

# **Wisconsin-Specific Web Plus™**

## **Quick Reference Guide**

*Web Plus Abstraction*

Wisconsin Cancer Reporting System  
Office of Health Informatics  
Division of Public Health  
Wisconsin Department of Health Services

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## About this Document

This Quick Guide was created for Wisconsin facilities to support the reporting of cancers using Web Plus Abstracting Displays, which is made available at no cost for reporting facilities. There are currently three displays available for reporting facilities

- **Dermatology Abstracts:** For exclusive use by outpatient dermatology clinics for reporting melanoma of the skin
- **1995–2017 Diagnoses:** For use by reporting facilities to report cancers diagnosed between 1995–2017.
- **2018–2025 Diagnoses:** For use by reporting facilities to report cancers diagnosed between 2018–2025.

Commercial, licensed software is also available on the open market, which facilities can opt to use instead of these forms. These forms support data items required for state reporting and do not fulfill requirements for any type of reporting beyond state reporting, such as for Commission on Cancer (CoC) submissions. Therefore, CoC-accredited facilities are advised not to use this software and to instead opt for a commercial software.

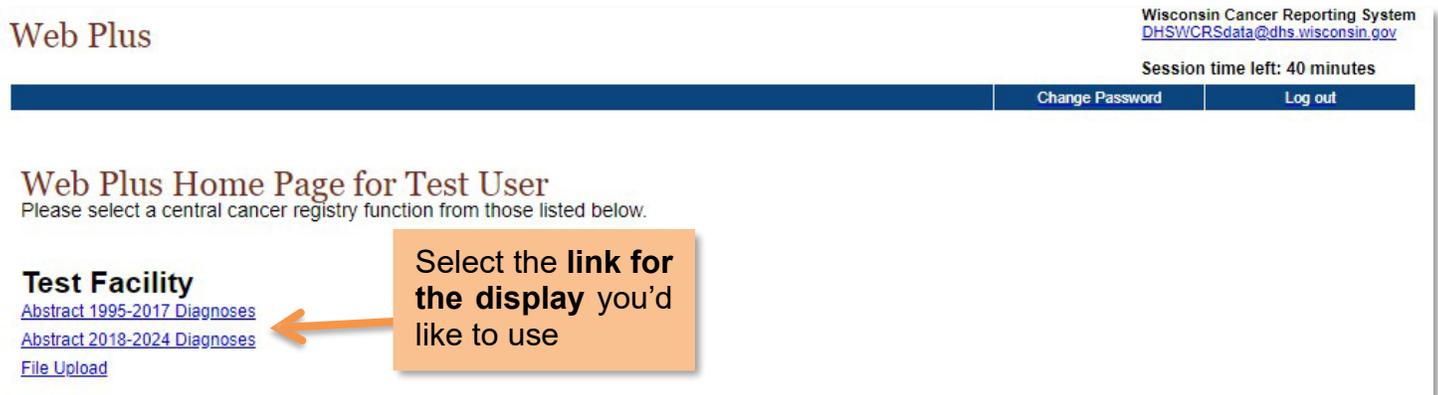
# Logging in and Creating Abstracts

1. Go to [and](#) enter your user ID and password. Select **Log in**.

**Note:** Contact [WCRS](#) at [dhswwcrsdata@dhs.wisconsin.gov](mailto:dhswwcrsdata@dhs.wisconsin.gov) for new account requests, assistance with locked accounts, password resets, and username reminders.



2. Upon login, the WCRS Home Page will open. The facilities you report for are displayed on this screen, along with links to various pages or functions available to you based on your account settings. Notify [WCRS](#) if there are any facilities you report for that are not listed, or if there are facilities listed that you do not report for.
3. To create a new abstract, select **the link for the display** you intend to use.



4. A new page will open. From the Main Menu, select **New Abstract**.



5. An empty abstract will appear. Fill out the abstract, working your way from top to bottom.
 

**Your session time is limited to 40 minutes.** Session time refreshes whenever you save your abstract. **Save early and save often.** Any unsaved work will be lost if your session expires.

  - a. While completing the abstract, utilize the **calculate**, **lookup**, and **help** icons when available and as needed.
    - i. Select **Calculate Field Value**  to populate a derived value. This feature will only work if all items required for calculation have been entered (for example, *Date of Birth* and *Diagnosis Date* are required to calculate *Age at Diagnosis*).
    - ii. Select **Special Code Lookup**  to open a searchable listing of terms and coded values. Select a value from the list to add it to the abstract.
    - iii. Select **Context-Sensitive Help**  to open a window with information regarding the coding of the data item.
  - b. You can save and come back to your abstracts at any time. See: [Find/Open Abstracts](#) for more information.

Enter new abstract

Add/View Comment   Run Edits   **Session time left: 39 minutes**

All data items marked with an asterisk (\*) are required.

**ABSTRACT DISPLAY FOR 2018+ CASES**  
FOR HELP: CONTACT [DHSWCRSDATA@DHS.WISCONSIN.GOV](mailto:DHSWCRSDATA@DHS.WISCONSIN.GOV)

Date of Diagnosis \*  

**PATIENT IDENTIFICATION**

Last Name \*  

Suffix  

First Name \*  

Middle Name  

Birth Surname  

Alias  

Address Number and Street  

Supplemental Address  

City  

DxState \*   

Zip Code  

County   

Birth Date \*  

Phone  

**Edit Errors**   **Help**

Enter an Abstract and click on Save at the bottom of the page to save it to the database. The abstract is edited each time you save. Edit errors, if there are any, will be shown in this message area. All your changes will be saved to the database even if there are edit errors.

**Data entry Help Icons**

**Special Code Lookup**  icon to the left of the data item links to a searchable listing of terms and coded values for the data item. When a specific code in the list is clicked, it is automatically filled into the abstract for the data item.

**Calculate Field Value**  icon to the left of a data item is clicked to automatically calculate the value for the data item from information that has been entered for other data items.

**Context-Sensitive Help**  icon to the right of each data item links to the NAACCR Standards for Cancer Registries Volume II: Data Standards and Data Dictionary for information regarding the coding of the data item.

 **Print Preview**

**Save early and save often!**

Save  Click to save the abstract and run data Edits. See the box to the right for Edits results each time the abstract is saved.

6. Anytime you save your abstract, edits will run, and you will receive an **Edit Result** report.

Enter new abstract

All data items marked with an asterisk (\*) are required.

PATIENT INFORMATION	
Last Name	MOUSE
First Name	MICKEY
Middle Name	M
Maiden Name	DISNEY
Suffix	JR
Alias	MAUS
Social Security Number	99999871
Birth Date	19300101
Phone	
Address Number and Street	123 MOUSE LN
Supplemental Address	
City	MENOMONEE FALLS
State	WI
Zip	
Co	
Bir	

Select **Save** to save your changes and re-run edits.

Edit Result Report

[Edit Errors](#) [Help](#)

-----EDIT RESULT-----

Editset Name: WI\_V18D\_WebPlus\_20200218

There are edit errors and/or edit warnings for the abstract. Error or warning messages along with a list of fields and values checked by the edit are listed below each failed or warned edit. Click on a field below any error or warning message to move to it in the data entry area and make corrections. Click Save to save your corrections and rerun edits.

Note: All edit errors must be resolved to the central registry. Although edit errors are required to be corrected prior to completion, corrections should be made to resolve any warnings to the central registry.

Total edit errors: 2

1. Missing Critical Field: [Follow Up Physician](#)
2. Error: 99999871 is not a valid value for Social Security Number
  - i. [Social Security Number = 99999871](#)

Select links to jump to fields and correct errors.

Click to save the abstract and run data Edits. See the box to the right for Edits results each time the abstract is saved.

7. Correct any edit errors as displayed in the **Edit Result** report, and continue to re-run edits and save your abstract until it is error-free.
8. When the abstract is error-free, you will receive a prompt to release the abstract. Before releasing, review the entire abstract for a final time. After checking the abstract for the final time, you can select **Yes** to release, or select **No** if you wish to [Release Abstract](#) at a later time.

**Note:** Once an abstract is released you will be unable to make changes to it. If you accidentally release an abstract with mistakes, or need to make corrections, see [Reporting Errors and Requesting Abstracts be Sent Back for Correction](#).

[Edit Errors](#) [Help](#)

-----EDIT RESULT-----

Editset Name: WI\_V18D\_WebPlus\_20200218

This abstract passed all edits and can be released to your central cancer registry.

Do you want to release it?

Select **Yes** to release the abstract to WCRS or select **No** if you wish to release it later.

# Find/Open Abstracts

You can view and make changes to **unreleased** abstracts at any time. In addition, you can view, but cannot make changes to, all **released** abstracts. To find and open abstracts, follow these instructions.

1. From the main menu, select **Find/Open Abstract**.



2. The Find /Open Abstract screen appears. Enter search criteria to narrow results, or just select **Find** to list all abstracts.

**Find Abstract**

To view a listing of all abstracts, click Find.

To find an abstract for a specific patient, enter the patient's first or last name in the Name box or social security number in the Social Security box below, and click Find. Search on partial name and social security is supported.

You can also search by abstract status and/or source by selecting from the drop-down lists provided.

Name  Social Security  Status  Source

3. Search results will appear in a table format. Take note of the Status column. Abstracts can have three statuses:
  - **Incomplete:** Abstract contains errors. All errors must be resolved before it is released to WCRS.
  - **Complete:** Abstract is error-free and ready for release. **Open** the abstract to release it.
  - **Released:** Abstract has been released to WCRS and can be viewed. No further changes or edits can be made.

Total abstracts: 1. Locate the abstract of interest, and click on either the Open or Delete link in the Actions column of the table below.

Action	AbsRefID	Last Name	First Name	DxDate	Social Security	Birth Date	Primary Site	Laterality	Abstractor	Edit Errors	Status	Source
<a href="#">Open</a> <a href="#">Delete</a>	123404	MOUSE	MICKEY	01/01/2020	99999871	01/01/1930	C443	2	ZZZ	2	Incomplete	2018-Present Dermatology

## Delete Abstracts

You can delete abstracts from the **Find/Open Abstract** page. **Use this wisely.** In general, this should only be done if an abstract was created in error.

1. Find the abstract you wish to delete and select **Delete** in the Action column.

Web Plus Wisconsin Cancer Reporting System  
DHSWCRSdata@dhs.wisconsin.gov

Home New Abstract Find/Open Abstract Release Abstracts Reports Change Password Help Log out

### Find Abstract

To view a listing of all abstracts, click Find.  
To find an abstract for a specific patient, enter the patient's first or last name in the Name box or social security number in the Social Security box below, and click Find. Search on partial name and social security is supported.  
You can also search by abstract status and/or source by selecting from the drop-down lists provided.

Name  Social Security  Status  Source

Total abstracts: 1. **Select Delete** interest, and click on either the Open or Delete link in the Actions column of the table below.

Action	Ab RefID	Last Name	First Name	DxDate	Social Security	Birth Date	Primary Site	Laterality	Abstractor	Edit Errors	Status	Source
<a href="#">Open</a> <a href="#">Delete</a>	123404	MOUSE	MICKEY	01/01/2020	99999871	01/01/1930	C443	2	ZZZ	2	Incomplete	2018-Present Dermatology

2. A confirmation window will open. Select **Delete**.

### Confirm Delete

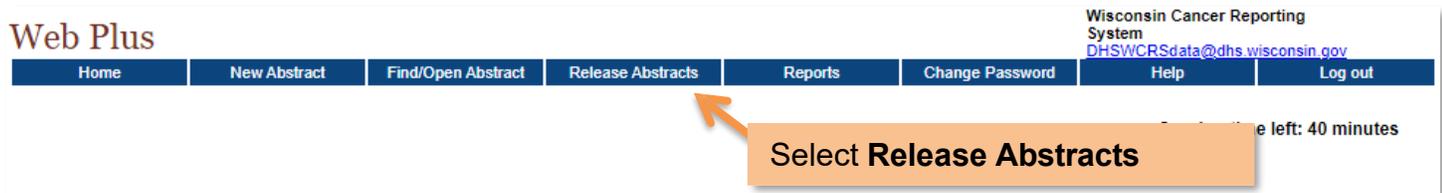
Abstract Reference ID to delete

3. The abstract is now deleted from the database. You can close the confirmation window and **refresh** the page for changes to take effect. The abstract will no longer appear in search results.

## Release Abstracts

You can release completed abstracts from within the abstract or from the Release Abstracts page. To release it from the Release Abstracts page, follow these steps.

1. From the main menu, select **Release Abstracts**.



Web Plus

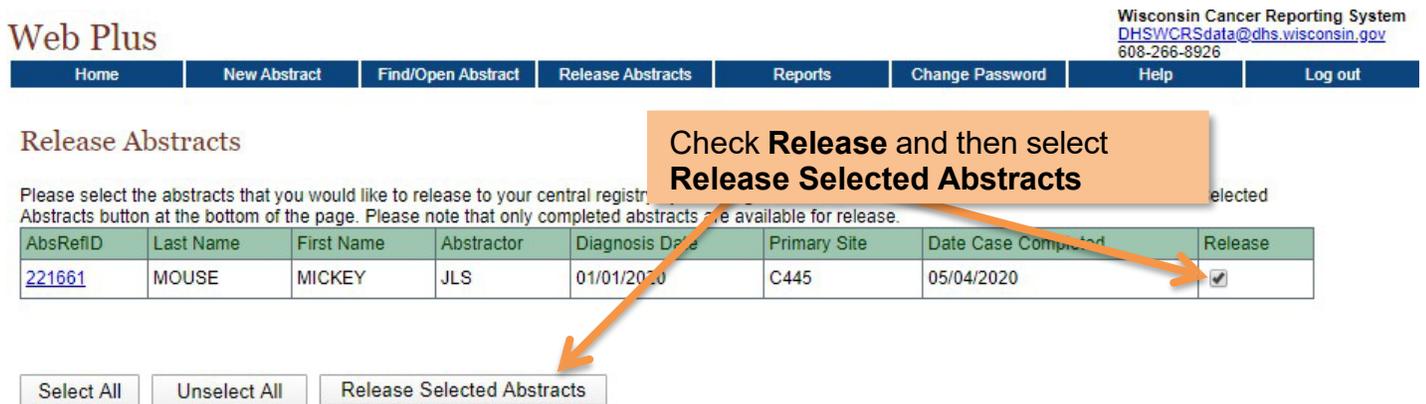
Wisconsin Cancer Reporting System  
DHSWCRSdata@dhs.wisconsin.gov

Home New Abstract Find/Open Abstract **Release Abstracts** Reports Change Password Help Log out

Select Release Abstracts

Time left: 40 minutes

2. The **Release Abstracts** page appears, with a list of completed abstracts. Select the **Release** checkbox for those you wish to release, and then select **Release Selected Abstracts**.



Web Plus

Wisconsin Cancer Reporting System  
DHSWCRSdata@dhs.wisconsin.gov  
608-266-8926

Home New Abstract Find/Open Abstract **Release Abstracts** Reports Change Password Help Log out

Release Abstracts

Please select the abstracts that you would like to release to your central registry. Only completed abstracts are available for release.

AbsRefID	Last Name	First Name	Abstractor	Diagnosis Date	Primary Site	Date Case Completed	Release
<a href="#">221661</a>	MOUSE	MICKEY	JLS	01/01/2020	C445	05/04/2020	<input checked="" type="checkbox"/>

Select All Unselect All **Release Selected Abstracts**

Check Release and then select Release Selected Abstracts

## Requesting Abstracts be Sent Back for Correction

**Once an abstract is released you will be unable to make changes to it.** If you accidentally release an abstract with an error, or need to make corrections to a released abstract, follow these steps to report the error and initiate the correction process.

1. Upon discovery of an error, immediately email [WCRS](#) at [dhs-wcrsdata@dhs.wisconsin.gov](mailto:dhs-wcrsdata@dhs.wisconsin.gov) with the following information:
  - The **Abstract Reference ID (AbsRefId)** of the abstract (can be found in the [Find/Open Abstracts](#) page)
  - Your **Facility Name** or Facility ID
  - A phone number to contact you and your available hours

Do NOT include any PII or PHI in your email unless it is encrypted and absolutely necessary.

!

The sooner you notify WCRS of the incident, the more likely it is that we will be able to send the abstract back to you for correction.

2. **If WCRS can send the abstract back**, we will do so and notify you of such. Once an abstract has been sent back, you can find it on the [Find/Open Abstracts](#) page, and it will be marked as **incomplete**. You can then open it, make any necessary changes, and release it once corrections have been made.
3. **If WCRS is unable to send the abstract back**, we will notify you of such and plan a phone call or meeting to gather additional information, as abstracts that cannot be sent back must be manually corrected by WCRS staff.

## Coding Guidance

The guidance provided in this manual is not all inclusive. Detailed instructions for coding individual data items can be found in our **Data Dictionary**, which is available on our [WCRS Reporting Requirements](#) webpage.

## Instructions for dates

Dates must be transmitted in the year, month, day format (YYYYMMDD). If the date is fully unknown, then the date field should not be filled with anything—this includes the space character (in other words, any whitespace such as the space bar entry). Below are transmission examples for dates when only certain components are known:

- YYYYMMDD: When a date is complete, known, and valid, then all eight digits are transmitted from left-to-right as a 4-digit year, then 2-digit month, then 2-digit day.
- YYYYMM: When the year and month are known and valid, but the day is unknown, then the first 6 digits are transmitted.
- YYYY: When the year is known and valid, but the month and day are unknown, then the first 4 digits are transmitted.

## Instructions for Text Fields

All coded data items must be justified in the appropriate related text field. The following text is provided to help you understand the information needed in the text fields. When in doubt, provide more information than you think necessary – it's okay to repeat information in several fields if you are unsure where it belongs.

### Biological Response Modifier (BRM) Therapy Text

- What BRM Therapy Agent was provided, for example, Aldara (Imiquimod)
- Where BRM Therapy was performed (at this facility or another facility)
- When BRM Therapy was performed, including dates and whether the treatment cycle was completed
- If no BRM therapy provided, or unknown if provided, state as such

### Histology Text

*Example: Superficial spreading melanoma, Clark's level II, Breslow depth 0.3 mm*

- Histologic type
- Behavior (benign, in situ, malignant)
- Grade Clinical, differentiation from scoring systems such as Gleason's Score, Bloom-Richardson Grade, etc.

### Lab Tests Text

- Type of lab test/tissue specimen(s)
- Record both positive and negative findings (record positive test results first)
- Date(s) of lab test(s)
- Tumor markers include, but are not limited to:
  - Breast cancer - Estrogen Receptor Assay (ERA), Progesterone Receptor Assay (PRA), Her2/neu

- Prostate cancer - Prostatic Specific Antigen (PSA)
- Testicular Cancer – Human Chorionic Gonadotropin (hCG), Alpha Fetoprotein (AFP), Lactate Dehydrogenase (LDH)

### **Pathology Text**

- Information can include tumor markers, serum and urine electrophoresis, special studies, etc.
- Date(s) of procedure(s) and type of tissue specimen(s)
- Tumor type and grade (include all modifying adjectives, such as predominantly, with features of, with foci of)
- Tumor size and extent of tumor spread
- Involvement of resection margins
- Number of lymph nodes involved and examined
- Positive and negative findings (record positive test results first)
- Note if pathology report is a slide review or a second opinion from an outside source (AFIP, Mayo, etc.)
- Record any additional comments from the pathologist, including differential diagnoses considered, ruled out or favored

### **Physical Exam Text**

*Example: 83 year-old Black Hispanic married female. Prior Melanoma of Skin (right palmar hand) diagnosed 3/5/2022 and treated at this facility. No smoking, tobacco, or alcohol use. No family history of cancer. Pt presents 5/3/2024 with complaints of nevus on left shoulder which has recently changed shape and size.*

- Age, sex, marital status, race and ethnicity
- Prior cancer history (previous cancers diagnosed and when)
- Date of physical exam
- Impression (when stated and pertains to cancer diagnosis)
- Smoking history
- Family history of cancer

### **Primary Site Text**

*Example: Skin, left anterior shoulder*

- Location of the primary site of the tumor (including subsite)
- Tumor laterality

### **Scopes Text**

- Date(s) of endoscopic exams
- Primary site
- Histology (if given)
- Tumor location and size
- Site and type of endoscopic biopsy
- Positive and negative clinical findings (record positive first)

### **Staging Text**

- Size of tumor
- Dates and descriptions of biopsies and all other surgical procedures from which staging information was derived
- Documentation of residual tumor
- Evidence of invasion of surrounding areas

- Date(s) of biopsy and/or other procedure(s) (including clinical) that provided information for assigning stage
- Extent of tumor: the depth of spread in primary and other organs involved by direct extension
- Status of margins
- Site(s) of distant metastasis
- Notation of and summary stage schema specifics, if known

### **Surgery Text**

- Size of tumor removed
- Date and type of each surgical procedure, including excisional biopsies and surgery to other distant sites
- Removal of lymph nodes, regional tissues, or metastatic sites, including number removed and anatomic location
- Facility where each procedure was performed
- Positive and negative findings. Record positive findings first
- If surgery planned but not performed, reason primary site surgery could not be completed
- Other treatment information, like planned procedure aborted; unknown if surgery performed

### **X-Ray/Scan Text**

- Date(s) and type(s) of X-ray/Scan(s)
- Primary site
- Histology (if given)
- Tumor location and size
- Lymph nodes
- Record positive and negative clinical findings
- Record positive results first
- Distant disease or metastasis