

Chapter 9: Screening for Reportability

SEER*DMS uses a combination of automatic and manual workflow tasks to determine whether a record meets the eligibility criteria for SEER and local agencies. The workflow can be configured to determine reportability automatically, based on registry-defined algorithms, or it can be configured to defer screening decisions to registrars performing manual screening tasks. At this point in the workflow, records are also screened for special study eligibility (see *Chapter 28: Special Studies*). A manual screening task is generated when the automatic screening task cannot determine reportability; or according to your registry's screening algorithms, the reportability value calculated by the auto-screener requires review; or the record was identified as a "possible" match for a special study.

Use the worklist to reassign, track, and review open screening tasks according to your needs. For example, you may want to release or reroute tasks assigned to a user who is on leave. Further, a periodic review of the manual screening tasks could be helpful in evaluating the efficiency of your auto-screening configuration. Specific instructions are provided in *Chapter 4: Using the Worklist*.

In this chapter, you'll learn about

- Reportability Settings in SEER*DMS
- Opening a Screening Task
- Setting the Reportability Status
- Determining Special Study Eligibility
- Requesting Follow-back Information
- Viewing a Record's Reportability Status

Reportability Settings in SEER*DMS

The possible values for the reportability flag are described below. The criteria used to define each value are defined in the registry's configuration settings. Further, "Auditable" and "Non-reportable" may not be used by all registries or for all record types.

Automatic and manual screening tasks will set a record's reportability status to one of the following values (some values may not be used in your registry):

- **Reportable** – The record contains data related to an eligible case as defined by your registry's criteria. The record continues through the workflow, ultimately becoming part of a patient set in the database.
- **Auditable** – The record contains cancer-related data but is not a reportable case. The record is retained for use in casefinding audits. SEER*DMS processes the record to obtain potential follow-up information. If the record matches an existing patient set, the record should be linked at the patient level but not to a CTC. The automatic screening task may be configured to forward all auditable records to manual screening for review.
- **Non-reportable** - The record contains data for a disease that is of no interest to your registry. It is not reportable and not to be included in audits. For example, this may be a medical record that was erroneously included in a data file sent by a facility. SEER*DMS processes the record to obtain potential follow-up information. If the record matches an existing patient set, the record will be linked at the patient level but not to a CTC. The automatic screening task may be configured to forward auditable abstract records to manual screening for review.
- **Unknown** – The record has not yet passed through automatic screening or the reportability status could not be determined due to missing or invalid data. The record is forwarded or maintained in a manual screening task.

- **Not applicable** – The record is not a medical record and does not require screening, for example, it may be a record from the department of motor vehicles or voter registration. This value is set in an automatic task which determines record type; records with this setting are not screened for reportability.

Opening a Screening Task

Requires system permission: *screening*

To open a screening task:

1. Click a **Screening** link in the worklist summary on the home page. To open a task assigned to you, click the link in **My Tasks**. To open an unassigned task, click the link listed in the **Unassigned Tasks**.
2. Typically, there is a sense of urgency associated with Screening tasks. This is particularly true to facilitate rapid case ascertainment for special studies. Enter search criteria in the worklist filters to find high priority tasks.
 - a. If you wish to review all pending screening tasks, clear the **User(s)** filter and check **Show Unassigned**.
 - b. To search for records that are candidates for a special study, enter "Possible special studies" in the **Information** filter.
 - c. In order for the automatic screening task to calculate a value for reportability, the record must meet all criteria defined in the Auto-Screener rules. For example, a valid value for site is required. If the record fails any of the Auto-Screener Rules, a message describing the problem is written in the Information Column. To search for tasks with a specific auto-screener failure, enter search text in the **Information Filter**. Select **Help > Screening** to view documentation for each screening algorithm. The Auto-Screener Rules are included with this documentation. (Note: If there is a Special Study message in the Information Column, the Auto-Screener message will not be displayed.)
3. If you made changes to the filter settings, click **Apply**.
4. Click the task ID to open the screening task.

Once you open the task, the record will be displayed in a specialized version of the record editor. Although you can review edit errors and change data fields, it is assumed that the edit errors will be handled during an editing task. For the purpose of screening, you will be reviewing data fields to determine reportability and special study eligibility; and using the controls on the left side of the page (shown below) to set the values.

Screening (Task 2725038)

Auto-screener result for SEER/local reportability: Non-reportable
 Possible special studies: Lung Study

Casefinding

Standard Fields
 AL 3 Img 0 Edits 0
 FB 0 AFL 1 SS 1

Info

Import ID
 IMP-6334 ⓘ
 File Type
 Casefinding 2005
 Source
 FAC-0086
 Patient ID
unlinked
 Date Added
 07-21-2006 04:20:08PM
 Date Last Modified
 08-07-2007 05:23:25PM

Reportability

Status
 Unknown ⓘ
Modify

Task type and ID are displayed in the red toolbar followed by a message indicating the results of the auto-screening task and the special study screener (the special study message is only displayed if the record is a possible match for at least one study).

Click **SS** to define whether the record is in a special study.

The current **Reportability** status is shown here. Click **Modify** to change this value.

Setting the Reportability Status

Requires system permission: *screening*

To set the reportability status for a record:

1. Follow the instructions in the *Opening a Screening Task* section of this chapter. The status of reportability is displayed in the Reportability box in the left navigation panel. This value will be unknown if there is an auto-screener failure or if the auto-screener result (displayed at the top of the page) is a value that requires review according to registry policies.
 - a. If the reportability status is unknown, you must review the record and set reportability. Proceed with step 2.
 - b. If the status is a value other than unknown, the auto-screener was able to define a value for reportability and this screening task was generated for the sole purpose of evaluating the record for Special Studies (see the *Determining Special Study Eligibility* section of this chapter).
2. Review the record to ascertain reportability:
 - a. Click the links in the **Record Navigation** box to review fields on other data pages.

- b. Click **View Text** to open a popup window showing all text fields at once. You can then move the popup window so that you can view the data page and the supporting text fields at the same time. Click **Close** to exit the Text Viewer.
- c. To review a printed copy of the record, select **Print** from the record menu.
3. If you are able to ascertain reportability for this record, set the reportability status field:
 - a. Click **Modify** in the **Reportability** section of the left navigation panel.
 - b. Select a **Reportability** value from the drop-down list.
 - c. If you have selected *Auditable* or *Non-Reportable*, enter text in the **Reason** box. This documentation is useful for the purpose of casefinding audits.
4. If the record was identified as a possible match for a special study, follow the instructions in the *Determining Special Study Eligibility* section of this chapter.
5. Use one of the following methods to close this task:
 - a. If the reportability status is set to a value other than Unknown and the screening process is complete, end the task and allow the record to move forward in the workflow:
 - i. Click **Save**.
 - ii. Verify that **Forward to next workflow task on Save & Exit** is checked. This box must be checked to move the record to the next task in the workflow.
 - iii. Click Save & Exit.
 - b. If further information is required, submit a request for follow-back information (see the *Requesting Follow-back Information* section of this chapter).
 - i. Click **Save**.
 - ii. To keep the record in a screening task, do not check the **Forward to next workflow task on Save & Exit** box (this box will be unchecked automatically unless you selected a tentative value for reportability status).
 - iii. Click **Save & Exit**.
 - iv. If you require assistance, you may reroute the screening task to your manager or a colleague by following the instructions in *Chapter 4: Using the Worklist*.

Determining Special Study Eligibility

Requires system permission: *study_rec_edit*

To define whether a record should be included in a special study:

1. Follow the instructions in the *Opening a Screening Task* section of this chapter.
 - a. If the record was identified as a "possible" match for a special study, a message will be displayed at the top of the page and the value next to the SS link will be greater than zero. Proceed with step 2.
 - b. If there is no message related to special studies, the automatic task was able to determine eligibility for all studies. This screening task was generated for the sole purpose of setting SEER/local reportability. Refer to the *Setting the Reportability Status* section of this chapter for further instructions.
2. Review the record data.

3. If you believe the record was incorrectly flagged as a possible match for a study, delete the study from the record (for example, if a prostate record was identified as a possible match for a lung study).
 - a. Click the **SS** link in the navigation box on the left side of the screen.
 - b. Click the **Delete** link for the study. You should inform registry management that the initial criteria for the Special Study may be incorrect.
4. Define whether the record is eligible for the study:
 - a. Click the **SS** link in the navigation box on the left side of the screen.
 - b. Click the **Edit** link in the Action column for the study.
 - c. Based on registry policies, set the **Inclusion** status to:
 - i. **In** – The record fulfills eligibility requirements for the study.
 - ii. **Out** - The record met initial screening criteria for the study, but upon review, it was determined that the record is ineligible. For example, the physician did not give approval for the patient's inclusion, or the patient declined to participate.
 - iii. **Possible** – Unable to make a definite determination of the record's eligibility at this time.
 - d. If you know of a study-specific ID for this record, enter the value in **Participant ID**.
 - e. You may document your changes by adding a comment.
 - f. Click **Update**.
5. Refer to the **Reportability** box within the left navigation panel.
 - a. If the reportability status is a value other than unknown, end the task and allow the record to move forward in the workflow.
 - i. Click **Save**.
 - ii. Verify that Forward to next workflow task on Save & Exit is checked.
 - iii. Click **Save & Exit**.
 - b. If the reportability status is unknown and you can determine and set reportability, follow the instructions in the **Setting the Reportability Status** section of this chapter.
 - c. If the reportability status is unknown but you are not authorized to set reportability, save your changes. You should then modify the task so that it is no longer assigned to you.

- i. Click **Save**. No changes will be listed on the Review Changes page. Changes to Special Study settings are not included in the record's audit log.
- ii. Click **Save** on the Review Changes page. You will remain in the Screening task.
- iii. To assign the selected task(s) to another user, select **Task > Reroute**. Set the **Action to Reroute to user**, and select a user name from the pull-down list. The list will only include users who have the system permissions required to open all of the selected tasks. Enter text into the Comment box. This text will be included in the e-mail notification sent to the user receiving the task.
- iv. To designate the task(s) as unassigned, select **Task > Release**.

Requesting Follow-back Information

Requires system permission: *screening* and *fb_initiate*

In SEER*DMS, a request for follow-back information is referred to as a "follow-back need". If you determine that additional information must be obtained from the reporting facility, you should submit a follow-back need. Your request will be associated with the record, allowing all users to review pending follow-back issues when reviewing the record data. If the information is required to ascertain reportability, you should save the record in a Screening task so that the task can be completed at a later time. Otherwise, you should set the reportability status and move the record forward in the workflow. Methods for saving the record and exiting the task are described in the *Setting the Reportability Status* section of this chapter.

You will receive an e-mail notification when a response to your request is processed and the follow-back need is closed. You or another staff member may update data fields based on the new information. As determined by registry policy, one staff member may be responsible for processing all follow-back responses, or the information may be given directly to the staff members who entered the follow-back needs.

SEER*DMS enables users to access patient data via two routes: 1) the data can be modified while completing a worklist task, or 2) the record or patient set may be edited directly, outside the context of a task. If you suspended a Screening task pending the receipt of follow-back information, you must re-open and complete the task to allow the record to move forward in the workflow. You must either make changes to data fields based on the new information or verify that the appropriate changes were made. If you completed the task but need to update the record with the new information, use the Patient Lookup to search for the record. Instructions for submitting follow-back requests and processing the responses are provided in *Chapter 22: Follow-back*.

Viewing a Record's Reportability Status

If you are editing an unlinked record, the reportability status is displayed in the Info box of the record editor.

Record Editor

Save Validate Cancel

NAACCR Abstract

- Demographics
- CTC
- Summary TX
- Facility-Adm, TX
- AL 3 Img 0 Edits 0
- FB 0 AFL 0

Info

Import ID
IMP-3468

Import Type
NAACCR 10.2 Full Abstract

Source
FAC-0086

Reportability
Reportable

Patient ID
unlinked

Date Added
02-16-2006 04:51:00PM

Date Last Modified
04-13-2006 12:55:09PM

View Text Demographics (NAACCR Abstract REC-3002271947)

Demographics Reviewed

Pat ID # 00000000

Pre M Suf SSN 999999999

Maiden

Race 01 Place 999 Birth Dt 08 29 1961 Sex 1 Religion

Cmptd Eth 0 Race Cod Curr Race Cod Orig

Follow-up

DOLC 06 08 2005 Vital Status 1 Autopsy 0 Surv Quality 9

FU Source 0 Next FU Src 2 SEER Type FU FU Src Cntl Unusual FU Mth

Follow Reg 999999999 Lst FU Hosp

DC State DC File # Death Place 997

COD 0000 COD Rev # 0

Current Address

Num 5 Dir E Street MAIN Type ST Dir

Suppl

City Cnty Code 001 State MD Zip 99999

Phone

Follow-Up Contacts

PAT-10773464

Demographics

CTC 00 (C505)

AL 2 Img 0 Edits 0

FB 0 AFL 0 SS 0

AFUP 0 Cmt 1

Linked (1)

FAC-0089 (1)

NAACCR Abstract C 00

REC-3002154300 / Reportable

To view the reportability status of a linked record in the patient set editor, hold your mouse over the Record Type. The Record ID and reportability status will be shown in a box just below type.

When record type is displayed in the Patient Lookup or a Match-Consolidate task, the Type field will include an icon indicating the record's reportability status:

- N Non-reportable
- A Auditable
- U Unknown (the record has not yet been screened)
- N/A Not applicable; the record type is not screened (e.g., supplemental records)

No icon is displayed if the record is reportable.

The icons are also displayed in the Type column of search and match results tables. If an icon is not displayed next to the record type, the record is reportable:

Score	Type	ID	Last Name
506	Health Record	REC-1203760609 ⓘ	DOE
506	Casefinding	REC-187324 ⓘ	DOE
506	Death Certificate N	REC-3001075471 ⓘ	DOE
506	Death Certificate N	REC-3001102494 ⓘ	DOE

The icons are also shown next to the Type field for the Incoming Record of a Match-Consolidate task. In the first example shown below, the record is auditable.

SEER*DMS MDCSS
User: coyle Lookup: Help | Account | Logoff

Match-Consolidate (Task 90584)
View ▾ Manage ▾ System ▾

Incoming Record

ID	REC-3002150232	Type	NAACCR Abstract A	SSN	999-99-9999	Site	C778: Lymph nodes of multiple
Facility	FAC-0086 : County General Medical Center	DOB	08-29-1961	DX Date	01-15-2004	Histology	9663
Last Name	DOE	VS	1 : Alive	Behavior	3: Malignant Primary	Laterality	0: Not Paired
First Name	JOHN	Sex	1 : Male				
Middle Name		Race	01 : White				
Maiden		Alias					

Follow-back

In the example below, the record is reportable (no icon is displayed):

SEER*DMS MDCSS
User: coyle Lookup: Help | Account | Logoff

Match-Consolidate (Task 90584)
View ▾ Manage ▾ System ▾

Incoming Record

ID	REC-3002150232	Type	NAACCR Abstract	SSN	999-99-9999	Site	C778: Lymph nodes of multiple
Facility	FAC-0086 : County General Medical Center	DOB	08-29-1961	DX Date	01-15-2004	Histology	9663
Last Name	DOE	VS	1 : Alive	Behavior	3: Malignant Primary	Laterality	0: Not Paired
First Name	JOHN	Sex	1 : Male				
Middle Name		Race	01 : White				
Maiden		Alias					

Follow-back