



STATE OF MARYLAND

**DHMH**

Maryland Department of Health and Mental Hygiene

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Larry Hogan, Governor - Boyd Rutherford, Lt. Governor - Van Mitchell, Secretary

**MEMORANDUM**

**DATE:** September 21, 2016

**CCPC HO Memo #16-17**

**TO:** Health Officers  
CRF Cancer Program Directors, Coordinators and Staff  
SAHC CRF Program Directors, Coordinators, and Staff

**FROM:** Cindy Domingo, Program Manager  
Cigarette Restitution Fund Programs Unit, Center for Cancer Prevention and Control

**RE:** Teleconference on CRF Cancer Programs – Wednesday, September 21, 2016

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Attached is the agenda for the Teleconference on **Wednesday, September 21, 2016, from 10:00 a.m. – 12:00 p.m.**

**If there are problems, we will send out an e-mail** notifying you about what is happening, so please check your e-mail. If you have any trouble dialing into the audio-conference call, contact DHMH Teleconference Services at (410) 767-5108 and a staff member will assist you. You may connect into the conference call **as early as 9:55 AM, NOT SOONER, PLEASE.**

**Conference Call Procedures: PLEASE GO SLOWLY AND FOLLOW THE PROMPTS**

- A. Dial in to the following “Meeting Place” dial in number: 1-415-655-0003**
- B. Enter the Access code: 645 075 896**
- C. Call in no sooner than 9:55 a.m.**
- D. Please avoid calling in from a cellular device.** If you are unable to participate via a landline, all cellular devices must be muted to prevent feedback that makes portions of the call inaudible to all.
- E. Please turn your phone to MUTE** unless asking a question at the teleconference. **#5** can be used from your cellular and land lines to **MUTE** your phone once you have called in. To **UNMUTE**, hit **#5** again.
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cc: D. Gugel / M. Spencer  
C. Lewis/ S. Hokenmaier/

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**CRF-Cancer Prevention, Education, Screening and Treatment Teleconference**  
**DHMH Center for Cancer Prevention and Control**  
**Wednesday, September 21, 2016, 10:00 AM-12:00 PM**

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**Agenda**

**1. General Announcements**

- **Medicaid Provider Outreach** (Michael Dark, Maryland Colorectal Cancer Control Program (CRCCP)): Through a collaborative partnership comprised of several organizations, DHMH has worked with the Colorectal Cancer Task Force to develop and implement a toolkit for Maryland Medicaid Managed Care Organizations (MCO).
  - Programs are encouraged to reach out to Medicaid providers in their jurisdiction about providing Patient Navigation (PN) services to individuals who need colorectal cancer (CRC) screening.
  - Medicaid providers should have been contacted by their MCOs regarding a toolkit to help them encourage screening amongst their patients. A copy of the toolkit is attached for your review. (See Attachments 1-14)
  - A part of the toolkit includes a listing of all CPEST programs that Medicaid providers can refer their patients to. However, additional outreach by your program to providers may encourage them to educate and refer additional Patient Navigation patients to your program.
- **2016 Statewide Cancer Screening Forum** (Cindy Domingo): The Breast and Cervical Cancer Program (BCCP) and the Cigarette Restitution Fund Program (CRFP) would like to thank the participants who attended the 2016 Statewide Cancer Screening Forum on 9/14/16. The event had a large turnout, and was well-represented with staff from local BCCP and CRFP programs. Overall, participants had the opportunity to gain valuable resources and information about strategies to increase recall and recruitment efforts within their respective programs.

**2. Surveillance and Evaluation (SEU) Unit Updates (Dr. Maria-Theresa Okafor)**

- **EDB**
  - EDB Updates (See Attachments 15 and 16)
    - Rollout evening of 9/21/16
  - Reminder: For EDB inquiries, please contact: [dhmh.edbhelp@maryland.gov](mailto:dhmh.edbhelp@maryland.gov)
- **CDB**
  - Reminder: Next training: 10/3/16
  - Reminder: CDB Forms and guidance available via the CDB Help Menu
    - Database Access Request Form
    - Client Information Deletion Request Form
    - Clinical Inquiry Request Form
    - Guidance documents
  - Reminder: For CDB inquiries or CDB Training registration, please contact: [dhmh.cdbhelp@maryland.gov](mailto:dhmh.cdbhelp@maryland.gov)
- **Lung Cancer Survey**

- **Patient Navigation Reports**
  - **Reminder:** Please run the Patient Navigation Screening/Diagnosis and Diagnosis/Treatment Payer Consistency Report regularly to check the quality of your patient navigation data:
    - Patient navigation only clients are not eligible for CRF-funded screening, diagnosis, or treatment procedures (see Patient Navigation FAQ and Scenarios, CCPC HO Memo #15-06 and #15-09, for patient navigation eligibility criteria).

### 3. Administrative and General CRF Program Updates (Cindy Domingo)

- **FY17 Grant Review:**
  - Programs should expect to receive grant review comments regarding their FY17 CRF-CPEST grant application. All programs will receive two separate Review worksheets, one Budget Review worksheet with comments regarding their submitted budget and one Non-Budget Review worksheet with non-budget related grant review comments. (*Note: Doctors Community Hospital and MedStar grant application reviews were completed separately.*)
  - Programs are asked to review the comments and provide their feedback in the “Program Response” section in the Budget Review worksheet and the Non-Budget Review worksheet. The completed Budget Review worksheet and Non-Budget Review worksheet must be submitted by e-mail to your program’s Technical Lead one week after receipt of the review comments. We request that programs contact their Technical Lead by e-mail or phone with any questions or revisions.
    - Lacey Bokeloh – [lacey.bokeloh@maryland.gov](mailto:lacey.bokeloh@maryland.gov) / 410-767-0786
    - Dwayne Selph – [dwayne.selph@maryland.gov](mailto:dwayne.selph@maryland.gov) / 410-767-5139
    - JoAnn Johnston – [joann.johnston@maryland.gov](mailto:joann.johnston@maryland.gov) / 410-767-0777
    - Cindy Domingo – [cindy.domingo@maryland.gov](mailto:cindy.domingo@maryland.gov) / 410-767-5123
- **FY17 Site Visit Planning:**
  - **Site Visit Notification:** The CRFP Unit has notified programs individually of the date for their FY17 site visit.
    - Technical Leads will be sending an official site visit letter and agenda to Health Officers and each Program Coordinator thirty days in advance of the scheduled site visit.
  - Technical Leads will contact programs to discuss logistics and set-up for site visits. Programs are encouraged to contact their Technical Lead if they have any questions about their site visit.

**Future monthly teleconferences are scheduled for the third Wednesday of each month in the 2016 calendar year, from 10:00 a.m. to 12:00 noon, unless advised otherwise:**

October 19, November 16, December 21

**For information on other Center for Cancer Prevention and Control programs, please see the contact list below:**

**Breast and Cervical Cancer Program and Colorectal Cancer Control Program:**

Dawn Henninger at 410-767-5141 or [dawn.henninger@maryland.gov](mailto:dawn.henninger@maryland.gov)

**Breast and Cervical Cancer Diagnosis and Treatment Program:**

Patricia Harvey at 410-767-5738 or [patricia.harvey@maryland.gov](mailto:patricia.harvey@maryland.gov)

**Maryland Cancer Fund:**

Tiwanica Moore at 410-767-6123 or [tiwanica.moore@maryland.gov](mailto:tiwanica.moore@maryland.gov)

**Maryland Cancer Registry:**

Kimberly Stern at 410-767-5521 or [kimberly.stern@maryland.gov](mailto:kimberly.stern@maryland.gov)

**Maryland Comprehensive Cancer Control Program:**

Brian Mattingly at 410-767-2037 or [brian.mattingly@maryland.gov](mailto:brian.mattingly@maryland.gov)

**Surveillance Evaluation Unit (SEU):**

For any CDB or EDB related inquiries please send an e-mail to:

CDB Help Email: [dhmf.cdbhelp@maryland.gov](mailto:dhmf.cdbhelp@maryland.gov)

EDB Help Email: [dhmf.edbhelp@maryland.gov](mailto:dhmf.edbhelp@maryland.gov)