



STATE OF MARYLAND

**DHMH**

Maryland Department of Health and Mental Hygiene

*Larry Hogan, Governor - Boyd K. Rutherford, Lt. Governor - Dennis R. Schrader, Secretary*

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**MEMORANDUM**

**DATE:** June 19, 2017

**TO:** Health Officers  
CRF Cancer Program Directors, Coordinators and Staff  
SAHC CRF Program Directors, Coordinators, and Staff

**FROM:** Cindy Domingo  
Program Manager, CRF-CPEST  
Center for Cancer Prevention and Control

**THROUGH:** Ken Lin Tai, MD, MPH  
Director  
Center for Cancer Prevention and Control

**RE:** Monthly Teleconference on CRF Cancer Programs – **Tuesday, June 20, 2017**

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Attached, please find the agenda for this month's CRF-CPEST teleconference, which is scheduled for **Tuesday, June 20<sup>th</sup> from 10:00am – 12:00pm.** [*Please note: if there are telephone connection issues, we will alert you via email.*] If you have 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 9:55am**; however, because others will be using that line prior to our call, we ask that you do not join before 9:55am.

Conference Call Procedures:

- Dial in to the following "Meeting Place" via the number: **1 (415) 655-0003**
- Enter the Access code: **646 146 371**
- If possible, please use a landline as the reception is better and background noise is minimized; however, if you do need to use a cell phone, please ensure that it set to mute to prevent feedback that makes portions of the call inaudible to all.
- Similarly, landline users should also use a mute setting unless they are 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.
- Please do not place call on hold if you must step away briefly (the result is a symphony for all other users on the call)

cc: Anna McCreery  
Lawrence Carter  
Silvy Dayal

**CRF-Cancer Prevention, Education, Screening and Treatment Teleconference**  
**DHMH's Center for Cancer Prevention and Control**  
**Tuesday, June 20, 2017, 10:00am – 12:00pm**

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**AGENDA**

**1) Community Health Coalitions** (Cindy Domingo)

- Section 13-1109 of the CRF statute requires LHD Health Officers to establish a community health coalition to assist in the development of a comprehensive plan for cancer prevention, education, screening and treatment in their respective counties. The passage of **HB 747** now allows LHDs identify alternatives (such as parallel tobacco coalitions) to fulfill the community health coalition requirement.
  - Do you have questions regarding this update?
  - How is your program planning to structure your cancer coalition in FY18?
- *Group Discussion:* During the Regional Cancer Forums conducted in May, attendees identified their community health coalitions as opportunities to improve/expand partnerships.
  - How does your coalition currently work to improve community partnerships with stakeholders in order to address cancer in your jurisdiction?
  - What are some current training needs of your community health coalitions?

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

- *End-of-year Reporting:* CDB and EDB data entry deadline is July 10, 2017; if you need technical assistance please feel free to reach out to either [dhmh.cdbhelp@maryland.gov](mailto:dhmh.cdbhelp@maryland.gov) or [dhmh.edbhelp@maryland.gov](mailto:dhmh.edbhelp@maryland.gov)
- *EDB Reminders*
  - **6/30/17** is the last day to edit data prior to FY17. If you have any outstanding quality assurance issues or updates to be made, please be sure to complete them by this date.
  - Local Program Use Only fields in the EDB can be used to capture program-specific information that is not already captured. Programs may also designate an EDB user to create program-specific labels for the Local Program Use Only fields (see CCPC HO Memo #16-17, Attachment 15)
- *CDB Training:* Next training: 7/10/17; to register , please contact [dhmh.cdbhelp@maryland.gov](mailto:dhmh.cdbhelp@maryland.gov)

**3) Health Educator Updates** (Lacey Bokeloh)

- Lung Cancer Education materials are in development, which will target both health care professionals and general public. A training will be conducted in early August, and materials will include: 1) Power point presentations; and 2) Promotional documents like infographics and flyers

**4) Clinical Updates** (JoAnn Johnston)

- *Beyond the FIT Webinar:* “Frequently Asked Questions & Answers” will be released at the next teleconference. Please submit any final questions to JoAnn at [joann.johnston@maryland.gov](mailto:joann.johnston@maryland.gov).
- *Lung Cancer Screening*
  - 1st Lung Medical Advisory Committee (MAC) meeting was held on 05/31/17
  - Selection of participating lung cancer pilot programs will be in July 2017
  - 2nd Lung MAC meeting is scheduled for 08/02/17
  - Dissemination of Lung MCE’s to local programs anticipated in September 2017

- *Colorectal Cancer Screening*
  - 1st Colorectal Cancer Medical Advisory Committee meeting will be in fall 2017
  - Minimal Clinical element updates for consideration: “Offering FIT and/or stool DNA (Cologuard) equally with Colonoscopy for average risk clients who are asymptomatic.”

5) **Quality Improvement Updates** (Paul Galonsky)

- *Disability Inclusion Fact Sheet*: Using information from the Americans with Disability Act and the Centers for Disease Control, DHMH developed a factsheet to raise awareness on issues related to inclusion. *See Attachment 1.*

6) **Administrative Updates** (Dwayne Selph)

- *Persons and Organizations Document (P&O) Submission*: As part of the CRF statute, the P&O document is submitted for the most recently completed year as a final accounting of each grantees Annual Report reconciled on the DHMH Form 440/440A and/or electronically via the DAFR 7410 FEMIS report. Below is an update on the submission process.
  - Closeout of *previous* P & O document submission
    - ✓ As part of the FY17 grant application, the last P&O document submitted was for the accounting of persons and organizations paid in FY15.
    - ✓ Any jurisdictions that we have noted requiring additional revision to their FY15 P&O document post grant awards will be notified to submit their revisions.
  - **New Submission Process**:
    - ✓ In the FY18 grant application, the FY16 P&O document was not requested for persons and organizations paid in FY16. Instead, programs are to submit their FY16 P&O document for review and approval no later than the end of the third quarter, **4/30/18**.
    - ✓ The FY17 P&O document will be requested for submission no later than 30 days after the DGLHA reconciled 440/440A has been received by the LHD usually on or about **10/10/18**.
    - ✓ Unless otherwise directed, programs are to use the format provided within the FY18 DRAFT template. *See Attachment 2.*
- **FY18 CPEST Grant Program Budget Packets and the Purchase of Care Document (FC02N 4542H) Questions and Answers**: Questions or comments?

**Future monthly teleconferences are scheduled for the third Tuesday of each month in the 2017 calendar year, from 10:00am to 12:00pm, unless advised otherwise:**

7/18, 8/15, 9/19, 10/17, 11/14, 12/19

**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:**

Silvy Dayal at 410-767-6777 or [silvyk.dayal@maryland.gov](mailto:silvyk.dayal@maryland.gov)

**Breast and Cervical Cancer Diagnosis and Treatment Program:**

Patricia Harvey at 410-767-5738 or [patricia.harvey@maryland.gov](mailto:patricia.harvey@maryland.gov)

**Maryland Cancer Fund:**

Tiwanica Moore at 410-767-6213 or [tiwanica.moore@maryland.gov](mailto:tiwanica.moore@maryland.gov)

**Maryland Cancer Registry:**

Kimberly Stern at 410-767-5521 or [kimberly.stern@maryland.gov](mailto:kimberly.stern@maryland.gov)

**Maryland Comprehensive Cancer Control Program:**

Brian Mattingly at 410-767-2037 or [brian.mattingly@maryland.gov](mailto: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](mailto:dhmh.cdbhelp@maryland.gov)

EDB Help Email: [dhmh.edbhelp@maryland.gov](mailto:dhmh.edbhelp@maryland.gov)