

# November 2004 Data Submission Requirements and Guidelines

## NOVEMBER 2004 DATA SUBMISSION

1. The data submission **due Monday, November 1, 2004** includes all cases through 12/31/2002 diagnoses.
2. The file must be submitted in NAACCR 10 format. A list of the variables to be included in the submission can be downloaded from <http://www.seer.cancer.gov/tools/seer04.dataitems.pdf>. When the submission is completed, please notify Lynn Ries AND Jennifer Stevens of IMS via the submission form attached to this document (Attachment B).
3. The file should be edited prior to submission using the SEER\*EDITS bundle distributed to the regions. This bundle includes edits for 2004 cases. Recent changes in the Site/Type edits have been incorporated into the recent EDITS bundle. Use Attachment B to notify Lynn Ries and Jennifer Stevens that the file has been submitted and whether or not SEER is to submit your data for the NAACCR Call for Data.
4. **ICD-O-3 issues**  
All cases are required to have an ICD-O-3 histology and behavior code. Cases diagnosed after 2001 can leave the ICD-O-2 fields blank.
5. **Census tract 2000 codes** should be collected in the Census Tract 2000 field (NAACCR 10) for cases diagnosed from January 1, 1996 forward. There is no flag to set for Census Tract 2000. The following is an excerpt from the October 4, 2002 memo regarding the 2002 submission:

### Clarification on Census Tracting:

**1990 Census tract definitions** should be applied to all cases diagnosed 1988-1999. In addition, we would like 1990 Census tract definitions for cases diagnosed in 2000 but understand that some registries can't provide it. The table below shows the fields that pertain to the 1990 census tract data:

NAACCR 10 name	NAACCR Item Number
Census Tract 1970/80/90	110
Census Tr Cert 1970/80/90	364
Census Cod Sys 1970/80/90	120

A code '3' should be submitted in the field, Census Tract Coding System (NAACCR Item #120) for all of the cases that have census tract based on 1990 definitions. These field names were changed in order to avoid confusion with the census tract 2000 fields. Note that the item numbers for the fields did not change.

**2000 Census tract definitions** should be applied to all cases diagnosed 1996+. The table below shows the NAACCR fields that pertain to the 2000 census tract information:

NAACCR 10 name	NAACCR Item Number
Census Tract 2000	130
Census Tr Certainty 2000	365

There is no Census Tract Coding system for 2000 since any data (besides blank) in item #130 should be a valid census 2000 tract.

6. **Surgery codes** for cases diagnosed 1998 - 2002 should be submitted in SEER 3<sup>rd</sup> edition (ROADS) codes and surgery of primary site should also be converted to FORDS codes with review where applicable.
7. The **NAACCR Hispanic Ethnicity Algorithm** (NHIA) code should be stored in columns 1447-1447 in the NAACCR 10 record as required by the NAACCR Call for Data 2005.
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 at least for all cases through 2000 and Summary Stage 2000 for at least 2001 and forward.
9. **BEALE codes:** Beale codes do not need to be submitted for the NAACCR Call for Data 2005.

**Attachment A.**  
**SEER Patient Follow-up Calculation**  
**for Nov 2004 submission only**

**Note 1:** The following explanation of the follow-up calculation is based on the SEER contract statement of work.

**2002 is the last year of data being submitted.** The percent of patients diagnosed during the years prior to 2002 who have current follow-up is defined as

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

where D is the number who died prior to January 1, 2003, A is the number with follow-up dates on or after January 1, 2003 (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, 2003. P can be calculated for individual years of diagnosis up through 2001 and for all years combined prior to 2002.

**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:** Although it is not in the statement of work, follow-up is expected on benign and borderline central nervous system tumor cases diagnosed 1/1/2004 and forward.

**Attachment B.**  
**November 2004 Submission to NCI**  
Please complete for each submission and e-mail to:  
**Lynn Ries (lynn\_ries@nih.gov) AND**  
**Jennifer Stevens ([StevensJ@imsweb.com](mailto:StevensJ@imsweb.com))**

**Registry Name:** \_\_\_\_\_

**Registry ID number:** \_\_\_\_\_

**Date of file transfer to SEER:** \_\_\_\_\_

**Data file name:** \_\_\_\_\_

**Years of diagnosis submitted:** \_\_\_\_\_

**Number of cases submitted:** \_\_\_\_\_

**NAACCR format version:** \_\_\_\_\_

**NAACCR call for data:**

**Do you want SEER to submit your data to NAACCR?** \_\_\_\_\_

**What diagnosis years do you want submitted?** \_\_\_\_\_

**SEER Summary Stage 77(SS77):**

**Included?** \_\_\_\_\_ **What years?**

**Recoded or directly coded?**

**SEER Summary Stage 2000:**

**Included?** \_\_\_\_\_ **What years?**

**Recoded or directly coded?** \_\_\_\_\_

**Technical Contact:**

**Name:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**e-mail address:** \_\_\_\_\_

**Registry Manager Contact:**

**Name:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**e-mail address:** \_\_\_\_\_

**Known data problems including reasons:**

**Comments:**