**Sample Letter (with PEI Instructions)
to NPCR Grantees**

[Expiration date to be updated
Upon receipt of OMB approval]

Instructions for Completing the
NPCR Program Evaluation Instrument
Year 2009

Important: Please read all instructions before logging on.
Program Consultants: Some instructions may not apply to you

Web site address: _ https://www.npcrcss.org/apei/

INTRODUCTION

1. Data entry on the Web-based NPCR Program Evaluation Instrument is encrypted during transmission in order to render it useless to anyone who might attempt to intercept the transmission. The encryption is accomplished via Secure Socket Layer (SSL) strong encryption - the same level of protection used by e-commerce sites to protect financial transactions.

2. An Internet browser version <u>newer</u> than Internet Explorer version 5.0 or Netscape version 4.0 is required for encrypted transmission and completion of the instrument.

3. Most screen resolutions are set at 1024 x 768 pixels. It is possible to set your screen resolution to 1280 x 1024 pixels to allow you to view an entire page per screen without scrolling down to view the bottom of a page.

4. **The Web page will automatically log you off for security reasons if there is no activity for 20 minutes. Unsaved data will be lost if there is a pause in data entry, so be sure to save your data by clicking on the "Next" button before pausing. (To return to that page, click on the "Back" button at the bottom of the next page.)**

5. **To exit the Web site before reaching the end of the evaluation, simply click on the "Next" button and then the "Save and Logout" button before exiting.**

6. **You must answer all questions before you will be able to submit the evaluation.   Please do not enter a '9' or series of '9s' when an answer is unknown.**

7. In question 16, the reporting facility table, please make special note definition of **in-state path labs, radiation therapy centers, and surgery centers, "where medical records are owned by the reporting source"** provided in the instructions for completing this table.

8. Validation checks are built into the instrument after each section and will direct you to the question where correction/validation is needed.

9. There are navigation links on the left-hand side of the screen that will assist you and save you time with section selection as needed.

10.   The burden statement on the cover page states that it should take approximately 1.5 hours to complete the instrument. The entire preparation time may not be included in this estimate.

11.   Macro will contact each NPCR program to provide the NPCR Program Evaluation login ID and Password to programs and answer any questions.

PRINTING
1. At any time, you may print a copy of the entire instrument by selecting the blue menu option "Printable PDF of Questionnaire".

2. You may print individual pages containing your registry's data by clicking on the printer icon on your Web browser tool bar **while you are on that page**. Note: *Printing individual pages from the browser often results in printing being cut off on the right side. This does not occur when printing a pdf version of the instrument.*

COMPLETING THE INSTRUMENT
1. When you are ready to log on, open your Internet browser (Internet Explorer or Netscape). Type in: **https://www.npcrcss.org/apei/** and hit "Enter". *Be sure to type **https** .*

2. The login screen will appear. Enter your login ID ("Name") and Password. Note that login ID and Password are case sensitive.   Click on "OK".

3. For your convenience, some of your state's 2004 program evaluation data have been pre-entered. Please review each question and update the information to accurately reflect your central registry's status as of January 1, 2007.

4. On Page One of the PEI, refer to "Attachment 1" in your Notice of Grant Award for the most current amount of NPCR funds awarded to the central cancer registry.

5. For Question 18, only when necessary, please provide a best estimate of the proportion of pathology laboratories using the CAP protocol checklist.

6. Since you are "editing" pre-entered responses*, you will need to delete the pre-entered response in each field before entering the new information.* There are several ways you can delete a pre-entered response. Please use one of the following approaches: 1) use the "Delete" key; 2) highlight the response already in the cell and then use the "Delete" key; or 3) highlight the response already in the cell and type the new response without using the "Delete" key.

7. For fields that ask for a number or a text answer, simply type the appropriate response. For pull-down fields, click on the arrow to the right of the field and choose the appropriate answer from the choices

provided.

8. To move from one field to another, use the "Tab" key or
   click on the next field. NOTE: DO NOT USE THE "ENTER"
   KEY FOR THIS PURPOSE.

9. To save entered data and to move to the next page,
   click on the "Next" button at the bottom of each page.
   The information that you entered on the current page
   will be saved to the Web site when you click the "Next"
   button. Saved information can be changed at any time
   before you notify Macro that you have completed the
   instrument (see instruction #10).

10.   To move to the "Next" button (and next page)
    faster, use the down arrow key on the right side of the
    screen or use the "Page Down" key. NOTE: DO NOT USE
    THE "FORWARD" OR "FORWARD ARROW" OPTION ON YOUR WEB
    BROWSER'S TOOL BAR FOR THIS PURPOSE. ALWAYS <u>USE THE
    "NEXT" BUTTON AT THE BOTTOM OF THE PAGE</u> TO SAVE ENTRY
    AND MOVE FORWARD TO THE NEXT PAGE.

11.   To view the previous page, e.g., if you wish to
    change your answers or review your answers on a
    previous page, click on the "Back" button <u>at the bottom
    of the page.</u> NOTE: DO NOT USE THE "BACK"OR "BACK
    ARROW" OPTION ON YOUR WEB BROWSER'S TOOL BAR FOR THIS
    PURPOSE. ALWAYS <u>USE THE "NEXT" BUTTON AT THE BOTTOM OF
    THE PAGE </u>TO SAVE ENTRIES AND THE "BACK" BUTTON TO
    RETURN TO THE PREVIOUS PAGE.

12.   To notify Macro that the instrument is complete,
    on the last page you will see instructions stating "If
    this is your final submission of the Program
    Evaluation, please click the Finished button to
    indicate the survey is complete". When you are
    satisfied that all data are ready to submit as <u>final</u>,
    please submit to Macro by clicking on that option.
    Note that you must have saved your data on each page
    individually by clicking the "Next" button on each
    page.

13.   You no longer need to print one page at a time.
    The data will be saved in a .pdf version, enabling you
    to print the entire document upon completion.

14.   **FOR TECHNICAL ASSISTANCE WITH THE WEB PAGE**,

contact the ORC Macro help center at npcr-apei@mmail.orcmacro.com. E-mail is preferred, or you may call Macro at (301) 572-0502 if you cannot send an email. Please send a complimentary copy of emails to Reda Wilson (RWilson1@cdc.gov).

Your participation in the NPCR Program Evaluation is greatly appreciated.