

**Standardization and Registry Development Steering Committee
July 23, 2020**

Attendance				
Members Present:			Board Liaisons Present:	NAACCR Staff Present:
Wendy Aldinger (Co-chair)	Deborah Hurley	Winnie Roshala	Isaac Hands	Lori Havener
Peggy Adamo	Sandy Jones	Randi Rycroft	Mary Jane King	
Eric Durbin	Gary Levin	Valerie Yoder		
	Rich Pinder			
AGENDA ITEM		DECISION		ACTION/FOLLOW-UP
1. Roll				
2. Review minutes/action items from last meeting				
3. Discussion Items				
<p>a. Edits WG report - Jim Standard setter edit sets are being finalized and current edits have been tested on v18 data using data files provided by Seattle and New York. As well as tested by edits workgroup members. Once Northcon has a beta version available we will test the edits against an XML data file. A workshop for central registry and meta file administrators is scheduled for August 17 with a follow-up session on September 10.</p>				
<p>b. Implementation Guidelines – Lori H. The guidelines have been completed and submitted to our steering committee for review and approval. The board determined last week that the review and approval process will be modified and documents such as these guidelines will no longer need to be forwarded to the board. Surveys will still need to go to the board.</p> <p>Randi presented a draft process for committees to review documents for approval. Each steering committee can develop their own process for review. Although, options have been provided. If the committee would like a board review that is still possible. If funds are available, a professional editor may be used. Once approved by the committee make sure the board liaison is aware of the approval and posting date. It was suggested the process be documented somewhere in the charter or workplan of each committee.</p>		<ul style="list-style-type: none"> It was decided members of this steering committee will review the Implementation Guidelines document. 		<ul style="list-style-type: none"> Mary Jane, Wendy and Winnie will review the Implementation Guidelines document by August 4. Lori will forward the comments to the steering committee for approval by via email August 7 and posted by August 10.
<p>c. Case Adjudication TF charter – Lori K. The charter for the Case Adjudication TF was presented and reviewed. The group has met twice, and the scope is determining best practices for deciding case ownership. One of the next steps is defining terminology. Lori K. and Wendy A. are co-chairs of this group with Castine being the supporting NAACCR staff.</p>				<ul style="list-style-type: none"> All approved of the Case Adjudication Task Force charter. The group would like the name to be more specific and suggested using Interstate Case Ownership Task Force.

<p>d. 2018 Readiness Survey Results – Lori K./Wendy Lori H. has forwarded comments to some of the questions that were specific to various work groups. This committee needs to develop a final report of the summarized results from the survey.</p> <p>Deb presented the summary of the Impact on Operations comments from the survey questions, put together with Valerie.</p> <p>Mary Jane presented the summary of the Data Quality comments from survey questions, put together with Peggy.</p> <p>Randi presented the summary of the Impact on Operations comments from survey questions she put together.</p>	<ul style="list-style-type: none"> • The summaries will be formatted in a similar way, simplifying the results. 	<ul style="list-style-type: none"> • Send summaries from the survey to Lori by August 7. • The final summary will be reviewed at the next meeting and hopefully released after that meeting. • It was decided there will not be another survey until possibly March 2021.
<p>e. Canadian webinar – Mary Jane</p>		
<p>f. Developing an Infrastructure for Disasters/Health Crisis Impacting Cancer Reporting</p>		
<p>g. Review SC goals and objectives – Lori K./Wendy</p>		
<p>h. Review S&RD SC website and send updates to Tyler</p>		
<p>i. Cancer Informatics Advisory group update – Eric/Gary A draft document is being created from a cancer informatics perspective regarding the new COVID data collection. Continued the discussion on the timeliness of data and prior work from a NAACCR task force was reviewed. We may begin by looking at timeliness from a population-based perspective.</p>		
<p>4. Other Business</p>		
<p>5. Tweet worthy for Communications SC</p>		
<p>6. Board liaison report</p>		
<p>Next Meeting – Thursday, August 27 at 12:00-1:30pm ET</p>		