



CRStar Insights

FCDS Follow-Up Instructions

This CRStar Insight illustrates the process in which CRStar clients can take full advantage of the Follow-Up System module in FCDS. This process will help registrars in their follow-up efforts as well as possibly assist registrars in collecting missing treatment information. For more information about the FCDS Follow-Up System, please visit the FCDS website [here](#).

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1. Select Population of Cases to Obtain Follow-Up from FCDS

1. Click Reporting tab
2. Click Select a Population tab
3. Enter Selection Criteria (Example is seen below)
4. Click Select

The screenshot shows the 'Select a Population' window. At the top, 'Population Label' is set to 'FCDS FOLLOW UP'. 'Hospitals' is '01 ERS Hospital Systems', 'Requested By' is 'Yolanda Topin', and 'Request Date' is '07/01/2020'. There are checkboxes for 'Analytic Cases Only', 'Complete Cases Only', 'Abstract Cases Only' (selected), 'Suspense Cases Only', and 'All Cases'. A 'Site Codes' table is visible with columns for 'Site' and 'Site Description'. Below is the 'Selection Criteria' table:

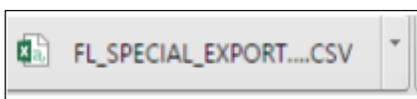
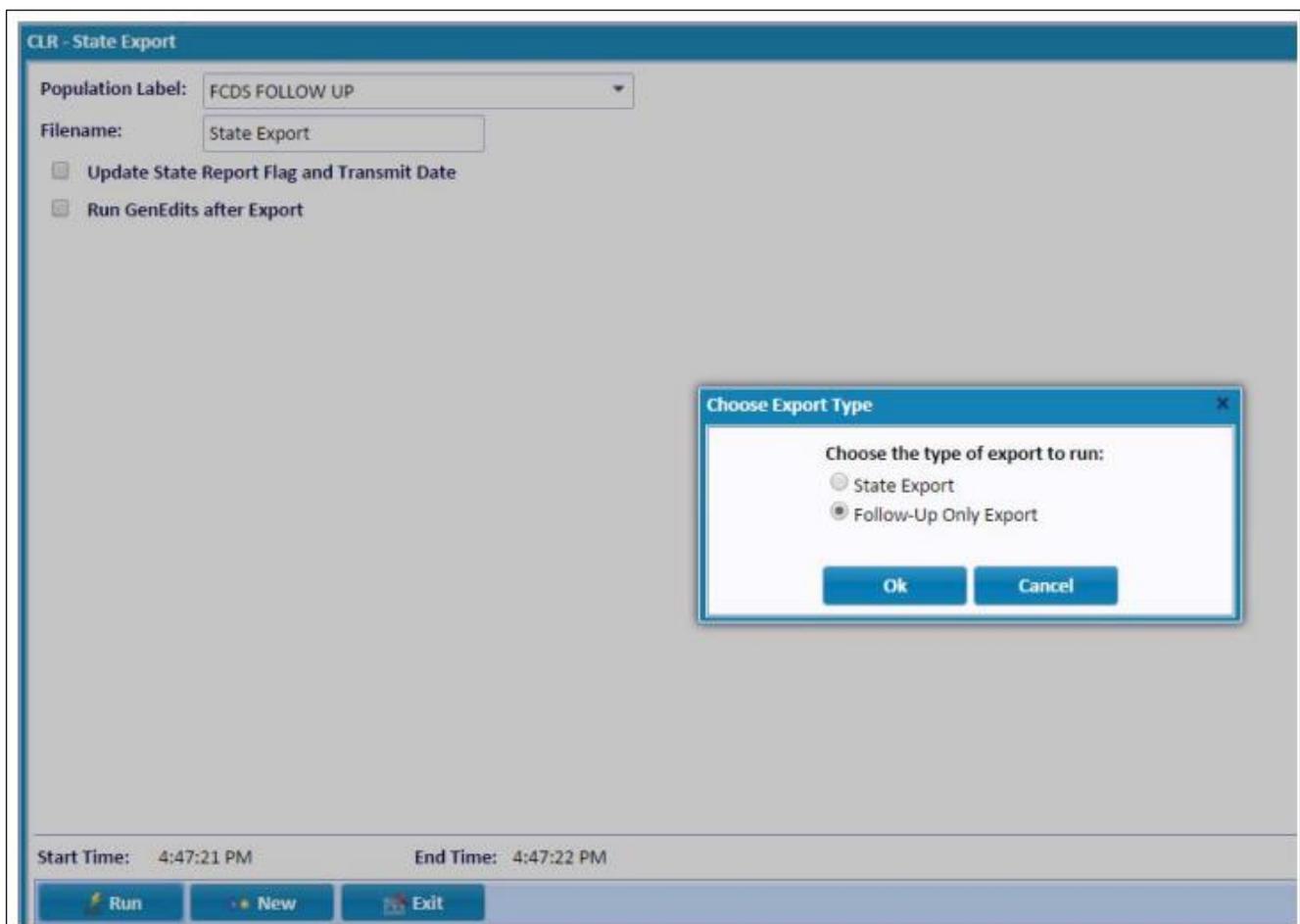
Item Nbr	Item Description	Relation	Data Values	Logic
1	200 State Report Flag	=	T,	And
2	862 First Contact Date	>=	01/01/2018	And
3	862 First Contact Date	<=	12/31/2018	And
4				
5				

At the bottom, there are fields for 'Start Time', 'End Time', and 'Records Selected', and a toolbar with buttons: 'Select', 'Delete Label', 'Edit Selection', 'New', and 'Exit'.

It is **STRONGLY** suggested to submit small batches at a time; otherwise, there will be a tremendous amount for the registrar to manually review.

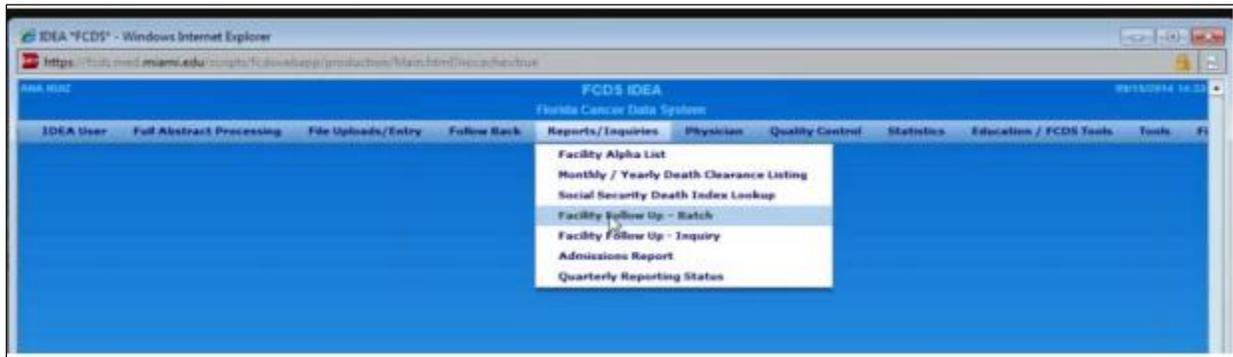
2. Create Export File in CRStar

1. Click Reporting tab
2. Click Data Export tab
3. Click State Export tab
4. Click and pick the population to export
5. Click Run
6. Check Follow-Up Only Export
7. Click Ok
8. The file will be created and a list of the cases in the export will appear on the screen.



3. Upload the Export File to FCDS

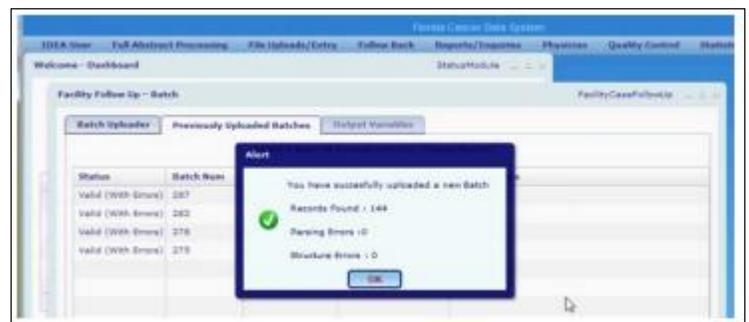
1. Log into FCDS Idea program
2. Select the Reports/Inquiries tab
3. Select Facility Follow Up - Batch



4. Upload the file to FCDS
 - a. Click Browse then click and pick the file created during the export process.
(In this example the FL_SPECIAL_EXPORT_11.25.2014.CSV file is in the download file).

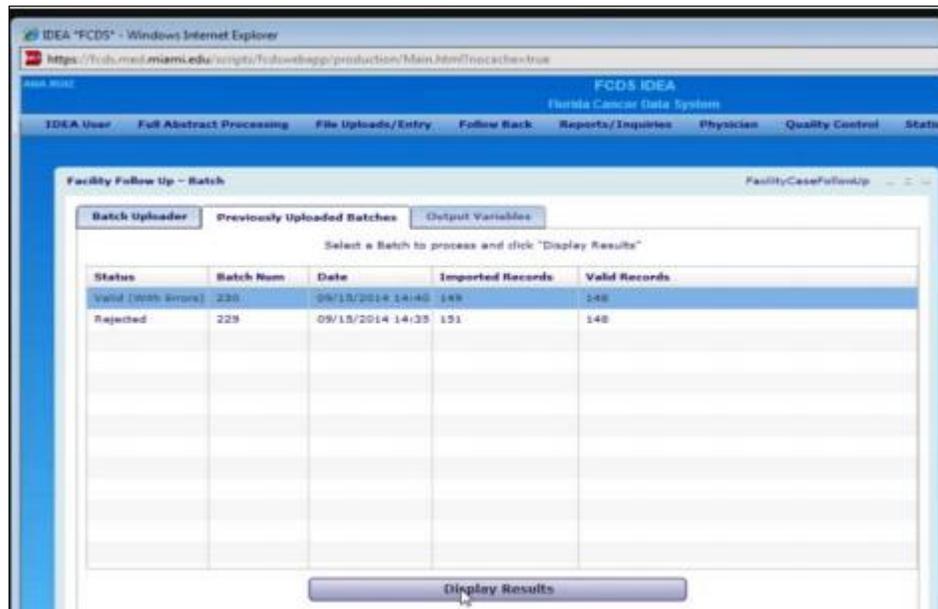


- b. Click Upload.

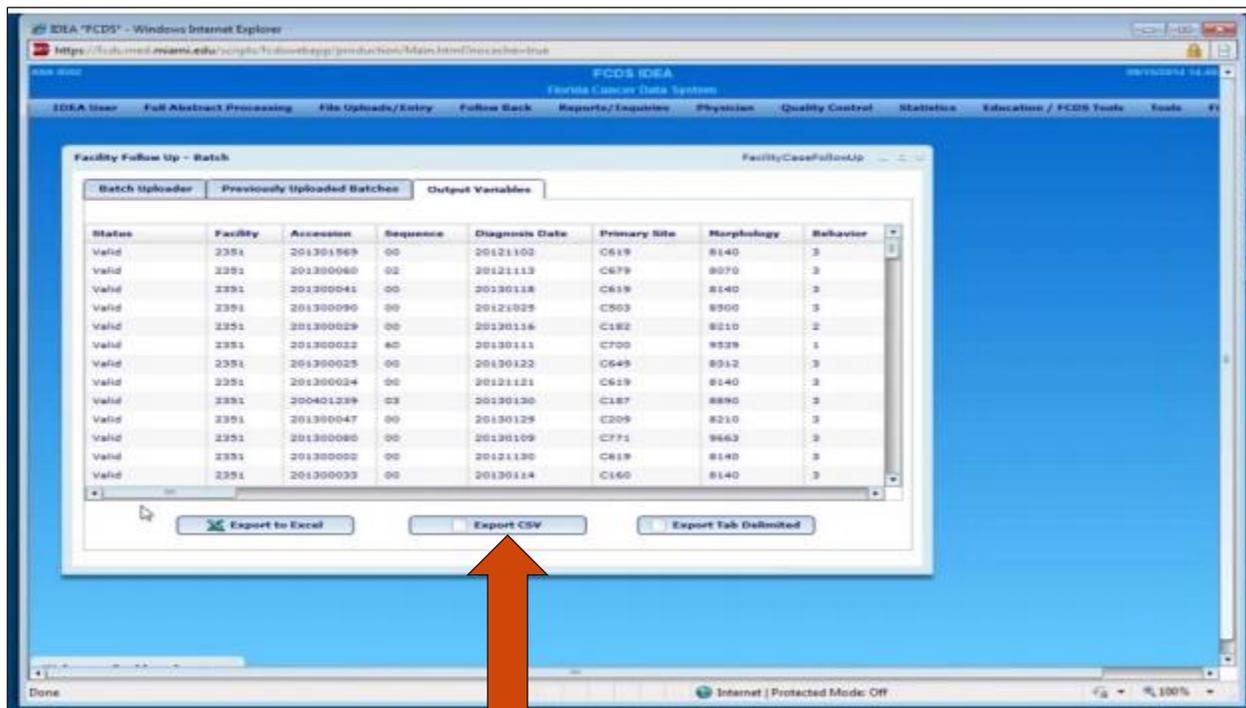


4. Save the File from FCDS as a CSV File

1. After the file has been uploaded to FCDS, highlight the report to display and click Display Results



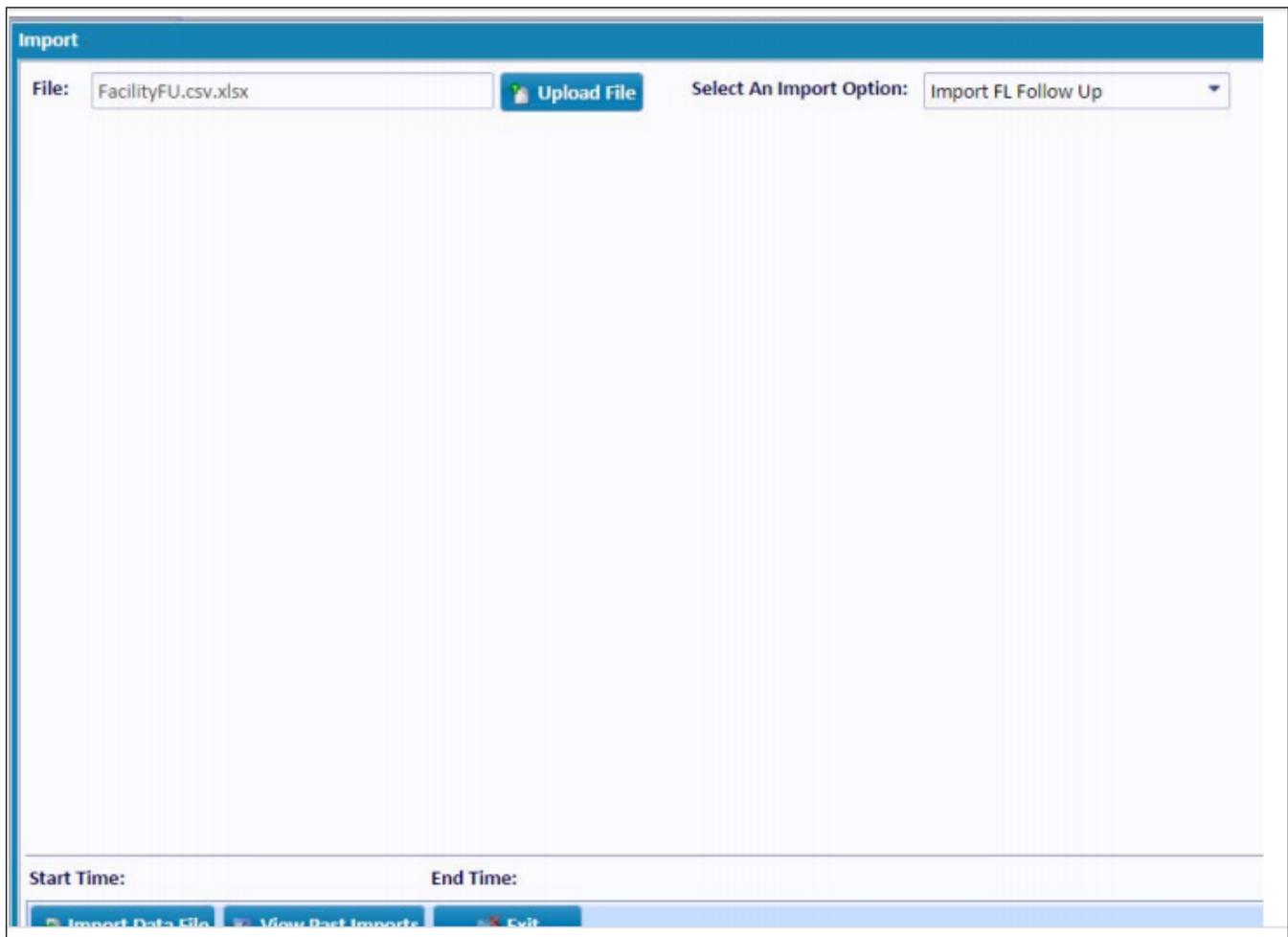
2. After the report is displayed, click on the Export CSV tab.



3. Save the file to a place on your computer where you can access it. Please note the file name and where it is saved on your computer. CRStar staff will not know where you saved the file, so it is important that you note this location.

5. Import the File from FCDS Back into CRStar

1. Click the System Administration tab
2. Click the Data Management tab
3. Click the Import tab
4. Click and pick the CSV file that you downloaded from FCDS (in this example the name was FacilityFU.csv.)
5. Click and pick the Import FL Follow-Up import option
6. Two things will then happen:
 - a. A report prints out with information for you to review manually. You must decide whether to update the treatments information or not.
 - b. The Date of Last Contact & Patient Vital Status is automatically updated in CRStar if the date is more current.



The screenshot displays the 'Import' window in the CRStar application. At the top, the title bar reads 'Import'. Below the title bar, there is a 'File:' field containing the text 'FacilityFU.csv.xlsx'. To the right of this field is a blue button labeled 'Upload File'. Further right is a 'Select An Import Option:' label followed by a dropdown menu currently set to 'Import FL Follow Up'. The main area of the window is a large, empty white space. At the bottom of the window, there are two labels: 'Start Time:' and 'End Time:'. Below these labels is a horizontal bar with three buttons: 'Import Data File', 'View Past Imports', and 'Exit'.

6. Review the Report for Updated Treatment Information

Sample report below:

22 Records Processed by the FL Follow-Up Import							November 19th, 2015
Last Name	First Name	Hospital	Accession Nur	Topo	Sequ	Status/Action Taken	Surgery
BRONCHUS & LUNG	LINDA	01	01199801013	C445	01	Difference in Tx	CRStar: 00 FCDS: 45
PROSTATE GLAND	CHRISTOPHER	01	01198401395	C504	00	Difference in Tx	CRStar: 19 FCDS: 23
PROSTATE GLAND	DANIEL	01	01199300251	C211	00	Difference in Tx	
KIDNEY	KAREN	01	01200701756	C320	01	Difference in Tx + New Last Contact	
STOMACH	BETTY	01	01201300196	C445	01	Difference in Tx + New Last Contact	CRStar: 00 FCDS: 32
ESOPHAGUS	DONALD	01	01198200418	C340	00	Difference in Tx	
SKIN	DONNA	01	01201101305	C541	00	Difference in Tx + New Last Contact	CRStar: 00 FCDS: 50
BRONCHUS & LUNG	RUTH	01	01199100566	C504	00	Difference in Tx	CRStar: 30 FCDS: 22
COLON	SHARON	01	01199200709	C186	00	Difference in Tx	CRStar: 30 FCDS: 40
PROSTATE GLAND	RONALD	01	01200600076	C672	00	Difference in Tx + New Last Contact	CRStar: 00 FCDS: 20
SKIN	LAURA	01	01201201981	C504	00	Difference in Tx + New Last Contact	CRStar: 45 FCDS: 22
MENINGES	SARAH	01	01201101621	C809	60	Difference in Tx + New Last Contact	CRStar: 40 FCDS: 98
KIDNEY	KIMBERLY	01	01200000098	C447	02	Difference in Tx	CRStar: 50 FCDS: 31
CERVIX UTERI	JESSICA	01	01201100178	C442	00	Difference in Tx + New Last Contact	CRStar: 62 FCDS: 31
PROSTATE GLAND	TIMOTHY	01	01198000645	C501	00	Difference in Tx	CRStar: 00 FCDS: 58
RECTUM	CYNTHIA	01	01200000002	C751	00	Difference in Tx	CRStar: 00 FCDS: 20
BLOOD & BONE MARROW	LARRY	01	01199901003	C809	00	Match Found: No New FollowUp	
THYROID GLAND	MELISSA	01	01200400608	C445	00	Difference in Tx	CRStar: 50 FCDS: 31
			6570	9501346		02	Case NOT at FCDS
			6570	9700810		02	Case NOT at FCDS
			6570	9800041		03	Case NOT at FCDS
			6570	9800368		60	Case NOT at FCDS

- Top of Report - 22 records processed - seven (7) cases had a new Last Contact Date, automatically updated in CRStar.
- Each patient will have a status, difference in treatment, new last contact, match found no new follow-up, etc.
- All other information listed for each of these patients illustrates the difference in what is recorded in your CRStar system and the FCDS files. It is up to the registrar to decide whether to change the information to match FCDS files or keep what is recorded in your system. It is up to the registrar to decide which codes are more accurate.
- Please keep in mind if you decide to update treatment, be sure to review all other codes associated with that treatment, review class of case, and run the NCDB edits. We also suggest that you create a hospital code for FCDS Follow-Up so you can keep track of the treatment that is recorded from this source.
- Cases on the report marked "Case NOT at FCDS" – Please research.
(Possible scenarios: case not sent yet, case not reportable, case was rejected from FCDS, case sent with another accession number, etc.)

Support Available at www.mycrstar.com