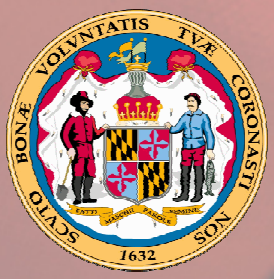
Maryland Cancer Registry

Web Plus User's Manual: Introduction to Web Plus

March 2008



Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor

John M. Colmers,
Secretary,
Department of
Health and Metal Hygiene

Table of Contents

Web Plus Registry Software **1**
Requirements for Web Access to the MCR Web Plus **1**
Use of Web Plus for Reporting to the MCR **2**
Data Security, Confidentiality, and Protection against Loss 2
Virus Protection: 2
Access to the Web Plus Database 2
Logon ID and Password Protection 2
Passwords 3
Password Protected Screensavers 3
Automatic Session Time-out 3
Ethical Use 3
Consequences of Violation 3
Printing Reports 3
Deleting Files 3
Access to Web Plus Outside of the Office 3
Use of Laptops and Other Portable Storage Devices 4
When an Employee Leaves the Job 4
User Activity Auditing 4
Web Browsing and Internet Explorer **5**
Internet Explorer Toolbar 5
Turing off the Pop-up Blocker 7
Adding Allowed Sites to the Pop-up Blocker 8
Changing Your Password **11**
Help for Facility Data Enterers **12**
Contractor, Technical Support, and Assistance **13**
References **14**
Appendix 1 ..... **15**
Advantages of Web Plus 15
Facility Abstractors Direct Data Entry 15
File Uploading 15

Web Plus Registry Software

Web Plus Version 1.x.x software is for secure cancer reporting over the World Wide Web. It is part of the Registry Plus suite of publicly available software programs. (Ref: Atlanta (GA): U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion. Available at: http://www.cdc.gov/cancer/npcr/.)

Web Plus can be used for **uploading files** from facilities or to **directly enter case data**. Web Plus used for direct entry is most suited for physicians' offices and other low-volume reporting sources that do not have facility-based cancer registries. Advantages to using Web Plus include:

- Records are saved in database servers located at the Maryland Cancer Registry's (MCR's) contractor (see page 14).
- Cases entered by one facility or office are not visible to other facilities.
- Data entered are validated by the EDITS Engine running on a Web server.
- Users, display types, and edit configurations are managed by the MCR data contractor.
- Web Plus is hosted on a secure Web server that has a digital certificate installed; the communication between the client and the server is encrypted with Secure Socket Layer (SSL) technology so that data are protected during transmission to servers at the MCR contractor. The receiving servers are isolated from the Internet by a firewall. Access to these servers is limited to authorized personnel, and is strictly controlled.

Appendix 1 has additional advantages to using Web Plus. For additional information, also see http://www.cdc.gov/cancer/npcr/tools/registryplus/wp.htm.

Requirements for Web Access to the MCR Web Plus

Web Plus requires Microsoft Internet Explorer version 5.0 or later or a Mozilla browser (such as Firefox) to operate the system fully. Although Web Plus works at 800 X 600 resolution, it can be best viewed at 1024 X 768 or higher resolution. It is highly recommended that you change your resolution to 1024 X 768 or higher when using the Web Plus application.

To become a user on our confidential Web Plus computerized cancer registry system, you will need to:

- understand the tumor reporting requirements of the state of Maryland;
- give us information about you and your facility; and
- sign a confidentiality and data use agreement for Web Plus.

There are six documents that will get you started:

- **Reporting Requirements -** answers common questions about reporting to the MCR and gives the Maryland law and regulations;
- **Confidentiality Understanding and User Agreement** – both you and your supervisor will need to sign the agreement;
- **Facility Demographics Form** - information about your facility,
- **Web Plus Users Manual: Introduction**; and

- **Web Plus Training Manual for Facility Abstractors** - information about using Web Plus and entering data into Web Plus.

Use of Web Plus for Reporting to the MCR

Data Security, Confidentiality, and Protection against Loss

Web Plus employs standard Web security features such as Secure Socket Layer (SSL) encryption (as indicated by the padlock icon on your web browser) to ensure that all patient information sent across the Internet remains private. SSL prevents eavesdroppers intercepting the data in transit on the Internet; this is the same technology that is used by Internet merchants such as Amazon or EBay to protect credit card data.

Access to the Web Plus system is access controlled by unique user ID and a password, so that only authorized individuals are able to connect and enter or upload cases. The central registry databases are protected from Internet access by a firewall, and local access is strictly limited to authorized users by a password authentication system.

The application was designed and developed by the Centers for Disease Control and Prevention to meet compliance with the Health Insurance Portability and Accountability Act (HIPAA) regulations by incorporating such features as audit logging, user authentication, and automatic session time-out. Compliance features for Web Plus include:

Virus Protection:

MCR servers are up-to-date with the latest anti-virus software definitions to prevent an attack.

Access to the Web Plus Database

To gain access to Web Plus, an individual must be a user designated by the user's facility, and must complete the **Web Plus User Application and Data Use Agreement** and a **Facility Demographics Form.** Once the MCR receives the completed, signed forms, the MCR will create the user ID and password and will notify the user. A user who has been inactive for at least 6 months may be deleted from the system.

Logon ID and Password Protection

Each user must log on with the unique user ID and password. This ensures each user's actions can be correctly logged. Each user is responsible for protecting his/her own ID and password. Sharing or posting a user ID or password is not permitted. If emergency access is required, a user should only disclose the ID and password to a supervisor at the facility, and then change the password at the next login.

The MCR assigns a separate user ID and password to each individual within a facility; however, each user in one facility can view all the cases from that facility.

Passwords

Web Plus requires that passwords be at least 8 characters long and should be a combination of characters, numbers, and symbols. For security reasons, the MCR recommends that Web Plus passwords be changed every quarter. If a user forgets his/her password, just call the MCR Technical Help Line at 1-888-662-0016 or 301-315-5990 to obtain a new password. Passwords should be changed on the first subsequent use of Web Plus.

Password Protected Screensavers

The computer that you use to access Web Plus should have a screensaver that will blank the display and lock the system after a period of inactivity. The screensaver should be set to activate if a keyboard key or mouse is not touched after 5 minutes. This prevents a situation where a user steps away from his/her desk and inadvertently leaves confidential information visible on the screen.

Automatic Session Time-out

Web Plus will automatically "time-out" and terminate the session if a keyboard key or mouse is not touched for 10 minutes. This prevents unauthorized use of Web Plus in situations where a user steps away from his/her desk and inadvertently leaves the Internet browser logged into the system.

Ethical Use

Each user of Web Plus is required to use the electronic information system in an ethical and lawful manner. Web Plus users must abstain from illegal, unethical, or other prohibited use of MCR data and systems.

Consequences of Violation

Upon discovery of a possible violation of MCR Web Plus policies and guidelines, a user's access to Web Plus may be suspended immediately. If violation is confirmed, Web Plus access shall be terminated.

Printing Reports

Within Web Plus, you may generate printed copies of tumor reports and line lists of patients reported to the MCR. These Reports may be printed, will contain confidential information, and should be handled according to your facility's confidentiality policy.

Deleting Files

Be aware that deleting files on your computer may not completely remove the information from the computer. Check with your facility policies regarding saving and deleting confidential files.

Access to Web Plus Outside of the Office

A user must comply with the MCR Web Plus Data Use Agreement that the user signed when obtaining login ID and password. Any use of MCR Web Plus systems or use of confidential data from the MCR outside of the office must be handled with the same security and precautionary measures as those implemented within the office.

Use of Laptops and Other Portable Storage Devices

Because of security concerns, laptop computers and portable storage devices used for accessing Web Plus and/or for storing data should be handled with extreme care and precautions. The MCR recommends that confidential data **not** be stored on laptops, external or removable hard drives, or miniature storage devices, such as USB drives ("flash" or "thumb" drives), or memory cards.

When an Employee Leaves the Job

When a Web Plus user leaves his/her job or when the user is no longer assigned to enter data into Web Plus or to upload files using Web Plus, the MCR needs to terminate the user's Web Plus account. The user or the supervisor must contact the MCR immediately to notify the MCR to remove the person as a user of Web Plus.

User Activity Auditing

Web Plus has an internal auditing system that keeps a detailed log of the user activity, such as uploads, viewing, and modifications of abstracts, along with a list of all successful and failed system login attempts. Audit entries include:

- User name
- Date and time of modification
- IP address of the originator
- Affected page
- Description of the action taken by the user

The MCR database manager can run reports to view logged activity.

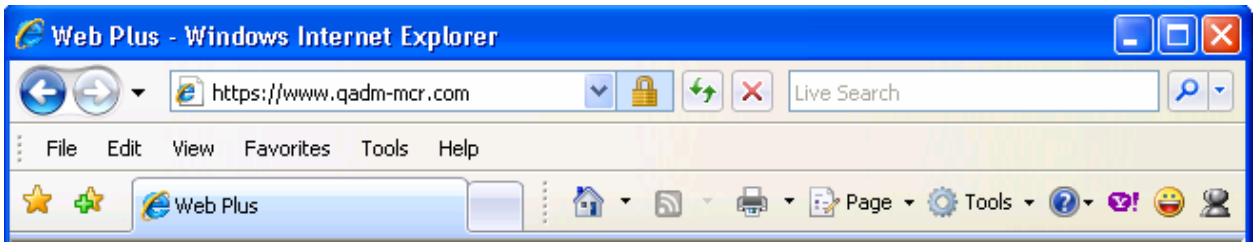
Web Browsing and Internet Explorer

Open your Internet Browser (e.g. Microsoft's Internet Explorer or Firefox).

> **Tip!** Web Plus functions best with Internet Explorer version 5.0 or above and a Mozilla browser (such as Firefox version 1.0 or later).

Internet Explorer Toolbar

The Internet browser (such as the Internet Explorer) toolbar allows you to navigate the Web.



Address Bar: This feature will allow you to type in the URL to access a certain Web page(s). For example, for the MCR Web Plus, type **https://www.qadm-mcr.com/**

Back button: This feature will allow you to get back to the previous page.

If you feel you have accessed a page by mistake, you may click on the **Back** button above the Address Bar to get back to the previous page.

Forward button: This feature will allow you to access the previous page after you clicked on the **Back** button.

If you feel you have clicked on the **Back** button by mistake, you may click on the **Forward** button to get back to the previous page.

Refresh button: This feature will re-load the existing page. If you have entered data on the previous page, this feature may clear the data you have already entered.

If you have saved data in a Web page but you are unable to see the new information, clicking on the **Refresh** button or the **F5** function key will re-load the page to display the saved information.

Print button: This feature will print the existing page.

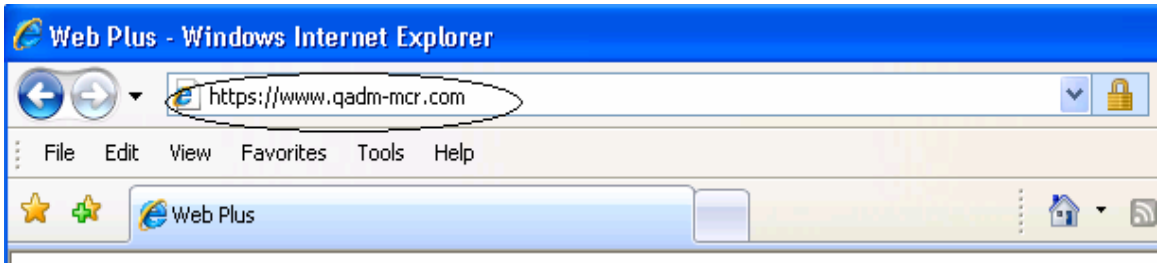
By clicking on the Print button, it will send your current page to a connecting printer.

Home button: This feature will allow you to return to the page you set as Home.

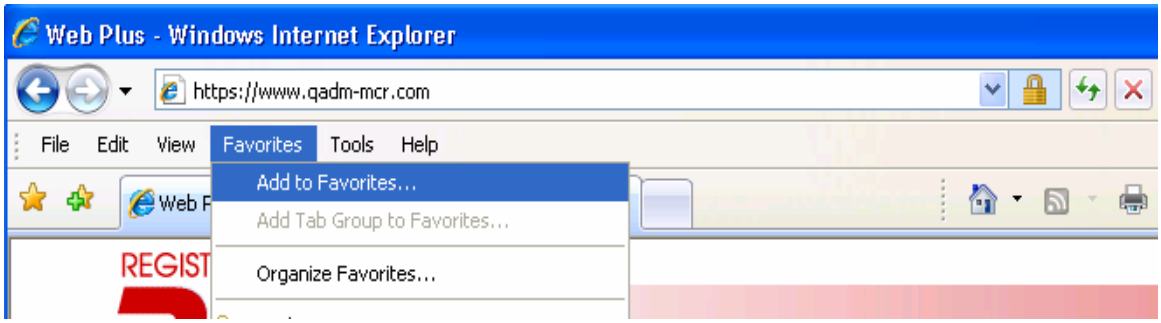
<u>Favorites menu</u>: This feature acts like a shortcut to your favorite Web page(s).

To set Web Plus as a Favorites page:

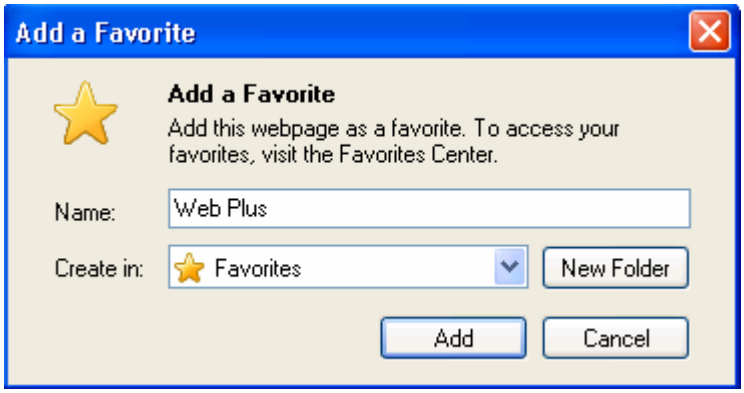
Step 1: Go to Web Plus by typing https://www.qadm-mcr.com in the Address bar and hit the **Enter** key



Step 2: Click the **Favorites** menu then click on **Add to Favorites**.



Step 3: The Add Favorite window will appear with Web Plus as the default.



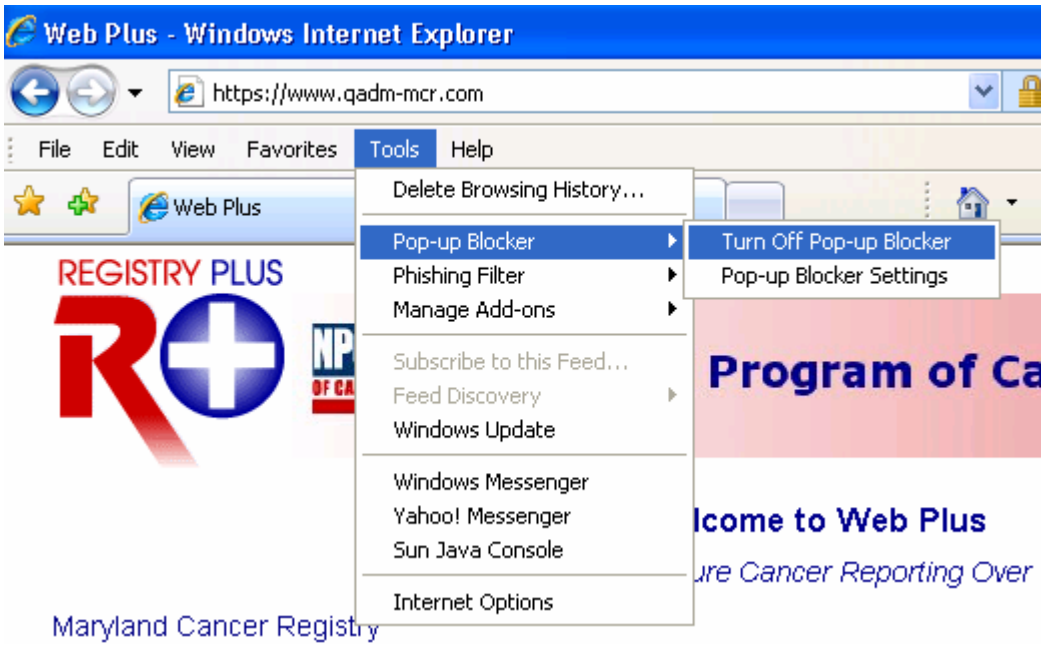
Step 4: Click **OK**.

Now Web Plus is set as a favorite item in your Favorites list. You can easily navigate to Web Plus by clicking on the Favorites menu and then Web Plus.

Turing off the Pop-up Blocker

!Important! Features such as Special Lookups, EDITS reports, etc. utilize pop-up windows. In order for Web Plus to function properly, the Pop-up Blocker should be turned off, or Web Plus should be added to the list of Allowed Sites. Instructions are below.

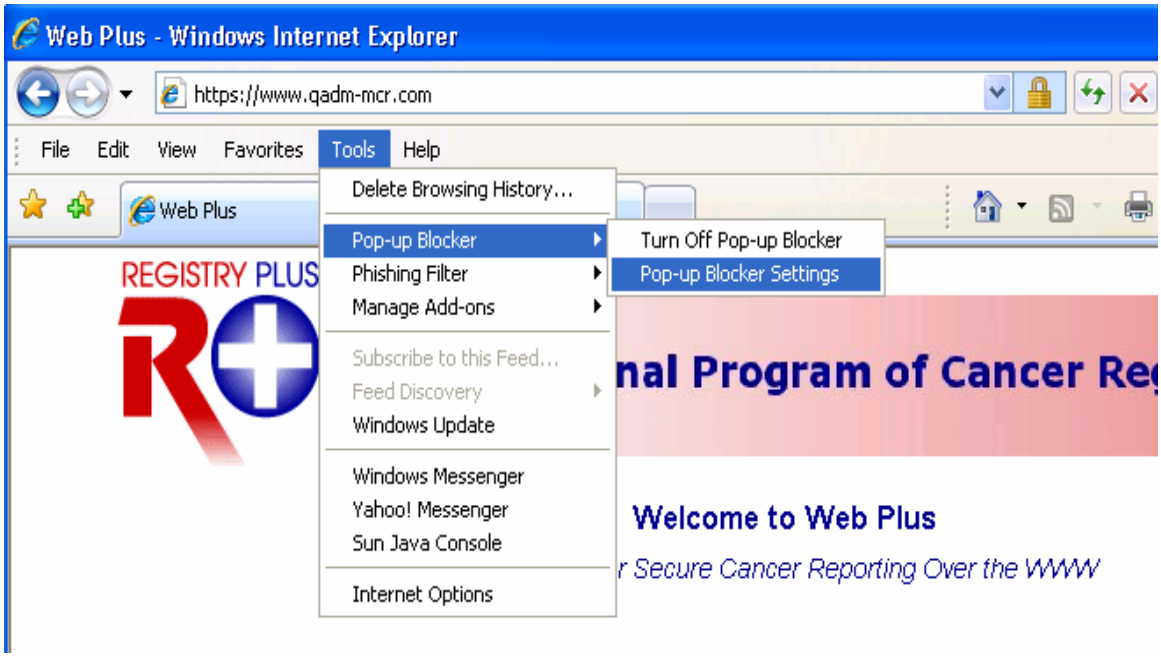
Click the **Tools** menu then **Pop-up Blocker** and **Turn Off Pop-up Blocker**.



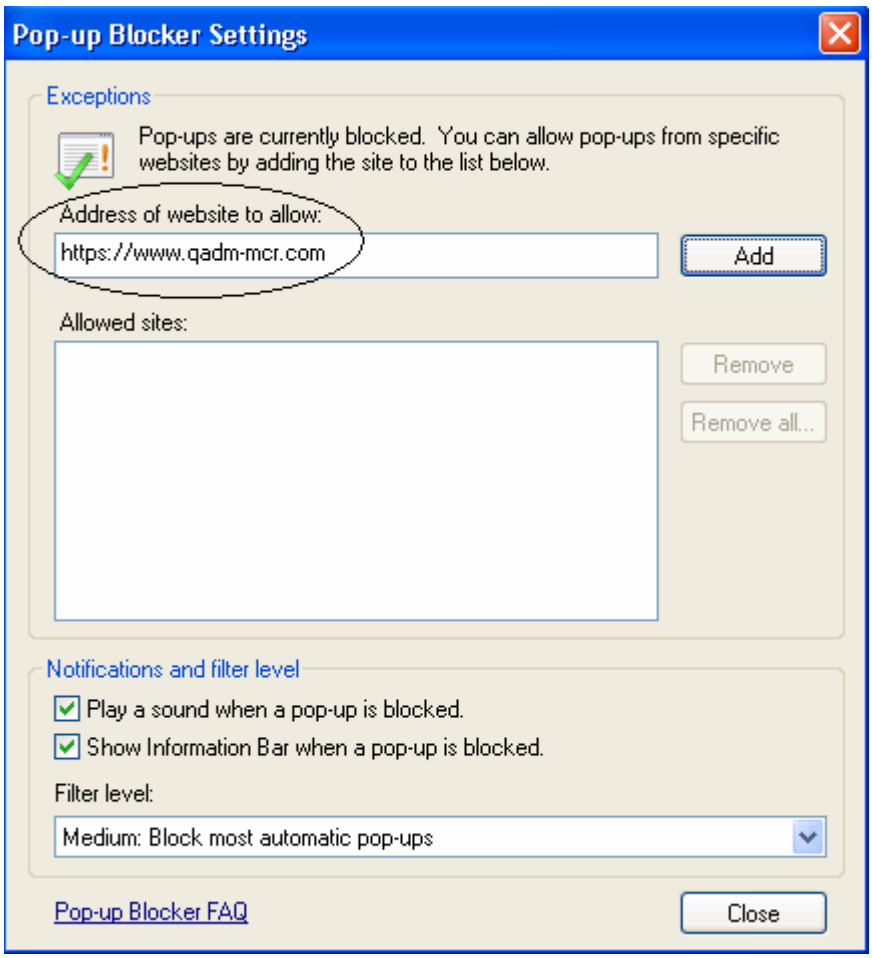
Adding Allowed Sites to the Pop-up Blocker

A pop-up blocker is a utility that prevents Web site pop-ups from displaying. However, it does not distinguish between a valid pop-up such as Web Plus' special lookups and an advertisement or unwanted window. If you do not wish to turn off the pop-up blocker entirely you can leave the Pop-up blocker on, but add the Web Plus site to the list of sites you wish to allow. This will enable you to freely navigate through the list of sites you have allowed (and know that they are advertisement free), but still block those unwanted advertisements from appearing when navigating through other sites. Below are the steps to adding Web Plus as an allowed site.

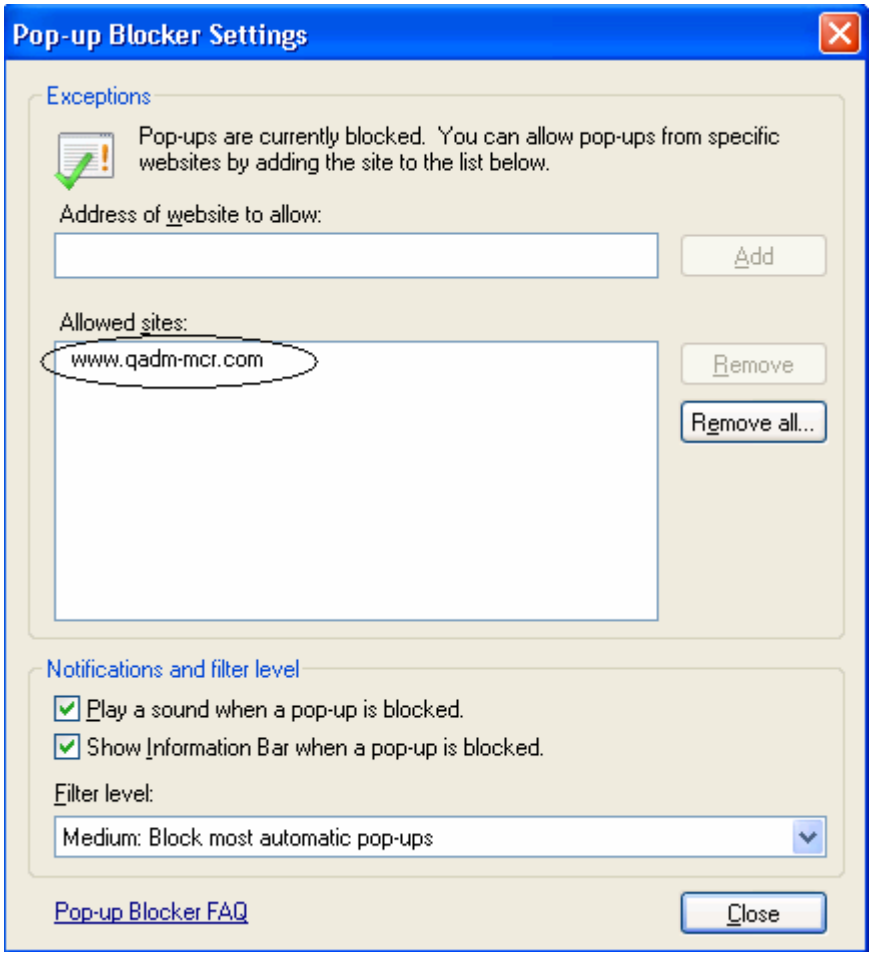
Step 1: Click the **Tools** menu then **Pop-up Blocker** and **Pop-up Blocker Settings**.



Step 2: In the text box below Address of Web site to allow type, https://www.qadm-mcr.com/ then click on the **Add** button to the right of the text box.


Pop-up Blocker Settings
Exceptions
Pop-ups are currently blocked. You can allow pop-ups from specific websites by adding the site to the list below.
Address of website to allow:
https://www.qadm-mcr.com
Add
Allowed sites:
Remove
Remove all...
Notifications and filter level
Play a sound when a pop-up is blocked.
Show Information Bar when a pop-up is blocked.
Filter level:
Medium: Block most automatic pop-ups
Pop-up Blocker FAQ
Close

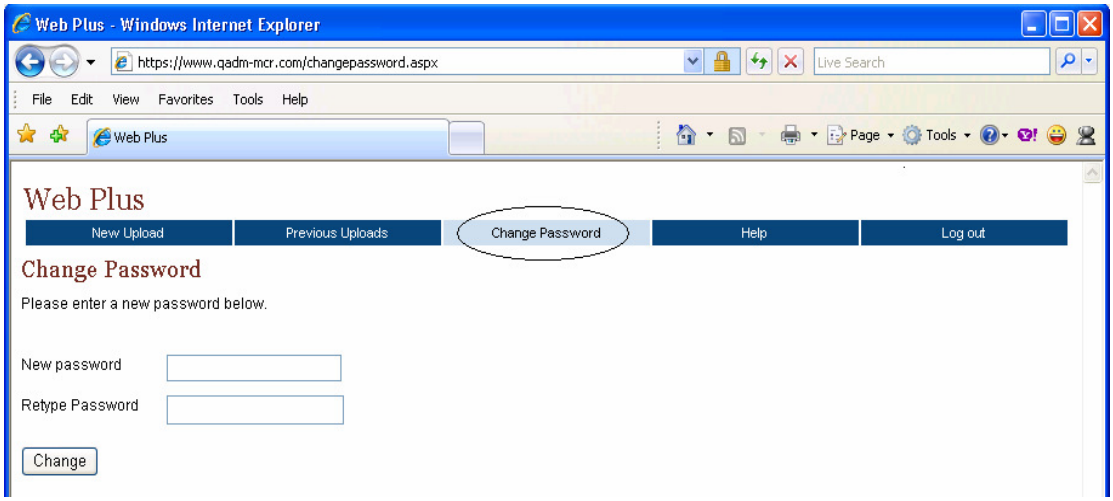
Step 3: You will see https://www.qadm-mcr.com in the Allowed Sites list box. Click **Close**.



Changing Your Password

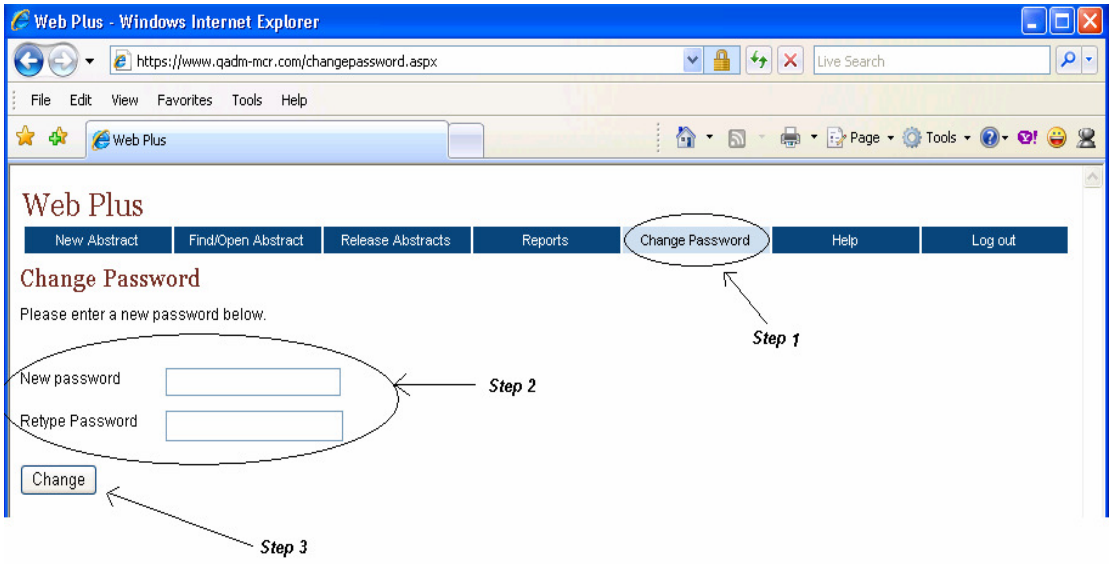
To change your existing password:

Step 1: From the top navigation bar of Web Plus, click on the **Change Password** menu.



If the user is a 'File Uploader,' then he/she will see the above screen.

If the user is a 'Facility Abstractor' then he/she will see the screen below:



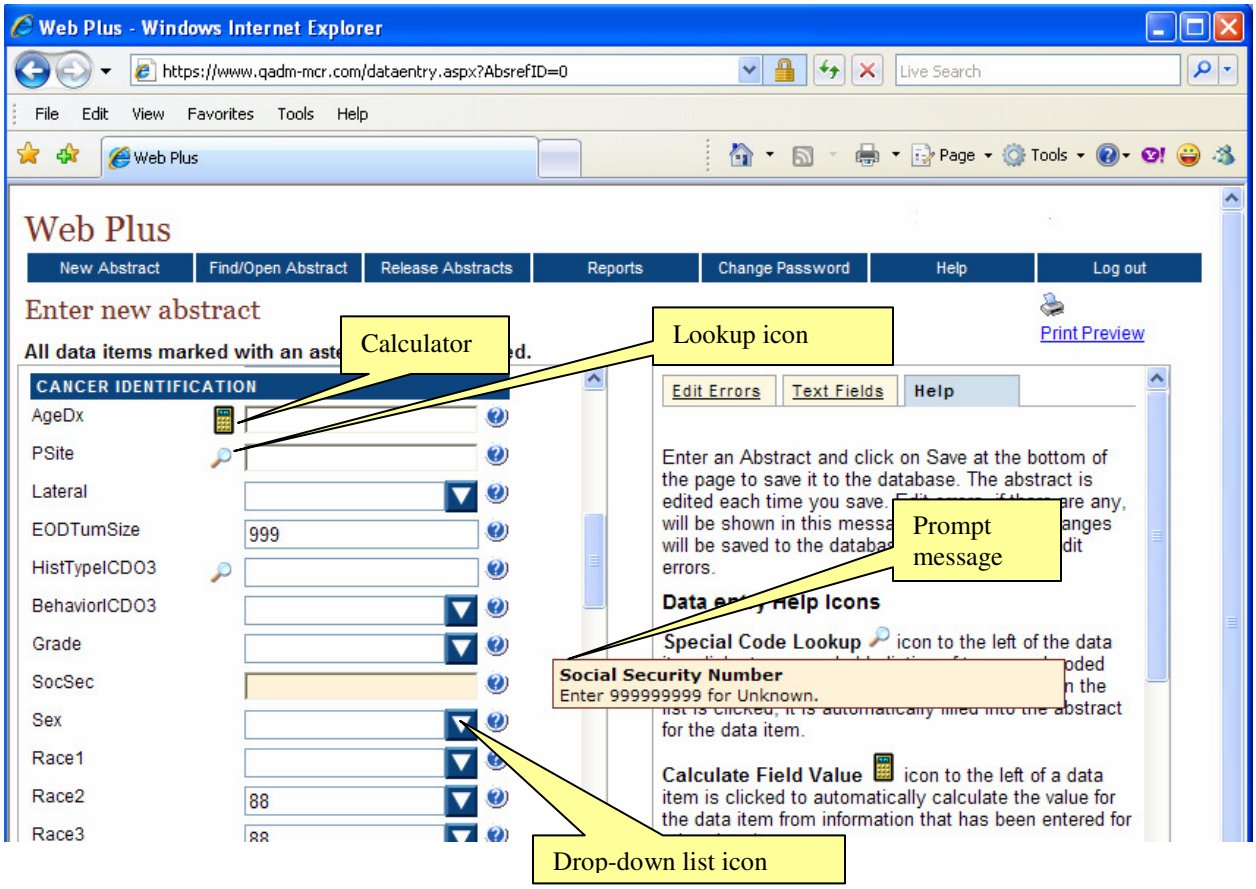
Step 2: Type your new password in the text box to the right of New Password. Repeat and type your new password in the text box to the right of Retype Password.

Step 3: Click on **Change**. You will see a message, "Your password has been successfully changed."

Help for Facility Data Enterers

Web Plus incorporates the North American Association of Central Cancer Registries (NAACCR) Standard for Cancer Registries Data Standards and Data Dictionary as part of its online help.

Prompt messages are displayed when the data enterer clicks on most data entry fields.



Click on the blue down arrow to the right of the data entry field, and the user will see a **Drop-down list** of values used to enter data in the field along with their explanations.

To the left of many fields there is a **Lookup icon** (magnifying glass); click on that icon and a table of values will appear, allowing the user to select from valid values for coding the information requested.

Some fields have a **Calculator icon** to the left. By pressing that icon, the program calculates the value (for example, Age at Diagnosis is calculated from Date of Birth and Date of Diagnosis).

Contractor, Technical Support, and Assistance

Westat. in Rockville, Maryland is the MCR contractor for data collection, data management, and quality assurance for the Maryland Cancer Registry. Web Plus is housed at Westat

For technical support and assistance, please contact the following number for technical assistance and support:

Westat - MCR QA/DM
Technical Help Line
1-888-662-0016 or 301-315-5990
or email us at MCRTechnicalHelp@Westat.com
The technical support line is available Monday through Friday, from 8 a.m. to 5 p.m.

To contact Westat or your assigned Westat Field Representative:

Westat – MCR QA/DM
1500 Research Blvd., TB 150 F
Rockville, MD 20850-3195
Telephone: 301-315-5990
Fax: 240-314-2377

Questions and inquiries may also be addressed to:
Maryland Cancer Registry
Maryland Department of Health and Mental Hygiene
Center for Cancer Surveillance and Control
201 West Preston Street, Room 400
Baltimore, MD 21201
Phone: 410-767-4055

Additional information is available at: http://www.fha.state.md.us/cancer/registry/

References

Web Plus: http://www.cdc.gov/cancer/npcr/tools/registryplus/wp.htm

Registry Plus: http://www.cdc.gov/cancer/npcr/tools/registryplus/

Appendix 1

Advantages of Web Plus

For both facilities that have a small number of cases and no internal cancer registry software and for facilities who wish to upload data files, there are many advantages to using Web Plus.

Facility Abstractors Direct Data Entry

Advantages	*Explanation*
No installation or maintenance	Web Plus provides a way to conveniently enter data. It is free of charge, and technical support, training, and documentation is available to all Maryland reporting facilities.
No submission deadlines to remember	Enter each case abstract as you receive the report, then you will never have to remember the quarterly submission deadlines. The MCR CTRs will download those entered abstracts for you.
Lookup-assisted data entry	Web Plus provides users with lookup assistance for each coded field. Users may simply click on the drop-down box and select the correct value. There are also special lookup fields in Web Plus that allows users to search for codes to enter. An example of that would be the Primary Site field. Users can, for example, click on the drop down box (bringing up a pop-up window), type "breast" for breast cancer, and a listing of primary site codes for breast would appear.
Edit checks are run and results are displayed immediately	Web Plus has edits that evaluate your data immediately and give you feedback so that your data are sure to be accurate.

File Uploading

Advantages	*Explanation*
No installation or maintenance	Web Plus is free of charge, and technical support, training, and documentation are available.
Receive instantaneous MCR's receipt of your submissions	Receive upload confirmation that you may print and save.
Ensure the quality of data submitted	Web Plus runs the MCR data edits and provides immediate feedback on your submitted files. The MCR will reject a bundle if it has more than 10% of the records with one or more error.

The services and facilities of the Maryland Department of Health and Mental Hygiene (DHMH) are operated on a non-discriminatory basis. This policy prohibits discrimination on the basis of race, color, sex, or national origin and applies to the provisions of employment and granting of advantages, privileges, and accommodations.

The Department, in compliance with the Americans with Disabilities Act, ensures that qualified individuals with disabilities are given an opportunity to participate in and benefit from DHMH services, programs, benefits, and employment opportunities.

Maryland Cancer Registry

Center for Cancer Surveillance and Control
Maryland Department of Health and Mental Hygiene
201 West Preston Street, Room 400
Baltimore, MD 21201

410-767-4055
410-333-5218--fax

http://www.fha.state.md.us/cancer/registry/