

**ATTACHMENT 3B**

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

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

**Instructions for Completing the  
2013 NPCR Program Evaluation Instrument**

**Important:** Please read all instructions before logging on.

**Web site address:** <https://www.npcrcss.org/pei/>

**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 financial institutions to protect financial transactions.
2. A Web browser such as Microsoft Internet Explorer version 5.0 or later, Netscape version 4.0 or later 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.

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Public reporting burden of this collection of information varies from 1.5 to 2.5 hours with an estimated average of 2 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: PRA (0920-0706)

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 previous page, click on the "Back" button at the bottom of the current 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 then the 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, for the facility type Surgery Centers, Independent Radiation Therapy Centers, In-State Independent Pathology Laboratories, and Out-of-State Independent Pathology Laboratories, please only include those facilities where medical records are owned by the reporting source when 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. The login ID and password to access the instrument is the same as the one used for 2011 NPCR-CSS Call for Data Submission. Please call NPCR-CSS help line (301) 572-0502 if you need assistance to logon.
12. The Web site will be open for data entry between \_\_\_\_\_ and \_\_\_\_\_. If for any reason you are unable to

complete the on-line survey during this timeframe, please notify your registry's Program Consultant at CDC immediately.

#### **PRINTING**

1. At any time, you may print a blank copy of the entire instrument by selecting the blue menu option "Print Blank Survey".
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 Web browser (Internet Explorer, Netscape, Firefox, or other Web browser you regularly use that supports 128-bit SSL encryption). Type in: <https://www.npcrcss.org/pei/> and hit "Enter". *Be sure to type https.*
2. The login screen will appear. Enter your login ID ("Name") and Password. The login ID and Password are not case sensitive. And then click on "OK".
3. 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.
4. For Question 18, only when necessary, please provide a best estimate of the proportion of pathology laboratories using the CAP protocol checklist.
5. 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.
6. 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.

7. 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).
8. 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 USE THE "NEXT" BUTTON AT THE BOTTOM OF THE PAGE TO SAVE ENTRY AND MOVE FORWARD TO THE NEXT PAGE.
9. 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 at the bottom of the page. NOTE: DO NOT USE THE "BACK" OR "BACK ARROW" OPTION ON YOUR WEB BROWSER'S TOOL BAR FOR THIS PURPOSE. ALWAYS USE THE "NEXT" BUTTON AT THE BOTTOM OF THE PAGE TO SAVE ENTRIES AND THE "BACK" BUTTON TO RETURN TO THE PREVIOUS PAGE.
10. If you need to correct responses you have already entered, 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.
11. To notify ICFI 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 final, please submit to ICFI 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.

12. You no longer need to print one page at a time. The data you enter into the survey will be saved in PDF and be available for download from your registry's folder on the NPCR-CSS doc server <https://www.npcrcss.org/docserver/> immediately after you complete and submit the online survey.
  
13. After you click the "Finished" button, the survey data you submitted will become read-only and an automatic email notification to confirm the receipt of your submission will be sent to both your registry contact and your Program Consultant at CDC. In order to make the changes to any part of the survey data you submitted, please contact your registry's Program Consultant at CDC immediately.
  - a. **FOR TECHNICAL ASSISTANCE WITH THE WEB PAGE**, contact the ICFI help center at [pei@npcrcss.org](mailto:pei@npcrcss.org). E-mail is preferred, or you may call ICFI at (301) 572-0502 if you cannot send an email. Please send a copy of emails to Netta Apedoe, [ize6@cdc.gov](mailto:ize6@cdc.gov) .

**Your participation in the NPCR Program Evaluation is greatly appreciated.**