
Maryland Comprehensive Cancer Control Plan

Committee Meetings

The Big Cancer Plan Picture

- Organic Process for Development
- Three Products:
 - Full Cancer Plan
 - Evolutionary Document
 - Revolutionary Features
 - *“Guide to Reading Your Cancer Plan”*
 - *Format of Plan*
 - *Content of Plan*
 - Executive Summary
 - Progress Report

DHMH Expectations of Planning Process

- Chair Multi-Faceted Role
- Chapter Production
 - CCSC staff cannot write the chapter
- Approvable Plan is the ultimate goal

DHMH Deliverables

- Staff Person
 - Meeting logistics, summaries, communications, posting info on web, meeting evaluation summaries
- Previous Chapter (will be available electronically) [Tab 4]
- Data Graphs/Tables (where applicable) [Tab 5]
- Evidence Based Interventions (where applicable) [Tab 6]
- Progress Report Template & Sample [Tab 7]

Committee Deliverables

- **Progress Highlights and Challenges**
 - Connected to Objectives & Strategies from 2004-08 Plan
- **Chapter Draft**
 - Including text, graphics, charts, references
- **Ideas & language for**
 - Guide to Reading Your Cancer Plan
 - Executive Summary

Chapter Guidelines [Tab 3]

1. Consensus driven decision making
2. Online Presence at www.marylandcancerplan.org
3. Shorten chapters by at least 1/3
4. Write SMART (*Specific, Measurable, Attainable, Realistic, Time-Phased*) Objectives

SMART Objectives

SMART OBJECTIVES:
(Specific, Measurable, Attainable, Realistic, Time-Phased)

Sample Colorectal Cancer SMART Objective

By 2015, increase the proportion of Maryland adults age 50+ who are up to date with screening (per ACS guidelines) from X% to X% (DATA SOURCE).

Sample End of Life Care SMART Objective

By 2015, conduct an inventory on resources to address end-of-life issues and publish a database accessible to patients, family, and survivors, which include best practices and end-of-life empowerment resources.

Chapter Guidelines [Tab 3]

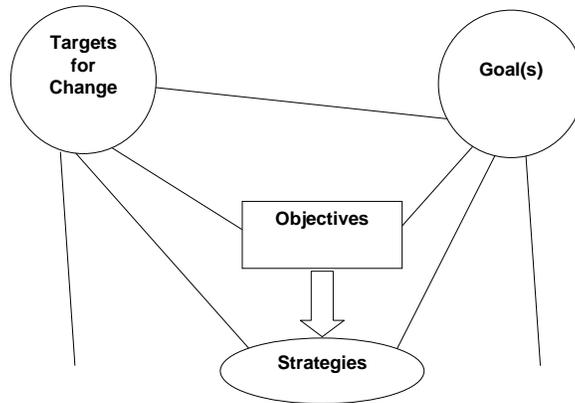
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5. Objectives evidence based and measurable (where possible)
6. No more than 2 Goals; 3 Objectives per Goal; 3 Strategies per Objective (where possible)
7. Prioritize Objectives within each Goal
8. Do not include separate Targets for Change – incorporate measurable targets into the Objectives
9. Use linear format for Goals, Objectives, Strategies

Chapter Guidelines [Tab 3]

Continued

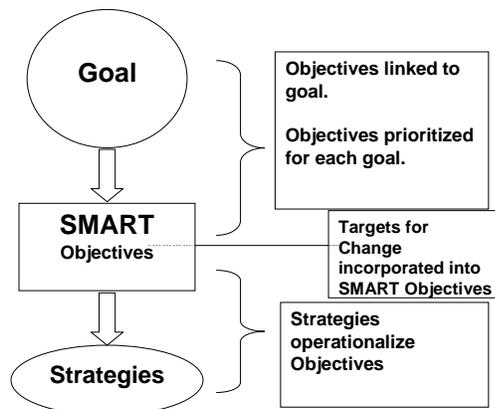
Previous (2004-08) Plan



Chapter Guidelines [Tab 3]

Continued

New Plan



Chapter Guidelines [Tab 3]

Continued

Goal 1

Objective 1

Strategy 1

Strategy 2

Strategy 3

Objective 2

Strategy 1

Strategy 2

Strategy 3

Objective 3

Strategy 1

Strategy 2

Strategy 3

Goal 2

Objective 1

Strategy 1

Strategy 2

Strategy 3

Objective 2

Strategy 1

Strategy 2

Strategy 3

Objective 3

Strategy 1

Strategy 2

Strategy 3

Meeting Logistics [Tab 3]

■ Meeting Locations & Parking

- DHMH
- Meeting space available (book well in advance)
- Free parking in DHMH garage after 4:30 p.m. only (visitors must be PRE-APPROVED for parking)
- Paid lots & meters available nearby; unable to reimburse meeting attendees for the cost of parking

- Alternate Locations
- If using alternate locations, be sure parking is available nearby
- Unable to reimburse meeting attendees for the cost of parking

Meeting Logistics [Tab 3]

Continued

- **Food**
 - Grant funds not able to be used for food at meetings
- **Teleconferencing**
 - Offered at every meeting; service available through DHMH for any meeting location
- **Logistics Assistance**
 - Staff person assigned to committee will handle arrangements

Progress Reports [Tab 7]

- Progress Report Template & Sample provided
- Provide *Progress Highlights* and *Challenges*
- Connect to Objectives and Strategies from 2004-08 Plan
- Staff will edit
- Information not included in Progress Report **will** be posted on website

Meeting Evaluations [Tab 8]

- Sample Evaluation Form and Summaries provided
- Committee members complete evaluation at each meeting
- Staff will summarize and provide to Chair

MCCCP – Committee Meetings

Questions?