

# SEER November 2010 Data Submission Requirements and Guidelines

Please direct all submission questions to:

[SEERSUBM-L@list.nih.gov](mailto:SEERSUBM-L@list.nih.gov)

1. The data submission is due **Monday, November 1, 2010**. The data submission should include all resident cases through 12/31/2008 diagnoses.
2. **All submission files should be posted to the SEER Submission Reports Portal.** A November 2010 folder has been created under each registry's folder. Please add the submission files to this folder. E-mail [SEERSUBM-L@list.nih.gov](mailto:SEERSUBM-L@list.nih.gov) for help accessing the portal.
3. The file should be submitted in NAACCR 12 format and should be named **rr.nov10.txd.gz** where rr represents the two character abbreviation for your registry. A list of the variables to be included in the submission can be downloaded from <http://seer.cancer.gov/tools/seer10.dataitems.pdf>
4. The file should be sorted by the following variables: Registry ID (NAACCR Item #40), Patient ID Number (NAACCR Item #20), Sequence Number Central (NAACCR Item #380). For the Los Angeles and Greater Bay Area registries, the legacy id should be put in columns 32-39 and the State of California patient ID number (Eureka ID) should be put in columns 2-9.
5. The file should be edited prior to submission using the SEER\*EDITS program, version 5.0.2, available on the SEER Submission Reports Portal. Use Attachment B in WORD to notify NCI SEER that the file has been submitted and whether or not SEER is to submit your data for the NAACCR Call for Data.
6. **IHS indicator (NAACCR Item #192) and Record Linkage:** Although the IHS variable is a required field, we are not requiring that you submit your current value in that field. It is fine to submit blanks for all patients. We will update your files with the new IHS linkage value prior to submission to NAACCR.
  - a. All SEER registries, with the exceptions of the Alaska Native Tumor Registry and the Cherokee Nation Cancer Registry, need to submit a file of SEER-reportable cases diagnosed between 01/01/88 and 12/31/08 to IHS. The cases in this file should be identical to those that are included in the November 1, 2010 submission file to NCI. Specific instructions for preparing and submitting this file are contained in Attachment C and the file structure is described in Table 1.
  - b. Results from the IHS linkage will be returned to each registry and to the NCI (only case identification number and linkage results will be provided to NCI; patient-identifying information such as name and social security number will be sent only to the IHS for linkage and will not be sent to NCI).
  - c. NCI will be responsible for updating the November submission files from the registries with the new IHS linkage results and will also supply the linkage results to NAACCR for those registries for which NCI has performed this submission in the past.
  - d. Registries that will submit their own data to NAACCR should update their files with the IHS linkage results since the IHS Link variable [NAACCR #192] is included as part of the NAACCR call for data.

- e. Please direct questions regarding the SEER-IHS linkage project to Ms. Melissa Jim at [melissa.jim@ihs.gov](mailto:melissa.jim@ihs.gov) (telephone: 505/248-4451) or Dr. Chuck Wiggins at [cwiggins@salud.unm.edu](mailto:cwiggins@salud.unm.edu) (telephone: 505/272-3127). Please also cc [SEERSUBM-L@list.nih.gov](mailto:SEERSUBM-L@list.nih.gov) on all questions.
7. **NHAPIIA:** Run NHAPIIA which updates both the API indicator (NAPIIA, NAACCR Item #193) and the Hispanic indicator (NHIA, NAACCR Item #191). Use the NHAPIIA SAS program found on the NAACCR Call for Data website. Every registry must run the algorithm. Please note to set the parameters needed for your registry before running NHAPIIA.
8. **Summary stage:** If you want SEER to submit your data for the NAACCR call for data, the Summary Stage 77 and Summary Stage 2000 data must be submitted. Either field can be directly coded or recoded via the Summary Stage recode programs for Summary Stage 77 and Summary Stage 2000. Summary Stage 1977 must be on your file for all cases through 2000 and Summary Stage 2000 for all cases 2001-2003.
9. **Beale codes:** County rural-urban continuum codes (Beale codes) do not need to be submitted for the NAACCR Call for Data.
10. **Collaborative Staging:** Please see: <http://www.cancerstaging.org/cstage/recodingspecs4v010400.pdf>  
Please run your 2004-2008 data through the CS algorithm before submission. It needs to be CS version 020200 or higher and CS Version Derived [NAACCR item # 2936].
11. **VA case counts:** To address the backlog of Veterans Affairs Hospital (VA) records, specific data are being requested. The VA tumor case counts are needed for all malignant cancers combined (males only), by race, age, and cancer site. Please restrict case counts to SEER coverage areas. These data are needed for diagnosis years 2000-2008 and for the submission years 2002-2010.  
For prior submission years, we are assuming that registries have archived files of their SEER submissions (archived NAACCR submissions could also be used). If this is not the case, please contact us at [SEERSUBM-L@list.nih.gov](mailto:SEERSUBM-L@list.nih.gov) to discuss possible alternatives. A modification of the SEER Edits program will be available in early October to generate summary case counts.  
For each of the eight submission years, repeat the following steps:
  - a. Create a temporary NAACCR-format data file containing a VA indicator flag in NAACCR item 2220, Column 2468. The VA indicator may be created using facility codes to distinguish three categories of tumor records: 1) records from a VA facility only; 2) records from a VA facility & other facilities; and 3) records from non-VA facilities only. The flag values are 1 = records from a VA facility only; 2 = records from a VA facility & other facilities; 3 = records from non-VA facilities only.
  - b. Use the temporary NAACCR-format data file as input to the SEER Edits program and generate a VA report (the report will be automatically saved to the report RPT file). For each file, users must specify the correct Low and High diagnosis date parameters.
  - c. Post the RPT file to the SEER Submission Reports Portal and delete the temporary NAACCR-format data file containing the VA indicator flag.

We encourage registries to submit early (before November 1) the RPT files for submission years prior to 2010, if possible.

**Attachment A**  
**SEER Patient Follow-up Calculation**  
**for November 2010 submission only**

**Note 1:** The calendar years of diagnosis used for the follow-up calculation with this submission is as follows.

**2008 is the last year of data being submitted.** The percent of patients diagnosed during the years prior to 2008 who have current follow-up is defined as

$$P = 100(D + A)/T$$

where D is the number who died prior to January 1, 2009, A is the number with follow-up dates on or after January 1, 2009 (includes both alive and dead patients), and T is equal to A + D + the number of patients who were last known to be alive with follow-up dates prior to January 1, 2008. P can be calculated for individual years of diagnosis up through 2007 and for all years combined prior to 2008.

**For all invasive cancers and calendar years specified by NCI, P shall be at least 95 percent, but must not be below 90 percent.**

**For patients ages 20-64, and under age 20, P shall be at least 90 percent in each case, but must not be below 80 percent.**

**For all in situ cancers (excluding cervix in situ) and calendar years specified by NCI, P shall be at least 90 percent, but must not be below 80 percent.**

**Note 2:** Follow-up is expected on benign and borderline central nervous system tumor cases diagnosed 1/1/2004 and forward.

**Attachment B**  
**November 2010 Submission to NCI**  
**Please complete for each submission and e-mail to:**  
[SEERSUBM-L@list.nih.gov](mailto:SEERSUBM-L@list.nih.gov)

**Registry Name:**  
**Registry ID number:**  
**Date of file transfer to SEER:**  
**Data file name:**  
**Years of diagnosis submitted:**  
**Number of cases submitted:**

**When running NHAPIIA, were any optional exclusions applied? YES or NO**

**If YES:**

**1: In counties in which less than 5% of the population is of Hispanic ethnicity, was the surname portion of the algorithm only applied to cases coded as “Spanish surname only” or “Unknown whether Spanish or not” (item 190 – codes 7 or 9)?**  
**YES or NO**

**2: In counties in which less than 5% of the population is of Hispanic ethnicity, was the surname portion of the algorithm only applied to cases coded as “Spanish surname only” (item 190 - code 7)? Were all cases coded to “Unknown whether Spanish or not” (item 190 – code 9) converted to non-Hispanic in NHIA?**  
**YES or NO**

**3. Other; please specify**

**Attachment B (continued)**  
**November 2010 Submission to NCI**  
**Please complete for each submission and e-mail to:**  
**[SEERSUBM-L@list.nih.gov](mailto:SEERSUBM-L@list.nih.gov)**

**NAACCR Call for Data 2011:**

**Do you want SEER to submit your data to NAACCR? YES or NO**

**IF YES:**

- 1. What diagnosis years do you want submitted?**
- 2. SEER Summary Stage 77(SS77): RECODED or DIRECTLY CODED**
- 3. SEER Summary Stage 2000: RECODED or DIRECTLY CODED**
- 4. Addr at Diagnosis – State or Province (Item #80):**
  - i. Have you submitted it to SEER? YES or NO**
  - ii. Do you want it submitted to NAACCR? YES or NO**

**If it has not been submitted to SEER and you want it submitted to NAACCR, we will generate values for all records based on the registry.**
- 5. NAACCR has requested certain items. Unless directed otherwise, we will send all NAACCR required data items, <http://www.naacccr.org/DataandPublications/CallforData.aspx> . Please indicate if there are any items you do not wish to include:**  

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- 6. First Course Calc Method (Item 1500) - Are you submitting it to SEER? YES or NO**
  - i. If No, do you want a code '2' dummied in for all cases and submitted to NAACCR?**
  - ii. If YES, do you want it submitted to NAACCR?**

**Attachment B (continued)**  
**November 2010 Submission to NCI**  
**Please complete for each submission and e-mail to:**  
**[SEERSUBM-L@list.nih.gov](mailto:SEERSUBM-L@list.nih.gov)**

**Technical Contact**

**Name:**

**Telephone number:**

**e-mail address:**

**Registry Manager Contact**

**Name:**

**Telephone number:**

**e-mail address:**

**Known data problems including reasons:**

**Comments:**

## Attachment C IHS linkage Instructions

### Record selection criterion:

- 1.) SEER-reportable cases;
- 2.) Diagnosed between 01/01/1988 and 12/31/2008 (inclusive);
- 3.) Cases in this file should be the same as those that will be submitted in the November 2010 (i.e., no more, no less) to the SEER Program. In previous years, we experienced some confusion when records that were submitted to the SEER Program had not been sent for linkage with IHS.

### File structure:

- 1.) ASCII format;
- 2.) File structure as described in Table 1 (below);
- 3.) Encrypted/password protected file (password to be sent separately via e-mail or direct telephone contact).

### File can be delivered in one of the following 2 methods:

- 1.) Electronically submitted via a secure data transfer method. In order to set up this method, we will need the IP address of the computer that will be transferring the data. The IP address can be found by using:
  - a) <http://www.ipchicken.com/> or
  - b) Go to the Start menu and Select Run. Type *cmd* in the Run window. Type in *ipconfig* in the cmd.exe window to get the IP address. Type in *exit* to close the cmd.exe window.

Please send the IP address to Melissa Jim ([melissa.jim@ihs.gov](mailto:melissa.jim@ihs.gov)) for further instructions.

- 2.) Shipped according to a pre-arranged schedule via express courier service to:  
IHS Division of Epidemiology and Disease Prevention  
c/o Melissa Jim  
5300 Homestead NE  
Albuquerque, NM 87110

### Contacts:

Melissa Jim, M.P.H.  
Epidemiologist, CDC Division of Cancer Prevention and Control  
c/o Indian Health Service Division of Epidemiology and Disease Prevention  
505-248-4451  
[melissa.jim@ihs.gov](mailto:melissa.jim@ihs.gov)

Chuck Wiggins, Ph.D.  
Director, New Mexico Tumor Registry  
505/272-3127  
[cwiggins@salud.unm.edu](mailto:cwiggins@salud.unm.edu)

**Attachment C (continued)**  
**Table 1. Data Layout for IHS Linkage**

**Version 12**

| <b>Item #</b> | <b>Column #</b> | <b>Name</b>                    |
|---------------|-----------------|--------------------------------|
| 10            | 1-1             | Record Type                    |
| 20            | 42-49           | Patient ID Number              |
| 50            | 17-19           | NAACCR Record Version          |
| 40            | 30-39           | Registry ID                    |
| 70            | 95-144          | Addr at DX--City               |
| 80            | 145-146         | Addr at DX--State              |
| 100           | 147-155         | Addr at DX--Postal Code        |
| 90            | 156-158         | County at DX                   |
| 160           | 177-178         | Race 1                         |
| 161           | 179-180         | Race 2                         |
| 162           | 181-182         | Race 3                         |
| 163           | 183-184         | Race 4                         |
| 164           | 185-186         | Race 5                         |
| 190           | 189-189         | Spanish/Hispanic Origin        |
| 220           | 192-192         | Sex                            |
| 230           | 193-195         | Age at Diagnosis               |
| 240           | 196-203         | Date of Birth                  |
| 241           | 204-205         | Date of Birth Flag             |
| 192           | 421-421         | Result of previous IHS linkage |
| 380           | 528-529         | Sequence Number--Cntrl         |
| 390           | 530-537         | Date of Diagnosis              |
| 391           | 538-539         | Date of Diagnosis Flag         |
| 1750          | 2116-2123       | Date of Last Contact           |
| 1751          | 2124-2125       | Date of Last Contact Flag      |
| 1760          | 2126-2126       | Vital Status                   |
| 1810          | 2131-2180       | Addr Current--City             |
| 1820          | 2181-2182       | Addr Current--State            |
| 1830          | 2183-2191       | Addr Curr--Postal Code         |
| 1840          | 2192-2194       | County--Current                |
| 2230          | 3340-3379       | Name--Last                     |
| 2240          | 3380-3419       | Name--First                    |
| 2250          | 3420-3459       | Name--Middle                   |
| 2280          | 3466-3505       | Name--Alias                    |
| 2390          | 3506-3545       | Name--Maiden                   |
| 2290          | 3546-3605       | Name--Spouse/Parent            |
| 2320          | 3619-3627       | Social Security Number         |
| 2330          | 3628-3687       | Addr at DX--No & Street        |
| 2335          | 3688-3747       | Addr at DX--Supplement         |
| 2350          | 3748-3807       | Addr Curr--No & Street         |
| 2355          | 3808-3867       | Addr Curr--Supplement          |