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Center for Cancer Surveillance and Control, DHMH

Health Officer Memos - Master Index List

Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
2000						
CCSC HOM #00-01	08/18/00	Colorectal Cancer Screening Guidelines from the American College of Gastroenterology Attachments: National Comprehensive Cancer Network (NCCN) Guidelines on colon and rectum cancers (Updated by NCCN annually)	Other Clinical CRC		X	
CCSC HOM #00-02	08/28/00	Draft Grant Guidance for the Cigarette Restitution Fund Cancer Grant and Other Materials Attachment 1: Population _Age_Uninsured_Poverty Attachment 2: Flow Sheet Attachment 3: Variables for Screening	Administrative General		X	
CCSC HOM #00-03	09/18/00	Grant Guidelines and Attachments for Local Public Health Cancer Grants FY01; (Updated with later version) Attachment 1: Action Plan Attachment 2: DHMH Guidelines for Minimum Standards for CRF/CPEST Program Attachment 3: Budget Broken Out by PCA Codes into Non-Clinical, Clinical, and Administrative Costs Attachment 4: Options for the local cancer programs for payment for "treatment or linkages to treatment" for screening, diagnosis, or treatment services Attachment 5: Grant Guidance for DHMH Local Public Health	Administrative General		X	
	09/21/00	Baseline Cancer Report Released	Other MCR		X	
CCSC HOM #00-04	09/20/00	Questions and answers/ corrections about the cancer grant guidance and colorectal cancer program.	Administrative General		X	
CCSC HOM #00-05	09/22/00	Colorectal Cancer Screening Guidelines from the American College of Gastroenterology	Education Outreach		X	
CCSC HOM #00-06	10/11/00	Further questions and answers/ corrections about the cancer grant guidance and colorectal cancer program. Attachment 1: Use of DHMH Maryland Laboratories Administration for FOBT testing	Administrative General		X	
CCSC HOM #00-07	10/11/00	Teleconference on Colorectal Cancer- New York State CRC Program - Lynn Couey Attachment 1: Agenda	Administrative General	X		

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CCSC HOM #00-08	10/16/00	Further question answers/ corrections about the cancer grant guidance and colorectal cancer program. Attachment 1: Medical/Clinical/Patient Management Questions	Administrative General		X	
CCSC HOM #00-09	10/18/00	DRAFT—Colorectal Cancer Forms; Attachments 1, 2, and 3. (Updated by later version.)	Client Database		X	X
CCSC HOM #00-10	10/25/00	More Questions and Answers Attachment 1 and 2 (Updated by later versions.) Attachment 3: Beckman-Coulter order form Attachment 4: Vitamin C Contents of Common Foods Attachment 5: JAMA Article-Cost-effectiveness of Screening for CRC in the General Population	Education Outreach		X	X
CCSC HOM #00-11	11/13/00	Colorectal Cancer-Minimal elements for Screening, Diagnosis, Treatment, Follow up, and Education; Attachment 1 Guideline for Screening and Surveillance for Early Detection of Colorectal Polyps and Cancer Attachment 2: Chart-Summary of Screening Tests Attachment 3: Staging	Minimal Clinical Elements CRC		X	
CCSC HOM #00-12	11/15/00	CDC National Chronic Disease Conference-State Health Department Forum on Colorectal Cancer	Administrative General		X	
CCSC HOM #00-13	11/22/00	Education and Outreach - Primary Message, Funding for CRC Education/Outreach	Education Outreach		X	
CCSC HOM #00-14		N/A				
CCSC HOM #00-15	12/04/00	Teleconference on Colorectal Cancer	Administrative General	X		
CCSC HOM #00-16	12/06/00	Forms for Colorectal Cancer Programs; Attachment 1: MD CRC Patient - Educational Session Report Form, Attachment 2: Colon and Rectal Cancer Screening, Attachment 3: MD CRC Program-Patient Record (4 pages) (Updated with later version.)	Other SEU		X	X
CCSC HOM #00-17	12/11/00	Final Cancer Educational Guidelines (Updated by later versions.) Attachment 1: Primary Message, Attachment 2: Funding for CRC Attachment 3: Education/Outreach	Education Outreach		X	

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CCSC HOM #00-18	12/18/00	Provider Service Contract for the Maryland Cancer Prevention, Education, Screening and Treatment Program; Attachments (Updated by later version.)	Administrative General		X	
CCSC HOM #00-19	12/13/00	Teleconferences on Colorectal Cancer, 2001 Attachment 1: Agenda	Administrative General	X		
CCSC HOM #00-20	12/19/00	Call for Comment on Access Database for the Maryland Cancer Prevention, Education, Screening and Treatment Program Attachments 1 and 2. (Updated by later versions.)	Administrative General		X	
CCSC HOM #00-21	12/21/00	Teleconference on Colorectal Cancer—January 17, 2001; (Updated by later versions.) Attachment 1: Agenda	Administrative General	X		
2001						
CCSC HOM #01-01	01/10/01	Medicare Coverage for Colonoscopy for those at Average Risk Attachment 1: The NAACCR Washington Report	Administrative General		X	
CCSC HOM #01-02	01/16/01	Teleconference on CRC - January 17, 2001. Attachments (Updated by later versions.)	Administrative General	X		
CCSC HOM #01-03	01/30/01	Update CRC Patient Record Forms, Access Database from the Web, and Consent for Release of Information; Attachment 1: FOBT Form Attachment 2: Patient Information Page 1 Attachment 3: Patient Record Page 2 Attachment 4: Patient Record Page 3 Attachment 5: Patient Record Page 4 Continuation Sheet Attachment 6: Patient Record Page 5 Family History Sheet	Client Database		X	X
CCSC HOM #01-04	01/30/01	Fecal Occult Blood Test Kits on State Contract, Attachment 1: Fecal Occult Blood Test (FOBT) Kits on DHMH State Contract	Administrative General		X	
CCSC HOM #01-05	01/30/01	Updated Excel Spreadsheet Medicare and Medical Asst. Rates. Attachment 1: Reimbursement Rate* (Updated by later version.)	Administrative Paying Invoices		X	
CCSC HOM #01-06	02/01/01	Colorectal Cancer Awareness Month (3/01), Cancer Care, Inc., Teleconference—2/20/01 from Attachment 1: CDC Screen for Life activities.	Education Outreach		X	
CCSC HOM #01-07	02/08/01	Provider and Laboratory Contracts; Excel Reimbursement Schedule; Contract changes. Attachment 1: Reimbursement Rate (Updated by later versions.)	Administrative Paying Invoices		X	
CCSC HOM #01-08	02/12/01	Colon Cancer Training Seminar - Mar. 19, 01 Registration Attachment 1: Registration Form Attachment 2: Agenda	Administrative General			X
CCSC HOM #01-09	02/12/01	Teleconference on CRF Cancer Program - 2/21/01 and 3/21/01 Attachment 1: Agenda	Administrative General	X		

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CCSC HOM #01-10	02/12/01	DRAFT -- Purchase of Care Contract for Hospital Services. Attachment 1: Purchase of Care Contract (Updated by CCSC HOM #01-34.)	Administrative Provider Contracts		X	
CCSC HOM #01-11	02/22/01	Talking Points for Colorectal Cancer Awareness Month – March, 2001. Attachment 1: Talking Points (Updated by later version.)	Education Outreach		X	
CCSC HOM #01-12	02/23/01	Teleconference 3/2/01 - Educational Materials and Coalition Activities Discussion. Attachments 1: Agenda (Updated by later versions.)	Education Outreach	X		
CCSC HOM #01-13	02/27/01	Proclamation for CRC Awareness Month-Mar. 01. Attachment 1: Proclamation (Updated by later version.)	Education Outreach		X	X
CCSC HOM #01-14	02/27/01	Contracts for Providers, Laboratories, and Hospitals (Updated by later versions.) Attachment 1: Provider Service Contract Attachment 2: Laboratory Service Contract Attachment 3: Hospital Service Contract	Administrative Provider Contracts			X
CCSC HOM #01-15	02/27/01	Press Release for CRC Awareness Month - 3/01. Attachment 1: Press Release (Updated by later version.)	Education Outreach			X
CCSC HOM #01-16	03/05/01	Driving Directions and Map for CRC Training Seminar 3/19/01. Attachment 1: Driving Directions Attachment 2: Proclamation text for Colorectal Cancer Awareness Month 3/2001	Administrative General			X
CCSC HOM #01-17	03/13/01	Approval Process for Contracts. Attachment 1: Hospitals (Revised by CCSC HOM #01-34) Attachment 2: Lab Attachment 3: Provider Services (Revised 6/4/03)	Administrative General		X	
CCSC HOM #01-18	03/20/01	Interim Expense Reports and Requests for Payment- Reference to DHMH forms 437 and 438.	Administrative General		X	
CCSC HOM #01-19	03/16/01	FY 02 CRF Grant Application for the CPEST Program; Attachments (Updated by later version.) Attachment 1: Guidelines for Screening an surveillance effort Early Detection of colorectal Polyps and Cancers Attachment 2: Summary of Screening Tests Attachment 3: Classification of Colon/Rectal Cancer Attachment 4: Request for funds letter template Attachment 5: Action Plan Attachment 6: Budget Attachment 7a: FC01N Budget Justification Attachment 7b: FC02N Budget Justification Attachment 7c: FC03N Budget Justification	Administrative Paying Invoices		X	X

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CCSC HOM #01-20	04/05/01	Reimbursement Schedule -- Corrected; Provider, Lab., and Hospital Contracts; <u>No Additional Payment for Case Management Recommended. Federal Poverty Guidelines;</u> Attachment 1: Reimbursement Schedule - Updated with Corrections (Revised by later version, but contains some current information.) Attachment 2: Federal Poverty Guidelines	Administrative Paying Invoices		X	
CCSC HOM #01-21 and #01-21 Corrected	4/9/01 4/10/01	Updates: -Health Officers' Memos on Web Site; -CRC Mailing to Physicians from the ACG; - Color of Ribbon to Signify CRC; -Survey of LHD Outreach and Education Activities; Attachment 1: A Message from the American college of Gastroenterology about your Patient and Medicare Colorectal Cancer Screening Benefits	Administrative General		X	
CCSC HOM #01-22	02/12/01	Teleconference on CRF Cancer Program-4/8/01; Attachment 1: Agenda	Administrative General	X		
CCSC HOM #01-23	04/18/01	Consumer Health Profiles from Cancer Information Services; Attachment 1: Medically Underserved Clusters Charles County, MD.	Administrative General		X	
CCSC HOM #01-24	04/25/01	Forms - Follow-up on Teleconference; (Updated by later versions.) Attachment 1: Required Data Elements List Attachment 2: Colorectal Cancer Forms: Information and Status Attachment 3: Flow Sheet: Forms to use when using FOBT/Sigmoidoscopy for Screening Attachment A: Maryland colorectal Cancer Group Education Session Report Form Attachment B: Colorectal Cancer Screening and Consent Form Attachment C: colorectal Cancer (CRC) Screening Form	Other SEU		X	X
CCSC HOM #01-25	04/25/01	Purchase of Care Contract for Pharmacy Services (Revised 6/4/03) Attachment 1: Pharmacy Service Contract	Administrative General		X	
CCSC HOM #01-26	04/30/01	Annual Cancer Report - Request for Comments; Attachment 1: Survey of Local Health Departments regarding the 2000 Baseline Cancer Report	Other SEU		X	X
CCSC HOM #01-27	05/14/01	Consent Form for Cigarette Restitution Fund Program - To get medical information; to release medical record information; and to help assess cancer screening services. Attachment 1: Cancer Prevention Education, Screening and Treatment Program Consent Form (Revised by a later version)	Administrative General		X	X

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CCSC HOM #01-28	05/22/01	Teleconference on CRF Cancer Program - 5/23/01; Definition on types of case management (administrative case manager, medical case manager, LHD medical overseer/manager. Attachment 1: Agenda (Definitions revised by later version)	Administrative General	X	X	
CCSC HOM #01-29	05/30/01	Follow-up to Teleconference on 5/23/01; Minor Modification to CCSC HOM Memo #01-27 consent form; Translation Services. Attachment 1: CPEST Consent Form (Consent revised, see CCSC HOM #02-41.) Attachment 2: Guidelines for Minimum Standards for a Local CRF Cancer Prevention, Education, Screening and Treatment Program Attachment 3: Translation Services Attachment 4: Translation Fees	Administrative General		X	X
CCSC HOM #01-30	06/18/01	Teleconference on CRF Cancer Programs-June 20, 2001; Use Calendar Yr. For Pt. ID. Attachment.	Administrative General	X	X	
CCSC HOM #01-31	07/17/01	Teleconference on CRF Cancer Programs -- July 18, 2001, Attachment 1: Medicare 2001 Reimbursement Rates for the BCCP CRF Program.	Administrative Provider Contracts	X		
CCSC HOM #01-32	07/17/01	Draft 2001 Annual Cancer Report Attachment 1: Distribution List Draft 2001 Annual Cancer Report	Other SEU		X	
CCSC HOM #01-33	07/17/01	Reimbursement rates for office visits for women CCSC HOM are patients of both the BCCP and CRF programs. Attachment 1: Reimbursement Rates for the BCCP and CRF Programs	Administrative Provider Contracts		X	
CCSC HOM #01-34	07/23/01	Correction in Hospital Contract Template. Attachment 1: Sample Letter (Revised 6/4/03) Attachment 2: Addendum to Hospital Contract	Administrative Provider Contracts		X	
CCSC HOM #01-35	07/26/01	<u>Procurement for CRF Diagnosis and Treatment Services at Rates Above Medical Asst. Rates</u> <u>Attachment A: Sample Bid to Provide Services Document</u> <u>Attachment B: Sample Bid to Provide Anesthesiology Services</u> <u>Attachment C: Sample Bid to Provide Surgical Services</u>	Administrative General		X	X
CCSC HOM #01-36	07/30/01	Information about Treatment Plans for Accruing/Encumbering CRF Funds. Attachment 1: Sample Treatment Plan Attachment 2: Treatment Plan Example	Administrative General		X	X
CCSC HOM #01-37	08/02/01	Charity Care Policies at Hospitals	Administrative General		X	

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CCSC HOM #01-38	08/09/01	Public Service Announcement Tape from the CDC; Cancer Survival Tool Box Audiotapes "Screen for Life" 2001	Administrative General		X	
CCSC HOM #01-39	08/15/01	Teleconference on CRF Cancer Programs -- August 15, 2001 Attachment 1: Agenda	Administrative General	X	X	
CCSC HOM #01-40	08/30/01	Forms For Oral Cancer Screening and Referral Attachment 1: Oral Cancer Minimal Elements Attachment 2: Form List--Oral Cancer Screening Program Attachment 3: Oral consent-screen Attachment 4: Negative Oral Cancer Form Attachment 5: Positive Findings-Referral Form	Minimal Clinical Elements Oral		X	X
CCSC HOM #01-41	08/29/01	Regional CRF/Cancer Control Meetings Attachment 1: Agenda Attachment 2: RSVP Attachment 3: Directions to Location	Administrative General			X
CCSC HOM #01-42	09/10/01	Ovarian Cancer Awareness Month – September, 2001; Web sites of interest. (Revised by later revisions.) Attachment 1: Proclamation From The Governor of the State of Maryland	Education Outreach			X
CCSC HOM #01-43	09/17/01	Teleconference on CRF Cancer Programs - 9/19/0; MOTA Feedback Form, Current status Sheet, Attachment 1: Agenda Attachment 2: Minority Outreach and Technical Assistance Services Feedback from LHD Attachment 3: Local Health Department Current Status	Administrative General	X	X	
CCSC HOM #01-44	09/24/01	Reimbursement Schedule; Additions and Definitions, Attachment 1: Reimbursement Rates	Other Paying Invoices		X	
CCSC HOM #01-45	09/24/01	Change of Location: Western MD Regional CRF/Cancer Control Meeting; Program visibility guidance.	Administrative General		X	
CCSC HOM #01-46	09/27/01	Progress Report-Draft Format for Review and Comment; (Updated by later version.) Attachment 1: CRF Colorectal Cancer Short Log Attachment 2: Progress Report Schedule Attachment 3: Progress Report Format	Administrative General		X	X

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CCSC HOM #01-47	10/11/01	Teleconference on CRF Cancer Programs - 10/24/01; Attachment 1: Agenda Attachment 2: Statewide Summary of Feedback on MOTA, Attachment 3: Local Health Department Colorectal Cancer Programs Attachment 4: Form 1: Group Education Presentation or Public Awareness Activity Attachment 5: Form 2: Media/Resource Activity Implemented by LHD Attachment 6: Media/Resource Materials Developed by LHD Attachment 7: Other Education or Outreach Activity	Administrative General	X		
CCSC HOM #01-48	10/15/01	Progress Report - FY 01, (Revised by later versions.) Attachment 1: Progress Report Sample	Administrative General		X	X
	10/23/01	Revised Agenda for Teleconference of 10/24/01; Attachments.	Administrative General	X		
CCSC HOM 01-49	10/19/01	Medicare 2002 Handbook; Attachment 1: Medicare & You 2002 handbook.	Administrative General		X	
CCSC HOM #01-50		2001 Council symposium	Administrative General		X	
CCSC HOM 01-51	11/14/01	CRF Annual Cancer Report for 2001; Attachment 1: Cancer Report	Other SEU		X	
CCSC HOM 01-52	11/14/01	Substantial, Available and Affordable Coverage (SAAC) Health Insurance Plans in MD Attachment 1: Individual Open Enrollment Products	Administrative General		X	
CCSC HOM #01-53	11/15/01	Teleconference on CRF Cancer Program - 11/21/02 - Guidance on use of SAAC in lieu of CRF; Attachment 1: Agenda.	Administrative General	X	X	
CCSC HOM #01-54	12/17/01	Teleconference CRF Cancer Programs-12/19/01; Attachment.	Administrative General	X		
CCSC HOM #01-55	12/20/01	Web-Based Educational/Outreach Database; Phone numbers for Assistance. (Updated by later versions.) Attachment 1: Instructions on Accessing the DHMH CCSC Cancer Education/Outreach Database on the Internet	Education Database		X	
2002						
CCSC HOM #02-01	01/14/02	Teleconference; CRF Polyps and Cancer Facts Attachment 1: Colorectal Polyps and Cancer Facts	Administrative General		X	
CCSC HOM #02-02	01/18/02	<u>Consent from Volunteers to Testify, etc.</u> <u>Attachment 1: Consent of a Volunteer to Testify</u>	Administrative General		X	X
CCSC HOM #02-03	01/16/02	Recent New England Journal of Medicine on CRC Screening	Other Clinical CRC		X	

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CCSC HOM #02-04	01/25/02	Regional CRF/Cancer Control Meetings; Attachment 1: Regional Meeting Agenda	Administrative General		X	
CCSC HOM #02-05	01/31/02	Draft Sample Templates of Operational Procedures, Outreach Letters. Attachments (Updated by later versions.) Preparation for a Fecal Occult Blood Test (FOBT) Attachment 1: Prep Sheet for FOBT Attachment 2: Procedure for Bill Paying Attachment 3: Results to Patient Letters samples Attachment 4: tools--Procedures	Administrative Paying Invoices		X	
CCSC HOM #02-06	02/12/02	Teleconference on CRF Cancer Programs - 2/20/02; Asking Race and Ethnicity on Forms; Draft Contract Renewal Template; Surveillance for Colonoscopy; Attachment 1: Agenda Attachment 2: House Bill 253 Attachment 3: Preparation of this contract renewal.	Administrative General	X	X	X
CCSC HOM #02-07	02/14/02	Tools for Notifying Clients of Covered Services and for Processing Bills; Attachment 1: Draft on what the program covers and does not cover. Attachment 2: Sample letter requesting additional information, documentation prior to paying for services billed.	Administrative General		X	X
CCSC HOM #02-08	02/14/02	Progress Report--Final with Update Attachment 1: Progress Report Template	Other SEU		X	X
CCSC HOM #02-09	02/27/02	CRC Awareness Month - Attachment 1: 3/02 Proclamation and Materials; Attachment 2: Colorectal Cancer Awareness Factsheet Attachment 3: Cancer Web sites; Governor's Proclamation. Attachment 4: Press Release Template Colorectal Cancer Highly Preventable Attachment 5: Governor Proclaims March as colorectal Cancer Awareness Month	Education Outreach		X	X
CCSC HOM 02-10	02/28/02	Revised Colorectal Cancer Patient Forms and Education Forms; Attachment 1: Colorectal Cancer Patient Forms 2/2002 Attachment 2: Maryland Cancer Education and Outreach Activity Forms Attachment 3: CRC Required Data Elements List	Other SEU		X	X
CCSC HOM #02-11	03/04/02	Templates for Contract Renewals Attachment 1: Laboratory Service Contract Attachment 2: Hospital Service Contract Attachment 3: Pharmacy Service Contract Attachment 4: Provider Service Contract	Administrative Provider Contracts		X	

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CCSC HOM #02-12	03/04/02	CRF Grant Application Instructions for FY 03, CPEST Program with Forms. Attachment 1: Distribution of Tobacco Money Attachment 2: Grant Application Template Attachment 3: Progress Report Attachment 4: Request for funds letter template Attachment 5: Inventory of Publicly Funded Cancer Programs Attachment 6: Budget Attachment 7a: FC01N Budget Justification Attachment 7b: FC02N Budget Justification Attachment 7c: FC03N Budget Justification	Administrative Paying Invoices		X	X
CCSC HOM 02-13	02/12/02	Teleconference on CRF Cancer Programs - 3/20/02; CRFP Website's Events Calendar; Guidelines for Screening and Surveillance for Early Detection of CR Polyps and Cancer. Attachment 1: Agenda Attachment 2: CRC Min Elements Risk and Recommendations Attachment 3: CRFP Website Attachment 4: Federal Poverty Guideline 2002	Minimal Clinical Elements CRC	X	X	
CCSC HOM 02-14	03/20/02	Instructions for the Cancer Education/Outreach Database Attachment 1: Education database Procedures March 02 Attachment 2: Group Education Forms version 6	Education Database		X	X
CCSC HOM #02-15	03/20/02	Instructions for Encryption of Files When Sending over the Internet Attachment 1: Procedures for Encryption and Sending Confidential Information via the Internet to DHMH, Center for Cancer Surveillance and Control	Client Database		X	
CCSC HOM #02-16	04/16/02	2002 CPT Code Medicare Reimbursement Schedule Update. Attachment 1: Updated CPT Code Reimbursements Schedule	Administrative Provider Contracts		X	
CCSC HOM #02-17	04/17/02	Teleconference on CRF Cancer Program-4/17/02; Lynn Couey of New York State Health Dept. Attachment 1: New York State CRC Screening and Prostate Education Program	Administrative General	X		
CCSC HOM #02-18	04/30/02	Regional CRF/Cancer Control Meetings	Administrative General		X	
CCSC HOM #02-19	04/19/02	Regional Outreach Worker Training Workshop; Dates, Registration	Administrative General		X	
CCSC HOM #02-20	04/26/02	Melanoma/Skin Cancer Awareness Detection and Prevention Month - 5/02. Attachment 1: Melanoma News Release Template Attachment 2: Notable Cancer and CRC Websites	Education Outreach			X

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CCSC HOM #02-21	05/09/02	Teleconference on CRF Cancer Program Attachment 1: Brief Pathology Lesson Attachment 2: Power Point Presentation by Dr. Dwyer on Polyps and Adenocarcinoma of the Colon Attachment 3: Progress Report Template	Other Clinical CRC	X	X	X
CCSC HOM #02-22	05/25/02	Regional CRF/Cancer Control Meetings - 6/02 Attachment 1: Directions to Regional Meetings Attachment 2: RSVP	Administrative General			X
CCSC HOM #02-23	06/03/02	Statewide Cancer Survey - FY 2003. Attachment 1: Maryland Statewide Cancer Survey 2002	Other SEU		X	
CCSC HOM #02-24	06/03/02	Statewide Cancer Database System Meeting - 6/26/02 Attachment 1: Database Meeting Program	Client Database		X	
CCSC HOM #02-25	06/05/02	<i>Screen-For-Life</i> Public Service Announcements-Describes Audio and video PSAs	Education Outreach		X	
CCSC HOM #02-26	06/06/02	<u>Sample templates for Tracking in Client Charts, Operational procedures, Outreach Letters, and Billing Procedures.</u> <u>Definition of Administrative Case Manager, Medical Case Manager and LHD Medical Overseer/Manager.</u> <u>Attachment 1: Sample List of Letters</u> <u>Attachment 2: CRC Screening Program--Tracking Form for Client Chart</u> <u>Attachment 3: Sample Procedures for Paying For Services</u> <u>Attachment 4: Sample Procedures and Documents for Programs</u>	Administrative General		X	X
CCSC HOM #02-27	06/06/02	FY 02 Year End Progress Report Attachment 1: FY02 Progress Report Template	Administrative General		X	
CCSC HOM #02-28	07/15/02	Teleconference on CRF Cancer Programs - 7/17/02; LaVeda DeVone, ACS "Interviews with East Baltimore Comm. Leaders"; Update. Attachment 1: Beckman Coulter Letter Attachment 2: LaVeda E. Devine, American Cancer Society Notes Attachment 3: MOTA workshop	Administrative General	X	X	
CCSC HOM #02-29	07/18/02	Prostate Cancer Package. Attachments include Attachment 1 Negative DRE-PSA pending/fact sheet, Attachment 2 Negative PSA & DRE/Fact Sheet, Attachment 3 Positive Findings, Attachment 4 Referral sheet from PCP to Provider, Attachment 5 Referral return sheet from provider to PCP, Attachment 6 CPEST Program Consent Form for Program-Eligible Men	Other Clinical Prostate		X	X

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CCSC HOM #02-30A	07/25/02	US Preventive Services Task Force Recommendations and Rationale: Screening for Colorectal Cancer	Administrative General		X	
CCSC HOM 02-30B	08/19/02	Teleconference on CRF Cancer Programs --8/21/02; Attachment 1: Flexibility in the CRF program; Management of Clients Screened CCSC HOM have positive results - timing of next test/treatment; Attachment 2: Revised Prostate Consent Form	Administrative General	X	X	X
CCSC HOM 02-31	08/19/02	Ovarian Cancer Awareness - Proclamation Attachment 1: Proclamation Text: Ovarian Cancer Awareness Month 9/2002 Attachment 2: Notable Cancer and Colorectal Cancer Web Sites	Education Outreach		X	X
CCSC HOM # 02-32	09/19/02	Final Statewide Cancer Survey FY 2003 Attachment 1: Cancer Survey Questionnaire	Administrative General		X	
CCSC HOM #02-33	8/21/2002	Prostate Cancer Screening Booklet	Education Outreach		X	X
CCSC HOM #02-34	9/5/2002	Regional CRF- Cancer Meetings, October, 2002	Administrative General		X	
CCSC HOM #02-35	9/5/2002	Progress Reports – FY 03 Attachment 1: Progress Report Template	Administrative General		X	X
CCSC HOM #02-36	9/16/2002	Teleconference - 9/18/02; Attachment 1: Lost Polyps info.; Attachment 2: LHD/CRF Program Current Status;	Other Clinical	X	X	X
CCSC HOM #02-37	9/16/2002	Cancer Database Planning Meeting Follow-up: Workgroup Forming	Administrative General		X	
CCSC HOM #02-38	9/20/2002	"Innovative Strategies" Requested for Colorectal Cancer Conference, 2003 Attachment 1: Dialogue for Action, Bring Colorectal Cancer Screening Home, 3/2003 conference	Administrative General		X	
CCSC HOM #02-39	10/10/2002	Revised Cancer Education Database Procedures; "How to Record Health Fairs" Attachment 1: How to enter data into Education Database	Education Database		X	
CCSC HOM #02-40	10/18/2002	New Consent Form for CRFP Attachment 1: Cancer Prevention, Education, Screening, and Treatment Program consent Form	Administrative General		X	X
CCSC HOM #02-41	10/22/2002	New Consent Form Template for CRFP (May be used for all Targeted Cancers-Revised 10-22-02) Attachment 1: Cancer Prevention, Education, Screening, and Treatment Program Consent Form (Updated in CCSC HOM 03-48)	Administrative General		X	X

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CCSC HOM #02-42	10/28/2002	Teleconference on CRF Cancer Program - October 30, 2002; Attachment 1: Legislative Audit Follow Up - Review of Subprovider Budgets – Continuing Non-Compliance Issue and Additional Documentation Requirements Attachment 2: Electromagnetic Radiation: Brief Overview Attachment 3: Howard County Post Card	Administrative General	X	X	
CCSC HOM #02-43	10/29/2002	2002 CPT Code Medicare and Medicaid Reimbursement Schedule Update. Update for Colorectal Cancer; One Correction to Prostate CPT Code	Administrative Paying Invoices	X	X	
CCSC HOM #02-44	11/13/2002	CRF Annual Cancer Report for 2002	Other SEU		X	
CCSC HOM #02-45	11/13/2002	Submission of Maryland - Innovative Strategies to Increase Attachment 1: CRC Screening among Diverse and Underserved Populations	Other Clinical CRC		X	
CCSC HOM #02-46	12/5/2002	Health Officer Memo Index -12/5/2002 (Updated by later version.)	Administrative General		X	
CCSC HOM #02-47	12/9/2002	U.S. Preventive Services Task Force, Screening for Prostate Cancer: Recommendation and Rationale	Education Outreach		X	
CCSC HOM #02-48	12/12/2002	Teleconference on "To Screen or Not to Screen: Information about CT screening for coronary calcifications, lung cancer, virtual colonography and their radiation exposure" by Christine Berg, M.D. and other CPEST information	Other Clinical Lung	X	X	
2003						
CCSC HOM #03-01	1/9/2003	Teleconference on "Knowledge, Attitudes, and Behaviors Toward Skin Cancer in Maryland Youths" by Anthony Alberg, Ph.D.; Information on CPEST Budget Modifications	Administrative General		X	
CCSC HOM #03-02	1/13/2003	Summary of October 2002 Regional Meeting Breakout Sessions	Administrative General		X	
CCSC HOM #03-03	1/28/2003	<u>Revised-Local Health Department Budget Modification Guidelines for FY 2003</u> <u>Attachment 1: Budget modification guidelines fy2003</u>	Administrative General		X	
CCSC HOM #03-04	1/28/2003	CRF-Regional Videoconference for LHD CPEST Programs 2/30/03 and CRF-Statewide Conference on Colorectal Cancer - 3/28/03- Proposed Agenda	Administrative General		X	
CCSC HOM #03-05	2/11/2003	CRF-Cost of Colonoscopy in CPEST Program Attachment 1: Colonoscopy Form Attachment 2: Colonoscopy Form Sample	Client Database			X

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #03-06	2/12/2003	Colorectal Cancer Awareness Month News Release Templates and Promotional Materials Attachment 1: Cancer Websites Attachment 2: CRC Fact Sheet Attachment 3: CRC LHD News Release Templates Attachment 4: CRC Talking points Attachment 5: Proclamation Template	Education Outreach			X
CCSC HOM #03-07	2/19/2003	Statewide Conference on Colorectal Cancer and CRF CPEST Programs - March 28, 2003 Attachment 1: Conference Agenda Attachment 2: Registration Form	Administrative General			X
CCSC HOM #03-08	2/19/2003	Cancellation of Videoconference and Notification of 2/27/03 Teleconference	Administrative General	X		
CCSC HOM #03-09	2/26/2003	Colorectal Cancer Minimal Elements - Attachment: CRC Dear Colleague0203 Attachment: CRC Minimal Elements_Feb2003 Attachment: CRC Min Elem--Letters-tools 2003 Attachment 1: CRC Min Elem2003 Attachment 2: CRC MinElem2003 Attachment 3: Min Elem--Stage	Minimal Clinical Elements CRC		X	X
CCSC HOM #03-10	2/13/2003	CRF Annual Cancer Report 2002 Errata Attachment 1: Annual Cancer Report--ERRATA	Other SEU		X	
CCSC HOM #03-11	3/3/2003	The Colossal Colon Exhibit on Tour in Washington, D.C.	Education Outreach		X	
CCSC HOM #03-12	3/3/2003	<i>Screen for Life</i> , Centers for Disease Control and Prevention, Media Campaign and 2003 Materials Update; Attachment 1: Template letters to radio stations to play PSAs.	Education Outreach			X
CCSC HOM #03-13	3/6/2003	FY 04 Cigarette Restitution Fund Grant Application Instructions for the Cancer Prevention, Education, Screening and Treatment Program Attachment 1: Distribution of Tobacco Money To Counties Based On Number Of New Cancer Cases and Cancer Deaths Attachment 2: Grant Application Template Attachment 3: Progress Report Template Attachment 4: Request for Funds Letter template Attachment 5: Inventory of Publicly funded Cancer Programs Attachment 6: Budget Request Attachment 7a: FC01N Budget Justification Attachment 7b: FC02N Budget Justification Attachment 7c: FC02N Budget Justification Attachment 8: Checklist	Administrative Paying Invoices		X	X

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CCSC HOM #03-14	3/17/2003	2003 Governor's Proclamation on Colorectal Cancer Awareness	Education Outreach			X
CCSC HOM #03-15	3/31/2003	Index of Health Officer Memos (Updated by later version.)	Administrative General		X	
CCSC HOM #03-16	3/26/2003	Information to be collected in the New Client Database and Update Attachment 1: Questionnaire	Client Database			X
CCSC HOM #03-17		Not Assigned				
CCSC HOM #03-18	4/14/2003	Federal Poverty Guidelines, 2003; Annual Household Income by Family Size Attachment 1: Annual House Income by Family Size Chart	Administrative General		X	
CCSC HOM #03-19	4/25/2003	2003 Medicare Rates by CPT Code with 2002 (Current) Medicaid Rates (Note: Page 20 was revised in CCSC HOM 03-39-8/19/03); Updated 4/17/04 in CCSC HOM Memo 04-17. Attachment 1: 2003 Medicare Rates by CPT Code	Administrative Paying Invoices		X	
CCSC HOM #03-20	4/22/2003	Grant Award for Fiscal Year 2004--Cigarette Restitution Fund Program Cancer Prevention, Education, Screening and Treatment (CPEST) Program; Explanation of revised funding per HB 935. Attachment 1: Awards to Justification - Fiscal Year 2004	Administrative General		X	
CCSC HOM #03-21	4/30/2003	FINAL CHANCE to Comment on or Add Local Fields to your Client Database Attachment 1: List of additional Fields04302003	Client Database		X	
CCSC HOM #03-22	4/30/2003	National Lung Cancer Screening Trial	Administrative General		X	
CCSC HOM #03-23	5/9/2003	Cancer Prevention, Education, Screening, and Treatment (CPEST) Program Performance Measures for FY04-Guidance	Administrative General		X	
CCSC HOM #03-24	5/9/2003	Notice of Montgomery County Latino Health Initiative Cancer Prevention and Control Statewide Training on June 13, 2993 Attachment 1: Montgomery County Latino Training Registration Form	Administrative General			X
CCSC HOM #03-25	5/21/2003	Teleconference on CRF Cancer Program - 5/21/03; MOTA Update, Wicomico, Talbot and Howard Counties Highlights, HIPAA; Database Update; Case Management Issues Attachment 1: Agenda Attachment 2: Salisbury University Colorectal Presentation Attachment 3: Talbot The Good News Presentation Attachment 4: LHD Functions under CRF Program and HIPAA Attachment 5: Coalition Workgroups Summary	Administrative General	X	X	

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CCSC HOM #03-26	5/20/2003	Draft Colorectal Cancer Case Management Standards Attachment 1: CCSC Case Management DRAFT	Other Clinical Colorectal			X
CCSC HOM #03-27		Not Assigned				
CCSC HOM #03-28	6/4/2003	Contract templates for CRFP Provider, Hospital, Laboratory and Pharmacy new and renewal contracts (includes HIPAA). Attachment 1: Hospital Service Contract form Attachment 2: Hospital Renew Service Contract Form Attachment 3: Laboratory Service Contract form Attachment 4: Laboratory Renew Service Contract Form Attachment 5: Pharmacy Service Contract Form Attachment 6: Pharmacy Renew Service Contract Form Attachment 7: Provider Service Contract Form Attachment 8: Provider Renew Service Contract Form	Administrative Provider Contracts		X	X
CCSC HOM #03-29	6/5/2003	Maryland Cancer Survey FY 04; Request for review for additions, changes and/or deletions Attachment 1: Survey Questionnaire	Administrative General		X	
CCSC HOM #03-30	6/19/2003	Press Release- Maryland Acts Against Oral Cancer; New Colorectal Cancer training module on the Web; and Presentation on "Unequal Treatment Confronting Racial and Ethnic Disparities in Healthcare". Attachment 1: DHMH Press Release	Education Outreach		X	
CCSC HOM #03-31	7/1/2003	Regional CRF/Cancer Control Meetings, July 2003; Attachment 1: RSVP	Administrative General		X	
CCSC HOM #03-32	7/1/2003	FY03-End of Year Progress Report for the Cancer Prevention, Education, Screening, and Treatment (CPEST) Program	Administrative General		X	X
CCSC HOM #03-33	6/24/2003	Revised Cancer Education Database Procedures; "How to Record Health Fairs", Clarifying Types of Audiences and multiple Entries for Single Events Attachment 1: CDB Procedure June 03 Attachment 2: EDB Instruction Guidelines Attachment 3: EDB Forms 1 - 4	Education Database		X	X
CCSC HOM #03-34	7/21/2003	Komen Maryland Cultural Competency Training, August 27, 2003	Education Outreach		X	
CCSC HOM #03-35	7/16/2003	Draft Regulations for the Cigarette Restitution Fund Program re: eligibility criteria for cancer treatment services and tobacco treatment products	Administrative General		X	
CCSC HOM #03-36	7/25/2003	Index of Health Officer Memos	Administrative General		X	
CCSC HOM #03-37	8/5/2003	Upcoming Cancer Control Educational Opportunities	Education Outreach		X	

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CCSC HOM #03-38	8/19/2003	Teleconference on CRF Cancer Program - 8/20/03; MOTA Update, MD Statewide Health Network Update, Consent for Program Participation, Physician/Surgeons' Reimbursement Rate, Colonoscopy Complications, Tort Claims Act and Liability Insurance Issues, New Genetic Screening test for Stool Attachment 1: Agenda Attachment 2: Contact List - CRF CPEST Programs Contact List	Administrative General	X	X	
CCSC HOM #03-39	8/19/2003	Revisions in the Anesthesia Reimbursement Rates- CPT Codes: 2003 and Changes in the 2003 Medicaid Reimbursement Schedule for Mohs Surgery (Updated in CCSC HOM Memo#04-17) Attachment 1: CPT Codes	Administrative Paying Invoices		X	
CCSC HOM #03-40	8/19/2003	<u>Reimbursement for Multiple Biopsies Taken During Colonoscopy</u> Attachment 1: Colorectal CPT Codes <u>Attachment 2: Sample Procedure Service forms</u>	Administrative Paying Invoices		X	X
CCSC HOM #03-41	8/28/2003	Release of the Report of the Maryland Cancer Survey, 2002	Other SEU		X	
CCSC HOM #03-42	9/12/2003	Training sessions on the forms for the CRF Client Database	Client Database		X	
CCSC HOM #03-43	10/6/2003	Regional CRF/Cancer Control Meetings Attachment 1: Agenda Attachment 2: RSVP	Administrative General		X	
CCSC HOM #03-44	10/14/2003	CRF Program Progress Reports - FY04 Attachment 1: Progress Report Template	Administrative General		X	X
CCSC HOM #03-45	10/16/2003	Maryland Cancer Survey, 2003 Update Attachment 1: Survey Questionnaire	Administrative General		X	
CCSC HOM #03-46	10/20/2003	Access Roles of the Planned Cancer Client Database (CDB) Attachment 1: Client Database (CDB) Access Request	Client Database		X	X
CCSC HOM #03-47	10/21/2003	Maryland Cancer Survey, 2002 Web sites	Other SEU		X	
CCSC HOM #03-48	10/29/2003	<u>Consent Forms for the Cigarette Restitution Fund Program and BCCP</u> <u>Attachment 1: Colorectal Cancer Consent Form</u> Attachment 2: Oral Cancer Consent Form Attachment 3: Prostate Cancer Consent Form	Administrative General		X	X

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CCSC HOM #03-49	10/30/2003	Client Database (CDB) Forms, Instructions, and Timeline Update (Updated 9/19/05) Attachment 1: Client Database (CDB) Forms List Attachment 2: Core Demographic Screening Form DHMH 4625 Attachment 3: CDB Core Required Demographics Form DHMH 4626 Attachment 4: Client Discharge Form Attachment 5: Colorectal Cancer Screening Form DHMH 4627 Attachment 6: Colorectal Cancer Post Screening Evaluation DHMH 4628 Attachment 5: Colorectal Cancer Supplement Procedure Form DHMH 4629 Attachment 6: FOBT Screening Form DHMH 4637 Attachment 7: Prostate Cancer Screening Form DHMH 4639 Attachment 8: Prostate Cancer Post Screening Evaluation Form DHMH 4631 Attachment 9: Prostate Screening Form --Brief DHMH 4639 Attachment 10: Oral Cancer Screening Form DHMH 4632 Attachment 11: Oral Post Screening Evaluation Form DHMH 4633 Attachment 12: Oral Screening Form --Brief DHMH 4638 Attachment 13: Skin Cancer Screening Form DHMH 4634 Attachment 14: Skin Cancer Post Screening Evaluation DHMH 4635	Client Database		X	X
CCSC HOM #03-50	11/18/2003	CRF Annual Cancer Report, 2003	Other SEU		X	
CCSC HOM #03-51	11/18/2003	Teleconference on CRF Cancer Program-11/19/2003; Tanning Beds, Determination of polyps as adenomas or hyperplastic polyps, Procedure Complication Reporting and Cancer Case reporting, Client Database update, CRC Asian PSAs/videos Attachment 1: Agenda Attachment 2: Questionnaire Attachment 3: Power Point Presentation Tanning Beds	Other Clinical CRC/Skin	X	X	
CCSC HOM #03-52	11/19/2003	Client Database Information on CD	Client Database		X	
CCSC HOM #03-53	11/25/2003	Index of Health Officer Memos (Updated by later revision.)	Administrative General		X	
CCSC HOM #03-54	12/3/2003	Availability of Colorectal Cancer: What You Need to Know CD	Education Outreach		X	

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CCSC HOM #03-55	12/11/2003	Teleconference on CRF Cancer Program - December 17, 2003; ProBono Counseling Project, Administrative Cost and Indirect Cost Guidance, Client Database guidance, UM Statewide Health Network "Contacts". Attachment 1: Agenda Attachment 2: University of Maryland Statewide Health Network List Attachment 3a: ProBono Counseling Project Letter Attachment 3b: Life with Cancer Brochure Attachment 4: Instructions for CDs: Changing a File from "Read Only" Mode	Administrative General	X	X	
CCSC HOM #03-56	12/11/2003	Tele-video Demonstration of New Client Database Attachment 1: Raindance Web conferencing a participant Instructions	Client Database		X	
2004						
CCSC HOM #04-01	2/5/2004	CRF Annual Cancer Report 2003 Errata Attachment 1: Annual Cancer Report	Administrative General		X	
CCSC HOM #04-02	1/15/2004	Teleconference on CRF Cancer Programs- January 21, 2004; FOBT (Immunochemical Test) Medicare Covers	Administrative General	X	X	
CCSC HOM #04-03	1/23/2004	Testing Connections to DHMH, FHA Intranet Attachment 1: Instructions for Testing Connection to FHA Server	Other SEU		X	
CCSC HOM #04-04	2/4/2004	Cancellation of February 2004 CRF - Regional Meetings	Administrative General		X	
CCSC HOM #04-05	2/4/2004	March, 2004 Colorectal Cancer Awareness Month Information Packet Attachment 1: CRC Awareness Month Local Proclamation Template Attachment 2: Five(5) newspaper article templates for local editing and use Attachment 3: Updated CRC Website reference listing; Attachment 4: Updated DHMH/CCSC Colorectal Cancer Fact Sheet Attachment 5: Word Search puzzles designed by Kent and Allegany County	Education Outreach			X
CCSC HOM #04-06	2/12/2004	"Live" Client Database (CDB) Questions and Answers	Client Database		X	
CCSC HOM #04-07	2/11/2004	Teleconference on CRF Cancer Programs-February 18; Attachment 1: CCSC Position on Virtual Colonoscopy; Record Retentions guidance; Client Database guidance; Encumbering/Accruing Funds guidance.	Administrative General	X	X	
CCSC HOM #04-08	2/17/2004	<u>Client Database (CDB) Questions and Answers</u>	Client Database		X	

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CCSC HOM #04-09	2/23/2004	Colorectal Cancer Minimal Elements - February 2004 (Updated 6/7/05) Attachment 1: CRC Minimal Elements - Summary of the changes that were made to the last year's Minimal Elements Attachment 2: CRC Minimal Elements Attachment 3: CRC Minimal Elements 10204 guidelines for Screening and Surveillance for Early detection of Polyps and CRC Attachment 4: CRC Minimal Elements 2004-CRC Screening Tests Attachment 5: CRC Minimal Elements Staging (no change from CCSC HOM Memo 03-09)	Minimal Clinical Elements CRC		X	
CCSC HOM #04-10	2/23/2004	Client Database (CDB) Phase II Web cast Training, March 2004	Client Database		X	
CCSC HOM #04-11	2/27/2004	Tele-video Training of Client Database Phase II Features	Client Database		X	
CCSC HOM #04-12	3/1/2004	March 2004 Colorectal Cancer Awareness Month Information; Attachment 1: Proclamation for Colorectal Cancer Awareness Month, March 2004 Attachment 2: Scanned Proclamation Attachment 3: Follow-Up on Colorectal Cancer Screening Buddy Bracelets Attachment 4: Radio Correspondence Template March 2004 Attachment 5: TV Station Correspondence Template March 2004 Attachment 6: CDC Video PSA Attachment 7: Colon Cancer Awareness Educational Resources	Education Outreach		X	X
CCSC HOM #04-13	3/3/2004	Client Database (CDB) Guidance--NEW URL ADDRESS	Client Database		X	
CCSC HOM #04-14	3/3/2004	Reimbursement Rates and Procedures for Office Visits for Women CCSC HOM are Patients of both the BCCP and CRF Program-2004 Rates (Updated 12/13/05) Attachment 1: Medicare 2004 Reimbursement Rates for the BCCP and CRC programs Office Visit Codes	Administrative Paying Invoices		X	
CCSC HOM #04-15	3/3/2004	<u>Client Database (CDB) Guidance- Changing Internet Options Settings</u> <u>Attachment 1: Changing Advanced Internet Settings</u>	Client Database		X	
CCSC HOM #04-15-A	3/3/2004	Client Database (CDB) Phase II Training-Accessing Recorded Version of CDB Web cast Training	Client Database		X	
CCSC HOM #04-16	3/10/04	Insure Immunochemical Fecal Occult Blood Test	Other Clinical CRC		X	

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CCSC HOM #04-17	3/9/2004	CPT Codes: 2004 Medicare and 2004 Medicaid and Dental Reimbursement Schedule (Revised 2004 Medicare Rates)/ Administrative Attachment 1: CPT Codes: 2004 Medicare and 2003 Medicaid and Dental Reimbursement (Schedule Revised Medicare Rate)	Administrative Paying Invoices		X	
CCSC HOM #04-18	3/15/2004	Entertainment Industry Foundation Authorization Regarding the Use of Colorectal Cancer Education: What You Need to Know CD-ROM	Administrative General		X	
CCSC HOM #04-19	3/15/2004	Teleconference on CRF Cancer Programs- March 17, 2004; Attachment 1: Screening Guidelines Attachment 2: Tips to understand Cycle Closure, status: Active Add New Cycle and Discharge Client.	Administrative General	X	X	
CCSC HOM #04-20	3/26/2004	Federal Poverty Guidelines, 2004 Annual Household Income by Attachment 1: Family Size (Updated 2/24/05)	Administrative General		X	
CCSC HOM #04-21	3/29/2004	NCI's Minority Cancer Awareness Resources, and Suggestions for Outreach to Physicians' Offices Attachment 1: Minority Cancer Awareness Packet Attachment 2: National Minority Cancer Awareness Week (April 18-24, 2004)	Education Outreach		X	
CCSC HOM #04-22	3/26/2004	<u>Client Database (CDB) Guidance #7-CDB Update and Reminders</u> <u>Attachment 1: Guidance Documents List</u>	Client Database		X	
CCSC HOM #04-23	3/26/2004	Client Database (CDB) Guidance #8-Prioritizing Data Entry	Client Database		X	
CCSC HOM #04-24	3/26/2004	Client Database (CDB) Hands-on Training	Client Database		X	
CCSC HOM #04-25	3/29/2004	Index of Health Officer Memos - Updated	Administrative General		X	
CCSC HOM #04-26	3/30/2004	Revised Changes to CPT Codes. Updated.	Administrative Paying Invoices		X	
CCSC HOM #04-27	3/29/2004	<u>Reimbursement of the "Facility Fee" when billed for multiple CPT Codes during one colonoscopy.</u>	Administrative Paying Invoices		X	
CCSC HOM #04-28	4/7/2004	Persons/Organizations Receiving Funding in 2003	Administrative General		X	
CCSC HOM #04-29	4/19/2004	Cost of Colonoscopy Report (2004)	Administrative Paying Invoices		X	
CCSC HOM #04-30	4/19/2004	Teleconference on CRF Cancer Program- Topics included outreach/mobile CCSC HOM e parks, clearance for colonoscopy, program eligibility (Medicaid and data entry) Attachment 1: Distribution of Tobacco Money to Countries Based on Number of New Cancer Cases and Cancer Deaths	Administrative General	X		

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CCSC HOM #04-31	4/26/2004	FY2005 CPEST Grant Application Attachment 1: Awards to Jurisdictions - Fiscal Year 2005 Attachment 2: New Legislative Requirement - 60% of Funds Dedicated to Screening, Diagnosis and Treatment Attachment 3: Grant Application Instructions Attachment 4: Template for FY04 and Triennial Progress Report Attachment 5: Cancer Prevention, Education, Screening and Treatment Grant Template Attachment 6: Inventory Of Publicly Funded Cancer Programs Attachment 7a: Budget Summary Attachment 7b: Budget Request "New Request" Attachment 8a: FC01N, Budget Justification Attachment 8b: FC02N, Budget Justification Attachment 8c: FC03N, Budget Justification Attachment 9: CRFP-Cancer Prevention, Education, Screening & Treatment Grant Application Checklist	Administrative General			X
CCSC HOM #04-32	4/29/2004	Viruses Security Alert CDB EDB	Other SEU		X	
CCSC HOM #04-33	5/4/2004	May,2004 Governor's Attachment 1: Proclamation Attachment 2: Melanoma/Skin Cancer Detection and Prevention and Resource Guide	Education Outreach		X	X
CCSC HOM #04-34	5/18/2004	Maryland Population and Estimates Attachment 1: 250% of Federal Poverty Guidelines and Uninsured	Administrative General		X	
CCSC HOM #04-35	5/14/2004	Colon Cancer Alliance Website Mediate and Informational Resources and National Cancer Institute Interactive Live Help Attachment 1: Program Fact Sheet	Education Outreach		X	
CCSC HOM #04-36	5/18/2004	Teleconference Information-Low Cost/Free -Marketing/Promotion, Size of polyps, CDB and EDB Updates Attachment 1: Media ideas from Harford County Attachment 2: Polyp Size Comparison Chart Attachment 3: Telephone and Date Input "Masks"	Education Outreach	X	X	
CCSC HOM #04-37	5/26/2004	Client Database (CDB) Guidance #9 New CDB Enhancements (CDB Version 2.2)	Client Database		X	
CCSC HOM #04-38	6/10/2004	Physician Cancer Survey Attachment 1: Physicians Survey of Cancer Screening Practices	Other SEU		X	
CCSC HOM #04-39	6/10/2004	CDB User Survey Attachment 1: Results of a Survey of Users of the CDB	Other SEU		X	
CCSC HOM #04-40	6/15/2004	CDB Web Cast Training Attachment 1: Webcast Training Agenda	Client Database	X		

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CCSC HOM #04-41	6/23/2004	Client Database (CDB) Guidance #10-- CDB Webcast Training Recording	Client Database		X	
CCSC HOM #04-42	6/23/2004	Cancer Education Database (EDB) Data Edits and Analysis	Education Database		X	
CCSC HOM #04-43	6/23/2004	Physician Cancer Survey - Update Attachment 1: DHMH Letterhead	Other SEU		X	
CCSC HOM #04-44	6/25/2004	CRF-CPEST Client consent Forms -- URGENT NEED FOR REVIEW CRF-CPEST Client consent Forms -- Spanish translations	Administrative General		X	X
CCSC HOM #04-45	6/24/2004	Regional CRF/Cancer Control Meetings, July 2004 Attachment 1: RSVP Form for Regional Meeting Attachment 2: Agenda	Administrative General		X	X
CCSC HOM #04-46	6/25/2004	Index of Health Officer Memos - Update Attachment 1: Health Officer's Memos List	Administrative General		X	
CCSC HOM #04-47	7/16/2004	Standards of Care for Case Management, "Linkage" to Care, and Other Issues Attachment 1: Standards of Care for Handling Results Client Notification, Case Management and Suggestions for "Linkage" to Treatment	Other Clinical		X	
CCSC HOM #04-48	8/10/2004	Revised Changes to 2004 CPT Code/ Reimbursement Spreadsheet: 2004 Attachment 1: Medicare and 2004 Medicaid and Dental Reimbursement Schedule (Revised 2004 Medicare Rates) Replaces the information distributed as CCSC HOM Memo #04-26	Administrative General		X	
CCSC HOM #04-49	8/17/2004	Teleconference on CRF Cancer Program - August 18, 2004; Attachment 1: Agenda Attachment 2: Wicomico, Frederick and Cecil Counties Highlights-Outreach/Education; Case Management; Complications/Events at Time of Procedure, CDB Reports Information Attachment 3: Comments on Dates and Reports in the CDB Attachment 4: C-LL Report Colorectal Cancer Screening Line List Report Attachment 5: CPEST Client Database Reports -Brief Description Attachment 6: Definition of "Client Notified of ...Results" Attachment 7: Screen for Life Update Attachment 8: CCSC Site visits and Regional Meeting--FY05	Administrative General	X	X	
CCSC HOM #04-50	8/26/2004	Prostate Cancer Awareness Month Attachment 1: Proclamation; Attachment 2: News Release Template Attachment 3: List of Web sites	Education Outreach		X	

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CCSC HOM #04-51	8/26/2004	CRFP Coalition-Appointment Exemption Disclosure and Forms	Administrative General		X	X
CCSC HOM #04-52	9/9/2004	Recommendations for Women Tested for HPV and/or Pap test/cervical cytology at Reference Pathology Services Laboratory, 10/02-9/04	Other Clinical Breast		X	
CCSC HOM #04-53	9/13/2004	Teleconference on CRF Cancer Programs-September 15, 2004; "Colorectal Polyps and Their Pathology, Drs Raufman and Drachenberg, (Attached Slide Presentation). Attachment 1: Agenda Attachment 2: Colorectal Polyps and cancer __Cynthia Drachenberg, MD Professor of Pathology/Jean Pierre Raufman, MD Attachment 3: Case Management Q&A; CDB Q&A Attachment 4: CCSC Site Visits and Regional Meetings --FY05	Other Clinical CRC	X	X	
CCSC HOM #04-54	9/30/2004	Regional CRF/Cancer Control Meetings, October 2004; Issues Forum; Attachment 1: RSVP Reginald Meeting Attachment 2: Agenda	Administrative General		X	
CCSC HOM #04-55	10/5/2004	Correction to the Medicare/Medicaid Reimbursement Excel Spreadsheet-Prostate Cancer PSA CPT code Attachment 1: Corrected CPT codes	Administrative Paying Invoices		X	
CCSC HOM #04-56	10/14/2004	CRF-CPEST Program Progress Reports - FY05 Attachment 1: Progress Report Template Attachment 2: Sample EDB Reports Form 1 & Form 2	Administrative General		X	X
CCSC HOM #04-57	10/18/2004	Maryland Cancer Survey, 2002-Erratum-Replace Table 3-2 Attachment 1: Table 3-2 Total Number of People Interview in Each County, By Gender an Race (replacement page)	Other SEU		X	
CCSC HOM #04-58	12/22/2004	Overview of Educational Methods for colorectal Cancer Questionnaire Attachment 1: instructions for CPEST Educational Methods for colorectal Cancer Questionnaire Attachment 2: Public Questionnaire Attachment 3: Providers Questionnaire	Education Outreach			X
CCSC HOM #04-59	11/10/2004	Revised Minimal Clinical Elements for Screening, Diagnosis, Treatment and Care Coordination of Breast, Cervical, Colorectal, Oral-Pharyngeal, Prostate Attachment 1b: Diagnosis/Further Evaluation Attachment 1c: Management of Biopsy confirmed CIN (any grad) or Cancer	Minimal Clinical Elements CRC/Breast/ Cervical/ Prostate/Oral		X	
CCSC HOM #04-60	12/9/2004	Teleconference on CRF Cancer Program-December 15, 2004: <u>Consent for other than the client</u>	Administrative General	X	X	X

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CCSC HOM #04-61	12/9/2004	CDB Guidance #12-- Entering "Treatment Only" Clients	Client Database		X	
CCSC HOM #04-62	12/9/2004	CDB Guidance #13--Tips, Notes, and Recommendations for the CDB	Client Database		X	
2005						
CCSC HOM #05-01	1/5/2005	Client Database Updates - Version 3.0	Client Database		X	
CCSC HOM #05-02	1/11/2005	Index of Health Officer Memos - Update Attachment 1: Health Office Memo Index	Administrative General		X	
CCSC HOM #05-03	1/13/2005	CRF Annual Cancer Report, 2004	Other SEU		X	
CCSC HOM #05-04	1/19/2005	CDB Guidance #14 - Update of Tips, Notes and Recommendations for Attachment 1: Tips, Recommendations, Notes for Using CDB	Client Database		X	
CCSC HOM #05-05	1/24/2005	CDB Webcast Training - January 26, 2005, 10:00a.m. Attachment 1: CDB Training Evaluation	Client Database		X	
CCSC HOM #05-06	2/4/2005	CPEST-Statewide Conference Attachment 1: Biannual Statewide CRF CPEST Programs Conference Agenda_Registration 03_16_2005 Attachment 2: Conference Driving Directions	Administrative General		X	
CCSC HOM #05-07	2/14/2005	CRC Month Proclamation; Fact Sheet, News Templates, Web site references, Word Searches, Sample PSAs, Local Proclamation templates. Attachment 1: Gov Proclamation 02_2005 Attachment 2: 2005 Local Proc Template. Attachment 3: 2005 News Article Template Attachment 4: Audio PSAs Soundbites Attachment 5: Word search Puzzle Kent Attachment 6: word Search Puzzle Allegany Attachment 7: CRF_FactSheet Attachment 8: Cancer Website Resource List	Education Outreach			X
CCSC HOM #05-08	2/24/2005	CDB Guidance #15-Recording of CDB Webcast	Client Database		X	
CCSC HOM #05-09	2/24/2005	Federal Poverty Guidelines 2005, Household Income Attachment 1: Federal Poverty Guideline 2005	Administrative General		X	
CCSC HOM #05-10	2/28/2005	Governor's Proclamation for CRC Month Attachment 1: CRC Proclamation 2005 NR Template. Attachment 2: RC Aware2005 Gov Proclamation Text Attachment 3: CRC Aware Month Governors Proclamation. JPG Attachment 3: CRC Aware Month Governors Proclamation .puff	Education Outreach		X	

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #05-11	3/7/2005	CPT Codes: 2005 Medicare and 2004 Medical Reimbursement Attachment 1: CPT_Medicare Screening Rates -2005MA2004	Administrative Paying Invoices		X	
CCSC HOM #05-12	3/9/2005	<u>Essential Elements in colonoscopy preparation</u>	Other Clinical CRC		X	
CCSC HOM #05-13	4/5/2005	Dialogue for Action Conference Attachment 1: Dialogue Agenda Attachment 2: Dialogue Registration Attachment 3: Dialogue Provider Letter 03_2005	Administrative General		X	
CCSC HOM #05-14	4/7/2005	EDB Resource directory Form 3 Attachment 1: Form 3 sample (Media/Resource Materials Developed)	Education Database		X	X
CCSC HOM #05-15	3/22/2005	CDB Guidance #16-Final Hierarchical Diagnosis by Cycle Outcome Grid and CRC Risk Definitions Attachment 1: Guidance Final Hierarchical Diagnosis and Cycle Outcome Grid -- CDB CRC Module Attachment 2: Colorectal Cancer Risk Definitions	Client Database		X	
CCSC HOM #05-16	4/25/2005	Teleconference - April 20, 2005; Clinical Issues, CRC PreTest/Post Test, Screen for Life 05 Campaign Overview, Maryland Health Insurance Plan (MHIP), Authorization for Release of patient Information (Template) Attachment 1: CCSC Site Visits and Regional Meetings--FY05 Attachment 2: Campaign Overview Attachment 3: 2005 CDC Video PSA Distribution List Attachment 4: Colorectal Cancer Information Pre-Test	Administrative General	X		X
CCSC HOM #05-17	4/21/2005	FY 2006 Grant Application Guidelines 10 Attachments	Administrative General		X	X
CCSC HOM #05-18	4/25/2005	CDB Training-Schedule May-July 2005 Attachment 1: Training Schedule - CDB Training - May, June, July 2005 Attachment 2: Registration Form	Client Database		X	X
CCSC HOM #05-19	5/11/2005	Prostate Cancer Package including MCE, Dx, Tx, and FU, Fact Sheet, Consent Form Attachment 1: Prostate Cancer Minimal Elements for Information, Screening, Diagnosis, Treatment, and Follow up Attachment 2: Prostate Cancer: Is Screening Right for You? Attachment 3: Consent Form for Prostate Cancer Screening	Other Clinical Prostate		X	X

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #05-20	5/11/2005	Screen for Life PSA; template for letter to television stations, web-site Attachment 1: TV Station PSA 2005 Follow-up	Education Outreach		X	X
CCSC HOM #05-21	5/17/2005	Teleconference - May 18, 2005	Administrative General	X		
CCSC HOM #05-22	5/25/2005	Performance Measures; Tables that provides program -specific disease specific PMs with data through 2/28/05. Attachment 1: Performance Measures compared	Administrative General		X	X
CCSC HOM #05-23	5/3/2005	CDB Version 3.2 New Release Attachment 1: CDB_Version 3-2	Client Database		X	
CCSC HOM #05-24	6/7/2005	CDC-Public Health Grand Rounds - Collaborating to Conquer CRC Grand Rounds-Features Frederick County CRF CPEST program Attachment 1: CRC Public Health Grand Rounds	Administrative General		X	
CCSC HOM #05-25	6/7/2005	Colorectal Cancer Minimal Elements for Screening, Diagnosis, Treatment, Follow-up and Education-Update Attachment 1: CRC Minimal Elements for Screening, Diagnosis, Treatment Follow up, and Education 06_2005	Minimal Clinical Elements CRC		X	
CCSC HOM #05-26	6/9/2005	Teleconference -June 15, 2005; Includes updated CRF-CPEST program contact list Attachment 1: CRF Cancer Prevention Education, Screening and Treatment Programs County/Jurisdiction/DHMH Contact List	Administrative General	X		
CCSC HOM #05-27	7/14/2005	<u>CPEST Health Education/Outreach Questionnaire Survey Results</u> <u>Attachment 1: Questionnaire Summary: Overview of COLORECTAL Cancer Education and Outreach Activity as of January 2005</u> <u>Attachment 2: Overview of Education and Outreach Activity Questionnaire Results as of January 2005</u>	Education Outreach		X	
CCSC HOM #05-28	7/15/2005	Teleconference- July 20, 2005;Discussion re: MHIP (Montgomery Co. Experience); Comparison of LHD CRC Programs, FY06 MOTA Vendors Attachment 1: (MOTA) FISCAL YEAR 2006 GRANTEE ROSTER Attachment 2: "Maryland's Plan to Eliminate Minority Health Disparities" Town Hall Meetings Attachment 3: CCSC Site Visits and Regional Meetings--FY06 Attachment 4: Comparison of Local Colorectal Cancer Programs	Administrative General	X	X	

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #05-29	7/14/2005	<u>Update Plan for Accruing CRF funds for Dx/Tx; Sample Dx and Tx Plans (Replaces CCSC HOM Memo #01-36)</u>	Administrative General		X	X
CCSC HOM #05-30	7/14/2005	Client Database (CDB) Training Update	Client Database		X	
CCSC HOM #05-31	7/14/2005	<u>CDB #18 Documenting High-Grade Dysplasia and Cancer in the Client Database CRC Module</u>	Client Database		X	
CCSC HOM #05-32	7/18/2005	<u>Oral Cancer Minimal Elements for Sc. Dx. Tx. Follow-up and Care Coordination; Consent Form</u> <u>Attachment 1: Oral Cancer--Minimal Elements for Screening, Diagnosis, Treatment, Follow-up, and Care Coordination-Major Changes</u> <u>Attachment 2: Oral Cancer--Minimal Elements for Screening, Diagnosis, Treatment, Follow-up, and Care Coordination-Description</u> <u>Attachment 3: Consent Form and Information for Oral Cancer Screening Program</u> <u>Attachment 4: ORAL CANCER FACTS</u>	Minimal Clinical Elements Oral		X	X
CCSC HOM #05-33	8/31/2005	Client Database CDB Training Update	Client Database		X	
CCSC HOM #05-34	9/12/2005	Prostate Cancer Awareness Month Proclamation and New Release Templates	Education Outreach		X	
CCSC HOM #05-35	9/14/2005	Teleconference-Sept. 21, 2005; MD Comprehensive Cancer Control Plan CRC Comm. "Evaluation of Evidence Supporting Strategies" and "Summary of Findings". Attachment 1: CCSC Site Visits and Regional Meetings--FY06 Attachment 2: Maryland Comprehensive Cancer Control Plan 2004-2008 Evaluation of Evidence Supporting Strategies Attachment 3: Colorectal Cancer--Maryland Comprehensive Cancer Plan Evidence Based Review, Dialogue for Action Topics, and Potential Rankings for Importance and Feasibility	Administrative General	X		
CCSC HOM #05-36	9/12/2005	<u>Local Program Case Management Responsibilities under CRF-CPEST Program</u>	Administrative General		X	
CCSC HOM #05-37	9/15/2005	CPEST Regional Meeting, October 2005	Administrative General		X	
CCSC HOM #05-38	9/19/2005	Maryland Cancer Survey-2006 Questionnaire Feedback Attachment 1: MCS_2006_Questionnaire-DRAFT	Other SEU		X	

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #05-39	9/19/2005	<u>Client Database (CDB) Forms, Instructions and Timeline Update</u> Attachment 1 Core Demographic Screening Form-old Attachment 2 Core Required Demographics Form-old <u>Attachment 3 Client Discharge Form</u> Attachment 4 Colorectal Cancer (CRC) Screening-old Attachment 5 Colorectal Cancer (CRC) Post Screening Evaluation-old Attachment 6 Colorectal Cancer (CRC) Supplemental Procedure-old <u>Attachment 7 FOBT Screening Form-old</u> Attachment 8 Prostate Cancer Screening-old Attachment 9 Prostate Cancer Screening Evaluation-old <u>Attachment 10 Prostate Screening Form--Brief</u> Attachment 11 Oral Cancer Screening-old Attachment 12 Oral Cancer Post Screening Evaluation-old <u>Attachment 13 Oral Screening Form--Brief</u> <u>Attachment 14 Skin Cancer Screening-old</u> <u>Attachment 15 Skin Cancer Post Screening Evaluation-old</u>	Client Database		X	X
CCSC HOM #05-40	10/3/2005	CRF Program Progress Reports-FY2006	Administrative General		X	X
CCSC HOM #05-41	10/3/2005	Release of the Report of Maryland Cancer Survey, 2004 with Web Site	Other SEU		X	
CCSC HOM #05-42	10/4/2005	Client Database (CDB) Training Update	Client Database		X	
CCSC HOM #05-43	12/13/2005	Reimbursement rates and procedures for office visits for Women CCSC HOM are patients of both the BCCP and CRF Program - Update 2005 rates version Attachment 1: Medicare 2004 Reimbursement Rates for the BCCP and CRF programs	Administrative Paying Invoices		X	
CCSC HOM #05-44	12/21/2005	Teleconference December 21, 2005; MedBank; CRC video, TP Promotion, Clinical Q&A Attachment 1: Agenda Attachment 2: Questionnaire Attachment 3: Site Visit Regional meeting Attachment 4: List Med Bank document	Other Clinical CRC	X	X	
CCSC HOM #05-45	12/21/2005	Performance Measures, Fiscal Year 2005--Finalized (Tables depicting progress on meeting PMs) Attachment 1: Progress towards CRFP/CPEST FY05 Performance Measures (PM) for Education and Screening	Administrative General		X	
CCSC HOM #05-46	12/28/2005	Index of Health Officer Memos; Key Health Officer Memos Attachment 1: Health Officers' Memos - Center for Cancer Surveillance and Control, DHMH	Administrative General		X	

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CCSC HOM #06-01	1/11/2006	Maryland Cancer Survey, 2006 Attachment 1: English Version Attachment 2: Spanish Version	Other SEU		X	X
CCSC HOM #06-02	1/17/2006	Teleconference on CRF Cancer Programs 1/18/06 Attachment 1: Agenda Attachment 2: Kent Co Provider Results Form 2 Attachment 3: Site Visit FY06 Revision 01-11-06	Administrative General	X	X	
CCSC HOM #06-03	1/31/2006	Federal Poverty Guidelines 2006; Annual Household Income	Administrative General		X	
CCSC HOM #06-04	2/9/2006	March 2006 Colorectal Cancer Awareness Month Information Packet Attachment 1: LHD CRC Production template Attachment 2: Updated Colorectal Cancer Fact Sheet Attachment 3: Updated News Release Template- 3 versions Attachment 4: Sample Audio PSA Messages-Sound Bites Attachment 5: Updated cancer information websites Attachment 6: Office Aging	Education Outreach		X	
CCSC HOM #06-05	2/14/2006	Teleconference on CRF Cancer Programs 2/15/06 Attachment 2: Queen Anne's Co. Bulletin Display Board Attachment 6: contact List-Outreach Educators Form Attachment 7: colossal Colon Event Form Attachment 8: Colossal Colon Rental Requirements Attachment 9: Staff Assignments Attachment 10: Data Uses Attachment 11: Kent Co. Ordering Info	Administrative General	X	X	X

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CCSC HOM #06-06	2/23/2006	March CRC Month Governor's Proclamation Attachment 1: Governors Proclamation CRC Attachment 2: Governors Proclamation CRC Updated News Release Attachment 3: Governors Proclamation CRC 2006 Attachment 4: Governors Proclamation Skin Prevention Awareness Attachment 5: Skin Cancer Awareness News Template Attachment 6: Skin Cancer Information Websites Attachment 7: May 2006 Governors Proclamation Skin Cancer Awareness	Education Outreach		X	X
CCSC HOM #06-07	2/23/2006	CDB Guidance #19 Version 3.3, New Release Ready for Use	Client Database		X	
CCSC HOM #06-08	3/1/2006	<u>DRAFT Template of Local Program Fecal Occult Blood Test (FOBT) Policies and Procedures</u> <u>Attachment 1: DRAFT FOBT Policies & Procedures</u>	Other Clinical CRC			X
CCSC HOM #06-09	3/13/2006	Regional Outreach Worker & Education Database Workshops Attachment 1: Outreach Health Educator Workshop Agenda Attachment 2: Workshop Registration	Education Outreach		X	
CCSC HOM #06-10	3/30/2006	Client Database (CDB) Training Schedule for FY07	Client Database		X	
CCSC HOM #06-11	4/5/2006	Educational Database (EDB) Problems	Education Database		X	
CCSC HOM #06-12	4/5/2006	Performance Measures, Fiscal Year 2006 Mid-Year Report Attachment 1: Performance measures FY2006 Mid Year	Administrative General		X	
CCSC HOM #06-13	4/17/2006	Teleconference on CRF Cancer Programs Attachment 1: CDB Recall Features Attachment 2: APPOINTEE EXEMPTION DISCLOSURE FORM Attachment 3: Appointee Form Instructions	Administrative General	X		X

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #06-14	4/13/2006	FY 2007 Grant Application Instructions Attachment 1: Awards to Justification FY07 Attachment 2: New Legislative Requirements Attachment 3: Grant Application instruction Attachment 4: Triennial Progress Report Attachment 5: Supplantation Letter Attachment 6: Inventory Publically Funded Programs Attachment 7a: Program Budget Summary Attachment 7b: CRC Administrative Cost Definition Attachment 8a: Sample Budget Justification FC01N Attachment 8b: Sample Budget Justification FC02N Attachment 8c: Sample budget Justification FC03N Attachment 9: Grant Application Checklist Attachment 10A: A and B Performance Measure Guidance	Administrative Paying Invoices		X	X
CCSC HOM #06-15	5/1/2006	CPT Codes: 2006 Medicare and 2005 Medicaid and Dental Reimbursement Schedule Attachment 1: 2006 Medicare Rates	Administrative Provider Contracts		X	
CCSC HOM #06-16	5/10/2006	2006 Skin Cancer Awareness Month Information Packet Attachment 1: Governor Proclamation Skin Cancer Awareness Attachment 2: Skin Cancer Awareness New Release template Attachment 3: Skin cancer information website	Education Outreach		X	X
CCSC HOM #06-17	5/10/2006	Regional Meeting Information	Administrative General		X	X
CCSC HOM #06-18	5/16/2006	Teleconference May 17, 2006	Administrative General	X		
CCSC HOM #06-19	5/16/2006	<u>CDB Guidance #20 – Computer Settings Required for All CDB Users Attachment 1: CDB Computer Setting</u>	Client Database		X	
CCSC HOM #06-20	5/16/2006	Checklist of Items to Include in Colonoscopy Report Attachment 1: Checklist colonoscopy Report	Other Clinical CRC		X	
CCSC HOM #06-21	5/16/2006	Client Database (CDB) Policy and Procedures CDB Policy	Client Database		X	
CCSC HOM #06-22	5/31/2006	CDB Guidance #22 – CDB Questionnaire on Data Entry Responses CDB Questionnaire-CDB CCSC05-44 Att8 Questionnaire-CDB	Client Database		X	

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CCSC HOM #06-23	5/31/2006	<u>CDB Guidance #23 – CDB Quality Assurance-What You Can Do to Combat Errors Quality Assurance to the CDB</u>	Client Database		X	
CCSC HOM #06-24	5/31/2006	<u>Revised CDB Forms (Core and Colorectal)</u> Attachment 1 Core Demographic Screening Form <u>Attachment 2 Core Required Demographics Form</u> <u>Attachment 3 FOBT Screening Form</u> Attachment 4 Colorectal Cancer (CRC) Screening Form-old Attachment 5 Colorectal Cancer (CRC) Post Screening Evaluation Form-old <u>Attachment 6 Colorectal Cancer (CRC) Supplemental Procedure Form</u>	Client Database		X	X
CCSC HOM #06-25	6/2/2006	CPT Codes: 2006 Medicare and 2005 Medicaid and Dental Reimbursement Schedule REPLACEMENT Attachment 1: Medicare 2006-Medicaid 2005	Administrative Provider Contracts		X	
CCSC HOM #06-26	6/2/2006	<u>Contract templates for CRFP Provider, Hospital, Laboratory and Pharmacy-New and Renewal Contracts-REVISED</u> <u>Attachment 1: Hospital New Contract</u> <u>Attachment 2: Provider New Contract</u> <u>Attachment 3: Pharmacy New Contract</u> <u>Attachment 4: Laboratory New Contract</u> <u>Attachment 5: Hosp contract Renewal</u> <u>Attachment 6: Provider Renewal</u> <u>Attachment 7: Pharmacy Renewal</u> <u>Attachment 8: Lab Renewal</u>	Administrative Provider Contract			X
CCSC HOM #06-27	6/2/2006	<u>CDB Guidance #25 – CDB Forms Guidance Documents for Core and CRC Screening</u> Attachment 1: CDB Forms Guidance Core _06_01_06 <u>Attachment 2: CDB Forms Guidance CRC Screening 06 01 06</u>	Client Database		X	
CCSC HOM #06-28	6/14/2006	Maryland Cancer Surveys, 2004: Physician Survey an MCS 2004 Jurisdiction-specific Data MCS 2004 Physician Survey Co-Data	Other SEU		X	
CCSC HOM #06-29	6/13/2006	Reimbursement rates and procedures for office visits for women CCSC HOM are patients of both the BCCP and CRF programs—Update 2006 rates version Attachment 1: BCCP-CRF-CPT Codes Rates	Administrative Provider Contracts		X	

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #06-30	6/20/2006	Colonoscopy Fact Sheet Attachment 1: Colonoscopy Fact Sheet	Education Outreach		X	
CCSC HOM #06-31	8/2/2006	New CDB Release (Version 4.0) Attachment 1: CDB New Release-Version 4	Client Database		X	
CCSC HOM #06-32	8/14/2006	CRF Program Progress Reports –FY07	Administrative General			X
CCSC HOM #06-33	8/14/2006	September 2006 Prostate Cancer Awareness Month Information Packet Attachment 1: Prostate Cancer Proclamation Template Attachment 2: Prostate Cancer News Release Template Attachment 3: Prostate Cancer Info Web Site Updates	Education Outreach		X	X
CCSC HOM #06-34	8/10/2006	Teleconference on CRF Cancer Programs—August 16, 2006; Preventing Inadequate Colonoscopies, Carcinoid Tumors, Guidance Regarding Screening Refusal, Guidance Client Records Retention Schedule, Patient Advocate Foundation's CoPay Relief. Attachment 1: MOTA GRANTEE ROSTER 2007 08-01-06 Attachment 2: Schedule Site Visit Regionals	Administrative General	X		
CCSC HOM #06-35	9/6/2006	Data Cleaning EDB Database	Education Database		X	
CCSC HOM #06-36	8/31/2006	Performance Measures Fiscal Year 2006 Attachment 1: Performance Measure 2006	Administrative General		X	
CCSC HOM #06-37	9/13/2006	Teleconference Attachment 1: Asian American Roundtable Attachment 2: Site Visit FY07-Revision 09-06-06 Attachment 3: Medicare Memorandum 08-01-03	Administrative General	X		
CCSC HOM #06-38	9/14/2006	Performance Measures Fiscal Year 2007 Attachment 1: Performance Measure FY07	Administrative General		X	
CCSC HOM #06-39	9/15/2006	Regional Meeting	Administrative General	X		
CCSC HOM #06-40	9/27/2006	CPEST Geographic Information System (GIS) Mapping Application with Colorectal Cancer Screening Data. Attachment 1: Mapper Sample Maps. Pot Attachment 2: CPEST Mapper Access Required Forms	Client Database		X	X
CCSC HOM #06-41	12/15/2006	Teleconference on CRF Cancer Programs – December 20, 2006. Attachment 1: Schedule Site Visit Regionals	Administrative General	X		

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
2007						
CCSC HOM #07-01	1/8/2007	Maryland Cancer Surveys: Montgomery County Latino Cancer Survey. Attachment 1: Montgomery Colorectal Latino Cancer Survey 2005	Other SEU		X	
CCSC HOM #07-02	1/10/2007	Cancer Education Database (EDB) – Information about the New Release Attachment 1: EDB Access Request Forms Attachment 2: EDB forms 1 2 3 4 - 01-09-2007 Attachment 3: Raindance Instructions Attachment 4: EDB News Release	Education Database		X	X
CCSC HOM #07-03	1/17/2007	CRF Program Progress Reports – FY 07 (Revised 1/09/07)	Administrative General		X	
CCSC HOM #07-04	1/12/2007	Regional CRF/Cancer Control Meetings, February 2007	Administrative General			X
CCSC HOM #07-05	1/19/2007	Index to Health Officers' Memoranda-- Revised January 17, 2007 and Listing of Key Health Officer Memos. Attachment 1: Health Office Memo Index Attachment 2: Index to CCSC HOM Memos	Administrative General		X	
CCSC HOM #07-06	1/31/2007	Performance Measures, Mid-Fiscal Year 2007 Progress Attachment 1: Performance Measures Mid FY2007	Administrative General		X	
CCSC HOM #07-07	1/31/2007	Client Database (CDB) Training Schedule for FY08	Client Database		X	
CCSC HOM #07-08	1/26/2007	March 2007 Colorectal Cancer Awareness Month Information Packet. Attachment 1: CRC-LHD proclamation template Attachment 2: CRC News Release Templates Attachment 3: Updated Colorectal Cancer Fact Sheet Attachment 4: Updated Cancer Information Websites Attachment 5: Super Colon Rental Information	Education Outreach		X	X
CCSC HOM #07-09	1/26/2007	Federal Poverty Guidelines, 2007; Annual Household Income by Family Size. Attachment 1: Federal Poverty Guidelines 2007 for CCSC	Administrative General		X	
CCSC HOM #07-10	1/30/2007	Maryland Cancer Survey - Baltimore City Attachment 1: MCS Balt_City	Other SEU		X	

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #07-11	1/31/2007	Cancer Client Database (CDB) "Diagnosis and Treatment Only" Cycles (Guidance #28). Attachment 1: DX Treatment Only Cycles Attachment 2: Summary Chart DX-Treatment Only Cycles	Client Database		X	
CCSC HOM #07-12	2/27/2007	Cancer Education Database (EDB) – Information about the New Release	Other SEU		X	
CCSC HOM #07-13	2/12/2007	February 12, 2007 CRF Cancer Report 2006	Other SEU		X	
CCSC HOM #07-14	2/13/2007	<u>Cigarette Restitution Fund Program (CRFP): New Regulations – Establishment of Financial Eligibility Criteria for Treatment Services</u>	Administrative General		X	
CCSC HOM #07-15	2/27/2007	Maryland Cancer Surveys: Montgomery County Latino Cancer Survey PowerPoint Slide Presentation. Attachment 1: MCS_MCLSCS_slides.ppt	Other SEU		X	
CCSC HOM #07-16	3/2/2007	March 2007 Governor's Proclamation on Colorectal Cancer Awareness Month. Attachment 1: New Release Re: Governors Proclamation Attachment 2: Copy Governors Proclamation	Education Outreach			X
CCSC HOM #07-17	3/19/2007	Teleconference on CRF Cancer Programs –March 21, 2007. Attachment 1: April 23and 24 2007 Conferences	Administrative General	X		
CCSC HOM #07-18	3/30/2007	Updates to CPEST Geographic Information System (GIS) Mapping Application -- Colorectal Cancer (CRC) Screening Data	Client Database		X	
CCSC HOM #07-19	3/30/2007	Instructions on How to Fix the Client Database (CDB) Help Menu. (Guidance #29). 1 Attachment.	Client Database			X
CCSC HOM #07-20	3/19/2007	<u>Revised Client Database (CDB) Forms - (Guidance #30)</u> <u>Attachment 1 Core Required (Word) (Updates 06-24)</u> <u>Attachment 2 Core Required (PDF) (Updates 06-24)</u> Attachment 3 Prostate Screening (Word)-old Attachment 4 Prostate Screening (PDF)-old Attachment 5 Skin Post Screening (Word)-old Attachment 6 Skin Post Screening (PDF)-old	Client Database			X
CCSC HOM #07-21	4/9/2007	Colorectal Cancer Minimal Elements Revised April 2007	Minimal Clinical Elements CRC		X	

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CCSC HOM #07-22	4/9/2007	Colonoscopy Reporting Project—Sample from Local CPEST Programs. Attachment 1: Col Reporting Project Letter to LHD	Other Clinical CRC		X	
CCSC HOM #07-23	4/12/2007	Melanoma/Skin Cancer Detection and Prevention Month Attachment 1: LHD Proclamation Template Attachment 2: Skin Cancer Awareness Press Release Template 2007 Attachment 3: Skin Cancer Websites May 2007	Education Outreach		X	X
CCSC HOM #07-24	4/23/2007	HEDIS Measures for Colorectal Cancer (CRC) Screening in Maryland by Commercial Health Maintenance Organizations (HMOs) and Point of Service (POS) Plans, 2004-2006. Attachment 1: CRC HEDIS Measures 042007	Other SEU		X	
CCSC HOM #07-25	4/16/2007	Teleconference on CRF Cancer Programs – April 18, 2007. Attachment 1: UM Statewide Health Notebook Attachment 2: Hyperplastic Polyposis Attachment 3: June 2007 Clinical Meeting Attachment 4: Community Health Coalition Guidelines DRAFT 1-24-2007	Administrative General	X	X	
CCSC HOM #07-26	4/17/2007	Guidance on Performance Measures. Attachment 1: Guide Performance Measures	Administrative General		X	
CCSC HOM #07-27	4/17/2007	Access Request Form for Database Applications Attachment 1: Access Request Form Databases	Other SEU			X
CCSC HOM #07-28	4/17/2007	FY 2008 Grant Application Instructions for the Cigarette Restitution Fund (CRFP) Cancer Prevention, Education, Screening and Treatment Program. 11 Attachments Attachment 1: Awards to Justification Attachment 2: New Legislative Requirement - FY08 Attachment 4: Grant Application Instructions - FY08 Attachment 4: FY07 2nd Triennial Progress Report Attachment 5: Letter Head Request Funds Attachment 6: Inventory Attachment 7A: Budget Summary Attachment 7b: Budget Request Attachment 8a: Budget Justification FC01N Attachment 8b: Budget Justification FC02N Attachment 8c: Budget Justification FC03N Attachment 9: Grant Application Check List Attachment 10: Performance Measures Template Attachment 11: Financial Eligibility criteria cancer Education, Screening, Treatment	Administrative General		X	X

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #07-29	5/11/2007	CPT Codes: 2007 Medicare and Medicaid and 2006 Dental Reimbursement Schedule. Attachment 1: Medicare Medicaid Screening Dx-Tx Attachment 2: MA Surgical Pathology rates March 2007 Attachment 3: Reimbursement March 2007 Medicare-Medicaid CPT Reimbursement	Administrative Paying Invoices		X	
CCSC HOM #07-30	5/3/2007	Health Educators and Outreach Workers Workshop – May 23, 2007. Attachment 1: Agenda Attachment 2: Registration Form	Administrative General			X
CCSC HOM #07-31	5/18/2007	Cigarette Restitution Fund Program- Cancer Prevention, Education, Screening and Treatment (CPEST) Program Clinical Conference for Nurse Case Managers and Program Coordinators – June 11 and 12, 2007	Administrative General		X	
CCSC HOM #07-32	6/1/2007	Reimbursement rates and procedures for office visits for women CCSC HOM are patients of both the BCCP and CRF programs—Update 2007 rates version Attachment 1: Medicare Rates BCCP_CRF Clients	Administrative Paying Invoices		X	
CCSC HOM #07-33	6/27/2007	<u>Cancer Client Database (CDB) Guidance #33—Database Issues: Data Entry Timeline and CD of Guidance Documents</u>	Client Database		X	
CCSC HOM #07-34	6/11/2007	CDB Guidance #31: Client Database (CDB) Colorectal Cancer (CRC) Guidance -- Documenting Other Cancers Attachment 1: Entry Other Cancers found on CRC Screening	Other Clinical CRC		X	
CCSC HOM #07-35	6/11/2007	Updated - Standards of Care for Case Management, Quality Assurance of Colonoscopy Screening and Recall Intervals, "Linkage" to Care, and Other Issues (Replaces CCSC HOM Memo #04-47). Attachment 1: Standards of Care Updates 06112007 Case Management Update 06112007	Other Clinical CRC		X	
CCSC HOM #07-36	6/26/2007	<u>CDB Guidance #32: Client Database (CDB) Forms Guidance – Colorectal Cancer Screening, Prostate Screening, and Prostate Post-Screening Forms.</u> <u>Attachment 1: CRC Form Guidance -Post Screening.pdf</u> <u>Attachment 2: PR Form Guidance Screening</u> <u>Attachment 3: PR Form Guidance -Post Screening</u>	Client Database		X	X
CCSC HOM #07-37	6/20/2007	Education Database – Web-based Training	Education Database		X	
CCSC HOM #07-38	7/16/2007	New Brochure for the Center for Cancer Surveillance and Control. Attachment 1: CCSC Brochure.pdf	Education Outreach			X

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/Template
CCSC HOM #07-39	7/16/2007	Teleconference on CRF Cancer Programs –July 18, 2007. Attachment 1: MOTA-GRANTEES FY08	Administrative General	X		
CCSC HOM #07-40	7/25/2007	Melanoma Skin Cancer Resource- "I Have Melanoma: Now What?"	Administrative General			X
CCSC HOM #07-41	7/25/2007	FY 2008 Budget Reductions - Cigarette Restitution Fund Program (CRFP) Cancer Prevention, Education, Screening and Treatment (CPEST) - to Local Health Departments (LHD). Attachment 1: FY08 AWARD DIFFERENCES	Administrative General		X	
CCSC HOM #07-42	8/17/2007	September 2007 Prostate Cancer Awareness Month Information Packet. Attachment 1: Prostate Cancer Local Proclamation Template Attachment 2: Prostate Cancer Local News Release Template Attachment 3: Cancer and Prostate Cancer Websites	Education Outreach			X
CCSC HOM #07-43	8/24/2007	<u>Revised Brochure for the Center for Cancer Surveillance and Control.</u> <u>Attachment 1: CCSC Brochure.pdf</u>	Education Outreach			X
CCSC HOM #07-44	9/11/2007	Publication in CDC Morbidity and Mortality Weekly Report (MMWR): Trends in Colorectal Cancer Test Use in Maryland, Maryland Cancer Survey, 2002 -- 2006	Other Clinical CRC		X	
CCSC HOM #07-45	9/11/2007	Teleconference on CRF Cancer Programs - September 19, 2007. Attachment 1: Site Visit FY08 Revision 8-30-2007	Administrative General	X		
CCSC HOM #07-46	9/24/2007	Release of the Report of the Maryland Cancer Survey, 2006	Other SEU		X	
CCSC HOM #07-47	9/25/2007	Regional CRF/Cancer Control Meetings, October 2007	Administrative General		X	
CCSC HOM #07-48	10/3/2007	<u>Reporting Complications to DHMH, Client Database (CDB) Guidance #34.</u> <u>Attachment 1: CDB Guidance 34 Reporting Complication</u>	Client Database		X	
CCSC HOM #07-49	10/3/2007	<u>Client Database (CDB) Guidance #35:</u> - Large Adenoma Field-CRC Screening Form, Page 3 - DRAFT-Colorectal Screening Recall and Management Guidance Based on Bowel Prep and Cecum Being Reached during Colonoscopy. Attachment 1: CDB_Guidance 35 Large Adenoma_1.pdf <u>Attachment 2: CDB Guidance 35 CRC Adequate Exam Recall</u>	Client Database		X	
CCSC HOM #07-50		N/A				
CCSC HOM #07-51	11/13/2007	<u>Revised Cancer Education Database (EDB) Guidelines.</u> <u>Attachment 1: Revised EDB Guidelines</u>	Education Database		X	

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM 07-52	11/1/2007	CRF Program Progress Reports - FY 2008 Attachment 1: Progress Report Template	Administrative General		X	
CCSC HOM #07-53	11/16/2007	Maryland Cancer Fund Announcement of Grant Award Funding for Early Detection/Secondary Prevention Grants. Attachment 1: MCF SECONDARY PREVENTION Instructions 111507 Attachment 2: Maryland Cancer Fund Flyer 111307	Other MCR		X	
CCSC HOM #07-54	12/8/2007	Maryland Health Insurance Plan: Update on Coverage of Local Program Clients with Cancer. Attachment 1: Agenda MHIP Presentation to board of Directors V2_1 Attachment 2: MHIP Board Att1 LHDFY08 Cancer Progress Attachment 3: MHIP Board Att212072007 Attachment 4: MHIP Board Meeting Notes 12062007	Administrative General		X	
CCSC HOM # 07-55	12/17/2007	<u>Client Database (CDB) Guidance #36: REVISED Large Adenoma Field-CRC Screening Form, Page 3.</u> <u>Attachment 1: Large Adenoma Field Revision Guidance #36.pdf</u>	Client Database		X	
CCSC HOM #07-56	12/17/2007	Performance Measures, Fiscal Year 2007--Finalized. Attachment 1: Performance Measures FY2007	Administrative General		X	
CCSC HOM #07-57	12/17/2007	Maryland Cancer Survey. Attachment 1: MCS2008	Other SEU		X	
CCSC HOM #07-58	12/17/2007	<u>Maryland Cancer Fund Commonly Asked Question & Answers Regarding the Cancer Early Detection/Secondary Prevention Grant</u> <u>Attachment 1: Q&A Secondary Prevention 12132007</u>	Administrative Paying Invoices		X	
CCSC HOM #07-59	12/17/2007	Teleconference on CRF Cancer Programs - December 19, 2007. Attachment 1: Colonoscopies Co Risk Age FY06_07 Attachment 2: LHD FY08 CRC Programs with Eligibility	Administrative General	X		
2008						
CCSC HOM #08-01	4/23/2008	HSCRC Cancer Reports	Other clinical CRC		X	
CCSC HOM #08-02	2/11/2008	<u>Client Database (CDB) Guidance #37: Policy on Writing in the CDB by DHMH.</u> <u>Attachment 1: CDB Policy Writing</u>	Client Database		X	
CCSC HOM #08-03	1/25/2008	Federal Poverty Guidelines, 2008; Annual Household Income by Family Size. Attachment 1: Federal Poverty Guidelines, 2008	Administrative General		X	

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #08-04	1/28/2008	Cigarette Restitution Fund Program- Cancer Prevention, Education, Screening and Treatment (CPEST) Program Statewide Video Conference – February 20, 2008. Attachments (4).	Administrative General		X	X
CCSC HOM #08-05	2/11/2008	Update on HEDIS Measures for Colorectal Cancer (CRC) Screening in Maryland by Commercial Health Maintenance Organizations (HMOs) and Point of Service (POS) Plans, 2004-2007. Attachment 1: Colorectal Cancer (CRC) Screening in Maryland Based on Health Plan Employer Data and Information Set (HEDIS) Measure Reporting Period 2004-2007	Other SEU		X	
CCSC HOM #08-06	2/15/2008	March 2008 Colorectal Cancer Awareness Month Information Packet. Attachment 1: Updated Colorectal Fact Sheet Attachment 2: CRC News Release Fact Sheet Attachment 3: Public Service Announcement Attachment 4: Local Public Health Program Proclamation template Attachment 5: 2008 Cancer Information Website Attachment 6: Colorectal Cancer Awareness Month Packet	Education Outreach		X	X
CCSC HOM #08-07	2/15/2008	<u>Standardized Colonoscopy Reporting and Data System (CoRADS).</u> <u>Attachment 1: CoRADS May 2007 Lieberman</u> <u>Attachment 2: Checklist Col Report</u> <u>Attachment 3: Dear Colleague Letter CoRADS</u>	Other Clinical CRC		X	X

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CCSC HOM #08-08	2/15/2008	Colonoscopy Numbers by Jurisdiction and FY through January 23, 2008 Attachment 1: Ctyby FYCRF had Col 01/23/2008	Client Database		X	
CCSC HOM #08-09	2/15/2008	Guidance on Performance Measures. Attachment 1: Guidance on Performance Measures April 2007, Rev. February 2008	Administrative General		X	
CCSC HOM #08-10	3/10/2008	Performance Measures FY2008. Attachment 1: CRFP/CPEST FY08 Performance Measures (PM) for Education and Screening	Administrative General		X	
CCSC HOM #08-11	3/27/2008	CPT Codes: 2008 Medicare, Medicaid and Dental Reimbursement Schedule Attachment 1: Reimbursement Rate*	Administrative Paying Invoices		X	
CCSC HOM #08-12	3/7/2008	March 2008 Governor's Proclamation on Colorectal Cancer Awareness Month Attachment 1: CRC Proclamation	Education Outreach		X	X
CCSC HOM #08-13	3/10/2008	March 2008 Colorectal Cancer Awareness Month Slides. Attachment 1: Colorectal Cancer Overview03/2008 Attachment 2: Colorectal Cancer Update Provider03/2008 Attachment 3: In the Clinic Colorectal Screening (American College Physicians)	Education Outreach		X	X
CCSC HOM #08-14	3/29/2008	Comparative Effectiveness of Therapies for Clinically Localized Prostate Cancer Report by Agency for Healthcare Research and Quality (Feb. 2008). 2 Attachments.	Administrative General		X	
CCSC HOM #08-15	3/17/2008	Performance Measures 'Mid' FY2008 Progress. Attachment 1: Performance Measures 'Mid' FY08	Administrative General		X	
CCSC HOM # 08-16	3/17/08	<u>Teleconference on CRF Cancer Programs.</u> Attachment 1: Maryland Public Health Insurance Info. Attachment 2: aces program collaboration Attachment 3: paying diagnosis and treatment <u>Attachment 4: prostate principles</u>	Client Database	X		
CCSC HOM #08-17	3/27/08	<u>Reimbursement rates and procedures for office visits for women CCSC HOM are patients of both BCCP and CRF programs—Update 2008 rates version.</u> <u>Attachment 1: Medicare 2008 Reimbursement Rates for the BCCP and CRF programs</u>	Administrative Paying Invoices		X	

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #08-18	4/16/08	FY 2009 Grant Application Instructions for the Cigarette Restitution Fund (CRFP) Cancer Prevention, Education, Screening and Treatment Program (CPEST). Attachment 1: Appendix Attachment 1A: AWARDS TO JURISDICTIONS - FISCAL YEAR 2009 Attachment 1B: FY 2009 CRFP-Cancer Prevention, Education, Screening, & Treatment Grant Application Checklist Attachment 2: Fiscal Year 2009 (July 1, 2008 to June 30, 2009) Attachment 3: FY08 – 2nd Triennial Progress Report/With FY 2009 Grant Application Attachment 4: Cancer Prevention, Education, Screening and Treatment Grant Fiscal Year: 2009 Attachment 5: Cancer Prevention, Education, Screening and Treatment Program Inventory of Publicly Funded Cancer Programs As of the End of FY 07 Attachment 6: Cancer Program Budget Broken Out by PCA Codes Into Non-Clinical, Clinical and Administrative Costs Attachment 6B: Instructions: Fill out your budget request Attachment 7A: Sample - Budget Justification Attachment 7B: Sample - Budget Justification Attachment 7C: Sample - Budget Justification Attachment 8A: Clinical Performance Measures Attachment 9: Financial Eligibility Criteria for Cancer Treatment Services	Administrative Paying Invoices		X	X
CCSC HOM #08-19	4/21/08	<u>Maryland Cancer Fund Announcement of Grant Award Funding for Cancer Treatment Grants</u>	Administrative General			X
CCSC HOM #08-20	4/30/08	Amendment to the CRF Cancer Report, September 2006. Attachment 1: 2006 Cancer Report Amendment	Other SEU		X	
CCSC HOM #08-21	4/30/08	Melanoma/Skin Cancer Awareness Packet Attachment 1: Template local proclamation Attachment 2: news release template Attachment 3: Examples of Skin Cancer Awareness PSA Attachment 4: Skin cancer education websites Attachment 5: the truth about tanning beds Attachment 6: fact sheet Attachment 7: skin cancer awareness packet	Education Outreach		X	X

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #08-22	5/16/08	Client Database (CDB) Training Schedule for 2008 and 2009	Client Database		X	
CCSC HOM #08-23	5/16/08	Regional CRF/Cancer Control Meetings, June 2008	Administrative General		X	
CCSC HOM #08-24	6/3/08	Client Database (CDB) guidance # 39 - Forms Index Attachment 1: Centers for Disease Control and Prevention (CDC) Colorectal Cancer (CRC) Screening Demonstration Program	Client Database		X	X
CCSC HOM #08-25	6/5/08	<u>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</u>	Client Database		X	
CCSC HOM #08-26	6/5/08	<u>Client Database (CDB) Guidance #41 -- Entry into CDB Attachment 1: CDB Guidance #41: Entry into the Client Database (CDB)</u>	Client Database		X	
CCSC HOM #08-27	6/5/08	Access to Maryland Cancer Registry Data	Other MCR		X	
CCSC HOM #08-28	6/17/08	Teleconference-CRFP Programs -- June 18, 2008, Maryland Cancer Fund Treatment Grants Q&A	Administrative General	X		
CCSC HOM #08-29	7/7/2008	Non Chargeable List for FY09 - Revision re CRFP cancer screening Attachment 1: NON-CHARGEABLE LIST Attachment 2: Explanation of Chargeable Services Attachment 3: Fy09 Non chargeable Services List	Administrative General		X	
CCSC HOM #08-30	7/15/2008	Teleconference on CRF Cancer Programs__July 16, 2008 Attachment 1: FY09 MOTA Grantees Attachment 2: HSCRC DATA USE	Administrative General	X		

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CCSC HOM #08-31	8/26/2008	<u>Revised CDB Forms and Forms Index (CDB Guidance #42)</u> <u>Attachment 1 Colorectal Cancer Screening Form (updates 06-24)</u> <u>Attachment 2 Colorectal Cancer Post Screening Form (updates 06-24)</u> <u>Attachment 3 Prostate Cancer Screening Form (updates 07-20)</u> <u>Attachment 4 Prostate Cancer Post Screening Form (updates 05-39)</u> <u>Attachment 5 Oral Cancer Screening Form (updates 05-39)</u> <u>Attachment 6 Oral Cancer Post Screening Form (updates 05-39)</u> <u>Attachment 7 Skin Cancer Screening Form (updates 05-39)</u> <u>Attachment 8 Skin Cancer Post Screening Form (updates 07-20)</u> <u>Attachment 9 Definitions for the New Diagnosis Fields: Diagnosis Status and Date of Diagnosis</u> <u>Attachment 10 CDB Forms Index (updates 08-24)</u>	Client Database		X	X
CCSC HOM #08-32	8/25/2008	Performance Measures - Final FY08 (replaces 08-10) Attachment 1: Performance Measures Final FY08	Other SEU		X	
CCSC HOM #08-33	8/11/2008	Prostate Cancer Awareness Packet Attachment 1: Prostate cancer proclamation template Attachment 2: Prostate cancer news release Attachment 3: Prostate cancer information website Attachment 4: Prostate cancer awareness monthly packet	Education Outreach		X	X
CCSC HOM #08-34	8/5/2008	Revised Guidance on Performance Measures (replaces 08-09); Attachment 1: Revised guidance performance measures	Administrative General		X	
CCSC HOM #08-35	8/11/2008	Checklist of Clinical Resources for New CPEST Program Staff, Attachment 1: Resources for case managers	Administrative General		X	

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #08-36	9/8/2008	CCSC-Health Officer (HO) Memo Index and Key CCSC HOM Memo list Attachment 1: Health Officer Memos Index key CCSC HOM memo Attachment 2: Health officer key memos Attachment 3: Health office master index Attachment 4: Health officer memos index key CCSC HOM memo	Administrative General		X	
CCSC HOM #08-37	8/8/2008	Using Maryland Cancer Registry Health Officer Datasets Teleconference— August 19, 2008 1:00 p.m.—3:00 p.m. Attachment 1: Health Officer Database Training 08-09-2008	Administrative General	X		
CCSC HOM #08-38	9/18/2008	Maryland Cancer Fund Cancer Treatment Grants and Tips in Applying for the Maryland Health Insurance Program (MHIP) Attachment 1: Miff Treatment Grant Attachment 2: MHIP tips	Administrative General		X	X
CCSC HOM #08-39	9/22/2008	Updated - Standards of Care for Case Management, Quality Assurance of Colonoscopy Screening and Recall Intervals, "Linkage" to Care, and Other Issues (Replaces CCSC HOM Memos #04-47 and #07-35) 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 CRC/Prostate /Oral/ Skin		X	
CCSC HOM #08-40	9/3/2008	Performance Measures, Final Fiscal Year 2008 Data-- CORRECTED Attachment 1: Performance Measures Final FY08_Corrected.xls Attachment 2: Performance Measures Final FY08_Corrected.pdf	Administrative General		X	
CCSC HOM #08-41	10/10/2008	October 2008 CPEST Regional Meeting Via Teleconference – October 22, 2008	Administrative General	X		

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #08-42	10/10/2008	<u>Definitions for Common Conditions Found During a Routine Colonoscopy: Procedures and a Template for Colonoscopy Results to Clients</u> <u>Attachment 1: definitions col procedure findings 10 08 08.doc</u> <u>Attachment 2: definitions col procedure findings 10 10 08.pdf</u> <u>Attachment 3: col procedure template letter</u>	Education Outreach		X	X
CCSC HOM #08-43	9/15/2008	Teleconference on CRF Cancer Programs – September 17, 2008 Attachment 1: radiation therapy handout.pdf Attachment 2: radiation treatment.ppt Attachment 3: Site Visit revision 9-10-08	Administrative General	X		
CCSC HOM #08-44	10/10/2008	CRF Program Progress Reports – FY 2009	Administrative General		X	X
CCSC HOM #08-45	10/10/2008	CRF Cancer Report 2008 Attachment 1: CRF cancer report 2008 evaluation.doc	Other SEU		X	
CCSC HOM #08-46	10/10/2008	Performance Measure FY 2009 Attachment 1: performance measure FY09.pdf Attachment 2: performance measure FY09.xls Attachment 3: performance measure corrective action plan template	Administrative General		X	X
CCSC HOM #08-47	10/10/2008	<u>Surveillance and Evaluation Unit Data Request Form</u> <u>Attachment 1: Surveillance and Evaluation data request form</u>	Other SEU		X	X
CCSC HOM #08-49	10/20/2008	October 2008 CRF CPEST Regional Meeting Via Teleconference Attachment 1: morning slides powerpt regional 10222008.ppt Attachment 2: morning slides powerpt regional 10222008.pdf Attachment 3: morning handout regional 10-22-2008 Attachment 4: afternoon slides ppt. regional 10222008.ppt Attachment 5: afternoon handouts regional 10222008.pdf Attachment 6: afternoon slides pdf regional 10222008.pdf	Administrative General	X		
CCSC HOM #08-50	11/7/2008	Maryland Cancer Fund Announcement of Grant Award Funding for Cancer Primary Prevention Grants and Cancer Early Detection/Secondary Prevention Grants Attachment 1: MCF primary app 2008_1.pdf Attachment 2: MCF secondary app 2008.pdf	Administrative General		X	

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #08-51	12/3/2008	Bowel Preparation for Colonoscopy Attachment 1: consensus document Attachment 2: FDA alert Attachment 3: FDA patient Attachment 4: healthcare professional info Attachment 5: FDA science background paper Attachment 6: bowel prep flow sheet	Other Clinical CRC		X	
CCSC HOM #08-52	11/17/2008	Teleconference on CRF Cancer Programs –November 19, 2008 Attachment 1: CDB Print Report Guidance - Draft 11-18-08 Attachment 2: Teleconference 11-19-08 resources health ed. Attachment 3: Teleconference CRFP 11-19-08 Revisions	Administrative General	X		
CCSC HOM #08-53	11/18/2008	Revised Long Consent Form Attachment 1: long term consent rev 11-18-08	Administrative General			X
CCSC HOM #08-54	11/20/2008	“Has increased colorectal cancer (CRC) screening in Maryland shifted CRC to earlier stage at diagnosis?” American Public Health Association (APHA) Abstract and “Colorectal Cancer Screening Program Yields Promising Early Results” Medscape© Medical News 2008 Attachment 1: Medscape CRC poster Attachment 2: APHA poster CRC stage	Education Outreach		X	
CCSC HOM #08-55	12/15/2008	Performance Measures FY 2009 – Second SEU Performance Measures Report to Local Programs Attachment 1: performance measures fy09_1.xls Attachment 2: performance measures fy09 action plan	Administrative General		X	
CCSC HOM #08-56	12/10/2008	Maryland Cancer Registry Health Officer Dataset--Zip code Problems	Other MCR		X	
CCSC HOM #08-57	12/15/2008	Teleconference on CRF Cancer Programs –December 17, 2008 Attachment 1: ibd FHA audit health benefits MOTA .ppt Attachment 2: handout ibd FHA audit health benefits Attachment 3: MOTA ppt.pdf Attachment 4: MOTA referral form.pdf	Administrative General	X		X
CCSC HOM #08-58	12/16/2008	CRFP CPEST Client Eligibility Requirements	Administrative General		X	
CCSC HOM #08-59	12/16/2008	Maryland Medicaid for Families Expansion Attachment 1: fed poverty guidelines 08 Medicaid expansion income rev.	Administrative General		X	
CCSC HOM #08-60	12/17/2008	Resource for Provider Skin Cancer Prevention Education	Administrative General		X	
CCSC HOM #08-61	12/17/2008	New Legislation: Use of Tanning Devices by Minors (COMAR 10.52.06)	Administrative General		X	

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
2009						
CCSC HOM #09-01	1/12/2009	<u>Client Database (CDB) Guidance #43</u> <u>—Printing Reports for Client Charts</u> <u>Attachment 1: Client Database (CDB) Guidance #43: Printing CDB Reports for Client Records</u>	Client Database		X	
CCSC HOM #09-02	1/13/2009	Performance Measures FY 2009 – Third SEU Performance Measures Report to Local Programs Attachment 1: performance measures fy09 Attachment 2: performance measures fy09 action plan a-g Attachment 2: performance measures fy09 action plan h-w	Administrative General		X	
CCSC HOM #09-03	1/13/2009	CDB (Client Database) Guidance #44: CDB Updates	Client Database		X	
CCSC HOM #09-04	1/16/2009	Teleconference on CRF Cancer Programs – January 21, 2009 Attachment 1: Revised Diverticular Hemorrhoids	Other Clinical CRC	X		
CCSC HOM #09-05	1/27/2009	Bowel Preparation before Colonoscopy: <ul style="list-style-type: none"> • FDA Alert on Oral Sodium Phosphate products and Recall, and • Screening Program Payment for Bowel Cleansing Products 	Other Clinical CRC		X	
CCSC HOM #09-06	1/26/2009	Federal Poverty Guidelines, 2009; Annual Household Income by Family Size	Administrative Paying Invoices		X	
CCSC HOM #09-07	2/6/2009	<u>Client Database Guidance (CDB) #45 – Entering Serrated Lesions in the Colorectal Module of the CDB</u>	Client Database		X	
CCSC HOM #09-08	2/13/2009	Regional Meeting via Teleconference on CRF Cancer Programs – February 18, 2009 Attachment 1: session 1 presentation. ppt Attachment 2: session 1 presentation. pdf Attachment 3: session 2 presentation .ppt Attachment 4: session 2 presentation .pdf	Administrative General	X		
CCSC HOM #09-09	2/24/2009	March 2009 Colorectal Cancer Awareness Month Information Packet Attachment 1: colorectal cancer factsheet Attachment 2: CRC awareness news release templates Attachment 3: dress in blue day press release Attachment 4: local health program proclamation Attachment 5: public service announcements Attachment 6: cancer information website	Education Outreach		X	X
CCSC HOM #09-10	2/11/2009	<u>Cancer Client Database (CDB) “Diagnosis and Treatment Only” Cycles (Guidance #46)</u> <u>Attachment 1: CDB diagnosis treatment only guidance # 46</u>	Client Database		X	

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #09-11	4/22/2009	Cost of Colonoscopy Attachment 1: cost_of_colonoscopy_cdb_ids Attachment 2: cost_of_colonoscopy-billing_instructions	Client Database		X	
CCSC HOM #09-12	3/5/2009	Colorectal Cancer: Provider and Public Slide Sets, and Governor's Proclamation Attachment 1: CRC slides 03022009 Attachment 2: CRC update provider 03022009 Attachment 3: CRC gov proclaim 03022009 Attachment 4: CRC slides gov proclaim	Education Outreach			X
CCSC HOM #09-13	3/16/2009	<u>Clinical Expenditure Requirement (60% of the funds under grant must be spent on screening diagnosis and treatment cost).</u>	Administrative Paying Invoices		X	
CCSC HOM #09-14	3/16/2009	CPT Codes: 2009 Medicare, Medicaid and Dental Reimbursement Schedule Attachment 1: CPT Medicare ma rates	Administrative Paying Invoices		X	
CCSC HOM #09-15	3/16/2009	Release of the Report of the Maryland Cancer Surveys: Baltimore City Cancer Survey, 2007	Other SEU		X	
CCSC HOM #09-16	3/16/2009	Education Database (EDB) Web-based Training -- New Web Link	Education Database		X	
CCSC HOM #09-17	3/16/2009	Teleconference on CRF Cancer Programs – March 18, 2009 Attachment 1: cancer incidence Maryland 03182009 Attachment 2: cancer incidence Maryland 03182009 handout	Administrative General	X		
CCSC HOM #09-18	3/26/2009	Updated Web Links: Health Officer Memos and Education Database (EDB) Web-based Training	Education Database		X	
CCSC HOM #09-19	3/31/2009	<u>Colorectal Cancer Minimal Elements, Update March 2009</u> <u>Attachment 1: CRC minimal elements 03202009</u>	Minimal Clinical Elements CRC		X	
CCSC HOM #09-20	4/16/2009	Performance Measures FY 2009 – Fourth SEU Performance Measures (Third Quarter) Report to Local Programs Attachment 1: performance measures fy09 Attachment 2: performance measures fy09 action plan a-f Attachment 2: performance measures fy09 action plan g-w	Administrative General		X	
CCSC HOM #09-21	4/17/2009	Melanoma and Skin Cancer Detection and Prevention Month Packet Attachment 1: local proclamation Attachment 2: news release template Attachment 3: PSA templates Attachment 4: factsheet from Maryland skin cancer prevention program Attachment 5: truth about tanning bed factsheet Attachment 6: ten ways to sun guard your skin Attachment 7: cancer information websites	Education Outreach		X	X

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CCSC HOM #09-22		N/A				
CCSC HOM #09-23	5/1/2009	FY 2010 Grant Application Instructions for the Cigarette Restitution Fund (CRFP) Cancer Prevention, Education, Screening and Treatment Program (CPEST) Attachment 1 - 9	Administrative General		X	X
CCSC HOM #09-24	5/15/2009	Teleconference on CRF Cancer Programs – May 20, 2009 Attachment 1: Oral Cancer Review Attachment 2: Oral Cancer Review_Print Version	Other Clinical Oral	X		
CCSC HOM #09-25	5/7/2009	Colonoscopy Recalls, FY10, Cigarette Restitution Fund Program Attachment 1: Colonoscopy Recall FY10_1.xls Attachment 2: Colonoscopy Recall FY10_1.pdf	Other Clinical CRC		X	
CCSC HOM #09-26	5/19/2009	<u>Subcontractor Budget Review for the Cigarette Restitution Fund (CRFP) Cancer Prevention, Education, Screening and Treatment Program (CPEST)</u> <u>Attachment 1: Local Program Letterhead</u> <u>Attachment 2: Fiscal Year 2010 Subcontractor Budget Review, Receipt and Approval</u>	Administrative Provider Contract		X	
CCSC HOM #09-27	10/24/2009	CRFP CPEST Client Eligibility Requirements, Clarification (Replaces CCSC HOM CCSC #08-58)	Administrative General		X	
CCSC HOM #09-28	7/29/2009	HEDIS Measures for Colorectal, Breast, and Cervical Cancer Screening in Maryland, 2004-2008 Reporting Years Attachment 1: Colorectal, Breast, and Cervical Cancer Screening in Maryland Based on Health Plan Employer Data and Information Set (HEDIS) Measures	Other SEU		X	
CCSC HOM #09-29	7/14/2009	Teleconference on CRF Cancer Programs – July 15, 2009 Attachment 1: Skin Cancer Online CME Primary Care Clinician Attachment 2: Sun Safe Preschool Curriculum Attachment 3: MCF Treatment Eligibility Attachment 4: CRC Stds Data Teleconference	Education Outreach	X		

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #09-30	12/21/2009	Use of Cigarette Restitution Fund Program (CRFP) funds for clients participating in Cancer Treatment Clinical Trials	Administrative General		X	
CCSC HOM #09-31	7/29/2009	September 2009 <i>Prostate Cancer Awareness Month</i> Information Packet Attachment 1: Prostate cancer know the facts Attachment 2: Prostate cancer news release template Attachment 3: Prostate cancer information websites Attachment 4: benefits and harms of PSA screening update from USPSTF Attachment 5: cads Prostate cancer screening decision guide Attachment 6: DHMH prostate cancer is screening right for you	Education Outreach		X	X
CCSC HOM #09-32	7/29/2009	Performance Measures FY 2009 – Final SEU Performance Measures (Fourth Quarter) Report to Local Programs Attachment 1: Performance Measures FY09 Final Attachment 2: Performance Measures FY09 Final Action Plan A-F Attachment 3: Performance Measures FY09 Final Action Plan G-W	Administrative General		X	
CCSC HOM #09-33	8/12/2009	'Dear Colleague' letter concerning the colonoscopy quality review results Attachment 1: Letter_co-rads_col_quality_review Attachment 2: co_rads_lieberman.pdf	Other Clinical CRC		X	
CCSC HOM #09-34	8/12/2009	<u>Cigarette Restitution Fund Program Site Visit Policy (for 2010 and 2011)</u>	Other Clinical CRC		X	
CCSC HOM #09-35		Teleconference on CRF Cancer Programs – August 19, 2009 Attachment 1: CRC_prescribed_bowel_prep_voucher	Administrative General	X	X	
CCSC HOM #09-36	9/12/2009	FY 2010 Budget Reductions - Cigarette Restitution Fund Program (CRFP) Cancer Prevention, Education, Screening and Treatment (CPEST) - to Local Health Departments (LHD) Attachment 1: Revised Budget FY10 by Jurisdiction	Administrative General		X	
CCSC HOM #09-37	9/14/2009	Revised Guidance on Performance Measures Attachment 1: Revised Guidance Steps	Administrative General		X	
CCSC HOM #09-38	9/15/2009	CRFP/CPEST Program Progress Reports – Interim and End of Year Fiscal Year (FY) 2010	Administrative General		X	

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #09-39	9/15/2009	Teleconference on CRF Cancer Programs – September 16, 2009 Attachment 1: Use of Tanning Devices by minors Attachment 2: Use of Tanning Devices by minors.pdf Attachment 3: (No Suggestions) Attachment 4: Wicomico_Education_Tracking	Education Outreach	X		
CCSC HOM #09-40	10/9/2009	<u>CDB Guidance #47—CDB Updates: Revised Colorectal Cancer Screening Form; New and Revised Reports</u> <u>Attachment 1: CRC Screening Form Snapshots</u> Attachment 2: Revised CRC Screening Form <u>Attachment 3: Revised CRC Screening Form Guidance</u>	Client Database		X	X
CCSC HOM #09-41		N/A				
CCSC HOM #09-42	10/15/2009	Teleconference on CRF Cancer Programs – October 21, 2009 Attachment 1: MHIP_Tips	Administrative General		X	
CCSC HOM #09-43		N/A				
CCSC HOM #09-44		N/A				
CCSC HOM #09-45	11/17/2009	Teleconference on CRF Cancer Programs – November 18, 2009	Administrative General	X		
CCSC HOM #09-46	11/19/2009	Revised Guidance on Performance Measures Attachment 1: Performance Measures FY10	Administrative General		X	
CCSC HOM #09-47	12/22/2009	<u>Breast Cancer Minimal Clinical Elements, November 2009</u> <u>Cervical Cancer Minimal Clinical Elements, March 2009</u> <u>Attachment 1: Breast Minimal Elements2009 12/22/2009</u> <u>Attachment 2: Cervical Cancer Minimal Elements2009</u>	Minimal Clinical Elements Breast/Cervical		X	
CCSC HOM #09-48	12/23/2009	<u>Payment for Complications Resulting from Cancer Treatment Services Provided by the Cigarette Restitution Fund Program (CRFP)</u>	Administrative Paying Invoices		X	
2010						
CCSC HOM #10-01	1/8/2010	Release of the Report of the Maryland Cancer Survey, 2008	Other/SEU		X	
CCSC HOM #10-02	1/15/2010	Considerations when Adjusting Local Cigarette Restitution Fund (CRF) Colorectal Cancer (CRC) Programs to fit Fiscal Year (FY) 2010 Budgets Attachment 1: Adjusting CRF CRC to fit the FY2010 budget; Attachment 2: Letter to client regarding colonoscopy procedure result; Attachment 3: Letter to Client regarding funding; Attachment 4: Letter to Provider asking for recall interval reassessment; and Attachment 5: Letter to Provider regarding funding	Administrative General		X	

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
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 #10-04	1/20/2010	Performance Measures FY 2010 Mid-year: SEU Performance Measures Action Plan Report to Local Programs Attachment 1: Performance Measures Mid-Year FY10 Attachment 2: Performance Measure Action Plan Mid-Year FY10_A-F/G-W	Administrative General		X	
CCSC HOM #10-05	1/19/2010	Teleconference on CRF Program --January 20, 2010	Administrative General	X		
CCSC HOM #10-06	2/12/2010	March 2010 Colorectal Cancer Awareness Month Information Packet Attachment 1: Colorectal Cancer Fact Sheet Attachment 2: Ambassadors Guide to Community Education Attachment 3: Proclamation Template Attachment 4: News Release Template (2) Attachment 5: Public Service Announcements Attachment 6: Poster(CCSC HOM should be screened) Attachment 7: Poster (Screening Saves Lives) Attachment 8: Link to Video Attachment 9: Dress In Blue Day	Education Outreach		X	X
CCSC HOM #10-07	1/12/2010	Teleconference on CRF Cancer Programs – February 17, 2010 Attachment 1: Use of Fecal Occult Blood Testing for Colorectal Cancer Screening	Other Clinical CRC	X		
CCSC HOM #10-08	2/19/2010	Maryland Cancer Registry Health Officer Datasets Attachment 1: MCR Cancer Incidence Data	Other MCR		X	

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
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	X
CCSC HOM # 10-10	3/15/2010	Governor's Proclamation for March 2010 Colorectal Cancer Awareness Month	Education Outreach			X
CCSC HOM #10-11	3/24/2010	CRF Cancer Report 2009 Attachment 1: CRF cancer report 2008 evaluation.doc	Other SEU		X	X
CCSC HOM #10-12	3/16/2010	Teleconference on CRF Cancer Programs – March 17, 2010 Attachment 1: Complications	Administrative General		X	
CCSC HOM #10-13	3/17/2010	Federal Poverty Guidelines, 2010; Annual Household Income by Family Size	Administrative General		X	
CCSC HOM #10-14	3/25/2010	Index to CCSC Health Officer (HO) Memos (Master List) and Key HO Memos, Updated March 25, 2010 Attachment 1: Master Index HO memos Attachment 2: Key HO memos	Administrative General		X	
CCSC HOM #10-15	3/29/2010	CPT Codes and 2010 Medicare, Medicaid, and Dental Reimbursement Schedule	Administrative Paying Invoices		X	

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #10-16	4/23/2010	Fiscal Year 2011 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 FY2008 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	Administrative General		X	X
CCSC HOM #10-17	4/27/2010	Melanoma and Skin Cancer Detection and Prevention Month Packet Attachment 1: local proclamation Attachment 2: news release template Attachment 3: Public Service Announcement templates Attachment 4: factsheet from Maryland skin cancer prevention program Attachment 5: truth about tanning bed factsheet Attachment 6: ten ways to sun guard your skin Attachment 7: cancer information websites	Education Outreach		X	X
CCSC HOM #10-18	4/20/2010	Teleconference on CRF Cancer Programs – April 21, 2010	Administrative General	X		
CCSC HOM #10-19	5/3/2010	Administrative Change to the Cigarette Restitution Fund Program	Administrative General		X	
CCSC HOM #10-20	5/11/2010	<u>CRF Program Benchmarks Questions and Answers</u> <u>CDB Guidance #49</u>	Client Database		X	
CCSC HOM #10-21	5/14/2010	Teleconference on CRF Cancer Programs - May 19, 2010	Administrative General	X		
CCSC HOM #10-22	5/17/2010	<u>Revised Prostate Cancer Minimal Elements, May 2010</u> <u>Attachment 1: Prostate Cancer Minimal Elements for Information, Screening, Diagnosis, Treatment and Follow-up</u> <u>Prostate Cancer: Is Screening Right for You Fact Sheet</u>	Minimal Clinical Elements - Prostate		X	
CCSC HOM #10-23	5/17/2010	CRF Program Quarterly Benchmarks Reports for Colorectal Cancer and Prostate Cancer- Second Quarter Reports	Client Database		X	

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CCSC HOM #10-24	5/18/2010	Revised CRF Long Consent Form	Administrative General			X
CCSC HOM #10-25	5/21/2010	Perianal Condylomata Diagnosed in the CRF Colorectal Cancer Screening Program	Minimal Clinical Elements Colorectal		X	
CCSC HOM #10-26	7/12/2010	Comments on CRFP Eligibility and Documentation in the Client Database (CDB)	Administrative General		X	
CCSC HOM #10-27	7/7/2010	HEDIS Measures for Colorectal, Breast, and Cervical Cancer Screening in Maryland, 2005-2009 Reporting Years	Other SEU		X	
CCSC HOM #10-28	7/19/2010	Performance Measures Final FY 2010: SEU Performance Measures Action Plan Report to Local Programs	Other SEU		X	
CCSC HOM #10-29	9/20/2010	CRF Program Cost of Colonoscopy Report, September 2010	Other SEU		X	
CCSC HOM #10-30	7/19/2010	Teleconference on CRF Cancer Programs – July 21, 2010	Administrative General	X		
CCSC HOM #10-31	7/19/2010	CRF Program Quarterly Benchmarks Reports for Colorectal Cancer and Prostate Cancer – Third Quarter, Fiscal Year 2010	Client Database		X	
CCSC HOM #10-32	7/19/2010	<u>Colorectal Cancer Screening: Recall and Management Guidance Based on Bowel Prep and Cecum Being Reached during Colonoscopy (CDB Guidance #50)</u>	Client Database		X	
CCSC HOM #10-33	8/27/2010	September 2010 <i>Prostate Cancer Awareness Month</i> Information Packet Attachment 1: Prostate cancer know the facts Attachment 2: Prostate cancer news release template Attachment 3: Prostate cancer information websites Attachment 4: benefits and harms of PSA screening update form Attachment 5: CDC Prostate cancer screening decision guide Attachment 6: DHMH prostate cancer is screening right for you	Education Outreach			X
CCSC HOM #10-34	9/23/2010	Fiscal Year 2011 Performance Measures	Administrative General		X	
CCSC HOM #10-35	9/21/2010	CDB and EDB Alert!!	Administrative General		X	
CCSC HOM #10-36	9/23/2010	Update to CDB Alert!!	Administrative General		X	

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #10-37	10/1/2010	CRF Program Benchmarks Reports for Colorectal Cancer and Prostate Cancer – Fourth Quarter and Total, Fiscal Year 2010	Client Database		X	
CCSC HOM #10-38	10/12/2010	Regional CRF/Cancer Control Meetings, November 2010	Administrative General		X	
CCSC HOM #10-39	10/7/2010	<u>CDB Alert: New Web Address/URL</u>	Client Database		X	
CCSC HOM #10-40	11/12/2010	Colonoscopy Reporting Project—Sample from Local CPEST Programs	Client Database			X
CCSC HOM #10-41	11/22/2010	<u>Appointee Exemption Disclosure Form Guidance and Examples for Local Cancer Prevention Education and Treatment Programs</u>	Administrative General		X	X
CCSC HOM #10-42						
CCSC HOM #10-43	12/22/2010	CRFP/CPEST Program Progress Reports – Interim and End of Year Fiscal Year (FY) 2010	Administrative General		X	X
CCSC HOM #10-44	12/17/2010	Client Database (CDB) Training Schedule for 2011 CDB Guidance # 53	Client Database		X	
2011						
CCSC HOM #11-01	1/7/2011	<u>Revised CDB Forms: Core Demographics and Colorectal Cancer Screening, CDB Guidance #54</u>	Client Database		X	X

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #11-02	1/2/2011	<u>CANCER DATA: CRF Cancer Report 2010, Cancer in Maryland Incidence Report (Selected Tables) Years 2002-2007, and State Cancer Profiles</u>	Other SEU		X	
CCSC HOM #11-03	1/18/2011	Teleconference on CRF Cancer Programs – January 19, 2011	Administrative General	X		
CCSC HOM #11-04	1/14/2011	Performance Measures FY 2011 Mid-year: SEU Performance Measures Action Plan Report to Local Programs	Administrative General		X	X
CCSC HOM #11-05	1/14/2011	CRF Program Benchmarks Reports for Colorectal Cancer and Prostate Cancer – First Quarter, Fiscal Year 2011	Client Database		X	
CCSC HOM #11-06	1/20/2011	Medicare and Medicaid Benefits Web Site Resources for 2011	Administrative General			
CCSC HOM #11-07	2/3/2011	<u>Pathology Laboratory Reimbursement for Colonoscopy Biopsy Specimen Processing in CRFP</u>	Administrative Paying Invoices		X	
CCSC HOM #11-08	2/3/2011	<u>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</u>	Other SEU		X	X
CCSC HOM #11-09	2/2/2011	Federal Poverty Guidelines, 2011 by Annual Household Income and Family Size	Administrative Billing		X	

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #11-10	2/14/2011	March 2011 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: Tips for Writing and Placing an Article on Local Newspapers Attachment 5: Colorectal Cancer Public Service Announcements of 10, 15, 20, and 30 seconds 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: Resource Attachment 13: Second Annual National Dress in Blue Day for colorectal Cancer Screening Awareness (flier)	Education Outreach		X	
CCSC HOM #11-11	2/3/2011	<u>Revised Client Database (CDB) Policy--CDB Guidance #56</u>	Client Database		X	
CCSC HOM #11-12	2/15/2011	Index to CCSC Health Officer (HO) Memos (Master List) and key HO Memos, Updated February 15, 2011	Other SEU		X	
CCSC HOM #11-13	2/14/2011	Teleconference on CRF Cancer Programs – February 16, 2011	Administrative General	X		
CCSC HOM #11-14	3/16/2011	CPT Codes and 2011 Medicare, Medicaid and Dental Reimbursement Schedule Attachment 1 Reimbursement Rates by Module	Administrative General		X	
CCSC HOM #11-15	3/9/2011	<u>CDB Tips – Updated; CDB Guidance #57</u> <u>Attachment 1: Tips, Notes and Recommendations for using the CDB</u>	Client Database		X	

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #11-16	3/9/2011	<u>Community Health Coalition Operating Guidelines and Supporting Materials</u> <u>Attachment 1 Strategies to Improve Community Health Coalition Participation and Involvement</u> <u>Attachment 2 Cancer Health Coalition and Tobacco Health and Coalition Operating Guidelines, Revised</u>	Education Outreach		X	
CCSC HOM #11-17	3/9/2011	<u>Guidelines for Reporting Complications to DHMH--CDB Guidance #58</u> <u>Attachment 1: Guidelines for Reporting Complications to DHMH</u>	Client Database		X	
CCSC HOM #11-18	3/9/2011	<u>New endoscopy contract template for CRFP contract for endoscopy (colonoscopy and sigmoidoscopy)</u> <u>Attachment 1 Endoscopy Service Contract</u> <u>Attachment 2 March 2009 HO Memo</u> <u>Attachment 3 Minimal Elements for Screening, Diagnosis, Treatment Follow-up and Education</u>	Administrative Provider Contracts		X	
CCSC HOM #11-19	3/11/2011	Teleconference on CRF Cancer Programs – March 16, 2011	Administrative General	X		
CCSC HOM #11-20	3/14/2011	Maryland Colonoscopy Quality Assurance Program, CRF Program Colonoscopy Feedback Reports, and New Contract Template for Endoscopy Providers	Administrative Provider Contracts		X	
CCSC HOM #11-21	3/22/2011	Revised: Maryland Colonoscopy Quality Assurance Program, CRF Program Revised: Colonoscopy Feedback Reports, and New Contract Template for Endoscopy Providers	Administrative Provider Contracts		X	
CCSC HOM #11-22	4/12/2011	Local CRF Program Colonoscopy Feedback Reports Maryland Colonoscopy Quality Assurance Program	Other Clinical		X	
CCSC HOM #11-23	Not Used					
CCSC HOM #11-24	4/19/2011	<u>2011 Melanoma and Skin Cancer Detection and Prevention Month</u> <u>Attachment 1: Local Public Health Program Proclamation Template</u> <u>Attachment 2: News Release Template</u> <u>Attachment 3: Public Service Announcement Template</u> <u>Attachment 4: Template Letter to Radio and TV Station Managers</u> <u>Attachment 5: Skin Cancer Slide Presentation</u> <u>Attachment 6: Fact Sheet</u> <u>Attachment 7: Truth About Tanning Bed</u> <u>Attachment 8: Ten Ways to Sun Guard Your Skin</u> <u>Attachment 9: Poster: Rachel, Melanoma Survivor</u> <u>Attachment 10: Don't Fry Day Template</u>	Education Outreach		X	
CCSC HOM #11-25	Not Used					

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #11-26	4/18/2011	Teleconference on CRF Cancer Programs – April 20, 2011	Administrative General	X		
CCSC HOM #11-27	4/19/2011	CRF Program Benchmarks Reports for Colorectal Cancer and Prostate Cancer, Second Quarter, Fiscal Year 2011	Client Database		X	
CCSC HOM #11-28	5/9/2011	<u>Fiscal Year 2012 Grant Application Instructions for the Cigarette Restitution Fund Cancer Prevention, Education, Screening and Treatment Program</u> <u>Attachment 1: Legislative requirements</u> <u>Attachment 2: Checklist</u> <u>Attachment 3: Grant Application Instructions</u> <u>Attachment 4: Community Health coalition Attestation Letter-Base year Funding</u> <u>Attachment 5: Inventory of Publicly funder Cancer Programs As of the End of FY2008</u> <u>Attachment 6A: Budget Summary</u> <u>Attachment 7A: FC01n Budget Justification</u> <u>Attachment 7B: FC02n Budget Justification</u> <u>Attachment 7C: FC03N Budget Justification</u> Attachment 9: Financial Eligibility Criteria for Cancer Treatment Services	Administrative General		X	
CCSC HOM #11-29	Not Used					
CCSC HOM #11-30	Not Used					
CCSC HOM #11-31	6/13/2011	Client Database (CDB) Training Schedule for Remainder of 2011 CDB Guidance #59	Client Database		X	
CCSC HOM #11-32	6/14/2011	Teleconference on CRF Cancer--June 15, 2011	Administrative General	X		
CCSC HOM #11-33	6/28/2011	<u>Revision of Fiscal Year 2012 Grant Application Instructions, Attachment 9, Financial Eligibility Criteria for Cancer Treatment Services for the CRF CPEST and SAHC Programs (Replaces #11-28, Attachment 9)</u>				X
CCSC HOM #11-34	7/6/2011	CRF Program Benchmarks Reports for Colorectal Cancer and Prostate Cancer, Third Quarter, Fiscal Year 2011	Client Database		X	
CCSC HOM #11-35	7/25/2011	HEDIS Measures for Colorectal, Breast, and Cervical Cancer Screening in Maryland, 2008-2010 Reporting Years	Other SEU		X	
CCSC HOM #11-36	7/20/2011	Performance Measures Final FY 2011: SEU Performance Measures Action Plan Report to Local Programs	Other SEU		X	
CCSC HOM #11-37	7/19/2011	<u>Education Database (EDB) Upgrade to Version 2.0</u> <u>EDB Power Point Training</u>	Education Database		X	X
CCSC HOM #11-38	7/27/2011	<u>Fiscal Year 2012 Non-Chargeable List</u> <u>Attachment 1: Non Chargeable List</u>	Administrative General		X	

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #11-39	7/25/2011	CRF Cancer Report 2010 Revised				
CCSC HOM #11-40	8/8/2011	Medicare Part B – Coverage for Colorectal Cancer Screening with Colonoscopy				
CCSC HOM #11-41	8/12/2011	Teleconference on CRF Cancer Programs – Wednesday, August 17, 2011	Teleconference	X		
CCSC HOM #11-42	11/21/2011	<u>Revised CRF Long Consent Form</u>	Administrative General			X
CCSC HOM # 11-43	8/22/2011	<u>September 2011 Prostate Cancer Awareness Month Information Packet</u> <u>Attachment 1: Template for Local Proclamation</u> <u>Attachment 2: Prostate Cancer: Is Screening Right for You?</u> <u>Attachment 3: Template for New Release</u> <u>Attachment 4: Prostate Cancer Slide Presentation</u> <u>Attachment 5: Quiz on Prostate Cancer</u> <u>Attachment 6: Poster -- Prostate Cancer</u> <u>Attachment 7: Prostate Cancer Screening: Decision Guide</u>	Education Outreach		X	X
CCSC HOM #11-44	8/24/2011	Regional/CRF Cancer Control Meetings October 2011	Administrative General		X	
CCSC HOM #11-45	Pending					
CCSC HOM #11-46	10/18/2011	Recent publications analyzing data from the Maryland Cancer Surveys	Other SEU		X	
CCSC HOM #11-47	10/4/2011	CRF Program Benchmarks Reports for Colorectal Cancer and Prostate Cancer, Fourth Quarter and Total Fiscal Year 2011	Client Database		X	
CCSC HOM #11-48	10/18/2011	Client Database (CDB) going back on the Intranet; New CDB URL (CDB Guidance #60)	Client Database		X	
CCSC HOM #11-49	11/4/2011	Teleconference on CRF Cancer Programs – Wednesday, November 16, 2011	Teleconference	X		
CCSC HOM #11-50	12/6/2011	<u>Client Database (CDB) Training Schedule Remainder of FY2012</u>	Client Database		X	
CCSC HOM #11-51	12/6/2011	<u>Results Letter Template for Colorectal Cancer Screening</u>	Other Clinical CRC		X	X
CCSC HOM #11-52	12/5/2011	<u>New Employee Orientation Resources Checklist</u>	Administrative General		X	
CCSC HOM #11-53	12/22/2011	CRFP/CPEST Program Progress Reports – Interim and End of Year Fiscal Year (FY) 2012	Administrative General		X	
CCSC HOM #12-01	1/13/2012	CRF Program Benchmarks Reports for Colorectal Cancer and Prostate Cancer First Quarter, Fiscal Year 2012	Client Database		X	

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #12-02	1/13/2012	Performance Measures Mid-year FY1012: Seu Performance Measures Action Plan Report to Local Programs Attachment 1: FY12 Performance Measures Attachment 2: Action Plan A-F or G-W	Client Database		X	
CCSC HOM #12-03	5/9/2012	<u>CPT Codes and 2011 Medicare, Medicaid and Dental Reimbursement Schedule</u> <u>Attachment 1 Reimbursement Rates by Module</u>	Administrative General		X	
CCSC HOM #12-04	1/13/2012	Teleconference on CRF Caner Program - Wednesday, January 18, 2012	Teleconference	X		
CCSC HOM #12-05	2/21/2012	<u>March 2012 Colorectal Cancer Awareness Month Toolkit</u> <u>Attachment 1: Colorectal Cancer Fact Sheet</u> <u>Attachment 2: Local Public Health Program Proclamation Template</u> <u>Attachment 3: New Release Templates</u> <u>Attachment 4: Colorectal Cancer Public Service Announcements of 10, 15, 20, and 30 seconds</u> <u>Attachment 5: Tips for Writing and Placing an Article on Local Newspapers</u> <u>Attachment 6: Template letter to radio and TV station managers</u> <u>Attachment 7: Talking Points</u> <u>Attachment 8: Poster - doctor recommendation for colorectal cancer screening</u> <u>Attachment 9: Poster - Ask your doctor if you should have colorectal screening</u> <u>Attachment 10: Poster - Colorectal cancer screening saves lives</u> <u>Attachment 11: Poster - Who should be screened for colorectal cancer?</u> <u>Attachment 12: Resources</u> <u>Attachment 13: Third Annual National Dress In Blue Day for Colorectal Cancer Screening Awareness (flier)</u>	Education Outreach		X	X
CCSC HOM #12-06	2/2/2012	<u>Federal Poverty Guidelines, 2012 by Annual Household Income and Family Size</u>	Administrative General		X	
CCSC HOM #12-07	3/5/2012	Testing Connections to the Intranet Client Database (CDB) - CDB Guidance #61	Client Database		X	
CCSC HOM #12-08	3/19/2012	Teleconference on CRF Cancer Program-- Wednesday, March 21, 2012	Admin General	X		

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #12-09	4/16/2012	<u>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)</u> <u>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</u> <u>Attachment 2: Case Management Based on Results of Cancer Screening and Eligibility for Services</u>	Other Clinical CRC/ Prostate/ Oral and Skin		X	
CCSC HOM #12-10	4/11/2012	CRF Program Benchmarks Reports for colorectal Cancer and Prostate Cancer, Second Quarter, Fiscal Year 2012	Client Database		X	
CCSC HOM #12-11	4/11/2012	Sites that offer Colonoscopy in Maryland as of 03/21/2012	Administrative General		X	
CCSC HOM #12-12	4/16/2012	<u>HEDIS 2011 Measures for Colorectal, Breast, and Cervical Cancer Screening in Maryland, 2009-2011 Reporting Years</u>	Other SEU		X	
CCSC HOM #12-13	4/16/2012	<u>Client Database (CDB) Training Schedule for First Half of FY2013</u>	Client Database		X	
CCSC HOM #12-14	4/17/2012	Teleconference on CRF Cancer Programs – Wednesday, April 18, 2012	Administrative General	X		
CCSC HOM # 12-15	5/15/2012	Manuscript Describing the CRF Colorectal Cancer Screening Program-Published in May/June 2012 Issue of Public Health Reports	Other		X	
CCSC HOM # 12-16	5/15/2012	<u>Index to CCSC Health Officer (HO) Memos (Master List) and Key HOMemos, Updated April xx 2012</u>	Other SEU		X	