

2016 Data Acquisition Manual

Table of Contents

Introduction:

Acknowledgements	i
Preface, Confidentiality	ii
Florida State Law	iii - xvi

Section I: **Guidelines for Cancer Data Reporting**

A. Case Eligibility	1 - 13
1. Reportable Patients	
2. Not Reportable Patients	
3. UPDATED - Reportable Neoplasms	
4. Not Reportable Neoplasms	
5. Reporting Multiple Primary Tumors	
6. Clarification of Reporting Requirements	
B. Casefinding	14-16
1. HIM/Medical Record Disease Index/Unified Billing System Report	
2. Pathology Reports	
3. Radiation Therapy Department	
4. Outpatient Departments	
5. Diagnostic Imaging (Radiology) Department	
6. ICD-9-CM Casefinding List for Reportable Tumors - 2014 Patient Encounters	
7. ICD-10-CM Casefinding List for Reportable Tumors - 2014 Patient Encounters	
C. Abstracting	17-24
1. Personnel Requirements – Abstractor Training and FCDS Abstractor Code	
2. Case Abstracting Requirements – Timeliness	
3. Not Reportable List	
4. Abstracting Non-Analytic and Historical Cases	
5. Abstracting Historical Cases Optional Minimal Dataset	
6. Reporting Historical Cases in the State Specific fields	
7. Annual Reporting Deadline – June 30 th	
8. Required/Recommended Desk References	
D. Data Transmission	24-26
1. Quarterly Reporting	
2. Electronic Submissions	
3. Receipt on Upload – Confirmation Report	
4. Data Acceptance Policy – FCDS EDITS	
E. Psychiatric, Military and Veterans Administration Facilities	26
F. Ambulatory Surgery Centers	26-27
G. Free-Standing Radiation Therapy Centers	27
H. Private Physician Offices	27
I. Clinical Laboratory Cancer Identification Program	27-28
J. FCDS Responsibilities	28-39
1. Data Acquisition	
2. Training and Education	
3. Quality Control	
4. FCDS Data Quality/Quality Control Program Components	
5. Data Requests	
K. FCDS Management Reports	39-40
L. Awards	40-41
M. FCDS Correspondence	41
N. Calendar/Forms/Templates/Sample Reports	41-58
FCDS Annual Reporting Calendar	
2015 FCDS Abstract Form	
FCDS Discrepancy Journal	
Not Reportable List Template	
FCDS Quarterly Cancer Case Reporting Status Report – Sample	
FCDS Data Quality Indicator Report - Sample	

2016 Data Acquisition Manual
Table of Contents

Section II: General Abstracting Instructions.....	59-60
Registry Information	61-67
FCDS – Reporting Facility	
FCDS – Accession Number - Hospital	
Sequence Number – Hospital	
Date of 1 st Contact	
Date of 1 st Contact Flag	
Medical Record Number	
Date Case Complete/ Date Case Abstracted	
Abstracted By (FCDS Abstractor Code)	
Type of Reporting Source	
Patient Demographics.....	68-86
Name – Last	
Name – First	
Name – Middle	
Name – Alias	
Name - Maiden	
Social Security Number	
Birth Date	
Birth Date Flag	
Birthplace – State	
Birthplace – Country	
Sex – Updated Codes	
Race 1	
Race 2	
Race 3	
Race 4	
Race 5	
Spanish/Hispanic Origin	
Marital Status	
Height at Diagnosis (inches)	
Weight at Diagnosis (lbs)	
Tobacco Use – Cigarette	
Tobacco Use – OthSmoke	
Tobacco Use – SmokelessTob	
Tobacco Use – NOS	
Addr at DX - Supplemental	
Addr at DX – No & Street	
Addr at DX – City	
Addr at DX – State	
Addr at DX – Country	
Addr at DX – Postal Code	
County at DX	
Addr Current – No & Street	
Addr Current – City	
Addr Current – State	
Addr Current – Country	

2016 Data Acquisition Manual
Table of Contents

Addr Current – Postal Code
County – Current
Telephone Current
Primary Payer at DX
Physician – Managing
NPI – Managing Physician
NPI – Following Physician
NPI - Primary Surgeon
NPI - Physician #3 (Radiation Oncologist)
NPI - Physician #4 (Medical Oncologist)
Text – Usual Occupation
Text – Usual Industry

Tumor Information..... 87-109

Date of Initial Diagnosis
Date of Diagnosis Flag
Text – Place of Diagnosis
Class of Case
Diagnostic Confirmation
Primary Site
Laterality
Histologic Type ICD-O-3
Behavior ICD-O-3
Grade/Differentiation/Immunophenotype
Lymph –Vascular Invasion
Text- Primary Site Title
Text- Histology Title

Collaborative Stage Data Collection System (CSv2) 109

CS Tumor Size
CS Extension
CS Tumor Size/Ext Eval
CS Lymph Nodes
CS Reg Lymph Nodes Eval
Regional Lymph Nodes Examined
Regional Lymph Nodes Positive
CS Mets at DX
CS Mets Eval
CS Site-Specific Factors 1-25

Direct-Coded SEER Summary Stage 2000..... 110

Direct-Coded AJCC TNM Cancer Staging System 111-119

Clinical T
Clinical N
Clinical M
Clinical Stage Group
Clinical Stage (Prefix/Suffix) Descriptor
TNM Clinical – Staged By
Pathologic T
Pathologic N

2016 Data Acquisition Manual
Table of Contents

Pathologic M
Pathologic Stage Group
Pathologic Stage (Prefix/Suffix) Descriptor
TNM Pathologic – Staged By
TNM Edition Number

Treatment Information 119-162

Rx Summ – Surg Prim Site
Rx Date – Surgery (Date of First Surgical Procedure)
Rx Date – Surgery Flag
Rx Date - Most Definitive Surgery
Rx Date - Most Definitive Surgery Flag
Rx Summ – Scope Regional Lymph Node Surgery
Rx Summ – Surgery of Other Reg/Dis
Reason for No Surgery
Rx Summ – Radiation
Rx Summ – Radiation Flag
Rx Summ – Surg/Rad Seq
Rad – Regional RX Modality
Rx Date – Radiation
Rx Summ – Systemic Surg Seq
Rx Summ – Chemo
Rx Date – Chemo
Rx Date – Chemo Flag
Rx Summ – Hormone
Rx Date – Hormone
Rx Date – Hormone Flag
Rx Summ – BRM/Immunotherapy
Rx Date – BRM/Immunotherapy
Rx Date – BRM/Immunotherapy Flag
Rx Summ – Other
Rx Date – Other
Rx Date – Other Flag
Rx Summ – Transplant/Endocr
Rx Date – Transplant/Endocr
RX Text – Radiation (Beam)
RX Text – Radiation Other
RX Text – Chemo
RX Text – Hormone
RX Text – BRM
RX Text – Other

Text – Required..... 163-166

Text – DX Procedures – Physical Exam
Text – DX Procedures – X-Ray/Scans
Text – DX Procedures – Scopes
Text – DX Procedures – Lab Tests
Text – DX Procedures – Operative Report
Text – DX Procedures – Pathology Report
Text – Staging
RX Text – Surgery

2016 Data Acquisition Manual

Table of Contents

RX Text – Radiation (Beam)
RX Text – Radiation Other
RX Text – Chemo
RX Text – Hormone
RX Text – BRM
RX Text – Other
Text – Remarks

Follow Up	167-169
Date of Last Contact	
Date of Last Contact Flag	
Vital Status	
Cancer Status	

Appendix A: Florida Healthcare Facilities Currently Reporting to FCDS

Hospitals	A-1 - A-7
Free Standing Surgical Centers.....	A-7 - A-17
Radiation Centers.....	A-18 - A-21

Appendix B: Florida FIPS, USPS State Abbreviations and ISO Country Codes

International Organization for Standardization (ISO) Country Codes
United States Postal Service State Abbreviation Codes
Canadian Province Abbreviation Codes
United States Territory Abbreviation Codes
Federal Information Standards Processing (FIPS) County Codes
Florida County Codes

Appendix C: Glossary and Standard Abbreviations - Updated

Breast Cancer Profile Explaining ER/PR/HER2 Prognostic Factors	
Links to 2015 SEER Coding Guidelines for Specified Cancer Sites	
Glossary of Common Terms	C-4 - C-5
UPDATED - NAACCR Standard Abbreviations	C-6 - C-47

Appendix D: Race Coding Instructions and Race and Nationality Descriptions

Race Coding Instructions	
Race and Nationality Descriptions from the 2000 Census and	
Bureau of Vital Statistics	D-5 - D-10
Other Race Descriptions	D-11 - D-18
Race and Nationality Descriptions Alphabetic Index	D-19 - D-33

Appendix E: Census List of Spanish Surnames

Spanish Surnames	E-1 - E-68
------------------------	------------

Appendix F: Site-Specific Surgery Codes

Oral Cavity.....	F-1 - F-2
Parotid and Other Unspecified Glands	F-3 - F-4
Pharynx	F-5 - F-6
Esophagus	F-7
Stomach	F-8 - F-9
Colon	F-10 - F-11

2016 Data Acquisition Manual
Table of Contents

Rectosigmoid	F-12 - F-13
Rectum	F-14 - F-15
Anus	F-16
Liver and Intrahepatic Bile Ducts	F-17
Pancreas	F-18
Larynx	F-19
Lung	F-20 - F-21
Hematopoietic/Reticuloendothelial/Immunoproliferative/ Myeloproliferative Disease	F-22
Bones, Joints, and Articular Cartilage	
Peripheral Nerves and Autonomic Nervous System	
Connective Subcutaneous and Other Soft Tissues.....	F-23
Spleen	F-24
Skin	F-25 - F-26
Breast	F-27 - F-29
Cervix Uteri	F-30 - F-31
Corpus Uteri.....	F-32 - F-33
Ovary	F-34 - F-35
Prostate	F-36 – F-37
Testis	F-38
Kidney, Renal Pelvis, and Ureter.....	F-39
Bladder	F-40 - F-41
Brain	F-42
Thyroid Gland.....	F-43
Lymph Nodes.....	F-44
All Other Sites	F-45
Unknown and Ill-Defined Primary Site	F-47

Appendix G: FCDS 2015 Record Layout (NAACCR Version 15)

Record ID Section.....	G-1
Demographic Section.....	G-1 - G-2
Cancer Identification.....	G-2 - G-3
Hospital-Specific Section.....	G-3 - G-4
Stage/ Prognostic Factors.....	G-4 - G-5
Treatment – 1 st Course	G-5 - G-7
Treatment – Subsequent & Other	G-7 - G-9
Follow Up/ Recurrence/Death	G-9
Over-ride/Conversion/System Admin.	G-10 - G-11
Special Use	G-11 - G-13
Patient – Confidential	G 13
Hospital – Confidential.....	G-13- G14
Other – Confidential	G 14
Text – Diagnosis	G-14
Text – Treatment.....	G-14
Text – Misc.....	G-14 - G-17
Derived/SEER/Path	G-17 –G -18

2016 Data Acquisition Manual
Table of Contents

Appendix H: [2015 FCDS Required CSv02.05 Site Specific Factors \(SSFs\)](#)

Appendix I: [Free-Standing Radiation Therapy Centers Cancer Case Identification Program](#)
Tab separated file layout for uploads via FCDS IDEA.....I-1 - I-2
Data Item Description..... I-3 - I-4
Casefinding ListI-5- I-38

Appendix J: [Height Conversion Tables - Converting Feet to Inches](#)

Appendix K: [Weight Conversion Tables - Converting Kilograms to Pounds](#)

Appendix L: [FCDS Text Documentation Requirements](#)

Appendix M: [Hematopoietic and Lymphoid Neoplasm Master Code Lists \(alpha/numeric\)](#)

Appendix N: [CoC-SEER-NPCR Tech WG “Instructions for Coding Grade for 2014+”](#)

Appendix O: [2015 FCDS Casefinding Lists for Reportable Tumors](#)
[ICD-9-CM Casefinding List for Reportable Tumors - 2015 Patient Encounters](#)
[ICD-10-CM Casefinding List for Reportable Tumors - 2015 Patient Encounters](#)

Appendix P: [2015 Resources for Registrars](#)

Appendix Q: [Florida DOH Letter Outlining Florida SSN Data Collection Requirement](#)
[FCDS Frequently Asked Questions \(FAQ\)](#)
[FCDS IDEA User Accounts](#)
[Facility Access Administrator \(FAA\) and Responsibilities](#)
[FCDS Abstractor Code](#)

Appendix R: [ICD-O-3 Updates for 2015](#)
[NAACCR Guidelines for Implementation of ICD-O-3 Updates](#)
[ICD-O-3 Updates – WHO 2011](#)
[Summary of changes](#)

(*Titles highlighted in blue are links)