Tips to Monitor Reporting Facility Completeness & Timeliness

Although current registry software may not include on-demand reports of reporting facility completeness and timeliness, central registries can take some steps to monitor these on their own.

Ensure that at least 1–2 central registry staff are trained in writing queries and reports within the software programs employed by the central registry, as well as in additional tools such as SAS, Excel, and/or Access.

- Registries may wish to contact their software provider or their department- or university-wide IT support for training opportunities. Additional free training opportunities are available on the web.

Maintain a log of submissions from each reporting facility. The log should include the following:

- Date of submission
- Number of cases in the submission
- Number of cases in the submission that do not pass required edits
- Number of cases in the submission that were rejected

Monitor the log monthly for missed submissions or submissions with an unusually low number of cases compared to prior submissions. These may indicate a problem with the reporting facility.

Provide feedback to each reporting facility on a monthly or quarterly basis with the status of their completeness and timeliness. The report could include the following:

- A list of submissions received from the facility with the submission date and number of cases in each submission
- The number of cases received from the facility for the current reporting year (excluding duplicates, rejected cases, or modified records)
- The total number of cases expected to be received from the facility based on prior reporting years or case-finding audits (excluding duplicates, rejected cases, or modified records)
- The proportion of cases submitted by the facility for the current reporting year that were received within the required time frame (i.e., within 6 months of diagnosis)
- An indicator of whether the facility is on track to being 100 percent complete by the required deadline

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This tip sheet was developed based on contributions from central registries throughout North America. It is not meant to lay out a specific methodology, but rather as a starting point for more in-depth discussions, development of tools, and the establishment of new processes or practices within individual registries as appropriate.

This publication was supported by the Cooperative Agreement Number 6-NU38OT000286-01 funded by the Centers for Disease Control and Prevention (CDC). Its contents are solely the responsibility of the author and do not necessarily represent the official views of the CDC or the U.S. Department of Health and Human Services.

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