

**Department of Health  
Florida Cancer Data System**

**HOSPITALS OPTION 0**

**Presented by Carlos Alvarez, BBA  
DOH-FCDS  
Field Coordinator  
March 18, 2010**

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**Department of Health  
Florida Cancer Data System**

There are two parts to this informational teleconference

1. New Procedures
2. How to use FCDS IDEA

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**1. The Agenda for the New Procedures are**

- The Objectives
- The Background
- The Review current procedures
- The Review new procedures
- The Health Law, theories and Principles
- The Training and Education
- The possible Issues to implement the new reporting procedures

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# Presentation Information



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### Objectives

- Demonstrate how to communicate and achieve reports of cancer cases electronically
- Carry out a registrar education using the current training modules via WEB
- Plan and Identify the education needs of registrars
- Stand and act as a resource in health education
- Promote to understand and support the HIPPA REGULATIONS, the PRIVACY ACT, the PAPERLESS PROCEDURES and ethical issues

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### Background

1. The DOH-FCDS has been managing cancer reports on behalf of your facilities since the inception of this program in 1980, about 30 years ago. The old reporting system was mostly manual. The new era and regulations are requiring us to accommodate and or improve the ways to send/receive reports and communications.
2. Starting January 1<sup>st</sup> 2010 all communication between Facilities and the DOH-FCDS will be using the encrypted/secure WEB Base reporting system called FCDS IDEA. The major change to the procedures is related to HIPPA regulations, the Privacy Act and a paper less environment.
3. To start or setup the first step of the procedure, the Facility registrar Health Information Manager-Director will have to request a USER ID and PASSWORD to be able to entry/upload the DISEASE INDEX for their facility.
4. The Facility will have two options to entry/upload the DISEASE INDEX:
  - a) **Single Entry** - using the User ID and Password the registrar or a designated user can access our system and fill in the Disease Index form and send the case to us.
  - b) **Upload file** - Based on our recommendation for file layout the Information Technology Department (IT Services) from each facility will facilitate the Medical Record Department or HIM to pull the file and upload the disease index using our WEB base report system called FCDS IDEA.
4. Based on the file layout the patient information we require are the following:  
**First Name, Last Name; Social Security; Date of Birth; Medical/chart record number (no account number); Discharge date , sex, race and Cancer site Disease using ICD9 codes.**

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### Background

5. The DISEASE INDEX report from each hospital has to be sent every six months to cover the time frame between JANUARY to JUNE and JULY to DECEMBER of every given year.  
The due date will be the last day of the month following the request.  
**EXAMPLE:**
  - For the time frame: July-December of the previous year. The request will be sent during the last week of December. The DUE DATE will be January 31<sup>st</sup>
  - For the time frame: January-June of the given year. The request will be sent during the last week of July. The DUE DATE will be August 31<sup>st</sup>
6. A complete Chart/Medical Record has to have the following:  
Face sheet with patient demographic information; Admission assessment and summaries; history and physical summaries; Medical progress Report; surgery reports; pathology reports; cytology reports; laboratory reports; radiology imaging reports and discharge summaries.
7. The CHARTS or Medical Records will help the CTR to do the abstract on behalf of the reporting facility.

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**Background**

8. The abstracting could be done both ways physically and or electronically at the facility installations or based on the HIM/ADMINISTRATOR decision and agreement to be sent to the Independent CTR abstractor business Office or home via secure mail courier (FEDEX/UPS own Delivery system) That is a decision exclusively of the Reporting Facility.

If the facility maintains Electronic Medical Records. The decision is also up to the facility HIM and or the ADMINISTRATION to select and contract an Independent CTR abstractor and provide to him/her with enough authorization to access remotely the Hospital System (Records, surgery reports, pathology reports, imaging, progress report, summary reports, etc.) to facilitate the abstractor procedures. Based on the DAM (Data Acquisition Manual) the cancer case has to be reported every six months and the DUE DATE for every given year has been setup by DOH-FCDS as JUNE 30<sup>th</sup> for given year.

9. **COST FOR ABSTRACTS**

The hiring of a CTR contractor is solely the decision of the Facility HIM and or the Facility ADMINISTRATION. The expenses to cover a CTR Contractor or a local CTR will be based on a negotiation between CTR and the HR office for each facility.

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**Flow of the Current and the New Procedures**

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**Flow of the manual procedures**

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graph TD; A[Based on AHCA information the DOH-FCDS Identify and Establish reporting facilities and reporting period for the given year] --> B[DOH-FCDS Identify and establish case finding list based on Disease Index with ICD9 codes]; B --> C[DOH-FCDS Identify, analyze Disease Index list from facilities check and clean up the Disease Index for reportable cases only]; C --> D[DOH-FCDS Send the Disease Index to data entry external service]; D --> E[DOH-FCDS Upload data and Cross match with our data base and generate unmatched list to request MR/Charts to abstract]; E --> F[DOH-FCDS Request/Receive MR/Charts and perform new case finding. The identified reportable cases are sent to CTR contractor to abstract cases in behalf of the reporting Facility]; F --> G[DOH-FCDS Receive and process batch system edit check for duplicates, ICD9 coding, demographics, QC, text, etc.]; G --> H[DOH-FCDS Close the cycle for six months period of the given year];
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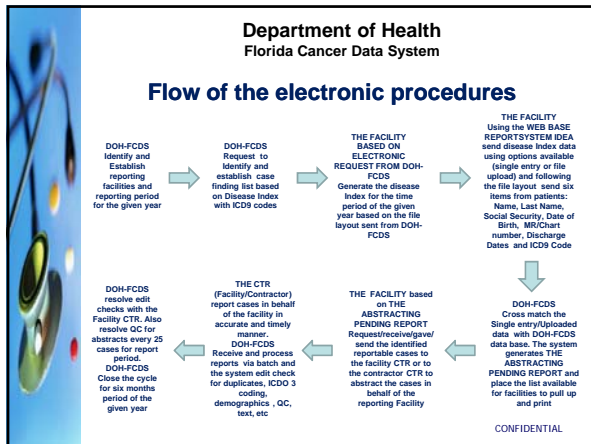
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**The Health Law, theories and Principles**

- FL-DOH establishes Cancer Report policies in the FLORIDA STATUTES in Title XXIX Public Health, Chapter 381
- FL-DOH provides the Healthcare Practitioner reporting Guidelines of Notifiable Diseases or Conditions in Florida for your guidance
- FL-DOH periodically evaluates the content quality and availability of health information to provide updates and improve education programs.

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**Title XXIX Public Health, Chapter 381**

Reporting suspect and confirmed notifiable diseases or conditions in the State of Florida is mandated under Florida Statute 381.0031, Chapter 64D-3, *Florida Administrative Code (F.A.C.)*. Persons in charge of laboratories, practitioners, hospitals, medical facilities, schools, nursing homes, state institutions, or other locations providing health services are required to report diseases or conditions and the associated laboratory test results listed in the Table of Notifiable Diseases or Conditions, Chapter 64D-3 F.A.C. Reporting test results by a laboratory does not nullify the practitioner's obligation to also report the disease or condition.

Physicians, laboratorians, infection control practitioners, and other health care providers play a key role in the state and local public health department efforts to control notifiable diseases. The public health system depends upon reports of disease to monitor the health of the community and to provide the basis for preventive action.

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**Registrars Education**

- DOH-FCDS every year in JULY has the annual Educational Conference, this year will be held at the **Orlando Renaissance SeaWorld Resort (July 22-23, 2010)**
- DOH-FCDS has a new and complete online **Abstracting Course**. Please visit:  
[www.fcds.med.miami.edu](http://www.fcds.med.miami.edu) => **Edu & Training** => **FCDS Online Abstracting Course**
- DOH-FCDS consistently provides training via **WEBINARS** for cancer site case updates and abstracting
- DOH-FCDS consistently posts news related to cancer reports and changes in the Law related to our procedures

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**Possible Issues to implement the new reporting procedures**

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**Possible Issues**

So far based on your feedback the following are the possible issues facilities may have with the new reporting procedures.

1. **Budget**  
The facilities have to allocate/accommodate their budget to cover the expenses for the reporting procedures
2. **Certified Tumor Registrars**  
The facilities will need to hire a CTR or contract an Independent CTR to report cases to the DOH-FCDS
3. **Time frame for the current cycle**  
During the transition of this change the facilities could be delinquent in reporting cancer cases on time to the DOH-FCDS - Due date JUNE 30<sup>th</sup>
4. **Training**  
Based on the new procedure it is mandatory to provide/receive training modules to help and improve the transition to the changes

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FCDS Assistance**

DOH-FCDS are willing to help as much as we can with any issues. However, some of these are out of our control. We will help you as best we can.

- Budget**  
This would be resolved by the facilities with the allocation and or accommodation of their budget to cover the expenses for the reporting procedures
- Certified Tumor Registrars**  
DOH-FCDS has available through [www.fcds.med.miami.edu](http://www.fcds.med.miami.edu) => Download=> an Independent Contractors list. It is the facilities responsibility to contact them and negotiate the contract for abstracts.
- Time frame for the current cycle**  
The deadline remains the same - June 30<sup>th</sup>. FCDS will support you in any way we can to help you achieve this deadline. We are available to answer questions and provide guidance. Please don't hesitate to contact us with your questions and issues.
- Training**  
Based on the changes from manual to the electronic procedures DOH-FCDS will provide support and training. Hopefully, this will assist the facilities during the transition to the new process.

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**2. How to Use FCDS IDEA**

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**Second Part  
Accessing FCDS IDEA**

- Objectives
- Request setup Account, user ID and password
- Access to FCDS-IDEA step by step
- Single entry Disease Index
- Upload Disease Index
- Receive, print out ABSTRACTING PENDING REPORT
- Issues
- Questions and answers

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**Objectives**

- Demonstrate how to access and use the DOH-FCDS IDEA web base system report
- Demonstrate how to send/receive communications via DOH-FCDS IDEA web base system report
- Demonstrate how to achieve cancer reports from facilities using the help of a Certified Tumor Registrar (CTR)
- Demonstrate how to comply with the mandated reports in accurate and timely manner
- Demonstrate and promote support to understand the HIPPA REGULATIONS, the PRIVACY ACT, the PAPERLESS PROCEDURES and ethical issues

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**User ID and Password procedures**

On DOH-FCDS WEB page <http://fcds.med.miami.edu>  
Click FCDS IDEA

- In the log In page Click USER ACCOUNT REQUEST FORM
- Print the form, fill in the requested information and fax it to DOH-FCDS 305-243-4871
- ATT Carlos Alvarez Field Coordinator
- You will receive your USER ID and PASSWORD during the the next 24-48 hours.
- The password will expire in one year, then you have to request renewal.



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[www.fcds.med.miami.edu](http://www.fcds.med.miami.edu)

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# Presentation Information

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Florida Cancer Data System

FCDS Florida Cancer Data System

Florida's Statewide  
Population-Based Cancer Registry

Home  
What's New  
Jobs  
Edu & Training  
Welcome  
Clinicians  
Newsletters  
Questioning  
Staff  
Links  
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Downloads  
Law & Rules  
Data Requests  
Path Labs  
RT  
FCDS IDEA

The Florida Cancer Data System (FCDS) is Florida's statewide, population-based cancer registry and has been collecting incidence data since 1981 when it was contracted by the State of Florida Department of Health in 1978 to design and implement the registry. The University of Miami Miller School of Medicine has been maintaining FCDS ([cds.flhhs.miami.edu](http://cds.flhhs.miami.edu)) since that time.

The FCDS is wholly supported by the State of Florida Department of Health, the National Program of Cancer Registries (NP-CR), of the Centers for Disease Control and Prevention (CDC), and the Surveillance, Comorbidity, Cancer Center at the University of Miami Miller School of Medicine.

Register for the NAACCR 2009-2010 Cancer Registry and Surveillance Webinar series

Click to access

NAACCR  
2009  
Gold Certification

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FCDS Florida Cancer Data System

Florida's Statewide  
Population-Based Cancer Registry

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What's New  
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Edu & Training  
Welcome  
Clinicians  
Newsletters  
Questioning  
Staff  
Links  
Contact Us  
Downloads  
Law & Rules  
Data Requests  
Path Labs  
RT  
FCDS IDEA

Click to access

- Access FCDS Login page for file upload and single abstract editing
- Contact Melissa Williams 305-243-2641 or melissa\_williams@miami.edu for help with password/forms. The following forms are used to request new/updated FCDS IDEA accounts:
  - FCDS IDEA Forms
  - Form for Researchers/DDH personnel only
  - Form for FCDS Online Incidence Education Modules only
  - New Abstracts Case Review Policy Update - Nov. 1, 2009
  - New FCDS Policy on Edit Over-Rides (forces) - effective January 7, 2010

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Florida Cancer Data System

Welcome to the FCDS Login page  
Authorized Access Only!

System messages as of Sun Mar 21 08:30:22 2010

FCDS IDEA Data entry/upload will be disabled for maintenance/backups from 11:00 PM Friday night to 6:00 AM Saturday morning only (until Friday night backup has completed). Monday-Thursday, and Sunday - entry/upload is available 24 hours.

[FCDS recommended settings for your browser](#)

[Contact FCRA/FCDS Taskforce](#)

Please enter your FCDS IDEA user id and password and press the login button:

Userid:

Password:

Login

WARNING to REMEMBER that if the data is not saved within 60 minutes your session will be logged out losing the data entry information and the message below will appear on your screen:  
Your session has timed out.  
This means that you have had no activity in approximately 60 minutes. Please click logo above to log back in.

4. Under disease Index Hospital select which it applies to your case (upload data or Single data entry)

Disease Index

Single Entry  Click for single entry

Followback

Upload Disease Index files

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Any facilities that do not maintain electronic DISEASE INDEX software can abstract on-line using the single entry Hospital IDEA module. Each single entry record is verified by the Hospital Facility number, Facility name, date and time of submission, and the period ending. Below is the screen for Disease Index, single entry.

Display Table: Single Entry

**FCDS Florida Cancer Data System**

Disease Index - Single Entry  
2/24/2010 12:59:48 PM

Click for your facility

Select a Facility

Period Ending: January 2010

Entry demographics and chose ICD9 code for cancer site

Patient Information

Patient Last Name  
First Name  
Middle Name  
Date of Birth (YYYYMMDD)  
Social Security Number  
Sex  
Race  
Discharge Date (YYYYMMDD)  
ICD 9 Disease Code  
Medical Record #

Click when is completed

Click to fix entries

Click for submissions - receipt

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**FCDS Florida Cancer Data System**

FCDS Disease Index Summary  
3/18/2010 1:53:14 PM  
Facility: 1205 Period: 2010-01

Name	Med Record #	Discharge	Date of Birth	Social Security	Sex	Site	Race
Doc, John X	00000123456	07/01/2009	01/01/1950	123-45-6789	male	185	01

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**Upload Disease Index files**

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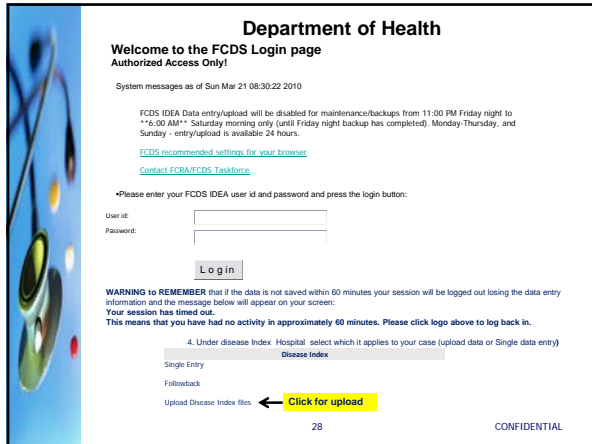
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**Department of Health**  
**Welcome to the FCDS Login page**  
**Authorized Access Only!**

System messages as of Sun Mar 21 08:30:22 2010

FCDS IDEA Data entry/upload will be disabled for maintenance/backups from 11:00 PM Friday night to 11:00 AM<sup>EST</sup> Saturday morning only (until Friday night backup has completed). Monday-Thursday, and Sunday - entry/upload is available 24 hours.

[FCDS recommended settings for your browser](#)  
[Contact FCRA/FCDS Taskforce](#)

\*Please enter your FCDS IDEA user id and password and press the login button:

User id:   
Password:

**WARNING TO REMEMBER** that if the data is not saved within 60 minutes your session will be logged out losing the data entry information and the message below will appear on your screen:  
**Your session has timed out.**  
**This means that you have had no activity in approximately 60 minutes. Please click logo above to log back in.**

4. Under disease Index. Hospital\* select which it applies to your case (upload data or Single data entry)

Single Entry  
Followback  
Upload Disease Index files.

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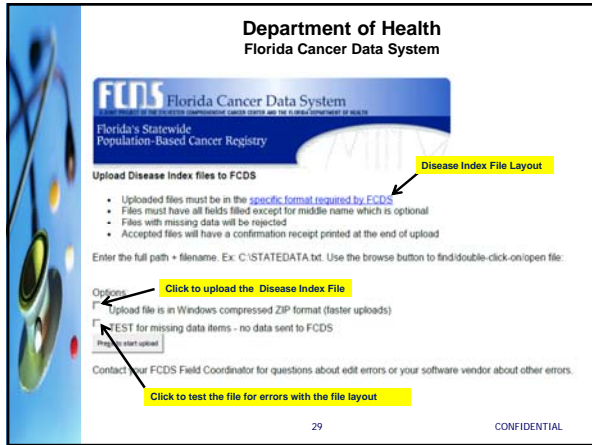
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**Florida Cancer Data System**

**FCDS Florida Cancer Data System**  
Florida's Statewide Population-Based Cancer Registry

**Upload Disease Index files to FCDS**

**Disease Index File Layout**

- Uploaded files must be in the **specific format required by FCDS**
- Files must have all fields filled except for middle name which is optional
- Files with missing data will be rejected
- Accepted files will have a confirmation receipt printed at the end of upload

Enter the full path + filename. Ex: C:\STATEDATA.txt. Use the browse button to find/double-click-on/open file.

Options:

Upload file is in Windows compressed ZIP format (faster uploads)

TEST for missing data items - no data sent to FCDS

Contact your FCDS Field Coordinator for questions about edit errors or your software vendor about other errors.

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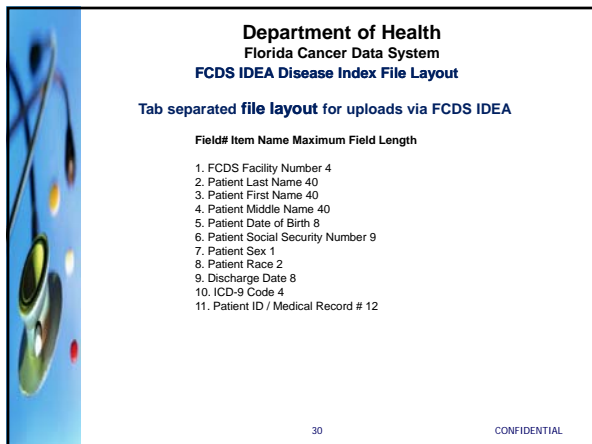
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**FCDS IDEA Disease Index File Layout**

**Tab separated file layout for uploads via FCDS IDEA**

**Field# Item Name Maximum Field Length**

1. FCDS Facility Number 4
2. Patient Last Name 40
3. Patient First Name 40
4. Patient Middle Name 40
5. Patient Date of Birth 8
6. Patient Social Security Number 9
7. Patient Sex 1
8. Patient Race 2
9. Discharge Date 8
10. ICD-9 Code 4
11. Patient ID / Medical Record # 12

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**two samples**

1. goodrecords.txt

0101	LAST1	FIRST1	MIDDLE1	19891012	123456789	1	1	20100102
2651	LAST2	FIRST2		19891013	123456702	1	1	20100103
2651	LAST3	FIRST3	MIDDLE3	19891014	123456703	1	1	20100104
2651	LAST4	FIRST4	MIDDLE4	19891015	12456704	1	1	20100105
2651	LAST5	FIRST5		19891016	123456705	1	1	20100106

2. Badrecords.txt

Missed or wrong text info

0101	LAST1	FIRST1	MIDDLE1	19891012	123456789	1	1	20100102
2651		FIRST2		19891013	123456702	1	1	20100103
2651	LAST3	FIRST3	MIDDLE3	00001014	123456703	1	1	20100104
2651	LAST4	FIRST4		19891015	12456704	231	1	20100105
2651	LAST5	FIRST5		19891016	123456705	1	1	20100106

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**FCDS** Florida Cancer Data System

Florida Department of Health | Florida Cancer Data System | 1900 North West 17th Avenue, Room 3000 | Tallahassee, FL 32310 | 904.438.2000

**FCDS Disease Index Summary**  
3/18/2010 1:53:14 PM  
Facility: 1206 Period: 2010-01

Last Name	Name	Middle Name	Mod	Record #	Discharge	Date of Birth	Social Security	Sex	Site	Race
Doe	John	X		123456789	19000101	20100601	123-45-6789	1	185	1

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**Followback**

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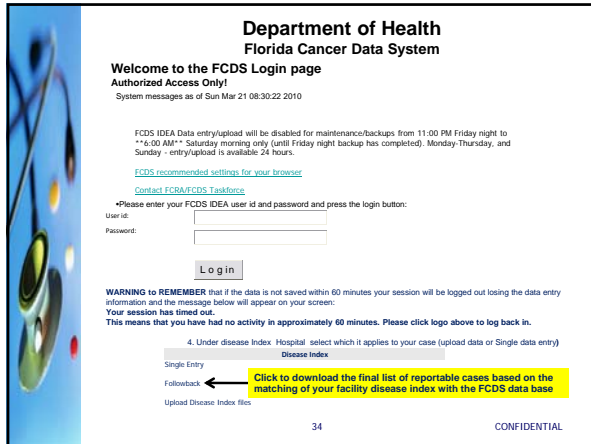
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**Department of Health  
Florida Cancer Data System**

Welcome to the FCDS Login page  
Authorized Access Only!  
System messages as of Sun Mar 21 08:30:22 2010

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[Contact FCRA/FCDS Taskforce](#)

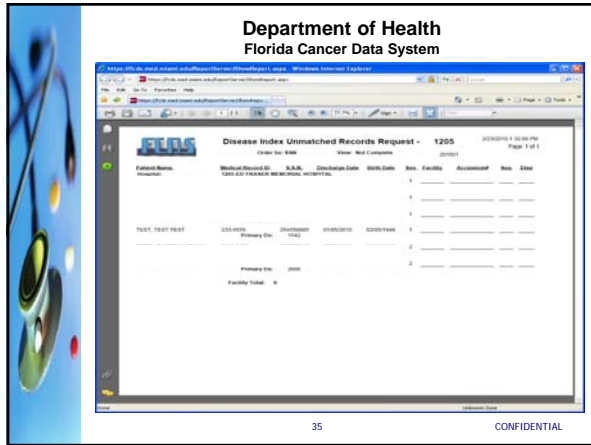
Please enter your FCDS IDEA user id and password and press the login button:  
Userid:   
Password:

**WARNING TO REMEMBER** that if the data is not saved within 60 minutes your session will be logged out losing the data entry information and the message below will appear on your screen:  
Your session has timed out.  
This means that you have had no activity in approximately 60 minutes. Please click logo above to log back in.

4. Under disease Index Hospital select which it applies to your case (upload data or Single data entry)  
Disease Index  
Single Entry  
Followback  
Upload Disease Index files

**Click to download the final list of reportable cases based on the matching of your facility disease index with the FCDS data base**

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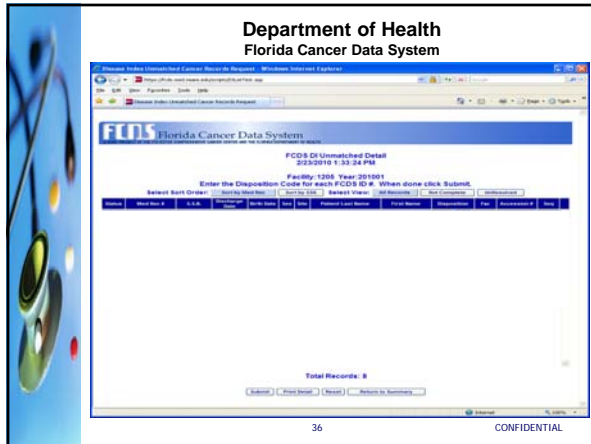
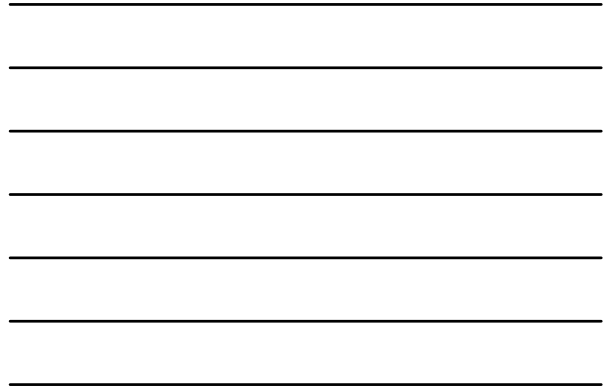


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Internet Explorer - Disease Index Unmatched Records Request - 1205

Medical Record ID	MRN	Discharge Date	MRN Date	MRN	Facility	Accession#	MRN	MRN
1631 1631 1631	233-0000	23/06/2010	23/06/2010	02001666	1			
	Primary Site: 1631							
	Primary Site: 0000							
Facility Total: 0								

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FCDS Unmatched Detail  
1205010 1:33:24 PM

Facility: 1205 Year: 201001


Enter the Disposition Code for each FCDS ID # When done Click Submit

Select Sort Order: Sort by MRN Desc | Sort by Date Desc | Select View: All Records | All Complete | All Incomplete

Total Records: 0

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**Issues**

For any issues you can contact me first by phone 305-243-2638 or e-mail [calvarez2@med.miami.edu](mailto:calvarez2@med.miami.edu) and I will do my best to help you to resolve the issue. In both single entry and or an uploaded file the system will display a Confirmation of Receipt with the time, batch number, etc. Please print/save it for your records to keep track of the data you have transmitted.

If you do not get a Confirmation of Receipt at the end of single entry or the upload or get an unknown error, contact Mark Rudolph/FCDS [mr@miami.edu](mailto:mr@miami.edu) at 305-243-2626 to help diagnose the problem. Please, do not keep re-submitting or uploading the same file.

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Florida Cancer Data System

**AKNOWLEDGEMENT**

- To the entire staff of FCDS
- To our external Consultant Advanced Consulting Enterprises, Inc.
- To the Department of Health Cancer and Epidemiology

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**Department of Health**  
Florida Cancer Data System

**Thank you**



**Questions and answers session**

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