



HPV Vaccinations: A Community Health Worker's Role ECHO Series

ECHO Guide

This document is an overview and “how to” guide for individuals engaged in the *HPV Vaccinations: A Community Health Worker's Role* ECHO series. The primary users of this guide include participants, staff, and ECHO expert faculty/subject matter experts involved with the ECHO series.

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About the Mountain West HPV Vaccination Project

The American Cancer Society (ACS) received funding from Merck in 2020 for a project titled “Mountain West HPV Project – An ACS | NCI CCC Partnership Model to Reduce Geographic Disparities in HPV Vaccination Rates for Adolescents Living in Rural States”. The states included in this work are Idaho, Montana, Nevada, Utah, and Wyoming; all states that are experiencing multiple disparities, notably geographic and gender gaps when it comes to HPV vaccinations.

There are three pillars of the Mountain West HPV vaccination project including state work through a regional consortium, quality improvement through a learning collaborative model, and professional education provided through Project ECHO, learning series, and individual education sessions.

HPV Vaccinations: A Community Health Worker’s (CHW’s) Role ECHO series is a collaboration between the American Cancer Society, Project ECHO Nevada, and High Sierra Area Health Education Center. This series includes eight 75-minute-long teleconference sessions in which CHW’s will have the opportunity to review HPV vaccinations with a multidisciplinary team of subject matter experts that consist of a Pharmacist, Pediatrician, CHW, and School Nurse. Participants will have the opportunity to share client cases from their practice for whom they have questions while also learning about best practices, team engagement, and evidence-based strategies for recommending and delivering HPV Vaccinations.

Problem/Background

Human papillomavirus (HPV) is a very common virus. However, it has become a public health concern and could be prevented through the HPV vaccination series. HPV infection causes more than just physical impacts and harm, it has significant financial, social and emotional impacts as well.

- There are more than 150 strands of HPV, and 15 strands are known to cause cancer.
- HPV causes approximately 37,300 cases of cancer in men and women each year in the U.S. based on most recent data. And HPV-related oropharyngeal cancers continue to rise.
- More than 1.3 million women each year are diagnosed with low to high grade cervical dysplasia following a routine pap test. Dysplasia in its simplest terms are abnormal cells on their cervix. These women require additional treatment to prevent cancer.
- Among men and women, there are over 355,000 cases of genital warts each year.
- However, data models show that 90% of HPV related cancers and pre-cancer symptoms can be preventable with HPV vaccination.

Per the most recent National Immunization Survey (NIS) for Teens, nationally, 61.7% of adolescents 13-17 years old were up to date on their vaccinations in 2021.¹ And Nevada sits at 56.5%, which is significantly below the national average. When you look at the “on time” age group which is before the 13th birthday, only 38% of Nevadan adolescents have completed their HPV vaccine series. Additionally, if you compare HPV vaccination to other adolescent vaccines like Meningococcal and Tdap which are typically bundled at the 11–12-year range, both of those vaccines sit closer to a 90% threshold, so we know there’s a problem at hand.

¹ HPV Vaccination Rates. “2008 through 2021 Adolescent Human Papillomavirus (HPV) Vaccination Coverage Trend Report” Centers for Disease Control and Prevention. Data source: National Immunization Survey-Teen (NIS-teen). https://www.cdc.gov/vaccines/imz-managers/coverage/teenvaxview/data-reports/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fvaccines%2Fimz-managers%2Fcoverage%2Fteenvaxview%2Fdata-reports%2Fhpv%2Findex.html

In terms of geographic disparities, Nevada HPV completion rates in rural and frontier communities is 44.9% compared to 51.5% in the metro suburban areas. There's opportunity to increase HPV vaccinations in the rural, quad, and Clark counties in Nevada.

During our small state meeting last June, Winter Tucker from the Nevada State Immunization Program, shared that in Nevada African American and Hispanic adolescents have the highest uptake of HPV, Tdap, and Meningococcal than any other ethnic group. The Asian pacific islander group has the lowest HPV vaccination uptake year over year. However, there has been a continually decrease in HPV vaccination over the las 5 years among the American Indian/Native American group. Which was a significant finding since nationally, Indian Health Services and tribal clinics tend to have higher HPV vaccination rates than other racial and ethnic group.

Like many other states, Nevada has many barriers to healthcare including a lack of primary care providers, long distance to clinics, lack of education, cost, etc. Therefore, in Nevada, Community Health Workers (CHW's) are used in rural and frontier communities to help build trust and fill gaps in care with underserved populations.

Expectations of Participants

- ✓ Participants are required to join all (8) 75-minute ECHO sessions
- ✓ Active participation throughout each ECHO session including video and ability to come off mute or type into the chat
- ✓ Submit/deliver one case presentation over the course of the ECHO series
- ✓ Complete pre- and post-assessments, along with brief post-session polls to obtain continuing education credits. You can access the pre-survey assessment using this link: <https://forms.microsoft.com/r/9jmgVixV7n>

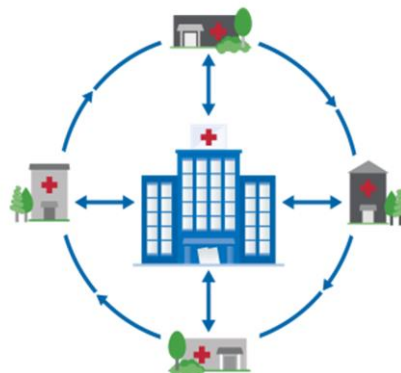
ECHO Overview

Project ECHO is a telementoring program for health professionals that uses adult learning techniques and interactive video technology to connect distal community providers with specialist and multi-disciplinary teams in real-time collaborative session. Founded in 2003 by Dr. Sanjeev Arora at the University of New Mexico, Project ECHO uses the [ECHO model](#) to address the needs of the most vulnerable populations by equipping communities with the right knowledge, at the right place, at the right time.

An ECHO session similar to a virtual learning collaborative. Stakeholders from multiple locations connect at regularly scheduled times with a team of specialists using Zoom (for more information see the [Zoom: Start-up and troubleshooting](#) section), a videoconferencing tool. During ECHO sessions, participants will present project-related cases, offering questions, challenges or perceived barriers to subject matter experts and the other participants to brainstorm ways to help them. These discussions are supplemented with short didactic presentations to improve content knowledge and share evidence-informed best practices.

Move knowledge, not participants

Each online ECHO session includes case-based and didactic learning to create a collaborative sharing of information. It's led by expert faculty or subject matter experts from across the United States.



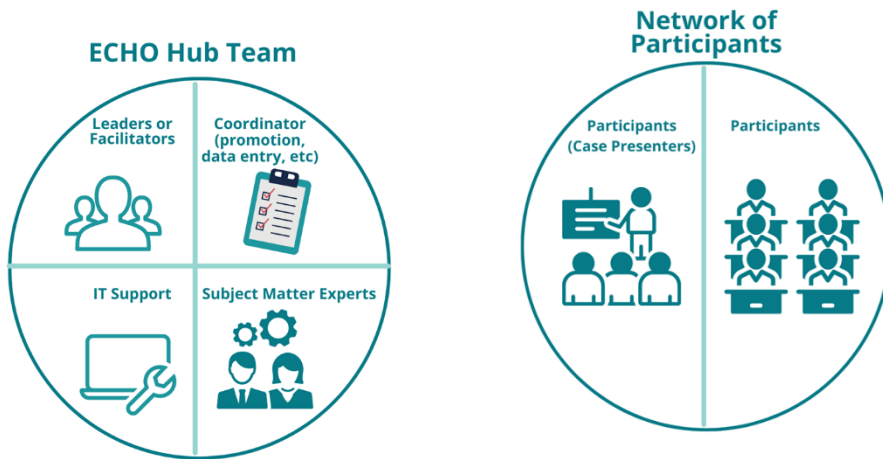
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Subject matter experts (SME) and participant knowledge-sharing creates a learning loop:

- Participants share and learn from each other and experts.
- SME's and faculty specialize in increasing HPV vaccinations in diverse communities.
- Best practices emerge and can be shared for wider use.

Hub Teams & Roles

The Hub Team consists of a facilitator, coordinator, IT support and expert faculty/subject matter experts. Each role is critical to the success of every ECHO session and collectively, ensure the spokes (participants from the Mountain West area) have the best opportunity to learn and grow in their expertise.



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Role of the Facilitator

- ✓ Lead introductions
- ✓ Facilitate didactic and case presentation discussions
- ✓ Encourage all participants to join in the conversation
- ✓ Redirect conversation, when necessary
- ✓ Create a safe space for learning *for all*

Role of the Coordinator

- ✓ Welcomes participants, conducts Housekeeping, and Wrap Up
- ✓ Provides ECHO participants the information they need to participate
- ✓ Provides ECHO subject matter experts the information they need to participate
- ✓ Provides ECHO facilitator with the information they need to lead, including a prep document for each session

Role of Tech Support

- ✓ Primary function is to ensure the Zoom experience is smooth
- ✓ Joins early, ensure connections/speakers/video feeds work
- ✓ Troubleshoots any issues with users throughout ECHO via chat
- ✓ Advances slides (as necessary)

Role of the Subject Matter Expert

- ✓ May present or co-present one didactic presentation
- ✓ Serve as an active and participatory member of the Hub, providing expert guidance
- ✓ Ask and/or answer clarifying questions and provide recommendations to participants
- ✓ Highlight teachable moments
- ✓ Assist facilitator as needed

Role of the Case Presenter

- ✓ Utilize the case presentation form to complete a system-level or patient-level case
- ✓ Help answer questions presented by subject matter experts
- ✓ Utilize the video feature

Meet your ECHO Hub Team

The following individuals represent the *HPV Vaccinations: A Community Health Worker's Role* ECHO series hub.

Jose Cucalon-Calderon, MD, FAAP (Pronouns El/He/Him)

ECHO Subject Matter Expert

Pediatrician

Renown Children's Health

Associate Professor of Pediatrics, University of Nevada Reno School of Medicine



Dr. Jose Cucalon Calderon FAAP is a General Pediatrician for Renown Children's Hospital and Assistant Professor of Pediatrics for the University of Nevada, Reno School of Medicine. Very active in our community since moving to Reno in 2017, he is involved in teaching our future doctors and forming pediatricians at the new Pediatric Residency program at UNR Med. He's done extensive work with Latino communities on improving vaccination rates ranging from the local to the national level. He is a Vaccinate for All Champion for the National Hispanic Health Foundation and is the Vaccination Representative for the Nevada Chapter of the American Academy of Pediatrics.

Dr. Cucalon-Calderon holds several leadership positions including:

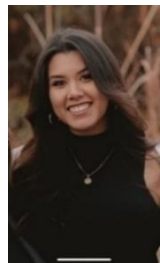
- Board-certified Pediatrician, Renown Children's Health- Moana location, Reno, Nevada
- Associate Professor of Pediatrics, University of Nevada Reno School of Medicine effective July 1st, 2023
- Division Chief, Advocacy and Outreach, Renown Children's Hospital
- Pediatric Advocacy Rotation Director, UNR Med Pediatric Residency
- Co-Chair, Nevada Chapter, National Hispanic Medical Association
- Vaccinate for all Champion, National Hispanic Health Foundation
- Executive Committee Member for the Section on Nicotine and Tobacco Prevention and Treatment American Academy of Pediatrics
- E-Cigarette Champion, Nevada Chapter, American Academy of Pediatrics
- Vaccination Representative, Nevada Chapter, American Academy of Pediatrics

Lizette Partida, CHW

ECHO Subject Matter Expert

Cancer Care and Prevention Coordinator

Community Health Alliance



For the last 3 years, Liz has been the Cancer Care and Prevention Coordinator at Community Health Alliance. She has been working with underserved communities within the Reno/Sparks area to achieve decreased cancer rates by providing timely and low-cost screening, patient navigation and cancer prevention vaccines. Liz has seven years of experience working in non-profit medical centers and working along providers to achieve better health outcomes.

Karen Schwind, BSN, RN, NCSN

ECHO Subject Matter Expert

Director of Health Services

New Braunfels Independent School District



Karen is a graduate of the Toledo Hospital School of Nursing, Toledo Ohio and Bowling Green State University, Bowling Green Ohio. Karen began as an Elementary School Nurse in New Braunfels in 1996. Since 2004, she serves as the Health Services Director for New Braunfels ISD. She is a member of the National Association of School Nurses, the Texas Nurses Association, the Texas School Nurse Administrator Association (TSNAA) and the Texas School Nurse Organization where she serves as Immediate Past President.

Karen has been a Nationally Certified School Nurse since 2010. Additional Karen is Johnson and Johnson School Health Leadership Fellow Program from Rutgers University in July 2013 and a mentor July 2015. She serves on the Texas American Cancer Society HPV Coalition, Education Workgroup. Karen also serves on the Advisory Board for “All for Them,” a vaccine initiative to education and immunize children for vaccines including HPV. Her mission is to serve as a health resource for nurses and colleagues by providing tools and evaluating research in educating them to best serve the health needs of their students. Karen’s vision is to provide opportunities within the community to improve health and wellness and to educate the Child to protect and care for themselves and their environment.

Lauren Zion, PharmD, BCPS, BCOP

ECHO Subject Matter Expert

Pharmacist

Renown Health



Lauren is the clinical pharmacy specialist in Oncology at Renown Health. She graduated from Creighton University School of Pharmacy in 2013 and completed a year of postgraduate training as a pharmacy resident at Renown Regional in Reno, NV. Prior to her current role, Lauren served as Research Pharmacist, developing and advancing the Investigational Drug Service at Renown to support local clinical trials research and providing expertise in drug information and literature evaluation. As a Clinical Pharmacy Specialist, she is committed to serving as a resource to healthcare professionals on the multidisciplinary team in both the inpatient and outpatient Oncology settings. As

an adjunct to this work, she looks for opportunities to support awareness and application of evidence-based strategies to reduce societal cancer burden with screening and preventative measures. And she loves skiing and playing in the nearby mountain as well.

Meet your ECHO Support Team

Jenny Escalera-Guerrero

ECHO Coordinator

Program Coordinator, Project ECHO Nevada

University of Nevada, Reno



After completing her Bachelors' degree at University of Nevada School of Community Health Science, Jenny went on to work for the Division of Child and Family Services (DCFS) in the Victims of Crime Department as a Program Officer/Crime Victim Liaison. While working at DCFS she developed and coordinated the Victim Assistance of Academy of NV (VAAN) training and worked with rural and tribal communities in NV to identify and decrease service gaps for 2 years before accepting a position with Project ECHO Nevada as a Program Coordinator. She enjoys running and hiking with her German shepherd and is the Co-Owner of The Mix Nutrition in Carson City, Nevada.

Sandy Hartman, CHW

ECHO Coordinator

Associate Director, Community Partnerships

American Cancer Society



Sandy is a Native Nevadan and holds a Bachelor of Science in Community Health Sciences emphasis in Public Health and Minor in Substance Abuse and Addiction Treatment Services from the University of Nevada, Reno. She is a Certified Community Health Worker with a background in Care Management and Quality Improvement and is currently an Associate Director of Community Partnerships at the American Cancer Society working directly with Nevada Federally Qualified Health Centers on initiatives through the entire cancer continuum such as increasing cancer screenings and cancer prevention through the HPV Vaccine.

Troy Jorgensen

ECHO Coordinator

Senior Program Manager, Project ECHO Nevada

University of Nevada, Reno



Troy Jorgensen is the Senior Program Manager with Project ECHO Nevada at the University of Nevada, Reno School of Medicine. Troy has been working on ECHO in Nevada for over 7 years, starting as a Program Coordinator and working his way up into his current role. As a native Nevadan, he believes strongly in the mission of ECHO to maximize scarce resources for the betterment of all across the state. He is currently completing his Master's in Healthcare Administration in order to continue his growth and bring more expertise to healthcare in Nevada.

Ashley Lach, BA, MHA, CPHQ

ECHO Coordinator

HPV Program Manager

American Cancer Society



Ashley Lach, BA, MHA, CPHQ, joined the American Cancer Society in 2009 as an Income Development Specialist. In 2014, she transitioned out of development and into a role within cancer control where she led the goals of the American Cancer Society's mission through comprehensive, prioritized partnerships with healthcare systems, payors, clinics, providers, and state agencies. This engagement focuses on our key areas including prevention, early detection, access to care and health equity. Ashley's work is now solely focused on increasing HPV vaccinations in rural and frontier communities within the Mountain West.

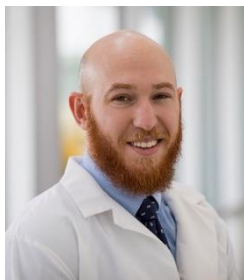
Ashley received her Bachelor of Arts in Communication from DePaul University and her Master of Health Administration from Ohio University. As well, Ashley holds a basic certification of quality and safety from the Institute for Healthcare Improvement (IHI) and her Certified Professional in Healthcare Quality certificate (CPHQ). Some of Ashley's work has been nationally published including a project around increasing colorectal cancer screening in an uninsured Hispanic community and quality improvement initiatives that led to significant increases in adolescent HPV vaccines within a large, academic health institution.

Mordechai Lavi, MD

ECHO Advisor

Medical Director, Project ECHO Nevada

University of Nevada, Reno



Dr. Mordechai Lavi, MD is a board-certified geriatric and internal medicine physician. Since 2018, he has served as medical director of Project ECHO Nevada (PEN), through the University of Nevada, Reno School of Medicine. He enjoys working in equitable healthcare systems, quality improvement projects, and playing darts. He is married and a father to one son and a dog, Scarlett. Dr. Lavi has found substantial value in his history working with Nevada's community health workers on the PEN's Nutrition Education ECHO and values PEN's partnership with the American Cancer Society as we work together to support a healthy Nevada.

Alyssa Delle Planas, MPH
ECHO Coordinator/Facilitator
Program Coordinator
High Sierra AHEC



Alyssa Planas was born and raised in Reno, Nevada. She recently graduated with her Master's of Public Health degree with an emphasis in Epidemiology at the University of Nevada, Reno. During her undergrad, she interned here at High Sierra AHEC as a CE Social Media Marketer. She came back for her graduate internship as a Disease Control Specialist with the SET-NET team. And now, she's officially settled in as the Program Coordinator for the Workforce Programs Department. Alyssa has a passion for educating individuals to help promote health equity and increase health literacy. She has a diverse background in the healthcare field. Alyssa has worked at Renown in their radiology department working closely with providers onsite at the main hospital. She also has worked with

Included Health as a care coordinator helping members understand their insurance policies and assist with navigating through the healthcare system. This experience provided her with the ability to see the disparities and challenges for patients and providers and inspired her to focus her education to mend these inequities. Alyssa's field of interests are sexual and reproductive health and gerontology. When she is not focused on AHEC duties, she loves to spend her time cooking, going to the gym, or figuring out a new DIY project around the house.

Allison Rosen, MS
IT Coordinator
Director, Project ECHO
American Cancer Society



Allison Rosen has deliberately and consciously chosen to dedicate her life - in and outside of her employment - to use her voice and platform to educate, advocate, and continuously learn how best to represent the collective cancer community. She is the Director of Project ECHO with the American Cancer Society (ACS). Prior to joining ACS, Allison had a combined 16 years of experience in the oncology space, 12 years in basic cancer research and 4 years in public health and cancer health disparities, with much of her work focusing on designing, implementing, and evaluating public health programs and initiatives, to address cancer awareness and care disparities among medically underserved populations.

Through her own experience at surviving Stage 2 colorectal cancer, Allison has experience on both sides of the fence, and works to bridge the gap between the healthcare system and the communities that it serves.

Curriculum and ECHO Schedule

During each ECHO session, time will be dedicated to one didactic topic who will be presented by subject matter experts. The table below highlights topics, presenters, and dates.

Session/Date/Time	Goal	Objectives
Introductions & Networking		
Session 0 July 19th 12:00PM PST	Trainees will be oriented to ECHO model, network with one another and learn about ECHO case presentation.	<ul style="list-style-type: none"> Participants will introduce themselves to create learning community Describe Project ECHO model Review sample didactic and case presentation
Role of CHWs in Immunizations Cody Wagner		
Session 1 August 2 nd 12:00PM PST	Trainees will be knowledgeable on the role of CHWs in healthcare workforce, removing barriers, interacting with everyone and being an immunization champion	<ul style="list-style-type: none"> Describe role of Community Health Workers in healthcare Share ways CHW's can become immunization champions
HPV 101 Dr. Vanessa Slots		
Session 2 August 16 th 12:00PM PST	Trainees will be knowledgeable on the HPV vaccine as cancer prevention, HPV cancer statistics, effectiveness of the vaccine, recommended ages and doses of the HPV vaccine and importance of the vaccine.	<ul style="list-style-type: none"> Describe HPV infection burden Explain the importance of HPV vaccination as cancer prevention Define HPV vaccination guidelines
Cultural Humility and Social Determinants of Health Dr. Talee Vang		
Session 3 August 30th 12:00PM PST	Trainees will be knowledgeable on cultural humility and sensitivity, service coordination and community impacts such as reverse disparities and underserved populations.	<ul style="list-style-type: none"> Define cultural humility Describe ways to develop cultural sensitivity
Communicating with Parents about the HPV Vaccination Aaron Blackham		
Session 4 September 13th 12:00PM PST	Trainees will be knowledgeable on talking about HPV vaccination through provided strategies and approaches to communicate with parents about the vaccine.	<ul style="list-style-type: none"> Understand strategies to communicate with parents about the HPV vaccination Define announcement approach Describe motivational interviewing techniques
Busting HPV Myths Dr. Jose Cucional		
Session 5 September 27th 12:00PM PST	Trainees will be knowledgeable on HPV Facts to counter myths and HPV vaccine school requirements	<ul style="list-style-type: none"> Describe ways to overcome parental concerns around the HPV vaccination Share facts around HPV vaccinations
Addressing Parental Hesitancy Around HPV Vaccinations Dr. Sean O'Leary		
Session 6 October 11 th 12:00PM PST	Trainees will be knowledgeable on how to address parent concerns, how to redirect questions and what to do in different situations.	<ul style="list-style-type: none"> Demonstrate new knowledge to use in discussion with vaccine hesitant parents Share new ideas about the architecture of vaccine conversations with parents, in order to promote more effective and efficient communication
Implementation Science: CHW's as HPV Champions Liz Partida, CHW		
Session 7 October 25 th 12:00PM PST	Trainees will be knowledgeable on HPV tools and resources and strategies to find reliable sources. Additionally, test participant knowledge on material cover in the past 7 weeks.	<ul style="list-style-type: none"> Demonstrate ways CHW's can be HPV champions in their communities Review reliable HPV resources to use with parents and patients

Agenda

The following agenda outlines how a typical ECHO session will flow including key hub roles and responsibilities. Didactic presentations are delivered by faculty/subject matter experts and case presentations are presented by participants. We encourage robust conversations throughout each session.

Agenda Item	Allotted Time	Hub Roles & Responsibilities
Housekeeping & Introductions	10 min	Facilitator will welcome everyone & cover general housekeeping items including the session's agenda. Participants will introduce themselves through Zoom breakouts during the first part of the session.
Didactic	20 min	Subject Matter Expert(s) present on a specific didactic topic
Didactic Q&A	5 min	Facilitator leads Q&A for participants & SMEs (All Teach & All Learn)
Case Presentation(s)	35 min	Two participants will deliver case presentations. Peers & SMEs share experience, guidance, & recommendations. (All Teach & All Learn)
Wrap-Up	5 min	Coordinator shares next didactic topic, case presentation, and launches post-session survey

Case Presentation

Case presentations are a critical piece of Project ECHO. These presentations promote discussion and help with sharing, learning, and applying best practices. All participants are asked to present at least one case presentation during the ECHO series. Case presentations will be guided via the case presentation form which you can access here:

<https://forms.microsoft.com/r/WkrwSzSpQZ> allowing the participant to explain challenges and/or perceived barriers for either a specific patient or systems level issue.

Participants will be asked to fill out a case presentation form one week prior to the session they want to present on and be prepared with a 3–5-minute presentation. Participants can choose the session they hope to present on a first come first served basis. Participants will be asked to sign up for case presentations during the latter half of session 0 on July 19th.

During each session we will dedicate 40 minutes of each session for at least 2 participants (20 minutes each) to present one slide that talks through their case presentation. An ECHO Coordinator will prepare the slide based on the information provided in the case form. The presenter is welcome to share any additional documents or presentation slides where needed if there is no protected health information (PHI) included. Case presentations will stick to the following model:

Agenda Item	Allotted Time	Case Presenter & SME Responsibilities
Introduction & Case Presentation	3–5-minute presentation	Facilitator will do short introduction of case presenter and then participant will talk through case presentation
Clarifying questions	5 minutes	Subject matter experts to ask questions to the case presenter then fellow participants will be allowed to ask questions too.

Summary of case	1 minute	Subject matter expert will summarize the case
Recommendations	5-7 minutes	Participants will provide recommendations followed by subject matter experts
Wrap up and summary of recommendations	1 minute	Subject matter expert will summarize recommendations for case presenter

Additionally, we ask each case presenter to email a high-resolution photo, and a brief (1-2 sentence) bio to Ashley.Lach@cancer.org at least one week prior to the ECHO session so we can properly introduce each case presenter to fellow participants.

How to join/register for the ECHO session

Registration for this series is mandatory. All participants have received a unique Zoom link and code to enter into the sessions. Additionally, as a reminder, one of our ECHO Coordinators will push out an email communication 1-2 hours before the next ECHO session to all participants. All ECHO sessions will be held on the Zoom videoconferencing platform. Connect via your computer, mobile device, or phone using the information below. Once you receive registration information via email be sure to add the sessions to your calendar.

Zoom: Start-up and Troubleshooting

This section provides important information to get you started on the Zoom videoconferencing platform. The ECHO team will be available each session for additional troubleshooting, if necessary. Additionally, contact Ashley.Lach@cancer.org or Jenny (jescalaguerrero@med.unr.edu) with any Zoom-related questions or concerns.

Getting started

- Ensure you have the latest Zoom software. Download and install **Zoom Client For Meetings** at the [Zoom Download Center](#). Consider downloading mobile apps, if interested.
- [Join a test meeting](#) to confirm your microphone, speaker, and videos are working correctly and to familiarize yourself with the Zoom application. Review [this resource](#) if you run into any issues.

Tips and tricks

- Zoom allows for multiple layout options. View [this resource](#) to learn about the options, including how to maximize your layout during a screenshare. If you are using dual monitors, take a look at [this](#).
- If you are joining the ECHO by phone, be sure to enter the Participant ID (displayed in Zoom) so your audio and video feeds will be connected within Zoom. [Click here](#) for more information.
- [This video](#) from ManyCam offers 11 tips on looking better on video calls, including tips on background, lighting, internet connection, and camera angle.

Troubleshooting

If your video or camera isn't working, please review these [troubleshooting tips](#). If you are using a Lenovo device, start [here](#). If you are using Windows 10, start [here](#).

These [one-minute videos](#) may be particularly useful in addressing some frequently asked questions:

- [Joining a Meeting](#)

- [Meeting Controls](#)
- [Joining & Configuring Audio & Video](#)
- [Sharing Your Screen](#)

The [Zoom Help Center](#) includes resources to help you get started on a [desktop](#) or [mobile device](#), and to address issues related to [audio](#), [video](#), or [screen sharing](#).

Video Conference Etiquette

The recommended practices and what to avoid have been adopted from a resource provided by the ECHO Institute at the University of New Mexico.

Recommended practices

- Test your equipment before each ECHO session takes. ECHO staff will be on Zoom at least 10 minutes early. Join early if you'd like to test your equipment live.
- Eliminate or reduce environmental distractions (such as silencing cell phones, avoid rustling papers, turn off loud fans) that may be picked up by your microphone.
- Be ready to introduce yourself and others joining with you as part of the introductions.
- Make eye contact with the camera when you are speaking.
- Speak clearly and in a conversational tone.
- Use respectful and appropriate language.

What to avoid

- Disclosing protected health information (PHI) or personally identifiable information (PII)
- Side conversations
- Talking over other people

ECHO Disclosures & Additional Resources

This section includes important disclosures surrounding this ECHO series:

- The ECHO series takes place on the Zoom platform
- The Zoom privacy policy is available at zoom.us/privacy
- Each ECHO session will be recorded and will be posted to a publicly facing website; therefore, if you do not wish to have your image recorded, please turn off the video option
- Remember: Do **NOT** share any personal health information (PHI) about any patient. This includes but not limited to patient name, date of birth, address, occupation, name of friends/family, and any other identifiable features (including scars, tattoos, hair/eye color)
- This ECHO is made possible through funding from Merck, for the purpose of Mission: HPV Cancer Free Quality Improvement Initiative.

Project ECHO Data Usage Statement

To support the growth of the ECHO movement, Project ECHO collects participation data for each ECHO program. This data allows Project ECHO to measure, analyze, and report on the movement's reach. It is used in reports, on maps and visualizations, for research, for communications and surveys, for data quality assurance activities, and for decision-making related to new initiatives.

Additional ECHO Resources

HPV Vaccinations: A Community Health Worker's Role ECHO Series

- [Changing the World, Fast: Dr. Sanjeev Arora at TEDxABQ](#)
- [Project ECHO: A Revolutionary Model for Expanding Access to Specialized Care](#)
- [How to be Successful in a TeleECHO Session](#)
- For more information visit echo.unm.edu

For questions about this ECHO series, please contact the following staff:

Ashley Lach, HPV Program Manager, American Cancer Society, Ashley.Lach@cancer.org

Jenny Escalera-Guerrero, Program Coordinator-Project ECHO Nevada, University of Nevada-Reno, jescaleraquerrero@med.unr.edu