



Ohio Cancer Incidence Surveillance System

Web Plus Training Manual

for Hospital Reporting

Version 1.1, February 7, 2014

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Revision History

Version	Date	Updated By	Comment
1.1	02/07/2014	Lynn Giljahn	Chapter 1, clarified that Web Plus can be used for reporting cancer cases diagnosed in hospital settings on or after January 1, 2012. Chapter 4, updated to reflect new reporting requirement for Place of Birth and clarified entry of Staging Information. Chapter 9, corrected typographical error.

Chapter 1: Introduction

Web Plus Features

Web Plus is a web-based application that collects cancer data securely over the public Internet. Web Plus supports three main functions; online abstracting for cancer cases diagnosed on or after January 1, 2012 (which is addressed in this training manual), file upload/download, and follow-back efforts. The online abstracting capability of Web Plus is ideal for reporting from low-volume reporting sources while the file upload feature can be used for data submission from reporting sources that can generate an electronic file in a NAACCR file format. All records are saved in a database at the Ohio Cancer Incidence Surveillance System (OCISS) and cases entered by one facility are not visible to other facilities.

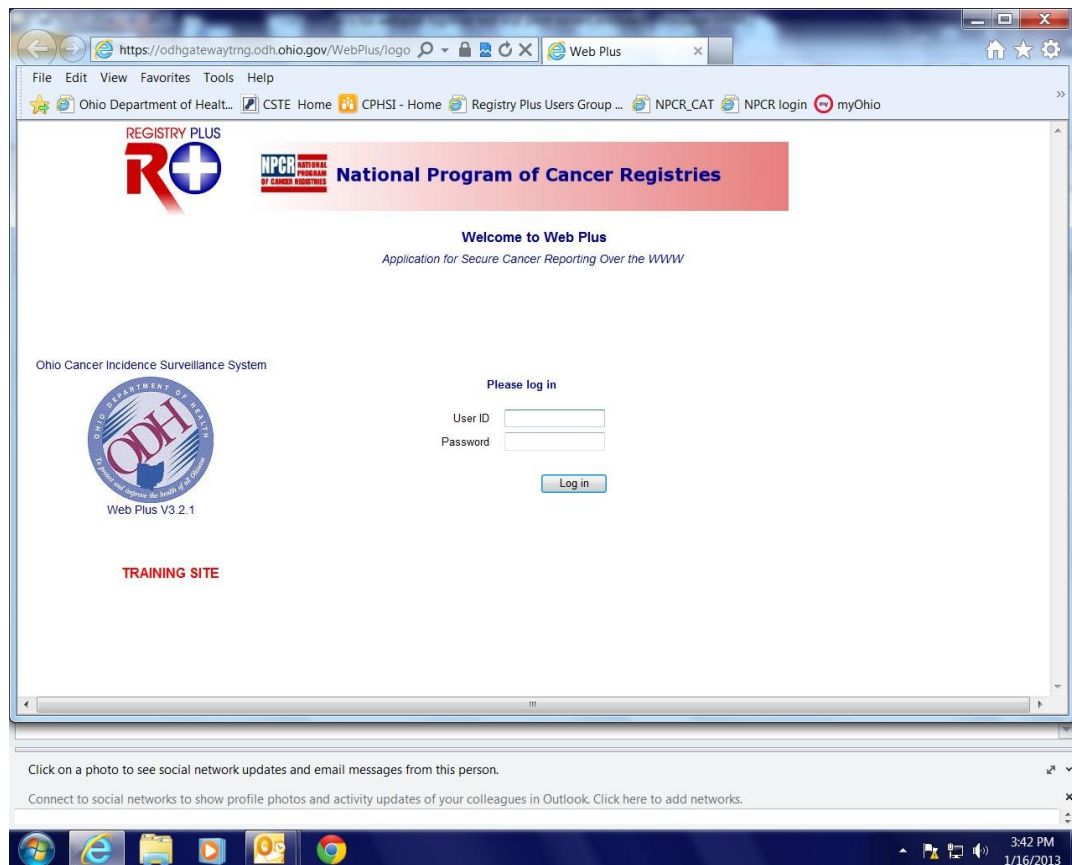
Requirements for Web Access

Web Plus requires Microsoft Internet Explorer version 5.0 or later or a Mozilla browser to operate the system fully. Although Web Plus may work at 800 X 600 resolution, you may have trouble with some features; it can be best viewed at 1024 X 768 or higher resolution. It is highly recommended that you change your resolution to 1024 X 768 or higher when using the Web Plus application.

Chapter 2: Logging In and Web Plus Basics

Log in to Web Plus, <https://odhgateway.odh.ohio.gov/webplus/logonen.aspx>.

The Web Plus log in page opens.

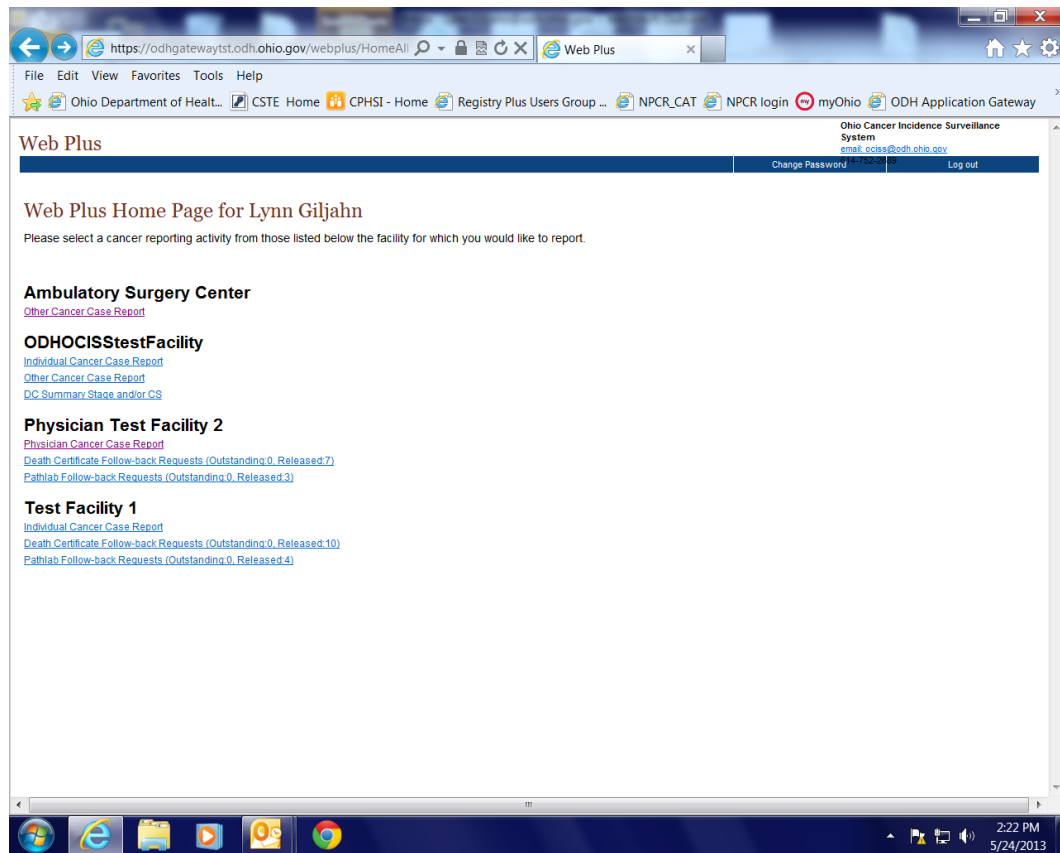


Go to Favorites on your web browser to add this link for future access.

Type in the **User ID** and **Password** provided to you by OCISS.

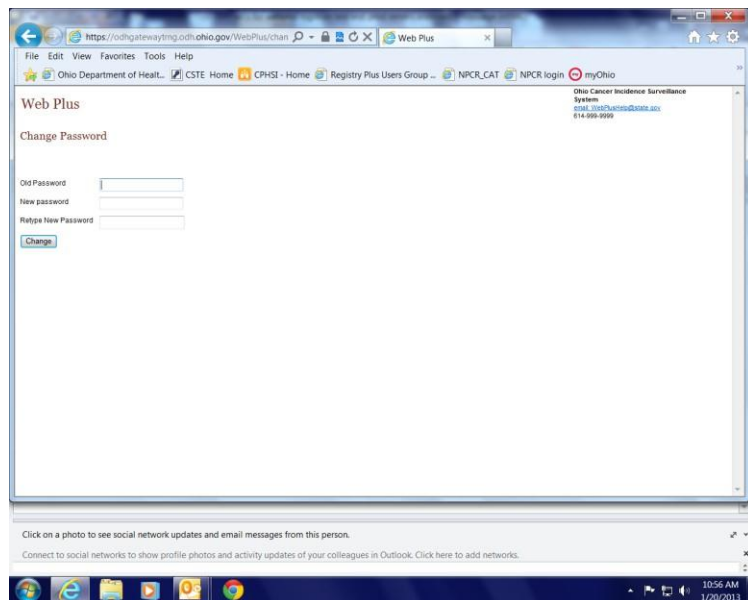
Click **Log in**.

The Web Plus **Home Page** opens, with a list of links to the facilities and roles that have been assigned to you.



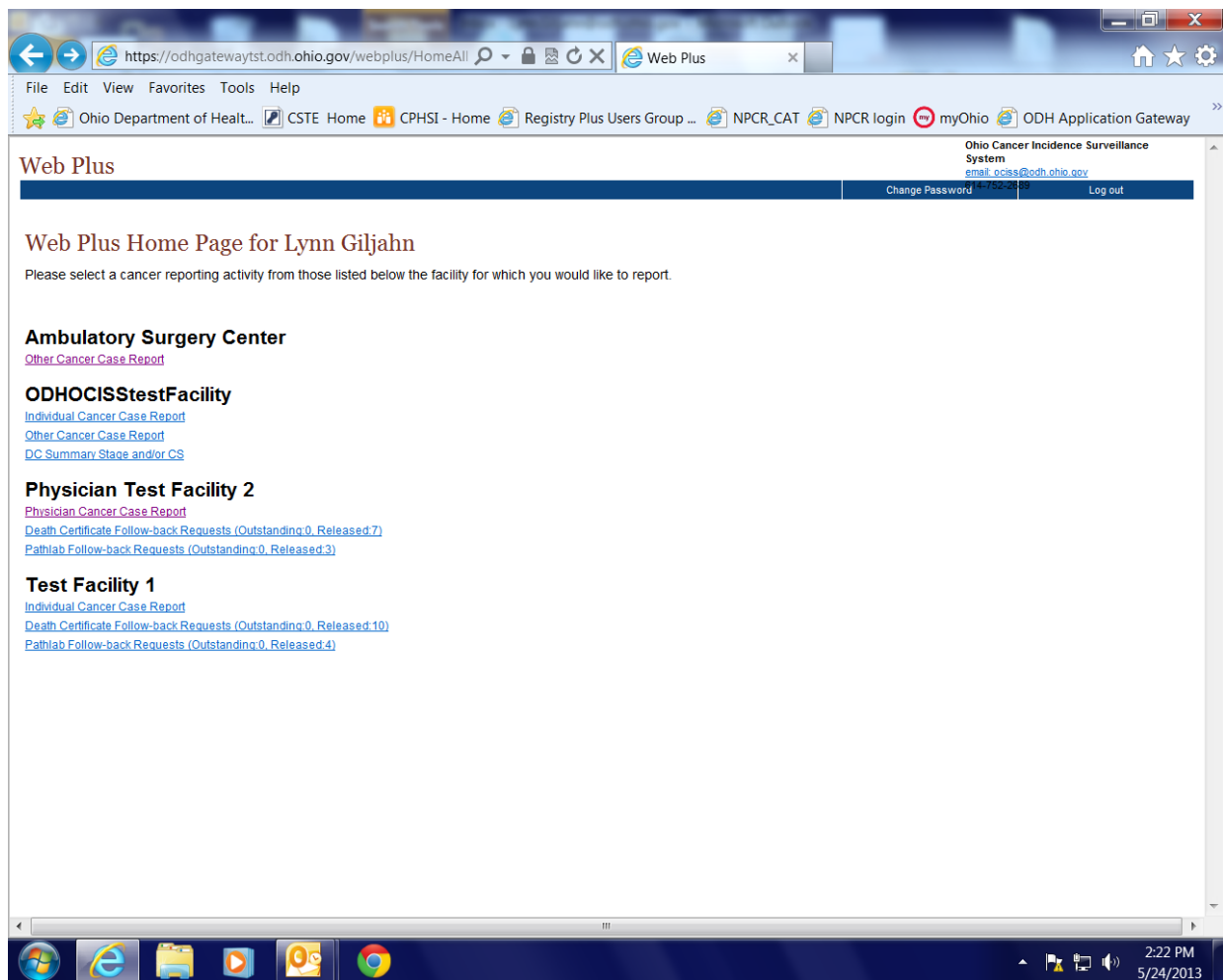
If this is your first time signing into Web Plus you will be prompted to change your password. Passwords must be 8-20 characters long and contain at least one number. Special characters (\$, #, !) are not accepted.

- Click **Change Password** on the menu bar.

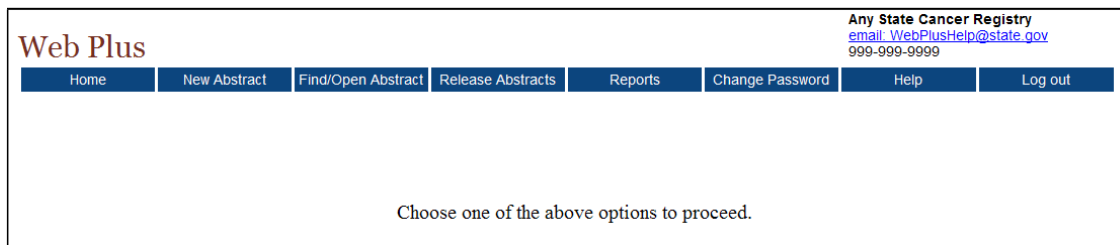


- Type your current password in the **Old Password** field.
- Type your new password in both of the **New Password** fields.
- Click **Change**.
- Your password is successfully changed!

Click the **Individual Cancer Case Report** link.



The Web Plus **Menu** is displayed. Click on an option to open the page for that option.



The table below describes the menu options.

Menu option	Description
Home	Opens the user's home page, which displays a list of links for the facilities and roles that have been assigned to you; to work on abstracts of a particular source, click on the link for the type of abstract
New Abstract	Opens the data entry page for a new abstract
Find/Open Abstract	Opens the page to search for existing abstracts
Release Abstracts	Opens the page that lists all abstracts that are completed and ready for release
Reports	Opens the page that lists the reports available for viewing
Change Password	Opens the change password page
Help	Opens a page with the Web Plus, NAACCR, and Collaborative Staging Algorithm Version information
Log out	Logs the user out of Web Plus; opens Web Plus Log in page

Chapter 3: New Abstract

Log in to Web Plus, as described in Chapter 2.

Click the **Individual Cancer Case Report** link.

Click **New Abstract**.







The data entry page opens.

The data entry page has two main sections. The box on the left contains the fields where you enter your case information. The box on the right contains two tabs: **Help** and **Edit Errors**.

The screenshot displays the 'Enter new abstract' page. The left section contains a form with the following sections: 'PATIENT INFORMATION' (Last Name, First Name, Middle Name, Suffix, Maiden Name), 'GENERAL' (Social Security Number, Medical Record Number, Primary Payer, Date of Birth, Place of Birth, Sex, Marital Status, Vital Status), and 'DEMOGRAPHICS' (Address, Address Supplemental, City, State, Zip Code, County). The right section has two tabs: 'Edit Errors' and 'Help'. The 'Help' tab is active, showing instructions on how to enter an abstract and save it, and a list of 'Data entry Help Icons' including 'Special Code Lookup', 'Calculate Field Value', and 'Context-Sensitive Help'. A 'Print Preview' button is also visible. At the bottom, there is a 'Save' button and a message: 'Click to save the abstract and run data Edits. See the box to the right for Edits results each time the abstract is saved.'

Note that none of the data items are marked with an asterisk to indicate they are required. OCISS has incorporated an edit set into Web Plus that addresses both required data items and data input errors. Information on OCISS edits is on the OCISS website.

The box on the left where you enter case information has several data entry **Help Icons** to make the data entry process easier.

Icon	Description	Click the icon to . . .
	Special Lookups	open a listing of codes and terms to choose from. Find the term that best applies, and click on the code to the left of the term. When a specific code is clicked, it is automatically filled into the abstract for the data item.
	Calculate Field Value	calculate a value for a field from values in other fields.
	Context-sensitive Help	open Help page with the <i>NAACCR Standards for Cancer Registries Volume II: Data Standards and Data Dictionary</i> for information about the data item.
	Print Preview	open page that shows all of the fields and the content you have entered in your abstract; this page allows you to print a copy of your abstract.

This information is described in the box on the right on the **Help** tab.

Although not described in the **Help** tab, drop-down lists are also available for selected fields to make the data entry process easier. These are indicated by a **Down Arrow**.

The **Edit Errors** tab in the box on the right will be used to identify errors that must be corrected before you can complete and release an abstract.

Tab	Description
Help	This area describes the saving and editing of an abstract and provides a description of the data entry help icons available to the abstractor.
Edit Errors	This area lists any errors that may exist in an abstract after you have opened or saved the abstract. This editing feature helps you correct the abstract until it meets the standards acceptable to the central registry.

Chapter 4: Abstracting a Case

Patient Information/General/Demographics/Environment

Type the **Last Name** in the field, and press **Enter**. Note that Web Plus automatically capitalizes the entered text.

The next field is now highlighted. You will sometimes see a pop-up box that gives a short hint on what needs to be entered in the field.

All data items marked with an asterisk (*) are required.

Abstractor	<input type="text" value="JD"/>	?
PATIENT IDENTIFICATION		
Last Name	<input type="text" value="JOHNSON"/>	?
First Name	<input style="background-color: #FFDAB9;" type="text"/>	?

Social Security Number can be entered as a string of 9 digits (123456789) or with dashes (123-45-6789). The dashes will be removed when the record is saved.

Date of Birth (and all other date fields) needs to be entered in the YYYYMMDD format. As of the NAACCR version 12 record layout, all dates are in the YYYYMMDD format. Because the NAACCR standards are so tightly integrated with Web Plus, dates are entered in the YYYYMMDD format.

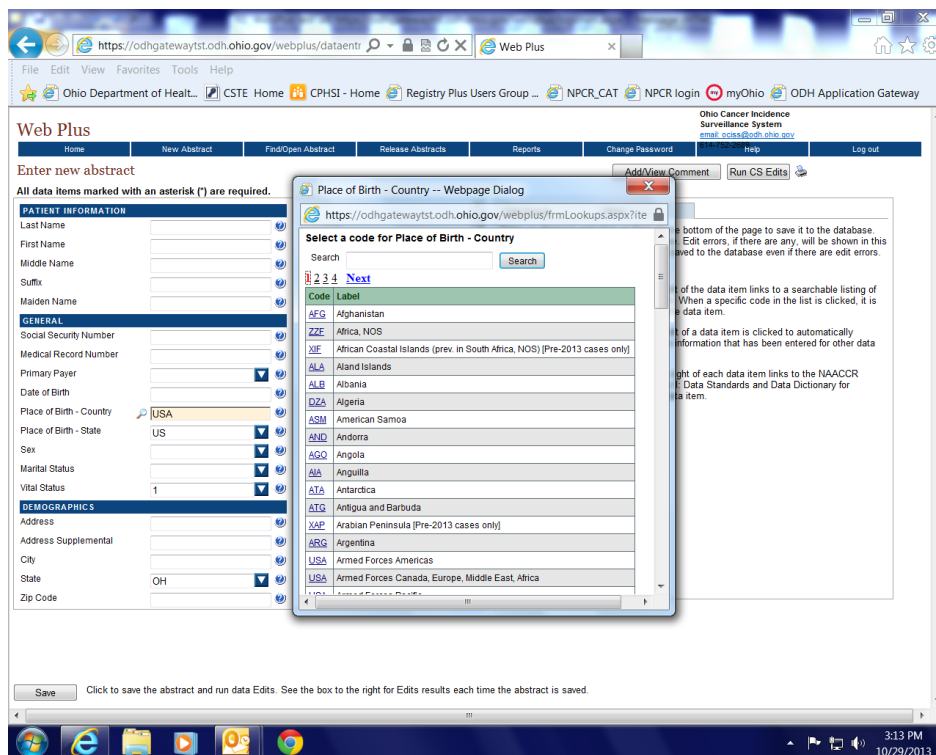
Enter dates in the new YYYYMMDD format as follows:

- YYYYMMDD – when complete date is known and valid
- YYYYMM – when year and month are known and valid, and day is unknown
- YYYY – when year is known and valid, and month and day are unknown
- Blank – when no known date applies
- A **date flag field** is filled out for each date field which is “**unknown**” or “**not applicable**” explaining why the corresponding date field is blank. The **date flag field** is left blank if a **valid date** is transmitted in its associated date item.

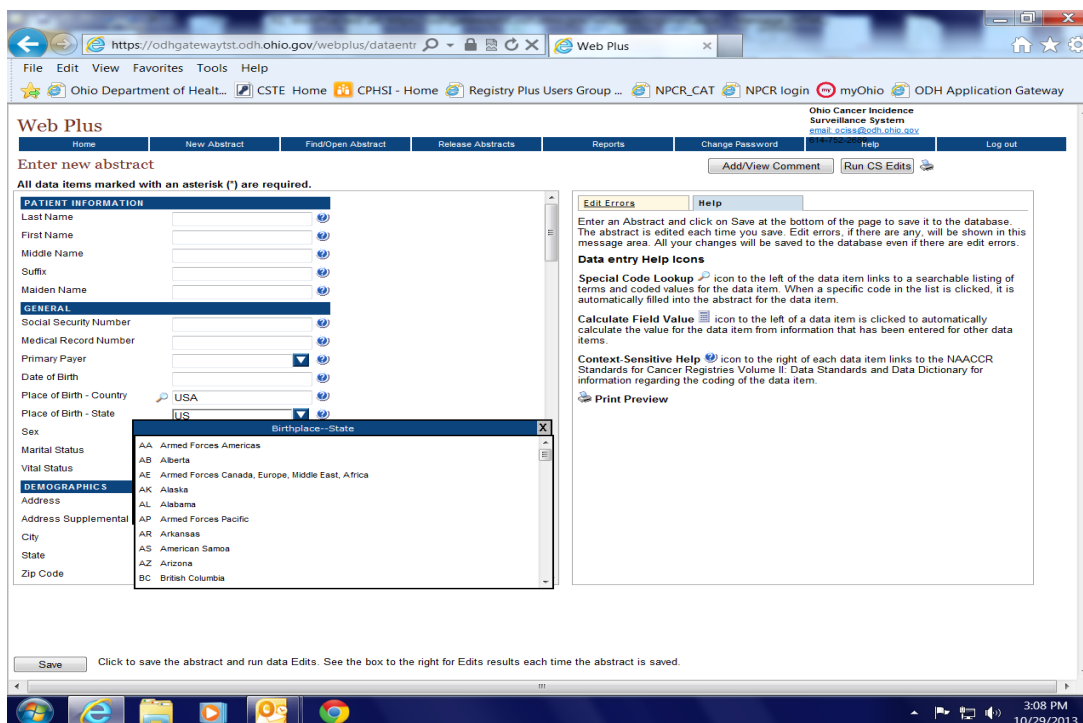
The **Place of Birth-Country** field will default to USA for United States. If this is not the person’s place of birth, you can click on the **Special Lookups Icon** to the left of the **Place of Birth-Country** data field to search for the correct country. There are several ways to do this:

- You can enter either part or the entire country name in the search box and click on Search.
- You can enter part or all of the three-letter abbreviation in the search box and click on Search.
- You can scroll through the list.

Click on the correct **Country** code, and press **Enter**.



The **Place of Birth-State** field will default to US for United States, NOS (Not Otherwise Specified). If the person was born in the United States and you know the person's **State of Birth**, you can either type the two-letter state abbreviation or click on the down arrow to display a drop-down list. Scroll down and **select** the value of the correct state by **clicking** on it.



The **State** field will default to OH for Ohio. If the case is from a state other than Ohio, you can either type the two-letter state abbreviation or click on the down arrow to display a drop-down list. Scroll down and **select** the value of the correct state by **clicking** on it.

When you complete this and all other sections, it is recommended that you save your work by clicking on the **Save** button. If you do not save often enough, you may get logged out of Web Plus and will lose the work you have done.

When you click on **Save**, notice that the **Edit Errors** tab in the box on the right will automatically open and display errors. Disregard these edits for now because some are for data that you have not yet entered.

Diagnostic Information/Diagnostic Procedures

Web Plus

Ohio Cancer Incidence Surveillance System
email: WebPlusHelp@state.gov
614-999-3000

Home New Abstract Find/Open Abstract Release Abstracts Reports Change Password Log out

Enter new abstract

All data items marked with an asterisk (*) are required.

Usual Industry

Tobacco History

DIAGNOSTIC INFORMATION

Date of Diagnosis

Diagnosis Date Flag

Age at Diagnosis (click calculator)

Primary Site Code

Laterality

Primary Site and Laterality Text

Histology Code

Histology Text

Behavior Code

Grade

Grade Path Value

Grade Path System

Save Click to save the abstract and run data Edits. See the box to the right for Edits results each time the abstract is saved.

Edit Errors Help

Enter an Abstract and click on Save at the bottom of the page to save it to the database. The abstract is edited each time you save. Edit errors, if there are any, will be shown in this message area. All your changes will be saved to the database even if there are edit errors.

Data entry Help Icons

Special Code Lookup icon to the left of the data item links to a searchable listing of terms and coded values for the data item. When a specific code in the list is clicked, it is automatically filled into the abstract for the data item.

Calculate Field Value icon to the left of a data item is clicked to automatically calculate the value for the data item from information that has been entered for other data items.

Context-Sensitive Help icon to the right of each data item links to the NAACCR Standards for Cancer Registries Volume II: Data Standards and Data Dictionary for information regarding the coding of the data item.

Print Preview

As noted above, date fields need to be entered in the YYYYMMDD format.

After entering **Date of Diagnosis**, you can click on the **Calculate Field Value Icon** to the left of the **Age at Diagnosis** data field. **Age at Diagnosis** will be calculated and will automatically fill in.

As noted above, you can enter data directly or use the **Help Icons** to assist in your completion of the data fields.

If you enter **Primary Site Code** instead of using the **Special Lookups Icon**, you will need to enter the 'C' in addition to the number.

Text fields are required. Please make sure to enter information in these fields.

Click **Save**.

Treatment Information

The screenshot shows the OCISS Web Plus interface. The browser address bar displays <https://odhgatewaytrng.odh.ohio.gov/WebPlus/data>. The page title is "Web Plus". The navigation bar includes links for Home, New Abstract, Find/Open Abstract, Release Abstracts, Reports, Change Password, Help, and Log out. The main content area is titled "Enter new abstract" and includes a note: "All data items marked with an asterisk (*) are required." The form is divided into two sections: "TREATMENT INFORMATION - FIRST COURSE OF THERAPY" and "TREATMENT INFORMATION - SECOND COURSE OF THERAPY". The first section contains the following fields: Treatment Status (dropdown), Date of First Course of Treatment (text), First Course Treatment (dropdown), Date Flag (dropdown), Date of Surgery (text), Surgery Date Flag (dropdown), Surgery Code (text), Surgery Text (text), Surgical Margins (dropdown), Scope of Regional Lymph Node Surgery (dropdown), Regional Nodes Positive (text), Regional Nodes Examined (text), Other Non-Primary Site Surgery (dropdown), and Reason No Surgery (dropdown). The second section contains: Date of Second Course of Treatment (text), Second Course Treatment (dropdown), Date Flag (dropdown), Date of Surgery (text), Surgery Date Flag (dropdown), Surgery Code (text), Surgery Text (text), Surgical Margins (dropdown), Scope of Regional Lymph Node Surgery (dropdown), Regional Nodes Positive (text), Regional Nodes Examined (text), Other Non-Primary Site Surgery (dropdown), and Reason No Surgery (dropdown). A "Save" button is located at the bottom left. A "Data entry Help Icons" section on the right provides instructions for using the Special Code Lookup, Calculate Field Value, and Context-Sensitive Help icons. A "Print Preview" button is also present.

Continue data entry, as noted above. Note that text fields are required.

If you report that the case had a certain treatment, you will be required to complete all associated data fields, including text fields. When there is both a **Date** and a **Date Flag** field, you will need to enter into one of these fields.

You must record information for all treatment modalities for cancers of the breast, colon and rectum. You must record information for surgery and radiation for all other cancers.

If you report that a case did not have a certain treatment, you can bypass subsequent data fields pertaining to that treatment.

Click **Save**.

Staging Information

Web Plus

Home New Abstract Find/Open Abstract Release Abstracts Reports Change Password Log out

Enter new abstract

All data items marked with an asterisk (*) are required.

STAGING INFORMATION ALL DIAGNOSIS YEARS

Staging Text

COLLABORATIVE STAGE CASES DIAGNOSED 2004 & LATER

CS Tumor Size

CS Extension

CS Tumor Size/Extension Evaluated

Lymph Vascular Invasion

CS Lymph Nodes

CS Regional Lymph Nodes Evaluated

CS Metastasis at Diagnosis

CS Metastasis Evaluated

COLLABORATIVE STAGE SITE-SPECIFIC FACTORS

Site-Specific Factor 1

Site-Specific Factor 2

Save Click to save the abstract and run data Edits. See the box to the right for Edits results each time the abstract is saved.

Edit Errors Help

Enter an Abstract and click on Save at the bottom of the page to save it to the database. The abstract is edited each time you save. Edit errors, if there are any, will be shown in this message area. All your changes will be saved to the database even if there are edit errors.

Data entry Help icons

Special Code Lookup icon to the left of the data item links to a searchable listing of terms and coded values for the data item. When a specific code in the list is clicked, it is automatically filled into the abstract for the data item.

Calculate Field Value icon to the left of a data item is clicked to automatically calculate the value for the data item from information that has been entered for other data items.

Context-Sensitive Help icon to the right of each data item links to the NAACCR Standards for Cancer Registries Volume II: Data Standards and Data Dictionary for information regarding the coding of the data item.

Print Preview

- 1) Enter **Staging Text**.
- 2) Click on the **Special Lookups Icon** for **CS Tumor Size**. This will default all **Site-Specific Factors** to a value of 988.
- 3) Enter **CS Tumor Size**, **CS Extension**, etc. until all CS fields have been completed.
- 4) **MAKE NO EDITS** to the **Site-Specific Factor** fields.

- 5) Go to the **Derived CS** fields. Click on the **Calculate Field Value Icon** to the left of any of the **Derived CS** fields.

The screenshot displays the 'Web Plus' application interface. The top navigation bar includes links for Home, New Abstract, Find/Open Abstract, Release Abstracts, Reports, Change Password, and Log out. The main content area is titled 'Update abstract' and contains a list of factors on the left and an 'Edit Errors' pane on the right. The 'Edit Errors' pane lists 22 errors, such as 'Error: is not a valid value for Primary Payer at DX' and 'Error: is not a valid value for Rad-Regional RX Modality'. The bottom of the screen shows a Windows taskbar with the date 1/22/2014 and time 12:56 PM.

- 6) The **CS Stage Version** window opens and displays the calculated values. Click **OK**.

The screenshot shows the 'CStage Output' window. It displays the 'CStage Version: 020302' and the 'Calculation Preference' section, which includes checkboxes for 'Compute AJCC', 'Compute SEER1977', and 'Compute SEER2000'. The 'Output' section shows a table with the following data:

SEER Summary Stage 1977	SEER Summary Stage 2000	AJCC TNM 6th ed.	AJCC TNM 7th ed.
IS	cTX cN0 cM0 Stage UNK	cTX cN0 cM0 Stage UNK	cTX cN0 cM0 Stage UNK

The 'Message' section is empty. An 'OK' button is located at the bottom left of the window.

- 7) The appropriate **Derived** CS fields are calculated and will automatically fill in. Additionally, the fields of **CS Version Input Current**, **CS Version Input Original**, and **CS Version Derived** will auto-populate.

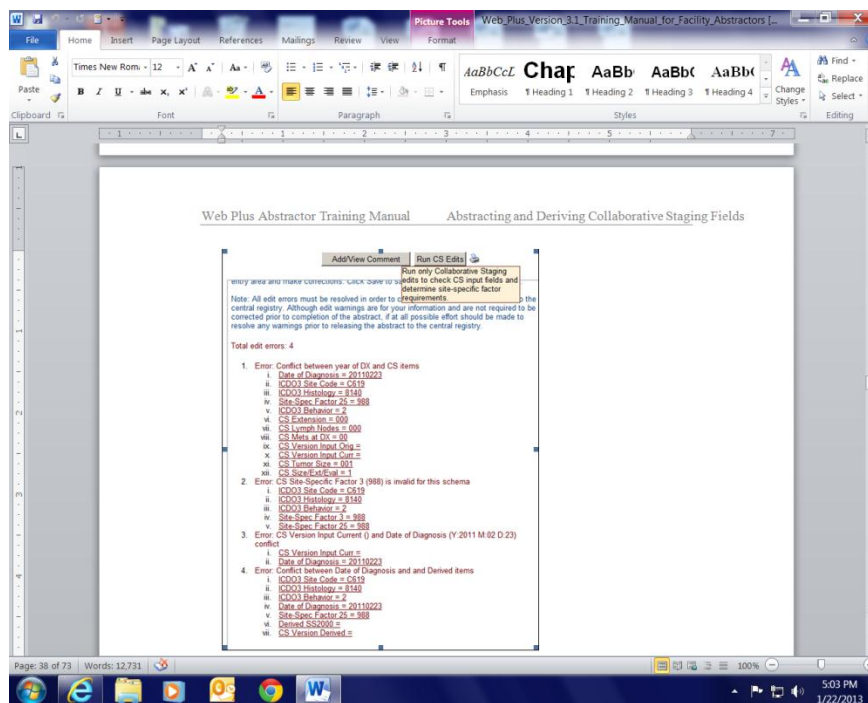
The screenshot shows the OCISS Web Plus application interface. The top navigation bar includes links for Home, New Abstract, Find/Open Abstract, Release Abstracts, Reports, Change Password, Help, and Log out. The main content area is titled 'Update abstract' and contains a table of data items. The right pane displays the 'Edit Errors' tab, which lists errors and warnings for the abstract. The errors are as follows:

- 1. Error: If RX Date Chemo is blank, RX Date Chemo Flag must be 10, 11, 12, or 15.
 - i. Chemotherapy Start Date =
 - ii. Chemotherapy Start Date Flag =
- 2. Error: If Date of Diagnosis is greater than 1995, RX Date Other and RX Date Other Flag cannot both be blank.
 - i. Other Treatment Start Date =
 - ii. Other Treatment Start Date Flag =
 - iii. Date of Diagnosis = 20120301

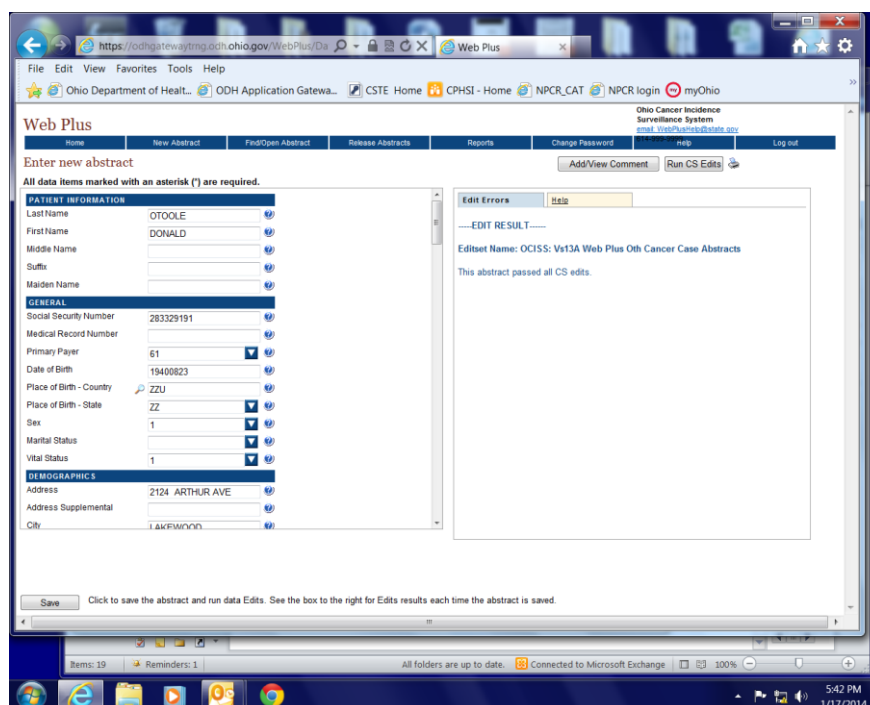
The page also includes a 'Save' button and a 'Run CS Edits' button. The bottom status bar shows the system time as 3:52 PM on 1/27/2014.

- 8) Click the **Run CS Edits** button located in the upper right-hand corner of the data entry page.
- 9) View the errors on the **Edit Errors** tab. The **Edit Errors** will indicate which of the **Site-Specific Factor** fields need to be revised from the defaulted value of 988 to a more specific value. The **Edit Errors** will also indicate any other Collaborative Stage fields that are in error and need to be corrected.

- 10) Click on the link for each error. The application will take you to the data entry field so that you can correct the error. Enter the correct value to resolve the edit error.



- 11) When you have corrected all Collaborative Stage errors, you will get a message that says **“This abstract passed all CS edits.”**



- 12) Click **SAVE**.

Physicians/Reporting Source Information/Abstractor

Continue data entry, as noted above, using Web Plus Help as needed.

Notice that the **Reporting Facility** and **Abstracted By** fields are pre-filled.

Edit Over-Ride Flags

Do not enter anything here at this time. You will only need to enter information here if you have **Edit Errors** to resolve.

Click SAVE. You are now ready to proceed to resolving Edit Errors.

Chapter 5: Correcting Errors

Each abstract is edited for data quality and completeness whenever you save or open it. Abstractors must correct all identified errors before it can be released to OCISS.

View the **Edit Errors** tab in the box on the right of the abstracting screen.

Edit Errors [Help](#)

-----EDIT RESULT-----

Editset Name: Central: Vs12.1 State Example - Incoming Abstracts

There are edit errors and/or edit warnings for the abstract. Error or warning messages along with a list of fields and values checked by the edit are listed below each failed or warned edit. Click on a field below any error or warning message to move to it in the data entry area and make corrections. Click Save to save your corrections and rerun edits.

Note: All edit errors must be resolved in order to complete and release the abstract to the central registry. Although edit warnings are for your information and are not required to be corrected prior to completion of the abstract, if at all possible effort should be made to resolve any warnings prior to releasing the abstract to the central registry.

Total edit errors: 46

1. Error: Cause of Death not valid
i. [Cause of Death =](#)
2. Error: is not a valid value for Class of Case
i. [Class of Case =](#)
3. Error: ICD Revision Number not valid
i. [ICD Revision Num =](#)
4. Error: is not a valid value for Place of Death
i. [Place of Death =](#)
5. Error: is not a valid value for Sequence Number--Hospital
i. [Sequence Num Hosp =](#)
6. Error: Type of Reporting Source not valid
i. [Type Report Source =](#)
7. Error: is not a valid value for Vital Status
i. [Vital Status =](#)

In the **Edit Errors** list, click on a link. The application will take you to the data entry field so that you can correct the error. Enter the correct value to resolve the edit error.

Save the abstract. The application re-runs the edits. The resolved error is removed from the **Edit Error** list.

Note that some **Edit Errors** are inter-related. It is important to read through the errors before correcting any data fields. Correcting one major error may resolve many of the others.

Continue this process to resolve all **Edit Errors**. The **Edit Error** screen will indicate when you are finished and ready to release the abstract.

Note: Information on OCISS edits is on the OCISS website.

Chapter 6: Release Abstracts

Once you have resolved all **Edit Errors**, Web Plus lets you know that the abstract is error free and ready for release to OCISS.

Web Plus - Windows Internet Explorer

https://odhgatewaytst.odh.ohio.gov/webplus/DataEntryType1.aspx?AbsRef

Web Plus

Ohio Cancer Incidence Surveillance System
email: odis@odh.ohio.gov

Home New Abstract Find/Open Abstract Release Abstracts Reports Change Password Help Log out

Enter new abstract

All data items marked with an asterisk (*) are required.

PATIENT INFORMATION

Last Name SMITH

First Name JEAN

Middle Name L

Suffix

Maiden Name

Alias

GENERAL

Social Security Number 123456789

Medical Record Number 123456

Primary Payer 20

Date of Birth 19651231

Birth Date Flag

Place of Birth 000

Save Click to save the abstract and run data Edits. See the box to the right for Edits results each time the abstract is saved.

Edit Errors Help

-----EDIT RESULT-----

Editset Name: OCISS: Vs12.2C Abstracts

This abstract passed all edits and can be released to your central cancer registry.

Do you want to release it? Yes No

If this is the only abstract you will be completing on this day, click **Yes**. If you will be doing further abstraction, click **No**.

Web Plus

Home New Abstract Find/Open Abstract Release Abstracts Reports Change Password Help Log out

The abstract has not been released. You can release it later by selecting Release Abstracts from the menu.

After you have completing abstracting for the day, go to the Web Plus menu, click **Release Abstracts**.

Web Plus

Home New Abstract Find/Open Abstract Release Abstracts Reports Change Password Help Log out

The abstract has not been released. You can release it later by selecting Release Abstracts from the menu.

Web Plus displays a list of completed abstracts.

Web Plus

Any State Cancer Registry
email: WebPlusHelp@state.gov
999-999-9999

Home
New Abstract
Find/Open Abstract
Release Abstracts
Reports
Change Password
Help
Log out

Release Abstracts

Please select the abstracts that you would like to release to your central registry by checking the box in the Release column. Then click the Release Selected Abstracts button at the bottom of the page. Please note that only completed abstracts are available for release.

AbsRefID	Last Name	First Name	Abstractor	Date Case Completed	Release
89	JOHNSON	JOHN	JD	09/20/2011	<input type="checkbox"/>

Select All
Unselect All
Release Selected Abstracts

Click the box in the **Release** column to select individual abstracts. To select all of the abstracts listed, click the **Select All** button at the bottom of the screen. This will put check marks in the **Release** box for all abstracts.

Click **Release Selected Abstracts**.

Web Plus releases the selected abstracts to OCISS and changes the status of the abstracts to Released.

Web Plus

Any State Cancer Registry
email: WebPlusHelp@state.gov
999-999-9999

Home
New Abstract
Find/Open Abstract
Release Abstracts
Reports
Change Password
Help
Log out

Your selected abstracts have been released to the central registry. Thank you!

Note that you will not be able to revise an abstract after it has been released. You can view released abstracts by going to the **Find/Open Abstract** Web Plus menu item.

Chapter 7: Find/Open Abstract

On the Web Plus menu, click **Find/Open Abstract**.

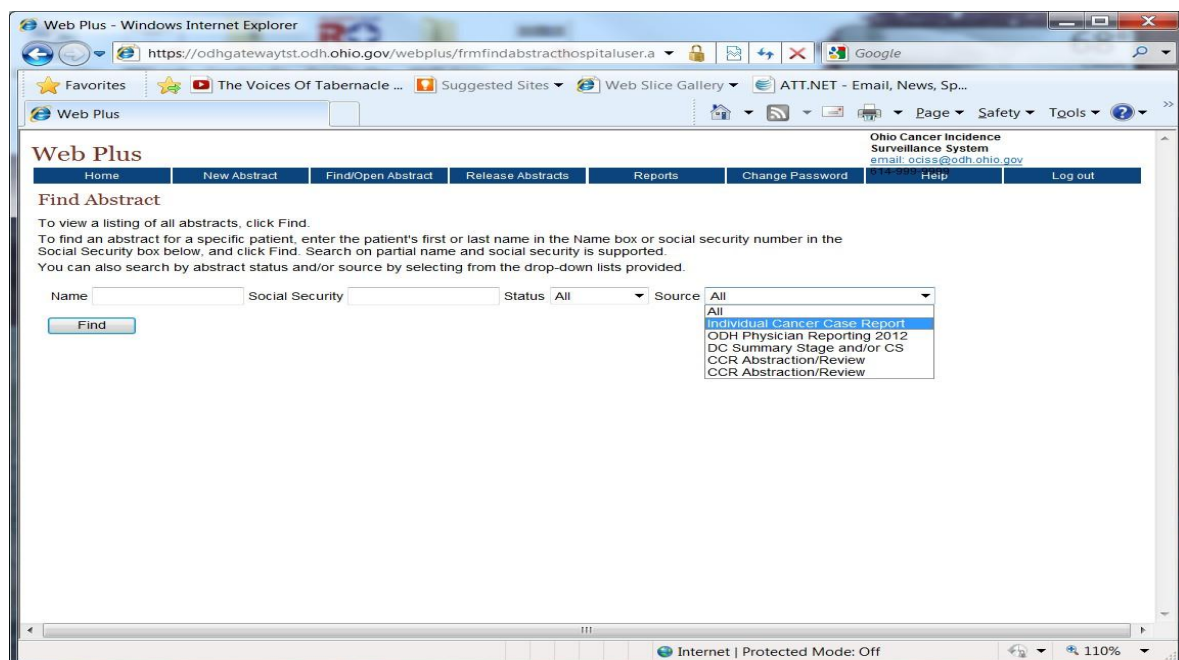


The **Find Abstract** window opens.

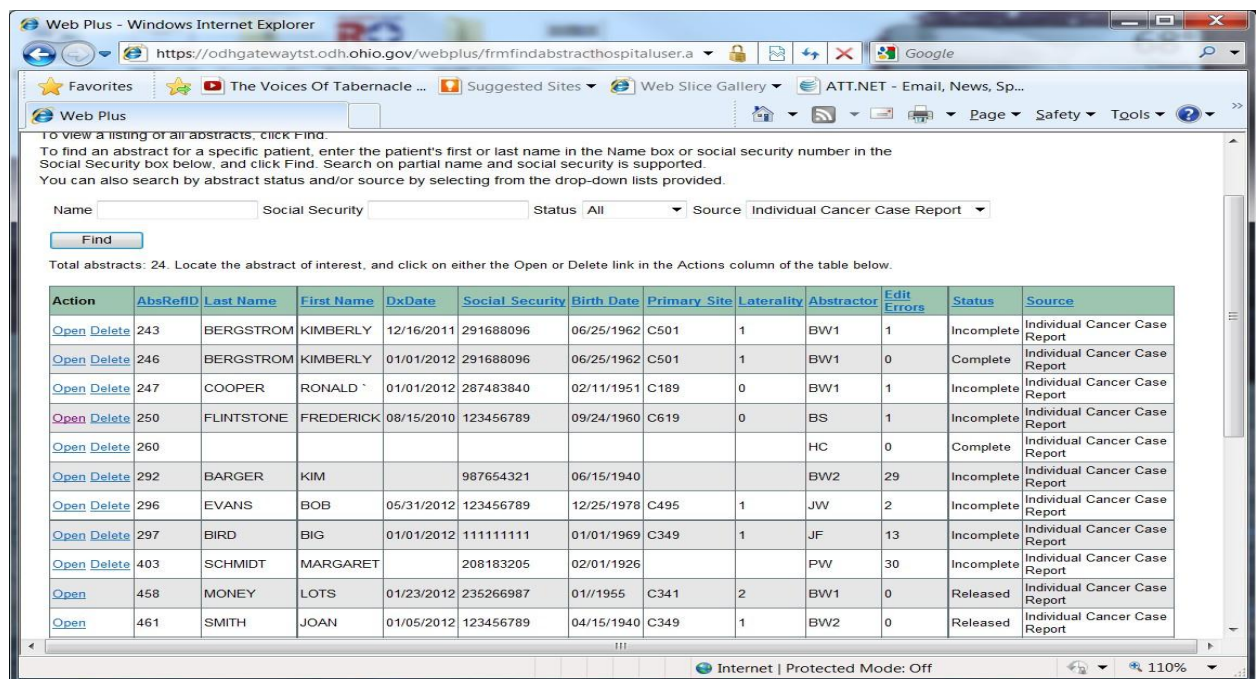
A screenshot of the Find Abstract window. The window has a title bar that says "Find Abstract". Below the title bar, there is a paragraph of text: "To view a listing of all abstracts, click Find. To find an abstract for a specific patient, enter the patient's first or last name in the Name box or social security number in the Social Security box below, and click Find. Search on partial name and social security is supported. You can also search by abstract status and/or source by selecting from the drop-down lists provided." Below this text, there are four input fields: "Name", "Social Security", "Status" (with a dropdown menu showing "All"), and "Source" (with a dropdown menu showing "All"). Below these fields is a "Find" button.

The **Find Abstract** page is searchable by patient name, social security number, abstract status, and/or abstract source. You can search on partial name or social security number.

Select **Individual Cancer Case Report** from the **Source** pull-down menu, and click **Find**.



A list of all abstracts that were abstracted under the **Individual Cancer Case Report** link opens.



The list of abstracts contains the information below:

Column	Description
Actions	You have the option to open or delete an abstract
AbsRefID	A system-generated number identifying the abstract
Last Name	Last name of patient
First Name	First name of patient
DxDate	Diagnosis date
Social Security	Patient's social security number
Birth Date	Patient's date of birth
Primary Site	The location of the major tumor
Laterality	Code for the side of a paired organ, or the side of the body on which the reportable tumor originated
Abstractor	Code for the person who created the abstract
Edit Errors	The number of errors found in the edit process after an abstract has been saved
Status	Web Plus has three types of statuses: <ul style="list-style-type: none"> • Incomplete (not all data have been entered) • Complete (all errors have been addressed) • Released (sent to the central registry)
Source	The type of Web Plus abstract; this is the name of the link that you clicked on your home page

You can use the **Find/Open Abstract** functionality for a variety of purposes – to see if you’ve previously reported a cancer case, to identify abstracts that were started but not completed, and to delete abstracts.

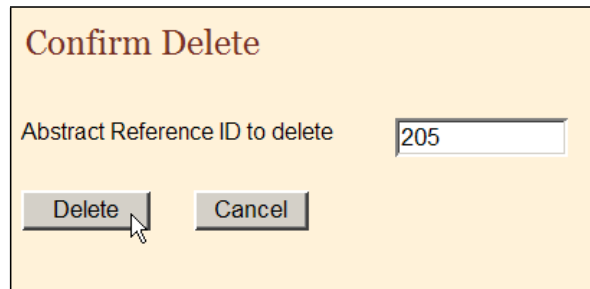
To **Open** an abstract, follow these steps.

Under the **Action** column, click on **Open**. The Data Entry page opens and displays the previously entered data for the abstract. Continue the abstraction process, run and correct edits, and then release to OCISS.

To **Delete** an abstract, follow these steps.

Under the **Action** column, click on **Delete**. Be sure to note the **Abstract Reference ID** (AbsRefID) number.

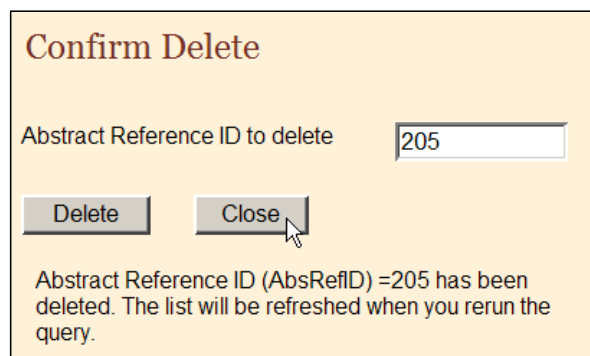
The **Confirm Delete** window opens. It displays the Abstract Reference ID number of the abstract you just selected for deletion. This allows you to verify that you have the correct record.



The image shows a 'Confirm Delete' dialog box. At the top, the title 'Confirm Delete' is in a dark red font. Below the title, the text 'Abstract Reference ID to delete' is followed by a text input field containing the number '205'. At the bottom of the dialog, there are two buttons: 'Delete' and 'Cancel'. A mouse cursor is pointing at the 'Delete' button.

Click **Delete**.

The **Confirm Delete** window confirms the deletion. Click **Close** to close the **Confirm Delete** window.



The image shows the 'Confirm Delete' dialog box after the 'Delete' button was clicked. The title 'Confirm Delete' is at the top. Below it, the text 'Abstract Reference ID to delete' is followed by a text input field containing '205'. At the bottom, there are two buttons: 'Delete' and 'Close'. A mouse cursor is pointing at the 'Close' button. Below the buttons, a message states: 'Abstract Reference ID (AbsRefID) =205 has been deleted. The list will be refreshed when you rerun the query.'

You can confirm the deletion in the **Find Abstract** window.

Chapter 8: Reports

Web Plus provides reports for monitoring abstract reporting and system activity. You can view and print several types of reports.

Click **Reports**.

Web Plus displays a list of reports available to you.



The table below describes reports that are available for viewing by a Web Plus abstractor.

This report . . .	Lists . . .
Local Reports	
Abstracts Submitted Sorted by Abstractor	all abstracts that a facility has released within a given time period. The abstracts are sorted first by the name of the abstractor and then by patient name.
Abstracts Accessed Sorted by Patient Name	all abstracts that a facility has accessed within a given time period sorted by patient name.
Descriptive Statistics on Released Abstracts	descriptive statistics on released abstracts such as demographics and site group.
Activity Report	the number of released and unreleased abstracts for each month of the selected date range.
Facility Outstanding DCO Abstract Listing Report	a line listing of all death certificate follow-back abstracts assigned to your facility that have not yet been released to the central registry. <i>OCISS is not yet using this functionality.</i>

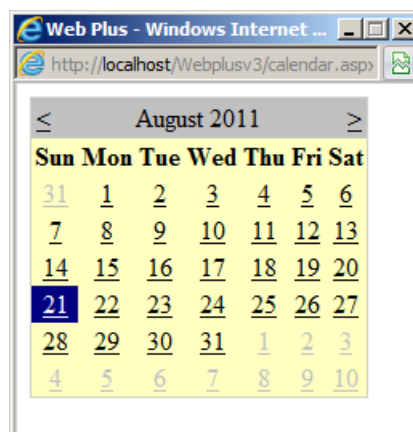
This report . . .	Lists . . .
Facility Outstanding Pathology Abstract Listing Report	a line listing of all pathology laboratory follow-back abstracts assigned to your facility that have not yet been released to the central registry. <i>OCISS is not yet using this functionality.</i>
HIPAA Accounting of Disclosure report	a user-generated report of information disclosure (via abstracts) to your central registry using Web Plus.
Audit Reports	
System Logins	the users from your facility and their times for logging in and out of Web Plus within a selected date range.
Abstract Updates	the dates and times that abstracts from your facility have been updated.
Abstract Searches	the abstractor and the date and time for all searches for abstracts at your facility.
Abstract Deletions	the dates and times that abstracts have been deleted at your facility.
Abstract Releases	information about abstracts released from your facility including release time and date and abstractor.

All reports have similar functionality.

Click on the name of the report you want to run.

Set a **date range** for the report. You can enter a date using the MMDDYYYY format or click on the Calendar to the right of each date field to open a calendar.

From:  To: 



After you make your selections, the report may be generated. Some reports have a **Run** button that you will need to click on to generate the report.

Click on the **Printable Report** link to view a “clean” report that has removed the selection choices, and instead, includes that information in the report title. Note that all reports have a date and time stamp in the top left corner that indicates when the report was run.

Print the report using your browser’s printer. You may want to modify how the report prints using the Page Setup options on your computer.

Abstracts Submitted Sorted by Abstractor Report

The Abstracts Submitted Sorted by Abstractor report provides the history of the abstract: when it was created, completed, and submitted to the central registry.

9/21/2011 12:20:55 PM

Any State Cancer Registry

Test Facility 1

Web Plus Cancer Abstract Submissions by Abstractor

Choose a date range:

From: 08/21/2011

To: 09/21/2011

Select

[Printable Report](#)

Abstractor: JD

Patient Name	Social Security #	Medical Record #	Birth Date	Diagnosis Date	Primary Site	Laterality	Behavior	Grade	Date Created	Date Completed (Lag Time in Days)	Date Released (Lag Time in Days)
DOE, JOHN	999999999		11/14/1958	02/24/2010	C619	0	3	3	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)
DOE, JANE	999999999		11/14/1938	12/08/2010	C443	1	2	9	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)
JOHNSON, JOHN	999999999	12312312312	03/16/1961	02/23/2011	C619	0	2	1	9/12/2011	09/20/2011 (8 d)	09/20/2011 (8 d)
JOHNSON, JANE	999999999		04/14/1925	04/04/2010	C209	0	3	9	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)
JOHNSON, HAROLD	999999999		11/14/1921	02/01/2010	C809	0	3	9	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)
MEIER, HAROLD	999999999		02/16/1927	02/23/2010	C259	0	3	9	9/8/2011	09/12/2011 (4 d)	09/12/2011 (4 d)
SMITH, JOHN	999999999		06/21/1945	03/25/2010	C619	0	3	9	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)
SMITH, SUSAN	999999999		04/26/1960	11/08/2010	C509	1	3	2	9/7/2011	09/07/2011 (0 d)	09/07/2011 (0 d)




The report contains the following information. The abstracts are grouped by abstractor.

Column	Description
Patient Name	Name of patient on abstract
Social Security #	Patient’s social security number
Medical Record #	Patient’s medical record number
Birth Date	Patient’s birth date
Diagnosis Date	Diagnosis date of the tumor being reported
Primary Site	ICD-O-3 topography code for the primary site of the tumor being reported

Column	Description
Laterality	Laterality code for the tumor being reported
Behavior	ICD-O-3 behavior code for the tumor being reported
Grade	ICD-O-3 grade/differentiation code for the tumor being reported
Date Created	Date the abstract was created
Date Completed	Date the abstract was completed, with the lag time (in days) between date of creation and completion in parentheses
Date Released	Date the abstract was released to the central registry, with the lag time (in days) between date of completion and release in parentheses

Abstracts Accessed Sorted by Patient Name Report

The Abstracts Accessed Sorted by Patient Name report provides the dates and times that an abstract is opened.

9/21/2011 12:56:08 PM								
Any State Cancer Registry								
Test Facility 1								
Web Plus Cancer Abstracts Accesses								
Choose a date range: From: 08/21/2011  To: 09/21/2011   Printable Report								
Patient Name	Social Security #	Medical Record #	Birth Date	Diagnosis Date	Primary Site	Laterality	User ID	Date & Time Accessed
DOE, JANE	999999999		11/14/1938	12/08/2010	C443		1 JOHNDOE	9/7/2011 8:48:00 AM
DOE, JANE	999999999		11/14/1938	12/08/2010	C443		1 JOHNDOE	9/7/2011 8:58:00 AM
DOE, JANE	999999999		11/14/1938	12/08/2010	C443		1 JOHNDOE	9/7/2011 9:45:00 AM
DOE, JANE	999999999		11/14/1938	12/08/2010	C443		1 JOHNDOE	9/7/2011 10:18:00 AM
DOE, JOHN	999999999		11/14/1958	02/24/2010	C619		0 JOHNDOE	9/7/2011 2:11:00 PM
DOE, JOHN	999999999		11/14/1958	02/24/2010	C619		0 JOHNDOE	9/7/2011 2:12:00 PM
GODSKI, CHRISTIN	999999999		01/16/1948	//			JOHNDOE	9/12/2011 12:53:00 PM
JOHNSON, HAROLD	999999999		11/14/1921	02/01/2010	C809		0 JOHNDOE	9/7/2011 3:02:00 PM
JOHNSON, HAROLD	999999999		11/14/1921	02/01/2010	C809		0 JOHNDOE	9/7/2011 3:02:00 PM
JOHNSON, JOHN	999999999	12312312312	03/16/1961	02/23/2011	C619		0 JOHNDOE	9/12/2011 2:42:00 PM
JOHNSON, JOHN	999999999	12312312312	03/16/1961	02/23/2011	C619		0 JOHNDOE	9/12/2011 3:11:00 PM
JOHNSON, JOHN	999999999	12312312312	03/16/1961	02/23/2011	C619		0 JOHNDOE	9/12/2011 4:08:00 PM
JOHNSON, JOHN	999999999	12312312312	03/16/1961	02/23/2011	C619		0 JOHNDOE	9/12/2011 4:37:00 PM

The report contains the information below:

Column	Description
Patient Name	Name of patient on abstract
Social Security #	Patient's social security number
Medical Record #	Patient's medical record number

Column	Description
Birth Date	Patient's birth date
Diagnosis Date	Diagnosis date of the tumor being reported
Primary Site	ICD-O-3 topography code for the primary site of the tumor being reported
Laterality	Laterality code for the tumor being reported
User ID	User ID of the abstractor
Date & Time Accessed	Date and time that the abstractor opened the abstract

Descriptive Statistics on Released Abstracts Report

The Descriptive Statistics on Released Abstracts report includes a series of tables consisting of the number and percent of released abstracts broken down by the following: county of residence, zip code of residence, sex and race, age group, site group, and treatment group.

9/21/2011 12:59:11 PM

Web Plus for Any State Cancer Registry
Test Facility 1
Descriptive Statistics on Released Abstracts

[Printable Form](#)

Select a Date Range: From: 08/21/2011 To: 09/21/2011 ☐ Select all released

Select Level of Site Group Detail: Aggregate (18 categories)

Include Site Groups with no cases? ☐ Yes ☒ No Group by managing physician? ☐ Yes ☒ No

County of Residence

County	Count of cases (%)
Appling County	1(12.5%)
Bacon County	1(12.5%)
Baker County	1(12.5%)
Banks County	1(12.5%)
Barrow County	1(12.5%)
Bartow County	1(12.5%)
DeKalb County	1(12.5%)
Unknown County	1(12.5%)
Out of State	0(0%)
Total	8(100%)

Zip Code of Residence

Zip Code	Count of cases (%)
99999	7(87.5%)
999999999	1(12.5%)
Total	8(100%)

The report contains the information below:

Grouping Variable(s)	Groupings by...								
County of Residence	individual county of residence at diagnosis								
Zip Code of Residence	individual zip code of residence at diagnosis								
Sex and Race	patient sex (male/female) by race (white/black/other)								
Age Group	ten age groups (0-9, 10-19,...90+)								
Site Group	three levels of primary site grouping: <table border="1"> <tr> <th>Grouping Level</th><th>Description</th></tr> <tr> <td>Aggregate</td><td>18 categories</td></tr> <tr> <td>Subaggregate</td><td>60 categories</td></tr> <tr> <td>Recode</td><td>78 groups</td></tr> </table>	Grouping Level	Description	Aggregate	18 categories	Subaggregate	60 categories	Recode	78 groups
Grouping Level	Description								
Aggregate	18 categories								
Subaggregate	60 categories								
Recode	78 groups								
Treatment Group	type of summary treatment (RX Summ) recorded: Surgery of Primary Site Chemotherapy Hormone BRM Other Rad-Regional RX Modality Transplant/Endocrine								

The following options are available to modify the **Descriptive Statistics on Released Abstracts** report:

Option	Description
Date Range	Includes only those abstracts that were released within the specified date range
Select all released	When clicked, all abstracts released by the facility will be included, regardless of date released
Select Level of Site Group Detail	Specifies what level of primary site grouping to use for the report; the default grouping is 18 categories

Option	Description
Include site groups with no cases	<p>When Yes is clicked, the primary site distribution will show all site groups for the level of detail chosen, whether or not abstracts were released containing each of the site groups</p> <p>When No is clicked, only those primary site groups contained in the released abstracts released will appear on the report</p>
Group by managing physician	When Yes is clicked, the records in the report will be grouped into sections by managing physician, displaying the descriptive statistics for abstracts released by each managing physician

Activity Report

The Activity report provides information on the abstracting activity at your facility, in terms of the number of released and unreleased abstracts.

Any State Cancer Registry

Test Facility 1

Web Plus Cancer Abstracting Activity

Select a Date Range: From: To:

Group by managing physician? ☐ Yes ☒ No

[Printable Report](#)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Released	0	0	0	0	0	0	0	0	11	0	0	0	11
Unreleased	0	0	0	0	0	0	0	0	10	0	0	0	10
Total	0	0	0	0	0	0	0	0	21	0	0	0	21

Note that if you change the date range to span more than one year, the report will display the number of released and unreleased cases for each year rather than each month.

HIPAA Accounting of Disclosure Report

When a physician or hospital submits information to a central cancer registry, an accounting of disclosures of protected health information is required. The Web Plus HIPAA Accounting of Disclosure Report is a report that includes the date of the disclosure, the name and address of the central cancer registry (entity who received the protected health information), a brief description of the protected health information disclosed, and a brief statement of the purpose of the disclosure. The HIPAA Accounting of Disclosure Report can be generated for all released abstracts as well as for individual released abstracts.

Web Plus for Ohio Cancer Incidence Surveillance System

Disclosures of Public Health Information (PHI)
to Ohio Cancer Incidence Surveillance System

Select a Date Range and click Run: From: 04/14/2003 To: 1/22/2013

[Printable Report](#)

Run

Patient Name	Disclosure Date	Entity Receiving	Entity Address	Description of PHI	Reason for Disclosure of PHI
	4/19/2012	Ohio Cancer Incidence Surveillance System	246 N. High Street Columbus, OH 43215	Electronic record of confidential cancer patient, tumor and treatment information	Public health reporting for the purpose of population-based activities related to improving health.
	4/18/2012	Ohio Cancer Incidence Surveillance System	246 N. High Street Columbus, OH 43215	Electronic record of confidential cancer patient, tumor and treatment information	Public health reporting for the purpose of population-based activities related to improving health.
	4/18/2012	Ohio Cancer Incidence Surveillance System	246 N. High Street Columbus, OH 43215	Electronic record of confidential cancer patient, tumor and treatment information	Public health reporting for the purpose of population-based activities related to improving health.
BLOW_JOE	4/19/2012	Ohio Cancer Incidence Surveillance System	246 N. High Street Columbus, OH 43215	Electronic record of confidential cancer patient, tumor and treatment information	Public health reporting for the purpose of population-based activities related to improving health.
BONES_SAM	4/19/2012	Ohio Cancer Incidence Surveillance System	246 N. High Street Columbus, OH 43215	Electronic record of confidential cancer patient, tumor and treatment information	Public health reporting for the purpose of population-based activities related to improving health.
BRICK_DOG	4/18/2012	Ohio Cancer Incidence Surveillance System	246 N. High Street Columbus, OH 43215	Electronic record of confidential cancer patient, tumor and treatment information	Public health reporting for the purpose of population-based activities related to improving health.
DOOLITTLE_DUDLEY	4/19/2012	Ohio Cancer Incidence Surveillance System	246 N. High Street Columbus, OH 43215	Electronic record of confidential cancer patient, tumor and treatment information	Public health reporting for the purpose of population-based activities related to improving health.

Click on a photo to see social network updates and email messages from this person.

Connect to social networks to show profile photos and activity updates of your colleagues in Outlook. Click here to add networks.

4:50 PM
1/22/2013

To generate a report for an **individual disclosure**, click on the **patient name link** for the patient of interest. A printable HIPAA Accounting of Disclosure Report for the individual opens.

Web Plus for Ohio Cancer Incidence Surveillance System

ODHOCISStestFacility

Disclosures of Public Health Information (PHI)*
to Ohio Cancer Incidence Surveillance System

Patient Name: DOOLITTLE, DUDLEY S

Disclosure Date: 4/19/2012

Name and Address of Entity Receiving PHI: Ohio Cancer Incidence Surveillance System
246 N. High Street
Columbus, OH 43215

Description of PHI: Electronic record of confidential patient, tumor and treatment information.

Reason for Disclosure of PHI: Public health reporting for the purpose of population-based activities related to improving health.

*A copy of the Public Health Information abstracted from your health record and reported to your State Cancer Registry is attached.

Patient's name: DOOLITTLE, DUDLEY S

Last Name: DOOLITTLE

First Name: DUDLEY

Middle Name: S

Suffix:

Maiden Name:

Alias:

Social Security Number: 999999999

Medical Record Number:

Primary Payer: Not insured

Date of Birth: 19/50/101

Birth Date Flag: All or part of date known OR date not collected

Place of Birth:

Sex: Male

Marital Status: Single (never married)

Vital Status:

System Login Report

Login Audit Report

Choose a date range: From: 08/21/2011 To: 09/21/2011 Select

Date Report Run: 9/21/2011 1:30:30 PM

[Printable Report](#)

Facility	UserID	Date-Time	Action
1111111111	JOHND0E	9/6/2011 3:44:00 PM	Logged in
1111111111	JOHND0E	9/6/2011 3:44:00 PM	Logged out
1111111111	JOHND0E	9/7/2011 8:21:00 AM	Logged in
1111111111	JOHND0E	9/7/2011 8:45:00 AM	Logged out
1111111111	JOHND0E	9/7/2011 8:48:00 AM	Logged in



The report contains the following information:

Column	Description
Facility	Facility ID Number of your facility

Column	Description
UserID	User ID of the user
Date-Time	Date and time of the log in/out
Action	Indicates the user activity being logged: Logged in Logged out Invalid log in attempt

Abstract Update Report

Abstract Update Log

Choose a date range: From: 08/21/2011  To: 09/21/2011 

Date Report Run: 9/21/2011 1:31:52 PM [Printable Form](#)

AbsRefID	UserID	Facility	DateTime
4	JOHNDOE	1111111111	9/7/2011 8:32:00 AM
4	JOHNDOE	1111111111	9/7/2011 8:43:00 AM
4	JOHNDOE	1111111111	9/7/2011 8:44:00 AM
4	JOHNDOE	1111111111	9/7/2011 8:44:00 AM
4	JOHNDOE	1111111111	9/7/2011 8:55:00 AM

The Abstract Update Report contains the following information:

Column	Description
AbsRefID	A unique, system-generated number identifying the abstract
UserID	User ID of the abstractor
Facility	Number of facility that sent the abstract
Date-Time	Date and time of the action

Other Audit Reports

The remaining audit reports contain the same column headings and information as the Abstract Update Report for their specific user activities:

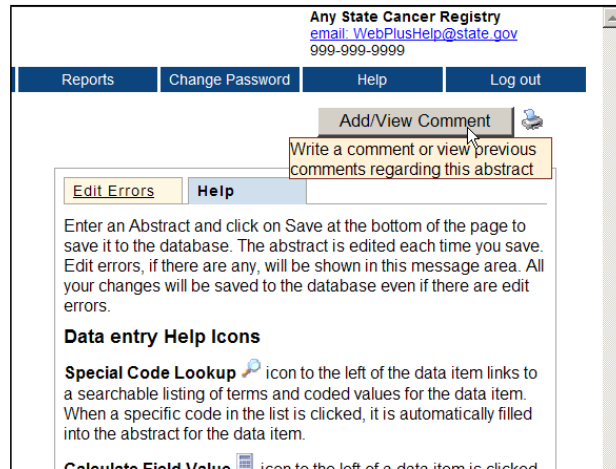
- Abstract Searches
- Abstract Deletions
- Abstract Releases

Chapter 9: Other Functionalities

Add/View Comment

It may be helpful to save notes while you are in the process of abstracting. Comments may be added and the information can be viewed and updated until the abstract is released. To add a comment to an abstract, complete these steps:

Click on **Add/View Comment** in the upper right-hand corner of the page.



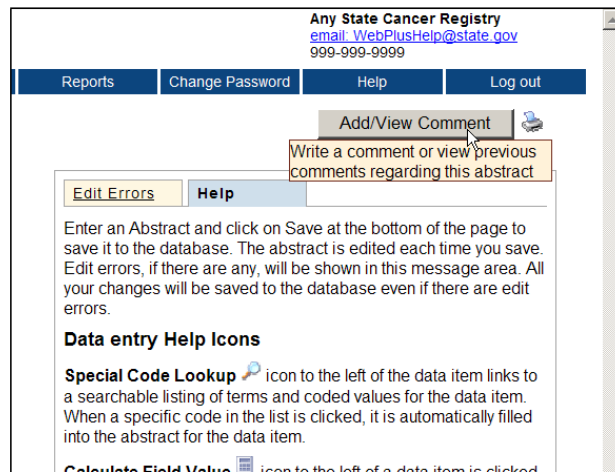
Enter your comments and click **Save**.

The comments are available for viewing until you complete and release the abstract. This information is for your use only and will **NOT** be seen by OCISS.

Print Preview

The Print Preview feature allows you to view all of the fields and the content you have entered in your abstract. You can also print a copy of the abstract from the Print Preview window. To view or print an abstract, complete these steps:

Click on the **Print Preview Icon** in the upper right-hand corner of the page.



A separate window opens that displays all of your abstract entry fields and content.

To print a copy of the abstract, use your browser's printer.

How To Contact OCISS?

- By phone: 614-752-2689
- By email: OCISS@odh.ohio.gov
- OCISS Website: http://www.healthy.ohio.gov/cancer/ocisshs/ci_surv1.aspx