



State of New Jersey

DEPARTMENT OF HEALTH AND SENIOR SERVICES

OFFICE OF THE STATE EPIDEMIOLOGIST

PO BOX 369

TRENTON, N.J. 08625-0369

www.nj.gov/health

JON S. CORZINE
Governor

HEATHER HOWARD
Commissioner

April 2, 2008

Dear Cancer Registrar:

The New Jersey State Cancer Registry (NJSCR) is pleased to announce that we are offering registries an Award for Excellence in Timely and Complete Cancer Case Reporting.

All registries are encouraged to apply. Reporting facilities will be judged on both completeness and timeliness of reporting. The NJSCR plans to expand this award in the future to include data quality.

In order to be eligible to receive an award, you must meet the following criteria:

- Complete case finding from all potential case-finding sources.
- Submit all 2007 diagnosis year cancer case admissions to NJSCR in accordance with State law, (e.g., 6 months after diagnosis or 3 months after discharge).
- Submit all 2007 diagnosis year cancer cases by the July 1, 2008 deadline.
- Submit a signed Affidavit of Completeness and award application form by July 1, 2008 (included with this letter).

The NJSCR hopes that you will continue to work toward complete and timely submission of your cancer data and seek eligibility for this award. Should you have any questions, please call Helen Martin at (609) 588-3500.

Sincerely,

A handwritten signature in black ink that reads "Susan Van Loon".

Susan Van Loon, RN, CTR
Program Manager
New Jersey State Cancer Registry

Attachments

FACT SHEET
SUBMISSION PARAMETERS
APPLICATION FOR
AWARD FOR EXCELLENCE IN TIMELY CANCER CASE REPORTING

Application Process:

The enclosed application should include all of the data submitted from your facility by July 1, 2008. Please document case finding activities by completing each item in the table. If your facility does not maintain one or more of the sources listed, please write N/A and document that fact in the space provided. If you have not performed complete case finding by using all inpatient and outpatient sources within your facility, you will not be eligible for the award regardless of what your estimated completeness percentage suggests.

The enclosed application must be completed and received in this office no later than July 1, 2008 in order to be eligible for the 2007 Award for Excellence for Timely Cancer Case Reporting. There will be no exceptions!

Awards will be presented based on the following criteria:

1. Complete case finding from all potential sources must be completed for your facility.
2. Submit all cases diagnosed in the year 2007 by July 1, 2008 according to State regulations. This means the year of diagnosis for all case records must fall between the following value **1/1/2007 TO 12/31/2007**. This does not mean an accession year of 2007, such as cases diagnosed in December 2006, those cases were due June of 2007. This includes class of case 0, 1, 2, 3, 5, 6, 8, and 9. Also, clinically diagnosed cases must be included and those cases diagnosed in the physician's office and admitted for radioactive seeds.
3. You must include all case records that have a date of diagnosis that falls between the above values and were provided a service (**INPATIENTS, OUTPATIENTS, CLINIC PATIENTS, CONSULTS ONLY, SPECIMEN ONLY OR ANY OTHER AREA OF YOUR FACILITY**) between 01/01/2007 to 03/31/2008.
4. All case records that meet these criteria must be transmitted and received by NJSCR no later than **07/01/2008** (if a third party transmits case records, they are also subject to this cutoff date).
5. No more than **5%** of the case records may be received after **07/01/2008** to remain eligible (case records that have an eligible diagnosis date but are seen later than **07/01/2008** will not be counted).
6. You must mail or fax (609-588-3638) a signed and completed application form, which includes an affidavit.
7. If your facility was audited for 2007, you must have no outstanding cases.

Application Form
 2008 Award for Excellence
 in Timely Cancer Case Reporting

Please verify that complete case finding has been done from each of the following sources and that all 2007 cancer cases from this facility have been reported to NJSCR in order to apply for the 2008 Award for Excellence in Cancer Case Reporting. Awards will not be granted without application.

Case finding Sources	Yes	No	N/A	If No or N/A please explain
Laboratory (pathology reports, outside specimens, consultation cases, bone marrow reports, flow cytometry, autopsy reports.				
Radiation Therapy Department (including brachytherapy [seeds] or consult only cases)				
Outpatient Departments (including chemo clinics)				
Medical Records Disease Index, Admissions Lists, any other supplemental sources				

Affidavit of Completeness

I hereby apply for the Award for Excellence in Cancer Case Reporting. I attest that I am the responsible party for the cancer registry and the above is an accurate representation of the 2007 cancer case finding and reporting as of July 1, 2008.

Facility Name: _____

Signature: _____ Date: _____

Printed Name: _____

Title: _____

Name of Medical Facility as you would like it printed on Award:

Application Deadline is July 1, 2008.

Please mail or fax (609) 588-3638 to:

Helen Martin, CTR

NJSCR

PO Box 369

Trenton, NJ 08625-0369