



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

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

MEMORANDUM

DATE: October 21, 2015

CCPC HO Memo #15-24

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, October 21, 2015

Attached is the agenda for the Teleconference on **Wednesday, October 21, 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: 1-415-655-0003**
- B. Enter the Access code: 640 628 389-** 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.

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
Wednesday, October 21, 2015, 10:00 AM-12:00 PM

Agenda

1. Center for Cancer Prevention Announcements (Cindy):

• **Maryland Connector Contact Enrollment Information:**

- The Connector Contact Information sheet lists Connector contacts, location and hours by county. (*See Attachment 1*)
- The Enrollment Reminder Letter can be sent with the Connector contact list to inform clients of the state's health insurance marketplace—***Maryland Health Connection*** and as well as enrollment dates, **November 1, 2015 – January 31, 2016**. (*See Attachment 2*)

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

- CDB Help Menu
- CDB and EDB Help Emails
- CDB Security
- Using the Core download to look at Patient Navigation Only clients

3. Health Educator Update (Lacey Christian):

- **Lung Cancer Awareness Educational Materials:** November is Lung Cancer Awareness month. Attached are the following toolkits developed by the American Cancer Society and the George Washington Cancer Institute.
 - Great American Smokeout (GASO), American Cancer Society – It's that time of year again and GASO has rolled out several tools to spread the word about tobacco use prevention. Included are several "Quit Like a Champion" flyers that reach out to different audiences such as the military and LGBT community. Also look for their one pager with great information on how to quit smoking and a very useful guide on how to promote GASO through Facebook and Twitter. (*Attachment 3*)
 - Lung Cancer Awareness Social Media Toolkit, GW Cancer Institute- This is another great resource to take advantage of to spread the word about lung cancer prevention. It provides step by step instructions on what messages to send out and when. Just copy, paste and post, or feel free to give the messages you own personal touch. If you've never been on Facebook or Twitter, this toolkit gives you all the information you need to get started and helps answer some of the basic questions you might have. It also outlines some extra tips and best practices when using social media. (*Attachment 4*)
- **Health Education Materials:** This is a reminder to submit any health education messages or material content your program develops to the CRFPU Health Educator, Lacey Christian for review.

For questions you may have about the toolkits or health education materials, you may contact Lacey Christian at Lacey.Christian@Maryland.Gov or by phone at 410-767-0876.

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

- **Community Health Coalition Meetings:** This is a reminder for programs to submit meeting dates and meeting minutes to CRFPU staff at DHMH.
 - We ask that programs submit their anticipated dates for their FY16 Community Health Coalition Meetings to Lacey Christian at Lacey.Christian@Maryland.Gov.
 - Please update your CHC contact list and include CRFPU staff in your distribution e-mail list so that we may be alerted of upcoming meetings or changes to meeting dates. Our contact information is below.
 - Dwayne Selph: Dwayne.Selph@Maryland.Gov
 - Lacey Christian: Lacey.Christian@Maryland.Gov
 - Cindy Domingo: Cindy.Domingo@Maryland.Gov
 - As a reminder, if you have not submitted all your FY15 CHC Meeting Minutes, please submit minutes by e-mail to all staff listed above by October 30th.
- **Sharing Best Practices:** This is an opportunity for programs to highlight some of the tremendous work they are doing in their respective programs. We ask that programs each share highlights of successful outreach events, recent successes in recruiting clients, patient navigation enrollment successes, or other program highlights

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:

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:

Sarah Hokenmaier – 410-767-0804, Sarah.Hokenmaier@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

Surveillance Evaluation Unit (SEU):

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

CDB Help Email: dhmh.cdbhelp@maryland.gov

EDB Help Email: dhmh.edbhelp@maryland.gov