

MARYLAND DEPARTMENT OF HEALTH AND MENTAL HYGIENE
Center for Cancer Surveillance and Control, Cigarette Restitution Fund (CRF)
Cancer Prevention, Education, Screening, and Treatment (CPEST) Program
NEW EMPLOYEE ORIENTATION RESOURCES CHECKLIST

Employee Name: _____ Title: _____ Start Date of Work: _____

Supervisor's Name: _____ County/City: _____ End Date of Completion for the following Training _____

Topic	Where to find topic	Employee Initials & Date Completed	Supervisor Initials & Date Reviewed
<p>Review CRF – CPEST New Employee Orientation slides, complete quizzes and fax/e-mail completed quizzes to CCSC as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> CCSC Organizational Chart and contact information for CRF staff <input type="checkbox"/> LHD contact information <input type="checkbox"/> HO Memo Website <input type="checkbox"/> Administration – online slide presentation and quiz <input type="checkbox"/> CRC 101 – online slide presentation and quiz <input type="checkbox"/> CRC for Case Managers- online slide presentation and quiz <input type="checkbox"/> Prostate 101 – online slide presentation and quiz <input type="checkbox"/> Oral 101 – online slide presentation and quiz <input type="checkbox"/> Review of DHMH Common Terms for colorectal, prostate, oral, and skin cancers <p>We will add skin, breast, cervical, and lung slide presentations and quizzes later.</p>	<p>Organizational Chart and contact information for CRF staff. Request them from your local contact/lead staff. http://fha.maryland.gov/cancer/homemos On-line at the following link: http://fha.maryland.gov/pdf/cancer/orientation_materials</p>		
<p>Section for Educational Data Base (EDB) and Client Data Base (CDB)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete CDB Database Access Request Form (3) and training on data entry, as applicable for employee's position. Call Lorraine Underwood and request password. <input type="checkbox"/> Complete EDB Database Access Request Form(2) and training on Data entry, as applicable for employee's position. Call Lorraine Underwood and request password. <input type="checkbox"/> Complete EDB Online training <input type="checkbox"/> EDB Guidelines <input type="checkbox"/> CDB Policy 	<p>HO Memo # 11-08 To schedule CDB and EDB training, contact: Lorraine Underwood Email: lunderwood@dnhmh.state.md.us Phone: 410-767-0791</p> <p>HO Memo # 11-37 HO Memo #07-51 HO Memo # 11-11</p>		

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<p>Read the program's latest local CRF-CPEST grant award documents to learn:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Which cancer(s) the local CPEST Program has declared for screening, diagnosis, treatment and education <input type="checkbox"/> The program's policies, procedures and clinical "flow" case management, process and documentation requirements. 	Local program files		
<p>Become familiar with the following documents/files/websites related to colorectal cancer screening:</p> <ul style="list-style-type: none"> <input type="checkbox"/> DHMH Colorectal Cancer Fact Sheet <input type="checkbox"/> DHMH Colonoscopy Fact Sheet <input type="checkbox"/> DHMH Definitions for Common Conditions Found During a Routine Colonoscopy Procedure 	HO Memo # 11-10 HO Memo # 06-30 HO Memo # 08-42		
<p>Minimal Elements:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Colorectal Cancer Minimal Elements <input type="checkbox"/> Prostate Cancer Minimal Elements <input type="checkbox"/> Oral Cancer Minimal Elements <input type="checkbox"/> Breast and Cervical Cancer Minimal Elements <p>Case Management:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Standardized Colonoscopy Reporting and Data System (CORADS) <input type="checkbox"/> Standards of Care for Case Management. Quality Assurance of colonoscopy Screening and Recall Intervals, "Linkage" to Care, and other Issues <input type="checkbox"/> Local supervisor or employee requests CCSC CRF Program to review CDB data entry and give feedback for new case managers six months after the initial training <input type="checkbox"/> CDB Tips - Updated; CDB guidance #57 <input type="checkbox"/> Guidelines for Reporting Complications to DHMH--CDB Guidance #57 	HO Memo # 09-19 HO Memo # 10-22 HO Memo # 05-32 http://fhadevImt/pdf/cancer/Breast_Cancer_Minimal_Elements.pdf Revised November 2010 HO Memo # 08-07 HO Memo # 08-39 DHMH sends report to the requester HO Memo # 11-15 HO Memo # 11-17		
<p>Become familiar with these resources for linkage to primary care, diagnostic and treatment services:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Primary Adult Care <input type="checkbox"/> Federally Qualified Health Centers and Free Clinics in your jurisdiction <input type="checkbox"/> Medical Assistance (MA) 	http://www.dhmf.state.md.us/mma/pac/index.htm http://findahealthcenter.hrsa.gov/Search_HCC.aspx http://www.dhmf.state.md.us/mma/mmahome.html		

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<input type="checkbox"/> Maryland Health Insurance Plan (MHIP) <input type="checkbox"/> Maryland Cancer Fund <input type="checkbox"/> Charity care/uncompensated care of your local hospitals and health care providers	http://www.marylandhealthinsuranceplan.state.md.us http://fha.maryland.gov/cancer/mcf_home.cfm/ Local hospitals and health care providers		
Review the following administrative documents: <input type="checkbox"/> Reimbursement rates by CPT codes for Medicare and Medicaid <input type="checkbox"/> Federal Poverty Level Guidelines <input type="checkbox"/> Client Eligibility Requirements for Treatment <input type="checkbox"/> Community Health Coalition Operating Guidelines and Supporting Materials <input type="checkbox"/> Endoscopist New Contract <input type="checkbox"/> Contract templates for CRFP Provider, Hospital, Laboratory and Pharmacy (For Endoscopists, please use HO Memo 11-18) <input type="checkbox"/> Sample templates for Tracking in Client Charts, Operational, Procedures, Outreach Letters, and Billing Procedures. Definition of Administrative Case Manager, Medical Case Manager and LHD Medical Overseer/Manager.	HO Memo # 11-14 or most current HO Memo # 11-09 or most current HO Memo # 11-33 HO Memo # 11-16 HO Memo # 11-18 HO Memo # 06-26 HO Memos # 02-26, #11-51		
<input type="checkbox"/> Review Medicare and Medicaid Websites to become familiar with eligibility, applications, covered services, and reimbursement issues	http://www.highmarkmedicare.com/index.html http://www.dhmmh.state.md.us/medcareprog/index.htm http://www.medicare.gov		
<input type="checkbox"/> Explore the DHMH/CCSC website for CRF Cancer Reports and other useful data and reports. Refer to the cancer reports and other DHMH Cancer Data and Reports on-line.	http://fha.maryland.gov/cancer/surv_data-reports.cfm		
Explore the following websites for additional information on cancer screening, diagnosis and treatment. These cover all cancer types. Specifically review the cancers your program targets for education and/or screening services. <input type="checkbox"/> Diverticular Disease and Hemorrhoids by Lance T. Uradomo, MD, MPH <input type="checkbox"/> Overview of Inflammatory Bowel Disease by Mark H. Flasar, M.D., M.S <input type="checkbox"/> How to Increase Colorectal Cancer Screening Rates in Practice <input type="checkbox"/> National Cancer Institute (NCI) Cancer Topics <input type="checkbox"/> NCI Understanding Cancer Series	HO Memo # 09-04 HO Memo # 08-57 http://www.cancer.org/acs/groups/content/documents/document/acspc-024588.pdf http://www.cancer.gov/cancertopics http://www.cancer.gov/cancertopics/understandingcancer		

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<input type="checkbox"/> National Comprehensive Cancer Network (NCCN) <input type="checkbox"/> American Cancer Society (ACS) <input type="checkbox"/> Video on a colonoscopy procedure by Mayo Clinic (date checked 10/21/11) <input type="checkbox"/> Johns Hopkins Medicine Gastroenterology and Hepatology website has very useful images for colorectal cancer screening and treatment. <input type="checkbox"/> Index to CCSC Health Officer (HO) Memos (Master List) and Key HO Memos, Updated <input type="checkbox"/> National Cancer Institute's Online Dictionary of Cancer Terms <input type="checkbox"/> Medicare and Medicaid Benefits Web Site Resources for 2011 <input type="checkbox"/> Centers for Disease Control and Prevention	http://www.nccn.org http://www.cancer.org http://www.mayoclinic.com/health/colonoscopy/MM00010 http://www.hopkins-gi.org/GDL_Disease.aspx?SS=&CurrentUDV=31&GDL_Cat_ID=AF793A59-B736-42CB-9E1F-E79D2B9FC358&GDL_Disease_ID=FB4F2BE3-FC13-44E4-BB69-2CCE936A6CD5 HO Memo # 11-12 www.cancer.gov/dictionary HO Memo # 11-06 www.cdc.gov		
Local county resources, not listed in this Checklist, that the new employee may need to know (Information is provided by the supervisor or senior staff) List here:			