

# The Digital Leap: Transforming Paper-Based Submissions into Electronic Formats

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## SUMMARY

Smaller Michigan facilities without a cancer registry previously used the Michigan Cancer Surveillance Program's (MCSP's) paper cancer report form to submit cases. To streamline the process, MCSP discontinued use of its paper report form and requires facilities to use the Web Plus free online abstracting function.

## CHALLENGE

Due to MCSP registry staff being 100% remote, it became increasingly difficult to track manual submissions and ensure cases were being abstracted in a timely manner from smaller facilities. This contributed to inaccurate completeness and case counts for these smaller facilities. Another challenge was these facilities were not completing all data items on the report form, so follow back with the facility was required.

## SOLUTION

MCSP eliminated use of its paper cancer report form and required facilities to use the Web Plus abstracting function. Facilities were offered training on abstracting in Web Plus and abstracting, if needed. Alternatively, facilities were offered an abstracting contract so that registry staff could abstract on their behalf.

## RESULTS

MCSP has converted 5 facilities formerly reporting on paper and submitting manually through secured mail to abstracting and submitting through Web Plus. All facilities that had been reporting manually opted to receive training and begin using the Web Plus abstracting function. Facility training occurred over a 3-month period, with each facility given 2 to 3 consecutive days for training. After training, MCSP staff reviewed cases and monitored the progress of the abstractor over 6 to 8 weeks or until facilities were providing complete abstracts that were free of errors. This approach has also fostered improved communication with Michigan's smaller facilities.

## CONCLUDING REMARKS

The transition from manual submission of paper report forms to Web Plus has proven sustainable. All 5 facilities previously submitting on paper now use the online system. As a result, MCSP has discontinued its paper abstract form and will continue providing Web Plus training to any Michigan facility upon request. This change enables MCSP to monitor data completeness more accurately across all facilities.