

ATTACHMENT C2.

NASS ANNUAL SUBMISSION INSTRUCTIONS



DEPARTMENT OF HEALTH & HUMAN SERVICES
Service

Public Health

Centers for Disease Control
and Prevention (CDC)
Atlanta,
Georgia, GA 30333

September 14, 2011

Dear ART Program Staff,

This letter contains important information regarding 2010 ART data reporting. Please share this information with everyone in your program who is involved in the data collection process.

Thank you for your continued reporting of ART data to the Centers for Disease Control and Prevention (CDC) in compliance with the Fertility Clinic Success Rates and Certification Act of 1992 (42 U.S.C. 263a-1). ***This letter is to announce that the deadline for reporting data on ART cycles started in 2010 is Thursday, December 15, 2011.*** This is the deadline for both online submission of 2010 ART data through the National ART Surveillance System (NASS) **and** submission of the NASS-generated annual clinic success rates table signed by the clinic's Medical Director responsible for verification of the accuracy of the data submitted to Westat. ART programs are required to report all ART cycles performed in 2010, including canceled cycles, in which ovarian stimulation or monitoring has been carried out with the intent of undergoing ART but which did not proceed to oocyte retrieval or transfer of embryos for any reason. ***ART programs that performed ART procedures in 2010 and that fail to submit 2010 data to Westat through NASS by December 15, 2011 will be listed as non-reporters in the 2010 ART Success Rates Report.***

Procedures for reporting 2010 data through NASS are similar to those of the 2009 reporting year. Regardless of the method chosen for submitting data to NASS, each clinic must complete the annual submission steps as detailed in the NASS Annual Submission Guide posted on the NASS website (www.artreporting.org). To access the submission webpage and guide, first log into NASS, select the 2010 reporting year, and click the *Clinic Profile & Data* link on the menu. This will reveal *Submit Annual Data* and *Submission Guide* links.

Every ART program must have an account set up with the NASS Help Desk to access the NASS website. NASS accounts established previously can be used for reporting 2010 data for the same clinic, although user passwords may need to be re-established if they have expired since last using NASS. Please contact the ***NASS Help Desk at 1-888-650-0822 or by e-mail at NASS@Westat.com*** at your earliest convenience to set up a NASS clinic account if you have never done so. The NASS Help Desk may be contacted if users have forgotten their log-in information, if your clinic needs additional startup materials or additional NASS user accounts, or if you have any questions or require additional assistance. Please also notify the NASS Help Desk of any changes in your clinic's operation, location or key staff (i.e., Practice, Medical, or Laboratory Director).

All ART programs will receive a hard copy and a CD-ROM of the ART Success Rates Report; please inform the NASS Help Desk if you prefer to receive the report in only one of these two formats.

Thank you very much for your cooperation!

Sincerely,



Dmitry Kissin, MD, MPH
ART Team Leader
Women's Health and Fertility Branch
Division of Reproductive Health
National Center for Chronic Disease Prevention
and Health Promotion
Centers for Disease Control and Prevention



Jeani Chang, MPH
ART Surveillance Project Officer
Women's Health & Fertility Branch
Division of Reproductive Health
National Center for Chronic Disease Prevention
and Health Promotion
Centers for Disease Control and Prevention