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.

COLUTION

- 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

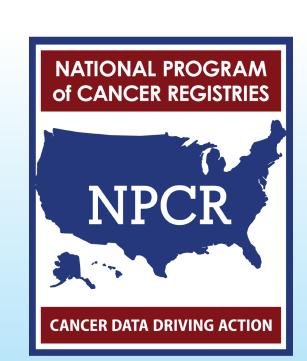
"My facilities typically don't send me an email for routine submissions or missed cases that have been requested. My hope is that I find out about submissions earlier. Also, this should inform me early on about changes in hospital registry contacts, as well as exceptions for software updates, etc."

- MCRS Field Service Staff

REGISTRY CONTACT

MCRS Website

https://www.health.state.mn.us/data/mcrs/index.html



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