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Center for Cancer Prevention and Control, DHMH

Key Health Officer Memos

Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
Administrative - General						
CCSC HOM #01-35	07/26/01	Procurement for CRF Diagnosis and Treatment Services at Rates Above Medical Asst. Rates Attachment A: Sample Bid to Provide Services Document Attachment B: Sample Bid to Provide Anesthesiology Services Attachment C: Sample Bid to Provide Surgical Services	Administrative General		X	X
CCSC HOM #02-02	01/18/02	Consent from Volunteers to Testify, etc. Attachment 1: Consent of a Volunteer to Testify	Administrative General		X	X
CCSC HOM #03-03	01/28/03	Revised-Local Health Department Budget Modification Guidelines for FY 2003 Attachment 1: Budget modification guidelines fy2003	Administrative General		X	
CCSC HOM #03-48	10/29/03	Consent Forms for the Cigarette Restitution Fund Program and BCCP Attachment 1: Colorectal Cancer FOBT Consent Form	Administrative General		X	X
CCSC HOM #04-60	12/9/2004	Consent for other than the client	Administrative General	X	X	X
CCSC HOM #05-29	07/14/05	Accruing CRF-CPEST Funds for DX & TX (Including Maryland Health Insurance Program payments)	Administrative General		X	X
CCSC HOM #05-36	09/12/05	Local Program Case Management Responsibilities under CRF-CPEST Program	Administrative General		X	
CCSC HOM #07-14	02/13/07	Cigarette Restitution Fund Program (CRFP): New Regulations – Establishment of Financial Eligibility Criteria for Treatment Services	Administrative General		X	
CCSC HOM #08-19	04/21/08	Maryland Cancer Fund Announcement of Grant Award Funding for Cancer Treatment Grants	Administrative General		X	
CCSC HOM #10-03	1/13/2010	Guidelines for the Management of Inquiries Related to Cancer Concerns or Suspected Cancer Clusters, January 2010 Attachment 1: Guidelines Document	Administrative General		X	
CCSC HOM #10-41	11/22/2010	Appointee Exemption Disclosure Form Guidance and Examples for Local Cancer Prevention Education and Treatment Programs	Administrative General		X	X
CCSC HOM #11-38	7/27/2011	Fiscal Year 2012 Non-Chargeable List Attachment 1: Non Chargeable List	Administrative General		X	
CCSC HOM #11-42	11/21/2011	Revised CRF Long Consent Form	Administrative General		X	X

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CCSC HOM #11-52	12/5/2011	New Employee Orientation Resources Checklist	Administrative General		X	X
CCSC HOM #12-22	7/23/2012	Policy Change for Colonoscopy Reimbursement Rates for FY2013	Administrative General		X	
CCSC HOM #12-32	8/14/2012	Spanish Translation of the CRF CPEST Consent Form (Replaces provided in HOMemo #12-20 and #12-28 for CRC, Prostate, Skin and Oral Cancer Screening)	Administrative General		X	X
CCPC HOM #12-43	12/17/2012	CRFP/CPEST Program Progress Reports -- Interim and End of Year Fiscal Year (FY) 2013 Attachment 1: Progress Report Template	Administrative General		X	
CCPC HOM #13-07	2/8/2013	Federal Poverty Guidelines, 2013 by Annual Household Income and Family Size	Administrative General		X	
CCPC HOM #13-11	3/19/2013	Contracts for Colonoscopy Reimbursement at HSCRC Regulated Facilities	Administrative General		X	
CCPC HOM #13-19	5/1/2013	Appointee Exemption Disclosure Form Guidance Update for Local Cancer prevention Education and Treatment Programs	Administrative General		X	X
CCPC HOM #13-21	5/15/2013	Fiscal Year 2013 Grant Application Instructions for the Cigarette Restitution Fund Cancer Prevention, Education, Screening and Treatment Program Attachment 1: Legislative Requirements Attachment 2: Checklist Attachment 3: Grant Application Instructions Attachment 4: Community Health coalition Attestation Letter-Base year Funding Attachment 5: Inventory of Publicly funder Cancer Programs as of the End of FY2011 Attachment 6A: Budget Summary Attachment 7A: FC01n Budget Justification Attachment 7B: FC02n Budget Justification Attachment 7C: FC03N Budget Justification Attachment 9: Financial Eligibility Criteria for Cancer Treatment Services Additional Attachments (Label Forms, Policies, consent, etc. as Attachment 11A, 11B etc.	Administrative General		X	X

Administrative - Provider Contracts

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #06-26	06/02/06	Contract templates for CRFP Provider, Hospital, Laboratory and Pharmacy-New and Renewal Contracts-REVISED Attachment 2: Provider New Contract Attachment 3: Pharmacy New Contract Attachment 4: Laboratory New Contract Attachment 6: Provider Renewal Attachment 7: Pharmacy Renewal Attachment 8: Lab Renewal	Administrative Provider Contracts		X	X
CCSC HOM #09-26	5/19/2009	Subcontractor Budget Review for the Cigarette Restitution Fund (CRFP) Cancer Prevention, Education, Screening and Treatment Program (CPEST) Attachment 1: Local Program Letterhead Attachment 2: Fiscal Year 2010 Subcontractor Budget Review, Receipt and Approval	Administrative Provider Contracts		X	X
CCSC HOM #11-18	3/9/2011	New endoscopy contract template for CRFP contract for endoscopy (colonoscopy and sigmoidoscopy) Attachment 1 Endoscopy Service Contract	Administrative Provider Contracts		X	X
CCSC HOM #12-44	12/17/2012	Contract Template for CRFP Hospital/Ambulatory Surgical Facility Service Contracts December 2012	Administrative Provider Contracts		X	X
Administrative - Paying Invoices						
CCSC HOM #01-20	04/05/01	No Additional Payment for Case Management Recommended	Administrative Paying Invoices		X	
CCSC HOM #02-26	06/06/02	Sample templates of Operational Procedures, Outreach Letters, and Billing Procedures. Definition of Administrative Case Manager, Medical Case Manager and LHD Medical Overseer/Manager Attachment 1: Sample List of Letters Attachment 2: CRC Screening Program--Tracking Form for Client Chart Attachment 3: Sample Procedures for Paying For Services Attachment 4: Sample Procedures and Documents for Programs	Administrative Paying Invoices		X	X
CCSC HOM #03-40	08/19/03	Reimbursement for Multiple Biopsies Taken During Colonoscopy Attachment 2: Sample Procedure Service forms with Approval	Administrative Paying Invoices		X	X
CCSC HOM #04-27	03/29/04	Reimbursement of the "Facility Fee" when billed for multiple CPT Codes during one colonoscopy	Administrative Paying Invoices		X	

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #07-58	12/17/07	Maryland Cancer Fund Commonly Asked Question & Answers Regarding the Cancer Early Detection/Secondary Prevention Grant Attachment 1: MCF Secondary Prevention Q&A 12132007	Administrative Paying Invoices		X	
CCSC HOM #08-17	03/27/08	Reimbursement rates and procedures for office visits for women who are patients of both BCCP and CRF programs	Administrative Paying Invoices		X	
CCSC HOM #09-13	3/16/2009	Clinical Expenditure Requirement (60% of the funds under grant must be spent on screening diagnosis and treatment cost)	Administrative Paying Invoices		X	
CCSC HOM #09-48	12/23/2009	Payment for Complications Resulting from Cancer Treatment Services Provided by the Cigarette Restitution Fund Program (CRFP)	Administrative Paying Invoices		X	
CCSC HOM #11-07	2/3/2011	Pathology Laboratory Reimbursement for Colonoscopy Biopsy Specimen Processing in CRFP	Administrative Paying Invoices		X	
CCPC HOM #13-17	4/26/2013	CPT Codes and 2013 Medicare, Medicaid and Dental Reimbursement Schedule	Administrative Paying Invoices		X	
Minimal Clinical Elements / Other Clinical						
CCSC HOM #05-12	03/09/05	Essential Elements in colonoscopy preparation	Other Clinical CRC		X	
CCSC HOM #05-32	07/18/05	Oral Cancer Minimal Elements for Sc. Dx. Tx. Follow-up and Care Coordination; Consent Form Attachment 1: Oral Cancer--Minimal Elements for Screening, Diagnosis, Treatment, Follow-up, and Care Coordination-Major Changes Attachment 2: Oral Cancer--Minimal Elements for Screening, Diagnosis, Treatment, Follow-up, and Care Coordination-Description Attachment 3: Consent Form and Information for Oral Cancer Screening Program Attachment 4: ORAL CANCER FACTS	Minimal Clinical Elements Oral		X	X
CCSC HOM #06-08	03/01/06	DRAFT Template of Local Program Fecal Occult Blood Test (FOBT) Policies and Procedures Attachment 1: DRAFT FOBT Policies & Procedures	Other Clinical CRC		X	X
CCSC HOM #08-07	2/15/2008	Standardized Colonoscopy Reporting and Data System (CoRADS). Attachment 1: CoRADs May 2007 Lieberman Attachment 2: Checklist Col Report Attachment 3: Dear Colleague Letter CoRADs	Other Clinical CRC		X	X

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CCSC HOM #09-47	12/22/2009	Breast Cancer Minimal Clinical Elements, November 2009 Cervical Cancer Minimal Clinical Elements, March 2009 Attachment 1: Breast Minimal Elements2009_12/22/2009 Attachment 2: Cervical Cancer Minimal Elements2009	Minimal Clinical Elements Breast/Cervical		X	
CCSC HOM #12-09	4/16/2012	Updated - Standards of Care for Case Management, Quality Assurance of Colonoscopy Screening and Recall Intervals, "Linkage" to Care, and Other Issues (Replaces CCSC HO Memos #04-47, #07-35 and #08-39) Attachment 1: Standards of Care for Case Management, Quality Assurance of Colonoscopy Screening and Recall Intervals, Client Notification, and Suggestions for "Linkage" to Diagnosis and Treatment Attachment 2: Case Management Based on Results of Cancer Screening and Eligibility for Services	Other Clinical		X	
CCPC HOM #12-37	11/7/2012	Revised Prostate Cancer Minimal Elements, October 2012 • Prostate Cancer Minimal Elements for Information, Screening, Diagnosis, Treatment and Follow-up • What You Need to Know about Prostate Cancer Screening	Minimal Clinical Elements/ Clinical Prostate		X	
CCPC HOM #13-08	4/8/2013	Results Letter Template for Colorectal Cancer Screening, Definitions for Common Conditions Found During Colonoscopy and Colorectal Cancer Fact Sheet Attachment 1: Letter Template Attachment 2: Fact Sheet	Other Clinical		X	
CCPC HOM #13-24	5/17/2013	Colorectal Cancer Minimal Elements--2013	Minimal Clinical Elements CRC		X	
Education Database						
CCSC HOM #07-02	01/10/07	Cancer Education Database (EDB) – Information about the New Release Attachment 2: EDB forms 1_2_3_4 - 01-09-2007	Education Database		X	X
CCSC HOM #07-51	11/13/07	Revised Cancer Education Database (EDB) Guidelines. Attachment 1: Revised EDB Guidelines	Education Database		X	
CCSC HOM #12-25	7/13/2012	Updated Education Database (EDB) Web-based Training	Education Database		X	
Education Outreach						

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CCSC HOM #05-27	07/14/05	CPEST Health Education/Outreach Questionnaire Survey Results Attachment 1: Questionnaire Summary: Overview of Colorectal Cancer Education and Outreach Activity as of January 2005 Attachment 2: Overview of Education and Outreach Activity Questionnaire Results as of January 2005	Education Outreach		X	
CCSC HOM #07-43	08/24/07	Revised Brochure for the Center for Cancer Surveillance and Control. Attachment 1: CCSC Brochure.pdf	Education Outreach		X	
CCSC HOM #11-16	3/9/2011	Community Health Coalition Operating Guidelines and Supporting Materials Attachment 1 Strategies to Improve Community Health Coalition Participation and Involvement Attachment 2 Cancer Health Coalition and Tobacco Health and Coalition Operating Guidelines, Revised	Education Outreach		X	
CCPC HOM #13-01	1/13/2013	March 2013 Colorectal Cancer Awareness Month Toolkit Attachment 1: Colorectal Cancer Fact Sheet Attachment 2: Local Public Health Program Proclamation Template Attachment 3: New Release Templates Attachment 4: Colorectal Cancer Public Service Announcements of 10, 15, 20, and 30 seconds Attachment 5: Tips for Writing and Placing an Article on Local Newspapers Attachment 6: Template letter to radio and TV station managers Attachment 7: Talking Points Attachment 8: Poster - doctor recommendation for colorectal cancer screening Attachment 9: Poster - Ask your doctor if you should have colorectal screening Attachment 10: Poster - Colorectal cancer screening saves lives Attachment 11: Poster - Who should be screened for colorectal cancer? Attachment 12: Resources Attachment 13: Third Annual National Dress In Blue Day for Colorectal Cancer Screening Awareness (flier)	Education Outreach		X	X

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCPC HOM #13-13	2/19/2013	Prostate Cancer Awareness - General Education and New Employee Orientation Power Point Slides and Quiz Attachment 1: Prostate Cancer Awareness Slides Attachment 2: Prostate Quiz	Education Outreach		X	
CCPC HOM #13-15	5/1/2013	May 2013 Melanoma an Skin Cancer Detection and Prevention Month Attachment 1: Local Public Health Program Proclamation Template Attachment 2: News Release Template Attachment 3: Public Service Announcement Template Attachment 4: Template Letter to Radio and TV Station Managers Attachment 5: Template Blog and Social Media Tools (Sources: DHMH, AAD, MSCPP) Attachment 6: Skin Cancer Slide Presentation (Source MSCPP) Attachment 7: Fact Sheet (Source MSCPP) Attachment 8: Truth About Tanning Bed(Source: MSCPP) Attachment 9: Ten Ways to Sun Guard Your Skin (Source: MSCPP) Attachment 10: Body Mole Map (Source AAD) Attachment 10: Don't Fry Day (Source NSCP)	Education Outreach		X	
CCPC HOM #13-20	6/10/2013	Colorectal Cancer Slide Sets for Health Care Professionals/Providers and General Public	Education Outreach		X	
Client Database						
CCSC HOM #04-15	3/3/2004	Client Database (CDB) Guidance- Changing Internet Options Settings Attachment 1: Changing Advanced Internet Settings	Client Database		X	
CCSC HOM #05-31	7/14/2005	CDB Guidance #18 Documenting High-Grade Dysplasia and Cancer in the Client Database CRC Module	Client Database		X	
CCSC HOM #07-55	12/17/07	Client Database (CDB) Guidance #36: REVISED Large Adenoma Field-CRC Screening Form, Page 3. Attachment 1: Large Adenoma Field_Revision Guidance #36.pdf	Client Database		X	
CCSC HOM #08-02	02/11/08	Client Database (CDB) Guidance #37: Policy on Writing in the CDB by DHMH. Attachment 1: CDB Policy Writing	Client Database		X	

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CCSC HOM #08-25	06/05/08	Client Database (CDB) Guidance # 40-- Entry of Cancers Found During Colorectal Cancer Screening (Replacing 07-34 Guidance 31) Attachment 1: CDB Guidance: Scenarios and Form Completion for Cancers found during CRC Screening	Client Database		X	
CCSC HOM #08-26	06/05/08	Client Database (CDB) Guidance #41 -- Entry into CDB Attachment 1: CDB Guidance #41: Entry into the Client Database (CDB)- (Sponsor)	Client Database		X	
CCSC HOM #08-31	08/26/08	Revised CDB Forms and (CDB Guidance #42) Attachment 2 Colorectal Cancer Post Screening Form Attachment 3 Prostate Cancer Screening Form Attachment 4 Prostate Cancer Post Screening Form Attachment 5 Oral Cancer Screening Form Attachment 6 Oral Cancer Post Screening Form Attachment 7 Skin Cancer Screening Form Attachment 8 Skin Cancer Post Screening Form	Client Database		X	X
CCSC HOM #09-01	1/12/2009	CDB Guidance #43 —Printing Reports for Client Charts Attachment 1: (CDB Guidance #43: Printing CDB Reports for Client Records	Client Database		X	
CCSC HOM #09-07	2/6/2009	CDB Guidance #45 – Entering Serrated Lesions in the Colorectal Module of the CDB	Client Database		X	
CCSC HOM #09-10	2/11/2009	CDB "Diagnosis and Treatment Only" Cycles Guidance #46 Attachment 1: CDB diagnosis treatment only guidance # 46	Client Database		X	
CCSC HOM #10-09	3/16/2010	CRF Program Benchmarks for Colorectal Cancer and Prostate Cancer Attachment 1: CDB Main Menu (screen shot) Attachment 2: Reports Menu/Benchmarks (screen shot) Attachment 3: Colorectal Cancer Benchmarks: Indicators and Standards Attachment 4: Prostate Cancer Benchmarks: Indicators and Standards Sample A: Individual Benchmark Reports Sample B: Individual Line List Benchmarks Sample C: Collective Benchmark Reports Colorectal Cancer Sample D: Collective Benchmark Reports Prostate Cancer	Client Database		X	
CCSC HOM #10-20	5/11/2010	CRF Program Benchmarks Questions and Answers CDB Guidance #49	Client Database		X	

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CCSC HOM #10-32	7/19/2010	Colorectal Cancer Screening: Recall and Management Guidance Based on Bowel Prep and Cecum Being Reached during Colonoscopy CDB Guidance #50	Client Database		X	
CCSC HOM #11-01	1/7/2011	Revised CDB Forms: Core Demographics and Colorectal Cancer Screening, CDB Guidance #54	Client Database		X	X
CCSC HOM #11-11	2/3/2011	Revised Client Database (CDB) Policy--CDB Guidance #56	Client Database		X	
CCSC HOM #11-17	3/9/2011	Guidelines for Reporting Complications to DHMH--CDB Guidance #58 Attachment 1: Guidelines for Reporting Complications to DHMH	Client Database		X	
CCSC HOM #12-27	8/10/2012	CDB Reports to run for Quality Assurance	Client Database		X	
CCPC HOM #12-29	8/7/2012	Client Database (CDB) Move to Intranet: New URL--CDB Guidance #63	Client Database		X	
CCPC HOM #12-41	11/28/2012	CDB Training 2013	Client Database		X	
CCPC HOM #12-42	12/18/2112	CDB Tips – Updated; CDB Guidance #64 Attachment 1: Tips, Notes and Recommendations for using the (CDB)	Client Database		X	
CCPC HOM #13-05	1/18/2013	CDB Guidance #65 -- Revised CDB Forms Guidance Documents for Core, CRC Screening, CRC Post-Screening, Prostate Screening and Prostate Post-Screening	Client Database		X	
CCPC HOM #13-27	5/18/2013	CDB Document Upload Feature -- Guidance #66	Client Database		X	
Other						
CCSC HOM #08-47	10/10/2008	Surveillance and Evaluation Unit Data Request Form Attachment 1: Surveillance and Evaluation data request form	Other SEU			X
CCSC HOM #11-08	2/3/2011	Access Request Forms for Database Applications and Instructions on Submitting Signed Forms—CDB Guidance #55 Attachment 1: CRF/CPEST Database Access Request Attachment 2: CDB--Levels of Access Role Definitions Attachment 3: Confidentiality Agreement Attachment 4: Combined IRMA Policy Acknowledgment Form	Other SEU		X	X
CCPC HOM #12-40	11/16/2012	Cigarette Restitution Fund Program (CRF) Cancer Report, 2012	Other SEU		X	
CCPC HOM #13-16	5/9/2013	HEDIS 2011 Measures for Colorectal, Breast, and Cervical Cancer Screening in Maryland, 2010-2012 Reporting Years	Other SEU		X	
CCPC HOM #13-26	6/14/2013	Release of the Maryland Cancer Survivor Report, 2011	Other SEU		X	

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CCPC HOM #13-28	06/28/13	Index to CCPC Health Officer (HO) Memos (Master) List and Key HO Memos, Updated 6/28/2013	Other		X	