

SEER 2024 SUBMISSION REQUIREMENTS AND GUIDELINES

Please send questions to:

SEERSUBM-L@list.nih.gov

| | Standard Case Transmission File | NCCR Case Transmission File | Linkage Data Files |
|-------------------------------|--|--|--|
| Due Date | 11/1/2024 | 11/1/2024 | 11/1/2024 |
| Cohort | All resident cases thru 12/31/2023; 2023 used for in-house research only | All tumors for resident cases diagnosed with a tumor at age 0-39 between 1995 and 2022 | <ul style="list-style-type: none"> Pharmacy claims 2000+ (when available) for all patients in the Standard Case Transmission File Medical claims 2000+ (when available) for all patients in the Standard Case Transmission File |
| Cases Edited | Cases diagnosed thru 12/31/2022 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 12/31/2022 must pass all SEER edits. | None |
| SEER*Edits Version | Version 6.26 | Version 6.26 | Not applicable |
| Upload | Upload data files and Attachment A to November 2024 folder on portal https://seer.cancer.gov/subreports/teampspaces Link to Attachment A https://seer.cancer.gov/tools/2024Submission Attachments-nov.docx | Upload data files and Attachment A to November 2024 folder on portal https://seer.cancer.gov/subreports/teampspaces Link to Attachment A https://seer.cancer.gov/tools/2024Submission Attachments-nov.docx | Upload data files and Attachment A to November 2024 folder on portal https://seer.cancer.gov/subreports/teampspaces Link to Attachment A https://seer.cancer.gov/tools/2024Submission Attachments-nov.docx |
| File Format | NAACCR V24 XML User dictionary https://seer.cancer.gov/tools/seer-transmission-nov2024-dictionary.xml | NAACCR V24 XML User Dictionary https://seer.cancer.gov/tools/nccr-cfd-dictionary-dec2024.xml | CSV Files generated from DMS (EXT-02) |
| File Naming Convention | RR.seer-transmission-nov2024.xml.gz (where RR is the two-character registry abbreviation) Use Gzip to compress your XML file | RR.seer-nccr-nov2024.xml.gz (where RR is the two-character registry abbreviation) Use Gzip to compress your XML file | RR.seer-pharm-nov2024.csv.gz RR.seer-medical-nov2024.csv.gz (where RR is the two-character abbreviation) Use Gzip to compress your CSV file |
| Required Items | http://seer.cancer.gov/tools/seer.nov24_dataitems.pdf | http://seer.cancer.gov/tools/nccr.2024_dataitems.pdf | https://seer.cancer.gov/tools/linkage.required.items.pdf |

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|--|---|--|-------------------------------------|
| Sort Order | (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) |
| Follow-Up | 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 |
| IHS indicator (NAACCR Item #192) and Record Linkage | 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 2023 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"> • 0 if sent for linkage and no match • 1 if sent for linkage and matched blank if case not sent for linkage See Attachment C for additional instructions | | Not applicable |
| NHIA | Use the NHAPIIA algorithms to update the Hispanic indicator (NHIA Derived Hisp Origin, NAACCR Item #191 and Race--NAPIIA(derived API), NAACCR Item #193). 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 Derived Hisp Origin, NAACCR Item #191 and Race--NAPIIA(derived API), NAACCR Item #193). 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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Please send questions to:

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

SEER 2024 SUBMISSION REQUIREMENTS AND GUIDELINES

Attachment A

Submission to NCI

Please complete for each submission and email to:

SEERSUBM-L@list.nih.gov, 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 |
|--|---------------------------------|-----------------------------|-------------------------|
| Registry Name | | | |
| Registry ID Number | | | |
| File Transfer Date | | | |
| File Name | | | |
| Years Submitted | | | |
| # Records Submitted | | | Will be provided by IMS |
| NDI Linkage Date | | | Not applicable |
| Death Clearance Completed per SEER requirements (Yes or No) | | | |

Technical Contact

Name:
Telephone number:
e-mail address:

Registry Manager Contact

Name:
Telephone Number:
e-mail address:

SEER 2024 SUBMISSION REQUIREMENTS AND GUIDELINES

Attachment A

Submission to NCI

Please complete for each submission and email to:

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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 2024 SUBMISSION REQUIREMENTS AND GUIDELINES

Attachment A

Submission to NCI

Please complete for each submission and email to:

SEERSUBM-L@list.nih.gov, 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 2024 SUBMISSION REQUIREMENTS AND GUIDELINES

Attachment B

SEER Patient Follow-up Calculations

The last reporting year for this submission is **2022**. The percent of patients diagnosed through 2021 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, 2022
- 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, 2022.

P can be calculated for individual years of diagnosis up through 2021 and for all years combined.

November Submission Requirements

| Reportable cases diagnosed through 2021 followed into 2022 | 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 2024 SUBMISSION REQUIREMENTS AND GUIDELINES

Attachment C

IHS Linkage Instructions

Record selection criterion:

1. SEER-reportable cases;
2. Diagnosed between 01/01/1988 and 12/31/2022 (inclusive);
3. For diagnosis years 1988-2022 (or SEER start year to 2022), the cases in this file should follow the selection requirements for the November 2024 submission.

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:

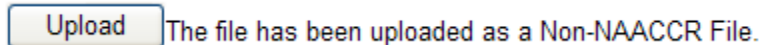
1. Submit your files electronically via the New Mexico Tumor Registry's sFTP web-site according to the following steps:
 - a. Send an e-mail message to the following address: nmtrhelpdesk1@salud.unm.edu
 - b. Specify that you are requesting a folder on our secure sFTP web-site for the SEER-IHS linkage. 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 2024 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.

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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 |

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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

Chuck Wiggins, Ph.D.
Director, New Mexico Tumor Registry
505-272-3127
cwiggins@salud.unm.edu

SEER 2024 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.

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.