Meaningful Use/Quality Payment Program Cancer Reporting Checklist and Instructions
<u>West Virginia Cancer Registry - 2018 Reporting Period</u>

ELIGIBILITY CRITERIA

☐ Are you an eligible professional (EP) or eligible clinician (EC) who diagnoses or treats cancer patients? (If you are a hospital or a hospital-based EP/EC, or if you do not diagnose or treat cancer patients, you cannot select cancer reporting. Individual EP/ECs or EP/ECs in group practices may select this option.)

☐ Do you have an EHR system that is certified for cancer reporting or will be certified for cancer reporting by the end of your 2018 reporting period? If your system will not be certified for cancer reporting by the end of your 2018 reporting period, you cannot select cancer. Contact your EHR vendor to determine if your system is certified or will become certified for cancer, or to discuss alternate public health registry reporting options provided by your software, such as the National Center for Health Statistics' National Ambulatory Medical Care Survey.

REGISTRATION

☐ If you meet both Eligibility Criteria, you must register your intent to report cancer data to the WVCR. Please be aware of the following:
  o If multiple physicians in a group practice or clinic are moving through MU/QPP concurrently, one registration can be entered under the practice name. Multiple registrations are not required.
  o If you previously registered for cancer reporting and your registration status was "In Review," "Registered – In Queue," "First or Second Invitation," "Testing and Validation Queue," or "Production" at the end of 2017, you do not have to register again. Your previous registration will continue in 2018. If you are uncertain of your status, please call Myra Fernatt with the WVCR at (304) 356-4953 or e-mail Myra.N.Fernatt@wv.gov.
  o It is not the responsibility of the West Virginia Cancer Registry to know your certification status, your reporting period registration deadline, or whether your reporting period is the full 2018 calendar year or any 90-day period in 2018.

☐ The MU Registration System is located at http://www.wvdhhr.org/bph/oeps/murs/. When registering, the Primary Contact should be an administrative contact for providing additional information and receiving the final acknowledgement letter needed for attestation. The Primary Technical Contact should be the person who will work to set up the data transport method, submit test messages, receive feedback regarding message structure and content, correct message errors if necessary, etc.

☐ After you submit your registration, the Registration Status will indicate "In Review," and your Primary Contact will receive an e-mail confirmation indicating that the registration was successfully saved. WVCR staff will review the information and call or e-mail your Primary Contact if additional information is needed. Once all information has been obtained, WVCR staff will change the Registration Status in the MU Registration System to "Registered - In Queue" and your Primary Contact will receive an e-mail confirming that you have been placed in the cancer reporting queue. Please note that you can check your Registration Status at any time by logging in to the MU Registration System. If you have questions during the Registration process, please call Myra Fernatt at (304) 356-4953.

☐ <u>IMPORTANT NOTE</u>: It is very important that providers keep a record of all communications received from public health throughout the registration, onboarding, testing, and production process, as well as any other documentation that may be needed for attestation or auditing. Examples may include e-mails, screen shots proving date of registration, acknowledgement letters, etc. Due to the large volume of registrants, public health programs will not have the capacity to prepare such a log on your behalf.

TESTING AND VALIDATION

☐ While you are awaiting an invitation to begin testing and validation, your office staff should obtain training from your EHR vendor regarding data collection and data entry activities. An EHR system that is certified to the 2014 Edition CEHRT for cancer reporting must contain correct vocabulary items as specified in the "Implementation Guide for Ambulatory Healthcare Provider Reporting to Central Cancer Registries, August 2012, Release 1.0," which is the standard adopted for the MU cancer reporting objective. Vendors should also review the "Cancer Reporting Errata and Clarification Document for EHR Technology Certification, December 2012." An EHR system that is certified to the 2015 Edition CEHRT for cancer reporting must contain correct vocabulary items as specified in the "Implementation Guide for Ambulatory Healthcare Provider Reporting to Central Cancer Registries, March 2014, Release 1.1." Links to these documents can be found on the WVCR Meaningful Use website at http://www.dhhr.wv.gov/oeps/cancer/Pages/MeaningfulUse.aspx. Your staff should not be able to make additions to the vocabulary items that will create non-conformity to these Guides. Your staff should be trained to ensure that all required cancer case fields specified in Appendix B of the Implementation Guide are captured in the electronic medical record. A good rule of thumb is to look at the "NAACCR ID" column and "Opt" column in Appendix B. If a NAACCR ID number is listed beside the Data Element, or the words "Shall" or "Should" are listed in the "Opt" column, your staff should complete these fields.

☐ EHR vendors are encouraged to perform structure and content validation on the CDA messages using the free tool "CDA Validation Plus," which is part of the Centers for Disease Control's Registry Plus software suite. CDA Validation Plus performs structure and content validations based on the specifications in the Implementation Guide. EHR vendors may obtain download information for CDA Validation Plus by e-mailing a request to Lindsay Ryan at viu3@cdc.gov.

☐ WVCR may invite registrants to begin testing and validation based on criteria such as physician or practice specialty, cancer caseload, and volume of registrants. Your Primary Contact and Technical Contact will eventually receive an e-mail invitation from WVCR staff to begin testing and validation, and WVCR staff will change the Registration Status in the MU Registration System to "First Invitation." If you do not respond to this invitation in 30 days, another invitation e-mail will be sent, and the Registration Status will be changed to "Second Invitation." As soon as a timely response is received to either the first or second invitation, WVCR staff will change the Registration Status to "Testing and Validation Queue." If you do not respond to the second invitation in 30 days, you will have failed to meet the cancer reporting objective, and the Registration Status will be changed to "Objective Unmet."

☐ Please note that during testing and validation, your office should continue sending paper cancer reports to the WVCR via mail or fax until you have successfully achieved ongoing submission.

☐ As soon as you are added to the Testing and Validation Queue, your Technical Contact must establish a data transport method. Currently the only data transport method offered by the WVCR is secure FTP. Your Technical Contact should e-mail Myra.N.Fernatt@wv.gov for instructions to connect directly to the WVCR via secure FTP.

☐ Once the connection has been established, your Technical Contact should transmit a test CDA message via the transport route and separately notify Myra.N.Fernatt@wv.gov that the message has been sent.

☐ Once the test message is received, WVCR staff will perform structure and content validation using the tool CDA Validation Plus, visual edits, comparison to paper reports, etc.

☐ WVCR staff will contact your Technical Contact and Primary Contact to indicate if the message passes initial validation. If it does not, WVCR staff will provide additional information regarding message issues,

such as incorrect structure, invalid or missing values, etc. Your Technical Contact, Primary Contact, and other office staff must work together to address and correct these issues (i.e., ensure that correct vocabulary items are contained in the EHR software, ensure that required fields are not left blank, etc.). Once all issues have been addressed, your Technical Contact should transmit another test CDA message via the transport route and separately notify Myra.N.Fernatt@wv.gov of the resubmission. This step will continue until the CDA messages are correct in structure and content. If you do not respond to the request to correct message issues in 30 days, a second request will be sent. If you do not respond to the second request in 30 days, you will have failed to meet the cancer reporting objective, and WVCR staff will change the Registration Status in the Meaningful Use Registration System to "Objective Unmet."

ACKNOWLEDGEMENT OF 2018 CANCER REPORTING CRITERIA MET

☐ MU/QPP regulations indicate that providers can meet the cancer reporting measure in 2017 by first registering with the Public Health Agency (PHA) to which they will be submitting data and then either:
  ▪ achieving ongoing submission of data, or
  ▪ being engaged with the PHA in testing and validation of data, or
  ▪ waiting for an invitation from the PHA to begin testing and validation.
  If you have met at least one of the criteria at the end of your 2018 reporting period, WVCR staff will send an e-mail to your Primary Contact. The e-mail will contain a link from which the Primary Contact can obtain a PDF document indicating that at least one of the criteria for cancer reporting was met.
☐ At the end of the 2018 reporting period, if you are still waiting for an invitation to begin testing and validation, or if you are actively engaged in testing and validation, your Primary Contact and Technical Contact should continue working with WVCR staff to eventually achieve ongoing submission of data.

ONGOING SUBMISSION OF DATA

☐ Once WVCR staff have determined that your CDA messages are correct in structure and content, you will be moved from testing to production, and WVCR staff will change the Registration Status in the MU Registration System to "Production." This change in status could occur either before or after the acknowledgement has been sent in the above step.
☐ WVCR anticipates that your office's Primary Contact or your EHR vendor's Technical Contact could change once your office moves into Production. WVCR will therefore request that you complete a "Provider Site Responsibilities and Contact Information Form." This form will ask for a Technical Contact who will be responsible for monitoring the data feed through the approved transport method, as well as resolving any technical issues that may arise. The form will also ask for a Clinical Contact who will be responsible for working with WVCR staff to resolve any content or data entry issues that may be found during continued data monitoring activities (i.e., request completion of blank fields, correction of contradictory information such as a female with a primary site selection of prostate cancer, etc.).