

This document is to provide Louisiana CNE<sub>XT</sub> facilities instructions for creating and sending a file containing follow-up information to the LTR (State Registry). The LTR has requested that facilities send information twice a year for ALL cases diagnosed on or after 01/01/2000 regardless of the class of case.

In CNE<sub>XT</sub> click on **Reports/Case Lists/Run Case List**

**Record Source:**

- Select Database, Filtered

**Filter/Sub-File:**

- Select **New Filter**
- Click on **Properties** button
- Type in a **Filter Name, i.e. "LA Follow-UP Filter"** (once a filter is created, the filter can be used again by clicking on the drop box and selecting the named filter)
- Click on the **ADD FIELDS** button and select the following criteria:
  - Date of Diagnosis >= 01/01/2000 AND Date of Diagnosis <=12/31/2010 (or the previous year). The below example would be the filter used for submitting a file at the end of this year 2011. In the year 2012 when you submit your file you will change the second line of the filter to <=12/31/2011.

Filter Name							
LA Follow-Up Filter							
Category:							
LTR							
Description							
Used to send Follow-Up to the LTR twice a year. At the end of each year you will need to change the end year to the appropriate year.							
	SEQ	FIELD NAME	OPER	(	ID #	COMP	VALUE
	1	Date of Diagnosis			F00029	>=	01/01/2000
*	2	Date of Diagnosis	AND		F00029	<=	12/31/2010

**Report Format Name:**

- Select **New Report**
- Click on **Properties** button
- Type in a **Report Format Name** (once a report is set-up initially and named the report can be used again by clicking on the drop box and selecting the named report).
- Click on the **Field Selection** Tab and Add the following Fields:
  - Hospital Number Reporting (F01683)
  - First/Last Name (F01555)
  - Birth Date (F00019)
  - SSN (F00007)
  - Date Last Patient contact (F00068)
  - Vital Status (F00069)

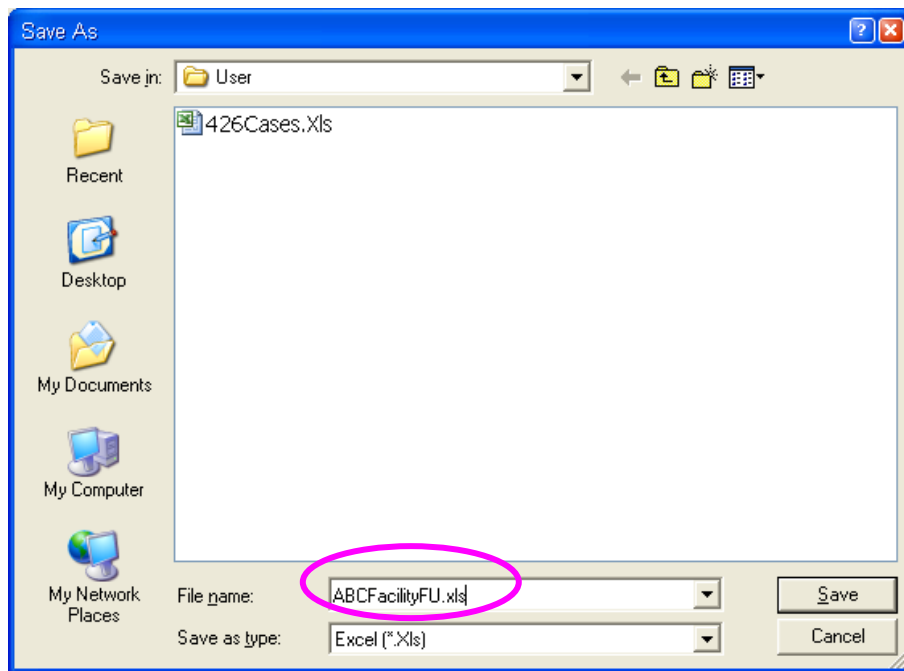
- Sex (F00022)
- DC, cause of death (F00078)
- Accession Number (F00016)
- Medical Record Number (F00006)
- Site Primary (F00152)
- Histology ICD-3 (F02502)
- Date of Diagnosis (F00029)
- Date Case Last Changed (F00084)

Case List Properties					
Report Properties	Field Selection				
Hospital Number (Reporting)	F01683	1	0	mm/dd/ccyy	Code Only
First/Last Name	F01555	2	0	mm/dd/ccyy	Code Only
Birth Date	F00019	3	0	mm/dd/ccyy	Code Only
Social Security Number	F00007	4	0	mm/dd/ccyy	Code Only
Date Last Patient Contact or Death	F00068	5	0	mm/dd/ccyy	Code Only
Vital Status	F00069	6	0	mm/dd/ccyy	Label/Code
Sex	F00022	7	0	mm/dd/ccyy	Label/Code
DC, Cause of Death	F00078	8	0	mm/dd/ccyy	Code Only
Accession Number	F00016	9	0	mm/dd/ccyy	Code Only
Medical Record Number	F00006	10	0	mm/dd/ccyy	Code Only
Site - Primary (ICD-O-3)	F00152	11	0	mm/dd/ccyy	Label/Code
Laterality	F00032	1	0	mm/dd/ccyy	Code Only
Histologic Type (ICD-O-3)	F02502	2	0	mm/dd/ccyy	Code Only
Date of Diagnosis	F00029	3	0	mm/dd/ccyy	Code Only
Date Case Last Changed	F00084	4	0	mm/dd/ccyy	Code Only

- Click **OK** to accept selection criteria

**Creating the Report, on the Case List dialog box:**

- Check the box **Open in Excel**
- **Print Line numbers, Older Style Report and Indicate Repeats by number are Unchecked**
- **IMPORTANT information for Multi-Hospital facilities: In the Facility field check one facility. You must submit 1 file per facility. This is due to file size and how shared follow-up files are returned to you.**
- Click **OK** when the "Save As" dialog box opens give your excel file a name and click on the Save button. (**IMPORTANT**-remember where you are saving your file so you can retrieve it later)



### **UPLOAD File to Central Registry:**

Log onto your Central Registry's website and locate your CNExT excel case list file (the one created in the steps above) and upload it to the state. If you have any questions regarding this function please contact your assigned technical support representative or send an email to [support@askcnet.org](mailto:support@askcnet.org).

Once the state receives your file, they will in turn post a shared follow-up file for you to import into CNExT. Please refer to the instructions called SharedFollowUp.docx for instructions on importing shared follow up in CNExT.