FCDS would like to thank all of the dedicated cancer registry professionals in the state of Florida for all of your efforts in helping FCDS meet our annual year-end reporting deadline. It is no simple task casefinding, abstracting, downloading, processing and editing over 130,000 cancer case records each year. It takes the combined and coordinated efforts of 250+ individuals, 250 hospitals, 270 ambulatory surgery centers and 100 ambulatory radiation therapy centers to accomplish this effort and each of you should be congratulated on a job well done! FCDS estimates that 98% of the 2000 cancer cases were reported by the extended July 2, 2001 deadline. THANK YOU

FREESTANDING SURGERY & RADIATION THERAPY FACILITIES - ACCRP

Announcement

For those new freestanding surgical and radiation therapy facilities on December 28, 1999 the Florida Department of Health and the Florida Cancer Data System (FCDS) mailed out a program announcement and information packet outlining the new Ambulatory Centers Cancer Reporting Program (ACCRP). The materials provided an overview of the requirements of the new reporting program and several administrative options for cancer case reporting. Ambulatory patient care centers are required by law to report cancer cases to the FCDS beginning with cases diagnosed July 1, 1997. Chapter 385.202, Florida Statutes, (F.S.), contains requirements for the Florida Cancer Data System (FCDS) registry. Freestanding or ambulatory facilities licensed by the Agency under Chapter 395, F.S., are required to report cases of cancer that are diagnosed or treated for cancer to the Florida Department of Health, FCDS.

We have had a very positive response from both radiation therapy and surgery centers since announcing the program. FCDS does look forward to working with all of the new ambulatory care centers and would like to encourage centers to contact us with questions and concerns.

ACCRP - AHCA AMBI UNMATCHED CANCER RECORDS REQUEST LIST

On June 15, 2001, FCDS/ACCRP mailed out case identification notices for 1999 titled “AHCA Ambi Unmatched Cancer Records Requests”. The 1999 listings only included patient encounters between January 1, 1999 through December 31, 1999. Each patient encounter reported to AHCA was matched against the FCDS masterfile. Only unmatched records appear on these listings. This process is used so that ambulatory care facilities are only asked to report cases that have not been reported from any other source.

Each facility MUST REVIEW EVERY CASE on the “AHCA Ambi Unmatched Cancer Record Request” and supply the required information (copies or full case abstracts) according to the instructions outlined in the cover letter.

The Deadline for submission of copies of records full case abstracts is August 31, 2001.
ACCRP-SFACILITIES WITH FEWER THAN 35 UNMATCHED CANCER CASES-COPIES OF RECORDS

Any facility with fewer than 35 unmatched cancer cases need only supply copies of medical records.

The pertinent parts of the record that need to be copied and mailed to FCDS include the following: Face sheet, Summary Report, History & Physical, Operative Reports, Pathology Reports, Consultation Reports, Radiology Reports, Laboratory Reports, and any other pertinent reports that will assist FCDS in abstracting these cases for you.

A Batch Transmittal Form (FCDS DAM – Section I, Forms) MUST be submitted with any casefinding list or patient records sent to FCDS.

ACCRP-SFACILITIES WITH GREATER THAN 35 CASES ANNUALLY – REQUIRED REPORTING

The “AHCA Ambi Unmatched Cancer Records Request” list that have greater than 35 cases must submit a full abstract report for each case of cancer identified. An FCDS Data Acquisition Manual (DAM) was sent to all facilities with greater than 35 cases listed on their “AHCA Ambi Unmatched Cancer Records Request”.

Full case abstracts must be electronically submitted to FCDS using the new FCDS IDEA Internet submissions or by using a vendor software.

The Deadline for the ACCRP submission is August 31, 2001.

If a case does not meet the FCDS reporting criteria (please see the FCDS DAM – Section I), the appropriate Disposition Code must be documented on the “AHCA Ambi Unmatched Cancer Records Request” list form. A copy of the facesheet and pathology report, history & physical or other report, which explains why the case will not be reported, is also required.

ACCRP-SFACILITIES WITH NO CANCER CASES TO REPORT TO FCDS FOR 1999

Any facility that received a memo stating that there were ZERO cases identified for their facility do not need to do anything at this time regarding cancer case reporting to FCDS. Keep in mind that this may not be the case for 2000 reporting. FCDS will notify each facility regarding 2000 case reporting requirements.

ACCRP-SFACILITIES REPORTING PRIOR TO THE AHCA UNMATCHED CANCER LIST

Several Freestanding facilities have already been voluntarily reporting cancer cases to FCDS. Reporting by these facilities will continue as in the past. The “AHCA Ambi Unmatched Cancer Records Request” list is actually a quality control exercise for these facilities. The cases identified through the notification process will be considered ‘Missed Cases’ and need to be checked to see if they are reportable. These must also be reported back to FCDS by the August 31, 2001 deadline.

ACCRP-REPORTING OPTIONS - CONTRACTUAL AGREEMENTS WITH A HOSPITAL REGISTRY

Some facilities have made contractual agreements with a hospital registry to take care of all cancer reporting requirements. A letter outlining these arrangements must be sent to FCDS for our files.
ACCRP-REPORTING OPTIONS - CONTRACTUAL AGREEMENTS WITH INDEPENDENT CONTRACTORS

Some facilities have opted for contracting with an independent cancer registry professional or cancer reporting service to take care of all of their facilities cancer reporting requirements. FCDS maintains a reference list of Abstract Services. Inclusion on the list does not imply any endorsement by FCDS. The list is provided only as a service to reporting facilities and should not be considered exclusive or inclusive.

NOTICE regarding the Release of Information form - In the past, at the discretion of the reporting facility it was possible to use a Release of Information form for communication between FCDS and the contractors. FCDS correspondence with regard to data submission/transmission, edits and corrections was then mailed directly to the authorized contractor. FCDS no longer uses a Release of Information form and it was removed from the New revised Data Acquisition Manual. Each facility is responsible for notifying their contractors regarding correspondence. Also each facility must inform FCDS of any changes in contractual agreements.

ACCRP-REPORTING OPTIONS – USING YOUR OWN STAFF

Facilities may opt to train a current staff member(s) in cancer reporting. Should you choose this option, each facility should be sure that the person(s) selected for training has a strong background in medical terminology, the disease process, coding system, etc. Also that the staff member is reliable, dependable and has time to devote to learning how to report cases as well as time to do the actual case reporting. Cancer reporting is a very involved process and requires dedication and commitment in order to be done correctly. FCDS offers bi-annual workshops for training anyone interested in cancer reporting.

NOTIFICATION TO NON-COMPLIANT FACILITIES & FACILITIES THAT ARE CHRONIC FCDS POLICY OFFENDERS

In mid-July 2001 a memo will be mailed out to the administrators of facilities that have been identified as having continued and chronic problems in meeting FCDS cancer reporting deadlines and/or adhering to FCDS policies and procedures. Meeting cancer reporting and other FCDS deadlines and following FCDS policies and procedures are one component of the mandatory state cancer reporting program, a legal requirement for all healthcare facilities operating in the state of Florida. Failure to meet reporting requirements may jeopardize a facility’s license to operate.

Chronic problems may include but are not limited to:

✔ Failure to comply with FCDS Policies and Procedures
✔ Failure to meet deadlines for End of Year Reporting
✔ Failure to meet deadlines for Death Certificate Notification of Missed Cases
✔ Failure to meet deadlines for AHCA Notification of Missed Cases
✔ Failure to meet deadlines for Quality Control Projects

FCDS wishes to acknowledge the fine efforts put forth on behalf of the many reporting facilities that DO continually meet Florida cancer reporting requirements…We Thank You. The Florida statewide cancer surveillance system cannot be effective in its efforts to reduce morbidity and mortality attributed to cancer without the complete and continued cooperation from the administrators of ALL Florida healthcare facilities.

If you feel that your facility might be a chronic offender and you would like one last opportunity to avoid being added to this list…contact Steven Peace (305) 243-4602. Steve will provide you with details and a timeline for cleaning up any outstanding cases for which you are still responsible. FCDS does maintain complete records regarding each facility’s performance in meeting deadlines & adherence to policies & procedure.
The Florida Cancer Data System and the Florida Department of Health are pleased to announce that the third teleconference, entitled “Administrative Issues in Florida Cancer Case Reporting” will be held on July 25, 2001 from 12:00pm - 12:30pm. This 30-minute teleconference is aimed at providing up-to-date information specifically for Florida Health Care Facility Administrators. Conference announcements were mailed out to both Administrators and Registrars in each of the designated hospital and ambulatory patient care facilities currently reporting cancer cases to FCDS. There will be an additional 30-minute question and answer period following the 30-minute presentation.

The objective of the teleconference is to provide healthcare administrators with information essential to making informed decisions in situations involving Florida Cancer Reporting Statutes, cancer information management resource allocation, and related issues.

A PowerPoint slide presentation designed to accompany this conference call will be available on July 15, 2001 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.

**TELECONFERENCE CALL IN INFORMATION**

- **Date of Conference:** July 25, 2001
- **Time of Conference:** 12:00pm-12:30pm EDT & Q/A 12:30-1:00pm
- **Name of Conference:** Administrative Issues in Florida Cancer Case Reporting
- **Telephone Number:** (877) 232-4392  (Note: this is a Toll-Free Number)
- **Call-in Code:** 550933
- **Participants Limit:** 200 persons

The format will be a presentation followed by a Question & Answer Session. This means you will only be able to hear but not respond, until the host (FCDS) starts the Question & Answer session. Below there are a few instructions on how to access the system for the Q & A session.

The host/speaker is in complete control of the Q & A session. Once the host initiates the Q & A session, the participants will hear “This conference is now in Q&A mode”.

Participant: To alert the speaker/host that you have a question, Press 10. Each question will be answered in the order it was received. You will hear “You will be notified when the speaker/host is ready for your question”. After you enter 10, if you decide to withdraw your question, press 10 again. Only one participant can ask a question at a time. The participant asking the question remains on talk mode until the host releases this function.

The participant whose turn it is to ask a question will hear: "Please ask your question after the tone", then the participant will be on talk mode. Once the question has been asked and answered, the participant that asked the last question is switched back to listen only mode. After all questions have been answered, the host will terminate the Q & A session.

FCDS is pleased to provide this type of phone-in educational format as a standard method for delivering new information and providing hands-on training to registrars and other parties interested in cancer information management issues throughout the state of Florida. Suggestions for future topics are encouraged. Please submit suggestions to FCDS by telephone at 1-800-906-3034 or by e-mail to Steven_Peace@miami.edu

The Florida Cancer Data System and the Florida Department of Health are pleased to announce the fourth in the 2001 series of dial-in educational telephone conferences aimed at providing up-to-date information and hands-on training to Florida cancer registrars, abstractors and contractors. The telephone conference entitled “FCDS Internet Data Entry, Abstracting and Data Submission - Policies and Procedures” will take place on Wednesday, August 8, 2001 from 2pm-3pm and is free of charge.
OBJECTIVE: The telephone conference will provide registrars, abstractors and contractors with information essential to meeting the new FCDS Internet abstracting and data submission requirements.

A PowerPoint slide presentation will be available on the FCDS WebSite on August 3, 2001 as an adjunct to the conference (http://www.fcds.med.miami.edu). We suggest that you download the presentation and follow the slideshow from your computer during the call. You may also print the slideshow for future reference. If for some reason 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 mailed or faxed copies of the slides.

TELECONFERENCE CALL IN INFORMATION

Date of Conference: August 8, 2001
Time of Conference: 2:00pm-3:00pm EDT
Name of Conference: FCDS Internet Data Entry, Abstracting and Data Submission - Policies and Procedures
Telephone Number: (877) 288-4427 (Note: this is a Toll-Free Number)
Call-in Code: 252252
Participants Limit: 200 persons

This is the fourth telephone conference in the FCDS 2001 series. FCDS is pleased to provide this type of phone-in educational format as a standard method for delivering new information and providing hands-on training to registrars and other parties interested in cancer information management issues throughout the state of Florida. Suggestions for future topics are encouraged. Please submit suggestions to FCDS by telephone at 1-800-906-3034 or by e-mail at Steven_Peace@miami.edu.

NEW SURGERY CODES

The new surgery codes are in Appendix H of the FCDS Data Acquisition Manual, revised 2001. If you look in Appendix H under C77.0-C77.9, you will not find the surgery code for lymphoma. The lymphoma surgery codes are actually on pages H61-H64 under C42.2 and C77.0-C77.9, which is listed as Spleen and Lymph Nodes.

UPDATE - 2001 FCDS DATA ACQUISITION MANUAL

A few minor errors/omissions have been identified and we ask that everyone please review the manual carefully to help us identify additional errors or omissions so we can send them all out at once. Thanks.

SEER SUMMARY STAGE 2000 WEB-BASED INSTRUCTIONAL MODULE

The printed version of the SEER Summary Staging Manual 2000 was made available after July 1, 2001. The NPCR in collaboration with the SEER Program Office, will distribute free manuals in the same manner as the Interim ICD-O-3 manuals were distributed last March. A limited number of free manuals will be available. FCDS will send each facility and each contractor one manual and one manual only. In the future, online ordering of the hard-copy manuals along with the other SEER publications will be available through the SEER WebSite.

NEW DATA TRANSMISSION PROCEDURES

REMINDER

The cut off to use a diskette for data submission was July 2, 2001. FCDS will not accept diskettes for data submission. For those who sent us a diskette after July 2, 2001, the diskette with a cover letter was returned to you, unprocessed...we did not even look at the data. Those who sent in a diskette after the deadline must resubmit all data over the Internet by accessing the FCDS WebSite (except path case identification reports...but only until we have the path case entry module up and running).
NEW DATA TRANSMISSION PROCEDURES

Additionally, abstractors will no longer be able to use the free FCDS PC-based abstracting software. It is officially obsolete (except for the path case identification module that will be phased out over the next 3 months). FCDS has replaced the PC-based software with a web-based case entry module. You do not actually download software from FCDS. You just enter cases directly across the Internet. You sign onto our WebSite onto a secure server that means that nobody can get into your data. Then the data are encrypted before they are sent across the secure server...just to add another layer of security. Finally, there are firewalls between the server and the FCDS computer...to keep outsiders from getting in to the main FCDS database.

**REMARKER:** Every single person who will be submitting data to FCDS must complete an FCDS Data Entry Access Form in order to receive access permission, user ID and a password from FCDS before you will be able to send a single case to us. The form must be completely filled out and anyone who plans to use the FCDS Data Entry Internet Module MUST also submit an e-mail address.

The FCDS Data Entry Access Form will be made available on the FCDS WebSite. Click on "What's New" or "Download" to access the form.

In addition, FCDS now introduces IDEA - the new Internet Data Entry Abstracting (and data submission) tool available through the FCDS WebSite at fcds.med.miami.edu. Click on **FCDS IDEA** to enter cases or upload data.

FCDS plans to hold a complete demonstration of this new technology and a review of the protocol policies and procedures during the FCRA/FCDS Combined Annual Conference in Plantation on August 2, 2001. We will also be hosting another phone-in teleconference to review the same basic information.

**REMARKER:** Everyone using the new FCDS IDEA module must also obtain an Access code. To obtain an access code please go to the FCDS WebSite at fcds.med.miami.edu under FCDS IDEA or click DOWNLOADS.

**Hours of Operation:** FCDS IDEA is available from 7am to 7pm Monday - Friday & 10am - Sat until 7:00pm Monday

FCDS IDEA can be accessed between 7:00AM and 7:00PM Monday-Friday, and 10:00AM Saturday until 7:00PM Monday. The system is not available from 7:00PM-7:00AM Monday night-Friday night, maintenance and backups are performed. On the FCDS WebSite when you click to the FCDS IDEA, you will find the following message: To Access FCDS Login page for file upload and single abstract editing (FCDS Web Username/Password and 128-bit SSL enabled browser required). If you receive an SSL error from your web browser, contact your facility's technical staff to add 128-bit SSL encryption capabilities to your browser. This is usually a free, simple to install procedure for Internet Explorer (www.microsoft.com) or Netscape (www.netscape.com).

In order to use the new FCDS IDEA module you must go onto the FCDS IDEA page and click to the **FCDS Web Login Request Form** & the **FCDS Web Server Certificate**. Open the Certificate file and install it in your web browser to enable seamless encryption between your web browser and the FCDS web server. If you do not install the FCDS Web Server Certificate on to your computer hard drive, a pop up screen will continually appear on your screen. Also there is a frequently ask question (FAQ) section on the FCDS IDEA page and click to the **FCDS IDEA Frequently Asked Questions**. There is also complete **Detailed Installation instructions for Internet Explorer**. If you have any questions please email Mark Rudolph at mr@miami.edu or call at 305-243-2626.

**REMARKER - NEW FCDS ABSTRACTING and SUBMISSION REQUIREMENT**

FCDS will reject any data submitted on diskette after the extended deadline of July 2, 2001. FCDS will accept any data if it is in accordance with the new FCDS reporting requirements that include all new FCDS/NPCR required data items in the **NAACCR Version 9 record layout** and uploaded via the **Internet**. (The pathology laboratory case identification reporting software module will be phased out over the next 3 months).
We apologize for any inconvenience this may cause, FCDS staff have attempted to inform all facility administrators of these new requirement during the past twelve months. FCDS would like to thank you for the timely submission. It has been a great effort from registrars and the FCDS staff to meet our deadline this year. If you have any questions please contact Steven Peace at 305-243-4602.

**AFFIDAVIT OF COMPLETENESS FOR 2000 REPORTING CANCER ADMISSIONS**

On July 12, 2001, FCDS sent out a memo regarding the Affidavit of Completeness form for 2000 Cancer Reporting. This form contains information regarding cancer reporting for each healthcare facility to the Florida Cancer Data System. You must verify that the data on the form is correct, sign, and return the form to FCDS on or before August 15, 2001.

**JEAN BYERS AWARD FOR EXCELLENCE IN CANCER REGISTRATION**

The registration form for the Jean Byers Award for Excellence was sent along with the Affidavit of Completeness for 2000 reporting cancer admissions. The Jean Byers Award for Excellence in Cancer Registration is an annual recognition of outstanding cancer registries in the state of Florida. Awards are made based on several factors including timeliness, completeness, and accuracy in reporting cancer cases to FCDS. Timely submission of the Affidavit of Completeness is one of the criteria that must be met in order to receive an award. *(Note: All reporting facilities must complete an affidavit form regardless of whether or not they apply for a Jean Byers Award.)* Please refer to the 2001 FCDS Data Acquisition Manual for details regarding the formal award application process. Please visit the FCDS WebSite to Download award application forms and the 2001 award criteria (http://fcds.med.miami.edu).

**REMINDER:** In order to be considered for the 2001 Jeans Byers Award, the Affidavit of Completeness and the Jean Byers Award Registration form must be received by FCDS on or before August 15, 2001.

**NEW CTR’S**

FCDS would like to congratulate the following individuals who passed the March 2001 CTR Exam in Florida:

- Natalie Anderson Lauderhill, FL
- Keva Badaloo Lauderhill, FL
- Rita Chmela St. Petersburg, FL
- Maria Diaz-Pagan Plantation, FL
- Marianne Dodds Sarasota, FL
- Ampara Gerena Orlando, FL
- Jan Goettsche Trenton, FL
- Eric Grosmaire St. Petersburg, FL
- Maggie Herrera Leesburg, FL
- Cindy Julius Venice, FL
- Stacey Mathis Orlando, FL
- Sharon Preston St. Petersburg, FL
- Jeanie Pringle Cortez, FL
- Laura Salsbury Tarpon Spring, FL
- Hortense Shimhue Wellington, FL
CORRECTION FOR THE FCDS JUNE MONTHLY MEMO PAGE 4

Notice: It has been brought to our attention that there was a typo in the FCDS JUNE Monthly Memo. Please see the table below. I am very glad to see that the memo is being read. The following should be changed: Idiopathic Thrombocytopenia & Idiopathic hemorrhagic Thrombocytopenia should be changed to Thrombocythemia. Please use this new table that can also be found in the hard cover or the ICD-O-3 book, page. This correction will be made on the website downloaded version of the June 2001 Monthly Memo.

TERMS THAT CHANGED BEHAVIOR FROM BORDERLINE TO MALIGNANT

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EDUCATION


The next FCDS teleconference is scheduled for July 25, 2001 from 12:00pm-12:30pm EDT. It will cover Administrative Issues in FL Cancer Case Reporting. Please call the Toll Free number at (877) 232-4392. The Call-in Code: 550933. You should download the accompanying PowerPoint Presentation from the FCDS WebSite before the teleconference in order to follow the slides along with the presentation. FCDS WebSite: http://www.fcds.med.miami.edu.

FDRA/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.

EDUCATION

FCDS 2001 Educational Telephone Conference Series - Number 4 - August 8, 2001

On August 8, 2001, FCDS has a scheduled teleconference from 2pm – 3pm EDT. It will cover the New FCDS IDEA Internet Cancer Reporting module. Please call the Toll Free number at (877) 288-4427. This Call in Code: 252252. You should download the accompanying Power Point Presentation from the FCDS WebSite before the teleconference in order to follow the slides along with the presentation. FCDS WebSite: http://www.fcds.med.miami.edu

CTR Exam review workshop August 10, 2001- Charleston, South Carolina

The South Carolina Cancer Registrars Association is sponsoring a CTR examination workshop on August 10-11, 2001 at Trident Medical Center, Charleston, South Carolina. Registration fee is $70.00 and deadline for registration is July 27, 2001. For registration information contact Linda Cope, CTR at 843-792-6672.

FCDS EDUCATION & TRAINING – FCDS Incidence Training Workshop, October 25-27, 2001, Miami, FL

FCDS conducts semi-annual training workshops for cancer case reporting. The three-day intensive course covers only the basics of cancer reporting for Florida. The next FCDS Incidence Training Workshop will be held October 25-27, 2001 in Miami at the Double Tree Coconut hotel, Grove. The cost of this workshop is $100.00. Please contact Bleu Herard at FCDS for further information at (305) 243-2635.

DEADLINES

HOSPITALS

Deadline for ALL 2000 Cases was June 30, 2001
The deadline for the 1999 AHCA In-Patient Cases is August 1, 2001

AMBULATORY CANCER CARE REPORTING PROGRAM (ACCRP)

The deadline for reporting the 1999 AHCA ACCRP cases is August 31, 2001
Deadline to return both Jean Byers registration and Affidavit of Completion is August 15, 2001