



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

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Family Health Administration

Russell W. Moy, M.D., M.P.H., Director – Joan H. Salim, Deputy Director

CCSC HO #09-08

**MEMORANDUM**

Date February 13, 2009

To: Health Officers  
CRF-CPEST Cancer Coordinators  
SAHC CRF Coordinators

From: Ahmed Elmi, MPH, CHES, Program Health Educator  
CRFP Unit, Center for Cancer Surveillance and Control

RE: Regional Meeting via **Teleconference on CRF Cancer Programs – February 18, 2009**

Attached is the agenda for the Regional Meeting via Teleconference on Wednesday, **February 18, 2009**, 10:00 a.m. - 12:00 p.m. and 1:00 p.m. – 3:00 p.m.

**PLEASE GO SLOWLY AND FOLLOW THE PROMPTS**

**Dial in** to the following “Meeting Place” dial in number: **1-410-549-4411** for Long Distance callers; or 410-549-4411 for local callers in Baltimore Metro area.

When advised that you are about to attend the “meeting,” press 1. Give the following **Meeting ID Number: 4652#**. When entering the Meeting ID Number, follow by the # sign.

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

**Special Guest Speaker**

**Building Engaged Community Coalitions:  
Tools You Can Use for Energizing and Empowering Your Members  
Denise Maple, MS, LCSW-C, Maple Consulting LLC**

We recommend that this presentation be printed out from the PDF version for note taking and viewed as a Power Point presentation on a computer screen during his talk if at all possible.

Attachments (E-mailed and Faxed to Health Officers and CRF/Colorectal Cancer Coordinators)

cc: Carlessia Hussein, Dr.PH Arlee Gist Diane Dwyer, MD Donna Gugel  
Russell Moy, MD, MPH Alva Hutchison

**Maryland Department of Health and Mental Hygiene  
Center for Center for Cancer Surveillance and Control  
Cigarette Restitution Fund Program  
Cancer Prevention, Education, Screening, and Treatment Program**

**Wednesday, February 18, 2009**

**10:00 -12:00 Noon, Morning Session**

Dial in to the following “Meeting Place” dial in number:

1-410-549-4411 for Long Distance callers. 410-549-4411 for local callers in Baltimore Metro area.

Meeting ID Number: **4652#** for the morning and afternoon teleconferences

Please turn your phone to MUTE unless you are asking a question - and  
Please DO NOT put your phone on Hold during the teleconference (or we will hear your background music!). Thanks.

• **Attachment 1: Power Point presentation for presenter.**

We recommend that you:

- Prior to the teleconference, print out Power Point slides and attachments for note taking, etc.
- During the teleconference view Ms. Maple’s PowerPoint slides on a computer screen or projected on a screen/wall to follow the teleconference materials.

**Agenda**

10:00 – 10:15 AM	<b>Welcome and Introductions</b> <i>Barbara Andrews, Acting Program Manager Cigarette Restitution Fund Programs Unit</i>
10:15 – 10:30 AM	<b>Update on CRFP budget issues for the Tobacco-Use Prevention and Cessation Program and for MOTA</b> <i>Arlee Gist, Deputy Director Office of Minority Health and Health Disparities</i>
10:30 – 11:45 AM	<b>Building Engaged Community Coalitions: Tools You Can Use for Energizing and Empowering Your Members</b> <i>Denise Maple, MS, LCSW-C Maple Consulting LLC</i>
11:45 – 12:00 AM	<b>Discussion</b>
12:00 – 1:00 PM	<b>Lunch Break</b>

**Maryland Department of Health and Mental Hygiene  
Center for Center for Cancer Surveillance and Control  
Cigarette Restitution Fund Program  
Cancer Prevention, Education, Screening, and Treatment Program**

**Wednesday, February 18, 2009  
1:00 P.M. – 3:00 P.M, Afternoon Session**

Dial in to the following “Meeting Place” dial in number:

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Meeting ID Number: **4652#** for the morning and afternoon teleconferences

Please turn your phone to MUTE unless you are asking a question - and  
Please **DO NOT** put your phone on Hold during the teleconference (or we will hear your background music!). Thanks.

- **Attachment 2: Power Point presentation for all presenters and other discussion items on agenda.**

**Agenda**

- |                |   |
|----------------|---|
| 1:00 – 1:20 PM | <b>Minimal Elements for Colorectal Cancer<br/>Minimal Elements for Prostate Cancer</b><br><i>Diane Dwyer, M.D., Medical Director<br/>Center for Cancer Surveillance and Control</i>   |
| 1:20 – 2:05 PM | <b>Inadequate Exams and Inadequate Bowel Prep; Client Database (CDB) Issues; Data Request Form</b> <ul style="list-style-type: none"><li>• New CDB report on Inadequate Colonoscopies; CDB data;</li><li>• Factors influencing bowel prep with local program perspectives</li><li>• Data Request Form (see HO Memo 08-47)</li></ul> <i>Carmela Groves, R.N., M.S., Surveillance and Evaluation Unit<br/>Diane Dwyer, M.D., Medical Director<br/>Gail Bowerman, Frederick County Health Department</i> |
| 2:05 – 2:15 PM | <b>Guidelines for Entering “Serrated” Lesions of the Colon in the CDB</b><br><i>Eileen Steinberger, M.D., M.S., UM Program Director, SEU</i>  |
| 2:15 - 2:45 PM | <b>Administrative and budget issues</b> <ul style="list-style-type: none"><li>• Expenditure review process, FY08 and FY09</li><li>• Performance measures action plan evaluation</li><li>• Site visit procedures and action plan</li><li>• Next Progress Report is due April 15, 2009</li><li>• Progress Reports vs. Performance Measures Reports</li></ul> <i>Barbara Andrews, Acting Program Manager<br/>Cigarette Restitution Fund Programs Unit</i>  |
| 2:45 – 3:00 PM | <b>Summary, Evaluation, and Closure of Teleconference</b><br><i>Barbara Andrews, Acting Program Manager<br/>Cigarette Restitution Fund Programs Unit</i>  |

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**Coalition Teleconference 2009** [Edit Title](#)

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## Response Summary

Total Started Survey: 20  
Total Completed Survey: 18 (90%)

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### 1. How proactive are coalition members in taking on outreach and education initiatives?

	Very Low Proactivity	Low Proactivity	Average Proactivity	High Proactivity	Very High Proactivity	Rating Average	Response Count
Proactivity:	5.0% (1)	35.0% (7)	<b>40.0% (8)</b>	15.0% (3)	5.0% (1)	2.80	20
Comments (optional)						<a href="#">view</a>	5
<b>answered question</b>							<b>20</b>
<b>skipped question</b>							<b>0</b>

### 2. To what degree does your coalition members participate in planning discussions that determine grant priorities for the upcoming year?

	Very Low Participation	Low Participation	Average Participation	High Participation	Very High Participation	Rating Average	Response Count
Participation in Planning Discussions:	5.0% (1)	20.0% (4)	<b>50.0% (10)</b>	20.0% (4)	5.0% (1)	3.00	20
Comments (optional)						<a href="#">view</a>	3
<b>answered question</b>							<b>20</b>
<b>skipped question</b>							<b>0</b>

### 3. How effective are coalition meetings in getting work done?

	Very Low Effectiveness	Low Effectiveness	Average Effectiveness	High Effectiveness	Very High Effectiveness	Rating Average	Response Count
Level of Effectiveness:	0.0% (0)	35.0% (7)	<b>40.0% (8)</b>	25.0% (5)	0.0% (0)	2.90	20
Comments (optional)						<a href="#">view</a>	4
<b>answered question</b>							<b>20</b>
<b>skipped question</b>							<b>0</b>

### 4. What is your level of energy and excitement when working with your coalition?

	Very Low Energy & Excitement	Low Energy & Excitement	Neutral Energy & Excitement	High Energy & Excitement	Very High Energy & Excitement	Rating Average	Response Count
Level of Energy & Excitement:	0.0% (0)	15.0% (3)	<b>50.0% (10)</b>	30.0% (6)	5.0% (1)	3.25	20
						Comments (optional) <input type="button" value="view"/>	3
						<b>answered question</b>	<b>20</b>
						<b>skipped question</b>	<b>0</b>

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**5. Who leads your County's Tobacco Coalition?**

	Response Percent	Response Count
Health Department Employee <input type="text"/>	73.7%	14
Appointed Coalition Member <input type="text"/>	10.5%	2
Other <input type="text"/>	5.3%	1
Not Applicable <input type="text"/>	10.5%	2
	If other, please specify: <input type="button" value="view"/>	3
	<b>answered question</b>	<b>19</b>
	<b>skipped question</b>	<b>1</b>

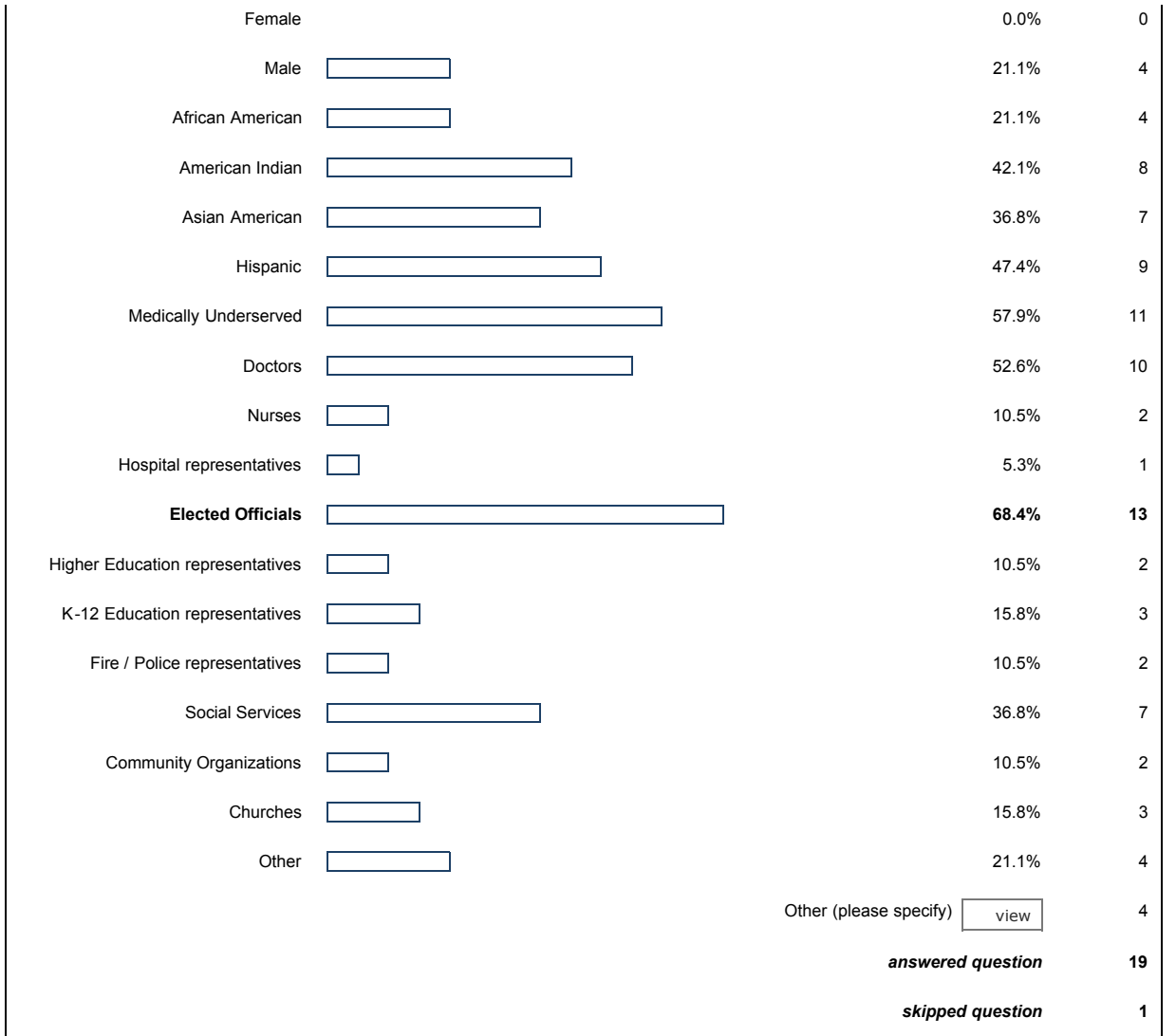
**6. Who leads your County's Cancer Coalition?**

	Response Percent	Response Count
Health Department Employee <input type="text"/>	73.7%	14
Appointed Coalition Member <input type="text"/>	10.5%	2
Other <input type="text"/>	10.5%	2
Not Applicable <input type="text"/>	5.3%	1
	Other (please specify) <input type="button" value="view"/>	6
	<b>answered question</b>	<b>19</b>
	<b>skipped question</b>	<b>1</b>

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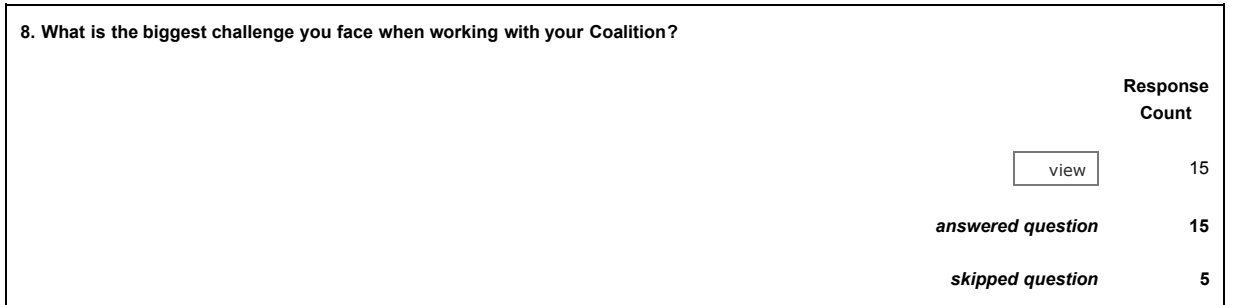
**7. Think about the coalition members currently serving. Who is missing and needs to be recruited to your coalition? (Please check all that apply.)**

	Response Percent	Response Count
--	------------------	----------------



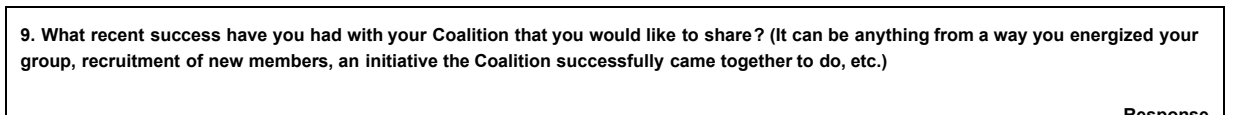
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Response  
Count

11

**answered question**

**11**

**skipped question**

**9**

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10. What information can I provide you on at the February 18 teleconference to make our time together useful and meaningful?

Response  
Count

12

**answered question**

**12**

**skipped question**

**8**

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Comment Text	Response Date
 <b>1.</b> Keeping the momentum going and having meaningful productive meetings that encourage participation of the coalition members in program planning.	Mon, 2/2/09 11:04 AM
 <b>2.</b> The need for greater support with reaching the target audiences for which we are funded.	Mon, 1/26/09 12:18 PM
 <b>3.</b> Focusing on a specific task.	Fri, 1/23/09 4:27 PM
 <b>4.</b> 1- Recruiting the Hispanic population and young people; 2- Having coalition members recruit people to our programs. We give information about each of our programs, (ie, Colorectal Screening, Tobacco Cessation, Breast and Cervical Screening, etc,) and even do monthly education on specific targeted cancers, however, we do not have any one referred to our programs through any members.	Thu, 1/22/09 8:58 AM
 <b>5.</b> Meeting all of the needs of the different targeted populations within the Coalition.	Wed, 1/21/09 11:19 AM
 <b>6.</b> Keeping the enthusiasm going when we keep facing budget cuts	Wed, 1/21/09 11:02 AM
 <b>7.</b> citizen participation and meeting times that are convenient for all participants and staff.	Wed, 1/21/09 10:23 AM
 <b>8.</b> Coalition members are usually employed full-time, leaving little extra time in their lives to devote to coalition activities. Their heart is there, but the time isn't.	Tue, 1/20/09 6:53 PM
 <b>9.</b> Helping them understand that the Coalition work should be shared by all not just a couple of people.	Tue, 1/20/09 1:42 PM
 <b>10.</b> The biggest challenges we face when working with our Coalition is having the resources; time and money to accomplish required and desired activities as well as maintaining regular attendance of all members to coalition meetings.	Tue, 1/20/09 1:36 PM

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Comment Text	Response Date
 <b>1.</b> The last meeting we had the MOTA vendor and other minority coalition members presented cancer prevention and tobacco use prevention activities they have been able to implement through CRF funding.	Mon, 2/2/09 11:07 AM
 <b>2.</b> Concentrated outreach targeting previously under-represented residents followed by well coordinated events with good participation.	Mon, 1/26/09 12:38 PM
 <b>3.</b> Cannot think of any	Fri, 1/23/09 4:28 PM
 <b>4.</b> The coalition has developed a quarterly newsletter that is sent via email to coalition members, and local businesses. They in turn are asked to print the information and/or forward the information on to other employees and/or friends or relatives. For instance the coalition member from Chester River Hospital Center receives the newsletter, and in turns forwards it to all employees of Chester River Hospital Center. She also prints out copies that are disseminated in the Emergency Room and in all waiting rooms through out the hospital. They have also worked with the representative of the American Cancer Society to put together a book of resources for cancer patients.	Thu, 1/22/09 9:06 AM
 <b>5.</b> Putting together an evening Coaliton Meeting, coordinating the speakers, facility, food etc. - it took a lot of work and planning with the different partners but it was a success.	Wed, 1/21/09 11:24 AM
 <b>6.</b> Produced a recruitment coalition brochure	Wed, 1/21/09 11:13 AM
 <b>7.</b> Joint and/or individual participation at various health related events and/ or health fairs	Tue, 1/20/09 2:22 PM
 <b>8.</b> Recruited Chair and Co-Chair for Coalition from outside agencies. Active input and participation by outside agencies during Coalition meetings. We have a high participation of Doctors and hospital staff since meeting at noon and lunch is provided to attendees of meeting and the location of the meeting is with in walking distance of hospital and medical offices.	Tue, 1/20/09 1:43 PM
 <b>9.</b> Restructured to 4 meetings per year has really helped to increase attendance...no one has time to sit at meetings. Reminder calls to members prior to meetings has also increased attendance.	Tue, 1/20/09 10:54 AM
 <b>10.</b> Having doctors come and speak on types of cancers. They have been absolutely fabulous! We've talked about merging the cancer and tobacco coalitions and those who attend the cancer meeting are worried that the educational component will not be continued. (It does take a lot of time when the tobacco meeting is more business like because of the minigrants given to community organizations) I'm not sure how to make it work and keep the integrity of each.	Tue, 1/20/09 8:29 AM

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Comment Text		Response Date
 Find	1. We need suggested methods for improving outreach to populations targeted in our grant.	Mon, 1/26/09 1:13 PM
 Find	2. All information will be greatly helpful.	Fri, 1/23/09 4:28 PM
 Find	3. How can we empower coalition members to take an active roll in recruitment?	Thu, 1/22/09 9:07 AM
 Find	4. How to keep the coalition energized in these harsh economic times	Wed, 1/21/09 11:25 AM
 Find	5. None that I can think of at this time.	Wed, 1/21/09 11:03 AM
 Find	6. Suggestions for ways to energize and engage coalition members.	Tue, 1/20/09 6:53 PM
 Find	7. Ideas/ways to encourage participation of coalition members	Tue, 1/20/09 2:23 PM
 Find	8. Recruitment of new members who will attend regularly in a rural county.	Tue, 1/20/09 1:48 PM
 Find	9. Ways to get coalition memebbers involved without putting more work on existing workers in the process. Ways to recruit more members. Share news/ideas about the successful coalitions.	Tue, 1/20/09 1:45 PM
 Find	10. ?	Tue, 1/20/09 10:54 AM

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