General Instructions for NAACCR Data File Submissions

NAACCR 2013 Call for Data Deadline: December 3, 2012

For questions about the NAACCR Call for Data, contact:

Jim Hofferkamp, CTR NAACCR, Inc.

Phone: (217) 698-0800 ext 5

Fax: (217) 698-0188 jhofferkamp@naaccr.org

For technical questions about sending the data file, contact:

Andy Lake
Information Management Services, Inc. (IMS)
6110 Executive Blvd. Suite 310
Rockville, MD 20852
Phone: (301) 984-3445
lakea@imsweb.com

Location of all Call for Data Materials:

To find the forms and instructions, go to www.naaccr.org. In the menu at the top, go to Data and Publications and then Call for Data or click on the link below.

http://www.naaccr.org/DataandPublications/CallforData.aspx

Please read all the enclosed materials carefully. If you decide to participate in the Call for Data and/or Registry Certification, complete forms on the NAACCR website, and if you cannot submit an electronic signature, please fax or Scan and email those requiring a signature to Jim Hofferkamp.

The tasks for data submission follow. If you are submitting data only for Registry Certification, you may skip steps 5, 8 and 13.

 Submit one data file of all reportable cancer incidence cases by December 3, 2012 for residents of your coverage area, who were diagnosed from 1995 through 2010.
 The list of requested data items for all uses and for a submission for Registry Certification only is available in the document Certification and CINA Call for Data Items.

For U.S. registries submitting data to both NPCR and NAACCR, you can extract the NPCR required items, prepare for shipping to NPCR then run a new *NAACCR prep* utility program on a copy of the NPCR file to prepare for submission to NAACCR.

For U.S. registries not submitting to NPCR, extract the NAACCR call for data items and **include the census tract 2000 and 2010 variables** [NAACCR items 130 and 135] in the file for generation of the Census Tract Poverty Indicator. For registries that cannot or elect to not submit residence county, day of diagnosis or day of last follow up, please include these variables in the extract for derivation of Beal codes and survival length variables, respectively. *Note: All these sensitive fields can be stripped from the file at your option by the NAACCR preputility before submission. See step 8.*

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For Canadian registries, extract the NAACCR call for data requested items only.

2. Data submitted must adhere to the NAACCR standard definitions and codes.

All cases as defined in the document *Data Selection Criteria Based on Case Reportability* for each diagnostic year should be included on the file, regardless of whether they are reportable in only some of the years.

3. U.S. data must be submitted in NAACCR Record Layout Version 12.2. Canadian registries may submit in version 12.1 or 12.2. Refer to the Standards for Cancer Registries Volume II, version 12.1 or version 12.2 for details.

Documentation of this file layout is available on the NAACCR Web site at the link below: http://www.naaccr.org/StandardsandRegistryOperations/VolumeII.aspx

If your registry is unable to submit a file in version 12.2, please contact Jim Hofferkamp jhofferkamp@naaccr.org.

4. Perform the Duplicate Assessment Protocol on 2010 cases for Registry Certification and on 1995 through 2010 cases for CINA.

This protocol must be done if you want your data to be certified or included in any use requiring high quality data assessments. Instructions for performing this step are included in the document *Duplicate Protocol Combined Years 2013 Data*.

IMPORTANT: If you are submitting for both CINA and Registry Certification, you must conduct the duplicate protocol two times: once, on the 1995-2010 cases and the second time, on 2010 cases only. If you are not submitting all years, 1995-2010, for CINA, perform the protocol on ALL the data years you are submitting.

5. U.S. registries should run the NAACCR Hispanic Identification Algorithm, version 2.2 (NHIA v2.2.2) and the NAACCR Asian Pacific Islander Identification Algorithm, version 1.2 (NAPIIA v1.2.1) on all cases submitted.

The two algorithms are combined into one SAS program, called NHAPIIA, for your convenience. Instructions for applying these algorithms are available on the NAACCR website. In running the NHIA algorithm, it is recommended that registries use option 1, the current default for the SAS routine. This setting limits the Spanish surname portion of the algorithm in counties that are less than 5% Hispanic to cases coded as surname only (item 190=7) or unknown whether Hispanic (item 190=9). Registries selecting some other option are asked to so note in their comments and provide a rationale for using another option. Please submit the NHIA/NAPIIA Verification Form. If your registry software incorporates NHIA/NAPIIA, please specify the version on the Verification Form.

6. Run the edit set appropriate for your submission and the NAACCR format being submitted.

Select the intra-record edit set that matches your submission. Only one intra-record edit run is necessary. In particular, if submitting to NPCR and NAACCR, run the NPCR edit against an NPCR file then develop the NAACCR file from a copy of the prepared NPCR file and avoid the need to edit and otherwise process two separate data sets.

Type of Submission/Type Registry	Edit Set
Certification only/All	NAACCR Certification Edits

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Certification & CINA/U.S. not Submitting to NPCR	NAACCR CINA Edits
Certification & CINA/U.S. Submitting to NPCR	NPCR Edits
Certification & CINA/Canadian	NAACCR CINA EDITS

The EDITS metafiles for the Call for Data can be downloaded from the NAACCR website with instructions for running the EDITS and Gen EDITS Plus programs. To be included in any use of the data, you must resolve every error and report the number of errors that could not be resolved and remain on the submitted file (use the EDITS Form).

The edits are based on the 12.2 version EDITS metafile releases. Canadian registries submitting in version 12.1, should contact Jim Hofferkamp at jhofferkamp@naaccr.org or 217 698 0800 x 5 prior to running edits.

The edit sets use NAACCR standards definitions and are based on submission of all requested data items. WARNING! If you choose not to submit a data item, you may get errors because of blank fields. If you like, you can turn these edits off. Be aware, however, that we run EDITS on the files and use our results to determine Registry Certification status and fitness of the data for various uses. If the specific use of the file requires a variable to be present, then the variable must be 100% error-free.

This year, submission of an edit summary report is not required.

7. Run the Inter-record EDITS Utility.

This application must be run *after* running the intra-record edits described above. Please resolve all errors.

8. Generate Derived Variables – NAACCRprep utility

This year, a utility program can be downloaded to run against the processed data file to generate length of survival (all registries) and, for U.S. registries, derive Beal codes and Census Tract Poverty Indicator variables. The utility can be instructed to strip specific fields from your submission file after these derived fields are developed. The variables that can be automatically stripped include census tract, NPCR variables on BCCEDP MDE Link, as well as, if you require, residence county, day of diagnosis and day of last follow up.

For U.S. registries submitting to NPCR and NAACCR, the utility can be run on the file as prepared for the NPCR call.

For registries submitting only to NAACCR and not NPCR, the utility can be run on a file prepared with the NAACCR requested variables that includes the census tract NAACCR variables 130 and 135. Be sure to also include day of diagnosis and day of last follow up in the utility input file.

9. Create Your Data File.

Create *one* data file for your NAACCR submission. The file should be labeled using the naming convention of

ss9509v122.dat

where ss is the two letter postal code for your registry followed by the years of data submitted, followed by the NAACCR version layout. For example, Montana submitting

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data in NAACCR version 12.2 for the years 1995-2010 would create a file named mt9510v122.dat. The file should have a record length of 3,339 characters.

10. Compress Your Data File

Compress the data file with WinZip, PKZip, or Gzip. Gzip is the preferred method for compression. Gzip executables for Microsoft Windows and other operating systems are available at http://www.gzip.org/#exe.

11. Transmit Your Data File

The preferred method to transmit data to IMS is through the internet using a secure, 128-bit, encrypted link (https://www.naaccr-cina.org). If you do not recall your login information, click on the "forgot your password?" link on the home page. If you have an updated e-mail address from last year and don't recall your password, or have never submitted data, please contact Andy Lake at (301) 984-3445 or via e-mail at lakea@imsweb.com to have a password assigned. Be sure to include Registry name.

IMS can also retrieve data from your registry's FTP site using an Internet access. Contact Andy Lake to make the arrangements. You may also mail your file on a CD to Andy Lake using the mailing address information on page 1 of the "General Instructions for NAACCR Data File Submissions."

12. Please complete all the forms on the NAACCR website for your registry's data submission by December 3, 2012.

The submission forms can be found at

http://www.naaccr.org/Applications/CallforData/Default.aspx
. The Registry Main Contact may use their MyNAACCR username and password to open and complete the forms. The main contact may assign other individual the rights to complete the forms on their behalf. A submission is only completed when the submit button is pressed for each form. The user may make changes to the form after submission.

13. Review, sign, and fax the NAACCR Call for Data Assurances Agreement.

The agreement is available on the NAACCR website and should be sent to Jim Hofferkamp by December 3, 2012. Please note that in addition to the authorization for inclusion in CINA, Appendix A of the Agreement includes consent forms for specified secondary uses of the data (see #15 below).

14. Checklist of materials requiring hard copy submission.

Remember to fax or scan and copy the necessary forms listed below to NAACCR, as appropriate. Signed forms and edit summary pages must be sent to Jim Hofferkamp at fax number (217) 698-0188 or faxed and emailed to jhofferkamp@naaccr.org.

- NAACCR, Inc Call for Data Assurances Agreement
 - Receipt of form authorizing use is required for inclusion in CINA
- ACS Facts and Figures [US Only] Active Consent for Secondary Use
 Receipt of form authorizing use is required for inclusion in this secondary use
- Medullary Thyroid Cancer Verification- Active Consent for Secondary Use

 Receipt of form authorizing use is required for inclusion in this secondary use
- CINA Plus in SEER*Stat Passive Consent for Secondary Use

 Receipt of form authorizing use is required for inclusion in this secondary use

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- NCI Delay Adjustment Passive Consent for Secondary Use

 Receipt of form not authorizing use is required for exclusion from secondary use
- CINA Deluxe File for use by NCI and ACS for routine inquiries Passive Consent for Secondary Use Receipt of form not authorizing use is required for exclusion from secondary use
- 15. Review and update the revised Registry Research Information Database for your registry between November 1 and December 3, 2012.

An electronic form will be made available on the NAACCR call for data Website that will allow you to review and update information on your registry at http://www.naaccr.org/Applications/RRIDB/Default.aspx

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