

California Cancer Registry

Production Automation and Quality Control Unit

Data Alert - Registrar
2017-006

New Q-Tips - Text Documentation Guidelines

Announcing two new documents providing guidance on what information to include in text fields now available on the CCR website.

1. Q-Tips - "Recording information in Text Fields - General Guidelines"
2. CCR "Text Documentation Guidelines"

A new Q-Tip on "Recording Information in Text Fields-General Guidelines" has been posted to the CCR website. This is a single page quick reference guide to recording text.

Click [here](#) to view the Q-Tip.

In addition, a CCR companion document "Text Documentation Guidelines" has also been posted. This additional document provides greater detail with specifics on what to include in each text field, preferred text formats, and how to organize your text for consistency and recommendations for text quality control. Note: Some sections have been color coded to highlight content and structure and if printed we recommend you print the document in color. You can find the document located under the CCR Knowledge Series heading.

Click [here](#) to view the CCR Text Documentation Guidelines.

Both text guideline documents were a collaboration amongst the California Regional Cancer Registries and the Central California Cancer Registry (CCR). Feedback on materials can be submitted by email to Donna Hansen, CTR: dhansen@ccr.ca.gov

Note: Past Q-Tips are archived on the CCR website under "[Registrar Education and Training](#)".

We hope you find this information beneficial.

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