

**CIGARETTE RESTITUTION FUND
CANCER PREVENTION EDUCATION SCREENING AND TREATMENT (CRF-CPEST)
CALENDAR OF IMPORTANT 2017 DATES**

CALENDAR DESCRIPTION	DATE / TIME
JANUARY	
Cervical Cancer Awareness Month Resources Disseminated	First week of January
Client Database (CDB) Introductory Training	January 9, 2017 / 9:30a.m. - 4:00p.m.
Monthly CRF-CPEST Teleconference	January 17, 2017 / 10:00a.m.-12noon
FY17 Second Quarter Invoice (Form 437/438)* <small>*Invoices are required for Doctor's Community Hospital, MedStar, University of Maryland-Public Health, Montgomery County, Baltimore County, and Baltimore City Coalition.</small>	January 31, 2017
Calendar Year 17 Revised Medicare Reimbursement Rates Announced	Date - TBD
FEBRUARY	
FY17 Mid-Year Progress Report	Due February 6, 2017
Monthly CRF-CPEST Teleconference	February 21, 2017 / 10:00a.m.-12noon
Needs Assessment	Date - TBD
MARCH	
Colorectal Cancer Awareness Month Toolkit Release	First week of March
Monthly CRF-CPEST Teleconference	March 14, 2017 / 10:00a.m.-12noon
FY17 Budget Modifications [†] <small>†Pilot Project programs submit their budget modification requests by January 20th.</small>	Due March 15, 2017
APRIL	
Oral Cancer Awareness Month Resources Disseminated	First week of month
Client Database (CDB) Introductory Training	April 3, 2017 / 9:30a.m. - 4:00p.m.
Monthly CRF-CPEST Teleconference	April 18, 2017/10:00a.m.-12noon
FY17 Third Quarter Invoice (Form 437/438)* <small>*Invoices are required for Doctor's Community Hospital, MedStar, University of Maryland-Public Health, Montgomery County, Baltimore County, and Baltimore City Coalition.</small>	April 30, 2017
MAY	
Skin Cancer Awareness Month Toolkit Release	First week of May
BCCP and CRF Regional Outreach Training	Dates - TBD
FY18 Grant Application for Academic and Private Grants Release	Date - TBD
FY18 Grant Application for Local Health Departments Release	Date - TBD
Monthly CRF-CPEST Teleconference	May 16, 2017 / 10:00a.m.-12noon
JUNE	
Monthly CRF-CPEST Teleconference	June 20, 2017/10:00a.m.-12noon
CRF/CPEST Program Training	Date - TBD
Last day to expend encumbered funding from FY16	June 30, 2017
JULY	
Client Database (CDB) Introductory Training	July 10, 2017 / 9:30a.m. - 4:00p.m.
Monthly CRF-CPEST Teleconference	July 18, 2017 / 10:00a.m.-12noon
FY17 Fourth Quarter Invoice (Form 437/438)* <small>*Invoices are required for Doctor's Community Hospital, MedStar, University of Maryland-Public Health, Montgomery County, Baltimore County, and Baltimore City Coalition.</small>	July 30, 2017
AUGUST	
FY17 End of Year Progress Report	Due August 2017 (Date TBD)
Monthly CRF-CPEST Teleconference	August 15, 2017 / 10:00a.m.-12noon
FY17 End of Year Expenditure Reports for Reconciliation (440/440A Form)	Due August 31, 2017 [◇] <small>◇ There will be no extensions granted beyond 8/31/17</small>

Note: Dates are subject to change as determined by the DHMH CRF/CPEST Unit.

**CIGARETTE RESTITUTION FUND
CANCER PREVENTION EDUCATION SCREENING AND TREATMENT (CRF-CPEST)
CALENDAR OF IMPORTANT 2017 DATES**

SEPTEMBER	
Prostate Cancer Awareness Month Toolkit Release	First week of September
Monthly CRF-CPEST Teleconference	September 19, 2017 / 10:00a.m.-12noon
OCTOBER	
Breast Cancer Awareness Month Resources Disseminated	First week of October
Client Database (CDB) Introductory Training	October 2, 2017 / 9:30a.m. - 4:00p.m.
Monthly CRF-CPEST Teleconference	October 17, 2017 / 10:00a.m.-12noon
FY18 Quarterly Invoice (437/438 Form)*	October 31, 2017
*Invoices are required for Doctor's Community Hospital, MedStar, University of Maryland-Public Health, Montgomery County, Baltimore County, and Baltimore City Coalition.	
NOVEMBER	
Lung Cancer Awareness Month Toolkit Release	First week of October
Monthly CRF-CPEST Teleconference	November 14, 2017 / 10:00a.m.-12noon
DECEMBER	
Monthly CRF-CPEST Teleconference	December 19,2017 / 10:00a.m.-12noon
FY18 Mid Year Progress Report Released	Date -TBD
ROLLING ACTIVITY DATES	
Executed Contracts: <ul style="list-style-type: none"> ▪ Maryland Health Services Cost Review Commission (MHSCRC) regulated facilities ▪ Human Service Agreements (non-fee-for-service agreements) 	Due within 30 days of execution of contract agreement.
Coalition Meeting Minutes	At least quarterly or within 30 days after completion of meeting.
CRF/CPEST Site Visits	October through May.
Coalition Exemption Forms to State Ethics Committee	At least quarterly.

Note: Dates are subject to change as determined by the DHMH CRF/CPEST Unit.