**SEER\*DMS Change Control Board (CCB) Users Group**
**Teleconference Summary**
**September 14, 2017**
**3:00 to 4:00 p.m. EDT**

Representatives from NCI, IMS, SCG, and 15 SEER registries participated in the SEER\*DMS Users Group conference call on September 14, 2017. Participants included:

**REGISTRIES:**

Alaska
Cherokee Nation
Connecticut
Detroit
Georgia
Greater Bay Area
Greater California
Hawaii
Iowa
Kentucky
Los Angeles
Louisiana
Minnesota
New Jersey
New Mexico
New York
Seattle
Utah

**NCI**: Peggy Adamo, Marina Matatova, Serban Negoita, Alyssa Wang

**IMS:** Linda Coyle

**SCG:** Kathy Brown-Huamani, rapporteur

**Action Items**

Participants agreed to the following action items:

- Participants should send topics for future calls to Linda Coyle or Marina Matatova.
- Linda agreed to distribute an email poll seeking feedback on the new SEER\*DMS portal and other new features.
- Linda agreed to work with the Kentucky and California registries to ensure that the new SEER\*DMS portal meets the needs of these registries.
- Marina agreed to include a discussion of communication mechanisms on the agenda for each CCB call. Participants can send her ideas by email.
- Participants should contact Linda or Marina about other staff at their registry who should receive information about CCB and work group (WG) calls.
- Participants should send Marina and Alyssa Wang ideas for communication mechanisms and CCB newsletter articles.
- Linda agreed to conduct a webinar for the November CCB call in which ideas proposed by participants will be documented on-screen.
- California registry participants should contact Linda with names of WG members from their registry.
- Marina agreed to work with Frances Ross and Bobbi Matt to set up an Auto-consolidation WG call the week of September 25.

- Regarding Squish issue 5563 for mapping of address aliases, participants should inform the appropriate staff at their registries of this option and submit a Squish issue if interested.
- Each registry should review WG membership lists and notify Linda or Marina if additions are needed.
- Linda and Marina agreed to speak to Scott Depuy about discussing SEER*DMS security issues.

**SEER*DMS F2F Meeting Summary and Key Findings**

*Update on F2F Findings*                                           *Marina Matatova*

About 400 findings were generated during the 2.5-day SEER*DMS face-to-face (F2F) meeting in July. NCI and IMS are reviewing these findings and attempting to develop a strategy for categorizing, prioritizing, and assigning the implementation of key findings. Marina expects to present highlights and major themes from the F2F meeting and some aspects of the plan for implementing the recommendations during next CCB call in November.

**Improving CCB Communication**

*The new SEER*DMS Portal*

The agenda for this call included a link to the new SEER*DMS portal (still under development). The new portal does not require users to login. It will include sections on Best Practices, Upcoming Events, and each of the WGs. Participants should send feedback on the portal, including topics to add.

The portal no longer will be used for transferring files. The file transfer platform now is located in a new module within SEER*DMS, which provides greater security.

*CCB Notification List and CCB Work Group Lists*

Registry managers now control who receives CCB notifications. IMS added a flag in SEER*DMS associated with user accounts to turn these notifications on or off. IMS will work from the CCB notification list generated by this new feature in SEER*DMS. IMS plans to develop a similar feature to manage the WG lists.

*Discussion of Communication Methods (preferences, constraints, etc.)*

Marina asked participants about their preferred mechanisms for communication and mechanisms currently used by registries to communicate with NCI, IMS, and other registries. She also asked about communication problems and limitations experienced by registries.

Participants from the Georgia and Utah registries indicated that they like the CCB calls because they provide an ongoing, frequent forum that allows registry staff to actively communicate and collaborate with staff at other registries. The CCB calls now are held every other month, but WG calls might be held more often.

Some participants have found the Productivity Tiger Team calls to be challenging because much of the information shared during the calls is specific to certain registries. This type of group might benefit from another communication mechanism that can better manage multiple, registry-specific requests. A Seattle participant noted that the initial Tiger Team calls were helpful, but the topics discussed were complex.

Participants at the F2F meeting expressed interest in a newsletter. In response, Alyssa is planning to publish a CCB newsletter. Some registries have expressed interest in contributing to this newsletter. A

participant from the New Mexico registry agreed that a newsletter would be useful and noted that some registries already have their own newsletters that might benefit other registries. The new portal could include links to newsletters published by individual registries. The Kentucky registry publishes a newsletter, and Frances Ross indicated that the portal could link to that newsletter. The Connecticut registry also publishes a quarterly newsletter that could be linked. The Greater California registry publishes *QTIPs*, a newsletter that provides SEER*DMS coding tips. Cheryl Moody would be the contact person for that newsletter. Staff at the Minnesota registry also are planning to publish a newsletter.

A participant from the Iowa registry suggested adding a message board for each WG to the new portal. The message boards would allow WG members to share ideas and questions and obtain feedback in real time. Participants from Kentucky and Louisiana registries agreed with this suggestion. A participant from the New York Registry added that a message board would allow SEER*DMS supervisory staff at registries to share ideas. These staff do not participate in CCB or WG calls. Linda agreed that WG message boards are a good idea but noted that the public can view all content on the portal. The portal, however, is not publicized and has no link on the SEER website. IMS might eventually create a single sign-on solution to minimize passwords but keep portal information more private. Participants generally agreed that information shared on the message boards would not be confidential.

Linda proposed conducting CCB webinars in which ideas are captured on the screen as they were during the F2F meeting. Participants supported this idea.

### Announcements

The California registries have joined the CCB. California registry staff will be attending CCB meetings and will join WGs. Staff from these registries should contact Linda or Marina with any questions, concerns, or needs. Marina noted that California registries have many implementation ideas that could prove useful for other registries.

### Work Group Updates

NCI and IMS have been working with the SEER*DMS WG leaders since the F2F meeting. WG leaders were asked to develop a one-page proposal for what the WG plans to achieve over the next 10 to 12 months.

Linda is developing WG membership lists. Registry managers will maintain WG membership lists for their registry. A new SEER*DMS feature will assist with the review and updating of these lists.

### *Claims*

The Claims WG has members from six registries, NCI, and IMS. Kevin Ward, Claims WG chair, plans to submit a draft proposal for this WG to Linda and Marina next week. The claims database is in production at the Georgia registry. The next step will be to create claims databases at other registries. Linda and Marina will work with Kevin and other WG members to determine 6 and 12-month goals.

### *MU2*                                                           *Chair:  Brent Mumphrey*

The MU2 WG includes members from nine registries, NCI, and IMS. The MU2 WG collaboration with IMS has led to the development of the capability to import CDAs into SEER*DMS so they can be reviewed. Registries staff should review the CDAs to help determine next steps. Brent Mumphrey is developing a draft roadmap of goals for the next 10 to 12 months. He plans to present this roadmap during the next MU2 meeting on September 28.

*Auto-consolidation*                                      *Co-chairs:  Frances Ross and Bobbi Matt*

The Auto-consolidation WG includes members from 11 registries, NCI, and IMS. Frances Ross noted that she and Bobbi Matt plan to present a draft WG plan for addressing auto-consolidation issues during the next WG call. Bobbi is the primary person working on the plan.

**Usability Efforts**                                                              **Marina Matatova**

Marina is forming a SEER*DMS usability team. The main goals of this team will be to conduct a comprehensive usability evaluation of SEER*DMS and integrate good usability practices into ongoing work on SEER*DMS. During the November CCB call, Marina plans to introduce the usability team, provide an overview of a usability plan, and obtain input from CCB members. Usability efforts focus on improving the user experience and making technologies easier to use. For example, efforts to improve the usability of SEER*DMS ideally would make the system less error prone, with repetitive processes easier to recall to reduce the user learning curve. This system also would include a mechanism for obtaining feedback and identifying problems with processes and modules under development to resolve them before going live.

**Highlights – Features Recently Released in SEER*DMS.**

Linda noted that the SEER*DMS development cycle has become more frequent. IMS plans to provide weekly updates to the registries about changes (mostly related to infrastructure, but some new features).

IMS implemented a geocoding mapping table to support alias addresses. The New Jersey registry already is using this mapping table. Squish issue 5563 provides more information on this feature. Other registry staff should submit a Squish issue if they are interested in this feature. Users can provide feedback on this feature using the appropriate Squish issue. Linda asked that participants make appropriate registry staff aware of this feature, which should reduce manual labor. Participants from the Louisiana, Seattle, Connecticut, and Georgia registries expressed interest in the feature. A participant from the Greater Bay Area registry also expressed interest in the feature but asked about address standardization. Address standardization is done in SEER*DMS but the feature also translates facilities into street addresses so staff do not need to type in the address information. Registries that have many institutional reporting facilities could benefit from the feature. Registries that plan to use this feature should run a query of addresses that they often have to geocode, so that IMS can include those addresses in the database. In addition, registries should stay in touch with the NAACCR geocoding WG.

Another new feature allows registries to flag people who they want excluded from task assignment lists. Registries can use the feature to exclude users who support tasks but do not routinely perform them (i.e., not assigned the task). IMS developed this feature to allow registries to exclude local IT or IMS developers who have accounts for problem solving but do not provide direct support for worklist tasks. IMS has excluded some its own staff from task assignment lists. Certain IMS staff will have permission to review tasks assigned by registry staff and other IMS staff will have read-only access on production but will be able to test in the development environment. Squish issue 5565 provides more information on this feature. Users can provide feedback using this Squish issue. No registry staff have used this feature to date.

The Department of Energy (DoE) is developing an API to execute Natural Language Processing (NPL) algorithms. The API will allow SEER registries to use the NPL algorithms that are being developed. Participants who would like more information about this API about can contact Marina or Linda. Garrett Zimpelman expressed interested in the API. Participants should let Linda and Marina know if they would

be interested in an update on NPL work at the DoE. If enough participants are interested, Marina and Linda can arrange for a DoE staff person to update CCB members on this work. Linda also plans to provide an update on this API every month or two.

Results from the SEER Multiple Primary rules (MP/H) appear in the record's information popup for linked records only. Results are shown for the CTC to which the record is linked first, then for other CTCs. This approach allows users to see MP/H results when linking records by clicking on Dx Info. Linda finds this feature useful because it traces the linkage algorithm (decision tree). She would like feedback from registry staff about the utility of this feature. IMS can highlight this feature if it is useful to registry staff and eliminate it if it is not useful. Participants from the Greater Bay Area and Greater California registries expressed interest in this feature.

IMS developed a feature that allows users to create a Patient Set Follow-back Need that is not associated with a specific CTC, while being able to set site, histology, and behavior. When the Follow-back Need is linked to a CTC, values from the CTC are used. A Follow-back Need is a question that goes back to a physician or abstractor.

**Changes and New Features in Design or Development**

IMS is examining ways to improve the process for bringing medium-sized projects to production (large projects will be reviewed by WGs). IMS was considering developing one-page descriptions of planned medium-sized projects and submitting these descriptions to NCI for review. The next step would be to present the planned projects at a CCB meeting and/or via Squish. IMS will examine this process for two new projects: 1) improving usability of the worklist and filters, and 2) changing the way that records and "pre-records (claims)" link to treatment procedures in the database. The second planned project would not affect editing staff but could affect queries and reports. IMS will provide more information on the process in Squish and at the next CCB meeting.

Other changes that were implemented behind the scenes are documented in Version History. Registry staff can submit questions about these changes to IMS, preferably via Squish. IMS needs feedback from registries on how best to discuss changes during CCB calls before implementing the changes.

**Reminders**

The SEER submission is due soon. Final edits are live in SEER*DMS (v17.81). The edits system task was executed in all registries when the edits were released. New approaches for calculating completeness are included in the latest version of SEER*Edits and will be implemented in SEER*DMS. In general, these approaches should improve completeness estimates. All registries should run these edits and inform IMS of any problems via Squish. Problems will be sent to the Edits Committee. IMS also is taking comments on data quality markers, which will be discussed at multiple meetings. A new version of the SEER*Edits software will be released soon.

The NAACCR geocoding WG recommendations for SEER*DMS are not yet finalized. IMS is involved in developing tools in response to these recommendations. For example, IMS is developing an external tool that could be used to review geocoding results.

**Other Topics**

Kathy Philips suggested a forum for obtaining additional information and resources on new security standards. A participant from the Louisiana registry agreed and noted that such a forum would help to clarify what registries need to report to contract officers when new grants are awarded. Other registries

also agreed with this suggestion. Linda and Marina will consider the best forum for discussing and clarifying security standards. This topic could be discussed at the September NCI/IMS meeting. Some security work related to SEER*DMS likely will be discussed during the next CCB call.

**Future Calls**

CCB calls will be held the second Thursday of every other month. The next call is scheduled for November 9, 2017.