



HEALTH OFFICER MEMORANDUM

DATE: July 11, 2016 **H.O. Memo #16-14**

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

FROM: Cindy Domingo, Program Manager
 Cigarette Restitution Fund Programs Unit (CRFPU)

RE: CRF CPEST Program End-Year Progress Report – Fiscal Year (FY) 2016

Attached are the templates for the FY 2016 End of Year Progress Report. Programs are required to complete the following components of the Progress Report:

- 1) Narrative Report (See Attachment 1)
- 2) Outreach Work Plan (See Attachment 2)
- 3) Contracts List (See Attachment 3)
- 4) Expenditure Report (See Attachment 4)
- 3) Performance Measures Data Summary (see Attachment 5)

Please review the reminders, new requirements and submission instructions below:

Reminders:

Please provide a copy of *signed executed contracts with HSCRC-regulated facilities* and Human Service Contracts within 30 days of execution of an agreement. All Human Service Contracts submitted must be accompanied by an Attestation of Subcontractor Review, as required in the FY 2016 Conditions of Awards.

New Requirements:

- The Narrative Report (Attachment 1) includes a section on *Patient Navigation*. In this section, provide a summary of your program’s efforts, successes and challenges in implementing Patient Navigation pilot activities in FY 2016.
- Programs should provide all FY 2016 contract information in the *Contracts List* (Attachment 3).

Submission Instructions:

1. Below is the reporting period and due date for the Progress Report. Information provided in the Progress Report should reflect data for the appropriate reporting period below.

FY 2016 Progress Report	Time Period Covered	Due Date to DHMH-CCPC
End of Year	January 1, 2016 - June 30, 2016	August 10, 2016

2. Please complete these documents using the templates provided:
 - **Attachment 1:** Narrative Report (*as a Word File*)
 - **Attachment 2:** Outreach Work Plan (*as a Word File*)
 - **Attachment 3:** Contracts List (*as a Word File*)
 - **Attachment 4:** Expenditure Report (Submit the program's up-to-date Budget Summary to include current grant award information and up-to-date expenditures *as an Excel File*)
 - **Attachment 5:** Performance Measures Data Summary (*as a Word File*)
3. You may add any additional files as attachments (scanned into PDF format, etc.).
4. Please submit your Progress Report to Cindy Domingo at cindy.domingo@maryland.gov with a cc: to Dwayne Selph at dwayne.selph@maryland.gov, Lacey Christian at lacey.christian@maryland.gov, and JoAnn Johnston at joann.johnston@maryland.gov.

Thank you in advance for providing the FY 2016 End of Year Progress Report. If you have any questions about the above guidance, please do not hesitate to contact your lead contact at CRFPU or Cindy Domingo, Program Manager, CRFPU, at 410-767-5123.

cc: Courtney Lewis/Sarah Hokenmaier
Ken-Lin Tai/Maria-Theresa Okafor
File

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