

NAACCR PROCESS IMPROVEMENT PROGRAM REQUEST FOR APPLICATION

Background

The North American Association of Central Cancer Registries (NAACCR) invites state/provincial and local tumor registrar associations and other groups of cancer registry professionals to apply for a Process Improvement Program award (PIP). The objective of the PIP is to improve the collaboration between cancer registry organizations, central cancer registries, local cancer registrars and cancer incidence reporters..

In October 1997, the National Coordinating Council for Cancer Surveillance (NCCCS) discussed the need to develop a plan for addressing the broad issue of communication and collaboration between hospital-based staff and central registry personnel. In January 1998, the NCCCS agreed to form a work-group, co-chaired by NAACCR and NCRA, to develop a document to be used by local and central registrars that would focus on the principles of good communication, building relationships, and quality assurance activities. The work group was comprised of representatives from NAACCR, NCRA, central registries and hospital registrars. The report, *Team Building to Enhance Data Quality*, was released in April 2000 and is available on the NAACCR web site, http://www.naaccr.org/filesystem/pdf/teambuilding4.pdf.

The goal in any team building effort is to develop true collaborative relationships, wherein each party is able to focus on the shared goal or mission; to implement activities that enhance the efforts of the other parties; and to put personal or agency-specific issues in abeyance to build rapport and foster the goals of the shared mission. Collaborative relationships require extra effort to move beyond cooperative partnerships to mutually supportive relationships that focus on building strong and effective cancer data systems that meet the goal of reducing the cancer burden for individuals and society.

Purpose

The purpose of the PIP is to award grants to state/provincial agencies, local tumor registrar associations, as well as other groups of cancer registry professionals, to include a Process Improvement Program workshop as one component of an annual meeting. The focus of the workshop must be on enhancing data quality through improved collaboration, more effective communication, and strengthening the relations between state/provincial agencies, local tumor registrar associations, and other groups of cancer registry professionals.

Workshop Objectives

Objectives for the Process Improvement workshop are:

- (1) Enhance data quality through improved collaboration between state/provincial agencies, local tumor registrar associations, as well as other groups of cancer registry professionals.
- (2) Improve communication between state/provincial agencies, local tumor registrar associations, as well as other groups of cancer registry professionals.
- (3) Foster respect and understanding between state/provincial agencies, local tumor registrar associations, as well as other groups of cancer registry professionals

Eligibility Requirements

Organizations eligible for awards include state/provincial agencies, regional, and local cancer registrar associations, as well as other groups of cancer registry professionals.

To be eligible for grant awards, the proposed workshop must meet the stated objectives. All PIP applications that do not address the workshop objectives will be considered *out of scope* and will not be reviewed or funded.

Terms and Conditions of Award

Letter of Intent

A letter of intent is requested but not required, nor is it binding. The letter should include a descriptive title of the proposed workshop, the name, address, telephone, FAX, and e-mail of the key contact person. Prospective applicants are asked to submit a letter of intent one month prior to the next submission date. This allows NAACCR to estimate the potential review workload and to avoid conflict of interest in the review process.

The letter of intent should be sent electronically (e-mail or fax) to: Jim Hofferkamp, CTR NAACCR, Inc.

FAX: (217) 698-0188

E-mail: jhofferkamp@naaccr.org

Application Procedures

Any questions about the program should be directed to Jim Hofferkamp, (217) 698-0800 ext 5. The completed signed application form, accompanied by support letters from the president, director or manager of all involved organizations should be sent to Jim Hofferkamp: E-mail jhofferkamp@naaccr.org or Fax (217) 698-0188.

Only completed applications will be reviewed. Applications may be submitted at any time, but the closing dates for each quarter are January 1, April 1, July 1 and October 1 of each year. Quarterly reviews will be conducted following the closing dates.

Application Review

An initial screening of application forms by NAACCR staff will exclude those applications that are incomplete or do not address the stated workshop objectives. Candidates with an incomplete application form will be notified by e-mail. The review process will focus on the quality of the application form, particularly the clarity and appropriateness of the material presented by the applicant in response to this RFA (i.e., responsiveness to the workshop objectives and the level of collaboration between the applicant organization and other relevant organizations during the planning phase of the proposed Process Improvement workshop).

The reviews will be conducted during the first two weeks of January, April, July, and October of each year. Awards will be made based on application scores from the review process. The highest scored application will be awarded in numerical order until budgeted funds are exhausted for the quarter.

All applicants will be notified of the review outcome within 30 days of the closing date of the quarter. Applicants that are not approved will be notified to either provide feedback to improve their application or that the application will remain active for one year. Deferred applications may be awarded at a later date.

Reviewers will include one NAACCR staff and a representative from each of the following NAACCR committees: Uniform Data Standards, Education, Registry Operations, and the NAACCR Board. Reviewers will serve a two-year term, with the exception of the first rotation where two members must serve a three-year term.

Reviewers must complete an Application Review Sheet for each application. Completed Review Sheets will be e-mailed to the NAACCR office where scores will be transferred to a Summary Score Sheet and distributed to the reviewers. If necessary, a teleconference will be scheduled around the 15th of January, April, July, and October to review results, discuss rationale for the scoring, and recommend approval or disapproval

The Review Panel will assess each application form based on the following criteria:

Perceived Need – Applicants should provide information on the organization background; adequately describe the current need for process improvement, and whether NAACCR Process Improvement awards have been granted previously. The application will be reviewed and an assessment made as to the extent to which the applicant organization has fully identified the need for a Process Improvement workshop.

Feasibility – Applications will be reviewed and rated as to the likelihood that the proposed workshop could be accomplished by the applicant organization. Included in this criterion will be an assessment of the level of commitment of the organization presenting the proposed workshop. This effort could include but is not limited to matching funds, and provision of release or protected time for employees to plan and attend the workshop.

Logistics – The application must include the date, selected location, and the length of time of the proposed workshop.

Approach – Applicants are encouraged to primarily focus on developing Process Improvement workshops that will enhance data quality through improved collaboration between state/provincial agencies, local tumor registrar associations, and other groups of cancer registry professionals; improved communication between state/provincial agencies, local tumor registrar associations, and other groups of cancer registry professionals; and, foster respect and understanding between state/provincial agencies, local tumor registrar associations, and other groups of cancer registry professionals. The application will be reviewed and an assessment made as to the extent to which it delineates approaches that are appropriately matched to workshop objective(s) of the proposal.

Budget and justification – The application will be reviewed and an assessment made as to the reasonability of costs associated with the proposed workshop. Awards may include meeting room costs, audiovisual equipment, workshop supplies, photocopying, etc. *Non-reimbursable items include, but are not limited to, food and/or beverage for breaks and/or lunch.*