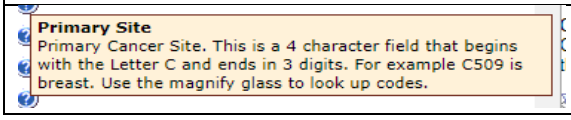
Web Plus Instructions – CCR Abstraction

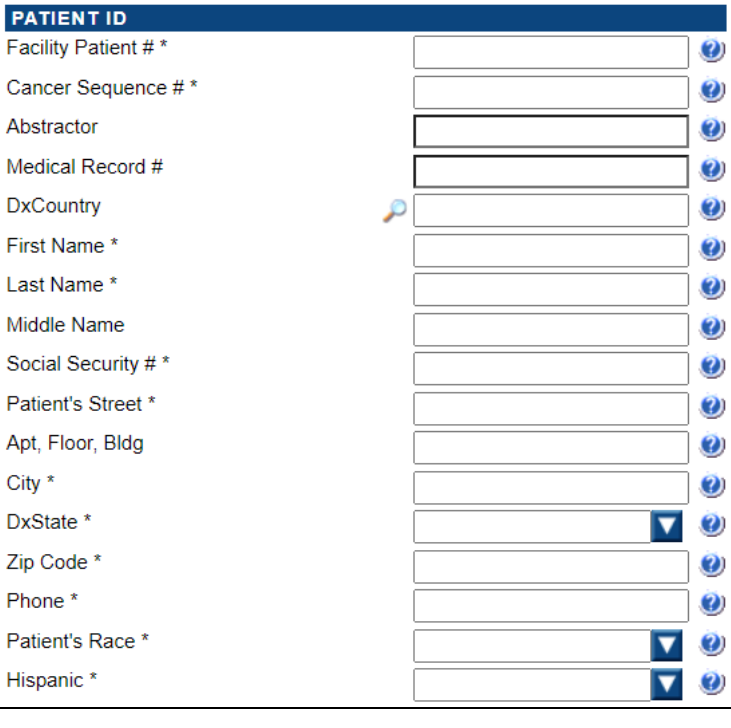
To begin entering Abstracts through Web Plus, you must first log into https://webplus.njscr.org/WebPlus/logonen.aspx with credentials that are provided to you once your account is created.

- 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

	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



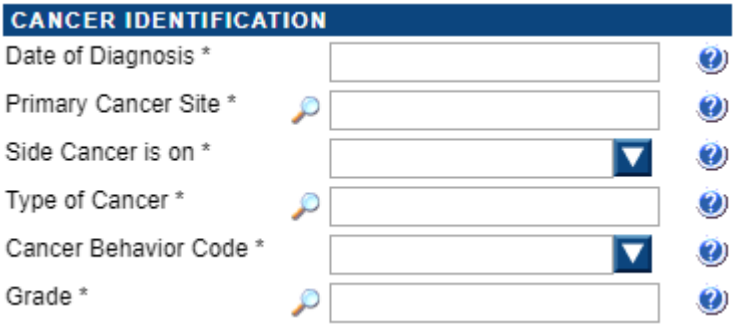
Facility Patient #: 4-digit year followed by 5 digits number. Example: 201900001 (This shows the patient was seen by you in 2019 and is the 1st case entered for this year.

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

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



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)**

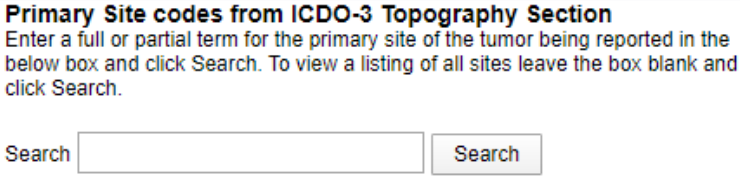
Side Cancer is on: Code that tells which side of the body the cancer is on

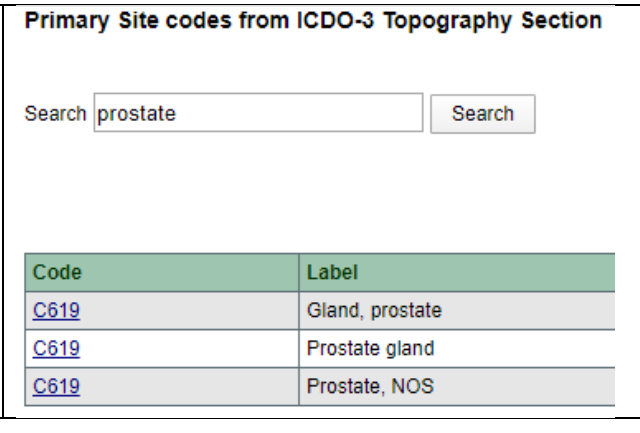
Type of Cancer: Is Histology type. What type of cancer does the patient have **(See Note 2 Below)**

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.

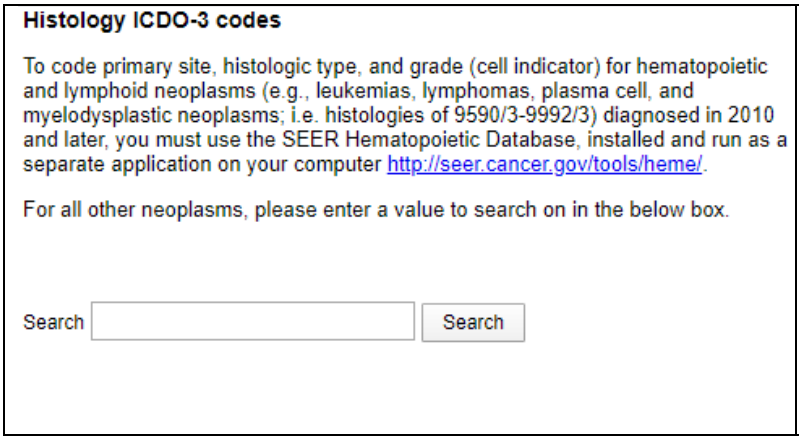
Grade: Will be stated on the path report usually as a numbers 1-4 or described as well differentiated, moderately differentiated, poorly differentiated, or anaplastic. Use the drop-down menu to code this item.

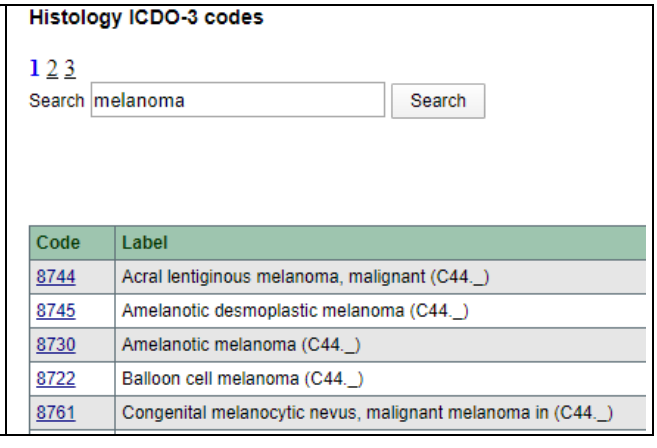
Note: Clicking on the magnifying glass next to **Primary Cancer Site** box will give you the box below. This will give you a code for the **Primary Cancer Site**. For example, the patient below has a Prostate Cancer.





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.

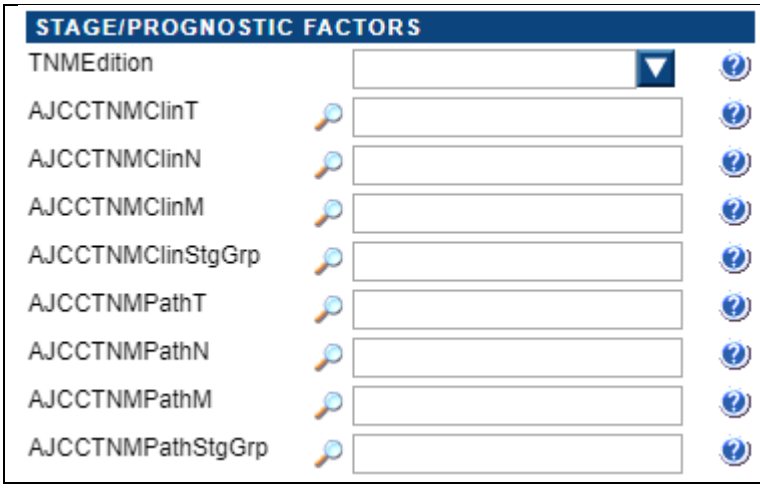




Below are common histology codes you may see on your reports and the code that coincide with them
Common Histology codes:

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

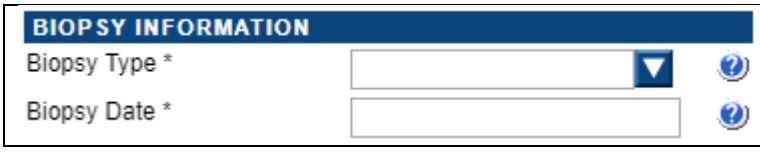
TNM Staging



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

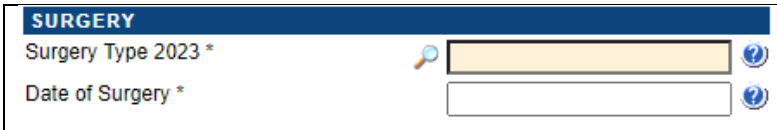
If you do not have this information, leave this section blank

Biopsy



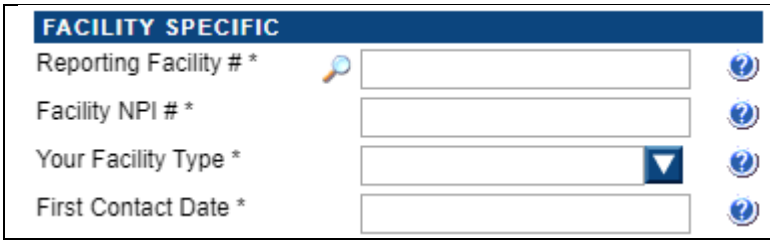
Biopsy Type: almost all of these will be coded to 02
Biopsy Date: date of the biopsy specimen was collected. Coded YYYYMMDD

Surgery



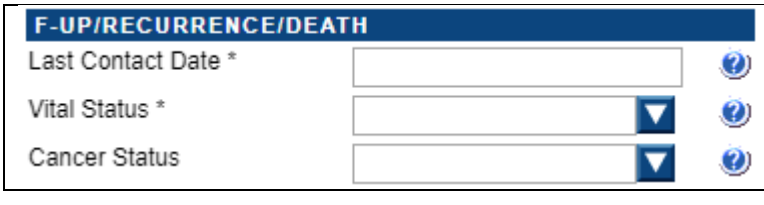
Surgery Type: if you click the magnifying glass you will get a list of surgery procedures (Primary Site will have to be filled in first for this to give you codes). If the patient had no surgery code B000
Date of Surgery: date the surgery was performed. If no surgery was performed leave this field blank. Even though it is marked as critical it still will except the field being blank for this field. Coded YYYYMMDD

Facility Information



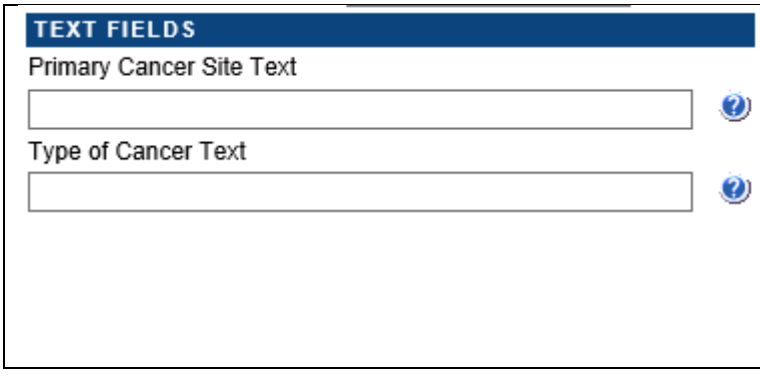
Reporting Facility: should be auto filled with your facility number
Facility NPI: Is your organizations NPI number
Your Facility Type: Specify the type of your facility
First Contact Date: Date patient 1st seen at your facility for this cancer. Coded YYYYMMDD

Follow up Information

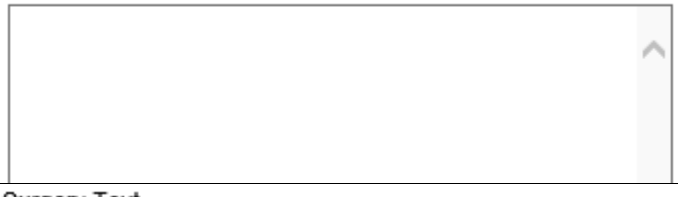
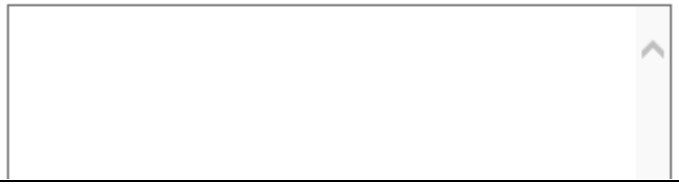


Last Contact Date: Date patient last seen or last contacted. Coded YYYYMMDD
Vital Status: code 1 for alive
Cancer Status: Status of cancer at last contact date. If unknown code 9

Text Fields



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**: 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.
Physician Text * 	**Physician Text**: 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.
Surgery Text 	**Surgery Text**: 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.

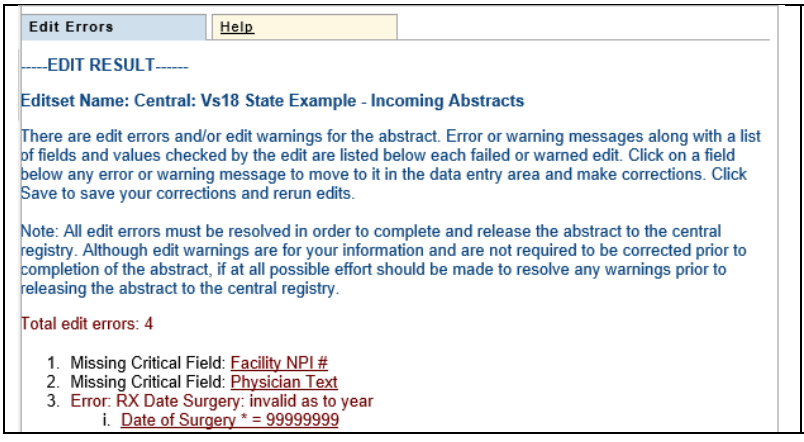
Administrative Fields

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

Saving the Case

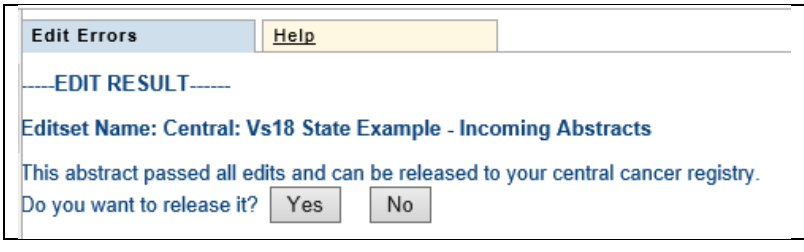
Save Click to save the abstract and run data Edits.	Click to Save the cases. Any edits or missing critical fields will show up to the right on the right side of the form. These need to be corrected before being released to the State Cancer Registry. When all edits have been corrected, you will then be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

Edit Errors



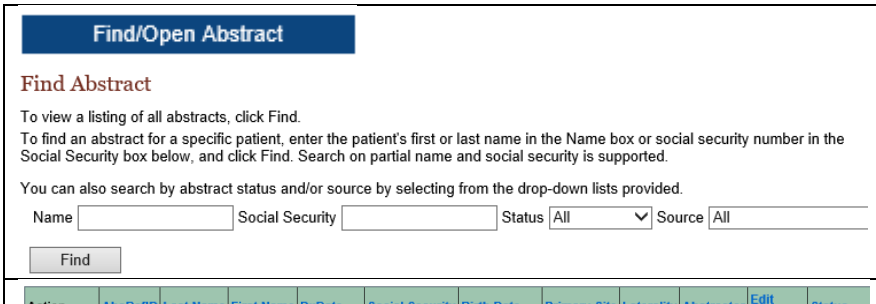
After clicking save any edits or missing critical fields will show up here. These must be corrected before releasing the case to the State Cancer Registry.

Releasing the Case to the State

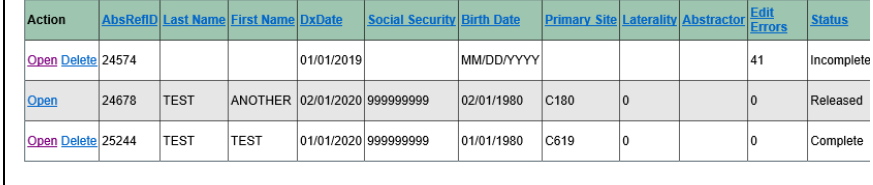


After the case is free of edits you can now click Yes to release the case to the NJ State Cancer Registry. After the case is released it will no longer be able to be edited.

Finding Case that you have Entered



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.



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

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.

The link below will direct you the NJ State Cancer Registry Reportable Cancer list.

https://www.state.nj.us/health/ces/reporting-entities/njscr/