

PURPOSE OF THE SURVEY APPLICATION RECORD

To facilitate a thorough and accurate evaluation of the cancer program, the facility or network completes and/or updates the Web-enabled Survey Application Record (SAR) annually and prior to the scheduled on-site survey. Completion of the SAR should be a team effort of members of the cancer committee, or other appropriate leadership body.

The facility or network's staff (cancer committee chair, Cancer Liaison Physician, cancer program administrator, registrar, and Datalinks users) who have password-protected access to the SAR through the Commission on Cancer (CoC) Datalinks Web portal will be notified when the SAR is available for survey preparation via an automatic e-mail notification system. Please access the 'Facility and Staff Contact Information' section located in CoC Datalinks and confirm that the CoC has correct contact information for your facility or network and cancer program staff. Please keep this information continually updated whenever there is a staff change. The survey SAR will be accessible until **three** business days following the survey date. Example: Survey date is 9/5/08; survey SAR is accessible December 2007 until September 8, 2008. If you need assistance with your password, please contact the CoC Datalinks Administrator at CoCDatalinks@facs.org.

On July 1 of each year, the facility or network is notified by the automatic e-mail notification system of the specific standards requiring annual updates. If these tables are not updated during the update period (July 1 – September 30), the information for all years between survey must then be entered into the SAR prior to the survey.

In addition to capturing information about cancer program activity, the cancer program will perform a self-assessment and rate compliance with each standard prior to the survey using the Cancer Program Standards Rating system which is included only in the survey SAR.

A printed copy of the SAR must be sent to the Cancer Program Surveyor(s), along with the other required documentation, at least two weeks (14 calendar days) prior to the survey. The Cancer Program Surveyor reviews the facility or network's SAR prior to the on-site visit.

A portion of the information collected in the SAR describing the facility or network's resources and services is automatically shared with the American Cancer Society (ACS) through the Facility Information Profile System (FIPS) for posting on the ACS Web site (www.cancer.org). This data sharing activity is designed as a benefit for all CoC-approved cancer programs. The facility or network-specific information is made available to cancer patients, caregivers, and the general public, which enables them to make more informed decisions about their options for cancer care.

The facility or network can use the SAR or access FIPS directly to update the resource and service information for sharing with the ACS. By accessing FIPS directly, the facility or network is also provided with the option to release annual caseload data as submitted to the CoC's National Cancer Data Base (NCDB). This provides the public with site and stage data for cancer patients diagnosed and/or treated at the facility or network.

The very first time you enter the SAR, you will be presented with an Information Statement. This Information Statement provides information about the FIPS data-sharing project with the American Cancer Society and asks you to review and share the information with appropriate staff members at your facility or network. Click the “ACCEPT” button to accept the Information Statement and to enter the SAR for completion of the application. If you have any questions on the Information Statement, e-mail FIPS@facs.org. Questions about the SAR should be directed to SAR@facs.org.