REVISED TIMELINE FOR FILE UPLOADS TO PRCCR AND FSM
Deadline: 2008 remaining cancer cases submission to PRCCR due date September 30, 2010
Deadline: 2009 cancer cases submission to PRCCR due date November 30, 2010

Quarterly upload submission to PRCCR:
March 31, June 30, September 30, 2010 for 2008 cases
March 31, June 30, September 30, November 30, 2010 for 2009 cases

Install the 080509 version of Abs Plus; run the completed 2008 cases through edits; correct any edits; export completed 2008 cases.
For exporting the cases, please export 10 or less cases at a time (this will ensure that the file size is small enough for any bandwidth). Be sure to name each batch differently (i.e., 2008A, 2008B, 2008C). If you name them the same, it will be overwritten.

We would like the jurisdiction registrars to do the following:
1) Upload at least 2 (2 – 5) completed cases from 2008 to the PRCCR Web plus
2) PRCCR will be reviewing and sending detailed feedback on any corrections that need to be made
3) That feedback will be posted on the www.pacificcancer.org Registry forum. You will be notified by email when your feedback is posted on the forum
   *The jurisdiction feedback is only viewable by the jurisdiction, PRCCR staff, Michael Green and Linda Rego. Other jurisdictions will not be able to see each others’ feedback.
   If there are some common themes and instructions, then it will be posted on the “Frequently Asked Questions” portion of the Registry forum
4) As soon as you receive the email, please review the feedback
5) If you have any questions / clarifications, please post them as a response to the feedback. That way, we can keep track of the questions and responses

BEFORE YOU EXPORT YOUR CASES, PLEASE MAKE SURE:

1. Your correct registry ID is listed for all cases
   FSM National Cancer Registry- FSM = Federated States of Micronesia – 0012300000
   Yap Cancer Registry - 0012300001
   Chuuk Cancer Registry - 0012300002
   Kosrae Cancer Registry -0012300003
   Pohnpei Cancer Registry – 0012300004
Exporting completed cases in AbsPlus and uploading via WebPlus instructions

American Samoa Cancer Registry - 0012100000
Guam Cancer Registry - 0012600000
Marshall Islands Cancer Registry - 0013100000
Palau Cancer Registry – 0013900000

2. You have double checked the information on diagnosis
   a. Clinical diagnosis (by history and physical examination) is ok and should be listed as the date of dx

3. Enter 00 in the FFSource (Follow-up Source) Central field (this is a field for the central registry and is new in the 080509 version). At this point, the central registry does not do follow-up...the individual jurisdiction registries do. This field must be completed or it will not pass the edits that were built into the 080509 AbsPlus version

4. Enter the text that corresponds to the codes for diagnosis, pathology, xrays, etc. (the minimal required text is for the Primary Site and Histology fields). Please refer to the PRCCR Fields Collected in Abstract Plus 031209.xls (this was distributed on those USB drives in March 2009 in Honolulu). Remember to type in as much of the relevant text as possible – more is better! That helps to verify that the coding is correct.

5. For histology coding, refer to the Multiple Primary and Histology Coding rules. We recommend referring to the introduction of the specific site and then following the instructions for text. This is very helpful especially if your pathology report has combinations of histology referring to single tumor only.

6. PIJ specific fields: The new 080509 version may not have these lists appearing. If when you click on those fields, the coding options do not appear in the big box to the right, then please use the previous codes:
   a. For Tobacco HX, the codes are:
      i. 0 = never used
      ii. 1 = tobacco (inhale)
      iii. 2 = snuff/chew/smokeless [tobacco]
      iv. 3 = betel nut
      v. 4 = kava
      vi. 5 = previous use
      vii. 6 = betel nut and kava
      viii. 7 = tobacco and kava
      ix. 8 = tobacco and betel nut
      x. 9 = unknown
   b. For Alcohol Use, CAD, DM, COPD, Hypertension, Cirrhosis, Hep B vaccine the codes are
      i. 0 = no history/not received
      ii. 1 = current use/diagnosis/received vaccine
      iii. 2 = past use
      iv. 9 = unknown use/diagnosis/if received vaccine:
c. For Family History, the codes are
   i. 0 = No family history of cancer
   ii. 1 = Family history of this cancer type
   iii. 2 = Family history of other cancer type
   iv. 3 = Family History of cancer, NOS
   v. 9 = Unknown in family history of cancer

d. For HPVVac (HPV Vaccine), the codes are
   i. 0 = HPV vaccination not received
   ii. 1 = HPV vaccination series completed
   iii. 2 = HPV vaccination series partially completed
   iv. 8 = HPV vaccination not applicable
   v. 9 = Unknown if HPV vaccination received

e. For Mammogram, Papsmear, Prostatecascreening, CRC (colo-rectal cancer) screening, the codes are
   i. 0 = Never Screened
   ii. 1 = Screened within the last 5 years
   iii. 2 = Screened within the last 2 years
   iv. 8 = Not applicable
   v. 9 = Unknown if screening done or recommended

f. For Obesity, the codes are
   i. 0 = No history of prior obesity
   ii. 1 = current diagnosis of obesity, in treatment
   iii. 2 = Current diagnosis of obesity, no treatment
   iv. 3 = Past history of obesity, treated
   v. 5 = Obesity, NOS
   vi. 6 = Obesity status unknown

g. For Renal Disease, the codes are
   i. 0 = no prior history
   ii. 1 = current diagnosis, in treatment
   iii. 2 = current diagnosis, not in treatment
   iv. 3 = past history, treated
   v. 4 = past history, no treatment
   vi. 5 = renal disease NOS
   vii. 9 = renal disease, status unknown

PLEASE RUN ALL OF YOUR 2008 and 2009 CASES THROUGH THE EDITS IN THE 080509 VERSION OF ABSPlus. This ABSPlus version contains all the edits that are required for data submission.

Once you have completed cases, you may export them.
EXPORTING CASES

Refer to Abstract Plus Overview presentation from Kathleen Thoburn

Abstract Plus Overview for PRCCR 030409_print_final.ppt, pages 40-42

Select cases to export:
The next screen will look the same except there will be a small note at the bottom that says the number of cases selected.

Then the **Export** button will become active.

Select the export button

Please name each exported file differently. For example, 2008A, 2008B, 2008C if you’re not able to export all of your 2008 cases at once.

**The exported files will automatically be saved to the C:\AbsPlus\exports folder. You will look in this same folder when you upload to Web Plus**
Pacific Regional Central Cancer Registry

Exporting completed cases in AbsPlus and uploading via WebPlus instructions

UPLOADING TO THE REGIONAL PRCCR WEBPLUS

https://www.prccr.org/webplus  or https://209.164.191.130/webplus

user name:  first initial last name (i.e., ttorris)

password: registry1

you should be asked to change your password when you first log on. Even if you are not asked to change your password, please change it. There should be a button at the top right on the menu bar.

If you forget your password, email mmontano@uguam.uog.edu and prccr.org@gmail.com to reset it

The PRCCR Web plus system will be available to receive file uploads at the following specified times:

Monday to Friday, 9:00 am (Monday) till 4:00 pm (Friday) Guam, CNMI, Yap, Chuuk time
Monday to Friday, 8:00 am till 3:00 pm Palau
Monday to Friday, 10:00 am till 5:00 pm Pohnpei, Kosrae
Monday to Friday, 11:00 am till 6:00 pm RMI
Sunday to Thursday, 12:00 pm till 7 pm American Samoa
Sunday to Thursday, 1:00 pm till 8 pm Hawaii
Sunday to Thursday, 7:00 pm till 2 am Atlanta

With exceptions to Holidays and Weekends (Saturday & Sunday)

1) Type in the URL into your browser

2) Log on with your user name and password
3) You will see your home page. Select file uploader (that should be the only option/profile for most of you)
4) Select NEW UPLOAD, then the NAACCR file button
5) Browse for the file that you exported in your C:\AbsPlus\exports folder, then select that file to upload (it should be a .txt file). You may add a comment (i.e., 2007 January-June cases) if you want.

6) Hit the UPLOAD button