

Computer-based Training (CBT) Modules

Missouri Cancer Registry

Jeannette Jackson-Thompson, MSPH, PhD
Operations Director, Missouri Cancer Registry
Research Asst Professor, Health Management & Informatics

jacksonthompsonj@health.missouri.edu



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Why develop CBT?

- Underreporting may be due to current training not meeting reporters' training needs:
 - hospital "circuit-riding" facilities (50-55 end users),
 - facilities using Abstract Plus (12-13 end users) and
 - physician offices (potentially hundreds).
- Adaptation of presently available training to permit delivery through web access is expected to
 - lower MCR training costs
 - increase registry efficiency
 - and, by extension, increased reporting of cancer cases to MCR.

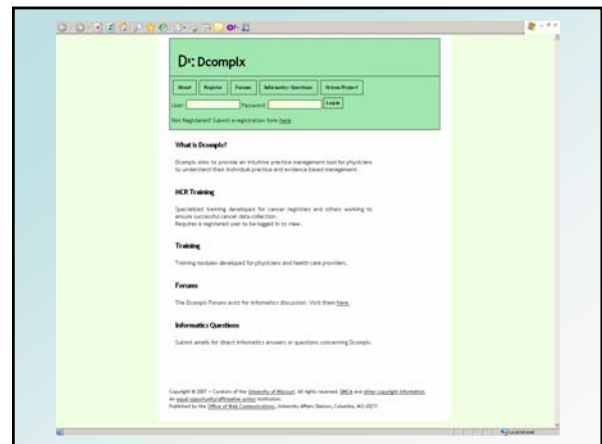
CBT Development

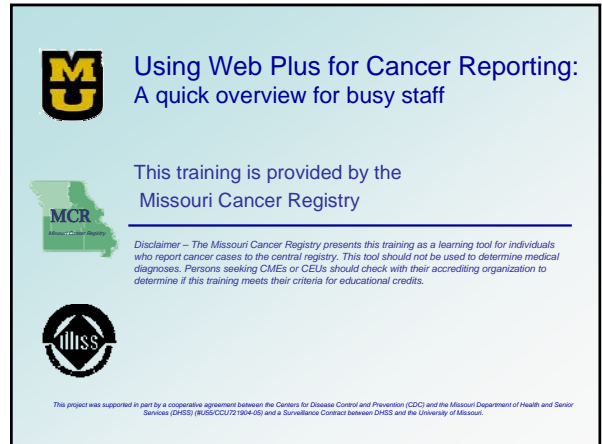
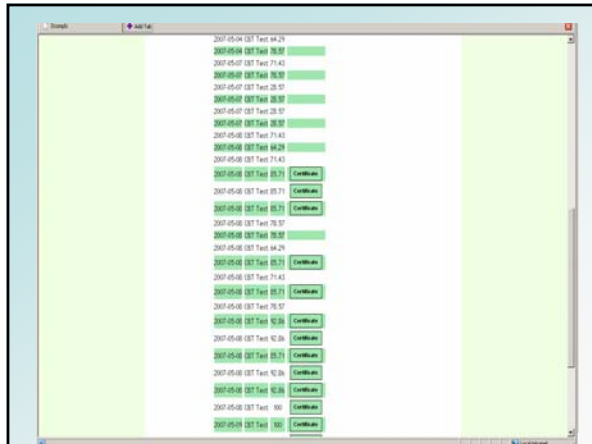
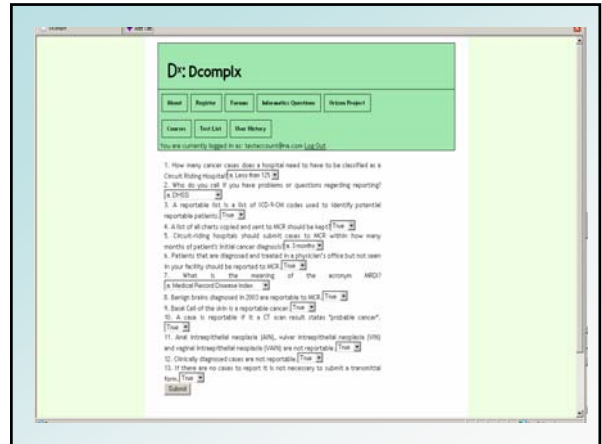
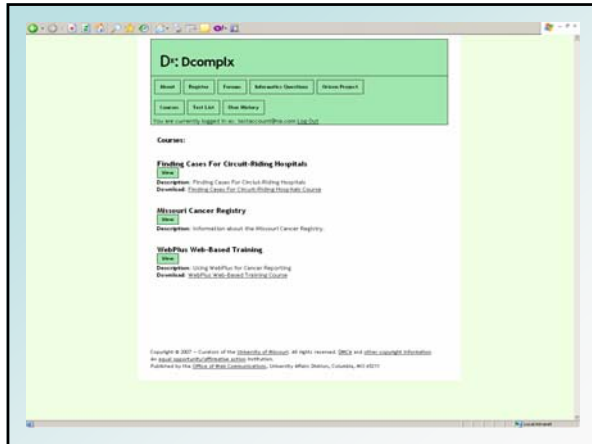
- This project is designed to meet current MCR training needs and provide a template and system by which future needs can be rapidly met.
- Project Team:
 - Nancy Cole, BS, CTR
 - Sue Vest, BS, CTR
 - Brenda Lee, CTR
 - Patricia Alafaireet, MHA (DcomplX (Dx))

- Department of Health Management and Informatics' (HMI) DcomplX (Dx) (web-based information portal):
 - Provides secure access to training materials provided on the Dx site.
 - Permits tracking of end users' utilization of the training materials in order to provide Certificate of Completion capabilities.
- The secure logon also permits utilization of a log file from the application so that user access can be examined for evaluation of the CBT purposes.

CBT Modules

- Will include:
 - CBT Module to view
 - CBT to download and print for future reference
 - Test with certificate of completion
 - FAQ about topic
 - Links to manuals, etc.





What is Web Plus?

Web Plus is...

- a free web-based application used to collect cancer data securely over the Internet.
- provided by the Centers for Disease Control and Prevention (CDC) for use by central cancer registries.
- housed at the central cancer registry.
- supported on a secure Web server.

Communication between client and server is encrypted with Secure Socket Layer (SSL) technology.

Records are saved at the hosting central registry, and cases entered by one facility or office are not visible to other facilities.

Who will use Web Plus?

- Web Plus is designed for use by *physician offices* and other low-volume cancer reporters that do not have facility-based cancer registrars.

Why use Web Plus?

- Using WebPlus takes less time and is more effective than paper reporting.
- WebPlus has many helpful features that make reporting quick and stress-free.

Let's start with logging on to the system.

1. Enter your user ID and password provided to you by MCR staff.
2. Click the 'Log in' button.

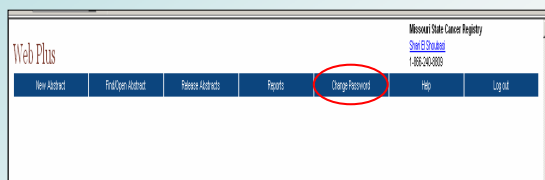
REGISTRY PLUS
National Program of Cancer Registries
Welcome to Web Plus
Application for Secure Cancer Reporting Over the WWW
Web Plus log in screen
Missouri State Cancer Registry
Please log in
User ID:
Password:
Log in
Web Plus V1.0.6

WebPlus

Keep your password safe by not sharing it with others and not displaying it where it can be easily found.

1. Changing your password is easy.
2. Simply click on the 'Change Password' area (menu) located near the top of the welcome screen.

(You may only see this screen once you have completed the log in process.)



WebPlus

Four steps to success:

- Create the Abstract
- Correct Errors
- Complete the Abstract
- Release the Abstract

- There are four basic steps to effectively report cancer cases using WebPlus.

Web Plus: 4 Simple Steps

1 Create abstract

2 Correct errors

3 Complete abstract

4 Release

Log on via URL:
<https://webplus.umsb.edu/webplus/>

The process of creating an abstract, (entering data and ultimately releasing it to the central registry) can all be done in Web Plus. Entries may be saved at any time and returned to later until the abstract is complete. If the bulletin alerts reveal any errors, you may make corrections and then release the abstract to MCR.

- 1. Create abstract**
Create the abstract with the patient's name and other demographic information. You may choose to save in this page and return later. You may enter other relevant clinical information in fields using codes provided by Web Plus. Save the abstract to return your information and to allow the system to save the abstract and show errors.
- 2. Correct errors**
Correct errors. Each time you open or save the abstract, Web Plus automatically checks the entered information and alerts the fields for correction and completion using a variety of alerts you provided by your administrator.
- 3. Complete abstract**
After you have entered all data and corrected all errors, the system saves your new abstract as completed.
- 4. Release abstract**
Release the completed abstract to the central registry. This can release abstracts one at a time or several at a time.

Creating an abstract is easy...
here's how it is done....

No, no, not that kind of abstract!

- Select 'New Abstract' from the menu. A blank abstract (data form) will appear.

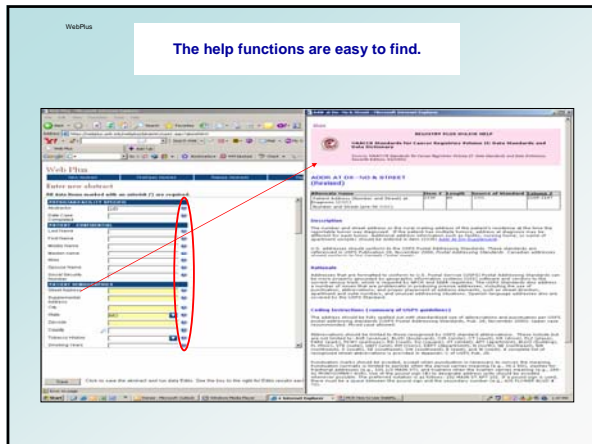
The abstracting page will look like this.


Web Plus Icons

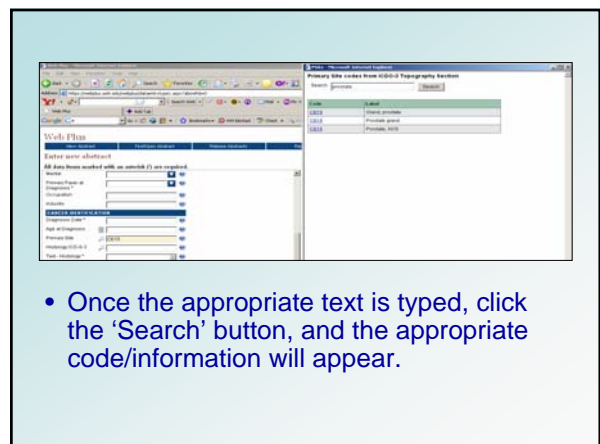
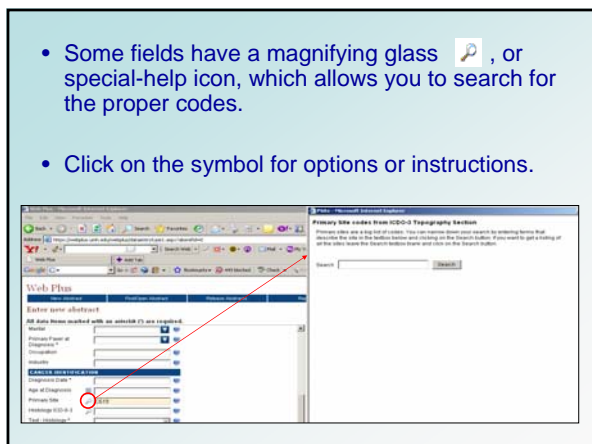
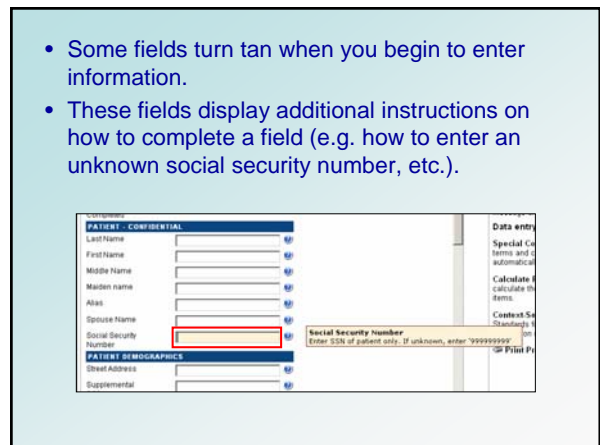
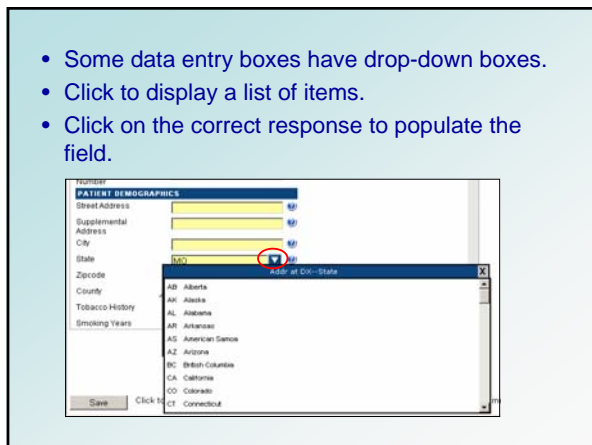
Icon	Description	Click the icon to . . .
	Print Preview	open page that shows all fields and content entered in your abstract; this page allows you to print a copy of your abstract.
	Context-sensitive Help	open Help page with the NAACCR Standards for Cancer Registries Volume II: Data Standards and Data Dictionary for information about the data item.
	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 to automatically populate that data item.
	Drop-down boxes	open a listing of codes or specific data items to choose from. Find the item that best applies, and click on the code to populate the field.
	Calculate Field Value	calculate a field value.

A new abstract is created by entering patient information into the boxes and saving the information.

- Enter information in each field. It is important to provide as accurate and detailed information as possible.
- Press 'Enter' to move to the next data field.



- The  (question mark) icon provides a field description, the size of the field, and the organization that requires the field.
- Note: Help titles may not match field titles. MCR administrators have re-set many field titles to increase usability.



Remember - text fields are important!

- There are several text fields. Details in the tan box explain what information should be entered.
- Many text fields are required.
- Text you enter may explain selected codes or offer important details that have not been provided elsewhere.

WebPlus

Once you have completed the required fields, you will find a "Save" button in the lower left corner of the screen.

- Click the 'Save' button frequently - Web Plus is configured to automatically 'time-out' after 30 minutes.
- You can save an incomplete abstract and return later to complete it.
- Remember - if you don't save your work it will be lost!

- Once saved, if the abstract is complete (no errors) you will see a screen like this stating that the abstract passed all edits and gives the option to release to the central registry.



Let's continue with editing....

WebPlus

The editing function saves you time by locating fields that needs to be completed and finding information that has been entered incorrectly.

- After saving your abstract, a new screen will appear if there are incomplete or incorrect fields.

This screen shows a list of errors.

- To correct an error, click on the underlined text and the cursor will move to the field needing changes.
- Once you have made all the corrections, click 'Save.'
- The abstract is now complete and ready to be released to MCR.

Remember...

- Incomplete abstracts or those containing errors may be saved.
- Only complete and error-free abstracts may be released to MCR.

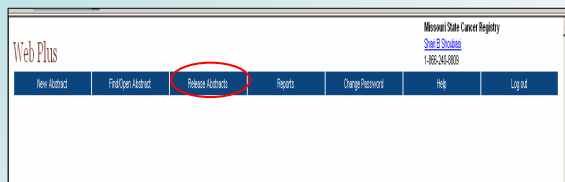
Releasing the abstract is next!



Eventually, if you don't let them go they develop strange body parts and this weird attitude!

Releasing the abstract is the final step in the process.

From the menu, select 'Release Abstracts.'



You will see a list of completed abstracts with several fields of information, including an ID number (AbsRefID), the patient's last name, first name, your initials and the date the case was completed.

AbsRefID	Last Name	First Name	AbsRefID	Date Case Completed	Initials
123456789	SMITH	JANE	123456789	11/15/2010	J.S.
987654321	DOE	JOHN	987654321	11/15/2010	J.D.
111111111	SMITH	JANE	111111111	11/15/2010	J.S.
222222222	DOE	JOHN	222222222	11/15/2010	J.D.

- Users can either select individual or groups of abstracts to submit (release) to MCR.
- Use the menu bar at the bottom of the page to 'Select All', 'Unselect All' or 'Release Selected Abstracts'.

- Once abstracts are released the user will be able to view and run reports, but will not be able to make any changes to released data.
- Released abstracts now reside in the MCR secure server.
- MCR staff will review information, make necessary changes/additions based on text and export into the central registry's main database.
- Occasionally, MCR staff may contact users regarding text/staging inconsistencies or errors.

***You're
finished!***



Remember to log out of Web Plus by clicking on the 'Log Out' button located on the upper right-hand corner of the menu bar!

- For complete field-by-field instructions, MCR has provided a manual and other helpful materials available on our website:

<http://mcr.umh.edu/>

- Web Plus users may also call toll-free for assistance: 1-866-240-8809

To test Web Plus

<https://webplus.umh.edu/webplus>

- Prostate
 - User ID: johndoe
 - Password: test
- Melanoma
 - User ID: janedoe
 - Password: test