




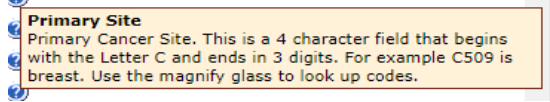


Web Plus Instructions – Radiation CCR






















To begin entering Abstracts through Web Plus, you must first log into <https://webplus.njscr.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
- **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 1st 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 **in situ** or **non-invasive**. If the cancer is stated to be **in situ** 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								
<p>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.</p> <p>Search <input type="text"/> <input type="button" value="Search"/></p>	<p>Search <input type="text" value="prostate"/> <input type="button" value="Search"/></p> <table border="1"> <thead> <tr> <th>Code</th> <th>Label</th> </tr> </thead> <tbody> <tr> <td>C619</td> <td>Gland, prostate</td> </tr> <tr> <td>C619</td> <td>Prostate gland</td> </tr> <tr> <td>C619</td> <td>Prostate, NOS</td> </tr> </tbody> </table>	Code	Label	C619	Gland, prostate	C619	Prostate gland	C619	Prostate, NOS
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C619	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>Histology ICDO-3 codes</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 http://seer.cancer.gov/tools/heme/.</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>Histology ICDO-3 codes</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>8744</td> <td>Acral lentiginous melanoma, malignant (C44._)</td> </tr> <tr> <td>8745</td> <td>Amelanotic desmoplastic melanoma (C44._)</td> </tr> <tr> <td>8730</td> <td>Amelanotic melanoma (C44._)</td> </tr> <tr> <td>8722</td> <td>Balloon cell melanoma (C44._)</td> </tr> <tr> <td>8761</td> <td>Congenital melanocytic nevus, malignant melanoma in (C44._)</td> </tr> </tbody> </table>	Code	Label	8744	Acral lentiginous melanoma, malignant (C44._)	8745	Amelanotic desmoplastic melanoma (C44._)	8730	Amelanotic melanoma (C44._)	8722	Balloon cell melanoma (C44._)	8761	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

Adenocarcinoma: 8140

Lymphoma: 9560

Non-Small Cell Carcinoma: 8046

Malignant Melanoma: 8720

TNM Staging

STAGE/PROGNOSTIC FACTORS	
TNMEdition	<input type="text"/> <input type="button" value="v"/>
AJCCTNMClinT	<input type="text"/>
AJCCTNMClinN	<input type="text"/>
AJCCTNMClinM	<input type="text"/>
AJCCTNMClinStgGrp	<input type="text"/>
AJCCTNMPathT	<input type="text"/>
AJCCTNMPathN	<input type="text"/>
AJCCTNMPathM	<input type="text"/>
AJCCTNMPathStgGrp	<input type="text"/>

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
 AJCCTNMClinN: 0
 AJCCTNMClinM: 0
 AJCCTNMClinStgGrp: 2

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 1st seen at your facility for this cancer

Surgery

SURGERY	
Surgery Type	<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

Systemic Therapy

CHEMOTHERAPY	
Chemotherapy Type	<input type="text"/> ?
Date Chemo Started	<input type="text"/> ?
HORMONE THERAPY	
Hormone Therapy	<input type="text"/> ?
Hormone Therapy Date	<input type="text"/> ?
IMMUNOTHERAPY	
Imunotherapy	<input type="text"/> ?
Immunotherapy Start Date	<input type="text"/> ?

If you have this information, please fill this in. All dates are coded in YYYYMMDD format.

Radiation Treatment Information

RADIATION THERAPY	
Radiation Start Date *	<input type="text"/> ?
Radiation End Date *	<input type="text"/> ?
Total Dose *	<input type="text"/> ?
Reason No RT Given *	<input type="text"/> ?
Reason DT Discontinued *	<input type="text"/> ?

Doses are coded in CGY
 Dates are coded YYYYMMDD
Total Dose is 6 character long. For Example, 5000cgy would be coded 005000
 Please use the drop-down menus to fill in fields where provided

<p>RADIATION PRIMARY TREATMENT</p> <p>Dose Per Fraction * <input type="text"/> ?</p> <p>Number of Fractions * <input type="text"/> ?</p> <p>Primary RT Total Dose * <input type="text"/> ?</p> <p>Type of RT Beam Given * <input type="text"/> ?</p> <p>Primary Area Treated * <input type="text"/> ?</p> <p>Lymph Nodes Treated * <input type="text"/> ?</p> <p>RT Dosage Type * <input type="text"/> ?</p>	<p>Doses are coded in CGY</p> <p><u>Dose Per Fraction</u> field is 5 characters long. Example: 200cgy would be coded 00200</p> <p><u>Number of Fractions</u> field is 3 character long. Example: 14 fractions would be coded 014</p> <p><u>Primary RT Total Dose</u> is 6 character long. For Example, 5000cgy would be coded 005000</p> <p>Please use the drop-down menus to fill in fields where provided</p>
<p>RADIATION BOOST TREATMENT</p> <p>Dose Per Fraction Boost * <input type="text"/> ?</p> <p>Number Boost Fractions * <input type="text"/> ?</p> <p>Boost RT Total Dose * <input type="text"/> ?</p> <p>Type of Boost Beam * <input type="text"/> ?</p> <p>Boost Area Treated * <input type="text"/> ?</p> <p>Lymph Nodes Boost * <input type="text"/> ?</p> <p>RT Boost Type * <input type="text"/> ?</p>	<p>Doses are coded in CGY</p> <p><u>Dose Per Fraction Boost</u> field is 5 characters long. Example: 200cgy would be coded 00200</p> <p><u>Number Boost Fractions</u> field is 3 character long. Example: 14 fractions would be coded 014</p> <p><u>Boost RT Total Dose</u> is 6 character long. For Example, 5000cgy would be coded 005000</p> <p>Please use the drop-down menus to fill in fields where provided</p>

Follow up Information

<p>F-UP/RECURRENCE/DEATH</p> <p>Last Contact Date * <input type="text"/> ?</p> <p>Vital Status * <input type="text"/> ?</p> <p>Cancer Status <input type="text"/> ?</p>	<p>Last Contact Date: Date patient last seen or last contacted. Coded YYYYMMDD</p> <p>Vital Status: code 1 for alive</p> <p>Cancer Status: Status of cancer at last contact date. If unknown code 9</p>
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Text Fields

<p>TEXT FIELDS</p> <p>Primary Cancer Site Text * <input type="text"/> ?</p> <p>Type of Cancer Text * <input type="text"/> ?</p>	<p>Primary Cancer Site Text: Text for what you coded in the Primary Cancer Site field. Examples: Prostate, Skin, Colon, etc.</p> <p>Type of Cancer Text: Text for what you coded in the Type of Cancer field. Examples: Adenocarcinoma, Melanoma, Lymphoma, etc.</p>
<p>Physician Text * <input type="text"/> ?</p>	<p>Physician Text: Here you can put the physician treating the patient, physician performing the biopsy, physician referred to. Also record physicians phone numbers in this text field.</p>

<p>Radiation Treatment Text *</p> <div style="border: 1px solid gray; height: 150px; width: 100%;"></div>	<p>Radiation Treatment Text: Text giving an explanation of RT treatment Given. Example: Prostate IMRT 4500cgy Boost 1000cgy 32 fractions</p>
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Other Text Fields

<p>XRAY, CT, MRI, US, other Scans Text Scopes Text Surgery Text Chemotherapy Text Hormone Treatment Text Immunotherapy Text</p>	<p>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.</p>
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Administrative Fields

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

<p><input type="button" value="Save"/> Click to save the abstract and run data Edits.</p>	<p>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.</p>
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Edit Errors

<p> Edit Errors Help -----EDIT RESULT----- Editset Name: Central: Vs18 State Example - Incoming Abstracts 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. 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. Total edit errors: 4 1. Missing Critical Field: Facility NPI # 2. Missing Critical Field: Physician Text 3. Error: RX Date Surgery: invalid as to year i. Date of Surgery * = 99999999 </p>	<p>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.</p>
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Releasing the Case to the State

<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> Edit Errors Help </div> <hr/> <p style="text-align: center;">---EDIT RESULT---</p> <p>Editset Name: Central: Vs18 State Example - Incoming Abstracts</p> <p>This abstract passed all edits and can be released to your central cancer registry.</p> <p>Do you want to release it? <input type="button" value="Yes"/> <input type="button" value="No"/></p> </div>	<p>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)</p>
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Finding Case that you have Entered

<div style="background-color: #0056b3; color: white; padding: 5px; text-align: center; font-weight: bold;">Find/Open Abstract</div> <p>Find Abstract</p> <p>To view a listing of all abstracts, click Find.</p> <p>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.</p> <p>You can also search by abstract status and/or source by selecting from the drop-down lists provided.</p> <p>Name <input type="text"/> Social Security <input type="text"/> Status <input type="text" value="All"/> Source <input type="text" value="All"/></p> <p style="text-align: center;"><input type="button" value="Find"/></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #e0f2f1;"> <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>Open Delete</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>Open</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>Open Delete</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	Open Delete	24574			01/01/2019		MM/DD/YYYY				41	Incomplete	Open	24678	TEST	ANOTHER	02/01/2020	999999999	02/01/1980	C180	0		0	Released	Open Delete	25244	TEST	TEST	01/01/2020	999999999	01/01/1980	C619	0		0	Complete	<p>Click Find/Open Abstracts 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.</p> <p>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 that cases you have previously entered.</p>
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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/>