



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

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

MEMORANDUM

DATE: January 17, 2017

CCPC HO Memo #17-02

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 – Tuesday, January 17, 2017

Attached is the agenda for the Teleconference on **Tuesday, January 17, 2017, from 10:00 a.m. – 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: 646 146 371**
- C. Call in no sooner than 9:55 a.m.**
- D. 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.
- E. 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.
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CRF-Cancer Prevention, Education, Screening and Treatment Teleconference
DHMH Center for Cancer Prevention and Control
Tuesday, January 17, 2017, 10:00 AM-12:00 PM

Agenda

1. General Announcements (Cindy Domingo):

- **Breast and Cervical Cancer Program (BCCP) Inquiries** – BCCP is currently working on the CDC funding application and some programs may notice a delay in responses to their inquiries from BCCP staff.
- **Limited English Proficiency (LEP) Requirements** – Updates to LEP requirements have been recently released to incorporate Section 1557 of the Affordable Care Act (ACA), the non-discrimination provision of the ACA, which prohibits discrimination on the basis of race, color, national origin, sex, age, or disability in certain health programs or activities. As part of your program’s implementation of the LEP, we ask programs to do the following:
 - Review all LEP requirements and resources with program staff.
 - Ensure all current procedures related to providing or mailing significant information to the public incorporates the new LEP requirements. This includes:
 - Mailings to the public that contain significant information or require a response or action (i.e. completion of forms, letters that require follow-up).
 - Notification of deadlines and adverse action if action is not taken.
 - Advising the public of rights or eligibility criteria.
 - Post or provide information the following as appropriate (*See Attachment 1, LEP Documents*):
 - Notice to the Public: Non-Discrimination Policy Statement and Complaint Procedure
 - Notice to the Public: Non-Discrimination Statement and Accessibility Requirement with the top 15 languages spoken
 - DHMH Non-Discriminatory Statement and Taglines for Small Sized Significant Publications and Communications
 - Language Line Solutions Language Identification poster

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

- **New SEU Staff:**
 - Opeyemi Ifekoya, Research Analyst
- **Mid-year Performance Measure Action Plan**
 - Tentative release date: 1/20/17
- **CRC Benchmark Report (FY17, Quarter 1)**
 - Reminder: Please remember to complete all required fields for cancer cases, including those on post evaluation screening pages. Missing diagnosis and treatment dates for cancer cases may impact individual program and statewide benchmark reports. Guidance on completing the post evaluation screening fields in the CDB are available through the CDB Help Menu
 - New quality assurance procedures for CRC benchmarks
- **Editing EDB Data prior to FY17**

- **CDB Training**
 - Next training: 4/3/17
 - To register for CDB training, please contact: dhmh.cdbhelp@maryland.gov
- **Reminder:** Please direct database related technical inquiries (and training requests) to the following email addresses:
 - For CDB technical inquiries: dhmh.cdbhelp@maryland.gov
 - For EDB technical inquiries: dhmh.edbhelp@maryland.gov

3. Health Education Updates (Lacey Bokeloh)

- **Colorectal Cancer Awareness Proclamation** – Due to requests for the proclamation to include more current data, the Governor Proclamation will be released later in the month of March – date TBA. A local proclamation will be released with the colorectal cancer toolkit by the first week of March for programs to utilize.
- **Counting outreach and education activities** – We are currently developing a new tool or FAQ (Frequently Asked Questions) document to help address common questions programs have about how to count outreach and education activities. We request that programs continue to submit their questions about outreach and education activities to Lacey Bokeloh by phone at 410-767-0786 or by e-mail at lacey.bokeloh@maryland.gov.

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

- **New CPEST Lead assignment** - Effective today 1/17/17, Paul Galonsky is assigned as technical lead for the following programs listed below.
 - Anne Arundel County
 - Cecil County
 - Dorchester County
 - Garrett County
 - Queen Anne's County
 - Worcester County

An introductory e-mail was sent to all the programs listed above. If your program has questions or needs assistance, Paul can be contacted by phone at 410-767-0810 or by e-mail at paul.galonsky@maryland.gov.

- **FY17 Mid-Year Progress Report:** The FY17 Mid-Year Progress Report was released on January 6, 2017 as part of H.O. Memo 17-01.
 - Programs are asked to submit their progress report responses by February 6, 2017.
 - The Performance Measure Action Plan will be provided to program separately and will be due as part of your progress report submission.
 - If you have any questions about the completion of your report, please contact your assigned technical lead.
- **Needs Assessment (Paul Galonsky):** The CRFP Unit will conduct a CRF-CPEST program wide on-line needs assessment in February.
 - This needs assessment will serve as a tool for the CRFP Unit to evaluate training needs and identify areas of process improvement for our funded programs.
 - We encourage all program staff to participate in the needs assessment.
 - Additional information will be provided at the release of the needs assessment.

- **Pilot Project Update (Cindy Domingo):** As part of the current BCCP-CPEST Pilot Project, the following items are being developed or awaiting approval and will be made available for all programs to utilize at a future date:
 - Integrated BCCP-CPEST consent form (Spanish and English)
 - Integrated BCCP/CPEST contracts (FY18)
 - Integrated BCCP/CPEST clinical standards for select clinical procedures
 - Integrated BCCP/CPEST intake form
- **Medical Advisory Committee** – The CRFP Unit will be convening both Lung Cancer and Colorectal Cancer Medical Advisory Committees in the coming months to discuss the development of lung cancer clinical guidance and updates to the current colorectal cancer clinical guidance. If you are aware of any providers who may be interested in participating on the Medical Advisory Committee, please contact JoAnn Johnston at joann.johnston@maryland.gov.
- **CRF-CPEST Calendar of Important Dates (Paul Galonsky):** The CRFP Unit has created a calendar of important due dates for programs to use as a resource. The calendar provides information and dates for CRF-CPEST activities and due dates that occur monthly. (*See Att. 2, CRF-CPEST Calendar of CRF Important Dates*)

Future monthly teleconferences are scheduled for the third Tuesday of each month in the 2017 calendar year, from 10:00 a.m. to 12:00 noon, unless advised otherwise:

1/17, 2/21, 3/14, 4/18, 5/16, 6/20, 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:

Sara Seitz at 410-767-6777 or sara.seitz@maryland.gov

Breast and Cervical Cancer Diagnosis and Treatment Program:

Patricia Harvey at 410-767-5738 or patricia.harvey@maryland.gov

Maryland Cancer Fund:

Tiwanica Moore at 410-767-6213 or tiwanica.moore@maryland.gov

Maryland Cancer Registry:

Kimberly Stern at 410-767-5521 or kimberly.stern@maryland.gov

Maryland Comprehensive Cancer Control Program:

Brian Mattingly at 410-767-2037 or 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

EDB Help Email: dhmh.edbhelp@maryland.gov