

Appendix J: Report Information

CPEST Client Database Reports

[Main Menu](#)

CRFP Reports

- [CoD \(1A2\) - Clients Screened in CRFP by Demographics and Jurisdiction of Screening](#)
- [MoD \(2A2\) - Monthly Statistics- Demographics of Persons Screened by Month of Earliest Procedure Within Cycle](#)

Colorectal Cancer (CRC) Reports

- [C-CoP \(1B1b\) - Results - Procedure-Based for Colorectal Cancer Screening by Jurisdiction](#)
- [C-CoPD \(1B1a\) - Summary of Colorectal Cancer Screening by Jurisdiction](#)
- [C-FL \(2B5\) - CRC Flow Sheet](#)
- [C-LLCD \(3A1\) - Colorectal Cancer Line List by Cycle](#)
- [C-LLPD - Colorectal Cancer Line List by Procedure Date](#)
- [C-Mo \(2B1\) - Monthly Report- Number of New People in CRC Module and Procedure Results by Month Procedure Performed](#)
- [C-QA \(3B1\) - Colorectal Cancer Notification Quality Assurance Report by Cycle](#)
- [C-Re - CRC Recall Report](#)
- [C-SP - CRC Scheduled Procedures](#)

Prostate Cancer Reports

- [P-CoP \(1B3\) - Results-Procedure-Based Report for Prostate Cancer Screening by Jurisdiction](#)
- [P-FL \(2B7\) - Prostate Cancer Flow Sheet](#)
- [P-LL \(3A3\) - Prostate Cancer Line List by Cycle](#)
- [P-Mo \(2B3\) - Monthly Report- Number of New People in Prostate Module and Screening Statistics](#)
- [P-QA \(3B3\) - Prostate Cancer Notification Quality Assurance Report by Cycle](#)
- [P-Re - Prostate Recall Report](#)

Oral Cancer Reports

- [O-CoP \(1B2\) - Results-Procedure-Based Report for Oral Cancer Screening by Jurisdiction](#)
- [O-FL \(2B6\) - Oral Cancer Flow Sheet](#)
- [O-LL \(3A2\) - Oral Cancer Line List by Cycle](#)
- [O-Mo \(2B2\) - Monthly Report- Number of New People in Oral Module and Screening Statistics](#)
- [O-QA \(3B2\) - Oral Cancer Notification Quality Assurance Report by Cycle](#)
- [O-Re - Oral Recall Report](#)

Skin Cancer Reports

- [S-CoP \(1B4\) - Results-Procedure-Based Report for Skin Cancer Screening by Jurisdiction](#)
- [S-FL \(2B8\) - Skin Cancer Flow Sheet](#)
- [S-LL \(3A4\) - Skin Cancer Line List by Cycle](#)
- [S-Mo \(2B4\) Monthly Report- Number of New People in Skin Module and Screening Statistics](#)
- [S-Re - Skin Recall Report](#)

[Main Menu](#)

Overview of Client Database Reports

Each report from the CPEST Client Database (CDB) is generated by selecting “Reports” from the Main Menu, and then selecting the specific report you want. Each report allows you to use Criteria for Selection so that the report is tailored to your needs. Depending on the report, you may select dates, gender, minority status, fiscal year, module, cycle, type of procedure, final diagnosis, etc.

Each report has a header in the upper left that gives the number and name of the report, and the specific selection criteria you chose when you ran the report.

In the upper right corner is standard DHMH, Center for Cancer Surveillance and Control, Cancer Prevention, Education, Screening and Treatment (CPEST) identifying information.

1A2-Clients Screened in CRFP by Demographics and Jurisdiction of Screening
 Screened from 01/01/2003 to 12/31/2003
 Cycle: 1 to 5
 Module: CRC
 Procedure: ALL

Maryland Department of Health and Mental Hygiene
 Center for Cancer Surveillance and Control
 Cancer Prevention, Education, Screening, and Treatment Program

Jurisdiction/Program	Male				Female				Total M/F/U	% Male	% Female	Minority
	Not Minority	Minority	Unknown Minority	Total Males	Not Minority	Minority	Unknown Minority	Total Females				
Allegany LHD	1	1 50%		2				7	29%			1 14%
Anne Arundel LHD								1				
Baltimore City LHD	1			1	2 100%			2	4	25%	50%	2 50%
Baltimore City-JHMI												
Baltimore City-UMMS		4 100%		4		1 100%		1	6	67%	17%	5 83%
Baltimore Co. LHD						1 100%		1	3		33%	1 33%
Calvert LHD												
Caroline LHD												
Carroll LHD									1			
Cecil LHD						1 100%		1	1		100%	1 100%
Charles LHD												
Dorchester LHD		1 100%		1		2 100%		2	3	33%	67%	3 100%
Frederick LHD									1			1
Garrett LHD		1 100%		1					1	100%		1 100%
Harford LHD	1			1					1	100%		
Howard LHD												
Kent LHD									1			
Montgomery LHD									1			
Prince George's LHD												
Queen Anne's LHD												
Somerset LHD		1 100%		1		1		1	2	50%	50%	1 50%
St. Mary's LHD			1	1					1	100%		
Talbot LHD												
Washington LHD	1	3 60%	1	5	1	3 60%	1	5	12	42%	42%	6 50%
Wicomico LHD		2 100%		2			1	1	3	67%	33%	2 67%
Worcester LHD												
Total	4	13 68%	2	19	2	10 71%	2	14	49	39%	29%	24 49%

Report Date Thursday, March 4, 2004
 Source-CPEST/CRF Cancer Client Database

Page 1 of 1

The footers at the bottom of each page have the page number, the date that the report was generated, and the source of the data. Because the reports are run against the “live” Client Database that changes each time a user in any of the programs saves a file, the information in the **reports is likely to change** if you run the same report again at a later time.

Reports appear in Adobe as .pdf files for viewing on the screen, printing, or saving to a location on your computer. Reports can also be generated in Excel and saved as a spreadsheet for analysis, sorting, etc.

A summary of the report names and a brief description follows. Each report is then described in detail below.

All data and names of clients shown in the following examples of the Reports are fictitious and do not represent actual people.

Definitions

“Minority Status:” For purposes of the CDB, “Non-Minority” is classified as individuals who list their Race as “white” and their Ethnicity as “Non-Hispanic.” Clients of “Hispanic” ethnicity and/or those of all races other than “white” are classified as “Minority.” Those with unknown race *and* unknown ethnicity or “white” race and “unknown” ethnicity are classified as “Unknown Minority.”

“Start Date” and “End Date:” Each report covers a specific period. This period is defined by the “Start Date” and “End Date” that you specify to be included in the report. “Start Date” and “End Date” usually refer to the date the procedure was performed, but may also refer to the Enrollment Date or Cycle Start Date depending on the report (see description of each report, below). These translate into the header of the report as text such as “Screened from [Start Date] to [End Date]” Note: The “End Date” does **not** refer to the cycle closure date (end of a cycle).

For example in the 1A2 report below, Selecting “Start date” of 01/01/2003 to “End date” of 12/31/2002 give a report that shows “Screened from 01/01/2003 to 12/31/2003” and includes all clients whose screening procedure dates were from January 1, 2003 to (and including) December 31, 2003.

1A2-Clients Screened in CRFP by Demographics and Jurisdiction of Screening Screened from 01/01/2003 to 12/31/2003 Cycle: 1 to 5 Module: CRC Procedure: ALL
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“Jurisdiction/Program:” In the descriptions below, the Jurisdiction/Program may be listed as a Selection Criterion. Local program users only have access to confidential data from their own jurisdiction or program and will not be able to select programs other than their own. In reports where non-confidential aggregate results are reported, local users may choose to only view results for their program or the aggregate results of all programs in the State. Statewide users will be able to select a specific jurisdiction/program or the entire state.

Key to Names of Reports

Abbreviations

<u>C</u> olorectal	C-
<u>O</u> ral	O-
<u>P</u> rostate	P-
<u>S</u> kin	S-
<u>L</u> ine <u>L</u> ist--by Cycle Start Date	LLCD
<u>L</u> ine <u>L</u> ist--by Procedure Date	LLPD
<u>F</u> low Sheet	FL
<u>M</u> onthly New clients	Mo
<u>Q</u> uality <u>A</u> ssurance	QA
<u>R</u> ecall	Re
<u>S</u> cheduled <u>P</u> rocedures	SP
<u>C</u> ounty/ <u>J</u> urisdiction/ <u>P</u> rogram--by <u>P</u> rocedures and by <u>D</u> emographics	CoPD
<u>C</u> ounty/ <u>J</u> urisdiction/ <u>P</u> rogram--by <u>P</u> rocedures	CoP
<u>C</u> ounty/ <u>J</u> urisdiction/ <u>P</u> rogram--by <u>D</u> emographics	CoD
Report by <u>M</u> onth by <u>D</u> emographics of clients having procedure(s)	MoD

Report Names and Labels

Focus of Report	New Report Labels	Prior Code	Report Title/Description
[Select Module]	CoD	1 A 2	Clients Screened by Demographics & Jurisdiction/Program
[Select Module]	MoD	2 A 2	Clients with procedure beginning cycle by month
CRC	C-CoP	1 B 1 b	Results by Procedure by Jurisdiction/Program
CRC	C-CoPD	1 B 1 a	Screening Summary by Jurisdiction/Program
CRC	C-FL	2 B 5	Flow Sheet
CRC	C-LLCD	3 A 1	Cancer Line List--by Cycle Start Date
CRC	C-LLPD		Cancer Line List--by Procedure Date
CRC	C-Mo	2 B 1	Monthly New Clients & Procedure Results-FY
CRC	C-QA	3 B 1	Quality Assurance Report by Cycle
CRC	C-Re		Recall Report
CRC	C-SP		Scheduled Procedures

Focus of Report	New Report Labels	Prior Code		Report Title/Description
Oral	O-CoP	1 B	2	Results by Procedure by Jurisdiction/Program
Oral	O-FL	2 B	6	Flow Sheet
Oral	O-LL	3 A	2	Cancer Line List
Oral	O-Mo	2 B	2	Monthly New Clients & Procedure Results-FY
Oral	O-Re			Recall Report
Oral	O-QA	3 B	2	Quality Assurance Report by Cycle
Prostate	P-CoP	1 B	3	Results by Procedure by Jurisdiction/Program
Prostate	P-FL	2 B	7	Flow Sheet
Prostate	P-LL	3 A	3	Cancer Line List
Prostate	P-Mo	2 B	3	Monthly New Clients & Procedure Results-FY
Prostate	P-QA	3 B	3	Quality Assurance Report by Cycle
Prostate	P-Re			Recall Report
Skin	S-CoP	1 B	4	Results by Procedure by Jurisdiction/Program
Skin	S-FL	2 B	8	Flow Sheet
Skin	S-LL	3 A	4	Cancer Line List
Skin	S-Re			Recall Report

CoD (1A2) – Clients Screened in CRFP by Demographics and Jurisdiction of Screening

Purpose: The purpose of this report is to describe the demographics of clients **screened** in a particular module with a specific screening procedure or by any screening procedures during the time period specified and during the cycle(s) specified. **If a client has been enrolled in the core or in a module but has not had any screening procedure s/he will not be included in the report.** The report can be generated in PDF form or in Excel.

Sample of CoD (1A2) Report Criteria Selection Screen

CoD (1A2) - Clients Screened in CRFP by Demographics and Jurisdiction of Screening

Select the criteria for the report and click 'Generate' to view the report.

Screening Start Date :

Screening End Date :

Cycle Start:

Cycle End:

Module: Colorectal Cancer ▼

Procedure: -- ALL -- ▼

Report Type: PDF Excel

Explanation of report selection criteria

Selections include:

- Module,
- Screening Start Date,
- Screening End Date,
- Cycle [number] Start,
- Cycle [number] End, and
- Procedure.

The user may choose the module of interest: CRC, Prostate, Oral, or Skin, and either a particular screening procedure within the module or all screening procedures performed in that module.

The screening start and end dates refer to the date that the most recent screening procedure was performed. If the user selects only one procedure, then each client is included in the report if the date of the person's most recent screening procedure of that type was performed falls within the start and end date range. If the user selects "ALL" procedures in a module, the report will count each person who had at least one type of screening procedure in that module, during that time period.

The cycle start and end refer the cycle **numbers** that the user may want to include in the report for the time frame specified. The user may choose to view information for clients who are in their 1st cycle of screening only, 2nd cycle only, or may wish to view information for clients who may be in several screening cycles (cycle start=1 and cycle end=4, would include those who have had their most recent procedure in cycles 1, 2, 3, or 4). Running the report for Cycle 1, to Cycle 1, only, will give you an unduplicated count of the demographics of clients who were screened in each program for the time period selected.

This is a person-based report and therefore each client is counted only once on the report regardless of the number of screening procedures or cycles that occurred during the time period specified.

Description of the report

This report shows the demographic characteristic of clients in the module specified, who were screened during the time frame and cycle specified for all jurisdictions/programs.

The report is broken down into 3 areas: Under “Male,” the number of men who are not of minority status is shown, followed by the number and percent of men who are minority race or ethnicity, the number of men for whom minority status is unknown, and then the total number of men. Under “Female,” the same breakdown is found. The total number of persons screened is shown (of Male/Female/Unknown gender). The percent of males and females and number and percent of clients with minority status (regardless of gender) is shown.

For purposes of the CDB, “Non-Minority” is classified as individuals who list their Race as “white” and their Ethnicity as “Non-Hispanic.” Clients of “Hispanic” ethnicity and/or those of all races other than “white” are classified as “Minority.” Those with unknown race *and* unknown ethnicity or “white” race and “unknown” ethnicity are classified as “Unknown Minority.”

Sample of Report CoD (1A2)

Jurisdiction/Program	Male				Female				Total M/F/U	% Male	% Female	Minority			
	Not Minority	Minority	Unknown Minority	Total Males	Not Minority	Minority	Unknown Minority	Total Females							
Allegany LHD	1	1	50%	2				7	29%		1	14%			
Anne Arundel LHD								1							
Baltimore City LHD	1			1	2	100%		2	4	25%	50%	2	50%		
Baltimore City-JHMI															
Baltimore City-UMMS		4	100%	4	1	100%		1	6	67%	17%	5	83%		
Baltimore Co. LHD					1	100%		1	3		33%	1	33%		
Calvert LHD															
Caroline LHD															
Carroll LHD								1							
Cecil LHD					1	100%		1	1		100%	1	100%		
Charles LHD															
Dorchester LHD		1	100%	1	2	100%		2	3	33%	67%	3	100%		
Frederick LHD									1			1			
Garrett LHD		1	100%	1					1	100%		1	100%		
Harford LHD	1			1					1	100%					
Howard LHD															
Kent LHD									1						
Montgomery LHD									1						
Prince George's LHD															
Queen Anne's LHD															
Somerset LHD		1	100%	1	1			1	2	50%	50%	1	50%		
St. Mary's LHD				1					1	100%					
Talbot LHD															
Washington LHD	1	3	60%	5	1	3	60%	1	5	12	42%	42%	6	50%	
Wicomico LHD		2	100%	2				1	1	3	67%	33%	2	67%	
Worcester LHD															
Total	4	13	68%	2	19	2	10	71%	2	14	49	39%	29%	24	49%

Report Date Thursday, March 4, 2004
 Source-CPEST/CRF Cancer Client Database

MoD (2A2) – Monthly Report Statistics – Demographics of Persons Screened by Month of Earliest Procedure within Cycle

Purpose: The purpose of this report is to show the demographics of clients screened in a particular module by month during the fiscal year specified. The report captures information from all cycles. **If a client has been enrolled in a module but has not undergone any screening, diagnostic or treatment procedures he/she will not be included in this report.** The report can be generated in PDF form or in Excel.

Sample of MoD (2A2) Report Criteria Selection Screen

Select the criteria for the report and click 'Generate' to view the report.

Module: Colorectal Cancer

Fiscal Year :

Jurisdiction/Program: -- ALL --

Report Type: PDF Excel

Generate Cancel

Explanation of report selection criteria

Selections Include

- Module
- Fiscal year
- Jurisdiction/Program

The user chooses one module of interest: CRC, Prostate, Oral or Skin. Local users may only view results for their program. Statewide users may choose to view one particular jurisdiction or all jurisdictions. One fiscal year (from July 1st through June30th) can be viewed at a time (For example, FY 2003 is from 7/01/2002-6/30/2003).

Description of the report

This shows the total number of clients and their demographic characteristics, *who had a procedure (for either screening, diagnosis or treatment)* in the specified module during the particular fiscal year by month, regardless of cycle.

Information on gender, race, Hispanic ethnicity, minority status, and gender within minority status are displayed on the report by month within a single fiscal year. For purposes of the CDB, “Non-Minority” is classified as individuals who list their Race as “white” and their Ethnicity as “Non-Hispanic.” Clients of “Hispanic” ethnicity and/or those of all races other than “white” are classified as “Minority.” Those with unknown race *and* unknown ethnicity or “white” race and “unknown” ethnicity are classified as “Unknown Minority.” The totals for the fiscal year are also shown.

Each client is counted once per screening cycle. If a client has 2 screening cycles during the fiscal year he/she will be counted twice in the report. A client is counted in the month of the **earliest** procedure within the screening cycle. **Occasionally, a client who was not screened will have had diagnosis and/or treatment within the program. In order for these clients to be counted in this report, their diagnostic or treatment procedure must be entered into the additional procedures section.**

Note: If the user indicates that the client had a diagnostic procedure, surgery, or treatment on the post screening evaluation form *only* without also entering information into the additional procedures page, the client will *not* be counted in the report.

Sample of Report MoD (2A2)

2A2-Monthly Report Statistics-Demographics of Persons Screened by Month of Earliest Procedure Within Cycle													Maryland Department of Health and Mental Hygiene Center for Cancer Surveillance and Control Cancer Prevention, Education, Screening, and Treatment Program	
Cancer Module: CRC Jurisdiction/Program: Washington LHD Fiscal Year: 2004														
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total	
Total # Seen					4	8	3	1					16	
Gender														
Female					1	4	1	1					7	
Male					3	2	2						7	
Unknown						2							2	
Race														
American Indian/Alaskan Native														
Asian							2						4	
Black/African American					2									
Hawaiian/Other Pacific Islander														
Multi-Race						1		1					2	
Unknown						5							5	
White/Caucasian					2	2	1						5	
Hispanic Ethnicity														
Hispanic/Latino					3	2	1	1					7	
Non-Hispanic/Latino					1	2	1						4	
Unknown						4	1						5	
Minority														
Minority					4	2	2	1					9	
Non-Minority						2	1						3	
Unknown						4							4	
Gender and Minority Status														
Minority Men					3		2						5	
Minority Women					1	2		1					4	
Minority Unknown														
Non-Minority Men						1							1	
Non-Minority Women						1	1						2	
Non-Minority Unknown														
Unknown men						1							1	
Unknown Women						1							1	
Unknown Unknown						2							2	

Report Date Thursday, March 4, 2004
Source-CPEST/CRF Cancer Client Database

Page 1 of 1