

**Cigarette Restitution Fund Programs' Unit
Lead Assignments
Effective August 8, 2013**

County / Program		LHC Lead Contact	Additional Information	Responsibilities include but are not limited to:
1	Baltimore City-BCHD	BJA	Barbara will be the primary contact for the program unless otherwise directed.	<p>CRF-Report, August HO Memo drafts, as needed including Grant Applications, Progress Reports Grant Application docs; send comments to LHD, review and processing to DCPA upon Director's approval, June through Sept. Bi-Weekly Meeting Preparation with CL, two time month Letters_Memos regarding programs with issues; draft for Director/Medical Director Site Visits - Coordinate Meetings, facilitate meetings; may ask Lead Contact to take on facilitation role; finalize SV reports, send to LHD, receive Action Plans. Clinical Meeting, participate and carry out requested tasks.</p>
2	Baltimore City-UMMG PH			
3	JHMI Cancer Research			
4	UMMG Cancer Research			
5	Allegany County	DNS		<p>Dwayne Selph, Program Administrator, leads the LHD and SAHC CRFP program reimbursements/CPT codes/charts responsibilities, including annual updates and assisting the local programs when they have questions. Also refer to job description.</p> <p>Dwayne will also work with Barbara on review and maintenance of Research/Academic center awards, (i.e., SGA, etc.) and maintain the calendar of site visits and tracking forms.</p>
6	Baltimore County			
7	Calvert County			
8	Carroll County			
9	Charles County			
10	Frederick County			
11	Garrett County			
12	Howard County			
13	Montgomery County			
14	Prince George's County			
15	St. Mary's County			
16	Washington County			
17	Anne Arundel County	KO		<p>Kathleen O'Connor, Nurse Consultant, assumes responsibility to receive, obtain additional information and communicate with local programs regarding complications/adverse events per procedure. Also refer to job description.</p> <p>Kathleen will be working with Annette Hopkins to facilitate all CDB Quality Assurance Reviews both for the site visits and throughout the year as directed.</p>
18	Caroline County			
19	Cecil County			
20	Dorchester County			
21	Harford County			
22	Kent County			
23	Queen Anne's County			
24	Somerset County			
25	Talbot County			
26	Wicomico County			
27	Worcester County			

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