



A Joint Project of the Sylvester Comprehensive Cancer Center and the Florida Department of Health

Florida Cancer Data System • PO Box 016960 (D4-11) • Miami, FL 33101 • FAX: 305-243-4871 / Phone: 305-243-4600

## FCDS IDEA User Account Request Form

FCDS will mail/fax your username and password, which you can use to upload data, enter single records, or access reports via our web site: <http://fcds.med.miami.edu> (click on *FCDS IDEA* link). You must apply for a new password once per year. Contact us if you have not received your account information within a few days.

- Create new FCDS IDEA account     My account has expired, or I need changes to my login menu

Name (last, first middle)		
Institution, Facility, or Path Lab Name		
FCDS Facility # or CLIA #		
Phone		Fax
Address, City, State, Zip		
Email address (for contact purposes only, do not email confidential data!)		
FCDS IDEA Userid (if you have one)		
FCDS Abstractor Code renewal (if you have one)	FCDS Abstractor Code _____ <input type="checkbox"/> I am a Certified Tumor Registrar (CTR); Year certified _____ I have been abstracting since year _____	

FCDS Login Type (**Important**: check one box that applies to the type of data you will be sending FCDS):

- Hospital/Contractor/Ambulatory Center – for **full** cancer abstract submissions
- Web-based Report Access – Complete facility level access to: Case Listing (Alpha Lists), Death Clearance, Follow-up, Quality Control Review, AHCA, RT, and Death Clearance Followback reports and other downloads
  - Follow-up Inquiry menu **only** – for vital status, last contact/death date, cause of death
  - Quality Control Review, AHCA, RT, and Death Clearance Followback menus **only**
- Path Laboratory – for Path data (FCDS CLIP project)
- Web-based Report Access – for Case Listing (Alpha Lists including path lab diagnosis text)
- Radiation Therapy Facility – for Radiation Therapy Case ID Project
- RT Followback menu **only**

*These options authorize facility-level access to confidential data and requires an additional specific memo from the facility administrator on original stationary/letterhead to be mailed to FCDS once each year (please see attached template memo).*

I certify I am an authorized employee for the above listed facility; that I will not share my FCDS User Name, password and/or abstractor code with anyone; that I know and understand the codes, policies and procedures for sending and abstracting cancer cases for the Florida Cancer Data System and I have read and agree to abide by the FCDS Safe Web Computing Practices (see attached).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 FCDS Use Only: User Id: \_\_\_\_\_ Password: \_\_\_\_\_ Expiration: \_\_\_\_\_

FCDS Field Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_ Form processed by: \_\_\_\_\_ Date: \_\_\_\_\_

# FCDS Safe Web Computing Practices

Some of these practices are simple and common sense. Others require some technical assistance. Please contact your facility technical staff for help.

- Do not share your username and password with anyone, including your administrator, temporary workers, and other contractors. FCDS will grant as many individual login ids as your facility requires. All FCDS web access is tracked by username.
- Keep your username and password in a secure place. Do not attach it to a post-it note on your monitor!
- Do not access the FCDS IDEA web site from a public computer such as those found in hotels, public libraries, coffeehouses, etc. These open-access computers may be infested with viruses or spyware.
- Do not allow your web browser to “remember” your username and password for you. This feature stores your password on your local drive and anyone could log into the FCDS web site without supplying your password. Internet Explorer users can turn off AutoComplete from Tools->Internet Options->Content->AutoComplete->Leave unchecked “Use AutoComplete for User names and Passwords on forms” and select Clear Passwords and Clear Forms.
- Use a web browser such as Microsoft Internet Explorer version 6 or later that has 128-bit SSL encryption capabilities. This browser is free and simple to download, install, and upgrade from [www.microsoft.com](http://www.microsoft.com). You can usually see if your existing browser has 128-bit encryption from the Help->About menu.
- You should have anti-virus software installed on your computer and regularly updated. If you use Microsoft Windows, you should regularly run “Windows update” and download/install the “Critical Updates”. Anti-spyware software is highly recommended as well.
- When you access a web site, what you see on the screen is first downloaded to a temporary directory on your local hard drive. These files will have confidential data in them. Use your browser settings to delete your Temporary Internet Files (also called Browser Cache) after you have accessed the FCDS web site. Most browsers have an option to delete these files automatically after you exit. (For Internet Explorer: Tools->Internet Options->Temporary Internet Files->Delete Files, or Internet Options->Advanced->Security->both “Empty Temporary Internet Files” & “Do not save encrypted pages to disk” should be checked).
- After you log into the FCDS web site, previous login dates/times/errors/messages are printed on the screen. Contact FCDS if you notice an error or access time you don’t recognize.
- Choose the Logout menu choice from your FCDS IDEA menu when you have completed your work. Close all your browser windows after you have logged out.
- Periodically check the What’s New and Newsletters sections of the FCDS web site for updates and changes to these Safe Web Computing Practices.
- Follow the FCDS Recommended Settings for your browser. These settings can be found on a link on the FCDS login page.



May 3, 2006

TO: Facility Administrators

FROM: Jill A. MacKinnon  
Administrative Director, FCDS

RE: Facility level data access (Web-Based Reports, Follow-up Inquiry)

The Florida Cancer Data System is very happy to announce the implementation of facility specific web-based reports. Each facility will have the ability to download a variety of facility specific reports pertinent to the tumor registry directly from the FCDS web site. The reports will be generated upon request and will be downloaded directly by the facility's authorized users. The first reports to be available on-line will be the admission by facility (alpha list), quarterly mortality match, and follow-up inquiry. Additional reports will be posted to the FCDS web site as they become available.

In order to obtain access to facility level data, the facility must complete the two attached forms: *FCDS IDEA User Account Request Form* and a *Facility Level Data Access Authorization and Account Request* memo. The Access Authorization form **must be copied onto facility letterhead completed and signed by the facility administrator. Only Access Authorization forms on facility letterhead will be acceptable. Both completed forms must be returned to FCDS together via mail at the address above (no faxes).**

All facilities are strongly encouraged to activate their account as soon as possible because in the future, FCDS will not provide paper copies of the reports that are accessible on-line. Also, the Web-Based Report accounts are facility specific. Therefore, if the authorized individual is responsible for multiple facilities, a separate Access Authorization must be submitted for each facility.

Should you have any questions please contact me at (305) 243-4600.

cc: Registrar

*This template memo must be on original facility stationary/letterhead and mailed to FCDS – not faxed.  
This form must be sent to FCDS yearly to maintain access for the chosen FCDS IDEA user.*

Date: \_\_\_\_\_

TO: Jill MacKinnon  
Florida Cancer Data System

FROM: (Administrator Name) \_\_\_\_\_

(Title) \_\_\_\_\_

RE: **Facility Level Data Access Authorization and Account Request**

Facility Name: \_\_\_\_\_

FCDS Facility Number: \_\_\_\_\_ *for Hospitals*  
*or*

Hospital-based Path CLIA Number: \_\_\_\_\_ *for Path Labs*

I authorize \_\_\_\_\_ to access all facility specific reports from the FCDS IDEA web site for the above referenced facility. I understand the authorized individual will have complete access to all confidential data submitted to FCDS by this facility.

The completed *FCDS IDEA User Account Request Form* is attached to this memo.

I am authorized by the above referenced facility to make this designation.

Administrator  
Signature \_\_\_\_\_ Date \_\_\_\_\_



## Florida Cancer Data System Cancer Abstractor Code Request Form

Please mail or Fax this form to your FCDS Field Coordinator

*Contact us at 305-243-4600 if you have not received your account information within a few days.*

My abstractor code: \_\_\_ \_\_\_ \_\_\_ will expire soon. Please renew it for another year.

Name (last, first middle)	
Institution or Facility Name	
FCDS Facility #	
Phone number	
Fax number	
Address, City, State, Zip	
Email address (for contact purposes only, do not email confidential data!)	

Are you a Certified Tumor Registrar (CTR)? Please check one:

\_\_\_ Yes – Year certified \_\_\_\_\_  
\_\_\_ No

Number of years abstracting: \_\_\_\_\_

I attest the above information is true and correct; that I will not share my abstractor code with any one and that I know and understand the codes, policies and procedures for abstracting cancer cases for the Florida Cancer Data System.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check this box to have your new code faxed back to you.

Return this form to FCDS: Florida Cancer Data System University of Miami  
PO Box 016960 (D4-11)  
Miami, FL 33101  
FAX: 305-243-4871 / Phone: 305-243-4600

FCDS Use Only:

Abstractor Code: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

FCDS Field Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_ Form processed by: \_\_\_\_\_ Date: \_\_\_\_\_