This format is used by registries that report their cancer data via commercial registry software or by facilities that have their own electronic reporting software.

4. **E-mail:** Files may now be submitted via e-mail, but the files MUST be password protected and encrypted. The reporting facility must contact the central office with the password, either by phone

or in a separate e-mail. WinZip is the recommended software to encrypt and to password protect the submission files. TCR recommends contacting your network manager for questions on using WinZip.

5. **Internet:** Files may be submitted via the Internet. If you are using SCL, follow the instructions in the SCL User's Guide. If you are using commercial software, please follow the instructions under *Appendix M* of this handbook.

FORMAT STANDARDS

The layout and coding scheme for Reporting Format 3 (Electronic Data Files) should follow the NAACCR Data Exchange Record Layout. Please refer to the NAACCR *Standard for Cancer Registries, Volume II,* for a description of the layout. All columns not requiring data must be blank.

> *NOTE:* Reporters submitting data using Format 1 (TCR #1 Reporting Form) and Format 2 (SCL) should disregard this paragraph.

Facilities with an ACoS approved program must utilize the FORDS manual as well as the TCR's Cancer Reporting Handbook to ensure reporting compliance with both entities, as the data sets for the TCR and ACoS are different. Refer to *Appendix L* for a comparison of data sets for the ACoS, NAACCR, SEER, and TCR requirements.

> *NOTE:* Submissions in an incorrect format, with missing or incomplete data, and/or with an unacceptable level of errors **will be returned** to the reporting facility. If cases are returned to your facility, they will not count towards your compliance.

NAACCR VERSION SUBMISSION FORMAT

DIAGNOSIS/ADMISSION YEAR	NAACCR VERSION
Prior to 2001	10.0 or 10.1 Required
2001 and 2002	10.0 or 10.1 Required
2003	10.0 or 10.1 Required
2004 and forward	10.1 or 10.2 Required

> *NOTE:* When using commercial registry software, follow the coding instructions specific to that software. **Do not** mix codes from one software to another. Any alteration or deviation from the codes specified in the software instructions will create errors in reporting.

Each diskette or CD submitted **must** have a label affixed with the following information:
- Name of reporting facility,
- Number of cases included,
- Reporting period, and
- Software utilized i.e., CANSUR/FACS, CNET[2], ICR, ERS, ELM, ONCO, SCL and format type (1.44 Mb for diskettes only).

INITIAL ACCEPTANCE OF ELECTRONIC DATA

To assess compatibility of submissions, a test file containing at least 50 records must be forwarded to the TCR if your facility changes from one electronic method of reporting to another. After evaluation of the file, the reporting facility will receive notification of the results. If compatibility is assured, please call your TCR regional representative to set up a schedule for regular automated submissions.

TIMELINESS OF DATA SUBMISSION

Collecting timely cancer data is an important function of the TCR. Timeliness of reporting is important, however, data quality and completeness must not suffer. Researchers, epidemiologists, health planners, clinicians, and laypersons benefit from speedy access to the most current information. Due to **reporting requirements** of CDC and TCR, all reports of cases shall be submitted to the TCR within six months of initial diagnosis or admission at their facility with active disease and/or treatment of cancer. This information is referenced in Section 91.5(a) (When to Report) of the Texas Cancer Incidence Reporting Rules. Refer to *Appendix B* for more information regarding when to report.

SUBMISSION SCHEDULE			
ADMISSION IN	**SUBMIT TO TCR BY**	**ADMISSION IN**	**SUBMIT TO TCR BY**
December 2002	June 2003	January 2004	September 2004
January 2003	January 2004	February 2004	October 2004
February 2003	February 2004	March 2004	November 2004
March 2003	March 2004	April 2004	December 2004
April 2003	April 2004	May 2004	January 2005
May 2003	May 2004	June 2004	February 2005
June 2003	June 2004	July 2004	March 2005
July 2003	July 2004	August 2004	April 2005
August 2003	August 2004	September 2004	May 2005
September 2003	September 2004	October 2004	June 2005
October 2003	October 2004	November 2004	July 2005
November 2003	November 2004	December 2004	August 2005
December 2003	December 2004	January 2005	July 2005

NOTE: A six months extension for reporting 2003 cases was granted. A three months extension for 2004 cases has been granted.

Representatives from your regional office will provide training on appropriate reporting procedures.

> *NOTE:* If cases are abstracted as patients are discharged from your facility, all or part of the first course of treatment may be missed. A procedure should be implemented to check readmissions for additional first course of treatment information before submitting to the TCR.

DATA SUBMISSION PROCEDURES FOR OTHER FACILITIES

Independent Clinical Laboratories are required to submit reports at least bi-annually. Health care practitioners are required to furnish data or provide access to records if the same data or records are not reported by a health care facility or clinical laboratory.

Health Care Practitioners initially diagnosing a patient with cancer and performing in-house pathological tests for that patient should report on a quarterly basis and include cases diagnosed within six (6) months. Otherwise, health care practitioners should submit data within four (4) months of the TCRs request to them for specific patient information.

>   **NOTE: The reporting by health care practitioners is being implemented in phases as resources allows.**

All submissions must include a completed Transmittal Form (refer to *Appendix C* for instructions on completing this form and for an original transmittal form for making copies).

>   *NOTE:* To protect patient confidentiality and to avoid loss of forms or diskettes in the mail, it is **strongly recommended** that all confidential information be sent electronically to the TCR. If sent by mail, **registered or certified mail should be used.** The TCR will also use registered or certified mail to send confidential information to reporting facilities.

Reporting forms (paper) and medical records should be grouped together by year of admission and mailed to the appropriate TCR Regional Office. The forms are to be mailed in **sealed, double** envelopes marked **"CONFIDENTIAL"**.

Facilities reporting electronically must send the diskettes or electronic files to the Central Office in Austin. The diskettes must be placed in envelopes appropriate for electronic media in **sealed, double** envelopes marked **"CONFIDENTIAL ELECTRONIC MEDIA"**. Contact the Central Office in Austin for electronic file submissions via e-mail.

>   *NOTE:* Fax transmittal forms for electronic mail submissions to the Central Office in Austin at 1.512.458.7681.

PUBLIC HEALTH REGIONS 1,9,10	**Public Health Regions 5,6**	**PUBLIC HEALTH REGION 7**
Kimberly Kinney-Lara, RHIT, CTR	Judy Spong, MS, CTR	Velma Garza. CTR
Regional Leader	Regional Leader	Regional Supervisor
Texas Department of Health	Texas Department of Health	Texas Department of Health
Cancer Registry Division	Cancer Registry Division	Public Health Region 7
Public Health Region 1	Public Health Region 6	Cancer Registry Division
1109 Kemper	5425 Polk Street, Suite J	1100 W. 49th Street
Lubbock, Texas 79403	Houston, Texas 77023-1497	Austin, Texas 78756
806.744.3577	713.767.3180	512.458.7523 or 1.800.252.8059
Fax 806.767.0420	Fax 713.767.3193	Fax 512.458.7681
kimberly.kinney-lara@tdh.state.tx.us	judy.spong@tdh.state.tx.us	velma.garza@tdh.state.tx.us
Public Health Regions 2,3,4	**PUBLIC HEALTH REGIONS 8,11**	**REGIONAL OPERATIONS MANAGERS**
Elaine Woods, CTR	Nelda M. Gonzalez, CTR	• Elaine Woods, CTR
Regional Supervisor	Regional Leader	PHRs 1/9/10 and 2/3/4
Texas Department of Health	Texas Department of Health	817.264.4590
Cancer Registry Division	Cancer Registry Division	elaine.allgood@tdh.state.tx.us
Public Health Region 2/3	Public Health Region 8	• Velma Garza, CTR
1301 South Bowen Rd., Suite 200	7430 Louis Pasteur Drive	PHRs 5/6, 7, and 8/11
Arlington, Texas 76013-1869	San Antonio, Texas 78229	512.458.7523 or 1.800.252.8059
817.264.4590	210.949.2165	velma.garza@tdh.state.tx.us
Fax 817.264.4597	Fax 210.949.2058	
elaine.allgood@tdh.state.tx.us	nelda.gonzalez@tdh.state.tx.us	