

**The Ohio Department of Health (ODH)
Ohio Cancer Incidence Surveillance System (OCISS)**

Web Plus File Upload

Revised February 5, 2018

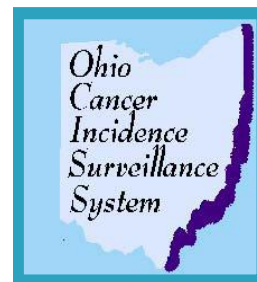


Table of Contents

Uploading a File in Web Plus, General Information	3
Uploading a File in Web Plus, Step-by-Step Process	4
Viewing Information and Taking Action on any Uploaded File	9
File Upload: Unusual Occurrences	12
OCISS Contact Information	13

Revision History

Version	Date	Updated by	Comments
2.0	2/5/2018	Lilith Tatham	Added information on file naming and file size, the data quality report generated, and unusual occurrences. Added more detail to entire document.

Uploading a File in Web Plus, General Information

Naming Files

Please indicate the name of the reporting facility in the file name. We are open to many ways to do this. For example, you might include the facility initials, or the full facility name, or the Reporting Source ID assigned by OCISS. If you are submitting more than one file on a day, include something additional in the file name to distinguish individual files (for example, A, B, C or 1, 2, 3).

File naming that distinguishes among facilities is extremely valuable as OCISS receives many files, often with the same file names.

Upload timing and file size

Large file processing is very resource intensive and can affect all Web Plus activities. Keep files under 500 abstracts and upload large files (300 – 500 abstracts) outside of regular business hours (before 8am or after 3pm on weekdays).

Pop-up Blocker

Please make sure pop-up blocker is turned off or that Web Plus is added to the list of approved sites. If the pop-up blocker is on, reports produced by Web Plus during file upload will not display immediately (though you will be able to see these reports after file upload).

Bundles and Files

A bundle is the same thing as a file. Web Plus and this document use those terms interchangeably.

Web Browser

Google Chrome is the recommended web browser, although other browsers (such as Internet Explorer) may also work.

Uploading a File in Web Plus, Steps

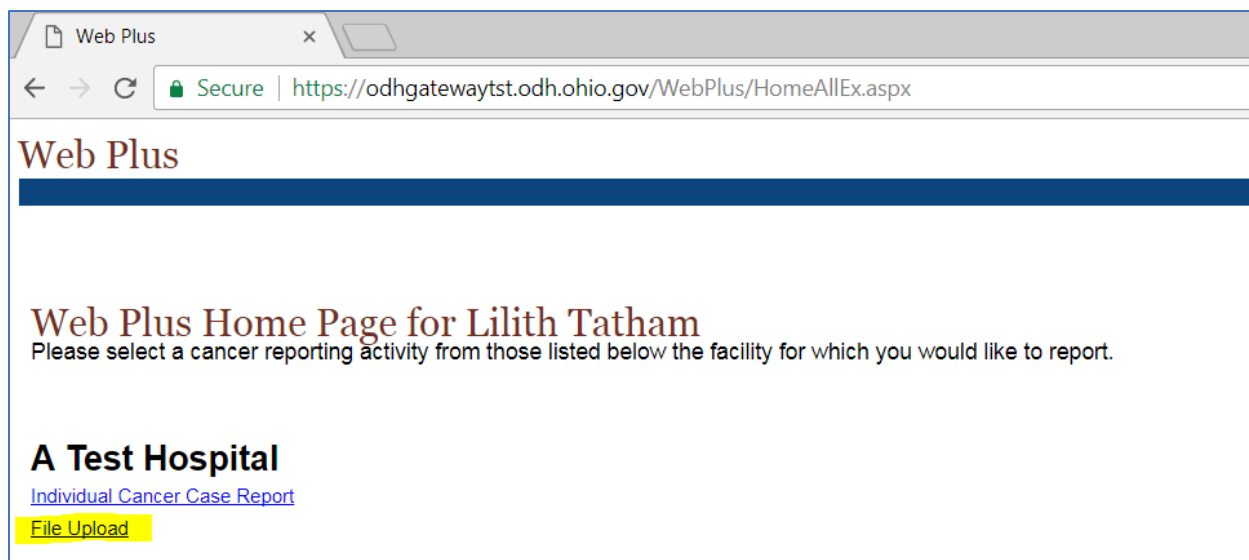
Logging In

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

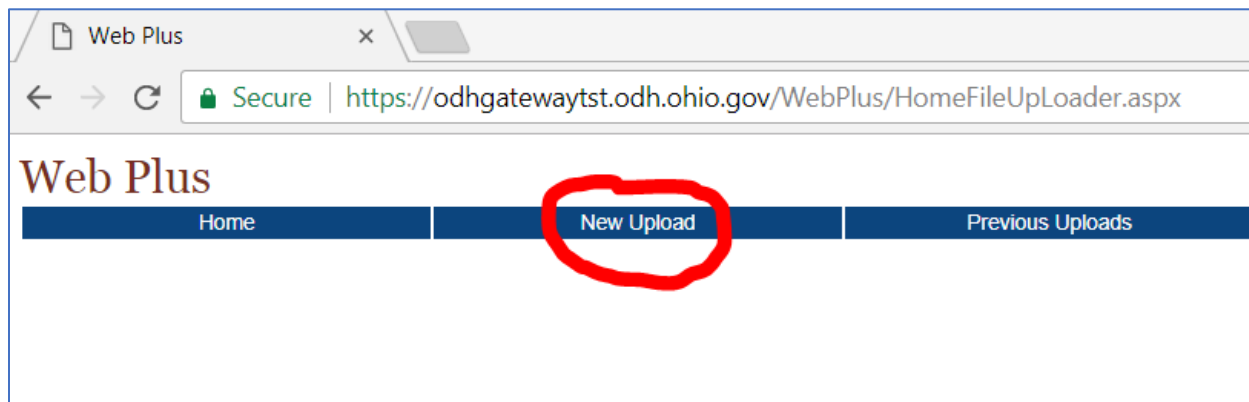
If this is your first time signing into Web Plus you will be prompted to change your password. Passwords must be 8-20 characters long and contain at least one number. Special characters (\$, #, !) are not accepted.

Uploading a File

From Home Page of Web Plus, click **File Upload** for your facility. If you have access to multiple facilities, pick the facility for which you will be uploading the file. It is important for tracking and other purposes that the facility under which you submit matches the facility information in the uploaded file.

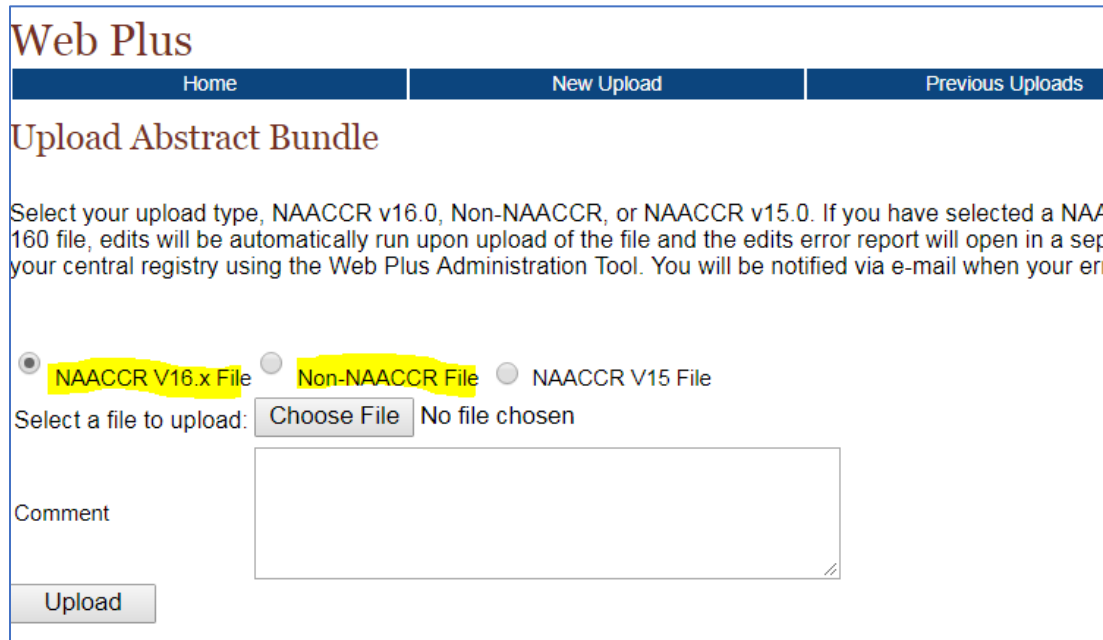


Click on 'New Upload'



You will see three options for file uploading.

- The current version for file submission – at this time, NAACCR V16.x;
- A non-NAACCR format; and
- The previous version for file submission – at this time, NAACCR V15.



The screenshot shows a web interface titled "Web Plus" with a navigation bar containing "Home", "New Upload", and "Previous Uploads". Below the navigation bar is the section "Upload Abstract Bundle". The instructions state: "Select your upload type, NAACCR v16.0, Non-NAACCR, or NAACCR v15.0. If you have selected a NAACCR v16.0 file, edits will be automatically run upon upload of the file and the edits error report will open in a separate window. You will be notified via e-mail when your error report is available in your central registry using the Web Plus Administration Tool. You will be notified via e-mail when your error report is available in your central registry using the Web Plus Administration Tool." There are three radio button options: "NAACCR V16.x File" (selected), "Non-NAACCR File", and "NAACCR V15 File". Below these is the text "Select a file to upload:" followed by a "Choose File" button and the text "No file chosen". There is a large text area labeled "Comment" and an "Upload" button at the bottom left.

Most file submissions will be in the current version; at this time 'NAACCR V16.x File'. Make sure the file you submit is in this version and has been run against the most current OCISS edit set. You can find the edit set information on the Web Plus login page. OCISS also posts the information to the OCISS website at <http://www.odh.ohio.gov/health/cancer/ocisshs/reporting1.aspx> so that your cancer registry software vendor can obtain the edit sets.

You would select 'Non-NAACCR File' if, for example, you are sending OCISS a file to correct missing data. Unless specifically requested by OCISS, do not upload a non-NAACCR file without first checking with OCISS.

If you need to upload a file in a previous NAACCR version (NAACCR V15 file), contact OCISS before doing so.

Select 'Choose File'

The screenshot shows the 'Web Plus' interface with a navigation bar containing 'Home', 'New Upload', 'Previous Uploads', 'Download Files', and 'Change Settings'. The main heading is 'Upload Abstract Bundle'. Below it, a paragraph explains the upload process for NAACCR v16.0, Non-NAACCR, or NAACCR v15.0 files. There are three radio buttons: 'NAACCR V16.x File' (selected), 'Non-NAACCR File', and 'NAACCR V15 File'. The text 'Select a file to upload:' is followed by a 'Choose File' button and the text 'No file chosen'. Below this is a 'Comment' text area and an 'Upload' button. A Windows file explorer window is open over the 'Choose File' button, showing the path 'Lilith Tatham > My Documents > Testing'. The file explorer lists two files: '999_ATestHospital_2017Aug.DAT' and '999_ATestHospital_2017July.DAT', both of type 'DAT File'.

You will then locate the file on your computer and select it. It will show up next to the 'Choose File' button.

This screenshot shows the same 'Web Plus' interface, but now the 'Choose File' button has been replaced by the filename '999_ATestHospital_2017Aug.DAT'. Below the filename, the text 'Aug 2017 cases' is entered in the 'Comment' text area. The 'Upload' button is circled in red. The 'NAACCR V16.x File' radio button remains selected.

Entering a comment is optional. If you are uploading a file of cases that isn't a typical submission, for example, missing cases for a prior year that are being sent late, it is helpful to indicate that in a comment.

Click 'Upload'

*** If you are uploading a large file, you may not want to wait for it to process. You can exit Web Plus and return later***

The following window (left side) will appear which tracks the progress of your file upload.

Web Plus			Ohio Cancer Incidence Surveillance System EDIT Report	
Home	New Upload	Previous Uploads		
<p>File was successfully uploaded and has been submitted for edits processing. Depending on the current time, this point. You will be notified by an email when the report becomes available.</p> <p>Please wait if you want to view the report now.</p> <p>6 abstracts to process ...</p> <p>Now processing ...</p> <p>.. 1 .. 2 .. 3 .. 4 .. 5 .. 6</p> <p>6 Records run through edits. Edit report should be available shortly.</p> <p>Edits Report is available in the adjoining window.</p>			<p>Report From Bundle: 999_ATestHospital_2017Aug.DAT Internal File Name: F0005634.bun Bundle Received From Hospital: 0000123456 Total Abstracts in the Bundle: 6</p> <p>Edit Set Name: OCIS: Vs16E Abstracts Total Errors in the Bundle: 1 Total Abstracts with Errors in the Bundle: 1 (16.67%) Date Report Created: 9/26/2017</p> <hr/> <p>Record No in File: 6 Total Errors: 1 Patient's Name: YELLOW, BECKY Social Security: 999999999</p> <p>Errors:</p> <p>1 Edit: Age, Birth Date, Date of Diagnosis (NAACCR IF13) Type: Error Message: Conflict among Age at Diagnosis, Date of Diagnosis and Date of Birth Field(s): Age at Diagnosis, Date of Diagnosis, Date of Birth, Over-ride Age/Site/Morph Value(s): 045, Y:2017 M:01 D:11, Y:1971 M:01 D:01,</p>	

If one or more records appear in red, such as record number 6 above, that means there is at least one edit error and the file will be rejected. An **Edit Report** will pop up in a separate window (right side above) with a list of errors by abstract. This error report is also available elsewhere in Web Plus (described later in this document). Errors will need to be corrected in your registry software, the file will have to be resubmitted, and the file with errors will need to be deleted.

You should also receive an email indicating that the edit report is ready (if your email address is correct in Web Plus, and if your facility does not block these automatically-generated emails). If you logged out of the system while the upload was taking place, the email will let you know it is complete. You will need to log back into Web Plus to view the edit report.

An example is seen below.

File Message McAfee E-mail Scan Tell me what you want to do

Ignore Delete Archive Reply Reply Forward More - Meeting Hoop contacts 2... To Manager Done Team Email Reply & Delete Create New Quick Steps Move OneNote Assign Mark Categorize Follow Up Translate Find Related Select Zoom

ociss@odh.ohio.gov Tatham, Lilith 10:31 AM

Web Plus: EDITS Report is ready

We removed extra line breaks from this message.

Dear Lilith Tatham,

Edit report of the abstracts bundle, 999_ATestHospital_2017Aug.DAT submitted on 9/26/2017 10:30:39 AM, is ready. Please log on to Web Plus and select "Previous Uploads" option from the menu. All your previous uploads will be listed on this page. Click on "View Edit Report" link to view the report of this bundle. The report will open in a separate window.

Since more than 0% of the abstracts in the bundle have errors your bundle has been rejected. Please look at the error report and correct all the errors and resubmit the bundle. If you think the errors in the report are invalid please contact us.

Thank you,
Web Plus System Administrator
Ohio Cancer Incidence Surveillance System [StartTalking] <<http://starttalking.ohio.gov>>

If all records appear in green, as in the example below (left side), then all records have passed all edits. A pop-up report will also indicate 'Total Errors in the Bundle: 0'

Web Plus

Home	New Upload	Previous Uploads	Download Files
------	------------	------------------	----------------

File was successfully uploaded and has been submitted for edits processing. Depending on the current load on the server it may take a while to this point. You will be notified by an email when the report becomes available.

Please wait if you want to view the report now.

6 abstracts to process ...

Now processing ...

.. 1 .. 2 .. 3 .. 4 .. 5 .. 6 ..

6 Records run through edits. Edit report should be available shortly.

Edits Report is available in the adjoining window.

Web Plus - Google Chrome


Secure | <https://odhgatewaytst.odh.ohio.gov/WebPlus/batchce>

Ohio Cancer Incidence Surveillance System EDIT Report

Report From Bundle: 999_ATestHospital_2017Aug.DAT
Internal File Name: F0005635.bun
Bundle Received From Hospital: 0000123456
Total Abstracts in the Bundle: 6


Edit Set Name: OCISS: Vs16E Abstracts
Total Errors in the Bundle: 0
Total Abstracts with Errors in the Bundle: 0 (0%)
Date Report Created: 9/26/2017

You should receive an email indicating this as well.



ociss@odh.ohio.gov | Tatham, Lilith

Web Plus: EDITS Report is ready

 We removed extra line breaks from this message.

Dear Lilith Tatham,

Edit report of the abstracts bundle, 999_ATestHospital_2017Aug.DAT submitted on 9/26/2017 11:21:22 AM, is ready. Please log on to the page. Click on "View Edit Report" link to view the report of this bundle. The report will open in a separate window.

The bundle does not have any edit errors and has been accepted.

Thank you,
Web Plus System Administrator
Ohio Cancer Incidence Surveillance System [StartTalking] <<http://starttalking.ohio.gov>>

Did You Know: Children of parents who talk to their teens about drugs are up to 50% less likely to use. Start the conversation: StartTalking

This e-mail is intended for the sole use of the intended recipient and may contain privileged, sensitive, or protected health information. No action taken in reliance on the contents of this communication is prohibited. If you have received this e-mail in error, please notify the sender.

Viewing Information and Taking Action on any Uploaded File

Go to 'Previous Uploads', 'Track File Uploads'

Web Plus

Home New Upload Previous Uploads

Previous Uploads Abstract bundles previously uploaded from your facility are listed below. Click on View Edit Report link to view the report on a bundle. You can also view selected fields of the abstracts in a bundle by clicking on View Abstracts link. To view the files uploaded within a data range enter the date range below and click Search.

Date uploaded from: to:

Search

Here you will see a listing of all files that your facility uploaded along with the file name, date uploaded, status, total abstracts, abstracts with errors, and total number of errors. You can filter on Date Uploaded.

Web Plus

Ohio Cancer Incidence Surveillance System
email: ociss@odh.ohio.gov
773-782-2683

Home New Upload Previous Uploads Download Files Change Password Help Log out

Previous Uploads Abstract bundles previously uploaded from your facility are listed below. Click on View Edit Report link to view the report on a bundle. You can also view selected fields of the abstracts in a bundle by clicking on View Abstracts link. To view the files uploaded within a data range enter the date range below and click Search.

Date uploaded from: to:

Search

Original File Name	Internal File Name	Date Uploaded	Status	Total Abstracts	Abstracts with Errors	Total Errors	Comment	Action
999_ATestHospital_2017Aug.DAT	F0005635.bun	9/26/2017 11:21:22 AM	No Errors	6	0	0	Aug 2017 retry	View Abstracts View Edit Report View Data Quality Report
999_ATestHospital_2017Aug.DAT	F0005634.bun	9/26/2017 10:30:39 AM	Rejected	6	1	1	Aug 2017 cases	View Abstracts View Edit Report View Data Quality Report Delete Bundle

The **Status** column shows whether the bundle has no errors ('Accepted') or some abstracts with errors ('Rejected').

In the 'Action' area, there are a few options.

Select '**View Abstracts**' to see a basic report of submitted abstracts in the bundle:

Web Plus

Home New Upload Previous Uploads Download Files Change Password Help Log out

View Abstracts in Bundle

Abstract Bundle: 999_ATestHospital_2017Aug.DAT, Bundle ID:F0005635.bun

Total Abstracts: 6

Abstracts with errors: 0

Total errors in bundle: 0

LastName	FirstName	BirthDate	MedRecNum	AccNumHosp	PSite
PURPLE	LILITH	12/01/1946	00000205293	200300051	C184
GREEN	LYNN	06/01/1935	00000153875	200700037	C502
PINK	RUTH	05/01/1959	00000130201	201600160	C569
ORANGE	SHERI	11/01/1959	00000212825	201700010	C504
BLUE	BILL	03/01/1953	00000223183	201700011	C341
YELLOW	BECKY	01/01/1971	00000129075	201700012	C539

Select '**View Edit Report**' to view the same edit report that appeared as a pop up after file upload. This will include a list of errors by abstract that need to be corrected.

Ohio Cancer Incidence Surveillance System
EDIT Report

Report From Bundle: test.txt
Internal File Name: F0000012.bun
Bundle Received From Hospital: 0000000046
Total Abstracts in the Bundle: 4

Edit Set Name: OCISS: Vs12.2B Abstracts
Total Errors in the Bundle: 17
Total Abstracts with Errors in the Bundle: 4 (100%)
Date Report Created: 9/13/2012

Record No in File: 1 Total Errors: 1
Patient's Name: GREEN, FRED Social Security: 999999999
Errors:

1. Edit: RX Summ--Surgical Margins (COC)
Type: Error
Message: is not a valid value for RX Summ--Surgical Margins
Field(s): RX Summ--Surgical Margins
Value(s):

Record No in File: 2 Total Errors: 4
Patient's Name: BARRON, RED Social Security: 999999999
Errors:

1. Edit: RX Summ--Surgical Margins (COC)
Type: Error

Select '**Delete Bundle**' to delete a bundle with errors. Please delete your bundles with errors when you submit the error free file.

Select '**View Data Quality Report**' to see the proportion of abstracts with missing/unknown values and the diagnosis and discharge dates of submitted abstracts:

Report From Bundle: 999_ATestHospital_2017Aug.DAT Internal File Name: F0005635.bun Bundle Received From Hospital: A Test Hospital (0000123456) Total Abstracts in the Bundle: 6 Date Report Created: 9/26/2017			
Edit Set Name: OCIS: Vs16E Abstracts Total Abstracts with Errors in the Bundle: 0 (0%)			
Data Quality of Accepted Reports			
Missing/Unknown Values	Analytic* (N=6)	Non-Analytic (N=0)	National Standard
Sex [220]	0 (0%)	0 (0%)	<=2%
Age [230]	0 (0%)	0 (0%)	<=2%
County at Diagnosis [90]	0 (0%)	0 (0%)	<=2%
Race [160]	0 (0%)	0 (0%)	<=3%
Ethnicity [190]	1 (16.67%)	0 (0%)	
Zip code [100]	0 (0%)	0 (0%)	
Street Address (incl. PO Box) [2330]	0 (0%)	0 (0%)	
Month Of Diagnosis [390], pos 1-2]	0 (0%)	0 (0%)	
Laterality [410]	0 (0%)	0 (0%)	
Behavior [523]	0 (0%)	0 (0%)	
Grade [440]	3 (50%)	0 (0%)	
Derived SEER Sum Stg 2000 [3020]	6 (100%)	0 (0%)	
Diagnostic Confirmation [490]	0 (0%)	0 (0%)	
Class of Case [610]	0 (0%)	0 (0%)	
Primary Site Title [2580]	0 (0%)	0 (0%)	
Histology Title [2590]	0 (0%)	0 (0%)	
Unspecific Values:			
Primary Site [400]: C809 or C76_	0 (0%)	0 (0%)	
Morphology [522]: 8000-8005, 8010 or 8800	0 (0%)	0 (0%)	
Diagnostic Confirmation [490]: 5-8	1 (16.67%)	0 (0%)	
Date Distribution of Accepted Reports			
Diagnosis Dates**			
< 2012	0 (0%)	0 (0%)	
2013	0 (0%)	0 (0%)	
2014	0 (0%)	0 (0%)	
2015	0 (0%)	0 (0%)	
2016	2 (33.33%)	0 (0%)	
2017	4 (66.67%)	0 (0%)	
Discharge Dates			
< 2012	0 (0%)	0 (0%)	
2013	0 (0%)	0 (0%)	
2014	0 (0%)	0 (0%)	
2015	0 (0%)	0 (0%)	
2016	0 (0%)	0 (0%)	
2017	0 (0%)	0 (0%)	

File Upload: Unusual Occurrences

Sometimes a file upload does not process (for example, you don't receive an email notification that the file upload has processed), or you get this type of message:

*Found carriage-return and line-feed in the file.
This file appears to have been previously uploaded.
Your file was not uploaded.*

This generally means that the bundle timed out, even though that isn't what it looks like it means.

This shows up in the **Previous Uploads** list as a status of '**Bundle Uploaded**' with no information in abstract errors, and the **Edit Report** and **Data Quality Report** are missing (like the example below).

Web Plus

Surveillance System
email: ociss@cdc.ohio.gov
Help

Home	New Upload	Previous Uploads	Download Files	Change Password	Help	Log out
------	------------	------------------	----------------	-----------------	------	---------

Previous Uploads Abstract bundles previously uploaded from your facility are listed below. Click on View Edit Report link to view the report on a bundle. You can also view selected fields of the abstracts in a bundle by clicking on View Abstracts link. To view the files uploaded within a data range enter the date range below and click Search.

Date uploaded from: to:

Original File Name	Internal File Name	Date Uploaded	Status	Total Abstracts	Abstracts with Errors	Total Errors	Comment	Action
State Export (31).txt	F0007337.bun	10/6/2017 11:11:20 AM	Bundle Uploaded	200	N/A	N/A		View Abstracts
State Export (27).txt	F0007029.bun	8/22/2017 12:07:27 PM	Bundle Exported	246	0	0		View Abstracts View Edit Report View Data Quality Report
State Export (20).txt	F0006878.bun	7/7/2017 10:48:26 AM	Bundle Exported	338	0	0		View Abstracts View Edit Report View Data Quality Report
State Export (12).txt	F0006635.bun	5/16/2017 8:59:33 AM	Bundle Exported	104	0	0		View Abstracts View Edit Report View Data Quality Report

When this happens, contact OCISS. OCISS can run the edits manually. Once that is done, the edit report will be viewable in the **Previous Uploads** list. If there are no edit errors, the bundle won't need to be resubmitted. If there are edit errors, the errors will need to be corrected, the file resubmitted, and the file with errors deleted.

Contact Information

Lily Tatham	614-728-2304 Lilith.Tatham@odh.ohio.gov
OCISS phone number	614-752-2689
OCISS fax number	614-644-8028
OCISS email	OCISS@odh.ohio.gov
OCISS website	http://www.odh.ohio.gov/health/cancer/ocisshs/ci_surv1.aspx