



PREPARATION OF YOUR SUBMISSION FILE

1. **Do** contact your cancer registry software provider for updates and assistance, if necessary, to enable you to submit your data to the NCDB.
2. **Do** make sure you have completed recording all staging, delayed treatment, follow-up information, and other data pertinent to the cases being submitted.
3. **Do** review the submission information at <http://www.facs.org/cancer/ncdb/registrars.html>.
4. **Do** run frequency counts of your FIN, Archive FIN, NPI FIN, and NPI Archive FIN to make sure there are no invalid numbers. Edits can not identify numbers that do not apply to your program.
5. **Do** run the data file(s) through the applicable NCDB submission edit set to be sure the cases are clean (NCDB_22 for layout 12.1 or 12.2). Information for installing and running the GenEDITS Plus program is found at <http://www.facs.org/cancer/ncdb/edits.html>.
6. **Do** check each file to make sure it contains the records you intend to submit.
7. **Make** a note of the name and location of the submission file you have created. Make certain that it does not have an extension of .exe, .cmd, .dll, .sys, .bat, .src, .vbs, and .scr.

Submission files may be ‘zipped’ or compressed (.zip) in order to reduce the time required for transmission of the file to the NCDB. Compressed files will be recognized and managed appropriately upon receipt.

Only a person identified in CoC’s database as a “Registrar” or “Co-registrar” for the respective program or a software provider approved by one of those roles is allowed to submit its data to NCDB. Never reveal your CoC User ID and Password or borrow another person’s User ID and Password.

INSTRUCTIONS FOR REGISTRARS OR CO-REGISTRARS MAKING THEIR OWN SUBMISSIONS OR RESUBMISSIONS

HINTS: Have your personal CoC User ID and Password available.

Before you begin, know the location, drive, folder, and name of the submission file you prepared for transmission to the NCDB.

1. **Go** to <http://www.facs.org/cancer> and **click** on “Access to Datalinks” in the left-hand column. If you can’t remember your username or password, use the “hint” function on the Datalinks log-in page or e-mail CoCDatalinks@facs.org.
2. **Click** on “Submit/Resubmit Patient Level Data to the NCDB” from the “CoC DataLinks” Activity Menu.
3. **Confirm** your name, telephone number, and e-mail address. Verify that “Direct Submission from the Registry” is selected.
4. **Click** on the BROWSE button and locate the submission file you have prepared for transmission to the NCDB.
5. **Double-Click** on the submission file created using your software. This file name will then appear in the box next to the browse button.

Hint: Be sure you are submitting your data file and not the edit report or an old data file.

6. **Click** on the SUBMIT button to transmit the file to the NCDB. A text message will appear on the screen notifying you of the successful completion of the file transmission. You will receive an automated e-mail receipt for your submission soon after it is received. A second notification is sent to the registrar on record for the program when the file has been processed. It is a good idea to retain both notifications for registry records.
7. **Click** on “Return to the CoC DataLinks Activity Menu” to log out of the secured Web site.
8. Later, **click** on “History and Edits of Patient Level Data Submission to the NCDB” from the Datalinks Activities Menu to check the status of your data submission. Once you have been notified that your data submission has been processed, this menu option will provide access to a summary of the status of processed records and the NCDB Edit Reports associated with the data submission.

A data submission file will be rejected if any of these occurs:

- (1) You have not authorized your submission as being direct from the registry;
- (2) Your hospital ID has been incorrectly recorded in the transmission file; or
- (3) You submitted the full-length file with the confidential information your state collects, rather than the “incident” layout required by NCDB.

If your submission is rejected, you will be notified accordingly and asked to correct the problem and resubmit your data to NCDB.

9. If any corrections are required, resubmissions are made the same way.

Questions may be directed to NCDB at (312) 202-5339 or by e-mail at ncdb@facs.org.

INSTRUCTIONS FOR REGISTRARS OR CO-REGISTRARS ALLOWING A SOFTWARE PROVIDER TO SUBMIT ON THEIR BEHALF

1. **Go** to <http://www.facs.org/cancer> and **click** on “Access to DataLinks” in the left-hand column. If you can’t remember your username or password, use the “hint” function on the Datalinks log-in page or e-mail CoCDatalinks@facs.org.
2. **Click** on “Submit Patient Level Data to the NCDB” from the “CoC Datalinks” Activity Menu.
3. **Confirm** your name, telephone number, and e-mail address and **identify** the software provider that will be making the data submission on behalf of your registry from the drop-down list of providers. If a change is made, press “continue” to send the change to CoC. If a provider makes a data submission on your behalf and you have not authorized it to perform this function, the submission can not be processed until you update this information; you and the provider will be notified accordingly.
4. **Submit** the data to your software provider according to the registry software instructions.
5. The provider will **submit** the records to the NCDB.

Your software provider will be notified that your data submission has been received. You will be notified of the status of the submission as it is processed.

6. **Click** on “History and Edits of Patient Level Data Submission to the NCDB” to check the status of your data submission. This menu option will provide access to a summary of the status of processed records and the NCDB Edit Reports associated with the data submission.
7. If any corrections are required, resubmissions are made the same way.

Questions may be directed to NCDB at (312) 202-5339 or by e-mail at ncdb@facs.org.