

## SEER 2023 SUBMISSION REQUIREMENTS AND GUIDELINES

Please send questions to:

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

Requirements	Standard Case Transmission File	NCCR Case Transmission File	Linkage Data Files
<b>Due Date</b>	11/1/2023	11/1/2023	11/1/2023
<b>Cohort</b>	All resident cases thru 12/31/2022; 2022 used for in-house research only	All tumors for resident cases diagnosed with a tumor at age 0-39 between 1995 and 2021	<ul style="list-style-type: none"> <li>Pharmacy claims 2000+ (when available) for all patients in the Standard Case Transmission File</li> <li>Medical claims 2000+ (when available) for all patients in the Standard Case Transmission File</li> </ul>
<b>Cases Edited</b>	Cases diagnosed thru 12/31/2021 must pass all SEER edits. Cases with later years of diagnosis must pass inter-record edits, but do not need to pass other SEER edits.	Cases diagnosed thru 12/31/2021 must pass all SEER edits.	None
<b>SEER*Edits Version</b>	Version 6.24	Version 6.24	Not applicable
<b>Upload</b>	Upload data files and Attachment A to November 2023 folder on portal <a href="https://seer.cancer.gov/subreports/teams_paces">https://seer.cancer.gov/subreports/teams_paces</a> Link to Attachment A <a href="https://seer.cancer.gov/tools/2023Submission_Attachments-nov.docx">https://seer.cancer.gov/tools/2023Submission_Attachments-nov.docx</a>	Upload data files and Attachment A to November 2023 folder on portal <a href="https://seer.cancer.gov/subreports/teams_paces">https://seer.cancer.gov/subreports/teams_paces</a> Link to Attachment A <a href="https://seer.cancer.gov/tools/2023Submission_Attachments-nov.docx">https://seer.cancer.gov/tools/2023Submission_Attachments-nov.docx</a>	Upload data files and Attachment A to November 2023 folder on portal <a href="https://seer.cancer.gov/subreports/teams_paces">https://seer.cancer.gov/subreports/teams_paces</a> Link to Attachment A <a href="https://seer.cancer.gov/tools/2023Submission_Attachments-nov.docx">https://seer.cancer.gov/tools/2023Submission_Attachments-nov.docx</a>
<b>File Format</b>	NAACCR V23 XML User dictionary <a href="https://seer.cancer.gov/tools/seer-transmission-nov2023-dictionary.xml">https://seer.cancer.gov/tools/seer-transmission-nov2023-dictionary.xml</a>	NAACCR V23 XML User Dictionary <a href="https://seer.cancer.gov/tools/nccr-cfd-dictionary-dec2023.xml">https://seer.cancer.gov/tools/nccr-cfd-dictionary-dec2023.xml</a>	CSV Files generated from DMS (EXT-02)
<b>File Naming Convention</b>	RR.seer-transmission-nov2023.xml.gz (where RR is the two-character registry abbreviation)  Use Gzip to compress your XML file	RR. seer-nccr-nov2023.xml.gz (where RR is the two-character registry abbreviation)  Use Gzip to compress your XML file	RR.seer-pharm-nov2023.csv.gz RR.seer-medical-nov2023.csv.gz (where RR is the two-character abbreviation)  Use Gzip to compress your CSV file
<b>Required Items</b>	<a href="http://seer.cancer.gov/tools/seer.nov23.datitems.pdf">http://seer.cancer.gov/tools/seer.nov23.datitems.pdf</a>	<a href="http://seer.cancer.gov/tools/nccr.2023.datitems.pdf">http://seer.cancer.gov/tools/nccr.2023.datitems.pdf</a>	<a href="https://seer.cancer.gov/tools/linkage.required.items.nov23.pdf">https://seer.cancer.gov/tools/linkage.required.items.nov23.pdf</a>

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Requirements	Standard Case Transmission File	NCCR Case Transmission File	Linkage Data Files
<b>Sort Order</b>	(NAACCR Item #40), Patient ID Number (NAACCR Item #20), and Record Number Recode (NAACCR Item #1775).	(NAACCR Item #40), Patient ID Number (NAACCR Item #20), and Record Number Recode (NAACCR Item #1775).	Patient ID Number (NAACCR Item #20)
<b>Follow-Up</b>	Submission should meet your registry's contract standards and goals for follow-up. See Attachment B.	Submission should meet your registry's contract standards and goals for follow-up. See Attachment B.	Not applicable
<b>IHS indicator (NAACCR Item #192) and Record Linkage</b>	All SEER registries, with the exceptions of the Alaska Native Tumor Registry and the Cherokee Nation Cancer Registry, need to submit a file to IHS. Please submit the current value that you have from the November 2022 IHS linkage. We will update your file with the new IHS linkage information prior to the December submission to NAACCR. The IHS indicator should have: <ul style="list-style-type: none"> <li>• 0 if sent for linkage and no match</li> <li>• 1 if sent for linkage and matched</li> </ul> blank if case not sent for linkage See Attachment C for additional instructions		Not applicable
<b>NHIA</b>	Use the NHAPIIA algorithms to update the Hispanic indicator (NHIA, NAACCR Item #191). This field may be calculated by the registry's data management system or in a post-processing step. The algorithm is available in File*Pro. Every registry must run the algorithm. Indicate Option in Attachment A	Use the NHAPIIA algorithms to update the Hispanic indicator (NHIA, NAACCR Item #191). This field may be calculated by the registry's data management system or in a post-processing step. The algorithm is available in File*Pro. Every registry must run the algorithm. Indicate Option in Attachment A	Not applicable

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Requirements	Standard Case Transmission File	NCCR Case Transmission File	Linkage Data Files
<b>Survival Time Fields Based on Complete Dates</b>	<p>All registries must submit the calculated Survival Time date fields.</p> <p>File*Pro or SEER*DMS can be used to calculate the Survival Time fields.</p> <p>See Attachment D for instructions and more information</p>	<p>All registries must submit the calculated Survival Time date fields.</p> <p>File*Pro or SEER*DMS can be used to calculate the Survival Time fields.</p> <p>See Attachment D for instructions and more information</p>	<p>Not applicable</p>

# SEER 2023 SUBMISSION REQUIREMENTS AND GUIDELINES

Attachment A

Submission to NCI

Please complete for each submission and email to:

[SEERSUBM-L@list.nih.gov](mailto:SEERSUBM-L@list.nih.gov), [ncibranchbinvoices@mail.nih.gov](mailto:ncibranchbinvoices@mail.nih.gov), COR, and CO.

The submission of the Attachment A form via email is sufficient as contractors also upload the data to the portal.

	Standard Case Transmission File	NCCR Case Transmission File	Data Linkage File
<b>Registry Name</b>			
<b>Registry ID Number</b>			
<b>File Transfer Date</b>			
<b>File Name</b>			
<b>Years Submitted</b>			
<b># Records Submitted</b>			Will be provided by IMS
<b>NDI Linkage Date</b>			Not applicable
<b>Death Clearance Completed per SEER requirements (Yes or No)</b>			

**Technical Contact**

Name:  
Telephone number:  
e-mail address:

**Registry Manager Contact**

Name:  
Telephone Number:  
e-mail address:

# SEER 2023 SUBMISSION REQUIREMENTS AND GUIDELINES

Attachment A

Submission to NCI

Please complete for each submission and email to:

[SEERSUBM-L@list.nih.gov](mailto:SEERSUBM-L@list.nih.gov), [ncibranchbinvoices@mail.nih.gov](mailto:ncibranchbinvoices@mail.nih.gov), COR, and CO.

The submission of the Attachment A form via email is sufficient as contractors also upload the data to the portal.

## STANDARD CASE TRANSMISSION FILE QUESTIONS

**NHAPIIA 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 NHAPIIA?

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 NHAPIIA option 0 in the SEER\*DMS header information.

**SEER\*DMS Registries:** The NHAPIIA option is documented with the version information. Click the SEER\*DMS version on the home page.

## NAACCR Call for Data Dec 2022:

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

If YES:

For DMS registries: please submit the NAACCR file created using EXT-02 at the time of submission.

For Non-DMS registries: Include the extra year of data? YES or NO

NAACCR has requested certain items that are not required by SEER. Unless directed otherwise, we will send all NAACCR required data items, <https://www.naacr.org/call-for-data/>. **Please indicate if there are any items you do not wish to include.**

# SEER 2023 SUBMISSION REQUIREMENTS AND GUIDELINES

Attachment A

Submission to NCI

Please complete for each submission and email to:

[SEERSUBM-L@list.nih.gov](mailto:SEERSUBM-L@list.nih.gov), [ncibranchinvoices@mail.nih.gov](mailto:ncibranchinvoices@mail.nih.gov), COR, and CO.

The submission of the Attachment A form via email is sufficient as contractors also upload the data to the portal.

## STANDARD CASE TRANSMISSION FILE

Known Data Problems including reasons:

## NCCR CASE TRANSMISSION FILE

Known Data Problems including reasons:

## DATA LINKAGE FILES

Known Data Problems including reasons:

## ADDITIONAL COMMENTS:

# SEER 2023 SUBMISSION REQUIREMENTS AND GUIDELINES

## Attachment B

### SEER Patient Follow-up Calculations

The last reporting year for this submission is **2021**. The percent of patients diagnosed through 2020 who have current follow-up is defined as

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

Where....

- A patient is counted by selecting one record per person where sequence is 00 or 01.
- D is the number of patients who have died.
- A is the number of alive patients with date of last contact on or after January 1, 2021
- T is the total number of patients. This includes A + D + the number of patients who were last known to be alive with date of last contact prior to January 1, 2021.

P can be calculated for individual years of diagnosis up through 2020 and for all years combined.

### November Submission Requirements

Reportable cases diagnosed through 2020 followed into 2021	Contractual Standard
All invasive (includes bladder in situ)	
Age < 20 (invasive)	>=90%
Ages 20-64 (invasive)	>=90%
Ages 65+ (invasive)	>=95%
All In situ	>=90%
Benign and borderline CNS	Follow-up is expected but no contractual standards are set at this time

# SEER 2023 SUBMISSION REQUIREMENTS AND GUIDELINES

## Attachment C

### IHS Linkage Instructions

#### **Record selection criterion:**

1. SEER-reportable cases;
2. Diagnosed between 01/01/1988 and 12/31/2021 (inclusive);
3. For diagnosis years 1988-2021 (or SEER start year to 2021), the cases in this file should be the same as those that will be submitted in the November 2023 file (i.e., no more, no less).

#### **File structure:**

1. ASCII format
2. File must be submitted in the condensed file structure 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 3 methods:**

1. Submit your files electronically via the New Mexico Tumor Registry's sFTP web-site according to the following steps:
  - a. Send an e-mail message to the following address: [nmtrhelpdesk1@salud.unm.edu](mailto:nmtrhelpdesk1@salud.unm.edu)
  - b. Specify that you are requesting a folder on our secure sFTP web-site for the SEER-IHS linkage. Be sure to let NMTR Help Desk know which registry you are representing.
  - c. NMTR Help Desk will receive an e-mail message that contains your assigned user-name.
  - d. Respond to the NMTR Help Desk e-mail message; they will send you a password via a separate e-mail message. This second message will include instructions for accessing our sFTP site.
  - e. Please feel free to contact Chuck Wiggins at (505) 272-3127 (direct) if you have questions.

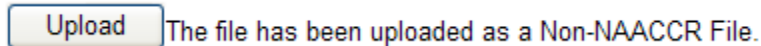


# SEER 2023 SUBMISSION REQUIREMENTS AND GUIDELINES

## Attachment C

### IHS Linkage Instructions

2. IHS WebPlus – please contact Melissa Jim to set up a WebPlus account.
  - a. Zip the extract file that will be used for the IHS Linkage.
  - b. Open Internet Explorer and type in the following web address: <http://webplus.ihs.gov/logonen.aspx>
  - c. Press Enter.
  - d. Type in the User ID and password that was emailed to you.
  - e. Click Log in.
  - f. Click on the File Upload link.
  - g. Click on the New Upload button on the menu bar.
  - h. The Upload Abstract Bundle page will appear.
    - i. Select non-NAACCR File button.
    - ii. Click on Browse to select the zip file to upload.
    - iii. Type in any comments.
    - iv. Click on the Upload button.
    - v. Once the file is uploaded you should be able to see this message:



- i. Click on Log out on the menu bar.
  - j. Close Internet Browser.
3. Ship encrypted/strong-password-protected “hard copies” of the file via express courier service to:  
Charles Wiggins, PhD  
Director, New Mexico Tumor Registry  
2325 Camino de Salud NE, Building 229, Room G-63  
Albuquerque, NM 87131-0001

#### Follow up:

1. 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).
2. 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.
3. Registries that submit their own data to NAACCR must 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.

# SEER 2023 SUBMISSION REQUIREMENTS AND GUIDELINES

## Attachment C

### IHS Linkage Instructions

Item #	Length	Condensed layout Column #	Name
10	1	1-1	Record Type
20	8	2-9	Patient ID Number
50	3	10-12	NAACCR Record Version
40	10	13-22	Registry ID
70	50	23-72	Addr at DX--City
80	2	73-74	Addr at DX--State
100	9	75-83	Addr at DX--Postal Code
90	3	84-86	County at DX
160	2	87-88	Race 1
161	2	89-90	Race 2
162	2	91-92	Race 3
163	2	93-94	Race 4
164	2	95-96	Race 5
190	1	97-97	Spanish/Hispanic Origin
220	1	98-98	Sex
230	3	99-101	Age at Diagnosis
240	8	102-109	Date of Birth
192	1	112-112	IHS Link
380	2	113-114	Sequence Number--Cntrl
390	8	115-122	Date of Diagnosis
1750	8	125-132	Date of Last Contact
1760	1	135-135	Vital Status
1810	50	136-185	Addr Current--City
1820	2	186-187	Addr Current--State
1830	9	188-196	Addr Curr--Postal Code
1840	3	197-199	County—Current
2230	40	200-239	Name--Last
2240	40	240-279	Name--First

# SEER 2023 SUBMISSION REQUIREMENTS AND GUIDELINES

## Attachment C IHS Linkage Instructions

Item #	Length	Condensed layout Column #	Name
2250	40	280-319	Name--Middle
2280	40	320-359	Name--Alias
2390	40	360-399	Name--Maiden
2290	60	400-459	Name--Spouse/Parent
2320	9	460-468	Social Security Number
2330	60	469-528	Addr at DX--No & Street
2335	60	529-588	Addr at DX--Supplement
2350	60	589-648	Addr Curr--No & Street
2355	60	649-708	Addr Curr--Supplement

**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)

# SEER 2023 SUBMISSION REQUIREMENTS AND GUIDELINES

## Attachment D

### Survival Calculation Methods

SEER program requires all registries to submit the Survival Time calculated fields prior to submission. Additional information is available at: <http://seer.cancer.gov/survivaltime/>. Please submit questions and report software issues to [SEERSUBM-L@list.nih.gov](mailto:SEERSUBM-L@list.nih.gov).

#### Instructions:

- Use File\*Pro or SEER\*DMS to calculate these survival fields. File\*Pro and SEER\*DMS use complete Date of Diagnosis and Date of Last Contact, including day, and creates seven fields.
- The input file for File\*Pro must include the day of diagnosis and day of last contact. Those fields and the calculated fields must have day removed prior to submission.

#### Additional considerations:

- Please do not attempt to recode any missing date fields for Date of Diagnosis or Date of Last Contact. One purpose of the algorithm is to standardize specification of missing month and day fields.
- These data items will not affect the Data Quality Profile.