

The purpose of Shared Follow-Up function in CNE_xT is to provide facilities with the ability to import follow-up information from the state central registry. Shared follow-up files must meet specific criteria for importing into your CNE_xT case database. Import of any file NOT specifically created for the CNE_xT shared follow-up process following the criteria provided by C/NET could result in corrupting your data. Once the shared follow-up file structure is approved by C/NET you will use the following steps to import the file sent by the central registry.

IMPORTANT: Before you import follow up provided by the state, you must be aware of what fields are being updated. Below is a listing of the fields that are updated. Date of Last Patient Contact is updated and NOT Date of Last Tumor Status. This means that once these cases are updated with Date of Last Patient Contact they will not appear on any Follow Up list created in CNE_xT. So keep this in mind when using this feature.

- Vital Status [F00069]
- Date of Last Patient Contact [F00068]
- Cause of Death [F00078]
- Place of Death [F00080]
- Type of Last Patient F/U [F00072] Code 60 Other Source (State)
- Last F/U hospital [F01686] LTR 0000720999
- DC, File Number [F00132]
- Autopsy and F/U switch fields are not in Shared F/U file but are changed to reflect vital status changes

CNE_xT settings

Before you attempt to import your first shared follow-up file you will need to verify the CNE_xT settings are correct. Click on Tools|Options|FileNames. Locate the row that matches the below screen print and be sure it is set as "SharedFollowup-L".

TX_ShFollow_L	SharedFollowup-L
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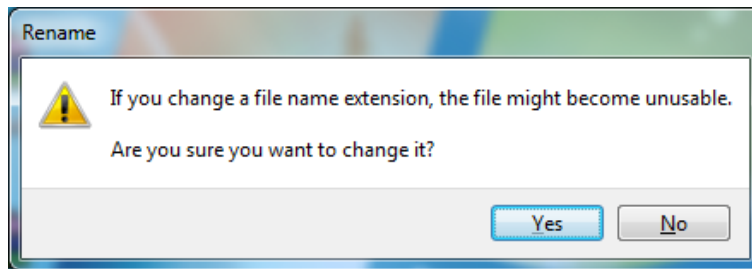
Shared Follow-up File

IMPORTANT: Before starting the shared follow-up import process in CNE_xT follow these instructions regarding the file you received from your central registry.

1. Save the file to a location that you can access later. If the file is compressed (zipped) be sure to unzip the file into a location where you can later retrieve it. Make note of the location for easy reference during the import process.
2. Make sure a good back up has been performed on your case database (check with IT that they are doing nightly backups)

3. The import file can be large so allow enough time to run the import process (Run either first thing in the AM or at the end of your day).

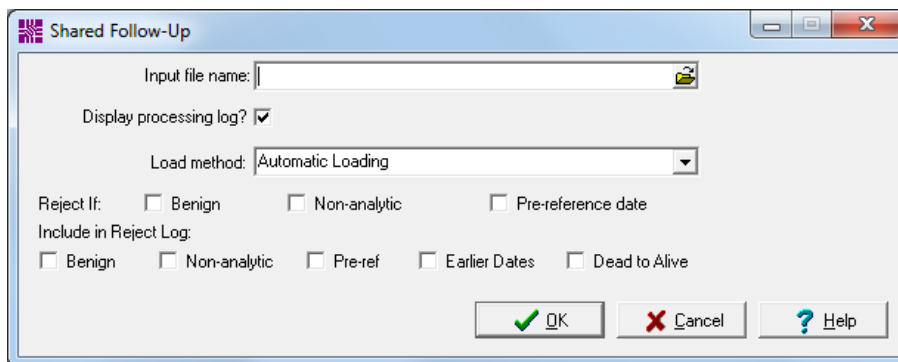
IMPORTANT: The extension of the file must be .XSH. If it is anything else, change the extension by right clicking on the file and choosing "Rename" and change the extension to .XSH. If you get the below message when renaming the file, select [YES] to rename it.



Shared Follow-up Dialog

Select File|Import|Shared Follow-up to display the Shared Follow-Up dialog box. Here you will enter the name of the Shared Follow-up file from the central registry and select how you want CNE_{XT} to process the file.

See below the screen print for information regarding each item in the dialog. For additional information you can click on the Help button in the Shared Follow-Up dialog box.



NOTE: For Multi-Hospital databases cases get updated with follow up based on the Reporting Hospital Number in the file from the Central Registry. You will have multiple files to import to update all cases in your database.

Input File Name

Click on the file icon at the end of this field and locate the file you received from the central registry. Remember this file will have the .XSH extension.

Display Processing Log

Check the box to display the Shared Follow-up Load Log.

Load Method

- The default is Automatic Loading which updates cases without user intervention. This option is what you should select when loading the shared Follow-Up file.
- The User-Confirmed Loading option is not available at the current time.
- Comparisons Only does not update cases, but produces a list of potential updates and rejected records. The report is helpful in determining which kinds of cases should be rejected. It can be run multiple times with different reject options before running the actual update with Automatic Loading selected.

Reject If

Mark the check boxes if you want to reject benign cases, non-analytic cases, and/or cases earlier than your reference date. Leave the boxes unchecked if you want to update follow-up on such cases.

Include in Reject Log

Works in conjunction with "Reject If" option. If you have selected any of the boxes in Reject if, mark which boxes you want to run a reject log on: benign cases, non-analytic cases, cases earlier than your reference date, cases with earlier dates of last contact in the shared follow-up, and/or cases shown to be alive in shared follow-up, but dead in your file.

Reasons for Rejection

The program will automatically reject some cases; however, the user also has the option of rejecting three types of cases.

- Case for hospital and accession number not found in database (flag -2)
- "Case found but there was a vital status/follow-up date conflict (flag 1)" is displayed when the case status is dead, and the incoming record shows alive with a date of last contact on or after the date in the database. To include this type of record in the rejection log, check the box labeled Dead to Alive.
- "Follow-up was not applied because the follow-up date was earlier than the current date (flag 5)" is a rejection reason that will only be listed if the box for Earlier Dates is checked.
- Case found but last name/SSN did not match (flag 6)
- Case skipped (benign) is an optional reason for rejection. To reject these types of cases, check the box labeled Reject if Benign. To include the case in the rejection log, check the box for Benign under Include in Reject Log.
- Case skipped (non-analytic) is another optional rejection type. Check the box labeled Reject if Non-Analytic to exclude this type of case. To include the case in the rejection log, check the box for Non-Analytic under Include in Reject Log.
- Case skipped (before reference date) is the last optional reason for rejection. To reject these cases, check the box labeled Reject if Pre-reference Date. To list the case in the rejection log, check the box for Pre-ref under Include in Reject Log.