CANCER COUNCIL OF THE PACIFIC ISLANDS
CCPI Meeting, Honolulu, HI

Participants:
- CCC Program Coordinators
- CCPI Directors (at least one per jurisdiction)
- REACH-CHIP Local Project Assistants
- Health Leadership Council (HLC) members

Please note that elements in the agenda are subject to change.

Saturday, November 15, 2014
Honolulu, HI, JABSOM
MEB 314 – REACH + CCC Coordinators

8:00a Welcome / Introductions (all – name, island, position)
Pre-test knowledge

8:15a Ice Breaker: Bingo Game Activity

8:45 CDC REACH Program Overview
PCEED History / CHIP Project
Grant application, PPO, AO
Responsibilities and Expectations
Timeline and Deliverables

10:00a Break

10:15a Finances and Contracts 101 (Tricia Torris)
Compensation and Deliverables
Budget and Reporting – spending/receipts template OR project deliverables

11:00a What are PSE Interventions? Examples and toolkits (pre-work)

12:00p Lunch

1:00p (PSE Interventions - Continue)
SMART Objectives

2:30p NCD Policy Toolkit – use in REACH/NCD action plans & education

3:00p Break

3:15p Family Feud Game Activity – PSE Review
(pre-work) Work Plan Template (w/ CCC Coordinators)

3:45p Review and Questions

4:45p Closing of day 1
<table>
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<th>Time</th>
<th>Event</th>
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<tr>
<td>8:00a</td>
<td>Welcome / Introductions (all – name, island, position, endless supply of food)</td>
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<td>8:15a</td>
<td>History (Neal Palafox): CCP I, UH Pacific Cancer Programs</td>
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| 9:00a | Evaluation Basics  
Assess, Monitor and Evaluate  
Estimating reach – part 1  
Performance Measures  
*Angela Sy is available from 8am – 2pm* |
| 10:00a| Break                                                                 |
| 10:15a| Evaluation and Progress Report Template – monthly and final report  
Evaluation Plan |
| 12:00p| Working Lunch – new hire orientation videos                          |
| 1:00p | PSE Assessment Activity                                              |
| 2:00  | Communication Overview and Strategies (Dr. Hye-Ryeon Lee)            |
| 3:00p | Break                                                                 |
| 3:15p | Communication Plan                                                   |
| 4:00  | Work plan (w/ CCC Coordinators) – small groups                       |
| 4:45  | Review and Questions                                                 |
| 5:00p | New hires drive to UH Main Campus; CCC coordinators end day 2        |
| 5:30p | Orientation with Human Resources Department                          |
| 6:30p | End of Day 2                                                          |

**MEB 105 - HLC**

8:00a  Opening

Health Leadership Council meeting

5:00p  Closing
Tuesday, November 18, 2014  
Honolulu, HI, JABSOM  

MEB 105 - HLC

8:00a  Opening

Health Leadership Council meeting *(Va’a T.)*

12:00p  Closing  Lunch

**Sullivan Conference Center (half) – REACH + CCC Coordinators**

8:00a  Welcome

8:30a  Deliverables Success Stories *(Mavis N., Dioreme N.)*

9:15a  Sustainability plan *(Mavis N., Dioreme N.)*

10:00a  CDC REACH Webinar: Spokesperson Training

12:00p  Working Lunch

10:00a  Welcome

**Sullivan Conference Center (half) – CCPI**

10:15a  CCPI meeting opening (not CCC Coordinators) *(Dr. Taitano)*  
Clinical updates / Review of current US guidelines for: *(Dr. Lee B-Lum)*  
- cancer screening (breast, cervical, colorectal, prostate, lung)  
- diabetes and gestational diabetes screening  
- hypertension  
- lipids and obesity  
Discussion: how are / are these recommendations being implemented / adapted in USAPI?

12:00p  Lunch

**Sullivan Conference Center (joint) – CCPI + REACH + CCC Coordinators**

1:00p  CCPI meeting with REACH CHIP project assistants and HLC representatives *(Dr. Neal P., Mavis N., Dioreme N.)*

3:00p  Break

5:00p  Closing

TAXI ARRIVES @ 5:15 to leave for the Dinner party

6:30 p  CCPI – CCC – REACH JOINT DINNER hosted by Dr. Palafox – Taxi will arrive at 8:30pm  
Commemorating 12 years of CCPI work & 10 years of CCC
Wednesday, November 19, 2014
Honolulu, HI, JABSOM
Sullivan Conference Center – CCPI + CCC Coordinators

8:00a  Welcome

8:05a  Cancer-related Screening / Guidelines and Treatment Capacity updates

- Review survey (pre-work) results – availability of various screening, diagnostic and treatment services, new barriers and successes (45 min) (Dr. Lee B-Lum)
- Guam Regional Medical Center update (10 min) (Dr. Taitano)
- Health Workforce Assessment – priority? Alignment (30 min) (Dr. Neal P., Mavis N., Dioreme N., Emi C.)
- ? Alignment or synergy between CCPI and PBMA regarding minimum standards (30 min) (Dr. Lee B-Lum; Dr. Johnny H.)

10:00a  Break

10:15a  Survivorship / Quality of Life (Tricia T., Dr. Lee B-Lum)
- Update / review survey (pre-work) re: Palliative Care Policies 15 min

11:00

12:00p  Lunch

1:00p  HLC Update (Va’a T.)
- Roadmap status (brief recap)
- Communication Policy recap
- HLC Fact Sheet
- NCD Law and Policy Summit

2:00p  Recap on Social Determinants of Health and NCD Toolkit
- USAPI NCD Toolkit Recap (25 minutes) (Billie H., Mavis N.)
- PIHOA Initiatives – updates (20 min) (Emi C.)

3:00p  Break

3:15p  Sharing Success Stories (pre-work PowerPoint) (CCPI members, 1 per jurisdiction)

5:00p  Closing
5:30  Ka Lama Kukui, (Hawaii Indigenous Student Interest Group with Dr. Vanessa Wong)
8:00a  Welcome

8:05a  Business section (CLOSED MEETING) - *(Dr. Taitano)*

- Call to order / Roll call *(Dr. Taitano)*
- Review minutes from March 2014 meeting (approval requested) *(Martina R.)*
- Standing items
  - Budget & Fiscal items report update (approval requested) *(Dr. Lee B-Lum)*
  - Next CCPI Meeting in HNL (April 25-30, 2015, joint w/ Registrars)
- Call for any updates / revisions to Bylaws? *(Martina R.)*
- Officers re-appointment / election *(Martina R.)*
- PIHOA Meeting in Palau March 2015
- April 25-30, 2015 meeting in Honolulu with Registry – other focus areas *(Dr. Lee B-Lum)*
  - 2 days REACH w/ CCC coordinators + CCPI PH // 2 days Clinicians + Registrars on Verbal Autopsy Training (pending CDC approval)

8:30a
- Success Stories (continued): American Samoa, Yap, RMI, Guam

10:00a  Break

10:15a  GWU National CCC Resources *(Serena Phillips, Janos B.)*

11:00a  Collaboration with Hawaii CCC *(pre-work) (Dr. Neal P.)*
Recap on Social Determinants of Health (15 min) *(Dr. Neal P.)*

12:00p  Lunch

12:30p  HPV immunization & Cervical Cancer program updates (Lee) *(pre-work) (10 min)*
Cervical Cancer Screening demonstration project (20 min) *(Dr. Lee B-Lum)*

1:00p  TA call with CDC
- Follow up on Evaluation discussion during the 2014 March CCPI meeting *(Susan White, Monique Young)*
- Overview of evaluation presentations during the August Pacific Cancer Program Coordinators meeting in Atlanta
- Review of evaluation plan and reporting requirement
- Development of Integrated logic model, including Cancer Programs, DP 14-1406 and REACH strategies *(Monique Young)*
- Updates on the Island teams *(Loren Cadena)*
- Surveillance capacity building *(Loren Cadena, Haley Cash, Emi C.)*
3:00p  Break

3:15p  Pacific Regional Central Cancer Registry (Tricia T.; Dr. Lee B-Lum)
  - Update of activities (15 min) (Dr. Lee B-Lum)
    - Carryover request
    - Quality Control and Tracking, including Death Clearance
    - What data fields are most important for public health / current purposes?
    - Which treatment data fields are less utilized?
    - Recommended small changes in data fields with next upgrade (next year) – cc screening: include VIA, DNA
    - Reminder: documentation – “reason for no treatment”
  - Using and interpreting data (with CDC Haley Cash) (60 min) – Lee (pre-work data)
    - Cancer data
    - Data to estimate reach of your PSE interventions – part 2
  - Planning for possible Verbal Autopsy Training 30 min (Tricia T., Dr. Lee B-Lum, Dr. Onaka, NCHS)
    - Video overview, review of WHO checklist, how best to tailor training (T of T) for Spring 2015 CCPI mtg (if approved)

4:45p  Meeting evaluation (online)

5:00p  Closing