



Process for Amending the *Cancer Plan for Michigan*

Background:

The MCC Cancer Plan serves as a guide to reducing the human and economic burden of cancer in the state. The plan identifies how to address the cancer burden in Michigan and directs the cancer control efforts during a five-year span. The plan represents the collective wisdom of a wide range of individuals and organizations in Michigan working in groups formed around selected goals. Each goal in the plan is comprised of specific objectives and strategies identified by these workgroups that outline the most important research-based and results-oriented activities that can be used in achieving those goals. Once completed, the plan is submitted for approval to the Board of Directors and subsequently to the member organizations for implementation. The current cancer plan is for 2016-2020.

The system for creating and approving the cancer plan has served the MCC well over the years. Through the diligent work of its members, the plans have been comprehensive, meaningful, and based on the most up-to-date and relevant scientific evidence. At this time however, there is not a process for amending the plan. Within a five-year period, advances in research, investigation, and technology can produce approaches that can make existing objectives and strategies obsolete or woefully less effective. As it currently exists, there is no method in place to make changes in the cancer plan that would incorporate these new developments.

With the purpose of using the most appropriate and up-to-date approaches to ease the cancer burden for fellow Michiganders, the Evaluation Committee asks the MCC Board of Directors to consider and approve the following process for amending a current five-year cancer plan.

Definitions: (As listed in the Cancer Plan):

- **Goals:** broad general statements about the underlying purpose of the cancer plan
 - *Example: Prevent cancer from occurring*
- **Objectives:** specific, measurable statements of what is to be accomplished to achieve the goals
 - *Example: Reduce the proportion of adults engaging in heavy drinking from 6.2% to 5.6%*
- **Strategies:** evidence-based, discrete activities undertaken to achieve the objectives
 - *Example: Clinicians should screen adults for alcohol misuse and provide brief behavioral counseling interventions*

Recommendation:

The following steps outline the process for adding any new objective or strategy or amending a current one within an existing cancer plan.

1. Any appeal to amend the plan can be made by a representative of a member organization. This request needs the sponsorship of at least one member of the MCC Board of Directors. The request would outline the reason(s) for the modification along with supporting evidence from the literature. The proposal is submitted by the BOD member to the MCC Co-Chairs for consideration.
2. The Co-Chairs would determine if an existing committee or workgroup would best address the request or if a new ad hoc advisory group should be appointed. In either case, the champion(s) (BOD member and requesting member organization representative) would be invited to serve on the investigative group.

3. The investigative group would meet and evaluate the efficacy of the proposed change/addition based on the following criterion:

Criteria for adding or amending objectives:

- Is the objective “SMART”: Specific, measurable, attainable, relevant, and timed?
- If we achieve this objective will we have made a considerable impact on the goal?
- If we work together on this objective, will we be able to have a greater and more immediate impact on the goal?
- Is it critical that we work toward this objective in the next 5 years?

Criteria for adding or amending strategies:

- Is this strategy evidence-based?
- Will implementation of the strategy over the next 5 years help us make significant progress toward achieving the measurable objective?
- Is this something members of our coalition/other partners will be able to work on in the next 5 years?

4. If the investigative group found merit in the addition/change, they will request to make a presentation at a scheduled meeting of the Board of Directors keeping with the process for the development of the Board agenda, by contacting the MCC Co-chairs or MCC staff.

5. The presentation from the investigative group would include the group’s review of the above criteria and their recommendations regarding the proposed amendment.

6. The Board would then consider if the amendment is important to start now, consistent with the intentions of the cancer plan, and one that can best be done together as a consortium.

7. The Board would decide whether or not to adopt the amendment. If adopted by the MCC:

- An errata sheet will be created and added as a supplement to the cancer plan.
- The evaluation process for the amendment would be consistent with the review process for all MCC objectives and strategies.

Respectfully submitted by the Evaluation Committee September 28, 2016