REPORTING TOOLS

ELECTRONIC REPORTING

Effective January 1, 2007, manual (paper) cancer reporting forms and modem submissions will **no** longer be allowed. All cancer reports must be submitted electronically either via an FTP data submission process (File Transfer Protocol, used to transfer files over the Internet), or by sending an encrypted, password protected data file saved on a diskette or CD.

Note: Also, effective January 1, 2007, all data submissions must clear TCR required edits at the time of submission. For SCL users, current edits are automatically maintained. For information on incorporating and/or using TCR edits in facility-specific or vendor software, contact the Central TCR Office in Austin at 1-800-252-8059 or (512) 458-7523.

CRESS

The TCR has developed the Cancer Registry Electronic Submission System (CRESS), to support web-based FTP submissions of data files. The CRESS website is a secured site and cannot be accessed by anyone without a valid user id and password. With this system, all data submissions will become encrypted, password protected and sent to the DSHS secured server. The encryption is done within the CRESS system and is accomplished without any additional effort from the user.

If you are using SCL, follow the instructions in the *SCL User's Guide* or if you are using commercial or your own facility software, please follow the instructions provided at: www.dshs.state.tx.us/tcr/.

For more information about the CRESS application, please refer to *Appendix N* at: www.dshs.state.tx.us/tcr/reporting.shtm#reportHB, contact the CRESS helpdesk at 1-800-252-8059, or at CRESS@Exch.dshs.state.tx.us.

Note: Facilities with an annual caseload greater than 400 must submit via CRESS using TCR or other acceptable software.

Note: All CRESS submissions must include a completed Transmittal Form. SCL users will no longer be required to fax transmittal forms. CRESS users must immediately fax transmittal forms after transmissions to (512) 458-7681.

MAILING DISKETTES AND CDS FOR DATA SUBMISSION

We strongly recommend facilities to submit their data via the Internet (CRESS or SCL-FTP). This process better assures the security of confidential patient case information during submission to our office. When confidential patient data are submitted on diskette or CD through the mail, they can be lost and/or more readily accessed by unauthorized personnel.

If data files are sent in the mail, they should be sent so that the mailer is tracked, the file should be zipped, encrypted, and password protected, and the password should **never** be sent with the diskette/CD. Please either call the TCR Central Office at 1-800-252-8059 or (512) 458-7523 to provide your password or include it on a faxed copy of the transmittal form (not in the diskette/CD mailer).

Note: A Texas Cancer Registry Transmittal Form (TCR #2), regardless of the reporting format used, must accompany all submissions. Please refer to www.dshs.state.tx.us/tcr for instructions on completing this form.

REPORTING SOFTWARE

SANDCRAB Lite (SCL):

SCL, a cancer abstract reporting software developed for reporters, is available from the TCR free of charge. SCL meets TCR reporting requirements, but does not meet all requirements for an ACoS approved cancer program. Cases are entered directly into the computer and submitted to the TCR via an FTP process, thus eliminating the need for paper abstract forms.

The SCL system requirements, registration, software, and *User's Manual* are available at: www.dshs.state.tx.us/tcr/reporting.shtm#SCL. SCL can be downloaded from the TCR website at www.dshs.state.tx.us/tcr/FormSL.shtm by selecting "Register to Download SCL." If you have questions, need assistance with the installation of SCL, or require a CD of the software, contact the Central TCR Office in Austin at 1-800-252-8059 or (512) 458-7523.

SCL System Requirements:

- A 300 MHz Intel-based personal computer
- 64 MB or more RAM for Windows 98
- 128 MB or more of RAM for Windows 2000, Windows NT, Windows ME, Windows XP, and Windows Vista
- CD-ROM Drive or CD-RW (optional)
- 1.44 MB 3 ½" floppy drive (optional)
- Approximately 185 MB (185,000,000 bytes) or more Free Hard Disk Space is needed to install the SCL program. Additional disk space will be needed as records are added to the database.
- Internet and/or network connectivity (recommended for software/table updates)

COMMERCIAL VENDOR OR FACILITY SOFTWARE

All commercial or facility software must fully comply with TCR reporting requirements, including the correct NAACCR format standards and TCR edits. If you have questions, or need assistance in determining if your software meets TCR standards, contact the Central TCR Office in Austin at 1-800-252-8059 or (512) 458-7523.

FORMAT STANDARDS

Note to SCL Users: Reporters submitting data using SCL should disregard this paragraph.

The layout and coding scheme for reporting with commercial vendor or facility software 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.

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 H* 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 errors will be rejected. Effective January 1, 2007, rejected reports must be resubmitted within 30 days. If cases are rejected, they will not count towards your compliance.

NAACCR Version Submission Format:

DIAGNOSIS/ADMISSION YEAR	NAACCR VERSION
2004 - 2006	11.0 Accepted
2007 and forward	11.1 Required

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

TIMELINESS OF DATA SUBMISSION

Timeliness of case reporting is important, however, data quality and completeness must be assured as well. 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* at www.dshs.state.tx.us/tcr/lawrules.shtm#law for more information regarding when to report.

Submission Schedule:

ADMISSION MONTH	SUBMIT TO TCR BY THE FOLLOWING MONTH
January	July
February	August
March	September
April	October
May	November
June	December
July	January
August	February
September	March
October	April
November	May
December	June

Representatives from your regional office are available to provide training on appropriate reporting procedures.

Note: If cases are abstracted at the time 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 patient readmissions for additional first course of treatment information before submitting to the TCR.

DATA SUBMISSION PROCEDURES FOR OTHER NON-FACILITY REPORTERS

Independent Clinical Laboratories are required to submit reports at least bi-annually. Electronic submission is required.

Health care practitioners are required to furnish data or provide record access to the TCR 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 TCR's request for specific patient information.

Note: The reporting by health care practitioners is being implemented in phases as resources allow.

REGIONAL CONTACTS

HEALTH SERVICE REGIONS 1, 9	HEALTH SERVICE REGIONS 5, 6	HEALTH SERVICE REGION 7
Cindy DeAnda, CTR Regional Program Technician Department of State Health Services Cancer Epidemiology & Surveillance Branch-1899 Health Service Region 1 1109 Kemper Lubbock, Texas 79403 (806) 767-0323 Fax (806) 767-0420 cindy.deanda@dshs.state.tx.us	Judy Spong, MS, CTR Regional Program Specialist Department of State Health Services Cancer Epidemiology & Surveillance Branch-1906 Health Service Region 6 5425 Polk Street, Suite J Houston, Texas 77023-1497 (713) 767-3180 Fax (713) 767-3193 judy.spong@dshs.state.tx.us	Velma Garza, CTR Registry Operations Supervisor Department of State Health Services Cancer Epidemiology & Surveillance Branch-1928 1100 W. 49th Street Austin, Texas 78756 (512) 458-7523 or 1-800-252-8059 Fax (512) 458-7681 velma.garza@dshs.state.tx.us
HEALTH SERVICE REGIONS 2, 3 Dora Rodriguez-Flores, CTR Regional Program Specialist Department of State Health Services Cancer Epidemiology & Surveillance Branch-1869 Health Service Regions 2/3 1301 South Bowen Rd., Suite 200 Arlington, Texas 76013 (817) 264-4590 Fax (817) 264-4597 Dora.rodriguez@dshs.state.tx.us	**HEALTH SERVICE REGIONS 8, 10** Nelda M. Gonzalez, CTR Regional Program Specialist Department of State Health Services Cancer Epidemiology & Surveillance Branch-5716 Health Service Region 8 7430 Louis Pasteur Drive San Antonio, Texas 78229 (210) 949-2165 Fax (210) 949-2058 nelda.gonzalez@dshs.state.tx.us	**HEALTH SERVICE REGION 11** Miriam Robles, RHIT, CTR Regional Program Specialist TCR South Texas Texas A&M SRPH Health Service Region 11 2101 S. McColl McAllen, Texas 78503 (956) 668-6304 Fax (956) 668-6310 Mjrobles@srph.tamhsc.edu
HEALTH SERVICE REGION 4 Teresa Ball, CTR Regional Registry Coordinator TCR East Texas The University of Texas Health Center at Tyler Health Service Region 4 11937 US Hwy 271 Tyler, Texas 75705 (903) 877-7935 Fax (903) 877-5953 teresa.ball@uthct.edu	**REGISTRY OPERATIONS SUPERVISORS** Elaine Woods, CTR HSRs 1/9, 2/3/4 and 5/6 (817) 264-4590 elaine.woods@dshs.state.tx.us Velma Garza, CTR HSRs 7, and 8/10/11 (512) 458-7523 or 1-800-252-8059 velma.garza@dshs.state.tx.us	