



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

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

MEMORANDUM

DATE: August 17, 2016 **CCPC HO Memo #16-15**

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, August 17, 2016

Attached is the agenda for the Teleconference on **Wednesday, August 17, 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.
- F. Please do not place call on hold** if you must step away briefly, or we will hear your music.

cc: D. Gugel / M. Spencer
S. Hokenmaier/ C. Lewis

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**CRF-Cancer Prevention, Education, Screening and Treatment Teleconference
DHMH Center for Cancer Prevention and Control
Wednesday, August 17, 2016, 10:00 AM-12:00 PM**

Agenda

1. General Announcements (Cindy Domingo)

- **Mapping Processes for Improvement and Change Webinar:**
 - Staff from local Breast and Cervical Cancer Program (BCCP) and Cancer Prevention, Education, Screening, and Treatment (CPEST) programs are invited to participate in a webinar on process mapping. This is an opportunity for programs to learn how process mapping can be used as a tool for program planning and improvement.
 - This event will take place on **Wednesday, August 31, 2016** from **9:00 a.m. – 10:00 a.m.**
 - For additional information regarding registration, go to https://bccp-cpest_processmapping.eventbrite.com
- **2016 Statewide Cancer Screening Forum: Practical Tools for Effective Outreach & Recruitment:**
 - Join BCCP and CRF CPEST staff for an opportunity to learn from field experts during plenary and breakout sessions that will feature topics to help local programs optimize their outreach and recruitment efforts.
 - This event will take place on **September 14, 2016** from **8:00 a.m. to 4:00 p.m.**
 - Registration and event information is available at <https://2016cancerscreeningforum.eventbrite.com>

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

- **EDB Training Follow-up**
 - Additional EDB Modifications
 - Updated hard copy of EDB Form
 - **How to handle “Certificate Error Screen”**
 - Click on “Continue to this website” link
 - For EDB inquiries, please contact: dhmh.edbhelp@maryland.gov
- **CDB Training**
 - Next training: 10/3/16
 - Calendar Year 2017 schedule released (*See Attachment 1, CDB Training Schedule*)
 - To register for CDB training, please contact: dhmh.cdbhelp@maryland.gov
- **CDB Cycle Document Upload**
 - Reminder: Cycle documents must be uploaded to the CDB (Refer to CCPC HO Memo #16-05)
 - Cycle upload technical issue resolved; upload feature should be fully functional across all CDB modules
- **Patient Navigation**
 - Reminder: Please run the Patient Navigation Screening/Diagnosis and Diagnosis/Treatment Payer Consistency Report regularly to check the quality of your patient navigation data:

Comment [KLT1]: Cindy, I find this line confusing – is Maria presenting her webinar again?

Comment [CD2]: Removed. Should not have been included.

Comment [KLT3]: Possible duplication error?

Comment [CD4R3]: Removed, duplication error.

- 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).

○ **Reports**

- FY16 final patient navigation counts
- New reports

3. Clinical Update (JoAnn Johnston)

○ **Clinical Inquiry Submissions**

- A Clinical Inquiry form is now available for programs to submit all clinical inquiries. (*See Attachment 2, Clinical Inquiry Form*)
- The use of this form will allow CRF program staff to improve the tracking of clinical inquiries.
- All clinical inquiries must be submitted by e-mail to JoAnn Johnston at joann.johnston@maryland.gov, with a copy to the CRF Program Manager (Cindy Domingo) and your Technical Lead. (*See Attachment 3, CPEST Program Technical Lead Contacts*)

4. Administrative and General CRF Program Updates (Cindy Domingo)

○ **FY17 Grant Review:**

- Programs should expect to receive grant review comments regarding their CRF-CPEST grant budget application separately and in advance of all non-budget related grant review comments.
- Programs are asked to review the comments and provide their feedback in the program response section of the Budget Review worksheet. The completed Budget Review worksheet must be submitted by e-mail to your program's Technical Lead one week after receipt of the budget review comments. We request that programs contact their Technical Lead by e-mail or phone with any questions or revisions. (*See Attachment 3, CPEST Program Technical Lead Contacts*)

Comment [CD5]: Updated

○ **End of Year Expenditures**

- The due date for submission of DHMH Form 440/440a or DAFR7410 is August 31, 2016.
- All program fiscal departments were notified to submit a hard copy of the DHMH 440//440a or DAFR 7410 to Maria James at the address below. Please also submit an electronic copy to your Technical Lead (*See Attachment 3, CPEST Program Technical Lead Contacts*)

Comment [CD6]: Revised to be consistent with forms mentioned above. The 440/440a 7410 is the also the expenditure report but the form number is better to reference.

Comment [KLT7]: Is this the same as the 440/7410 or a separate CRF internal form?

Maria James
Center for Cancer Prevention and Control
201 West Preston St. 4th Floor
Baltimore, MD 21201

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:
September 21, 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

Breast and Cervical Cancer Diagnosis and Treatment Program:

Patricia Harvey at 410-767-5738 or patricia.harvey@maryland.gov

Maryland Cancer Fund:

Tiwanica Moore at 410-767-6213 or tiwanica.moore@maryland.gov

Maryland Cancer Registry:

Kimberly Stern at 410-767-5521 or kimberly.stern@maryland.gov

Maryland Comprehensive Cancer Control Program:

Meredith Truss at 410-767-5641 or meredith.truss@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

EDB Help Email: dhmf.edbhelp@maryland.gov