



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

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

MEMORANDUM

DATE: April 12, 2017

CCPC HO Memo #17-06

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

FROM: Anna McCreery
Bureau Director, Cancer and Chronic Disease
Prevention and Health Promotion Administration

RE: Teleconference on CRF Cancer Programs – Tuesday, April 18, 2017

Attached is the agenda for the Teleconference scheduled for Tuesday, April 18, 2017, from 10:00 a.m. – 12:00 p.m. *[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 9:55 AM; 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)

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AGENDA

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

- **Colonoscopy Feedback Report**
- **3-Year Performance Measure Averages**
- **Education Database (EDB) Updates and Reminders**
 - Reports Menu: Education Activity Summary Report sample (**See Attachment 1**)
 - Help Menu: EDB Form Completion Guidance (**See Attachment 2**)
 - **6/30/17** is the last day programs will be able to edit data prior to FY18.
 - “*Local Program Use Only*” fields in the EDB can be used for 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 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

2) Health Education Updates (Lacey Bokeloh)

- The Education and Outreach Performance Measures Guidance has been developed to address frequently asked questions about how to count education and outreach activities. (**See Attachment 3**)
- If your program has any questions about outreach activities or the newly developed guidance, please contact Lacey Bokeloh at lacey.bokeloh@maryland.gov or by phone at 410-767-0786.

3) Clinical Updates (JoAnn Johnston)

- **FIT Webinar** – The FIT webinar has been rescheduled to take place on **Tuesday, April 18th** from 1:30 pm-2:30 p.m.
- **Lung Cancer Medical Advisory Committee** – The Lung Cancer Advisory committee will start meeting in May to begin development of Lung Cancer Minimal Clinical Elements.

2) Quality Improvement Updates (Paul Galonsky)

- **Needs Assessment Summary**
 - The CRFP Unit has developed an abbreviated summary of program responses of the FY17 CRF-CPEST Needs Assessment. (**Attachment 4**); a more detailed summary is available upon request.
 - The data provide is being used to plan and implement quality improvement of processes, as well as develop opportunities for programs to receive technical guidance and support.

3) **General CRF-CPEST Updates** (Cindy Domingo)

- Discussion of integrated boilerplate contracts released in March
- FY18 Grant Application
 - Dissemination in early May
 - Training for fiscal and program staff

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:

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