

**General Instructions for NAACCR Call for Data
Deadline: Midnight Eastern Time Tuesday December 1, 2020**

For questions about the NAACCR Call for Data, contact:

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**All Call for Data materials are located on our website:
<https://www.naaccr.org/call-for-data/>.**

STEP 1: Log in to NAACCR CFD System

Log-in to the Call for Data (CFD) Submission System from the *Submit* Tab.

Click the long blue button “*Submit Call for Data, Complete CaRRI database, Access Data Assessment.*”

- Prior to November 1, 2020, users will only be able to access CaRRI and the Data Assessment materials and only view their 2019 submission.
- Dec 2020 CFD Submission Portal will open November 1st, 2020.

To add or remove users, please contact Recinda Sherman rsherman@naaccr.org.

STEP 2: Create Submission File(s)

Create a single data file with all reportable cancer incidence cases for residents of your coverage area, who were diagnosed from 1995 through 2018. *2019 data are also being requested to be used for evaluation purposes only and do not impact Certification or inclusion in CiNA products.* 2019 data may be included in the submission file or submitted as a separate file as late as January 31, 2021.

NOTE: *We strongly encourage members to submit 12 month data as NAACCR is currently assessing the utility of including these data into the delay adjustment model and to get an assessment of current reporting issues.*

Submission Files

Registries should create a file that includes the data items listed in the excel document *Certification and CiNA Call for Data Items* available on the *CFD Documents* Tab. The data items highlighted in green in this document **must** be included in the initial file. These variables are necessary to generate derived variables. However, they will be removed by NAACCR*Prep and will not be submitted to NAACCR for Certification or

CiNA. If a full, confidential record dataset is used to create your submission file, only the variables requested by NAACCR (listed in the excel spreadsheet) will be included in the submission file created by NAACCR*Prep.

- Data submitted must adhere to the NAACCR standard definitions and codes.
- All cases as defined in the document *Data Selection Criteria* for each diagnostic year should be included on the file, regardless of whether they are reportable in only some of the years.
- Data must be submitted in NAACCR Record Layout Version 18, XML data exchange standard. Refer to the Standards for Cancer Registries Volume II, version 18 (<https://www.naacr.org/data-standards-data-dictionary/>) and (<https://www.naacr.org/xml-data-exchange-standard/>) for details.

STEP 3: Duplicate Assessment

The *Duplicate Protocol* is available on the *Documents* Tab.

The duplicate protocol is required for Certification and CiNA. The duplicate protocol must be run two times: on1) on the 1995-2018 cases; 2) on 2018 cases only. If you are unable to submit all years, 1995-2018, perform the protocol on ALL the data years you are submitting. While not required, we recommend a third duplicate protocol be performed on 2019 cases (12 month data) in order for appropriate evaluation of the data to take place.

STEP 4: Run NHAPIIA

U.S. registries should run the NAACCR Hispanic and Asian/Pacific Islander Identification Algorithm on all cases submitted. NHAPIIA is incorporated into NAACCR*Prep. *We recommend using the NAACCR*Prep utility to generate the NHAPIIA fields.*

To run NHAPIIA in NAACCR*Prep, include the NAACCR items 2230, 2240 and 2290 (first, middle and last name) in the NAACCR*Prep input file. These fields will be used to derive the variables but will be deleted from the NAACCR*Prep output/submission file.

If NHAPIIA is run outside of NAACCR*Prep, it is recommended that registries use Option 1, the current default for NAACCR*Prep. 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).

As part of submission Step 9, registries enter setting they selected—if they use another option, the registry will need to provide a rationale. If your registry software incorporates NHIA/NAPIIA, please specify the version on the Verification Form.

STEP 5: Run Edits

Edits Metafiles are on the *Tools* Tab.

- a) Select the edit set that matches your submission

All edit errors on data items reviewed for Certification or included in CiNA submission must be reconciled prior to submission. The edits are based on the version 18 EDITS metafile releases. For questions about Edits, please contact Jim Hofferkamp at jhofferkamp@naaccr.org.

| Type of Submission/Type Registry | Edit Set |
|---|-----------------------------|
| Certification only/All 2018 | NAACCR Certification Edits |
| Certification & CiNA/U.S. <i>not</i> Submitting to NPCR 1995-2018 | NAACCR CiNA Edits 1995-2018 |
| NAACCR 12 Month Data 2019 | NAACCR CiNA Edits 2019 |
| Certification & CiNA/Canadian | NAACCR CiNA Edits-Canada |

The edit sets use NAACCR standard 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 that we run EDITS on your submitted files and use our results to determine Registry Certification status and fitness of the data for various uses. If the submission type requires a variable, then the variable must be 100% error-free.

- b) Run Inter-Record Edits

Run the Inter-record edits ***after*** running the main Edits Metafile. Please resolve all errors. Once all edits have been corrected, move on to Step 6. Registries are not required to re-run the NAACCR submission file generated by NAACCR*Prep through edits.

NOTE: *There is no combined NAACCR/NPCR edit set. All materials necessary for NPCR submission will be provided by NPCR. U.S. registries submitting data to both NPCR and NAACCR will need to use different edit sets for each agency.*

NOTE: *Only one error free edit run is necessary. Submission of an edit summary report is not required.*

NOTE: *The 2019 data is for evaluation purposes only. The 2019 cases should be as cleaned up as is practical but do not need to be error-free.*

STEP 6: Create Output File(s)

NAACCR*Prep is available on the *Tools* Tab.

The NAACCR*Prep program generates the derived variables and generates the submission file. Derived variables include the survival variables for all registries, and the area-based social measures (RUCA, URIC, poverty codes, and Yost) and NHAPIIA for U.S. Registries. The program automatically strips specific fields from your submission file after the derived fields are developed. The variables that are

automatically stripped during processing include census tract codes, name fields, day of diagnosis and day of last follow up. If your state requires, you can also strip county of residence from the NAACCR file and cause of death.

For registries using NAACCR*Prep:

- The file should be free of edit errors prior to running the NAACCR*Prep utility (see steps 4 & 5).
- In order for NAACCR*Prep generate the derived fields, all the variables in green in the *Certification and CiNA Call for Data Item* spreadsheet are included in the input file including NAACCR items 351, 352, 353, 2230, 2240, 2390. These variables **will not be included** in the output file submitted to NAACCR. All dates associated with survival will have day suppressed unless the user removes the default option.

The *Documents* Tab has additional information about the fields generated in NAACCR*Prep: the calculated survival variables and the geographic-based measures (U.S. only), including the supplemental variables to create the YOST SES Index and minority-specific SES.

STEP 7: Name Output File(s)

Create **one** data file for your NAACCR submission. For example, if submitting 1995 through 2018 data, the output file should be labeled using the naming convention

SS9518v18.xml

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 data in NAACCR version 18 for the years 1995-2018 would create a file named ***MT9518v18.xml***.

If you are submitting 2019 cases later, use the same naming convention. Using the Montana example, the CiNA/Certification submission would be ***MT9518v18.xml*** and the 12 month data submission would be ***MT2019v18.xml***.

NOTE: *NAACCR*Prep will create a zip file for you with the proper extensions.*

STEP 8: Compress Data File(s) (only if you do not use NAACCR*Prep)

NAACCR*Prep outputs a zip file. If you choose not to use NAACCR*Prep, you must 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>.

NOTE: *If you wish to review the NAACCR*Prep file prior to submission, please use the resources available on the Tools Tab under “Convert Between XML and Flat File.” You can also use File*Pro to view your submission file.*

STEP 9: Submit Submission File(s)

The CFD Submission Portal will be open no later than November 1, 2020 and is accessed from the *Submit* Tab.

- Click the long blue button “*Submit Call for Data, Complete CaRRI Database, Access Data Assessment*” on the *Submit* Tab.
- Click “*Submit the 2020 Call for Data*” in the 2020 CFD Box
 - if the box still says 2019, it has not yet opened for the December 2020 submission.
- Click on “*Upload Files,*” complete the form, and upload your file.
- Once this step is complete, this section will show as checked on the dashboard.

STEP 10: Complete Submission Forms

Complete all of the electronic submission forms in the CFD Submission Portal by **December 1, 2020**.

- From within the CFD Submission Portal, click on links “*General Information*” and “*Process Verification & Vital Status Follow-Up*” to complete the forms.
- As you complete this information, these sections will show as checked on the dashboard.

STEP 11: Review, sign, and submit the NAACCR Call for DUA and Consent Forms

Review, sign, and submit the DUA and Consent Forms in the CFD Submission Portal by **December 1, 2020**.

- From within the CFD Submission Portal, click on link “*Sign DAA and Consent Forms*” to sign the forms.
- As you complete this information, this section will show as checked on the dashboard.
- Once all the forms are signed and submitted, and all the 4 sections (*Upload Files, General Information, Process Verification & Vital Status Follow-Up, and Sign DAA and Consent Forms*) are checked, **please mark your call for data as COMPLETE.**

NOTE: Registries have the option to e-sign or download, sign, and upload all submission documents that require a signature. Follow the instructions on the Submission Site.

Checklist of materials requiring signed approval:

- ✓ **NAACCR, Inc. Call for Data Assurances Agreement**
- ✓ **CiNA Public Use Dataset—Active Consent**
- ✓ **ACS Facts and Figures [US Only] – Active Consent**
- ✓ **Medullary Thyroid Cancer [US Only] – Active Consent**

- ✓ **NAACCR Synthetic Dataset—Active Consent**
- ✓ **American Lung Association [US Only] – Passive Consent**
- ✓ **Delay Adjustment—Passive Consent**
- ✓ **The Affordable Care Act and Cancer Stage at Diagnosis [US Only] – Passive Consent**

NOTE: *If you submit 2019 data after your regular submission, you will need to “Unlock” your Submission and then “Lock” using the appropriate buttons.*

STEP 12: CaRRI (Cancer Registry Researcher Information) Database

After other CFD requirements are complete, please log into the CFD Submission Portal on the *Submit* Tab to review and complete the registry information for the CaRRI database **by January 31, 2021**. This step is for both US and Canadian Registries.

This database captures essential information for researchers interested in using cancer registry data. The system is populated by cancer registry staff and reviewed annually at a minimum. After being reviewed, the data will be made publicly available in a searchable format in 2021. If you have any questions, please contact Recinda Sherman rsherman@naaccr.org.

Once logged in to the CFD Portal, click *Enter registry information into the CaRRI Database* in the top right box. To review and create specific queries of the data, click the *CaRRI Database Search* Tab.

NOTE: *Most registries input information in previous years. Those registries will only need to review and update if needed.*

STEP 13: Create VPR-CLS File (US Registries Only)

After all other Call for Data requirements are complete, please create your linkage file for the VPR-CLS **by January 31, 2021 (U.S. Registries only)**. VPR-CLS is a voluntary NAACCR initiative to streamline the process of research cohort linkage among multiple cancer registries as well as de-duplication among central cancer registries.

We ask that all registries create the VPR File at same time to ensure comparable timelines for follow-up. We also ask *ALL* U.S. Registries to create this file during the Call for Data regardless of participation in the VPR to support potential initiatives such as the Camp Lejeune Cancer Incidence Study which linked with all U.S. states, DC, and PR—but was not part of the VPR.

Detailed instructions for creating the VPR-CLS linkage file are on the *Documents* Tab. If you have any questions, please contact Castine Clerkin cclerkin@naaccr.org.

NOTE: *This VPR-CLS file will not leave your registry. Any linkage conducted will be behind your registry firewall.*