

## **Data Submission Instructions: Original and Resubmissions Beginning September 10, 2007**

### **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 of all physician staging and other data pertinent to the cases being submitted.
3. **Do** review the submission information at <http://www.facs.org/cancer/ncdb/registrars.html>. The document *Case Submission File Specifications and Format: NCDB Call for Data for Submission Years 1986, 1991, 1996, 2001, and 2006* describes the cases and items that must be submitted this year. Especially if your software does not automatically select the cases for submission, please pay careful attention to this information.
4. **Do** run the data file(s) through the current NCDB Submission Metafile (NCDB\_18) to be sure the cases are clean. Information for installing and running the GenEDITS Plus program is found at <http://www.facs.org/cancer/ncdb/edits.html>
5. **Do** check your file(s) to make sure it contains the records you intend to submit.
6. **Make a note of the name 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’ in order to reduce the time required to transmit the file to the NCDB. Compressed files will be recognized and managed appropriately upon receipt.

### **INSTRUCTIONS FOR REGISTRIES MAKING THEIR OWN SUBMISSIONS OR RE-SUBMISSIONS**

**HINTS:**     **Have your current 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 lefthand column. The User Name and Password requested for secure login are the same Username and Password used for the Survey Application Record (SAR), and are assigned to registrars at all CoC-approved programs. If you can’t remember your username or password, use the “hint” function on the Datalinks login page or e-mail [CoCDatalinks@facs.org](mailto: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 “Direct Submission from the Registry” is the 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, not the edit report.
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.

7. **Click** on “Return to the CoC DATAlinks Activity Menu” to log out of the secured web site.
8. **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) The files submitted were unreadable.

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

**Questions** may be directed to NCDB at 312/202-5106 or by e-mail at [ncdb@facs.org](mailto:ncdb@facs.org).

### **INSTRUCTIONS FOR REGISTRIES ALLOWING SOFTWARE PROVIDERS TO SUBMIT ON THEIR BEHALF**

1. **Go** to <http://www.facs.org/cancer>, and **click** on “Access to Datalinks” in the lefthand column. The User Name and Password requested for login are the same Username and Password used for the Survey Application Record (SAR), and are assigned to registrars at all CoC-approved programs. If you can’t remember your username or password, use the “hint” function on the Datalinks login page or e-mail [CoCDatalinks@facs.org](mailto: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 provider makes a data submission on your behalf and you have not authorized it to perform this function, the submission can be not be processed, and you and the provider will be notified accordingly.  
  
You will be notified when your provider makes a data submission on your behalf, and of the status of that submission as it is processed. Your software provider will also be notified once your data submission has been processed.
4. To review your data submission, **Go** to the “CoC DATAlinks” Activity Menu.
5. **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.
6. If any problems are identified, **correct** the cases in your cancer registry database.
7. **Submit** corrections you have made to your database to your provider.
8. The provider will **resubmit** the corrected information to the NCDB.

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