

# 2023 NPCR MINNESOTA SUCCESS STORY

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Smartsheet® Registry Submission Tracker

## National Program of Cancer Registries SUCCESS STORY

### SUMMARY

Minnesota Cancer Reporting System (MCRS) receives about 300,000 registry abstracts per year from 61 reporting registries. Monitoring incoming registry file submissions to MCRS has been a manual process conducted on an inconsistent schedule. Field service staff would become aware of “missing” files many months after alleged file submissions to MCRS. MCRS needed a standardized, routine way to track file submissions that would also notify field staff and their assigned reporting facilities of potentially late or lost submissions.

### CHALLENGE

- Identifying potentially missed registry submissions in a timely manner.
- Consistent and routine communication between MCRS and reporters regarding data file submissions.
- Funding for a system to track data file submission.

### SOLUTION

- MDH’s Agency Projects and Planning Office (APP) began providing Smartsheet® task management and tracking software, licenses, and training at no charge to MDH programs.
- MCRS’ Data Management Supervisor worked with APP staff to design a program to track registry submissions to MCRS and notify registries if an expected submission is not received.
- Based on the expected file submission frequency, the Smartsheet solution generates an electronic message that automatically alerts reporting facilities and their respective field service staff when a submission is late or missing.
- Registries can stop notifications for defined time periods such as when a registry is waiting for a new version of vendor software.

### RESULTS

- Alerts are sent every Friday at 11:00 AM CST to registry contacts with past due submissions.
- MCRS field staff also receive notifications on their assigned facilities displaying the most recent submission information.
  - Three volunteer registries tested the alert process.

### SUSTAINING SUCCESS

- Currently, submission data are exported manually from MCRS’ database and imported into Smartsheet manually. To be fully automated, investigation into third-party software or programming to move submission import data into Smartsheet automatically is warranted.
- Policies and procedures need to document guidelines for user training and backup if the primary user is absent to prevent automated notifications of late submissions to reporting facilities.
- Monitor and evaluate Smartsheet performance to ensure it is functioning as expected. Facilities that report infrequently (twice a year) may need additional monitoring.

### STORY QUOTE

*“My facilities typically don’t send me an email for routine submissions or missed cases that have been requested. My hope is that I find out about submissions earlier. Also, this should inform me early on about changes in hospital registry contacts, as well as exceptions for software updates, etc.”*  
– MCRS Field Service Staff

### REGISTRY CONTACT

MCRS Website  
<https://www.health.state.mn.us/data/mcrs/index.html>



**U.S. Department of Health and Human Services**  
Centers for Disease Control and Prevention