HEALTH OFFICER MEMORANDUM

DATE: January 12, 2016   **H.O. Memo #16-01**

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

FROM: Cindy Domingo, Program Manager
                      Cigarette Restitution Fund Program Unit

RE: CRFP/CPEST Program Mid-Year Progress Report – Fiscal Year (FY) 2016

Attached are the Progress Report templates for FY 2016. Programs are required to complete the following components of the Progress Report:
1) Narrative Report (See Attachment 1)
2) Expenditure Reports with Year-to-Date Expenditures (See Attachment 2)
3) Performance Measures Report and Action Plan (Attachment 3; To be sent on January 15, 2016)
4) Outreach Work Plan (Attachment 4)

The Performance Measures Report and Action Plan will be sent on January 15, 2016 to allow programs to update their data. The CCPC Surveillance and Evaluation Unit completed their data run on **1/5/2016 and will include the following data in** the Performance Measures Report and Action Plan:
- CDB - Screening procedures performed
- EDB – Number of individuals educated/reached

Each local program is requested to ensure data **(screening procedures and education activities performed between July 1, 2015 and December 31, 2015**) is updated monthly in the Client Database (CDB) and Education Database (EDB)**.**

Please review the reminders, new requirements and submission instructions below:

Reminders:
Please provide a copy of *signed contracts with HSCRC-regulated facilities* within 30 days of execution of an agreement.

New Requirements:
- The Narrative Report (Attachment 1) includes a *Patient Navigation* update. In this section, provide a summary of your program's efforts in implementing Patient Navigation pilot activities in FY16.
- Programs will provide an update on the status of education and outreach activities in the *Outreach Work Plan* (Attachment 4).

Instructions for submission:

1. Below are the reporting period and due dates for Fiscal Year 2016. Information you provide in the Progress Report should reflect data for the appropriate reporting period below.

FY 2016 Progress Report	Time Period Covered	Due Date to DHMH-CCPC
Mid-Year	July 1, 2015 – December 31, 2015	February 12, 2016
End of Year	January 1, 2016 - June 30, 2016	July 31, 2016

2. Please e-mail separate documents using the template provided:
   - **Attachment 1:** Narrative Report (*as a Word File*)
   - **Attachment 2:** Expenditure Report (Submit your up-to-date Budget Summary to include your current grant award information and up-to-date expenditures *as an Excel File*)
   - **Attachment 3:** Performance Measures Report and Action Plan (*as an Excel File*).
   - **Attachment 4:** Education/Outreach Work Plan (*as a Word File*)

3. You may add any additional files as attachments (PDF scanned into electronic format, etc.).

4. Please submit your Progress Report to Cindy Domingo at Cindy.Domingo@Maryland.gov with a cc: to Dwayne Selph at Dwayne.Selph@Maryland.gov and Lacey Christian at Lacey.Christian@Maryland.gov.

Thank you in advance for providing these Progress Reports of FY 2016 activities. If you have any questions about the above guidance, please do not hesitate to contact your lead contact at CCPC, CRFP Unit or Cindy Domingo, Program Manager, CRFP Unit, at 410-767-5123.

cc: Courtney Lewis/Sarah Hokenmaier
        Ken-Lin Tai/Maria-Theresa Okafor
        File