



CRGC Transmit File Policy

The Cancer Registry of Greater California developed the following policy to clarify the receipt of transmit files.

Mandatory Requirements

Transmit files *must* be received via our GoAnywhere Secure website. We do not accept delivery of files through any other means of transmission.

Password protected transmit files will be rejected. Transmit files are automatically transferred to our central database system. We do not provide technical support to assist with unencrypting files.

Transmit File Best Practices

Compressing or Zipping: Compressing, or Zipping, transmit files has the benefit of providing a single, smaller package to upload to the secure server.

Naming Convention: Transmit files are to be named according to the California Cancer Registry's (CCR) [Volume II](#), Section II.4 Data Transmittal Format file naming guidelines (refer to the last page of this document). This includes having the year in the file name.

Frequency: Create the largest transmit file 1 or 2 business days *before the end of the month*. There is not a limit to the number of transmit files a facility can send each month. If your facility has more than 100 cases a month then we recommend that files are submitted weekly or bi-monthly.

Verification of File Receipt

The CRGC currently sends out a monthly *Transmit File Summary Report* via email within the first 5 business days of the month to all associated contacts of a facility. The CRGC uses this report as a *written verification of receipt of New Case file(s)*. A facility has **3 business days** to review the *Transmit File Summary Report* and advise the CRGC of any discrepancies. If we receive an "Out of Office" reply from our email, then we expect the recipient to review the report 3 business days after their message shows they are returning.

Missing files or Incorrect Case Counts: *If there are missing files or incorrect counts, you must notify us via email. Do not resend a missing file until you are instructed to do so.* You are welcome to check the secure folder where you uploaded the file to see if it is still on our secure server (transmit files are purged from our system after 3 months).

Encountering Problems When Creating Files

We can no longer backdate the receipt of a file for timeliness purposes. **We strongly recommend that you generate your Transmit files 2 business days before the end of the month** to provide enough time to address issues if they occur.

The CCR has a timeliness metric whereby it would like to see 98% of cases reported within 6 months of the Date of First Contact. This metric calculation uses the number of months between the date the

patient was first seen at the facility (Date of First Contact) and the *date uploaded to our central database system*.

Section 11.4 Transmit File Naming Conventions

Transmitted Data Files

All electronic files must be sent in a secure manner as instructed by the Central and Regional Registries. File names must conform to the following schema:

- A three-letter abbreviation assigned by the CCR regional registry to the hospital (the case file suffix).
- Plus, the four-digit year (YYYY) showing the year the file was created.
- Plus, the three-digit day of the year (001 through 366) showing the day the file was created.
- Plus, a single letter (A-Z) showing the sequence within one day the file was created. (Different file types can have the same sequence letter.)
- For XML New Case and Modified Record files, the Record Type Initial/code must be included in the file name as well.
- Plus, a standard suffix/extension according to the record type (see below).

For example, the first file of new cases created on February 1 at hospital abbreviated STJ would be named STJ2021032AA.XML and the second file of new cases created that day would be STJ2021032BA.XML.

The following table shows the record type initials/codes, suffixes/extensions, and record lengths, where appropriate.

Table 1. Data File Types

Record Type	Record Type Initial	File Suffix	Record Length
New Case (Abstract)	A	.XML	Not applicable
Modified Record	M	.XML	Not applicable
Deletion	D	.XDL	365 plus CR/LF