

Florida Cancer Control
& Research Advisory Council

General Membership Meeting

Friday, May 29, 2020
10:00 AM to 12:15 PM

Virtual Session Part 2

Florida Cancer Control & Research Advisory Council

Mission Statement

The Florida Cancer Control and Research Advisory Council was established by the Florida Legislature in 1979, under Florida Statute 1004.435, with the purpose of advising the Legislature, Governor, and Surgeon General on ways to reduce Florida's cancer burden.

Florida Cancer Control & Research Advisory Council

General Membership Meeting Agenda
Virtual Session Part 2
Friday, May 29, 2020
10:00 AM – 12:15 PM

Meeting URL: https://moffitt.zoom.us/j/94228236939
Audio: 312-626-6799; Meeting ID: 942 2823 6939

10:00 AM	**State Cancer Plan Implementation Discussion, Part 2**	*Dr. Chris Cogle and All State Cancer Control Stakeholders*
11:45 AM	**CCRAB Business**	*Drs. Chris Cogle & Clement Gwede*
12:10 PM	**Next CCRAB Meeting**	*Dr. Chris Cogle*
12:15 PM	**Adjourn**	*Dr. Chris Cogle*

Florida Cancer Control & Research Advisory Council Membership

(April 2020)



Chair
Christopher Cogle, MD
University of Florida Shands Cancer Center
Senate President's Appointee



Vice Chair
Clement Gwede, PhD, MPH, RN, FAAN
H. Lee Moffitt Cancer Center &
Research Institute



Senator Lizbeth Benacquisto
Senate President's
Appointee



Robert Cassell, MD, PhD
Association of Community
Cancer Centers



Asher Chanan-Khan, MD
Florida Hospital Association



Carole Duncanson
House Speaker's
Appointee



Patricia I. Geddie, PhD,
APRN-CNS, AOCNS
Florida Nurses
Association



Representative Jamie
Grant
House Speaker's
Appointee



Erin Kobetz, PhD, MPH
Sylvester Comprehensive
Cancer Center
University of Miami



Nitesh Paryani, MD
Florida Medical
Association



Mitchell F. Peabody, DO
Florida Osteopathic
Medical Association



Scott Rivkees, MD
Florida's Surgeon General



Ramzi G. Salloum, PhD
University of Florida
Shands Cancer Center



Amy Smith, MD
Governor's Appointee



Megan Wessel, MPH
American Cancer Society

BYLAWS OF THE
FLORIDA CANCER CONTROL AND RESEARCH ADVISORY COUNCIL

ARTICLE I: AUTHORITY, TITLE, AND DEFINITIONS

1.1 AUTHORITY: The Cancer Control and Research Act (Section. 1004.435, Florida Statutes) establishes the Florida Cancer Control and Research Advisory Council (referred to as "the Council").

1.2 TITLE: These bylaws may be known and cited as the bylaws of the Florida Cancer Control and Research Advisory Council.

1.3 EXECUTIVE DIRECTOR: Employee designated by Moffitt Cancer Center to administer the Council.

ARTICLE II: LOCATION AND STAFF

2.1 LOCATION: The Council office shall be located at the H. Lee Moffitt Cancer Center and Research Institute.

2.2 STAFF: The H. Lee Moffitt Cancer Center and Research Institute shall provide staff support and other assistance as reasonably necessary for the completion of the responsibilities of the Council. An Executive Director will be assigned to facilitate coordinated functions and assist in carry out of the duties of the Council.

ARTICLE III: MISSION AND PROCEDURES

3.1 MISSION: In an effort to reduce morbidity and mortality associated with cancer in Florida through prevention, early detection, and state-of-the-art therapy, the mission of the Council is:

a. To advise the Governor, the Legislature, and state agencies on cancer control programs, policies, priorities and initiatives,
b. To approve a state cancer plan, and coordinate with the Biomedical Research Advisory Council on a state cancer research plan
c. The Council will meet in person bi annually.

3.2 PROCEDURES

3.2.1 *Advisory Capacity*: Issues may be brought to the Council by any member or other interested person by notifying the Chairperson or the Executive Director. Recommendations shall be made in writing to the Governor, Legislators, the Secretary of Health, or other appropriate individuals or agencies.

ARTICLE IV: COMPOSITION OF THE COUNCIL

4.1 COMPOSITION: Membership criteria, agencies represented, and requirements for minority representation are as specified in Section 1004.435, F.S (4)(a), Florida Statutes.

ARTICLE V: NOMINATION AND APPOINTMENT PROCESS

5.1 APPOINTMENT PROCESS

5.1.1 New Appointments

5.1.1.1 Organizations, the Governor's Office, the Speaker of the House's Office, and the Florida Senate President's Office shall provide the Executive Director the name of the member they wish to appoint.

5.1.2 Reappointments

5.1.2.1 At the end of a member's term, the represented organization shall notify the Executive Director if they wish to reappoint their current member or appoint a new one.

ARTICLE VI: MEMBERSHIP RULES

6.1 TERMS OF SERVICE: Organizations appoint members for a term of four years, and can be re-appointed for an unlimited number of terms.

6.2 RESIGNATION: A member wishing to resign before the end of his/her term shall submit a letter of resignation to the Executive Director. Organizations must immediately appoint a new member.

6.3 CONFLICT OF INTEREST: No member of the Council shall participate in any discussion or decision to recommend grants or contracts to any qualified nonprofit association or to any agency of this state or its political subdivisions with which the member is associated as a member of the governing body or as an employee or with which the member has entered into a contractual arrangement.

6.4 REMUNERATION: Council members will serve without pay per Section 1004.435, F.S. (4)(e).

ARTICLE VII: OFFICERS

7.1 CHAIRPERSON: A chairperson shall be selected by the majority of the Council for a term of 2 years. The chairperson shall appoint an executive committee of no fewer than three members to serve at the pleasure of the chairperson. This committee will prepare material for the council but make no final decisions.

The Chairperson, or his/her proxy, will liaison with other state councils and advisory boards as needed to fulfill the duties of the Council. The Chairperson may request participation by content experts or other state council/advisory members to fulfill the duties of the Council. These consultants will have no voting capacity and must adhere to the Council Conflict of Interest policy.

7.2 VICE CHAIRPERSON: A vice chairperson shall be selected by the majority of the Council for a term of 2 years.

ARTICLE VIII: DUTIES OF THE COUNCIL

8.1 DUTIES: The duties of the Council are outlined in F.S. 1004.435 (4)(g-m), Florida Statutes.

ARTICLE IX: MEETINGS

9.1 REGULAR MEETINGS: The Council shall meet at least twice a year. Notification of such meetings shall be at least thirty days prior to the meeting date, and shall be published in the Florida Administrative Weekly.

9.2 SPECIAL MEETINGS: Special meetings may be called by the Chairperson at his/her discretion upon the written request of four members of the Council. Notification of such meetings shall be at least fifteen days in advance of the meeting date.

9.3 QUORUM: Eight members shall constitute a quorum for the purpose of exercising the powers of the Council. A vote of the majority of the members present is sufficient for all actions of the Council.

9.4 EXECUTIVE COMMITTEE MEETINGS: The Chairperson shall appoint an executive committee of no fewer than three persons to serve at the pleasure of the chairperson. This committee will prepare material for the council but make no final decisions. Meetings of executive committee members shall be noticed 10 days prior to the meeting.

9.5 SUBSTITUTES: If a member cannot attend a meeting, s/he may send a substitute, who is authorized to vote. The member must notify the Executive Director in writing prior to the meeting if a substitute will be attending and who the substitute will be.

9.6 ABSENCES: Members shall inform the Executive Director if they are unable to attend a scheduled meeting. In the event of two consecutive absences without just cause or prior notification, even if a substitute is provided, a member may be asked by the Chairperson to submit a letter of resignation. The sponsoring organization will be notified and asked to nominate another representative.

9.7 RULES OF ORDER: The rules contained in the current edition of Roberts Rules of Order shall govern the Council in all cases to which they are applicable, and in which they are consistent with these bylaws and any special rules of order the Council shall adopt.

ARTICLE X: AMENDMENT OF BYLAWS

10.1 PROCEDURE: The Council may prescribe, amend, and repeal bylaws governing the manner in which the business of the Council is conducted. The bylaws can be amended by a two-thirds vote of the Council provided that the proposed amendment has been submitted in writing to all members at least fifteen days in advance of the next regular or special meeting, and that a quorum is present.

ARTICLE XI: INDEMNIFICATION OF DIRECTORS AND OFFICERS

11.1 To the fullest extent permitted by law, and to the extent not covered by insurance, the Corporation shall indemnify, hold harmless, and pay on behalf of its Directors and officers, including former Directors and officers, for any and all claims and liabilities which any such Director may incur as a result of serving or having served as a Director or officer, or by reason of any action, incident, error, or omission committed as a Director or officer. In addition, the Corporation shall reimburse such Director or officer for reasonable attorneys' and legal assistants' fees and costs incurred in connection with any such claim or liability. Notwithstanding the foregoing, the Corporation shall not indemnify any Director or officer for any expenses incurred in relation to any claim or liability arising out of that Director's or officer's own willful misconduct, bad faith, gross negligence, conscious disregard for the best interests of the Corporation, recklessness, violation of criminal law (unless the Director or officer had reasonable cause to believe that his or her conduct was lawful or had no reasonable cause to believe his or her conduct was unlawful), as a result of a final adjudication, or any transaction from which the Director or officer derived an improper personal benefit, either directly or indirectly.

FLORIDA CANCER CONTROL AND RESEARCH ADVISORY COUNCIL
GENERAL MEMBERSHIP MEETING
Friday, April 17, 2020, 10:00 AM to 12:15 PM
Virtual Session Part 1

Council Members in Attendance

- Senator Lizbeth Benacquisto - Senate President's Appointee
- Robert Cassell, MD, PhD - Association of Community Cancer Centers
- Asher Chanan-Khan, MD - Florida Hospital Association
- Christopher Cogle, MD - Senate President's Appointee (Chair)
- Carole Duncanson - House Speaker's Appointee
- Patricia Geddie, PhD, APRN-CNS, AOCNS - Florida Nurses Association
- Clement Gwede, PhD, MPH, RN, FAAN - Moffitt Cancer Center (Vice Chair)
- Representative Jamie Grant - House Speaker's Appointee
- Erin Kobetz, PhD - Sylvester Comprehensive Cancer Center University of Miami
- Melissa Murray Jordan, Florida Department of Health (sub for Scott Rivkees, MD)
- Nitesh Paryani, MD - Florida Medical Association
- Mitchell Peabody, DO - Florida Osteopathic Medical Association
- Ramzi Salloum, PhD - University of Florida Shands Cancer Center
- Amy Smith, MD - Governor's Appointee

Council Members Not in Attendance

- Scott Rivkees, MD - Florida's Surgeon General, Florida Department of Health
- Megan Wessel, MPH - American Cancer Society

Others

- Tenesha Avent - Southeast Regional Cancer Control Collaborative
- Daniel Armstrong, PhD, Chair, Florida Biomedical Research Advisory Council (BRAC)
- Leanne Baily
- Marion Banzhaf - Florida Department of Health
- Patsy Barrington - Northwest Regional Cancer Control Collaborative
- Seth Berkowitz - Leukemia & Lymphoma Society
- Joanie Bewa - Southwest Regional Cancer Control Collaborative
- Blankenship S
- Laura Corbin - Florida Department of Health
- Mark Delegal
- Tia Delvally - Broward Health
- Dewalt RI
- Diaz EA
- Felicia Dickey - Florida Department of Health
- Allison Eng Perez - BRAC
- Linda Friedlander - Florida Department of Health
- Bonnie Gaughan-Bailey - Florida Department of Health
- Gravic
- Tara Hylton - Florida Department of Health
- Tom Joos - Moffitt Cancer Center
- Phanesha Jones

- David Lee, PhD - Florida Cancer Data System
- Gary Levin - Florida Cancer Data System
- Virginia Liddell - Southwest Regional Cancer Control Collaborative
- Ashley Lyrely - American Lung Association
- Elizabeth Marshall - Memorial
- Maurice JX
- Rebecca McClain - Florida Department of Health
- Bobbie McKee, PhD - Moffitt Cancer Center
- Merritt Martin - Moffitt Cancer Center
- Jose Morales - East Central Regional Cancer Control Collaborative
- Ken Peach - Northeast Regional Cancer Control Collaborative
- Lindsey Redding – North Central Regional Cancer Control Collaborative
- Keshia Reid, PhD - Florida Department of Health
- Melanie Sobel, MD
- Gregg Smith - Florida Department of Health
- Thomas Stringer, MD - Florida Prostate Cancer Advisory Council (PCAC)
- Rachelle Theodore
- Susan Theroux
- Josephine Visser - East Central Regional Cancer Control Collaborative
- Jamie Wilson, DBA - Moffitt Cancer Center
- Heather Youmans - ACS CAN

Welcome
Dr. Chris Cogle began by welcoming members and guests, taking a moment to reaffirm the Council's mission to advise the state on ways to reduce cancer burden, and reviewing the day's agenda. Dr. Ramzi Salloum was introduced as the new University of Florida Health Cancer Center appointee to CCRAB. Dr. Nitesh Paryani was introduced as the new Florida Medical Association appointee to CCRAB.

State Cancer Plan Implementation Discussion, Part 1
Dr. Cogle began the discussion of selecting 2020-2025 Florida Cancer Plan priorities by inviting meeting attendees to share the priorities that they think are most important to work on collectively. The draft Implementation Plan for the Florida Cancer Plan, which includes the criteria used to select objectives and strategies, was circulated in the meeting packet.

There was discussion regarding priority goals under the Cancer Plan theme Prevention and Risk Reduction. Specific goals mentioned were: Goal 3: Reduce the incidence and mortality from tobacco-related cancers in all Floridians; Goal 4: Eliminate cervical cancer as a public health problem in Florida by increasing vaccination against HPV and increasing cervical cancer screening; Goal 5: Decrease the incidence of skin cancer in all Floridians by reducing exposure to natural and artificial sources of UV light; Goal 6: Increase the use of genomic cancer risk assessments, including genetic counseling and appropriate genetic testing; and Goal 8: Reduced risk of cancer in all Floridians through maintenance of healthy body weights, physical activity, and healthful diets.

There was discussion regarding the availability of resources to address the Cancer Plan priority selected. Strategies selected to work toward that goal will leverage existing resources.

There was discussion regarding the impact of the COVID-19 pandemic. Several Regional Cancer Control Collaborative representatives have heard of patients being worried about challenges associated with medical appointments and services. Heather Youmans from the American Cancer Society Cancer Action Network (ACS CAN) will share the findings from a survey ACS CAN initiated to better understand the COVID-19 pandemic impact on cancer patients and survivors.

Dr. Danny Armstrong addressed the importance of considering how costs for care can be considerably higher when health problems get to a more severe point than costs, such as the costs for treating lung cancer patients versus investing in the state tobacco prevention program. He also added that this year there were $25 million of highly meritorious research proposals that aligned with the state's strategic research plan but were unable to be funded due to lack of funding for the state's cancer research programs.

Laura Corbin from the Florida Department of Health (DOH) said the Cancer Plan Goal #3 is a DOH priority given that the Department has resources dedicated to tobacco control and the state tobacco program has a high ROI.

There was discussion regarding survivorship. The Florida DOH plans to initiate survivorship programs next Fiscal Year and will participate in a survivorship training being conducted by the American Cancer Society (ACS) to assist with addressing survivorship at the local level and working with health systems' survivorship programs. Survivorship is also important at the regional level; surveys will be conducted by Regional Cancer Control Collaboratives. Seth Berkowitz from the Leukemia and Lymphoma Society (LLS) shared that LLS will be funding more studies regarding quality of life. Dr. Ramzi Salloum discussed the continuum of tobacco use and economic benefits, as tobacco use impacts treatment and survivorship.

Dr. Cogle asked Dr. Amy Smith to review priorities in the Childhood Cancer section of the Cancer Plan. Dr. Smith briefly reviewed the objectives pertaining to childhood cancer. There was discussion about the need to support survivors of childhood cancers.

There was also discussion regarding the various symposiums and other education forums that could be shared more widely across the state. The Regional Cancer Control Collaboratives could be a way to help get this information out statewide and engage with local stakeholders.

There was discussion regarding priority goals under the Cancer Plan theme Screening and Early Detection. Specific goals mentioned were: Goal 10: Reduce lung cancer mortality through early detection of lung cancer in Floridians; Goal 11: Reduce breast cancer mortality through early detection of breast cancer in Floridians; and Goal 12: Reduce colorectal cancer mortality through early detection of colorectal cancer in Floridians. Dr. Tom Stringer recommended an edit to Goal #13; this edit would clarify the importance of the early detection of meaningful disease in prostate cancer patients.

Dr. Cogle stated that there will be another CCRAB meeting in May 2020 to select a priority from the priorities freely discussed today. At the May 2020 CCRAB meeting, cancer control stakeholders will discuss separate strategies that various stakeholder groups will use to address the shared high priority.

Heather Youmans shared that HPV vaccination and colon cancer screening continue to be priorities. ACS CAN is currently working on trying to close the loop for colon cancer screening and working on stimulus money for survivorship. The COVID-19 impact has been a major focus right now.

Representative Jamie Grant discussed potential state budget shortfalls due to COVID-19. There are many unknowns right now. It will take time to address the economic impact of the current situation. Making tangible progress by involving stakeholders and leveraging existing resources to address Cancer Plan goals can increase the likelihood of receiving funding for priorities the once the economy recovers and state money is available.

CCRAB Business

Approval of Minutes

Dr. Clement Gwede presented the minutes. Dr. Robert Cassell made a motion to accept the minutes. Dr. Asher Chanan-Khan seconded the motion to approve the minutes. The Council concurred with no objections.

CCRAB Leadership

Dr. Cogle reminded Council members that at the end of this year his term as CCRAB Chair and Dr. Gwede's term as CCRAB Vice Chair would end. He asked Council members to submit nominations for these two positions to Dr. Bobbie McKee by June 17, 2020.

Next CCRAB Meeting

Dr. Cogle stated that the next CCRAB meeting will be on May 29, 2020. This meeting will serve as Part Two of the Spring CCRAB meeting and will focus on identifying shared priorities and discussing the strategies and tasks that each constituency can contribute.

Adjourn

Dr. Cogle thanked everyone for participating. The meeting adjourned at 12:00 PM on April 17,2020.

Florida Cancer Plan 2020 – 2025
Implementation Plan
DRAFT February 27, 2020

Purpose
The Florida Cancer Plan is a guide for assuring a data- and stakeholder-driven strategy to reduce Florida's cancer burden. The key to this plan lies in its successful implementation. The Florida Cancer Control and Research Advisory Council (CCRAB) believes that effective implementation of the Florida Cancer Plan must ensure that efforts meet the following principles:

- Coordinated and collaborative
- Non-duplicative
- Leveraging the strengths of individuals and organizations involved in cancer control efforts
- Addressing gaps in efforts
- Measurable and progress is tracked
- Utilizing existing, in-kind, and new resources

Because of limited resources, not all objectives in the Florida Cancer Plan can be worked on immediately or simultaneously. The Florida Cancer Plan is a five-year plan. CCRAB in close collaboration with the Regional Cancer Collaboratives and other state cancer control stakeholders will select priority objectives for focused attention. Priorities will be determined using criteria that consider need and impact, feasibility, likelihood for success, and interest in working on the issue. CCRAB, the Regional Cancer Collaboratives, and other state cancer control stakeholders will select evidence-based strategies in this plan that correspond to the priority objectives and cooperatively develop action plans for each of the strategies. CCRAB members will develop action plans for statewide implementation and Collaboratives will develop action plans for regional implementation. Some Collaboratives may select additional objectives from the Florida Cancer Plan for their region, based on regional priorities and needs; however, there will be greater synergy and potential success in achieving objectives if CCRAB and the Collaboratives work together toward the same priority objectives.

Selecting Priorities from the Cancer Plan for Implementation
Every 1-2 years CCRAB will engage the Regional Collaboratives and other key stakeholders in a process to identify priority objectives from the Florida Cancer Plan for implementation and to select strategies associated with those priorities to work on, using a written action plan to guide efforts. Choosing priorities at the objective level will enable CCRAB and stakeholders to focus on measurable outcomes to achieve together.

<u>Guidance/Criteria for Selecting Objectives</u>
The following criteria will be used to help guide selection of priority objectives:

- **Importance:**
    - Is it important that Floridians achieve this objective over the next 1-2 years?

    - Is the objective a sentinel or bellwether for change?
- **Effectiveness:**
    - Is this objective the most useful effort we can make to achieve the goal?
    - Will achieving this objective lead to a meaningful impact on Florida's cancer burden?
- **Measurable:**
    - Are reliable data available now or could data be developed to measure outcomes?
- **Equitable:**
    - If the objective is met, to what degree would all Floridians benefit?
- **Synergistic:**
    - Are stakeholders willing to work on this objective?

Guidance/Criteria for Selecting Strategies

The following criteria will be used to select priority strategies from the Florida Cancer Plan in association with the priority objectives:

- **Evidence-Based:**
    - Is the strategy based on research or proven best practices, thus increasing the likelihood that the strategy will be successful? (Note: The strategies in the Florida Cancer Plan should be evidence-based, as this criterion was used for inclusion; however, it is good to re-examine the strategy to ensure it is the best approach, given available evidence.)
- **Feasibility:**
    - Is it feasible to execute the strategy over the next 1-2 years, considering the costs associated, resources required, cultural appropriateness, political will, likelihood of stakeholders working cooperatively, etc.?
- **Synergistic:**
    - Is this strategy one we need to accomplish together, rather than one stakeholder bearing sole responsibility?
    - Are stakeholders willing to work on this strategy?

Once the strategies are selected, CCRAB, the Collaboratives, and the state's cancer control stakeholders will develop written action plans for each priority objective. The action plan will serve as a guide for all stakeholders working collaboratively on a priority objective. Action plans should include the following items (see Action Plan Template below):

- Priority objective and measures (from the Florida Cancer Plan)
- Priority strategies chosen to achieve the objective (from the Florida Cancer Plan and additional evidence-based and best practice strategies)
- Tasks or activities to achieve the strategies with relevant timeframes for completion and who is responsible
- Short- and/or intermediate-term outcomes with measures to gauge progress towards achieving strategies (if needed)
- Resources and information needed to achieve strategies (funding, in-kind)
- Stakeholders to engage (who are the key stakeholders to engage and how will we do that, etc.)

- Communication processes (who do we need to communicate with about the strategy and when, etc.)
- Progress notes section

Resources for Florida Cancer Plan Implementation

CCRAB does not have funding to implement the Florida Cancer Plan and it is not a financial fiduciary for the plan, i.e., CCRAB does not receive funds from stakeholders for implementation. However, CCRAB members and other stakeholders do have opportunities to commit and/or leverage resources (funding and in-kind resources) to implement the Florida Cancer Plan, such as their own organizational resources. Identifying and securing the resources needed to implement the priority objectives and strategies is a critical task for CCRAB, the Regional Cancer Collaboratives and other stakeholders to take in order to successfully implement priorities.

Stakeholder Engagement in Plan Implementation

CCRAB

CCRAB is made up of 15 members representing 15 cancer stakeholder organizations. CCRAB serves as the steering body for implementing the Florida Cancer Plan. At each of CCRAB's biennial meetings, it will review the state's progress toward plan objectives by reviewing available data relative to each objective's baseline and target. During CCRAB biennial meetings special attention will be given to progress being made on the current priority objectives and the action plans developed for each strategy chosen under that objective. There may be a need to convene additional meetings of CCRAB members and other stakeholders to discuss collaborative efforts and communicate about progress and opportunities related to the priority objectives and strategies.

Florida Department of Health and Regional Cancer Collaboratives

As a CCRAB member, the Florida Department of Health (FDOH) is instrumental in collecting data for measuring progress towards several of the Cancer Plan objectives. The FDOH will also implement many of the strategies in the Florida Cancer Plan to achieve the stated objectives. The Florida Department of Health uses the Centers for Disease Control and Prevention support to coordinate the activities of six Regional Cancer Collaboratives. The Collaboratives are essential in implementing many of the State Cancer Plan's strategies.

During the six regional Town Hall meetings conducted to provide input on the Florida Cancer Plan 2020-2025, Regional Cancer Collaborative members indicated they were willing to work with CCRAB on plan implementation and expressed a desire to increase 2-way communication between CCRAB and the Collaboratives. Engagement of the Collaboratives is a critical part of the Goal 1 of the cancer plan: *To maximize cancer control resources by increasing collaboration among Florida cancer control stakeholders.*

Suggested strategies to engage the Regional Cancer Collaboratives from the Florida Cancer Plan, with additional actions are:

- Increase the number and diversity of Floridians engaged in the Regional Cancer Collaborative activities.
    - Encourage Floridians interested in joining the fight against cancer to contact their local Regional Cancer Collaborative.
    - Highlight the work of the Collaboratives on the CCRAB website and in progress reports and other communications.

- Encourage Regional Cancer Collaborative members and stakeholders to use the Florida Cancer Plan for planning, funding, and advocacy.
    - Meet with the leaders of the six Regional Cancer Collaboratives on an annual basis to get their input on priority objectives, share progress on priorities, identify gaps/opportunities to work together on, and to strategize about coordinated efforts.
    - Disseminate priority objective information to Collaboratives so they can work to align their regional efforts with statewide efforts.
    - Communicate overall plan successes, progress, and areas of continued need among Collaboratives periodically (e.g. quarterly) throughout the year.
    - Create a CCRAB speakers list of members willing to attend regional Collaborative meetings to share CCRAB information/updates and hear about Collaborative efforts.

- Coordinate with Regional Cancer Collaboratives to use consistent and accurate cancer control messages.
    - Work with the FDOH and Collaboratives to identify cancer control messages that are/will be associated with priority objectives identified from the plan. For each priority objective, identify possible public and provider education and advocacy messages that can be shared with the Collaboratives.
    - Provide written materials/messages to Collaboratives that they may disseminate and adapt for use in their own regions.

- Work with the Regional Cancer Collaboratives to identify two areas for focused collaborative efforts over the 5-year plan period
    - Conduct an initial meeting with the FDOH and leadership of the six Collaboratives to identify potential areas of collaborative focus for the 5-year plan period (**Note**: Feedback gathered during the six regional Town Hall meetings in 2019 indicated that the following may be areas of interest: transportation, lung cancer screening, and HPV vaccination).
    - Use input on areas of interest from Collaboratives to help guide selection of priority objectives from the cancer plan for the first 1-2 years of implementation.
    - During subsequent annual meetings with Collaborative leadership, set aside time to review progress and adjust strategies for the focused collaborative efforts.
    - Communicate with Collaboratives on a regular (e.g. quarterly) basis to coordinate campaign efforts, via email and/or conference call.

<u>Additional Stakeholders</u>

Florida has a rich environment of cancer control stakeholders within Florida's many communities, clinics, hospitals, and boardrooms. Success of achieving the goals and objectives of this plan depend greatly on cancer control stakeholders across the state working together to coordinate and collaborate on cancer control efforts.

Additional statewide and regional partner engagement will be needed to support priority objective implementation efforts. For each priority objective CCRAB should identify potential stakeholders (beyond CCRAB members and Regional Cancer Collaboratives) to engage in the statewide effort. As action plans are developed, stakeholders should be identified, with a strategy for engaging them: e.g., who is best to contact the stakeholder, who do we know within the stakeholder organization, what is our "ask" and what is our follow-up plan.

CCRAB should also identify processes to respond to inquiries from stakeholders interested in partnering with CCRAB on plan implementation efforts. For example, the CCRAB Executive Director and Chair could receive and then triage inquiries from interested stakeholder organizations and ensure follow-up occurs.

CCRAB may consider convening an annual summit of Florida cancer control stakeholders to foster communication and collaborative efforts to achieve cancer plan objectives. This could occur in conjunction with an already established state conference or meeting, where CCRAB can present plan progress. Or CCRAB may co-convene an already established state conference, where CCRAB member organizations and other cancer control stakeholders may be in attendance.

Tracking Progress with Plan Implementation

Achieving progress requires measurement. CCRAB will measure progress toward the priority objectives by regularly examining cancer-relevant data. This examination process will consist of the following elements:

Track Progress in Achieving Priority Objectives and Associated Strategies

- Each priority objective selected from the Florida Cancer Plan has measures associated with it. CCRAB should collect and report on those measures to gauge progress. Additional short- or intermediate-term outcomes may need to be identified to gauge progress for each priority objective.
- Tracking and sharing progress on the statewide collaboration among CCRAB, Regional Cancer Collaboratives, and other state cancer control stakeholders is also important. For each Action Plan, metrics for collaboration should be included to convey what can be achieved by working together. For example, under an objective to increase the proportion of limited stage (Stage 1 and 2) lung cancer and decrease late-stage (Stage 3 and 4) lung cancer in Florida, strategies may include increasing awareness, access, and usage of lung cancer screening in target populations. Metrics for collaboration may include tracking the amount of time between action steps, diversity of resources used, and/or comparing the individual stakeholder's projected value in the effort (number of lung cancer patients diagnosed with limited stage cancer versus late-stage cancer) versus the collaboration's realized value of the effort demonstrating synergy.

Tracking Overall Plan Progress

- Reporting on all Florida Cancer Plan goals and associated objectives/measures should be included in the state statute-mandated annual report from CCRAB to the Florida Governor and Florida Legislature (s. 1004.435, section 4(p)), with special focus on Cancer Plan priority goals and objectives.

Communicating Progress

- A Florida Cancer Plan 2020-2025 dashboard may be an effective way to communicate progress. A dashboard that includes all plan objectives/measures with a special focus on the priority objectives chosen from the Florida Cancer Plan may be the most effective way to communicate progress, to call attention to successes, and indicate if more collaborative action is needed to achieve intended outcomes (MI example: https://www.michigancancer.org/CancerPlan/Dashboard.html).
- CCRAB's annual reports could include easy-to-understand graphical depictions of overall progress on priority objectives, including what CCRAB, the FDOH, the Regional Cancer Collaboratives and other key stakeholders are doing/were able to achieve together (MI example: https://www.michigancancer.org//PDFs/Publications_Products//MCCAnnualRpt/2018MCCAnnualReport.pdf).
- Annual progress summaries (1-2 pagers with easy to understand graphics) on each priority objective would be good resources to share with Regional Cancer Collaboratives and other stakeholders, to convey successes and outline additional resources/collaborative efforts needed to achieve objectives.

Implementation Plan Timeline and Next Steps

By the April 2020 CCRAB meeting:

- Finalize this implementation plan with input from the FDOH and Regional Collaborative staff and leadership and CCRAB members

At the April 2020 CCRAB meeting:

- Select priority objectives from the plan using the criteria outlined above (if possible, Regional Collaborative staff and leaders should attend this meeting, to provide input on selecting strategies)
- Identify a process and timeframe for CCRAB to select strategies within the priority objective and complete an action plan
- Discuss next steps for Collaboratives, including development of action plans for their region
- Identify key stakeholder communication strategies and timeframes, e.g. how and how often to communicate with Regional Collaboratives on plan implementation

After the April 2020 CCRAB meeting:

- Finalize and disseminate CCRAB priority objective action plans to CCRAB members and other stakeholders, as appropriate
- Regional Collaboratives will hold meetings to select strategies for the agreed upon priority objectives, that leverage existing strengths, programs, efforts within their region, and identify regional stakeholders to recruit to help with implementation

- Communicate with the FDOH, Regional Collaboratives and other key stakeholders on a regular basis about Florida Cancer Plan implementation progress, needs and next steps (e.g. monthly calls with Collaborative staff and leadership, periodic priority objective updates to all CCRAB members and other stakeholders)
- Establish a timeframe for systematically reviewing progress on the priority objectives (every 1-2 years) and selecting to continue and/or identify new 1-2 year priorities from the plan

Florida Cancer Plan: Action Plan Template

Priority objective and measures (from the Florida Cancer Plan)								
Priority strategies chosen to achieve the objective (from the Florida Cancer Plan)	Tasks to achieve the strategy	Timeframe for completion	Person, Organization responsible	Short- and intermediate-term outcomes, measures	Resources, Information Needed	Stakeholders to Engage	Communication Processes	Progress Notes
Strategy 1	Task 1 Task 2 Task 3							
Strategy 2	Task 1 Task 2 Task 3							

Florida Cancer Plan 2020-2025

Link to download the Cancer Plan: http://www.ccrab.org/cancer-plan

