
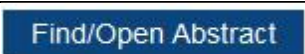



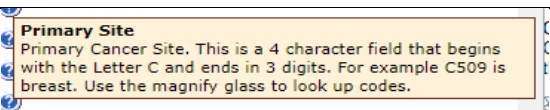


## Web Plus Instructions – CCR Abstraction

To begin entering Abstracts through Web Plus, you must first log into <https://webplus.njsr.org/WebPlus/logon.asp> with credentials that are provided to you once your account is created.

- You will be asked to change your password when you log on for the first time.
- The password must be a strong password with at least 3 different character cases (Lowercase, Uppercase, Numbers, Special characters). Minimum 10 characters.
- You **cannot** repeat passwords you've used for the last 3 password cycles.
- A password will expire every 90 days. You will be locked out of your account if your password fails 5 times. For technical assistance with passwords or site issues, please contact [webplushelp@cinj.rutgers.edu](mailto:webplushelp@cinj.rutgers.edu)
- **Any field with \* is a critical field. You will not be able to submit the form without these sections being filled out.**

### Form Key

	Click to start entering a new case (Top of the page)
	Click to find/open a case previously saved (Top of the page)
	Click on these icons will open a drop-down menu to select data
	Click on the magnifying glass to bring up a data search for that field
	Click on the question mark will bring up an explanation of the field
	When clicking inside any of the boxes on the Web Plus form, this box will pop up giving an explanation of what we are looking for in that field

### Patient ID

PATIENT ID	
Facility Patient # *	<input type="text"/>
Cancer Sequence # *	<input type="text"/>
Abstractor	<input type="text"/>
Medical Record #	<input type="text"/>
DxCountry	<input type="text"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Middle Name	<input type="text"/>
Social Security # *	<input type="text"/>
Patient's Street *	<input type="text"/>
Apt, Floor, Bldg	<input type="text"/>
City *	<input type="text"/>
DxState *	<input type="text"/>
Zip Code *	<input type="text"/>
Phone *	<input type="text"/>
Patient's Race *	<input type="text"/>
Hispanic *	<input type="text"/>

#### Facility Patient

**#:** 4-digit year followed by 5 digits number.  
Example: 201900001 (This shows the patient was seen by you in 2019 and is the 1<sup>st</sup> case entered for this year.)

**Cancer Sequence #:** If this is the patient's first cancer sequence is coded 00, if it is their second 02, their third 03. If this is unknown code the sequence 00

## Demographic Information

DEMOGRAPHIC	
Birth Date *	<input type="text" value="YYYYMMDD"/> ?
Age at Diagnosis	<input type="text"/> ?
Sex *	<input type="text"/> ▼ ?
Marital *	<input type="text"/> ▼ ?

**Birth Date:** All date fields in WebPlus should be entered YYYYMMDD.  
Example: Birth date is 01/20/1960 it would be entered 19600120 in WebPlus

## Cancer Identification

CANCER IDENTIFICATION	
Date of Diagnosis *	<input type="text"/> ?
Primary Cancer Site *	<input type="text"/> ?
Side Cancer is on *	<input type="text"/> ▼ ?
Type of Cancer *	<input type="text"/> ?
Cancer Behavior Code *	<input type="text"/> ▼ ?
Grade *	<input type="text"/> ?

**Date of Diagnosis Date:** if diagnosed 02/15/2014 enter 20140215 in WebPlus. Coded YYYYMMDD

**Primary Cancer Site:** Is the Primary Site of the Cancer. **(See Note 1 Below)**

**Side Cancer is on:** Code that tells which side of the body the cancer is on

**Type of Cancer:** Is Histology type. What type of cancer does the patient have **(See Note 2 Below)**

**Cancer Behavior Code:** Code 3 unless pathology or physician state the cancer to be insitu or non-invasive. If the cancer is stated to be insitu or noninvasive code 2.

**Grade:** Will be stated on the path report usually as a numbers 1-4 or described as well differentiated, moderately differentiated, poorly differentiated, or anaplastic. Use the drop-down menu to code this item.

**Note:** Clicking on the magnifying glass next to **Primary Cancer Site** box will give you the box below. This will give you a code for the **Primary Cancer Site**. For example, the patient below has a Prostate Cancer.

Primary Site codes from ICDO-3 Topography Section	Primary Site codes from ICDO-3 Topography Section								
Enter a full or partial term for the primary site of the tumor being reported in the below box and click Search. To view a listing of all sites leave the box blank and click Search.	Search <input type="text" value="prostate"/> Search								
Search <input type="text"/> Search									
	<table border="1"><thead><tr><th>Code</th><th>Label</th></tr></thead><tbody><tr><td><a href="#">C619</a></td><td>Gland, prostate</td></tr><tr><td><a href="#">C619</a></td><td>Prostate gland</td></tr><tr><td><a href="#">C619</a></td><td>Prostate, NOS</td></tr></tbody></table>	Code	Label	<a href="#">C619</a>	Gland, prostate	<a href="#">C619</a>	Prostate gland	<a href="#">C619</a>	Prostate, NOS
Code	Label								
<a href="#">C619</a>	Gland, prostate								
<a href="#">C619</a>	Prostate gland								
<a href="#">C619</a>	Prostate, NOS								

**Note 2: Note:** Clicking on the magnifying glass next to **Type of Cancer** box will give you the box below. This will give you a code for the Histology (Type of Cancer). For example, the patient below has Melanoma. Some histology codes have many subtypes, so you may get a lot of results in your search. If something like Superficial Spreading Melanoma was searched, the exact code will pop up. The more specific the term searched, the more narrowed down the search will be. Code this field to the best of your ability.

<p><b>Histology ICDO-3 codes</b></p> <p>To code primary site, histologic type, and grade (cell indicator) for hematopoietic and lymphoid neoplasms (e.g., leukemias, lymphomas, plasma cell, and myelodysplastic neoplasms; i.e. histologies of 9590/3-9992/3) diagnosed in 2010 and later, you must use the SEER Hematopoietic Database, installed and run as a separate application on your computer <a href="http://seer.cancer.gov/tools/heme/">http://seer.cancer.gov/tools/heme/</a>.</p> <p>For all other neoplasms, please enter a value to search on in the below box.</p> <p>Search <input type="text"/> <input type="button" value="Search"/></p>	<p><b>Histology ICDO-3 codes</b></p> <p>1 2 3</p> <p>Search <input type="text" value="melanoma"/> <input type="button" value="Search"/></p> <table border="1"> <thead> <tr> <th>Code</th> <th>Label</th> </tr> </thead> <tbody> <tr> <td><a href="#">8744</a></td> <td>Acral lentiginous melanoma, malignant (C44._)</td> </tr> <tr> <td><a href="#">8745</a></td> <td>Amelanotic desmoplastic melanoma (C44._)</td> </tr> <tr> <td><a href="#">8730</a></td> <td>Amelanotic melanoma (C44._)</td> </tr> <tr> <td><a href="#">8722</a></td> <td>Balloon cell melanoma (C44._)</td> </tr> <tr> <td><a href="#">8761</a></td> <td>Congenital melanocytic nevus, malignant melanoma in (C44._)</td> </tr> </tbody> </table>	Code	Label	<a href="#">8744</a>	Acral lentiginous melanoma, malignant (C44._)	<a href="#">8745</a>	Amelanotic desmoplastic melanoma (C44._)	<a href="#">8730</a>	Amelanotic melanoma (C44._)	<a href="#">8722</a>	Balloon cell melanoma (C44._)	<a href="#">8761</a>	Congenital melanocytic nevus, malignant melanoma in (C44._)
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Below are common histology codes you may see on your reports and the code that coincide with them  
Common Histology codes:

**Carcinoma: 8010**  
**Squamous Cell Carcinoma: 8070**  
**Urothelial or Transitional Cell Carcinoma: 8120**  
**Papillary Urothelial (Transitional) Cell Carcinoma: 8130**  
**Adenocarcinoma: 8140**  
**Lymphoma (Not otherwise specified): 9590**  
**Non-Hodgkin Lymphoma: 9591**  
**Hodgkin Lymphoma: 9650**  
**Non-Small Cell Carcinoma: 8046**  
**Malignant Melanoma: 8720**

## TNM Staging

<p><b>STAGE/PROGNOSTIC FACTORS</b></p> <p>TNMEdition <input type="text"/> <input type="button" value="v"/></p> <p>AJCCTNMClint <input type="text"/></p> <p>AJCCTNMClintN <input type="text"/></p> <p>AJCCTNMClintM <input type="text"/></p> <p>AJCCTNMClintStgGrp <input type="text"/></p> <p>AJCCTNMPathT <input type="text"/></p> <p>AJCCTNMPathN <input type="text"/></p> <p>AJCCTNMPathM <input type="text"/></p> <p>AJCCTNMPathStgGrp <input type="text"/></p>		<p>This section is only filled out if you have a TNM stage on your pathology reports or in physician notes  For Example: Biopsy pathology report states patient has stage T1c N0 M0 stage 2 disease  This would be entered  AJCCTNMClint: 1c  AJCCTNMClintN: 0  AJCCTNMClintM: 0  AJCCTNMClintStgGrp: 2</p> <p>If you do not have this information, leave this section blank</p>
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## Biopsy

BIOPSY INFORMATION	
Biopsy Type *	<input type="text"/>  
Biopsy Date *	<input type="text"/> 

**Biopsy Type:** almost all of these will be coded to 02

**Biopsy Date:** date of the biopsy specimen was collected. Coded YYYYMMDD


## Surgery

SURGERY	
Surgery Type 2023 *	 <input type="text"/> 
Date of Surgery *	<input type="text"/> 

**Surgery Type:** if you click the magnifying glass you will get a list of surgery procedures (Primary Site will have to be filled in first for this to give you codes). If the patient had no surgery code B000

**Date of Surgery:** date the surgery was performed. If no surgery was performed leave this field blank. Even though it is marked as critical it still will except the field being blank for this field. Coded YYYYMMDD

## Facility Information

FACILITY SPECIFIC	
Reporting Facility # *	 <input type="text"/> 
Facility NPI # *	<input type="text"/> 
Your Facility Type *	<input type="text"/>  
First Contact Date *	<input type="text"/> 

**Reporting Facility:** should be auto filled with your facility number

**Facility NPI:** Is your organizations NPI number

**Your Facility Type:** Specify the type of your facility

**First Contact Date:** Date patient 1<sup>st</sup> seen at your facility for this cancer. Coded YYYYMMDD

## Follow up Information



F-UP/RECURRENCE/DEATH	
Last Contact Date *	<input type="text"/> 
Vital Status *	<input type="text"/>  
Cancer Status	<input type="text"/>  

**Last Contact Date:** Date patient last seen or last contacted. Coded YYYYMMDD

**Vital Status:** code 1 for alive

**Cancer Status:** Status of cancer at last contact date. If unknown code 9




## Text Fields

TEXT FIELDS	
Primary Cancer Site Text *	<input type="text"/> 
Type of Cancer Text *	<input type="text"/> 

**Primary Cancer Site Text:** Text for what you coded in the Primary Cancer Site field. Examples: Prostate, Skin, Colon, etc.

Also include the side of the body the cancer occurred on. Example Right Breast, Left Skin of Arm etc.

**Type of Cancer Text:** Text for what you coded in the Type of Cancer field. Examples: Adenocarcinoma, Melanoma, Lymphoma, etc.

<b>Pathology Report Text *</b> <div></div> 	<b>Pathology Report Text:</b> Generally, what is stated in the final diagnosis section of the pathology report. This text will help us to better categorize the cancer the patient has. Note: if you do not have any information for this field please explain why.
<b>Physician Text *</b> <div></div> 	<b>Physician Text:</b> Here you can put the name of the physician treating the patient, physician performing the biopsy, physician referred to. Also record physicians phone numbers in this text field.
<b>Surgery Text</b> <div></div> 	<b>Surgery Text:</b> Text If the patient had a surgery performed at your facility. Example: Wide Excision, Excision, MOHS, Colectomy, etc. This field is not required by everyone since not all facilities using this form perform surgery.

### Other Text Fields

XRAY, CT, MRI, US, other Scans Text Scopes Text Radiation Treatment Text Chemotherapy Text Hormone Treatment Text Immunotherapy Text	These listed text fields are not required by your facility. If you do have some of this information, you still can put it into the coinciding field.
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### Administrative Fields

<div>ADMINISTRATIVE</div>	These fields are used by the NJ State Cancer Registry and can be ignored by the user.
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### Saving the Case

<div>Save</div> Click to save the abstract and run data Edits.	Click to Save the cases. Any edits or missing critical fields will show up to the right on the right side of the form. These need to be corrected before being released to the State Cancer Registry. When all edits have been corrected, you will then be able to release the case.
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## Edit Errors

<div><div>Edit Errors</div><div>Help</div></div> <div><div>EDIT RESULT</div><div>Editset Name: Central: Vs18 State Example - Incoming Abstracts</div><div>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.</div><div>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.</div><div>Total edit errors: 4</div><div><div>1. Missing Critical Field: Facility NPI #</div><div>2. Missing Critical Field: Physician Text</div><div>3. Error: RX Date Surgery: invalid as to year</div><div>i. Date of Surgery * = 99999999</div></div></div>	After clicking save any edits or missing critical fields will show up here. These must be corrected before releasing the case to the State Cancer Registry.
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## Releasing the Case to the State

<div><div>Edit Errors</div><div>Help</div></div> <div><div>EDIT RESULT</div><div>Editset Name: Central: Vs18 State Example - Incoming Abstracts</div><div>This abstract passed all edits and can be released to your central cancer registry.</div><div>Do you want to release it? <input type="button" value="Yes"/> <input type="button" value="No"/></div></div>	After the case is free of edits you can now click Yes to release the case to the NJ State Cancer Registry. After the case is released it will no longer be able to be edited. (Editset Name will change every year)
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## Finding Case that you have Entered

<div><div>Find/Open Abstract</div><div>Find Abstract</div><div>To view a listing of all abstracts, click Find.</div><div>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.</div><div>You can also search by abstract status and/or source by selecting from the drop-down lists provided.</div><div>Name <input type="text"/> Social Security <input type="text"/> Status <input type="text" value="All"/> Source <input type="text" value="All"/></div><div><input type="button" value="Find"/></div></div>	Click <b>Find/Open Abstracts</b> to bring up the Find Abstracts search. If you want to search everything you currently have entered, just click Find without entering any other data in the search.																																																
<table border="1"><thead><tr><th>Action</th><th>AbsRefID</th><th>Last Name</th><th>First Name</th><th>DxDate</th><th>Social Security</th><th>Birth Date</th><th>Primary Site</th><th>Laterality</th><th>Abstractor</th><th>Edit Errors</th><th>Status</th></tr></thead><tbody><tr><td><a href="#">Open</a> <a href="#">Delete</a></td><td>24574</td><td></td><td></td><td>01/01/2019</td><td></td><td>MM/DD/YYYY</td><td></td><td></td><td></td><td>41</td><td>Incomplete</td></tr><tr><td><a href="#">Open</a></td><td>24678</td><td>TEST</td><td>ANOTHER</td><td>02/01/2020</td><td>999999999</td><td>02/01/1980</td><td>C180</td><td>0</td><td></td><td>0</td><td>Released</td></tr><tr><td><a href="#">Open</a> <a href="#">Delete</a></td><td>25244</td><td>TEST</td><td>TEST</td><td>01/01/2020</td><td>999999999</td><td>01/01/1980</td><td>C619</td><td>0</td><td></td><td>0</td><td>Complete</td></tr></tbody></table>	Action	AbsRefID	Last Name	First Name	DxDate	Social Security	Birth Date	Primary Site	Laterality	Abstractor	Edit Errors	Status	<a href="#">Open</a> <a href="#">Delete</a>	24574			01/01/2019		MM/DD/YYYY				41	Incomplete	<a href="#">Open</a>	24678	TEST	ANOTHER	02/01/2020	999999999	02/01/1980	C180	0		0	Released	<a href="#">Open</a> <a href="#">Delete</a>	25244	TEST	TEST	01/01/2020	999999999	01/01/1980	C619	0		0	Complete	The data that you can view is purged on a quarterly basis. You will receive an email when this will occur. It is recommended that print this screen before each quarterly purge. This way you will know what cases you have previously entered.
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The link below will direct you the NJ State Cancer Registry Reportable Cancer list.

<https://www.nj.gov/health/ces/reporting-entities/njsr/>