

FCDS MONTHLY MEMO

APRIL/MAY 2001

FCDS and the entire state of Florida (you guys) have once again met or exceeded all of the NAACCR timeliness and quality indicators for the most recent NAACCR Call for Data. FCDS will be awarded a Silver Certification by NAACCR at this year's NAACCR Annual Conference in Bal Harbour.

CONGRATULATIONS !!!

FCDS continues to meet the criteria for gold certification in all areas except one, Death Certificate Only (DCO) cases. In order to meet the gold standard for DCO cases there must be less than or equal to 3% DCO cases for the year being evaluated. FCDS' actual measure was 4.1%. The United States mean for DCO cases is 2% and the United States median is 1.9%, so we still have room for improvement in this area.

A large number of the Florida DCO cases were cases from Florida VA hospitals. The remaining DCO cases represent cases that either were not returned to FCDS during the annual Death Certificate Notification Project or cases of patients who expired at home or in nursing homes with a diagnosis of cancer and have never been reported to FCDS.

This certification is a collective effort and we would like to thank each of you for all of your efforts to identify and report every case of cancer in the state of Florida.

FCDS is continuously bombarded with new requirements and policies and tries to keep you abreast of changes as we are made aware of them. We hope that we can continue to address each of the new issues collectively as we have done in the past.

Thank you once again for your continued support of FCDS.

INTRODUCING THE 2001 FCDS DATA ACQUISITION MANUAL

FCDS is happy to announce that the 2001 FCDS Data Acquisition Manual (2001 FCDS DAM) has been finalized, printed and mailed to all reporting facilities, contractors and vendors. The manual contains the 2001 revised rules and guidelines for case identification, abstracting and data submission of cancer cases to the Florida Cancer Data System in accordance with Florida statutes, rules and regulations.

The new manual has been completely revised so PLEASE TAKE TIME TO REVIEW THE ENTIRE MANUAL...CAREFULLY. Please pay particular attention to Sections I, II and the Section II Supplement.

All of the new reporting requirements go into effect with patient encounters January 1, 2001 and after. All 2001 reporting policies and procedures must be followed beginning July 1, 2001.

FCDS 2001 EDUCATIONAL TELEPHONE CONFERENCE SERIES

FCDS is pleased to announce the first in a planned series of interactive educational telephone conferences that will take place this year. The conferences are aimed at providing up-to-date information and hands-on training to Florida cancer registrars, abstractors and contractors.

The first conference in the series will take place on Wednesday, May 9, 2001 from 2pm-3pm. Call-in information is provided below. This first teleconference will focus on the overall implementation of the new 2001 reporting requirements, including new policies and procedures for abstracting and submitting data to FCDS. There will be time for questions from participants.

A PowerPoint slide presentation designed to accompany this conference call is available on the FCDS website (<http://www.fcds.med.miami.edu>). You may download and print the slideshow or you may watch it on your computer screen as the teleconference takes place. If you do not have access to the FCDS website, you may contact FCDS and we will mail or fax you a copy of the slideshow. Please do not wait until the last minute to request printed copies of the slides.

CALL IN INFORMATION

Date of Conference: May 9, 2001
Time of Conference: 2pm-3pm EDT
Name of Conference: Implementation of 2001 Cancer Reporting Requirements
Telephone Number: (877) 214-0402 (Note: this is a Toll-Free Number)
Call-in Code: 969740
Participants Limit: 100 persons

ELECTRONIC REPORTING

The 2001 abstracting and reporting procedures will be fully implemented on July 1, 2001. All cases reported to FCDS after June 30, 2001, regardless of date of patient encounter, must be reported according to the new abstracting and reporting rules, guidelines and procedures. Cases not meeting the new requirements will be returned to your facility unprocessed and will need to be resubmitted (and in some cases reabstracted) according to the new rules.

Please remember that FCDS will not be supporting the FCDS Incidence Reporting Software, Version 3A after June 30, 2001. This is in accordance with meeting the June 30, 2001 reporting deadline for all 2000 cases. On July 1, 2001 **NO CASES CAN BE ABSTRACTED OR REPORTED USING FCDS ABSTRACTING SOFTWARE, VERSION 3A.** *(Note: The Pathology Reporting Module of the FCDS Version 3A software can still be used to report pathology lab cases until the Internet Pathology Reporting Module has been completed.)*

Internet case abstracting and/or Internet data submission is required for all cases beginning July 1, 2001.

The FCDS Internet Abstracting Module will be available on or before July 1, 2001 to meet the abstracting requirements for 2001 case reporting. Testing of the module is currently underway.

The FCDS Internet Data Submission Module testing is also currently underway. Beginning July 1, 2001 FCDS will require that all data currently being submitted on diskette be submitted over the Internet.

FCDS has taken great care to utilize high-tech data encryption tools to ensure patient confidentiality during both Internet Abstracting and Internet Data Submission procedures.

FCDS would like to extend an invitation to all registrars interested in the FCDS Internet Abstracting Module to visit, view and test the abstracting module on the FCDS website (<http://www.fcds.med.miami.edu>).

If you have any questions regarding these changes, please contact Mark Rudolph at 305-243-2626. Additionally, if you have any questions regarding the FCDS software or are interested in viewing or testing the FCDS Internet Abstracting Website, please contact Mark.

FCDS ABSTRACT FORM

A memo was recently mailed out introducing the new FCDS Abstracting Form for 2001 Admissions. One data item was accidentally left off the form, RX Summ - Regional Lymph Nodes Removed. A revised form has been included with the Data Acquisition Manual you should be receiving in the next week or so. Please note that the form dated January 2001 should not be used. Please use the form dated April 2001. We apologize for any confusion this may have caused.

EDITS

All FCDS Edits are currently being reviewed and updated to meet the NAACCR Version 9 standards. You can expect a number of new edits beginning July 1, 2001. Reminder: FCDS has added a new edit, Edit 0171- "2001 Cases Are Not Being Accepted At This Time". This edit was added to avoid having any facility report any 2001 cases before July 1, 2001. FCDS will begin accepting 2001 cases on July 1, 2001.

FIELD ASSISTANTS AND FIELD COORDINATORS

FCDS is pleased to announce that each of the FCDS Field Coordinators is now working with a designated FCDS Field Assistant. Below are the matched Field Coordinator and Field Assistant. Please note that the Field Assistant will be providing administrative support to the Field Coordinator, so you can look forward to hearing a new voice on the line when communicating with FCDS. Please keep in mind that your designated Field Coordinator is still THE primary contact you have with FCDS. Always start with your designated Field Coordinator if you have a problem or concern that needs to be addressed by FCDS. Thanks!!!

Field Coordinator

Edith Alvin
Meg Cuadra
Mae Whitehead

Field Assistant

Anne Auguste
Kelly Large
Beatriz Hallo

1999 Death Certificate Notification Project

The 1999 Death Certificate Notification Project was completed April 30th. Facilities who did not meet the March 31st deadline and/or who have not yet returned their 1999 Death Certification Notification Forms will be forwarded to the Florida Department of Health as a non-compliant facility.

QUALITY CONTROL

The **1999 AHCA In-Patient Casefinding Matching Project** was completed on April 20, 2001. This project is a standard annual FCDS QC Audit that evaluates the completeness of cancer reporting from each in-patient care facility in the state of Florida. *The AHCA Unmatched Cancer Records Request* forms were mailed April 23rd. Due to the fact that FCDS received the AHCA data so close to the annual FCDS 'End of Year' reporting deadline of June 30th, we realize that some of you may have difficulty in meeting both an 'End of Year' deadline of June 30th and an AHCA deadline of June 30th. Therefore, we felt that by providing you with Two Submission Deadlines for completing the AHCA forms and submitting any missed cases, that we would be able to accommodate everybody.

If your records are received by FCDS on or before June 30, 2001 – All Forms and Abstracts must be completed according to the current reporting guidelines and record layout (FCDS DAM, rev March 1999)

If your records are received between July 1, 2001 and August 1, 2001 – All Forms and Abstracts must be completed according to the new 2001 reporting guidelines and record layout (FCDS DAM, rev April 2001).

August 1, 2001 is the final deadline for completing ALL 1999 AHCA Forms and Case Abstracts. Any facility that has not completed and returned all AHCA forms AND abstracts by the August 1st deadline will be deemed non-compliant and forwarded to DOH for further action.

FYI - Every year FCDS receives the same three questions from numerous facilities with regard to the AHCA Casefinding Audits. The questions and answers are provided below:

Question One: "Why are these data being sent to us two years or more after we saw the patient?"

Answer: The Agency for Health Care Administration receives data from the facilities on a quarterly basis, but AHCA will not release the inpatient data until they have closed out the year and cleaned the data. FCDS and the Department for Health have diligently worked with this agency to get the data in a more timely manner, but this is the best we can do.

Question Two: "Why are there no patient names on the listing?"

Answer: AHCA does not collect Patient Name. We are supplying you with a list of patients never reported to FCDS...so we don't have a Patient Name either. This is why you need to find the patient using the SSN, Date of Birth, Date of Service and Medical Record Number or Financial number.

Question Three: "Why doesn't the Medical Record Number on the listing show up as a Medical Record Number in my facility?"

Answer: Sometimes the Finance/Billing Office of your facility submitted billing numbers to AHCA rather than medical record numbers. In this case, you need to contact your billing office to learn how to find the medical record number in your facility's information system.

We realize that this annual casefinding audit can be a bit time consuming, particularly if you did not keep a "Records Reviewed But Not Reported To FCDS" listing. However, we have received an additional 2000 missed cases for every year we have performed this audit.

FCDS thanks all facilities for their timely cooperation in this important annual project.

Every 25th Record Sampling Report

The QC staff has been reviewing the first quarter of 2001 **Every 25th Record Sampling Report**. This report provides FCDS and you with a visual review of at least every 25th record that FCDS receives from any facility. The report contains all the data downloaded to FCDS by your facility. A copy of the case will be mailed to you and FCDS will ask that you please review the reports and provide us with feedback on any comments or questions noted on each case report.

FCDS will be performing **On-Site Quality Control Audits** in randomly selected Florida hospitals during the next few months. The on-site QC Audits will include Pathology Casefinding and Reabstracting Audits of 1999 and 2000 data. The audits should be completed by late November 2001.

1999 AHCA AMBULATORY CARE CENTERS CASE I.D. & REPORTING (ACCRP)

FCDS has recently received the 1999 AHCA Ambulatory Care Centers data and has just performed the matching to the FCDS Masterfile. Ambulatory Care Centers can expect a listing of cases identified for reporting to FCDS sometime in May. FCDS plans to extend the reporting deadline for this program into July or August due to late receipt of the data from AHCA.

EDUCATION

27th Annual NCRA Educational Conference, May 21-26, 2001

The [National Cancer Registrars Association](http://www.ncra-usa.org) will host the **27th Annual NCRA Educational Conference** at the Hilton in the Walt Disney World Village, Orlando, Florida May 21-26, 2001. Contact NCRA at (913) 438-6272, or email NCRA at: ncra-info@goamp.com or go to the the NCRA website: <http://www.ncra-usa.org> for more information. For hotel information visit the Hilton's website at: <http://www.hilton.com/groups/ncr/index.html> or phone the Hilton at 1-800-782-4414

NAACCR Annual Meeting & Workshops, June 5-7, 2001 – Miami, Florida

FCDS and the North American Association of Central Cancer Registries (NAACCR) will host the NAACCR Annual Meeting & Workshops June 5-7, 2001 at the Sheraton Bal Harbor Beach Resort, Miami, Florida June 5-7, 2001. For more information contact Megsys Cuadra, CTR at 305-243-2625 or 1-800-906-3034 or visit the NAACCR website at <http://www.naacrr.org>

FCRA/FCDS Combined Annual Conference, August 1-3, 2001 – Plantation, Florida

The Florida Cancer Registrars Association (FCRA) and the Florida Cancer Data System (FCDS) will co-host a combined Annual Educational Conference at the Sheraton Suites, Plantation, Florida August 1-3, 2001. The cost of the conference is \$75. For more information, please contact Donna Acosta, CTR, FCRA Program Chair at (561) 362-5156 or Mary O'Leary, RHIT, CTR, FCDS at 305-243-2640. Program registration and flyers have been mailed to all FCRA members as well as all FCDS-identified facilities, contractors and courtesy mailing parties.

PROBLEMS WITH FAXED COPIES OF CORRECTIONS & OTHER FORMS

We have been having numerous problems reading faxed copies of corrections, particularly when they have been faxed back and forth from FCDS to a facility, then from a facility to a contractor, and then from the contractor back to FCDS.

If FCDS cannot read a faxed copy of any form, you will be asked to mail them to us.

DEADLINES

HOSPITALS

Hospitals should now be reporting October/November 2000 cases.
JUNE 30, 2001 – Deadline for ALL 2000 Cases

AMBULATORY CANCER CARE REPORTING PROGRAM (ACCRP)

The 1999 AHCA ACCRP Case Identification was delayed due to changes at AHCA.
FCDS plans to mail 1999 Case Identification Listings of unmatched cases in May 2001.
Deadline for return of forms & abstracts is August 31, 2001.

IMPORTANT

Please keep in mind the importance of completing year 2000 reporting on or before June 30, 2001. This year is particularly important for meeting this deadline. FCDS will be converting to Version 9 and all of the new 2001 requirements on July 1, 2001. No 2000 cases will be accepted in the current Version 6 format after June 30, 2001. Please report all of your 2000 cases on or before June 30, 2001. **THANK YOU !!!!!!!!**

Reminder:

FCDS will not accept any faxed corrections during the last week of June 2001. Please forward your corrections before the last week of June or use regular mail. This is in accordance with last year's policy.