



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

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

MEMORANDUM

DATE: November 16, 2016

CCPC HO Memo #16-19

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, November 16, 2016

Attached is the agenda for the Teleconference on **Wednesday, November 16, 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
C. Lewis

The information contained in this transmission is private. It may also be legally privileged and/or confidential information of the sender or a third party, authorized only for the use of the intended recipient. If you are not the intended recipient, any use, disclosure, distribution, or copying of this transmission is strictly prohibited. If you have received this message in error, please return the original message and notify the sender immediately.

CRF-Cancer Prevention, Education, Screening and Treatment Teleconference
DHMH Center for Cancer Prevention and Control
Wednesday, November 16, 2016, 10:00 AM-12:00 PM

Agenda

1. General Announcements (Cindy Domingo)

- **Welcome New Staff:** We would like to welcome a new member to our unit. Paul Galonsky is joining our program as the Quality Improvement Specialist for the Cigarette Restitution Fund Program. Paul recently worked as a project coordinator for the RESNA Catalyst Project, directly working with programs funded by the U.S. Department of Health and Human Services Administration for Community Living under the Assistive Technology Act of 1998. Paul also brings his public health experience, having developed projects for the Association of University Centers on Disabilities as well playing an integral role in the development and implementation of a health and wellness strategic state plan for people with disabilities in Delaware.
- Paul Galonsky will provide training and technical assistance to the Cigarette Restitution Fund Cancer Prevention, Education, Screening and Treatment (CRF-CPEST) program and its grantees on quality improvement initiatives relating to programmatic, clinical and patient navigation activities. Paul can be reached at paul.galonsky@maryland.gov.

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

- **Mid-year Performance Measure Action Plan (PMAP)**
 - 1/4/17: Deadline for local programs to enter screening and education and outreach activities performed from 7/1/16-12/31/16
 - 1/5/17: SEU data runs (CDB and EDB) for PMAP will begin
- **CDB Training**
 - Next training: 1/9/17
 - To register for CDB training, please contact: dhmh.cdbhelp@maryland.gov
-

3. Health Education Updates (Lacey Bokeloh)

- **Lung Cancer Awareness Month Toolkit** (*See Attachments 1-4*) - Attached is the Lung Cancer Awareness toolkit which includes the following:
 - Lung Cancer Awareness Infographic
 - Lung Cancer Awareness Resource List
 - Talking Points
 - GW Lung Cancer Social Media Toolkit 2016
- **Counting outreach and education activities** – As programs track their FY17 FC01N performance measure "Activities for all cancers combined", we would like to discuss some common questions programs have had about how to count activities.
 - How should programs count recurring activities over a period of time?
 - How should programs count multiple activities in an event?
 - How should programs count the same activity that takes place at different locations?

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

- **Coalition Meetings:** We would like to request that programs e-mail their technical liaison with a list of scheduled coalition meetings for FY17.
 - As a reminder, please be sure to include the following staff on all correspondence of coalition meeting minutes and announcements:
 - Dwayne Selph: dwayne.selph@maryland.gov
 - Lacey Bokeloh: lacey.bokeloh@maryland.gov
 - JoAnn Johnston: joann.johnston@maryland.gov
 - Cindy Domingo: cindy.domingo@maryland.gov
 - Paul Galonsky: paul.galonsky@maryland.gov
- **Maximum Allowable Reimbursement and Medicare** (Dwayne Selph)
 - On August 26, 2015, the Center for Cancer Prevention & Control released the “Revised Policies: Affordable Care Act Implementation for Direct Service Programs” memo regarding the guidelines on how Center for Cancer Prevention & Control programs providing direct clinical services will operate with the implementation of the Affordable Care Act.
 - We would like to review the definition of "Reimburse up to the allowable amount based on the CPEST Medicare/Medicaid Reimbursement Rates fee schedule" as some programs may have questions about reimbursement for clients who have Medicare. (*See Attachment 5, ACA Implementation Direct Services Memo*)
- **Clinical Processes**
 - **Site visit chart review process** - As part of the FY17 chart review process for site visits, a new chart review tool has been developed and will be used by the CRFP unit during site visits. (*See Attachment 6, Chart Review Tool*).
 - **Clinical Policies and Procedures** - The CRFP unit is currently working on a template for programs to utilize as a resource to ensure their policies and procedures incorporate the current guidance. We will be reaching out to programs for additional input and feedback.

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:

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:

Brian Mattingly at 410-767-2037 or brian.mattingly@maryland.gov

Surveillance Evaluation Unit (SEU):

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

CDB Help Email: dhmh.cdbhelp@maryland.gov

EDB Help Email: dhmh.edbhelp@maryland.gov