Call for Data 2024

Information for Registrars
and
CoC Program Standard 6.4

August 24, 2023

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Data Submission Information

2024 Call for Data Submission Specifications (Standard 6.4)

Dates:

Please do not create your final submission files any earlier than December 1, 2022, to ensure that all required cases and updates are properly captured.

- Submission window opens: **March 1, 2024**
- Final date for initial submissions and corrections: **March 31, 2024 (11:59 pm CST)**

Cases Required to Be Submitted

NCDB recommends that registries use the registry software's automated case selection, to include the following selection requirements.

- Analytic (Class of Case 00, 10, 11, 12, 13, 14, 20, 21, 22)
- Diagnosed on or after 2008
- All cases meeting the above specifications diagnosed from **2022 PLUS**
- All cases meeting the above specifications diagnosed in 2008 through **2021** that were added or changed since the Call for Data for 2023. See NCDB Call for Data Schedule for 2021 through 2024.

Special Requirements for New Programs

- New programs submitting their first Call for Data submission must submit **all analytic cases** from first accreditation date through diagnosis year 2022.
- This is NOT the case specification for existing programs of newly added or updated cases since the last Call for Data. All analytic cases are to be submitted for each diagnosis year of the current Call for Data.
- Please contact ncdb@facs.org with any questions regarding data submission requirements.
- Please contact ACSTechsupport@iqvia.com with any question regarding login access and upload submission issues with RCRS.

The table below documents expectations for any new programs anticipating an upcoming CoC accreditation site visit:

Expectations for Programs Undergoing Initial Site Visit

Anticipated Site Visit	CoC Standard Compliance period (all Standards)	Cancer Registry Diagnosis Collection Start Date (no later than)	1st Call for Data (CFD) Submission	Follow up begins
2023	2022	1/1/2021	CFD 2024	diagnosis year 2021 cases follow up begins in 2022
2024	2023	1/1/2022	CFD 2025	diagnosis year 2022 cases follow up begins in 2023
2025	2024	1/1/2023	CFD 2026	diagnosis year 2023 cases follow up begins in 2024
2026	2025	1/1/2024	CFD 2027	diagnosis year 2024 cases follow up begins in 2025
2027	2026	1/1/2025	CFD 2028	diagnosis year 2025 cases follow up begins in 2026

Instruction for Registrars or Co-Registrars Making Submissions or Resubmissions

HINTS: Have your personal RCRS 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 RCRS.

1. **Log in** to the RCRS system using the following link: https://www.acsdataplatform.com/login . If you can't remember your username or password, email ACSTechsupport@iqvia.com.
2. **Click** on upload located on the left navigation panel from the RCRS homepage. If a user has access to multiple CoC programs, they will be prompted to select the program from the list of valid programs right after the user logs in to RCRS.
3. **Click** on "Choose File" and select the file to upload created from the registry software. User can either drag and drop a file in the gray box or choose a file and select the file needed. **Throughout the upload process, user will be notified of the progress of the submission.** A message will appear on the screen notifying you of the successful completion or failure of the file transmission.
4. To check the status of your data submission, run the Submission History report embedded in the Upload page. **Click** on the Submission Detail link in the Submission History to view the details of the file submitted. Users can view submissions by DX year with the capability to drill down to the case level detail and edit errors where applicable.
5. A data submission file will be **rejected** if any of these occurs:
   o You have not authorized your submission as being direct from the registry
   o Your FIN has been incorrectly recorded in the transmission file
   o The file is not in .xml format for v23 or v24
   o There is more than one FIN present in the file
   o FIN in the file does not match the FIN of the program you have accessed in RCRS
   o You submitted the full-length file with the confidential information your state collects, rather than the "incident" layout required by NCDB
   o In the file name, more than one period is present. Only one period (before the extension of the file) is permitted. Example: testfile.xml
   o In the file name, multiple special characters are present. Only special characters permitted are hyphen (-) and underscore (_)
6. **Zip files will not be accepted**
7. If any corrections are required, resubmissions are made the same way.
8. To log out of the RCRS, click on the icon Logout from the left navigation panel.

We advise programs to review their Upload History in RCRS to ensure a successful submission.

Only a person identified in the Commission on Cancer's (CoC) database/QPort as a "Uploader" role for the respective program is allowed to submit its data to RCRS. *Never* reveal your RCRS user ID and password or borrow another person's user ID and password.

How to Know All Required Cases Are Submitted

Sometimes registries inadvertently fail to submit all required cases, resulting in a deficiency rating for Standard 6.4. Please see Standards 6.4 Compliance document for details on how survey ratings are assigned. Tracking your data submission in RCRS Submission History from year to year is essential to ensuring required completeness of submitted data.

In addition, programs should be monitoring their data submissions using the NCDB Call for Data Submission Count Tracking by Diagnosis Year.xlsx. This is a simple tool that will help you track your data submissions for each annual Call for Data. Use of this Excel spreadsheet is highly recommended. For each Call for Data, enter the number of cases submitted for each diagnosis year in the # Cases column. The estimated percentage of your program's annual caseload will be automatically calculated.

Data Items Required and Layout Specifications

NAACCR layout version 23.0 and 24.0 will be accepted for submissions during 2024.

Download a NAACCR 23.0 and 24.0 Record Layout and Items to Be Submitted PDF with the version-specific required data items and applicable layout specifications from the NCDB Call for Data Website https://www.facs.org/quality-programs/cancer/ncdb/call-for-data.

"Rejected cases" are not added to the Rapid Cancer Reporting System (RCRS) database and are effectively "not submitted." Required cases that are *rejected* must be corrected and resubmitted, regardless of diagnosis date. Nonanalytic cases, and cases diagnosed prior to 2008 are not required and will be rejected; they should not be resubmitted.

Edit Requirements

For Accuracy of Data, programs will be evaluated for compliance during 2023+ surveys. The quality of the data you submit will directly affect the quality of your NCDB reporting tools. All resubmission of errors or rejected cases must be completed by March 31, 2024.

CoC Program Standard 6.4 Compliance

Rapid Cancer Reporting System (RCRS) provides many mechanisms for programs to track their submissions. Each program is responsible to review their Submission History Report to ensure a successful NCDB error-free submission to RCRS has been completed prior to the scheduled deadline. This can be completed by logging in to RCRS.

Upload History Report

This report contains summary of historical submissions counts of accepted and rejected cases along with a link to Submission Details Report.

1. On the left navigation panel, click on Upload
2. To build the report
    a. Scroll down to Upload History Report
    b. On the left, under Filters, enter the Date of upload click enter
3. The card deck will display with the submissions chosen with filter for status of submission:
    a. All
    b. Passed
    c. Failed
4. The card deck can be sorted by
    a. Date of upload descending
    b. Date of upload ascending
5. Scroll to the right of card deck and click on the hyperlink to get to the Submission Detail Report for a selected file.
6. To advance to the next page of cards, click on Next.
7. To reselect card desk selection, click on reset

Useful Tips:
- To see case level information, go to Submission Detail Report by clicking on the link of the file.
- Edit level definitions are defined
    o Edit Level 2 is the NCDB level edit
- A green checkmark indicates the file was uploaded successful.
- A red X indicates the file upload failed.

Any rejected record must be corrected, and resubmitted error-free prior the deadline of **March 31, 2024.**

Complete instructions to view Uploads and Submission History Reports are available in the RCRS Users Guide, which can be found in the RCRS library:
https://www.acsdataplatform.com/file-content/download/15889

Program Standard 6.4: Determining Data Submission Timeliness

- Submission window opens **March 1, 2024**
- **All required cases** are submitted by 11:59 pm CST, **March 31, 2024**
- Cases from any diagnosis year that are "rejected" have technically not been submitted, and must be corrected and resubmitted by **March 31, 2024**
- <u>No extensions</u> for the Standard 6.4 submission deadline will be given during the Call for Data 2024
- Programs are encouraged to submit far in advance of the **March 31, 2024** deadline

Program Standard 6.4: Determining Data Submission Completeness

A case is to be submitted if it has been updated in any manner (treatment, tumor characteristics, follow up, recurrence, or vital status)

- Hospital registry software automatically identifies cases that have been updated by looking to a   data item called "Date Case Last Updated" (system-generated date item that is updated every time a registrar updates a case

The NCDB monitors the frequency of updated cases that were submitted by facilities for the earlieryears, and evaluates the completeness of reporting of cases for these diagnosis years based on a thorough analysis of data submitted from all facilities to determine an expected number of cases:

Diagnosis Years 2022, 2023

<u>**To Calculate Actual % for the first row (For CFD 2024)**</u>

$$\text{Formula is:} \quad \frac{\text{Total submitted cases in CFD2024 for dx 2022}}{\text{Total submitted cases in CFD2023 for dx 2021}} \times 100 = \text{Actual\%}$$

<u>**To Calculate Actual % for the other rows (For CFD 2024)**</u>

Compare Total number of cases submitted for each diagnosis year in current CFD vs. prior (last year) CFD for the same diagnosis year

$$\text{Formula is:} \quad \frac{(\text{\# Cases submitted in current year for the diagnosis year xxxx})}{(\text{\# Cases submitted in prior year for the diagnosis year xxxx})} \times 100 = \text{Actual\%}$$

Example: For current 2024 CFD, first diagnosis year is dx 2022, and Prior CFD year is 2023.

For dx 2021 caseload, (2024 CFD dx 2020 cases)/(2023 CFD dx 2021 cases) X 100 = Actual Caseload %
For dx 2020 caseload, (2024 CFD dx 2020 cases)/(2023 CFD dx 2020 cases) X 100 = Actual Caseload %
....
For dx 2008 caseload, (2024 CFD dx 2008 cases)/(2023 CFD dx 2008 cases) X 100=Actual Caseload %

Percent of Case Submission Expectations for Standard 6.4 Compliance:

Year	Percentage
2022	100
2021	85
2020	50
2019	30
2018	25
2017	20
2016	15
2015	10
2008-2014	5

Program Standard 6.4: Determining Compliance

- Standard 6.4 for the 2024 Call for Data will be evaluated during surveys in 2023+.
- Programs are encouraged to submit until all edit errors are addressed. The quality of the data submitted will directly affect the quality of the NCDB reporting tools.
- All resubmission of errors or rejected cases must be completed by March 31, 2024.

NCDB Call for Data Schedule for 2021 through 2024

| Calendar Year of Submission | Standard 6.4 | | | Correction Deadline |
	Call for Data Submission Period	Diagnosis Years of Cases to be Submitted	Submit all analytic cases per Call for Data specifications	
2021	January 1- June 30	2019	Submit all	June 30, 2021
		2004-2018	December 1, 2019	
2022	March 1- March 31	2020	Submit all	March 31, 2022
		2006-2019	December 1, 2020	
2023	March 1- March 31	2021	Submit all	March 31, 2023
		2007-2020	December 1, 2021	
2024	**March 1- March 31**	**2022**	**Submit all**	**March 31, 2024**
		2008-2021	**December 1, 2022**	

STANDARD 6.4 CRITERIA FOR PROGRAMS SURVEYED DURING 2023+

Site Reviews will include activities for 2022, 2023 and 2024. For Standard 6.4, criteria for all the years must be met for a compliance rating.

Standard 6.4	Deadline Year	Criteria
Submission Each year, complete data for all requested analytic cases are submitted to the Rapid Cancer Reporting System (RCRS) in accordance with the Annual Call for Data.	**2024**	Newly abstracted and updated cases diagnosed between 2008 and 2022, including ALL analytic cases diagnosed from 2008 through 2021, received by **March 31, 2024.** **AND**
	2023	Newly abstracted and updated cases diagnosed between 2007 and 2021, including ALL analytic cases diagnosed from 2007 through 20120, received by **March 31, 2023.** **AND**
	2022	Newly abstracted and updated cases diagnosed between 2005 and 2020, including **ALL** analytic cases diagnosed from 2005 through 2019, received by **June 30, 2022.**
Accuracy Annually, cases submitted to the Rapid Cancer Reporting System (RCRS) that were diagnosed on January 1, 2005 (for year 2022), January 1, 2007 (for year 2023), January 1, 2008 (for year 2024), or later meet the established criteria and resubmission deadline specified in the annual Call for Data.	**2024**	Corrections for newly abstracted and updated 2022 diagnosed cases and any new and updated cases back to the year 2007 were received by **March 31, 2024.** **AND**
	2023	Corrections for newly abstracted and updated 2021 diagnosed cases and any new and updated cases back to the year 2006 were received by **March 31, 2023.** **AND**
	2022	Corrections for newly abstracted and updated 2020 diagnosed cases and any new and updated cases back to the year 2004 were received by **June 30, 2022.**

New Programs: New programs being surveyed in 2023+ will be rated based upon their first two Call for Data Submissions. The first Call for Data submission by a new program must include all analytic cases for all diagnosis years no earlier than 2007 through the most current year required for the Call for Data.

Contact Information

Contact IQVIA at ACSTechSupport@iqvia.com for:
- File submissions
- Uploads
- Failed files
- No upload function in RCRS
- Issue with RCRS username and password including resets
- Any issues with file functionality

Contact QPort at CoC@facs.org for:
- FIN/facility not available to submit file
- User does not have access to submit
- First accredited date

Contact NCDB at NCDB@facs.org for:
- Submission specifications
- Compliance with Standard 6.4
    - NCDB does not review or rate programs for compliance until 3 weeks prior to the scheduled site review
- Questions regarding your data