

C3I DATA REPORTING PROTOCOL

The Cancer Center Cessation Initiative (C3I) requires reports from funded sites every 6 months. This protocol describes the requirements for data reporting. Reports with an * are optional as they are beyond the funding period, but are encouraged by the National Cancer Institute to promote prioritization for continued funding of C3I and ancillary programs.

The reporting periods and due dates for each funded cohort are:

Cohort 1 Report	Reporting period	Due date
<i>Pre-grant</i>	Jan 1, 2017-June 30, 2017	Feb 26, 2018
<i>No report due</i>	July 1, 2017-Dec 31, 2017	<i>No report due</i>
<i>Report 1</i>	Jan 1, 2018-June 30, 2018	July 31, 2018
<i>Report 2</i>	July 1, 2018-Dec 31, 2018	Jan 31, 2019
<i>Report 3</i>	Jan 1, 2019-June 30, 2019	July 31, 2019
<i>Report 4*</i>	July 1, 2019-Dec 31, 2019	Jan 31, 2020
<i>Report 5*</i>	Jan 1, 2020-June 30, 2020	July 31, 2020
<i>Report 6*</i>	July 1, 2020-Dec 31, 2020	February 19, 2021
<i>Report 7*</i>	Jan 1, 2021-June 30, 2021	August 6, 2021
<i>Report 8*</i>	July 1, 2021-Dec 31, 2021	Jan 31, 2022

Cohort 2 Report	Reporting period	Due date
<i>Pre-grant</i>	Jan 1, 2018-June 30, 2018	March 1, 2019
<i>No report due</i>	July 1, 2018-Dec 31, 2018	<i>No report due</i>
<i>Report 1</i>	Jan 1, 2019-June 30, 2019	July 31, 2019
<i>Report 2</i>	July 1, 2019-Dec 31, 2019	Jan 31, 2020
<i>Report 3</i>	Jan 1, 2020-June 30, 2020	July 31, 2020
<i>Report 4*</i>	July 1, 2020-Dec 31, 2020	February 19, 2021
<i>Report 5*</i>	Jan 1, 2021-June 30, 2021	August 6, 2021
<i>Report 6*</i>	July 1, 2021-Dec 31, 2021	Jan 31, 2022

Cohort 3 Report	Reporting period	Due date
<i>Pre-grant</i>	Jan 1, 2019-June 30, 2019	February 19, 2021
<i>No report due</i>	July 1, 2020-Dec 31, 2020	<i>No report due</i>
<i>Report 1</i>	Jan 1, 2021-June 30, 2021	August 6, 2021
<i>Report 2</i>	July 1, 2021-Dec 31, 2021	Jan 31, 2022
<i>Report 3*</i>	Jan 1, 2022-June 30, 2022	July 31, 2022

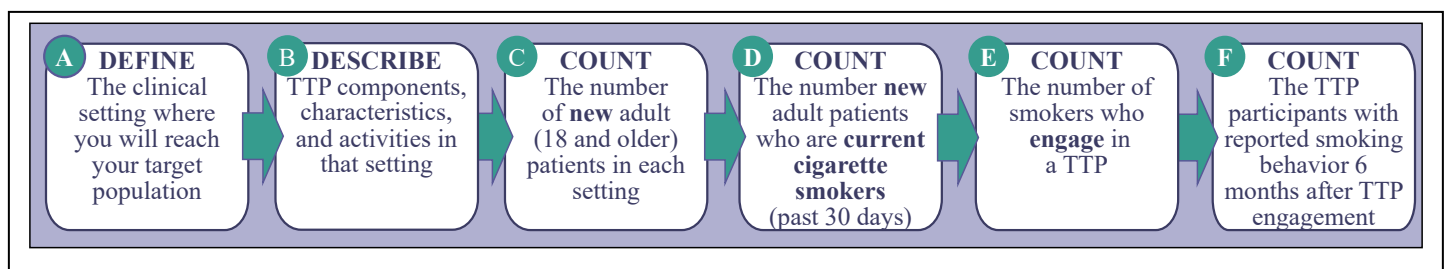
1 DATA COLLECTION AND REPORTING

The data reports submitted will include information about the Cancer Center Tobacco Treatment Program (TTP), including reach, effectiveness, and sustainability. The data report for the January 1, 2021 to June 30, 2021 survey also includes questions about program characteristics that are of specific interest to C3I cross-center working groups. These questions are intended to further the C3I's practice and research agendas. Their responses will be used to inform suggestions for enhancing TTP implementation efforts within and beyond C3I.

All data are submitted to the Coordinating Center as aggregate counts. Some measures are required; others are encouraged, but optional. We strongly recommend reporting as much optional data as is feasible for your center. Please refer to the Data Reporting spreadsheet for all required and optional measures.

The next sections describe what is required for measuring the **reach and effectiveness** of your programs and the steps necessary for gathering the data.

2 DETERMINING THE DENOMINATOR AND REPORTING ON REACH



1. **Define the setting.** Think about the setting as the place from which the population of smokers you refer to tobacco treatment is drawn. If you were to generate a report to capture this population, how would you define where the patients were seen? This might be the whole cancer center, or just certain clinics with the cancer center. For the “pre-grant” report, if you did not have a TTP in place last year, you can define the setting as the place from which the population of smokers *will be* drawn. The setting should be a place that primarily treats cancer patients; however, some patients without a cancer diagnosis may also be seen there (e.g. screening patients).

You may be working with more than one setting and be dealing with reports from different EHR systems. There are extra columns in the data report spreadsheet to report on additional settings, and the data report survey will prompt you to enter additional settings if you have them.

2. **Count all adult patients.** Count every adult patient (over 18 years of age) who is seen at the pre-defined cancer center setting during the reporting period. This includes patients coming in for cancer screening or for treatment. If they were seen in the defined setting during the

reporting period, they should be counted. Each patient should be counted only once within a reporting period. You may have to work with your IT department or EHR reporting team to set up rules for choosing which visit to count if a patient has more than one visit during the reporting period. For example, you should aim to select a visit with a clinician-patient interaction where you would expect a referral to cessation treatment if the patient were a smoker.

Count each patient within the reporting period when they were seen. It is okay if they are seen in February and then have a follow-up visit in August. Only their February visit would be counted in the reporting period of Jan 1st to June 30th.

It is encouraged, but optional, to also report the number of patients with a cancer diagnosis as a separate subset of patients.

3. **Count current smokers.** Most standard EHR responses include the following categories to document current smoking status: current every day smoker; current some days smoker; heavy smoker; or light smoker. When counting current smokers, please count patients with one of these documented smoking statuses in their EHR during the reporting period.

It is encouraged, but optional, to also report the number of patients with a cancer diagnosis who are current smokers as a separate subset of patients.

4. **Count engagement in the TTP.** Within the reporting period, count all current smokers that engaged in some type of TTP, and document which type of program they engaged in.

Engagement in a TTP is defined as: participation in an individually or group delivered TTP, in-person or via phone, a fax or eReferral to a quitline, a website, or a text/mobile program, providing counseling regarding quitting, or prescribing a smoking cessation medication. For the “pre-grant” report, if your site had no formal TTP or referral system in place during the reporting period, but you are able to easily report on the number of smokers who received counseling or prescriptions, you may report that.

Count the number of smokers who were *offered* a program. This could be the number who were offered enrollment in an in-house TTP (vs. those who actually engaged), or the number who were given a quitline number or informational brochure.

It is encouraged, but optional, to also report the number of smokers with a cancer diagnosis who engaged in a TTP as a separate subset of patients.

5. **Smoker and TTP participant demographics.** The number of 1) smokers and 2) TTP participants should also be reported by patient demographics. The following categories are required for reporting:
 - a. **Gender:** Male; Female; Other/not specified
 - b. **Race:** American Indian or Alaska Native; Asian; Black or African American; Native Hawaiian or Other Pacific Islander; White; More than one race; Race unknown/Other

- c. **Ethnicity:** Hispanic; Non-Hispanic; Unknown
- d. **Age:** 18-24; 25-44; 45-64; 65+; Age unknown
- e. **Insurance Type:** Private; Medicare; Medicaid; Military plan (e.g. Tricare; VA); Indian Health Service; Other state/government sponsored insurance; Uninsured/No insurance coverage; Insurance type unknown

3 MEASURING AND REPORTING ON EFFECTIVENESS

1. **Measuring effectiveness.** Effectiveness of the TTP is measured by one required item; “When did you last smoke a cigarette (even one or two puffs)?” (Table 1). This item and any optional items (Table 2) should be measured at the time of enrollment (“baseline”); and 6 months after enrollment (“follow-up”). You will be asked to report each measure at these two time points. Follow-up measures should be assessed among any current smokers who have engaged/enrolled in a tobacco treatment program. For most programs; this follow up will be external to the EHR; and will be assessed via an in-person or telephone-based follow-up survey. Follow-up effectiveness data may also be reported from quitline reports; or other types of follow-up assessments conducted by your site.
2. **Reporting effectiveness.** Data for effectiveness at baseline and follow up will be submitted during each reporting period; however; the same smokers will not be reported in both categories for one reporting period.
 - a. **Effectiveness baseline** measures should be reported among those current smokers who have engaged/enrolled in a tobacco treatment program; and who were assessed on the required effectiveness item at baseline during the reporting period.
 - b. **Effectiveness 6-month follow-up** measures should be reported among those current smokers who have engaged/enrolled in a tobacco treatment program; and who have at least one follow-up measure at 6 months post-enrollment during the reporting period.

Table 1. Required Item and Measures for Reporting on Effectiveness of Tobacco Treatment Programs

#	Required Item and Values/ Response Options	Required Measures for Reporting
1.	When did you last smoke a cigarette (even one or two puffs)? 1. I smoked a cigarette today (at least one puff). 2. 1 to 7 days ago. 3. 8 days to 1 month ago 4. More than 1 month ago to 6 months ago. 5. More than 6 months ago to 1 year ago. 6. More than 1 year ago. 7. Don’t know/Don’t remember	Number of smokers engaged in a TTP who smoked: A. Today B. 1 to 7 days ago C. 8 days to 1 month ago D. More than 1 month ago to 6 months ago. E. More than 6 months ago to 1 year ago. F. More than 1 year ago. G. Don’t know/Don’t remember

Table 2. Optional Items and Measures for Reporting Effectiveness of Tobacco Treatment Programs

#	Item and Values/ Response Options	Optional Measures for Reporting
2.	In the past 30 days; have you tried to quit (or stay off) smoking cigarettes? 1. Yes 2. No 3. Don't know/Don't remember	Number of smokers engaged in a TTP who responded H. Yes I. No J. Don't Know/Don't Remember
3.	In the past 30 days; did you smoke cigarettes every day; some days; or not at all? 1. Every day 2. Some days 3. Not at all 4. Don't know/ Don't remember	Number of smokers engaged in a TTP who responded K. Every day or Some days L. Not at all M. Don't Know/Don't Remember
4.	In the past 30 days; if you smoked either every day or on some days; about how many cigarettes did you smoke on those days? A pack usually has 20 cigarettes in it. 1. 1-4 2. 5-9 3. 10-14 4. 15-19 5. 20 (1 pack) or more 6. Don't know/ Don't remember	Number of CURRENT smokers engaged in a TTP who responded : N. 1-4 O. 5-9 P. 10-14 Q. 15-19 R. 20 (1 pack) or more S. Don't know/ Don't remember