

**NAACCR PROCEDURES FOR ACCESS TO  
CINA PLUS IN SEER\*STAT**

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## Purpose

NAACCR makes the CINA Plus data file available in SEER\*Stat to facilitate members' cancer surveillance research and comparative analyses, which additionally helps to expand and enhance both the uses and the value of the aggregated registry data set for the United States and Canada.

## Applying for Access

Complete, sign, and submit electronically the NAACCR CINA Plus in SEER\*Stat *Request for Access Form* and the *Data Confidentiality Agreement for NAACCR Researchers with Access to CINA Plus in a SEER\*Stat Format*. These documents are available on the NAACCR website in the Research Program section.

Access to the data file is restricted to one year or until a more recent data file is available. Requests for access to the file must be renewed annually or at the time of a new data file release, whichever is earlier.

## Eligible Requestors

Eligible applicants include all NAACCR members or employees of NAACCR member organizations.

Any request from a person not meeting eligibility at the time of the request will be denied. If a person allows her/his membership to lapse, s/he ceases to meet the eligibility criterion and immediately loses file access.

## Request Review Criteria

There are four criteria on which requests are measured:

1. The requestor must be a NAACCR member in good standing (that is, dues are current and paid).
2. The request must be for an appropriate surveillance research or comparative analysis.
3. The *Request for Access* application and *Data Confidentiality Agreement* must be complete and signed.
4. Each requestor/user must submit an individual application. No group approvals will be granted.

## Notification Process

NAACCR reviews all completed requests when they are received. Requestors should expect to hear within seven business days about the status of their request. The response will include the document, *Instructions for Users of CINA Plus in SEER\*Stat*.

If the request is approved, NAACCR requests its statistical analytic unit—Information Management Services (IMS), through the SQUISH project management system—to provide access to the requestor. IMS then (1) assigns a user name and password and (2) notifies the requestor and NAACCR when access is available. This should be accomplished within three to five business days.

### ***Notification of Registries with Data Contributed to CINA Plus in SEER\*Stat***

NAACCR will notify all registries with data on the file each time access to the file has been approved. This notification will include the name and NAACCR member affiliation of the requestor.

## Submission Checklist

- Request for Access Form* completed and signed.
- Data Confidentiality Agreement for NAACCR Researchers with Access to CINA Plus in a SEER\*Stat Format* signed and dated.

## Submission Requirements and Deadlines

Applicants are required to submit their request using the electronic request form and confidentiality agreement. Applications may be sent at any time and will be acted upon within seven (7) business days. Only **complete** applications will be reviewed. **Electronic submission of all materials is required.** If the capacity to submit digital signatures or an electronic version of a signature is not available, the signature pages may be faxed. All

information should be sent to Betsy A. Kohler, MPH, CTR, at bkohler@naaccr.org. The fax number is 217.698.0188.

### **Criteria for Registry inclusion in CINA Plus in SEER\*Stat**

To be included in the CINA Plus data file in SEER\*Stat, a registry must have submitted data for the most recent five-year period included in the preceding December call for data. Note: there is a two-year lag in data availability. Each year of data must individually meet all NAACCR standards of high-quality incidence data at the time of submission; these are the same as the criteria of Registry Certification (excluding timeliness). Although the file is not a public data set, it can be released to NAACCR members for non-specific purposes that fall within the rubric of cancer surveillance. The membership, following the recommendation of the Data Use and Research Committee, determined that registries must consent to the inclusion of their data in this resource. A list of registries that met the inclusion criteria for the most recent available five-year period and consented to the use of their data in CINA Plus in SEER\*Stat is available on the NAACCR web site.