



Division of Public Health Statistics

Arizona Cancer Registry

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INSTRUCTIONS FOR CONVERTING TO COLLABORATIVE STAGING

VERSION 01.04.01

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Version 01.04.00 of the Collaborative Staging system was published in November, 2007. A follow-up consisting of several algorithm corrections (version 01.04.01), was issued in late March of this year. It is expected that hospitals will complete their conversions by mid-July, based upon the new programs availability dates that software vendors have given to the ACR:

<u>Vendor</u>	<u>Estimated Date Programs will be Available for Download</u>
Rocky Mountain	Immediate
ERS	May 15, 2008
C-NeXT	April 30, 2008
Impac	Last week of May – First week in July
Oncolog	April 21, 2008

The ACR encourages RMCDS facilities to convert as soon as possible.

The steps described below must be completed for all of your 2004, 2005, 2006, 2007, and any 2008 abstracted cases. Once you have installed the update, use version 01.04.01 for CS coding from that point forward. This includes the new Site Specific Factor codes for colon, rectum, and stomach cases. Registrars were originally instructed to begin using these new Site Specific Factor codes beginning with cases diagnosed 1/1/2008. However, several registrars received error messages when they used the old code “888” for cases entered after conversion. The value for CS Lymph Nodes for these three sites will be derived based upon the number of positive regional nodes in the Reg LN Pos item and the value of the new site specific factor.

PRINT DOCUMENTATION

- 1) The following documents from the Collaborative Staging web site describe the updates in detail. They may be found at <http://www.cancerstaging.org/cstage/index.html>:
 - Announcement of Version 01.04.01 Release
 - Recoding Specs V010400 (revised 2/28/08)- Describes criteria for cases that will need manual review and recoding
 - CS Release Notes--Changes- This is a reference document that describes in detail the changes made to part I of the manual, and to the schema in part II.
 - CoC Specifications for Implementing CS Version 01.04.01 for Approved Programs and Software Providers- For College approved programs. This document specifies that recoding Hypopharynx cases is optional. However, the ACR requires that Hypopharynx cases be recoded as necessary.
 - Vendor Actions for Ver010401

- 2) You may download an electronic version of the CS Manual and Coding Instructions manual to your desktop, and/or you may print the replacement pages. Go to <http://www.cancerstaging.org/cstage/manuals.html> to obtain the manual. There are more than 200 replacement pages. Updates are indicated by a vertical line next to the changed section. Not all of the pages contain changes; many are the reverse sides of updated pages. It is recommended that your facility's printing service print the replacement pages, since the ACR will not be distributing them.

- 3) If you decide to use the electronic version, the document "Tips for Commenting Tools with the New CS Manual" provides you with information on how to use the highlighting and "electronic Post-its" features within Adobe. These will enable you to make electronic notes in your manual. You can find this at <http://www.cancerstaging.org/cstage/manuals.html>

LOAD PROGRAMS and UPDATE CASES

- 4) Load the new CS Version 01.04.01 and the new NAACCR 11.1C metafile into your cancer registry software program. After loading the update, you may be required to recode subsets of cases for the following schema: Hypopharynx, Breast, Fallopian Tube, and HemeRectic.

Registries using software other than RMCDS- Registrars who do not use Rocky Mountain software should work with their vendors on the specifics of downloading and running the software updates. Several common steps apply to all registries regardless of what software they use:

- a. Your software should have the capability of generating a list of cases that require manual review and recoding. Do not discard this list; you will need to send a copy to the ACR along with the Critical Data Changes.
- b. You will need to complete the review process before running the next step. Make corrections as necessary based on the document “ACR Recoding Instructions for Collaborative Staging Version 01.04.01” and the appropriate schema in the manual. A Critical Data Change form specific to this project is enclosed. Please complete the forms and submit them, along with the list of cases generated by your software, to:
Arizona Cancer Registry
150 N 18th Ave., Suite 550
Phoenix AZ 85007
c/o Kara Lockett, CTR
within two (2) business weeks of your conversion
- c. The last major steps in the process are rerunning the Collaborative Stage algorithm and correcting errors.
- d. Verify that you have the correct CS version by going into a case abstract and selecting the appropriate menu option. The version should be 010401.

RMCDS users- Follow the steps outlined below:

- a. Load a fresh set of programs (either the new compiler or the old compiler).
- b. Copy the CSTAGE.DLL into place:
 - i. Go to the “Utilities” menu
 - ii. Select “Command Prompt.” Enter the system password, “sysmgr.”
 - iii. Type in the following at the command prompt: COPY CSTAGE4.DLL CSTAGE.DLL. Answer “Y” to overwrite.
 - iv. Type in “Exit” and hit “Enter” to return to the RMCDS programs.
- c. Go to the “Modifications” menu in the main screen.
- d. Select “CS ver 01.03-01.04 review cases.” This program converts a few codes and creates a small review list. You will be prompted for your password, “sysmgr.” When the program is finished, press “Enter.” A “Print Options” box will appear. Choose “Examine & Print” to display the report. Print the report.

Do not discard this list; you will need to send a copy to the ACR along with the Critical Data Changes.

- e. You will need to complete the review process before running the next step. Make corrections as necessary based upon the document “ACR Recoding Instructions for Collaborative Staging Version 01.04.01” and the appropriate schema in the manual. A Critical Data Change form specific to this project is enclosed. Please complete these forms as necessary and submit them to:

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within two (2) business weeks of your conversion date

After you review the cases and make any needed corrections, create a subset of all cases diagnosed from 1/1/2003 to the present.

- f. Go to the “Modifications” menu in the main screen.
- g. Select “Recalculate Colab. Stage.” Enter the system password, “sysmgr.”
- h. Enter the name of the subset created in step “e.” Check the box "Create listing for Errors and Warnings" and click “Run.”
- i. After the program has run, you will have print boxes for two print-outs. The first print is for warnings and the second is for errors. The boxes will probably be on top of each other, so you won't be able to see the second box until you have finished with the first print and closed the first box.
- j. Correct all errors identified.
- k. Verify that you have the correct CS version by going into any case abstract and selecting “API Version” from the “Collaborative Stage” pull-down menu. It should state “Version: 010401 March 8 2008.” Click “OK” and exit the case.

COMPLETE DOCUMENTATION & SUBMIT TO ACR

- 5) Critical Data Change forms need to be submitted in order to make sure that the hospital and central registry databases are consistent with each other. A maximum of two cases may be entered on each form. Fill in case identifying information along with the old and revised codes; complete the old codes information before making changes. You do not

need to list the changes in the recalculated CS (derived fields) because we will run the new algorithm at the ACR. Please mail your changes to Kara Locketti.

- 6) Notify Brenda Smith at (602) 542-7357 or smithb@azdhs.gov if you notice any error messages that do not appear appropriate.

- 7) Please make a note on the Data Submission Form that you complete for your next data submission stating that the cases in your submission have been converted to the latest version.

- 8) The ACR requires that once you start the process you complete it, because of our routine data exchange. When you have completed this entire conversion, review, and documentation process, please notify Kara Locketti through E-mail at locketk@azdhs.gov.