



STATE OF MARYLAND

**DHMH**

Maryland Department of Health and Mental Hygiene

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

**MEMORANDUM**

**DATE: December 16, 2015**

**CCPC HO Memo #15-25**

**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, December 16, 2015**

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Attached is the agenda for the Teleconference on **Wednesday, December 16, 2015, from 10:00 -11:00 a.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, December 16, 2015, 10:00 AM-11:00 AM**

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## **Agenda**

### **1. Surveillance Evaluation Unit (SEU) Updates:**

- **CDB (Client Database) Trainings:** Attached is the updated calendar of CDB Trainings. (See **Attachment 1, CDB Training Schedule**) The next CDB Training is scheduled for **January 11, 2016**.
  - CDB training is offered to all staff who utilize the CDB (e.g. data entry, reports).
  - 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).

### **2. Health Educator Update**

- **Outreach/Education Discussion Forum:** We would like to create a forum for local program staff to share their thoughts and ideas on outreach and education.
  - This forum will allow program staff to communicate regularly throughout the year and serve as a resource to help programs creatively reach their target populations and effectively implement outreach and education.
  - If your program's outreach, health education, or other staff would like to participate in this forum, please contact Lacey Christian at [Lacey.Christian@Maryland.Gov](mailto:Lacey.Christian@Maryland.Gov) or by phone at 410-767-0876.
- **Health Education Materials:** The Center's Breast and Cervical Cancer Program (BCCP) has updated the Cervical Health Awareness Month toolkit for Cervical Cancer Awareness Month in January. The CPEST programs conducting cervical cancer education and outreach are welcome to use the toolkit.
  - The attached zip file includes the toolkit materials below:
    - Cervical Health Awareness Staff Memo
    - Cervical Health Awareness Graphic
    - Cervical Health Awareness Fact Sheet
    - Cervical Health Awareness Puzzles (2) and Solution Sets
    - Cervical Health Awareness Month Local Proclamation Template
    - PSA's and Social Media Posts
    - Email Blast Template
    - Cervical Cancer and HPV Resource List
    - Cervical Health Awareness News Release Template
  - Thank you to Sara Seitz for putting together a wonderful Cervical Cancer Awareness Month toolkit.

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

- 3. Patient Navigation Discussion:** We would like to take this opportunity to have programs share updates on their implementation of Patient Navigation services.
- What are some successes that programs have found in implementing Patient Navigation?
  - What are some of the current challenges programs are experiencing with implementing Patient Navigation?
- 4. Administrative and General CRF Program Updates (Cindy Domingo):**
- **Mid-Year Progress Reports:** This is a reminder for programs that the Mid-Year Progress Report template will be sent to programs at least 30 days in advance of the submission due date of January 30<sup>th</sup>.
    - Progress reports will include the same components, an expenditure report, a narrative and a Performance Measure Action Plan.
    - Programs are reminded to ensure data entered in the databases are up to date.
  - **Program Inquiries:**  
Anyone with CRF-CPEST program related inquiries can contact us. Please see our e-mail information and numbers below:
    - Dwayne Selph: [Dwayne.Selph@Maryland.Gov](mailto:Dwayne.Selph@Maryland.Gov) or 410-767-5139
    - Lacey Christian: [Lacey.Christian@Maryland.Gov](mailto:Lacey.Christian@Maryland.Gov) or 410-767-0786
    - Cindy Domingo: [Cindy.Domingo@Maryland.Gov](mailto:Cindy.Domingo@Maryland.Gov) or 410-767-5123

**Future monthly teleconferences are scheduled for the third Wednesday of each month in the 2016 calendar year, from 10:00 a.m. to 12:00 noon, unless advised otherwise:**

January 20, February 17, March 16, April 20, May 18, June 15.

**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:**

Nanyamka Hales – 410-767-2037, [Nanyamka.Hales@Maryland.Gov](mailto:Nanyamka.Hales@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)

**Surveillance Evaluation Unit (SEU):**

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

CDB Help Email: [dhmh.cdbhelp@maryland.gov](mailto:dhmh.cdbhelp@maryland.gov)

EDB Help Email: [dhmh.edbhelp@maryland.gov](mailto:dhmh.edbhelp@maryland.gov)