



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: January 20, 2016**

**CCPC HO Memo #16-03**

**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, January 20, 2016**

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Attached is the agenda for the Teleconference on **Wednesday, January 20, 2016, 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: 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, January 20, 2016, 10:00 AM-12:00 PM**

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## **Agenda**

### **1. Surveillance Evaluation Unit Updates (Maria-Theresa Okafor):**

- Upcoming CDB Rollouts
  - Multiple changes to the CDB to be rolled out over a two day period, starting COB 1/21/16:
    - CDB Help Menu Reorganization (see Attachment 1)
    - New Features (see Attachment 2):
      - Zip Code Dropdown Menu
      - Patient Navigation Start Date
    - New QA Reports (see Attachment 3)  
Patient Navigation Reports (see Attachments 4, 5, and 6):
      - Patient Navigation Summary Report: Counts number of *patient navigation only* clients (active and/or discharged) seen by a CPEST program
      - Screening Barriers Summary Report: High-level summary of screening barriers observed across all *patient navigation only* clients seen by a CPEST program. Useful tool in identifying common screening barriers and program needs
      - Patient Navigation Screening/Diagnosis Payer Consistency Report: Captures inconsistencies in the source(s) of payment for screening and diagnosis procedures
- Reminders:
  - For any CDB or EDB related inquiries, including training registration and follow-up, please 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)
  - Next CDB Training: Monday, 4/4/16 at 9:30 a.m.

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

- **Community Health Outreach Worker (CHOW) Teleconference:** The CHOW teleconference call is being piloted to provide a platform for local program staff to share their thoughts and ideas on outreach and education.
  - The first call is scheduled for *1/29/16 at 10 a.m.*
  - 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 Colorectal Cancer Awareness Month toolkit is currently being updated and will be shared with programs in the month of February. 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. Administrative and General CRF Program Updates (Cindy Domingo):

- **Mid-Year Progress Reports: The recently released the Mid-Year Progress Reports has incorporated new information.**
  - Review of newly updated information:
    - Outreach Workplan – (See Attachment 7)
    - Narrative – Patient Navigation Data (See Attachment 8)
  
- **CRF-CPEST Important Due Dates**
  - Progress Report and PMAP
  - Invoices
  - Budget Modifications
  
- **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:**

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)