



FIPS Tips

A Guide for Data Entry and Maintenance of the Facility Information Profile System (FIPS)

The Facility Information Profile System (FIPS) is a data-sharing project to connect cancer patients with CoC-Accredited facilities.

Both Consumers and Providers benefit from FIPS:

- Patients have access to information about the resources and services your cancer program provides.
- Hospitals can increase visibility, market their strengths, and promote quality cancer care.

Accessing and Updating your FIPS Profile

You can update your FIPS information on-line as often as you choose by using the CoC Datalinks program. We recommend that you make changes to FIPS as soon as they occur at your hospital so the information that appears on the CoC Hospital Locator stays current. Please update your FIPS profile quarterly and be sure to discuss FIPS information with your cancer committee and your cancer liaison physician.

Let's get started:

1. Log into CoC Datalinks at <https://datalinks.facs.org/>

A screenshot of the CoC Datalinks login page. The page has a light blue background with a grid pattern. At the top left is the Commission on Cancer logo. To the right of the logo is the text 'Commission on Cancer' and 'A MULTIDISCIPLINARY PROGRAM OF THE AMERICAN COLLEGE OF SURGEONS'. Below this is a circular seal with the text '>ACS Home'. The main heading is 'CoC Datalinks'. Below the heading is a paragraph: 'CoC Datalinks is a password-protected resource area for CoC-accredited Cancer Programs. CoC Datalinks provides access to the following applications:'. This is followed by a bulleted list of applications: Facility and Staff Contact Information, HIPAA Business Associate Agreement, Facility Information Profile System (FIPS), Survey Resources, NCDB Data Transmission, NCDB Statistics/Reports, CoC Datalinks User Request Form (100K PDF), C-SAR Datalinks User Request Form (130K PDF), and Information About CoC Datalinks. Below the list is the text 'Please enter your User ID and Password.' followed by two input fields: 'User ID:' and 'Password:'. At the bottom of the form are two buttons: 'OK' and 'Clear'.

2. Enter your unique User ID and password. Each cancer registrar, cancer committee chair, cancer liaison physician, and cancer program administrator has his or her own unique user ID and password. **Please note that your user ID will always remain the same and that your password is “case sensitive.” For security purposes, you should not share your password with anyone.**

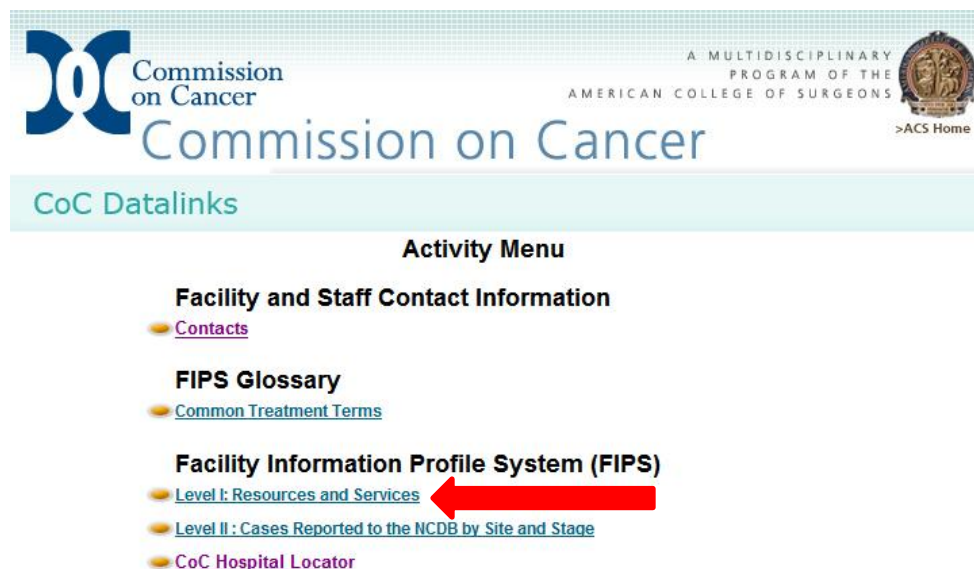
HELP: If you have forgotten your User ID or password, you can e-mail CoCDatalinks@facs.org for help.

3. After you have successfully logged in, the next screen you will see is the Activity Menu.

NOTE: If this is your first time entering FIPS, you will be presented with an Information Statement, which explains the FIPS data-sharing project and asks you to review and share the information with appropriate staff members at your hospital. Further, the Information Statement describes the relationship between FIPS and your Survey Application Record (SAR.) Since some of the profile information needed for FIPS also is required for the survey application, FIPS data will automatically populate the corresponding page in the SAR. Similarly, if you update a SAR page that corresponds to a page in FIPS, the data will be automatically updated in FIPS. Accept the Information Statement in order to review or update your profile data.

FIPS Level I: Resources and Services

4. On the Activity Menu click the “Level I: Resources and Services” link under Facility Information Profile System (FIPS). FIPS Level I data includes all pages from Facility Contact Information through Research Activities. Each page is presented in a check-list format for accuracy and speed of entry.



Commission on Cancer
A MULTIDISCIPLINARY PROGRAM OF THE AMERICAN COLLEGE OF SURGEONS
>ACS Home

CoC Datalinks

Activity Menu

- Facility and Staff Contact Information**
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- Facility Information Profile System (FIPS)**
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 - [CoC Hospital Locator](#)

5. The first page captures contact information for the hospital.

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Notification:
Once the "Save" button has been clicked, this page will automatically update your Survey Application Record (SAR). [Next](#)

FACILITY CONTACT INFORMATION

**Indicates required fields*

Facility Name	CoC Hospital
*Address 1	633 North Saint Clair Street
Address 2	
*City	Chicago
*State	Illinois
*Zip	60611
*Phone (Patient Referral # or 1-800#)	312-555-1000 (example:111-111-1111)
Facility Web site	www.facs.org
Survey Date	30-Jun-2011
Surveyor Last Name, First Name	Irina Libes
Surveyor Last Name, First Name	
Current Approval Status	3 YR with Commendation
Cancer Center Name (leave blank if None)	CoC Cancer Center
	Save

Save Page

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FIPS Menu:

On every page of FIPS, you will see a bulleted text menu on the left hand side of the screen. This is the table of contents or navigation bar. Each bulleted menu item is a link to a new page in FIPS. As each page is completed and/or updated, the information is automatically displayed on the CoC Hospital Locator.

Activity Menu: Clicking on this link will take you back to the menu where you can access other CoC Datalinks applications.

General Instructions: Tips about navigating the site, printing FIPS pages, and CoC Datalinks features.

● **Common Treatment Terms**: This link takes you to the **FIPS Glossary**. Every Level I item is defined in the Common Treatment Terms. There is also a link to the **FIPS Glossary** on the Activity Menu.

Help: Offers data entry tips on each page of FIPS.

6. When you have completed your update of the Facility Contact Information, click “Next” at the bottom of the page to move on to the Cancer Related Specialists on Staff at Your Facility. You may need to contact Medical Administration or Physician Services at your facility for assistance with this page.

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Cancer-Related Specialists on Staff at Your Facility

Medical Providers

(Indicate active members of the medical staff at your facility.)

	Current Year: 2011	Number of Board Certified (Optional):
Internal Medicine		
Dermatologist	Yes <input checked="" type="radio"/> No <input type="radio"/>	2
Gastroenterologist	Yes <input type="radio"/> No <input type="radio"/>	
Gerontologist (Geriatric Medicine)	Yes <input type="radio"/> No <input type="radio"/>	
Hospice and Palliative Medicine	Yes <input type="radio"/> No <input type="radio"/>	
Medical Geneticist	Yes <input type="radio"/> No <input type="radio"/>	
Physiatrist (Physical Medicine and	Yes <input type="radio"/>	

You can also enter the number of board certified specialists on staff at your hospital. This number field is optional. Be sure to click “Save Page” at the bottom of the page and “Next” to move on.

7. The next page is Diagnostic Services. Check the box for each service your cancer program provides at the facility, by referral or not available. Any services marked as "referred" will be noted when displayed on the CoC Hospital Locator. Once you select your services, click on the "Save Page" button at the bottom of the page and click "Next" to move on.

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Diagnostic Services

(Check all services available at your facility or referred to another facility.)

	Facility	Referred	Not Available
Angiography	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Computerized Axial Tomography Scan (CT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Digital Radiography	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fluorescence Bronchoscopy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mammography Accredited Other FDA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Magnetic Resonance (MR) Mammography	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Magnetic Resonance Imaging (MRI)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nuclear Medicine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Positron Emission Tomography Scan (PET)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stereotactic Guided Biopsy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ultrasound	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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8. Surgical Procedures offered at your hospital or by referral. Check the box for each service your cancer program provides at the facility, by referral or not available. Any services marked as "referred" will be noted when displayed on the CoC Hospital Locator. Once you select your services, click on the "Save Page" button at the bottom of the page and click "Next" to move on.

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Surgical Procedures

(Check all procedures available at your facility or referred to another facility.)

	Facility	Referred	Not Available
Cavitron Ultrasonic Surgical Aspiration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microwave Ablation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Catheter based Partial Breast Irradiation (ex. Mammosite)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Limb Perfusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hyperthermic Intraperitoneal Chemotherapy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Robotic Assisted Procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intraoperative Radiation Therapy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cryosurgery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minimally Invasive Surgery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Radiofrequency Ablation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sentinel Lymph Node Biopsy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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All Services Referred Option for the next 3 pages:

- Radiation Oncology
- Medical Oncology Services
- Cancer Rehabilitation Services

The box below is at the top of the table on each page listed above. If you refer all of the services, then select "Yes" and Save Page. All services will appear on the CoC Hospital Locator followed by "referred".

	Facility	Referred	Not Available
All Radiation Oncology Services Referred	Yes <input checked="" type="radio"/>	No <input type="radio"/>	

9. Radiation Oncology Services offered at your hospital or by referral. Check the box for each service your cancer program provides at the facility, by referral or not available. If all services listed are referred, you can indicate that by selecting "Yes" in the first box of the table. Any services marked as "referred" will be noted when displayed on the CoC Hospital Locator. Once you select your services, click on the "Save Page" button at the bottom of the page and click "Next" to move on.

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Radiation Oncology Services

(Check all services available at your facility or referred to another facility.)

	Facility Referred		Not Available
	Yes <input checked="" type="radio"/>	No <input type="radio"/>	
All Radiation Oncology Services Referred			
3D Conformal Radiation Therapy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Brachytherapy - High Dose Rate (HDR)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Brachytherapy - Low Dose Rate (LDR)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Computerized Treatment Planning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Electron Beam	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
External Beam Radiation Therapy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gamma Knife	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CyberKnife	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
High Dose Rate (HDR) MammoSite Radiation Therapy System	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hyperthermia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Image-Guided Radiation Therapy (IGRT)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Intensity Modulated Radiation Therapy (IMRT)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Linear Accelerator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proton Beam	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stereotactic Radiosurgery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Systemic Radioisotopes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Therasphere	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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10. Medical Oncology Services offered at your hospital or by referral. Check the box for each service your cancer program provides at the facility, by referral or not available. If all services listed are referred, you can indicate that by selecting "Yes" in the first box of the table. Any services marked as "referred" will be noted when displayed on the CoC Hospital Locator. Once you select your services, click on the "Save Page" button at the bottom of the page and click "Next" to move on.

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Medical Oncology Services

(Check all services available at your facility or referred to another facility.)

	Facility	Referred	Not Available
	Yes <input checked="" type="radio"/>	No <input type="radio"/>	
All Medical Oncology Services Referred			
Bone Marrow Transplant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chemoembolization	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hormone Therapy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Infusion Center with Chemotherapy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Photodynamic Therapy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Plasmapheresis	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stem Cell Transplant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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11. Cancer Rehabilitation Services offered at your hospital or by referral. Check the box for each service your cancer program provides at the facility, by referral or not available. If all services listed are referred, you can indicate that by selecting "Yes" in the first box of the table. Any services marked as "referred" will be noted when displayed on the CoC Hospital Locator. Once you select your services, click on the "Save Page" button at the bottom of the page and click "Next" to move on.

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Cancer Rehabilitation Services

(Check all services available at your facility or referred to another facility.)

	Facility		Referred		Not Available	
	Yes	No	Yes	No	Yes	No
All Rehab Services Referred						
Exercise Therapy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lymphedema Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Occupational Therapy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Therapist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prosthetic Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech Therapy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stomal Services/Wound Care Therapy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Support Services and Groups:

The next page covers support services, support groups, and American Cancer Society support services.

This page is broken into 4 sections:

- Psychosocial and Supportive Services
- General Support Groups
- Site-Specific Support Groups
- American Cancer Society Services

Please make your selections based on where a patient can receive the support services:

- On Site at your facility
- Referred by the facility
- In the Community (ACS Services only)

*As with previous sections, all Support Services and Groups are defined in the FIPS Glossary. Access the glossary via the "Common Treatment Terms" link on the FIPS Menu.

12. Supportive Services and Groups offered on site at your hospital, by referral or in the Community. Check the box for each service and/or group your cancer program provides on site, by referral, not available, or in the Community. Any services marked as "referred" will be noted when displayed on the CoC Hospital Locator. Once you select your services, click on the "Save Page" button at the bottom of the page and click "Next" to move on.

Supportive Services and Groups

(Check all services available at your facility or referred to another facility.)

	On Site	Referred	Not Available
Psychosocial and Supportive Services			
Adjustment to Illness Counseling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Care Planning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Art Therapy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bio-Psychosocial Assessment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Caregiver and Family Counseling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Case Management and/or Patient Navigation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Life Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Support Groups	On Site	Referred	Not Available
General Support Groups			
Caregiver Support Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family/Children Support Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Cancer Support Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loss/Bereavement Support Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Young Adult Support Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site-Specific Support Groups			
Breast Cancer Support Group	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Colorectal Cancer Support Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lung Cancer Support Group	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prostate Cancer Support Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transplant Support Group	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Site-Specific Support Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

American Cancer Society Services

(In partnership with the American Cancer Society, these programs and services are available either at this facility or in the community.)

American Cancer Society Services	On Site	In the Community	Not Available
Cancer Resource Center	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hope Lodge	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I Can Cope	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lodging Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Look Good... Feel Better	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Man to Man - Prostate Cancer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Patient Navigator Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach to Recovery - Breast Cancer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Road to Recovery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transportation Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save Page

13. The next screen is Healthy Lifestyle and Prevention Programs. Mark the educational programs available through your hospital, either on site, by referral or not available. An education program can constitute educational materials available to newly diagnosed patients as well as planned lectures and/or programs for the public. Educational programs increase awareness of cancer as well as improve one's knowledge, attitude, and beliefs about cancer prevention.

Any services marked as "referred" will be noted when displayed on the CoC Hospital Locator. Once you select your services, click on the "Save Page" button at the bottom of the page and click "Next" to move on.

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Healthy Lifestyle and Prevention Programs

(Check all services available at your facility or referred to another facility.)

	On Site	Referred	Not Available
Exercise Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nutritional Dietary Education Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Skin Cancer Awareness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Smoking Cessation Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Weight Control Programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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14. Screening and Early Detection Programs. Mark the screenings that are readily available to the public either on site, by referral or not available. These Screening services are standing services regularly available to the community or offered during planned early detection events/programs. Any services marked as "referred" will be noted when displayed on the CoC Hospital Locator. Once you select your services, click on the "Save Page" button at the bottom of the page and click "Next" to move on.

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Screening and Early Detection Programs

(Check all services available at your facility or referred to another facility.)

Site-Specific	Screening	Onsite	Referral	Not Available
Breast	Breast MRI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clinical Breast Exam	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Digital Mammography	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Mammography	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Reduced Cost Mammography	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Risk Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cervical	Cervical Cancer Testing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Endometrial Biopsy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Human Papilloma Virus Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Liquid-based Pap Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Pap Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Reduced Cost Cervical Cancer Testing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Colorectal	CT Colonography (virtual colonoscopy)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Colonoscopy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Colorectal Screening	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

15. The final screen in FIPS Level I is Research Activities. Mark participation in clinical trial cooperative groups or other research available at your facility by referral or not available. All clinical trial participation data entered in the SAR will automatically map to the 5 clinical trial categories on this page. Any services marked as "referred" will be noted when displayed on the CoC Hospital Locator. Once you select your clinical trial participation, click on "Save Page".

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Research Activities

Participation in Clinical Trial Cooperative Groups or Other Research
(Check all that apply.)

	Facility	Referred	Not Available
Prevention Trials	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Screening Trials	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Treatment Trials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Life Trials	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Clinical Trials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

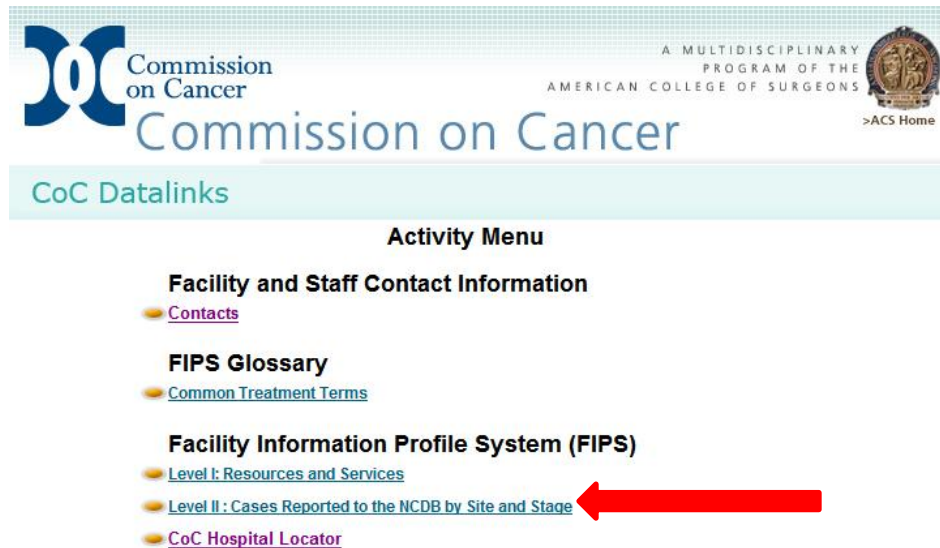
[Previous](#)

This is the end of the Resources and Services section. To complete the FIPS form, please scroll up and select, "Cases Reported to the NCDB by Site and Stage" from the bulleted menu on the left hand side of the page. Thank you.

FIPS Level I data entry is complete.

FIPS Level II: Cases Reported to the NCDB by Site and Stage

1. Separate from the automatic sharing of Resource and Service information, your hospital has the option to release cancer caseload data. These Level II data, which appear in FIPS, are based on your hospital's National Cancer Data Base (NCDB) submission. To review your data from your hospital's Activity Menu, click on "Level II: Cases Reported to the NCDB by Site and Stage."



2. After clicking this link, you will see the FIPS Level II Disclaimer. The CoC expects that each individual reviewing FIPS Level II data will thoroughly read this disclaimer and share the information with the cancer committee. This disclaimer explains exactly what the FIPS Level II data table includes, excludes, and why the table may not be an exact match to your NCDB submission.

3. After you accept the disclaimer, you will be directed to the FIPS Level II page requiring action on 2 statements:

- 1) Facility Descriptive Statement: This statement is located in bold at the top of the screen just under the Level II Status **Notification**. If you release the FIPS Level II data, this statement will appear above the Annual Caseload table to describe the size of your hospital, the cancer program category of accreditation and the first year your hospital was accredited by the Commission on Cancer.

Please review this statement for accuracy. The bed count can be changed in the Survey Application Record (SAR). All other information is pulled directly from the CoC accreditation record. Contact CoC@facs.org with any questions.

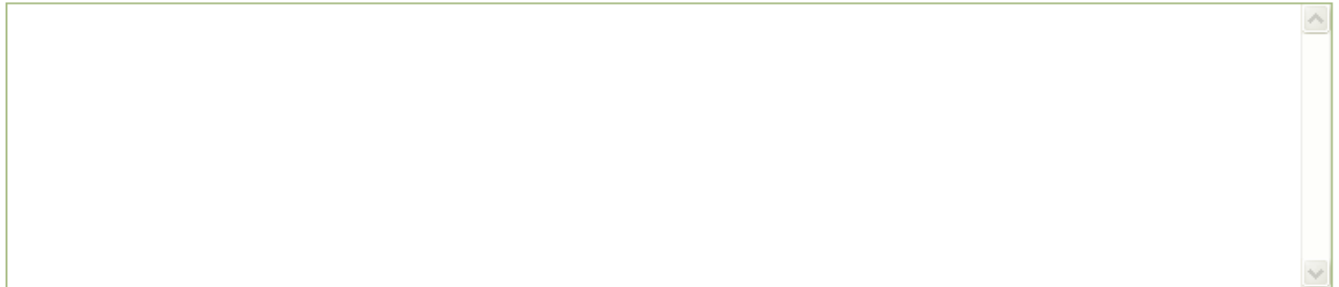
CoC Hospital is a 236 bed Community Hospital Cancer Program that has been providing quality cancer care to patients since it was first accredited by the Commission on Cancer in 2007.

- 2) Facility Narrative Statement: This text box (1,000 character limit) is provided for you to add a facility narrative statement after the standard Facility Descriptive Statement. This narrative will appear above the Annual Caseload table after the Facility Descriptive Statement.

Use the free text section to describe your cancer program to the patient population/public: e.g. newly added/unique services or equipment, cancer program's approach to patient care, mission, specialty centers, and patients diagnosed elsewhere but treated at your hospital and not represented in your Level II data, etc.

Free text section to describe cancer program to the patient population/public: e.g. newly added/unique services or equipment, cancer program's approach to patient care, mission, specialty centers, patients diagnosed elsewhere but treated at your hospital and not represented in your Level II data, etc. 1000 character limit

Maximum 1000 characters - 1000 remaining.



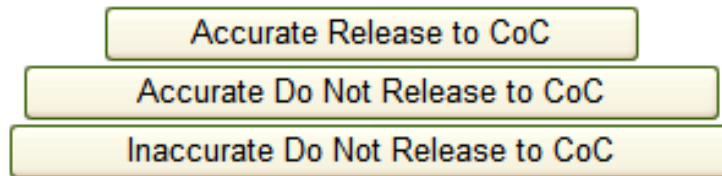
4. Below this narrative section appears a table of cancer cases listed by site and stage that were diagnosed and treated at your hospital. Only cancer counts appear in this table, and what you see is the only information shared on the CoC Hospital Locator. No patient identifiers or outcome information are shared.

Please review this table for accuracy. Read the "Disclaimer" for specifics about case selection for the table. These are cases diagnosed in 2009 and submitted by your program in the most recent Call for Data. The AJCC stage group is derived from the Collaborative Staging Data Collection System. If the number of cases is lower than expected, check that you submitted all of your analytic 2009 diagnoses and that no cases were rejected.

You may wish to look at the detailed section of the NCDB Submission History. You should examine the edits and number of records that were rejected. You may also wish to examine the site-stage report in this area. Please note that the NCDB Site-Stage report is not intended to match the FIPS reporting. The NCDB report serves as a "receipt" and accounting tool of your data submission to the NCDB, which is based solely on the ICD-O-3 Site Codes. The FIPS report is based on an analytic grouping of your data.

DATA HELP: If you have questions about the content of the table, reread the FIPS Level II Disclaimer. If questions remain, please e-mail NCDB@facs.org for assistance.

5. After careful review of the data, indicate your cancer committee's decision to share the data on the CoC Hospital Locator by clicking one of the 3 release buttons:



Data Release Options:

- Accurate Release to CoC: your data are immediately available on the CoC Hospital Locator (<http://www.facs.org/cancerprogram/index.html>).
- Accurate Do Not Release to CoC: your data will NOT be displayed on the CoC Hospital Locator. Please email CoC@facs.org to notify us of those issues and concerns that led to the decision by your hospital not to release these data.
- Inaccurate Do Not Release to CoC: your data will not be displayed on the CoC Hospital Locator. Please contact the NCDB staff at 312/202-5339 or NCDB@facs.org to correct errors in your data. **If you do so by May 31, 2011 then a new data table will be run and you can release the updated data table when it is posted.**

Whatever the decision, you must choose one of the three buttons or your data will remain in DRAFT form and you will continue to receive email notifications asking you to release the data.

Facility staff with CoC Datalinks access can change the release decision at any time by simply logging into CoC Datalinks and selecting one of the three release options again.

6. The CoC provides the following explanation to the public in order to describe the FIPS Level II data displayed on the CoC Hospital Locator:

About these data:

The Commission on Cancer (CoC) of the American College of Surgeons presents these data to help patients make educated decisions about their cancer care. The data include the number and percent of cancer cases diagnosed by body part and American Joint Committee on Cancer (AJCC) stage (Stage I, II, III, IV, not applicable or stageable, and unknown). For more information about cancer staging visit the AJCC Web site. This information may help you prepare questions for the cancer care team—for example, about their experience in treating specific cancers and what the next steps might be. The CoC encourages you to review these data in conjunction with

data provided by the American Cancer Society's (ACS) Cancer Facts and Figures and information on your cancer treatment options provided by the National Comprehensive Cancer Network (NCCN).

Choosing a treatment center:

Many people might assume that the best place to have their treatment is in a hospital that has treated the largest number of patients with a similar medical situation. However, this decision is complex because there are many factors that influence the number of patients seen at a hospital, and the number of patients does not necessarily reflect the quality of care provided by a hospital. Some things that affect the numbers include, but are not limited to, where the patients live, their socioeconomic status, their disease type and severity at diagnosis, and the experience of the doctors, nurses, and other health care workers caring for the patient. Be sure to consult with your cancer care team before deciding on your personal course of action.

FIPS Level II data release is complete.

The CoC Hospital Locator: *Find a CoC-Accredited Cancer Program Near You*

1. To view your hospital's Resources and Services (FIPS Level I) data and annual cancer caseload (FIPS Level II) data, as the public sees it, go to the CoC Hospital Locator.

There are two ways to access the Hospital Locator:

- 1) You can click the link on the CoC Datalinks Activity Menu:

Activity Menu

Facility and Staff Contact Information

- [Contacts](#)

FIPS Glossary

- [Common Treatment Terms](#)

Facility Information Profile System (FIPS)

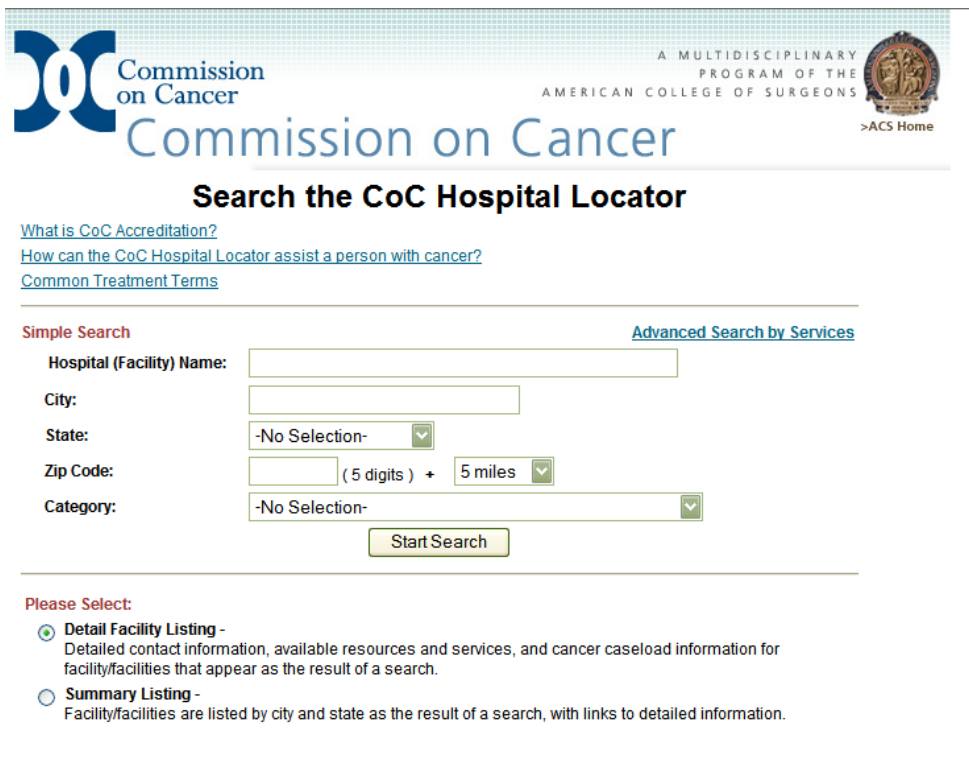
- [Level I: Resources and Services](#)
- [Level II: Cases Reported to the NCDB by Site and Stage](#)
- [CoC Hospital Locator](#) ←

- 2) You can click the quick link on the CoC home page:

The screenshot shows the Commission on Cancer (CoC) website. On the left is a navigation menu with links: Contact Us, About the CoC, Accreditation, Cancer Liaison Program, Education and Meetings, National Cancer Data Base (NCDB), Publications and Resources, CoC Home Page, and ACS Home Page. The main content area features the CoC logo and a photo of medical professionals. Below the logo is a welcome message and two paragraphs of text. On the right is a sidebar with quick links: Accreditation Best Practices Repository, CoC Online Education Portal, CoC Datalinks, CoC Hospital Locator (circled in blue), and Cancer Data for the Public. At the top right of the sidebar are links for 'E-MAIL A LINK' and 'PRINT'.

These links take you to the CoC Hospital Locator web page with information about what it means to be treated at a CoC-accredited hospital. To get to the search form, click “Find a CoC-Accredited Cancer Program Near You” at the bottom of the page.

2. Search for your hospital on the Simple Search form by entering the hospital name or location information:



The screenshot shows the Commission on Cancer website's Hospital Locator search form. At the top, there is a header with the Commission on Cancer logo and the text "A MULTIDISCIPLINARY PROGRAM OF THE AMERICAN COLLEGE OF SURGEONS". Below the header, the main heading is "Search the CoC Hospital Locator". There are three links: "What is CoC Accreditation?", "How can the CoC Hospital Locator assist a person with cancer?", and "Common Treatment Terms". The search form is divided into "Simple Search" and "Advanced Search by Services". The "Simple Search" section includes fields for "Hospital (Facility) Name", "City", "State" (a dropdown menu with "-No Selection-" selected), "Zip Code" (a text input followed by "(5 digits) + " and a "5 miles" dropdown menu), and "Category" (a dropdown menu with "-No Selection-" selected). A "Start Search" button is located below these fields. Below the search form, there is a "Please Select:" section with two radio button options: "Detail Facility Listing - Detailed contact information, available resources and services, and cancer caseload information for facility/facilities that appear as the result of a search." (which is selected) and "Summary Listing - Facility/facilities are listed by city and state as the result of a search, with links to detailed information." At the bottom of the page, there is a copyright notice: "This page and all contents are Copyright © 1996-2001 by the American College of Surgeons, Chicago, IL 60611-3211".

Locator Search TIPS:

Hospital Name – This must be the hospital name as listed in the AHA guide which your facility is accredited as. This cannot be the name of the Cancer Center at your hospital.

Radius – The Radius search only works with the Zip Code search and will search from the center of the Zip Code out.

Detail Facility Listing – This is the default listing style for the search results. It shows the facility Resources and Services and the Level II data if it has been released by your facility.

3. A list of CoC-accredited hospitals will appear. Under every hospital name is the contact information for the hospital, the hospital website, the hospital category and the Resources and Services link to Level I data.

Sample listing:

**Commission on Cancer Hospital
Cancer Treatment Center**

123 Main Street

Chicago IL, 60611

Phone: 312-202-5085

www.facs.org/cancer

Teaching Hospital Cancer Program

[Services Available](#)

If the hospital chooses to release the FIPS Level II cancer caseload data, a link titled "Annual Caseload" will also appear.

Sample Listing:

**Commission on Cancer Hospital
Cancer Treatment Center**

123 Main Street

Chicago IL, 60611

Phone: 312-202-5085

www.facs.org/cancer

Teaching Hospital Cancer Program

[Services Available](#)

[Annual Caseload](#)

CONGRATULATIONS! You have completed your hospital's FIPS profile. Remember to update the profile as often as necessary and review the content at least quarterly. Should you have any questions, please email CoC@facs.org.