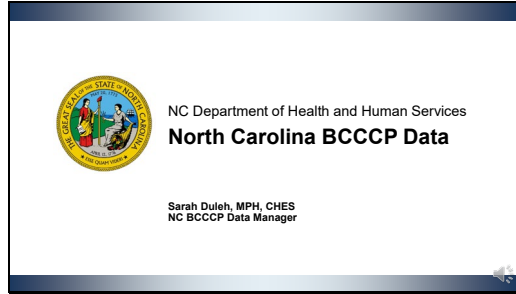
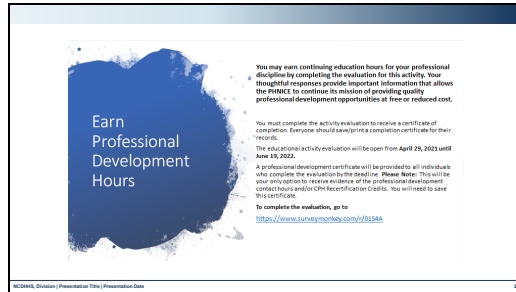


Slide 1

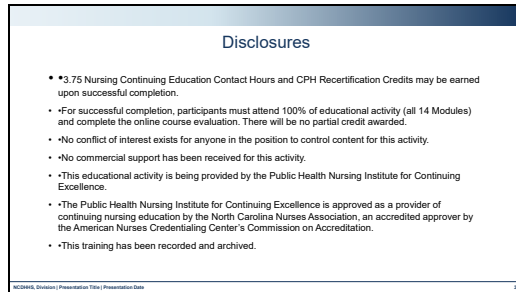


Welcome to this quick reference guide for BCCCP data. This presentation will cover basic data entry scenarios for patients, frequently asked data questions, how to fix data entry errors, and information about how to request technical assistance. You will need to have a copy of the BCCCP Data Entry 2019 Mapping Guide for this module.

Slide 2



Slide 3



Slide 4

OBJECTIVES

- Describe breast and cervical cancer data scenarios
- Describe frequently asked data questions
- Describe how to fix frequently seen data entry errors
- Discuss how to request technical assistance

Slide 5

BCCCP Data Entry 2019 Mapping Guide for Data Entry

Field Name	Is Required	Is Situational	Notes
BCCCP Client	Y	N	Always check this.
DOB	Y	N	Required for all patients. If you are unsure of the date, please use the patient's date of birth.
Initial Mammogram Type	Y	Y	Required for all patients. If you are unsure of the type, please use the patient's date of birth.
Date of Last Mammogram	Y	Y	Required for all patients. If you are unsure of the date, please use the patient's date of birth.
Initial Mammogram Paid by	Y	Y	Required for all patients. If you are unsure of the type, please use the patient's date of birth.
Mammogram Results	Y	Y	Required for all patients. If you are unsure of the type, please use the patient's date of birth.
Diagnostic Workup Planned	Y	Y	Required for all patients. If you are unsure of the type, please use the patient's date of birth.
Short-Term Follow Up	Y	Y	Required for all patients. If you are unsure of the type, please use the patient's date of birth.
Next Screening Mammogram	Y	Y	Required for all patients. If you are unsure of the type, please use the patient's date of birth.
Diagnostic Disposition, Dx Date	Y	Y	Required for all patients. If you are unsure of the type, please use the patient's date of birth.
Patient Navigation Needs Assessment, PN Completed, PN Paid by	Y	Y	Required for all patients. If you are unsure of the type, please use the patient's date of birth.

If you are not sure if a field is required or situational refer to the BCCCP Data Entry Guide. It's presented in the logical flow for breast and cervical screenings and Defines which fields are required and situational along with a description of each field and its values.

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NORMAL BREAST CANCER SCREENING

- Visit Date (Screening Cycle Date)
- Name
- Patient ID Number
- DOB
- Race
- Ethnicity
- BCCCP Client Indicator
- Breast Symptoms
- BSE Education
- Breast Cancer History
- High Risk for Breast Cancer
- Date of CBE, Result date of CBE, CBE Paid by, CBE Result
- Date of Last Mammogram
- Initial Mammogram Type, Date of Mammogram, Initial Mammogram Paid by, Mammogram Results
- Purpose of Initial Mammogram Screening
- Diagnostic Workup Planned
- Short-Term Follow Up
- Next Screening Mammogram
- Diagnostic Disposition, Dx Date
- Patient Navigation Needs Assessment, PN Completed, PN Paid by

These are the fields that need to be filled out for a routine breast screening record. If you open the 2019 data entry mapping guide on page 3, you will see that the CBE and mammogram fields are marked situational. This is because a CBE and mammogram are both not required. Only one is required to begin a screening cycle. For the situational fields make sure you read the logic because some of the fields are connected. For example, if a CBE is completed you must fill out the CBE date, CBE charged to, CBE result received date, and CBE result.

Slide 7

ABNORMAL BREAST CANCER SCREENING

- All fields from the previous slide must be entered, AND additional diagnostic workup information.
- For an abnormal breast screening the diagnostic workup field must be "Yes" and additional diagnostic workup must be completed.
- Additional diagnostic workup can include an additional mammogram, ultrasound, repeat CBE, or biopsy.
- If a CBE and mammogram are both completed and only one has an abnormal result, diagnostic workup still must be completed.

Diagnostic workup fields:

- Repeat CBE fields
- Additional Mammogram fields
- Ultrasound fields
- Film Comparison Fields
- Final Imaging Outcome fields
- Physician Consult fields
- Biopsy fields
- Fine Needle aspiration fields
- Cancer Stage*
- Tumor Size*
- Treatment Disposition, Treatment Initiated Date*

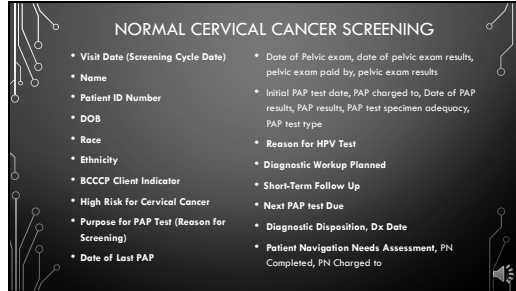
Abnormal breast results for a CBE include: “Discrete palpable mass”, “bloody or serous nipple discharge”, “nipple or areolar scaliness”, “skin dimpling or retraction”.

Abnormal breast results for a mammogram include: “Suspicious abnormality; consider biopsy”, “highly suggestive of malignancy”, “assessment incomplete; additional imaging required”, and “recent non-BCCCP abnormal mammogram”.

The final imaging Outcome field: this is required to be completed if there is an additional mammogram, ultrasound, or film comparison completed

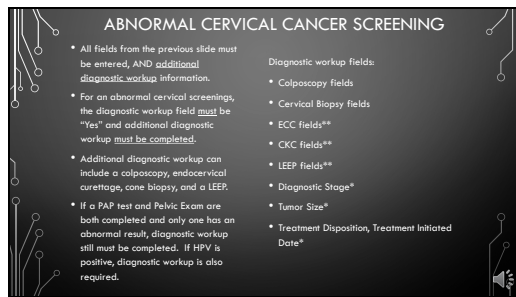
In the 2019 Data Entry Mapping Guide, the abnormal breast screening fields begin on page 6. Fields with the asterisk (*) only are completed if the abnormal screenings are then diagnosed as cancer.

Slide 8



These are the fields that need to be filled out for a routine cervical screening record. If you open the 2019 data entry mapping guide on page 16, you will see that the PAP and Pelvic Exam fields are marked situational. This is because a PAP and Pelvic Exam are both not required. Only one is required to begin a screening cycle. For the situational fields make sure you read the logic because some of the fields are connected. For cervical records, the reason for HPV test is required to be completed for all records.

Slide 9



Abnormal cervical results for a PAP include: "Atypical squamous cells cannot exclude HSIL ASC-H", "High Grade SIL", "Squamous Cell Carcinoma", "Atypical Glandular Cells", "Adenocarcinoma in Situ (AIS)", "Adenocarcinoma", "Recent non BCCCP presumed abnormal, Results unknown".

In the 2019 Data Entry Mapping Guide, the abnormal cervical screening fields begin on page 23. Fields with the asterisk (*) only are completed if the abnormal screenings are then diagnosed as cancer. Fields with two asterisk (**) are for procedures that can be used as diagnostic and also as treatment; if these are used as treatment, the procedure date for this field is used as the treatment initiation date for the record when it is closed.

Slide 10

FREQUENTLY ASKED DATA QUESTIONS

LAST MAMMOGRAM/ LAST PAP DATE	PATIENT NAVIGATION	PURPOSE OF SCREENING
This is a required field for breast and cervical records. If you only know the year, default to January. If the date is unknown, please enter 88/8888. If the patient has never had a screening, please enter 00/0000.	When patient navigation is completed, code the services as paid for by federal even if state dollars were used to pay for the patient's BCCCP services. If PN is not completed or is unknown, you are only required to fill out the PN needs assessment completed field.	This field is indicating the reason for the screening cycle. Since BCCCP is primarily a screening program, most often routine screening will be the indication. For this field think "Why am I opening a new record?"

Purpose of Screening (Breast records): Routine Screenings are for the first mammogram of a new cycle. Diagnostic is primarily used when a woman is returning for short-term follow up. Referral is for a woman needing diagnostic workup after receiving a non BCCCP abnormal. No mammogram is used when only a CBE is performed or the woman goes directly to diagnostic workup, such as short term follow up.

Purpose of Screening (Cervical Records): Routine screening is for the first PAP test of the cycle. Surveillance is used for woman who had a previous abnormal prior to this cycle (most often used fo short term follow up records). Referral is for an abnormal screening outside of BCCCP. PAP after primary HPV is used when the PAP is done after the patient receives a positive primary HPV test. No pap, is used for a patient that goes directly to diagnostic services or the patient only had a primary HPV test (no screening procedures).

Slide 11

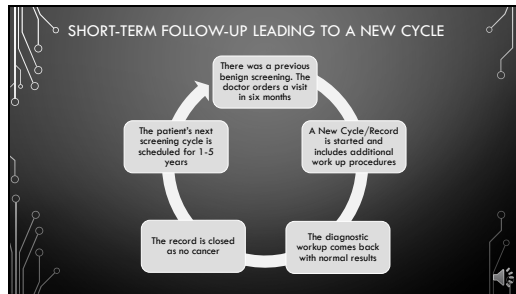
FREQUENTLY ASKED DATA QUESTIONS CONT.

DIAGNOSTIC WORK-UP PLANNED	SHORT-TERM FOLLOW UP	FINAL IMAGING OUTCOME
This is always "No" for a normal record. If the diagnostic workup planned is marked as "Yes" you must enter diagnostic workup in the record. If a patient is returning for short term follow up, mark this field as "No". The diagnostic information will go on the short-term follow up record.	This is marked "Yes" on data forms when a planned delay between the initial visit and subsequent visits occur. The amount of time does not determine the short-term follow-up, the reason does.	This is a field on breast cancer data forms. It is required to be filled out if an additional mammogram, ultrasound, or film comparison is completed. If none of these services are performed, this field should be left blank.

Short Term Follow Up: When Short term follow up is marked as yes, at the time the follow up visit occurs, a new screening cycle begins. Before marking yes to short term follow up on a record, ask yourself, did the doctor decide that everything is 'normal' for now but want to see the patient in a few months? If so, short term follow up is yes. Example: *A clinician wants to wait 3 months for an ultrasound to re-evaluate a woman's benign mammogram result. When the*

patient comes back in 6 months, a new cycle/record is started.

Slide 12



The short-term follow up field on the original record would be marked “yes”. The patient’s original record would have been closed as no cancer. The diagnostic workup that has been scheduled for six months from her original screening visit would be included on the new record that is opened at the six month follow up visit.

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Slide 14

HOW TO FIX DATA ERRORS: ERROR REPORTS

Error Number	Error Data	Error Message	Record ID
BSS020		Breast Cancer Hist must be 1 thru 4 or 8 or 9	P4

This is an error stating that the breast cancer history has been incorrectly entered. In this case, it is blank. The error message is displaying the accepted values for the breast cancer history field. To fix this enter a valid value and re-submit the data.

Error Number	Error Data	Error Message	Record ID
CS110		Cerv Screen Indicator must be 1 thru 4	P5
CS230		Diagnostic Workup (dx. workup planned) must be Y or N	P5

These errors are on cervical records. The first error is indicating that the screening indicator field is incorrect. The screening indicator for cervical records is the purpose of screening variable. A valid value must be entered to fix this error. The second error is indicating that the diagnostic workup planned but must be either yes or no, since this is a required field.

You will notice the column that says “Error_Data” is blank. This is the area of the error report that will include what you have entered into the patient record. The “Record_ID” is indicating the type of record that has the error. P4 are breast records and P5 are cervical records. The error reports also indicate the patient ID and include other identifying information about the record so you know which record has the error. If you do not know what field the error is referring to, use the 2019 Data Entry Mapping Guide.

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HOW TO FIX DATA ERRORS: MONTHLY REPORTS

Breast Screening Data Issues	
<ol style="list-style-type: none"> 1. Abnormal CBE or mamm with no DX work-up planned 2. No diagnostic workup planned but diagnostic procedures were done 3. Additional imaging procedure done but no final imaging outcome date 	<ol style="list-style-type: none"> 1. Abnormal CBE or mamm with no DX work-up planned 2. No diagnostic workup planned but diagnostic procedures were done 3. Additional imaging procedure done but no final imaging outcome date

- In the first and second section, errors #1,2, are related. Fixing the error listed will remove both, #1,2 are indicating that the breast screening was abnormal and diagnostic workup is needed. The provider completed and entered the diagnostic workup but did not complete the diagnostic workup planned field. To fix this error, indicate “Yes” in the record for the diagnostic workup planned field.
- Error #3 in both sections is referring to the final imaging outcome field. The final imaging outcome was entered but the final imaging outcome date was missing. The date field is a situational field connected to the imaging outcome field. To fix this, enter the final imaging outcome date on the patient’s records.

The monthly reports will all have the patient's name, patient ID, and visit date of each record containing errors so you know which record to fix. If a patient is missing from your monthly report, check your error reports before submitting a technical assistance request.

Slide 16

A dark-themed slide with white text and decorative circuit-like patterns in the corners. The title is "HOW DO I REQUEST TECHNICAL ASSISTANCE?".

HOW DO I REQUEST TECHNICAL ASSISTANCE?

- Email the NC BCCCP Data Manager with a brief description of your data related problem.
- Provide times you are available to discuss the data problem.
- If the data problem is about a specific patient, provide the following information to the data manager via an encrypted email or schedule a time to provide this information via telephone:
 - Your county
 - Type of screening (breast or cervical)
 - Patient ID
 - Name of Patient
 - Date of service
 - Tentative Date the record was submitted

Slide 17

A dark-themed slide with white text and decorative circuit-like patterns in the corners. The title is "QUESTIONS?".

QUESTIONS?

- Please reach out to the NC BCCCP Data Manager,
Sarah Duleh, 919-707-5327, sarah.duleh@dhs.nc.gov