

General Instructions for NAACCR Call for Data Deadline: Midnight Eastern Time Tuesday December 2, 2025

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) Portal from the **Submit Tab**. Click the long blue button “*Submit Call for Data, Complete CaRI database, Access Data Assessment.*”

Please ensure registry staff have proper access. **Do not wait until you are in the process of submitting your file to log in.** Really. DO NOT WAIT.

If you are unable to log-in, ensure that your MyNAACCR account has the access role of “Proxy Form Submitter” and/or “Registry Director.” This must be updated prior to October 15th, 2025—otherwise, access may be delayed.

- Prior to November 1, 2025, users will only be able to access CaRI submission section, Data Assessment section, and view older submissions.
- NAACCR Dec 2025 CFD Portal will open no later than November 1, 2025.

If you have access issues, please contact Recinda Sherman rsherman@naaccr.org well in advance of the CFD deadline.

NOTE: Also ensure you are on the NAACCR **Call for Data listserv** to receive any updates throughout the CFD Process.

*Please contact Tricia Kulmacz tkulmacz@naaccr.org to check your status or add yourself to the **Call for Data listserv**.*

STEP 2: Duplicate Assessment

TUMOR- LEVEL MATCH*PRO PROTOCOL

Match*Pro, instructions, and all resources to apply the deduplication protocol are available on the CFD **Tools Tab**. **New this year:** The software functionality has been updated this year, so it is important to run the protocol using the newest version of **Match*Pro**.

*For technical questions about Match*Pro Duplicate Protocol, please contact Will Howe at howew@imsweb.com.*

The Match*Pro software and duplicate protocol is required for Certification and CiNA. We are in the final year of a 3-year roll-out for the updated duplicate protocol.

The following are the Certification Criteria moving forward:

- Required: 100% Patient-level deduplication resolution on full submission (1995-2023)
- Required: Tumor-level match run on all cases diagnosed 2007-2023
- Gold = 2007+ with <.1% duplicates for all years of tumor-level resolution (2007-2023)
- Silver = 5 years of tumor-level resolution (2007-2023) with <.2% duplicates

Protip: You may consolidate identified duplicates and re-run Match*Pro as many times as you wish.

New this year: Unfortunately, the ability to use prior year's archives is once again an issue this year, just for a different reason (addition of the tumor record). We anticipate the archives will work as intended for CFD 2026. **However**, Will Howe will work with registries to apply their old archive if they have at least 15 matched pairs in their CFD 2024 archive.

On the *General Information Form* in the **CFD Portal**, you will be asked to attest to the patient-level 100% resolution. NAACCR will run the tumor-level Match*Pro deduplication protocol on your submitted file to assess your tumor-level deduplication rate. Therefore, you are required to upload your final archive file along with your submission file unless one of the following applies:

1. All identified potential duplicates have been resolved, and, therefore, no matched pairs are found when a new Match*Pro protocol is run.
2. You do not wish to use the archive to meet the duplicate thresholds for Certification. If this is the case, it is important to understand that your calculated duplicate rate for the purpose of Certification may be inflated.

You will need to submit DAY of diagnosis. Submitting DAY ensures that we will be able to replicate the deduplication and resolution performed at your registry—and accurately assess your duplicate rate.

In NAACCR*Prep, you will have the following options for suppression:

Suppression Option	Action	Use
No – don't suppress day on any dates. NOTE: this is the default. This is the default for the US Only Supplemental submissions (NCCR, VPR, and NPCR)	no suppression on DAY data	Have option to include time to tx data for evaluation in CFD Portal Questions.
Option 1 – suppresses day on all dates EXCEPT for date of DX and dates of TX. This is the default for the CiNA Submissions (Certification and CiNA Research)	DAY of diagnosis, DAY of treatment ONLY submitted	Have option to include time to tx data for evaluation in CFD Portal Questions.
Option 2 – suppresses day on all dates EXCEPT for date of DX.	Submit DAY of dx ONLY submitted	DAY data is only used for purpose of Certification
Option 3 – suppresses day on all dates	No DAY data is submitted to NAACCR	More duplicates will be identified in your file.

Dates of Treatment, DAY submitted ONLY if selected:

NAACCR Item #1200	RX Date Surgery
NAACCR Item #1210	RX Date Radiation
NAACCR Item #1220	RX Date Chemo
NAACCR Item #1230	RX Date Hormone
NAACCR Item #1240	RX Date BRM
NAACCR Item #1250	RX Date Other
NAACCR Item #1260	Date Initial RX SEER
NAACCR Item #1270	Date 1st Crs RX CoC
NAACCR Item #3170	RX Date Mst Defn Srg

In the **CFD Portal**, you will confirm which suppression option you choose as well as give permission on how you will like the DAY of diagnosis information to be used—for the purpose of Certification only *or* for Certification and the “time to treatment” calculated variables. DAY will never be available in any CiNA dataset.

STEP 3: 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 2023. *The 2024 data are also requested for evaluation purposes only, including delay modeling and other assessments. We strongly encourage you to submit the 2024 data, but this submission does not impact Certification or inclusion in CiNA products.* The 2024 data may be included in the submission file or submitted as a separate file as late as January 31, 2026.

We ***strongly recommend*** a full, confidential record dataset be used to create your submission file as NAACCR*Prep will remove all variables not requested. Please request that your vendor supports this option to ensure the smoothest CFD process possible. Note: SEER*DMS users use the report EXT-02 to create all submission files and do not need to use NAACCR*Prep or a confidential dataset.

Submission File

The submission file must include the data items listed in the excel document *Certification and CiNA Call for Data Items 2025*, available on the CFD **Documents Tab**. A column on the excel spreadsheet indicates “New this Year” data items. Double check these variables are in your initial file pull. Again, it is ***strongly recommended*** to pull a full, confidential record as your initial extract file (unless you are a SEER*DMS user and can use report EXT-02).

A column on the excel spreadsheet also indicates “Required to derive but not submitted.” These data items ***must*** be included in the initial file submitted to NAACCR*Prep, as they are necessary to generate derived variables. However, they are removed by NAACCR*Prep and ***will not*** be submitted to NAACCR for Certification or CiNA. Again, if you are not a SEER*DMS user, we ***strongly recommend*** (yes, bears repeating) a full, confidential record dataset be used to create your submission file to ensure all requested variables are included. NAACCR*Prep removes all variables not on the *Certification and CiNA Call for Data Items 2025 list* AND removes all variables required to derive but not submit. Registries also have the choice within NAACCR*Prep to further suppress some requested variables.

The submission file:

- Data submitted must adhere to the NAACCR standard definitions and codes. For details, refer to the Standards for Cancer Registries Volume II, Version 25 (<https://apps.naaccr.org/data-dictionary>).

- Data must be submitted in NAACCR Record Layout, Version 25, XML data exchange standard.
- All cases as defined in the document *Data Selection Criteria* on the **Documents Tab** for each diagnostic year should be included on the file, regardless of whether they are reportable in only some of the years.
- The derived fields calculated by NAACCR Prep are described starting at row 201 *Certification and CiNA Call for Data Items 2025* excel spreadsheet on the **Documents Tab**.
- Geocoding recommendations for boundary years by diagnosis year are described starting at row 256.
- For the final year, we are requesting the two geocoding quality fields generated by Geocodio as non-standard data items. They are standard data items for v26.
 - If you are able, you may submit these variables in your main submission file. You will need to review the additional instructions *How to Include Non-Standard Data Items Instructions* available on the **Documents Tab**.
 - Alternatively, you can submit these two variables as a csv file along with a patient/tumor ID. NAACCR will append these variables to your data after submission.

STEP 4: Run NHAPIIA (US Only)

NOTE: If you run NHAPIIA with NAACCR*Prep, skip this step.

U.S. registries should run the NAACCR Hispanic and Asian/Pacific Islander Identification Algorithm on all cases submitted. NHAPIIA is incorporated into NAACCR*Prep. Unless you are a SEER*DMS user, 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. Again, for non-SEER*DMS users, we ***strongly recommend*** (yup, this again!) a full, confidential record dataset be used to create your submission file to ensure all requested variables are included.

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 the setting they selected in the information portion of the portal. If another option is used, the registry will need to provide a rationale on the General Information Submission Form. If your registry software incorporates NHIA/NAPIIA, please specify the version on the General Information Submission Form.

Users can control whether any existing NHIA/NAPIIA values are overwritten by NAACCR*Prep. You have the option to only run NHAPIIA on blank cases and not

overwrite values generated at the registry. More details are available in the NAACCR*Prep instructions.

STEP 5: Run Edits

Edits Metafiles are available on the **Tools Tab**.

a) Run the edit set that matches your submission.

All Edit errors on data items reviewed for Certification or included in CiNA must be reconciled prior to submission. The edits are based on the Version 25 EDITS metafile release.

For questions about Edits, please contact Jim Hofferkamp at jhofferkamp@naaccr.org.

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 Fit for Use. If the submission type requires a variable, then the variable must be 100% error-free.

Canadian registries use the Canadian Edit set regardless of which submission file type. US registries can save some time by running the NPCR edits first and then the NAACCR edits. Running the edits this way avoids running the same edit multiple times. Registries that do not submit to NPCR must use the Canadian or full NAACCR US edits set, as applicable.

b) Run Inter-Record Edits

Run the Inter-record edits ***after*** running the main Edits Metafile, and correct all errors prior to uploading the file to NAACCR*Prep. Registries are not required to re-run edits 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's CFD.*

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

NOTE: *The 2024 data is for evaluation purposes only. The 2024 cases should be as clean as is practical but do not need to be error-free nor deduplicated at the tumor-level.*

STEP 6: Create Output File(s)

NAACCR*Prep and the configuration files will be available on the **Tools Tab** by the middle of October 2025. NAACCR*Prep is a required software for all registries not using SEER*DMS.

The submission file should be free of edit errors prior to running the NAACCR*Prep utility (see step 5).

NOTE for SEER*DMS Users: The SEER*DMS report EXT-02 should be used to create the NAACCR CFD file as well as the VPR-CLS file for SEER and non-SEER registries. EXT-02 has been updated to include a VPR.log file to accompany your submission file. NAACCR*Prep is not needed for NAACCR submissions for registries using EXT-02. **All required fields – including the calculated fields have been added to the extract.**

Protip: If your file does not get saved or gets corrupted, or if your VPR-CLS log file (Step 12) does not generate, save your output to somewhere other than a network drive.

NEW THIS YEAR: U.S. registries may opt to have IMS conducted some VPR-CLS linkages. It is important to understand the two file types generated by NAACCR*Prep. *The PII Linkage file is similar to prior VPR-CLS submission files, and this file will not leave your registry. The CFD Portal will not allow users to upload this file. The new PPRL Linkage file, the limited and hashed file, will be uploaded to the CFD portal by participating U.S. registries.* More information is available in the VPR-CLS instructions on the **Documents Tab.**

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

The variables that are automatically stripped during processing are the name fields and day of last follow up. It will also automatically suppress US-specific fields for Canadian registries and Canada-specific fields for US registries. The EPHT fields are also suppressed for the NAACCR submission.

If your state requires, you also have the option to strip the following variables:

- Census tract 2010/2020 – data collected ***primarily for evaluation and method development and will not be released*** without specific permission from your registry.
- County at Diagnosis (all county fields) – data ***are never released for research*** without specific permission from your registry.
- Days of dates – ***not recommended to strip*** as duplicate rate will not be properly assessed (See Step 2).
- Cause of death – For general survival, the SEER recodes are used. COD data ***are never released for research*** without specific permission from your registry.

For NAACCR*Prep generate the derived fields, all the “Required to derive but not submitted” fields as indicated on *Certification and CiNA Call for Data Item 2025*

spreadsheet must be included in the input file including NAACCR items 110, 130, 2230, 2240, 2390. These variables ***will never be included*** in the output file submitted to NAACCR.

The *Certification and CiNA Call for Data Items 2025* spreadsheet available on **Documents Tab** has additional information about the fields generated in NAACCR*Prep: the calculated survival variables, derived summary grade, and the U.S. geographic-based measures.

Geocoding Quality Variables:

Registries that use the batch match, on-line version of Geocodio can submit a modified csv file based on the csv file output by the geocoder. Just ensure the linking variables (PatientID/TumorID) and the 2 data quality variables (Accuracy Type and Accuracy Score) are included and delete all other variables. This limited csv file is then your geocoding submission file.

Some registries may have incorporated these variables into their registry and can include them in their regular submission file. If this is the case, you will need to review the additional instructions *How to Include Non-Standard Data Items Instructions* available on the **Documents Tab**.

The two data quality variables that were only generated by the old NAACCR Geocoder are still relevant to older cases and are on the requested data item list (86 Geocoding Quality Code, #87 Geocoding Quality Code Detail).

STEP 7: Name Output File(s)

Create ***one*** data file for your NAACCR submission. For example, if submitting 1995 through 2024 data, the output file should be labeled using the naming convention ***SS9524v25.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, Indiana submitting data in NAACCR version 25 for the years 1995-2024 would create a file named ***IN9524v25.xml***.

If you must submit multiple submission files, use the same naming convention. Using the Indiana example, a Certification only submission would be ***IN2023v25.xml*** and the 12-month data submission would be ***IN2024v25.xml***.

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

NOTE: If you are submitting a separate CSV file with the geocoding quality variables, Geocoding Accuracy Score and Type, follow the same naming convention. Using the Indiana example, a separate geocoding quality variable submission would be ***IN9524v25.csv***.

STEP 8: Compress Data File(s)

NAACCR*Prep outputs a zipped file. If you choose not to use NAACCR*Prep or you are submitting a separate csv file with the geocoding quality variables, you must compress the data file with 7-Zip, WinZip, PKZip, or Gzip. Gzip is the preferred method for compression. Gzip executables for Microsoft Windows and other operating systems are available for free at <http://www.gzip.org/#exe>.

*Protip: If you wish to review your NAACCR*Prep output file prior to submission, NAACCR*Prep can create a csv file for review or you can 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, 2025 and is accessed from the **Submit Tab**.

- Click the long blue button “*Submit Call for Data, Complete CaRI Database, Access Data Assessment*” on the *Submit Tab*.
- Click “*Submit the 2025 Call for Data*” in the 2025 CFD Box
- Click on “*File Submission Forms*” complete the form and upload your file(s).
- 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 2, 2025**. Incomplete forms may impact Certification.

- From within the CFD Submission Portal, click on links, for example “*General Information*” or “*Process Verification & Vital Status Follow-Up*” to complete all relevant 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/DAA and Consent Forms and mark COMPLETE

Review, sign, and submit the DAA/DUA and Consent Forms in the CFD Submission Portal **by December 2, 2025**.

- From within the CFD Submission Portal, click on link “*Sign DAA/DUA and Consent Forms*” to sign the forms via DocuSign. **DO NOT SIGN THE VERSION AVAILABLE FOR REFERENCE ON THE DOCUMENTS TAB.** These are for reference only and DocuSign contains the final versions.
- **NEW THIS YEAR:** The DAA/DUA for U.S. registries participating in the NCCR or the IMS hashed linkage for VPR-CLS will be available through DocuSign.
- As you complete information, the relevant section will show as checked on the dashboard.

- Once all the forms are signed and submitted, and all the sections are checked, **please mark your call for data as COMPLETE.**

Protip: If you submit your data early and mark your submission complete, we will process your submission prior to the deadline (in the order received). This *may* identify an issue with your submission and registries are allowed to resolve and resubmit prior to the deadline without a negative impact on Certification. *However, due to sheer volume, we cannot guarantee that we will process your submission in time.*

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

NOTE: Occasionally, a registry needs to make a small change to a DAA/DUA. If this is the case, please send the updated DAA/DUA to rsherman@naacccr.org by October 15th to ensure it will be available in DocuSign. **If your registry is required to do this, please indicate the “DAA Has Modifications” so it can be appropriately tracked.**

NOTE: If you submit 2024 data after your regular submission, you may need to contact NAACCR (rsherman@naacccr.org) to “Unlock” your Submission.

Checklist of materials requiring signed approval:

- ✓ NAACCR, Inc. Call for Data Assurances Agreement
- ✓ ACS Facts and Figures [US Only] – Active Consent
- ✓ CiNA County Maps [US Only] – Active Consent
- ✓ Mayo Catchment Area [US Only] – Active Consent
- ✓ Medullary Thyroid Cancer [US Only] – Active Consent
- ✓ CiNA Public Use Dataset—Passive Consent
- ✓ American Lung Association [US Only] – Passive Consent
- ✓ Delay Adjustment—Passive Consent
- ✓ Mapped County Modeled Data—Passive Consent
- ✓ The Affordable Care Act and Cancer Stage at Diagnosis [US Only] – Passive Consent
- ✓ Participating U.S. Registries Only: NCCR—Active Consent
- ✓ Participating U.S. Registries Only: VPR-CLS DUA

STEP 12: Create National Childhood Cancer Registry (NCCR) Submission File (Participating U.S. Registries Only)

The NCCR file is due **by December 2, 2025.**

NCCR participating registries who are also SEER registries will have IMS submit the NCCR file on behalf of the registry. NCCR participating registries who are not SEER registries will create and submit their own submission file.

Detailed instructions for creating and submitting the NCCCR file are available in the *NCCCR Submission Instructions* file on the **Documents Tab**.

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

The VPR-CLS file is due **by December 31, 2025**.

Upload your log file created in NAACCR*Prep under the *US Special Files (VPR-CLS & NCCCR)* section of *Submission Forms*.

NEW THIS YEAR: U.S. registries may opt to have IMS conducted some VPR-CLS linkages. It is important to understand the two file types generated by NAACCR*Prep. *The PII Linkage file is similar to prior VPR-CLS submission files, and this file will not leave your registry. The CFD Portal will not allow users to upload this file. The new PPRL Linkage file, the limited and hashed file, will be uploaded to the CFD portal by participating U.S. registries.* More information is available in the VPR-CLS instructions on the **Documents Tab**.

NEW THIS YEAR: U.S. registries opting to have IMS conduct VPR-CLS linkages will sign their DUA through DocuSign.

VPR-CLS is a voluntary NAACCR initiative to facilitate and streamline the process of linking research cohorts with multiple cancer registries. We ask that all registries create the VPR-CLS File at same time to ensure comparable timelines for follow-up. If you have any questions on the VPR-CLS file, please contact Castine Clerkin cclerkin@naaccr.org.

While this is a voluntary step, we request **all** U.S. Registries to create the VPR-CLS files during the Call for Data regardless of participation in the VPR-CLS to support potential, national 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-CLS.

STEP 14: CaRI (Cancer Registry Information) Database

After other CFD requirements are complete, please log into the CFD Submission Portal on the **Submit Tab** to review, update, and/or enter the registry information for the CaRI database **by January 31, 2026**. This step is for both U.S. and Canadian Registries.

This database captures essential information on cancer registry data. The system is populated by cancer registry staff and reviewed annually at a minimum. The data is publicly available in a queriable format here: <https://www.naaccr.org/cari-database>. 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 CaRI Database*” in the top right box. Once your entry or update is complete, click on

the “Mark as reviewed” button. To review and create specific queries of the data, go to the public site at: <https://www.naaccr.org/cari-database>.

NOTE: Registries have input information in previous years. Those registries will only need to review and update if needed ***but you still need*** to click the “Mark as reviewed” blue button.