Web Plus Instructions – HemOnc CCR V18

To begin entering Abstracts through Web Plus, you must first log into https://webplus.njscr.org/WebPlus/logonen.aspx 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

New Abstract	Click to start entering a new case (Top of the page)
Find/Open Abstract	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
Primary Site Primary Cancer Site. This is a 4 character field that begins with the Letter C and ends in 3 digits. For example C509 is breast. Use the magnify glass to look up codes.	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 # *		❓
Cancer Sequence # *		❓
Medical Record #		❓
First Name *		❓
Last Name *		❓
Middle Name		❓
Social Security # *		❓
Patient's Street *		❓
Apt, Floor, Bldg		❓
City *		❓
State *	▼	❓
Zip Code *		❓
Phone *		❓
Patient's Race *	▼	❓
Hispanic *	▼	❓

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 * YYYYMMDD Age at Diagnosis Sex * Marital *	**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 * Primary Cancer Site * Side Cancer is on * Type of Cancer * Cancer Behavior Code * Grade *	**Date of Diagnosis Date**: if diagnosed 02/15/2014 enter 20140215 in WebPlus **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 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 [ ] Search	**Primary Site codes from ICDO-3 Topography Section** Search prostate Search

Code	Label
C619	Gland, prostate
C619	Prostate gland
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.

Histology ICDO-3 codes

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/.

For all other neoplasms, please enter a value to search on in the below box.

Search [_____] [Search]

Histology ICDO-3 codes

1 2 3
Search [melanoma] [Search]

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._)

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

STAGE/PROGNOSTIC FACTORS		This section is only filled out if you have a TNM stage on your pathology reports or in physician notes
TNMEdition	[____] ▼	For Example: Biopsy pathology report states patient has stage T1c N0 M0 stage 2 disease
AJCCTNMClinT	🔍 [____]	This would be entered
AJCCTNMClinN	🔍 [____]	AJCCTNMClinT: 1c
AJCCTNMClinM	🔍 [____]	AJCCTNMClinN: 0
AJCCTNMClinStgGrp	🔍 [____]	AJCCTNMClinM: 0
AJCCTNMPathT	🔍 [____]	AJCCTNMClinStgGrp: 2
AJCCTNMPathN	🔍 [____]	
AJCCTNMPathM	🔍 [____]	
AJCCTNMPathStgGrp	🔍 [____]	

Biopsy

BIOPSY INFORMATION Biopsy Type [dropdown] Biopsy Date [field]	**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 [search field] Date of Surgery [field]	**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 00 **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 * [dropdown] Date Chemo Started * [field] **HORMONE THERAPY** Hormone Therapy * [dropdown] Hormone Therapy Date * [field] **IMMUNOTHERAPY** Immunotherapy * [dropdown] Immunotherapy Start Date * [field]	To code Chemotherapy, Hormone, and Immunotherapy type use the drop-down menu to get the treatment code followed by entering the date below. Coded YYYYMMDD. Code 00 in Chemotherapy, Hormone, or Immunotherapy if this treatment was not given. If treatment was not given for any other these leave the date blank. Even though is has * marked on it. Leaving it blank while the type is coded 00 will not give an edit.

Radiation Treatment

RADIATION THERAPY RT Dosage Type [dropdown] Primary Area Treated [dropdown] Radiation Start Date [field]	Use the drop-down menu to code when provided. This is not required to be filled out for this display type but can be coded if you have the information.

Facility Information

FACILITY SPECIFIC Reporting Facility # * [search field] Facility NPI # * [field] Your Facility Type * [dropdown] First Contact Date * [field]	**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. Coded YYYYMMDD

Follow up Information

F-UP/RECURRENCE/DEATH Last Contact Date * [_____] ❓ Vital Status * [_____▼] ❓ Cancer Status [_____▼] ❓	**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

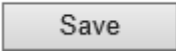|	
TEXT FIELDS Primary Cancer Site Text [_____] ❓ Type of Cancer Text [_____] ❓	**Primary Cancer Site Text**: Text for what you coded in the Primary Cancer Site field. Examples: Prostate, Skin, Colon, etc. Also include the side of the body the cancer occurred on. Example Right Breast, Left Skin of Arm etc. **Type of Cancer Text**: Text for what you coded in the Type of Cancer field. Examples: Adenocarcinoma, Melanoma, Lymphoma, etc.
Pathology Report Text * [_____] ❓	**Pathology Report Text**: Include any information you have in regard to the cancer. Example: tumor size, positive lymph nodes, metastatic disease, etc.
Physician Text * [_____] ❓	**Physician Text**: Here you can put the name of the physician treating the patient, physician performing the biopsy, physician referred to. Record physicians phone numbers in this text field. Also, name of radiation therapy center, if patient received radiation treatment.
Chemotherapy Text * [_____] ❓ Hormone Treatment Text * [_____] ❓ Immunotherapy Text * [_____] ❓	**Chemo / Hormone / Immunotherapy Text**: Code the specific type of treatment received in the corresponding text field. If treatment was not received in a category just type none in the box Below is a link that will tell you what category a drug fall under. https://seer.cancer.gov/seertools/seerrx/

Other Text Fields

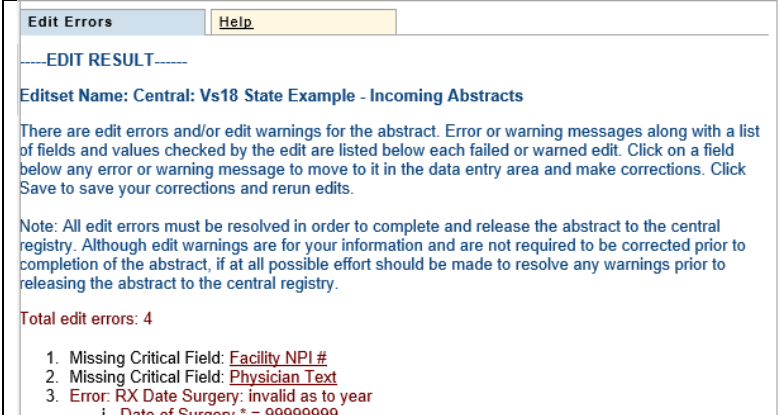| XRAY, CT, MRI, US, other Scans Text Scopes Text Radiation Treatment Text Surgery Text	These listed text fields are not required by your facility. If you do have some of this information, you still can put it into the coinciding field.

Administrative Fields

RecType A NAACCRRecVer 180	These fields are used by the NJ State Cancer Registry and can be ignored by the user.

Saving the Case

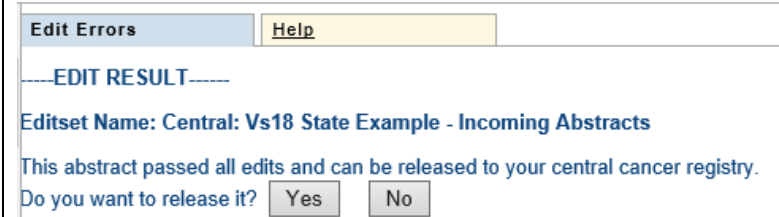| Save Click to save the abstract and run data Edits.	Click to Save the cases. Any edits or missing critical fields will show up to the right on the right side of the form. These need to be corrected before being released to the State Cancer Registry. When all edits have been corrected, you will then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

Edit Errors

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	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.

Releasing the Case to the State

Edit Errors Help -----EDIT RESULT----- Editset Name: Central: Vs18 State Example - Incoming Abstracts This abstract passed all edits and can be released to your central cancer registry. Do you want to release it? Yes No	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.

Finding Case that you have Entered

<table>
<tr>
<td>
Find/Open Abstract

Find Abstract

To view a listing of all abstracts, click Find.
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.

You can also search by abstract status and/or source by selecting from the drop-down lists provided.

Name [＿＿＿] Social Security [＿＿＿] Status [All ▼] Source [All]

[Find]
</td>
<td>
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.
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<tr>
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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

</td>
<td>
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.state.nj.us/health/ces/reporting-entities/njscr/