



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

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

## **MEMORANDUM**

**DATE:** September 16, 2015 **CCPC HO Memo #15-22**

**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 – Thursday, September 17, 2015**

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Attached is the agenda for the Teleconference on **Thursday, September 17, 2015**, from 10:00 - 12:00 p.m.

**CALL IN INSTRUCTIONS:** 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: 644 729 433** - 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.
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cc: D. Gugel  
M. Spencer  
S. Hokenmaier/ C. Lewis

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## **Agenda**

### **1. Fiscal Year 2016 (FY16) Cigarette Restitution Fund Program Budget** (Courtney Lewis)

### **2. Surveillance Evaluation Unit (SEU) Update** (Cindy Domingo)

- **CDB (Client Database) Trainings:** Attached is the updated calendar of CDB Trainings. (See **Attachment 1, CDB Training Schedule**)
  - CDB training is offered to all staff who utilize the CDB (e.g. data entry, reports). The next CDB training is scheduled on Monday, October 5.
  - Program staff interested in registering for a CDB training can submit their request to [dhmh.cdbhelp@maryland.gov](mailto:dhmh.cdbhelp@maryland.gov) for further information.

For any questions about the CDB training, contact Lorraine Underwood at [Lorraine.Underwood@maryland.gov](mailto:Lorraine.Underwood@maryland.gov) or by phone at 410-767-0791.

### **3. Administrative and General CRF Program Updates** (Cindy Domingo)

- **Fiscal Year 2016 (FY16) Grant Application and Document Submission:** Local Health Department Programs were informed on September 2<sup>nd</sup> that the budget reductions were reversed. Some programs have inquired about which documents require submission. The following is being advised:
  - **Budget Documents** - CPEST Programs using their original budget as part of their FY16 Grant Application will not need to resubmit budget documents. Only those programs making revisions to their original budget will need to resubmit a “revised budget packet” and should alert Cindy Domingo and Dwayne Selph.
    - Budget related documents to resubmit include the following:
      - FC01N, FC02N, and FC03N Budget Packets (4542A-K)
      - Budget Summary (Attachment 6A)
      - Budget Justification (Attachments 7A, 7B, 7C)
  - **Attachment 3 and Attachment 3A** - Unless programs have modified their scope of work outlined in their Grant Narrative and work plan, the originally submitted documents will be reviewed as part of the grant application.
  - **Grant Review** - Programs may have already responded to grant review comments and will not need to resubmit any documents unless there are changes to their original budget, narrative or scope of work. Refer to first and second bullets above regarding documents to resubmit.

Program staff who have questions about their grant submission may contact Dwayne Selph at [Dwayne.Selph@Maryland.Gov](mailto:Dwayne.Selph@Maryland.Gov) or Cindy Domingo at [Cindy.Domingo@Maryland.Gov](mailto:Cindy.Domingo@Maryland.Gov).

- **Patient Navigation Implementation Feedback:** As programs implement Patient Navigation services, this is a reminder encouraging programs to continue to submit their questions and updates regarding their implementation of patient navigation

services. You may submit your inquiries or and feedback to us by e-mail or phone to Dwayne Selph at [Dwayne.Selph@Maryland.Gov](mailto:Dwayne.Selph@Maryland.Gov) or 510-767-5139 or Cindy Domingo at [Cindy.Domingo@Maryland.Gov](mailto:Cindy.Domingo@Maryland.Gov) or 410-767-5123.

- **Important Due Dates *Updated*:** CRF-CPEST grant administrative due dates have been updated and are attached. **See attachment 2.**

**Future monthly teleconferences are regularly scheduled for the third Wednesday, 10:00 a.m. to 12:00 noon, unless advised otherwise, of each month in 2015 calendar year:**

October 21, 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](mailto:Dawn.Henninger@Maryland.gov)

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

Patricia Harvey – 410-767-5738, [Patricia.Harvey@Maryland.gov](mailto:Patricia.Harvey@Maryland.gov)

**Maryland Cancer Fund:**

Sandra Buie-Gregory – 410-767-6213, [Sandra.Buie-Gregory@Maryland.gov](mailto:Sandra.Buie-Gregory@Maryland.gov)

**Maryland Cancer Registry:**

Kimberly Stern – 410-767-5521, [Kimberly.Stern@Maryland.gov](mailto:Kimberly.Stern@Maryland.gov)

**Maryland Comprehensive Cancer Control Program:**

Meredith Truss -410-767-5641 or [Meredith.Truss@Maryland.gov](mailto:Meredith.Truss@Maryland.gov)