SEER February 2012 Data Submission Requirements and Guidelines

Please direct all submission questions to:
SEERSUBM-L@list.nih.gov

1. The data submission is due **Friday, April 13, 2012**. The data submission must include all resident cases through 12/31/2010 diagnoses.

2. **All submission files must be uploaded to the SEER Submission Reports Portal.** A February 2012 folder has been created under each registry's folder. Please add the submission files to this folder.

3. The file must be submitted in NAACCR 12.1 or NAACCR 12.2 format and should be named **rr.feb12.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/seer.feb12.dataitems.pdf.

4. The file must 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, Greater Bay Area and Louisiana registries, the legacy ID should be put in columns 50-57.

5. The file must be edited prior to submission using the appropriate version of the SEER*Edits program. Version 6.2 must be used if the data files are coded in Collaborative Stage version 02.03. Version 6.3 must be used if the data files are coded in Collaborative Stage version 02.04. The SEER*Edits software is available on the SEER Submission Reports Portal.

6. **NHAPIIA:** Run NHAPIIA which updates both the API indicator (NAPIIA, NAACCR Item #193) and the Hispanic indicator (NHIA, NAACCR Item #191). These fields may be calculated by the registry's data management system or in a post-processing step. The algorithms and the NHAPIIA SAS program are available on the NAACCR Call for Data website (http://www.naaccr.org/DataandPublications/CallforData.aspx). Every registry must run the algorithm. Please note to set the parameters needed for your registry before running NHAPIIA.

7. **Collaborative Staging:** Please run your 2004-2010 data through the CS algorithm before submission. CS Version Derived [NAACCR item # 2936] must be CS version 020302 or 020440.

8. **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 2000-2010 for the current submission file only.

   For the February submission file, we request 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: 0) records from non-VA facilities; 1) records from a VA facility only; and 2) records from VA facility and other facilities.

   b. Use the temporary NAACCR-format data file as input to the SEER Edits program and generate a VA report. Check the option to create a copy of the file without the VA flag. This copy is the data file that you will submit to SEER. Use the file naming conventions defined in step 3 above.

   c. On the SEER*Edits Results tab, export the VA Report to CSV. SEER*Edits will create a gzipped CSV file. Post this file to the SEER Submissions Portal.

9. **In-House Record Counts:** Use the Word version of Attachment B to provide the following information to NCI SEER:

   a. Please submit count of 2010 records that are in-house but not yet processed (e.g., abstracts, path reports, death certificates, etc, for reportable cancers). If possible, please provide counts broken down by record types.

   b. If possible, provide estimate of likely number of records that will result in 2010 cases. These are records that have not been processed but indicate a new case. The overall count is needed.

Attachment A
SEER Patient Follow-up Calculation
for February 2012 submission only

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

The last year of data being submitted is 2010. The percent of patients diagnosed during the years prior to 2010 who have current follow-up is defined as

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

where D is the number who died prior to January 1, 2011, A is the number with follow-up dates on or after January 1, 2011 (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, 2011. P can be calculated for individual years of diagnosis up through 2009 and for all years combined prior to 2010

Attachment B
February 2012 Submission to NCI
Please complete for each submission and e-mail to:
SEERSUBM-L@list.nih.gov

Registry Name:
Registry ID number:
Date of file transfer to SEER:
Data file name:
Specify File Format (NAACCR 12.1 or 12.2):
Collaborative Stage Version (020302 or 020440):
Years of diagnosis submitted:
Number of cases submitted:
Number of 2010 records in-house but not submitted:
Estimate of likely 2010 cases:

NHAPPIA Options. Registries may select one of the options listed below when executing the NHIA algorithm. The option setting affects counties in which less than 5% of the population is of Hispanic/Latino ethnicity or to include all records.

Which option did you use when running NHAPPIA?

1. Option 1 – Only run the surname portion of the algorithm only on cases reported as Spanish surname only or as unknown whether Spanish (item 190 codes 7 or 9). In this choice, the surname portion will not be run on cases coded as 0, non-Hispanic.
2. Option 2 - Run the surname portion of the algorithm only on cases with a code of 7 on data element 190 (to verify that the surname is on the list of allowable Hispanic surnames) AND convert all cases with a code of 9 (unknown if Hispanic) to a code of 0 (Not Hispanic).
3. All Records – Apply all NHIA algorithms to all records. Note: this is listed as option 0 in SEER*DMS configuration settings.

February 2012 Submission to NCI
Please complete for each submission and e-mail to:
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: