



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

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

MEMORANDUM

DATE: June 17, 2015 **CCPC HO Memo #15-14**

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 – Thursday, June 18, 2015

Attached is the agenda for the Teleconference on **Thursday, June 18, 2015**, from 10:00 -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: 410-225-5300**
- B. Enter the Meeting ID Number: 8800 # - Call in no sooner than 9:55 a.m.**
- C. 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.
- D. 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.
- E. Please do not place call on hold** if you must step away briefly, or we will hear your music.

Attachment (E-mailed to Health Officers and CRF/CPEST Program Directors/Coordinators)
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
Thursday, June 18, 2015, 10:00 AM-12:00 PM

Agenda

1. Center for Cancer Prevention Updates

- **Maryland Cancer Collaborative:** The 2015 Annual Meeting of the Maryland Cancer Collaborative (MCC) will take place on Thursday, June 25, 2015, from 9:00-11:45 a.m at the Sidney Kimmel Comprehensive Cancer Center at Johns Hopkins.
 - This meeting is open to current members of the MCC as well as anyone who is interested in becoming involved. The MCC is a statewide coalition of volunteers who work to implement the Maryland Comprehensive Cancer Control Plan.
 - Please RSVP using the link below by June 22, 2015. An agenda and meeting details will be sent the week of the meeting to those who RSVP.
<https://www.eventbrite.com/e/annual-meeting-of-the-maryland-cancer-collaborative-tickets-17352027381>
- **Final Cancer Plan Feedback Session:** DHMH is currently updating the 2015-2020 Maryland Comprehensive Cancer Control Plan. The final Cancer Plan Feedback Session, scheduled on Thursday, June 25, 2015, from 1:00-4:00 p.m. at the Sidney Kimmel Comprehensive Cancer Center at Johns Hopkins.
 - DHMH extends a thank you to everyone who was able to attend the first round of meetings on May 28, 2015, as well as those who submitted additional feedback after the meetings!
 - Please RSVP using the link below by June 22, 2015. Instructions and the revised drafts will be sent that afternoon. <https://www.eventbrite.com/e/final-cancer-plan-feedback-session-tickets-17352125675>

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

- CDB Help Menu
- CDB Notifications
- CDB Help Request Procedures
- Introduction to CDB Trainings

3. Administrative and General CRF Program Updates

- CRF-CPEST and SEU Contact and Organizational Chart
 - We have created a contact and organizational diagram provided in Attachment # 1 listing CRF-CPEST and SEU staff at DHMH.
 - This reference document will be helpful when contacting DHMH for programmatic or data entry inquiries or needs.
- FY16 Grant Application Reviews
 - Thank you to all those who have submitted their grant applications and those who

have coordinated with us regarding later submissions. All received grants are currently being reviewed.

- Your CRF-CPEST lead will be sending grant review comments to programs that require revisions, updates, or corrections. We request that each program follow up and resubmit their revisions, updates, or corrections by e-mail to Cindy Domingo and Dwayne Selph within 1 week of receiving the grant review comments.
- If you have any originally signed forms to submit as part of your Grant Application, please be sure to address these to:

Cindy Domingo

Center for Cancer Prevention and Control - Cigarette Restitution Fund Program Unit

201 W. Preston St. 405B

Baltimore, MD 21201

- **Important Due Dates**
 - Attachment #2 is a calendar that contains important CRF-CPEST program due dates.
 - Fiscal Documents: Reminder – All DHMH 440s, DHMH 440As are due to the Division of Grants & Local Health Accounting (DGLHA) office by **8/31/15**. **DGLHA will not grant any extensions this year.** The FY 2015 Reconciliation instructions will be mailed at a later date.
- In accordance with the Regulatory Review and Evaluation Act (RREA) (State Government Article, §10-130—10-139) the Department is required to review any current regulation that has not been newly adopted or comprehensively amended in the past eight years or that is not federally mandated. The Cigarette Restitution Fund regulations have been identified as requiring review. More information with an opportunity for review and comment will be forthcoming.

4. Patient Navigation Updates

- Patient Navigation Referral form – Attachment #3 is a referral template programs may share with the local health providers they plan to work with.
- Patient Navigation Local Program Updates: Programs are asked to share Best Practice updates on their Patient Navigation efforts. Updates may include, but are not limited the following:
 - Recruitment/enrollment achievements
 - Working successfully with providers

Future monthly teleconferences are scheduled for the third Wednesday, 10:00 a.m. to 12:00 noon, unless advised otherwise, of each month in 2015 calendar year:

July 15, and August 19, September 16, October 21, November 18, December 16

For information on other Center for Cancer Prevention and Control Programs, please see contact list below.

Breast and Cervical Cancer Program and Colorectal Cancer Control Program:

Dawn Henninger – 410-767-5141, Dawn.Henninger@Maryland.gov

Breast and Cervical Cancer Diagnosis and Treatment Program:

Patricia Harvey – 410-767-5738, Patricia.Harvey@Maryland.gov

Maryland Cancer Fund:

Sandra Buie-Gregory – 410-767-6213, Sandra.Buie-Gregory@Maryland.gov

Maryland Cancer Registry:

Kimberly Stern – 410-767-5521, Kimberly.Stern@Maryland.gov

Maryland Comprehensive Cancer Control Program:
Meredith Truss -410-767-5641 or Meredith.Truss@Maryland.gov