


Name of Policy:	<u>State Reporting</u>	
Policy Number:	3364-105-416	
Department:	Cancer Center	
Approving Officer:	Chief Executive Officer - UTMC	
Responsible Agent:	Chief Administrative Officer – Outpatient Integrated Clinical Operations	
Scope:	Cancer Center Administration	
		Effective Date: 03/1/2023
		Initial Effective Date: 1/1992
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

The passing of Ohio House Bill 213 established the Ohio Cancer Incidence Surveillance System (OCISS), which is the State of Ohio’s central reporting agency. All primary malignancies are deemed reportable by the State of Ohio with the exception of basal and squamous carcinoma of the skin and carcinoma in-situ of the cervix which are diagnosed on or after January 1, 1992. All benign brain and central nervous system neoplasms diagnosed after January 1, 2004 are also deemed reportable by the State of Ohio. Effective July 2013 OCISS will no longer collect non-analytic cases (Class of Case 30-37) UNLESS the patient’s initial diagnosis was within the past 24 months. Class of Case 38 cases should continue to be reported regardless of date of diagnosis.

(B) Purpose of Policy

Providing the State of Ohio with data collected from the cancer registry software database is the purpose of the University of Toledo Medical Center (UTMC) to assist the state with identification of high risk populations for the various types of cancers in Ohio and other data surveillance studies.

(C) Scope

This policy applies to all health information management employees. Mainly used by the cancer registry department in conjunction with the cancer committee.

(D) Procedure

1. Reporting to OCISS will be done on a monthly basis as requested by OCISS.
2. Reporting will follow the Ohio Cancer Incidence Surveillance System (OCISS) mandate that cases are abstracted within 6 months of the date of first contact. Submission will occur on the last day of the required OCISS month.

Month Of First Contact At UTMC For This Cancer	Month Cases Must Be Reported To OCISS
January	July
February	August
March	September
April	October
May	November
June	December
July	January
August	February
September	March
October	April
November	May
December	June

3. The OCISS Reporting Manual lists what required items are to be reported to the state. The cancer registry software database uses this list and has a format for the database for state reporting.
4. The Cancer Registry will run a report to be submitted to OCISS through electronic submission into the OCISS Gateway Application Interface.
5. The state report is submitted as a Direct File Transfer (DFT).
6. Any rejected submission will be corrected and resubmitted by the Cancer Registry.
7. Step-by-step directions are located in the OCISS training manual in the OCISS binder in the Cancer Registry.

<p>Approved by:</p> <p><u>/s/</u> _____ Rick Swaine Chief Executive Officer - UTMC _____ Date</p> <p><u>/s/</u> _____ Russ Smith Sr Hospital Administrator _____ Date</p> <p><u>/s/</u> _____ Janea Castiglione-Carter, CTR Cancer Registry Manager _____ Date</p> <p><u>/s/</u> _____ Mohamed Oballi, MD Chairman, Cancer Committee _____ Date</p>	<p>Review/Revision Date:</p> <p>9/86 10/12 4/87 03/13 6/88 3/15 8/91 3/17 2/94 3/20 9/96 3/2023 1/99 3/02 4/03 8/04 7/05 5/06 11/07 4/08 3/09 4/10 4/11</p> <p>Next Review Date: 03/01/2026</p>
<p>Policies Superseded by This Policy: 10-412</p> <p><i>It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.</i></p>	