

Preparing for 2025

CRStar Best Practices for End of Year Registry Database Management

As we close out the 2024 calendar year, registries are gearing up for a fresh start in 2025 with many changes on the horizon. To help you prepare, we've compiled some key tips and best practices to get your database ready for the year ahead!

- **Review User Logins** - The System Administrator should review the user login settings and delete old users that may no longer work for the facility. Note: Do not delete their registrar initials.
- **Review Password Policies and Settings** - Check with the facility's security officer to see if changes are needed for lockout settings, password requirements, and patterns and if two-factor authentication is a requirement.
- **Review User Security Settings** - Check each user's security settings to ensure that disabled screens or modules are still applicable for 2025. Also, review each user's security settings for needed changes. (Client Admin, User, or Read Only)
- **Review CRStar Support Portal Access** - Ensure that all users have access to the support portal to be able to submit tickets
- **Delete** old support portal logins for users no longer at the facility.
- **Initialize 2025 Accession Numbers** - Facilities will need to initialize new accession numbers for 2025 for each facility in their database. Enter the hospital number followed by the year and the next accession number to use. For example, 01202500001. Note: If users have been manually entering 2025 accession numbers, run an Accession Registry to find the last number used.
- **Data Validation Reports** - Run the Data Validation Report to review possible duplicate cases. If duplicate cases are found, the Combine Case feature can be used to merge duplicates.
- **Missing Physician NPI Numbers** - Run a report for missing physicians' NPI numbers.
- **Missing Hospital NPI Numbers** - Run a report for missing hospitals' NPI numbers. This can be done through Report for a File.
- **Color Coding** - Review the color-coding schemes to include any changes for 2025 and modify any existing fields.
- **Rapid Abstract** - If the Rapid Abstract feature is utilized, review for inclusion or exclusion of new and existing fields.
- **Dashboard Settings** - Review the dashboard settings for necessary changes to date ranges, facility configuration, and user access.
- **GenEDIT Settings** - Ensure new edit metafiles have been set for each user (State, NAACCR, NCDB, and RCRS)



- **Import Review** - Review any imports used for casefinding and follow-up for any necessary changes to codes and filters. Note: The ICD-10-CM SEER Casefinding list effective 10/01/2024-09/30/2025 can be found on the SEER website at [2025 SEER Casefinding List](#).
- **Population and Report Label Cleanup** - Review population and report labels in the Select a Population, Ad hoc List for a Pop, and Cross-Tab reports, and delete labels no longer used. Note: The cross-tab reports that begin with "Comparison" are CRStar canned reports. Do not delete.
- **Non-Reportable Files** - Review Non-Reportable cases. Is the correct information and documentation applied? Do these cases have the text stating why the case is non-reportable? Are the site, diagnosis date, and date of first contact filled in? Are there any older years that can be deleted?
- **Incomplete Files** - Create a file looking for any cases with the state flag coded as an "I." Review for completeness. If possible complete these cases.
- **Download the New Version of GenEDITS Plus** and new metafiles for RCRS submissions, if your state requires you run cases through GenEDITS Plus prior to submission. Note: There will not be a 2025 NCDB Call for Data.

Following these tips and best practices each year will aid in maintaining your database. If assistance is needed with any of these items, please submit a support ticket and a member of our team will be happy to assist!

[Submit a Ticket](#)