

Timely Data Reporting Policy for Healthcare Facilities*

Effective date: **July 1, 2014**

Introduction

The goal of cancer surveillance and data collection is to have timely information on the cancer burden both nationally and locally. With our internet-driven society, the need for more current data by cancer control professionals, public health officials, physicians and researchers is emphasized by the movement toward rapid case ascertainment. Thus any delay in reporting of cancer cases by a healthcare facility will not only affect their timeliness scores on the LTR Data Quality Indicator (DQI) Report but also hinder the LTR's visual editing, case consolidation and death clearance processing which in turn affect the overall timeliness, completeness and usefulness of registry data.

Policy

In an effort to assist facilities in meeting their DQI Report timeliness requirements and the reporting requirements as expressed in state law, as well as, to improve the timeliness of key LTR data processes, the LTR has established a timely data reporting policy for all healthcare facilities* in Louisiana. Each facility* is to submit its data on a **monthly basis** based on the LTR Timely Data Reporting Calendar posted on the LTR website (<http://louisianatumorregistry.lsuhsu.edu/>). In order to comply with current case reporting requirements as expressed in state law, all cases must be reported within six months of admission (or date of first contact) *with a one-month grace period*. Exceptions to this reporting requirement may be made on a case-by-case basis, at the discretion of each regional director/coordinator but only after a good-faith effort has been made by the facility to meet LTR's Timely Data Reporting policy.

*Healthcare facilities without a cancer registry whose medical records cannot be remotely accessed by the Louisiana Tumor Registry shall be **exempt** from this policy due to state travel restrictions and related expenses.

Procedure

- A monthly facility data reporting summary report will be prepared for each region to review.
- For any non-compliant facility, the cancer registry coordinator will be contacted by their regional director/coordinator regarding their delinquencies via email the first week of every month.

- All correspondence with the non-compliant facility's cancer registry coordinator will be tracked.
- Non-compliant facilities will be required to submit their data **within five (5) working days** after contact by their regional director/coordinator.
- The regional director/coordinator will track the receipt of the requested data submission.
- Failure to submit within this timeframe *without "just cause"* as determined by the regional director/coordinator will result in a certified letter being sent from the LTR to the facility's cancer registry coordinator, his/her immediate supervisor and the facility's administrator. LTR's monthly facility data submission report and registrar correspondence will also be included. A plan for resolution will need to be provided by the facility's cancer registry coordinator to the regional director/coordinator **within ten (10) working days**.
- Should "*just cause*" exist, the facility's cancer registry coordinator *must* make a good faith effort to submit the delayed data along with the next data submission due as expressed on the LTR Timely Data Submission (Reporting) Calendar.
- In the event good-faith efforts fail or are not implemented, a second certified letter will be sent from the LTR to the facility's cancer registry coordinator, his/her immediate supervisor and the facility's administrator. LTR's monthly facility data submission report and registrar correspondence will also be included, as well as a reminder about the LTR's option to abstract at the facility for a fee. A plan for resolution will need to be provided by the cancer registry coordinator to the regional director/coordinator **within ten (10) working days**
 - Failure to provide a resolution plan within the requested timeframe shall prompt the LTR to invoke the following action from **LTR's Legislative Rule (LAC 48:V.Chapter 85)**:
"LTR personnel or contractor shall enter the facility to screen and abstract the information and shall be reimbursed \$45 per case or the actual cost of screening, abstracting, coding, and editing, whichever is greater."
- Compliance with LTR's Timely Data Reporting Policy will be reflected on each facility's DQI report.