

[Link to HO Memos
Master Index List](#)

Center for Cancer Surveillance and Control, DHMH

Key Health Officer Memos

Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
Administrative - General						
CCSC HOM #01-35	07/26/01	Procurement for CRF Diagnosis and Treatment Services at Rates Above Medical Asst. Rates Attachment A: Sample Bid to Provide Services Document Attachment B: Sample Bid to Provide Anesthesiology Services Attachment C: Sample Bid to Provide Surgical Services	Administrative General		X	X
CCSC HOM #02-02	01/18/02	Consent from Volunteers to Testify, etc. Attachment 1: Consent of a Volunteer to Testify	Administrative General		X	X
CCSC HOM #02-26	06/06/02	Sample templates for Tracking in Client Charts, Operational procedures, Outreach Letters, and Billing Procedures. Definition of Administrative Case Manager, Medical Case Manager and LHD Medical Overseer/Manager. Attachment 1: Sample List of Letters Attachment 2: CRC Screening Program--Tracking Form for Client Chart Attachment 3: Sample Procedures for Paying For Services Attachment 4: Sample Procedures and Documents for Programs	Administrative General		X	X
CCSC HOM #03-03	01/28/03	Revised-Local Health Department Budget Modification Guidelines for FY 2003 Attachment 1: Budget modification guidelines fy2003	Administrative General		X	
CCSC HOM #03-48	10/29/03	Consent Forms for the Cigarette Restitution Fund Program and BCCP Attachment 1: Colorectal Cancer FOBT Consent Form	Administrative General		X	X
CCSC HOM #04-51	08/26/04	CRFP Coalition-Appointment Exemption Disclosure and Forms	Administrative General		X	X
CCSC HOM #04-60	12/9/2004	Consent for other than the client	Administrative General	X	X	X
CCSC HOM #05-29	07/14/05	Accruing CRF-CPEST Funds for DX & TX (Including Maryland Health Insurance Program payments)	Administrative General		X	X
CCSC HOM #05-36	09/12/05	Local Program Case Management Responsibilities under CRF-CPEST Program	Administrative General		X	

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CCSC HOM #07-14	02/13/07	Cigarette Restitution Fund Program (CRFP): New Regulations – Establishment of Financial Eligibility Criteria for Treatment Services	Administrative General		X	
CCSC HOM #08-19	04/21/08	Maryland Cancer Fund Announcement of Grant Award Funding for Cancer Treatment Grants	Administrative General		X	
CCSC HOM #08-29	06/07/08	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 #08-35	08/11/08	Checklist of Clinical Resources for New CPEST Program Staff. Attachment 1: Resources for case managers	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 #09-27	10/24/2009	CRFP CPEST Client Eligibility Requirements, Clarification (Replaces CCSC HOM CCSC #08-58)	Administrative General		X	
CCSC HOM #09-34	8/12/2009	Cigarette Restitution Fund Program Site Visit Policy	Administrative General		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 #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	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	
CCSC HOM #10-24	5/18/2010	Revised CRF Long Consent Form	Administrative General		X	
CCSC HOM #10-41	11/22/2010	Appointee Exemption Disclosure Form Guidance and Examples for Local Cancer Prevention Education and Treatment Programs	Administrative General		X	
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	
Administrative - Provider Contracts						
CCSC HOM #06-26	06/02/06	Contract templates for CRFP Provider, Hospital, Laboratory and Pharmacy-New and Renewal Contracts-REVISED Attachment 1: Hospital New Contract Attachment 2: Provider New Contract Attachment 3: Pharmacy New Contract Attachment 4: Laboratory New Contract Attachment 5: Hosp contract Renewal Attachment 6: Provider Renewal Attachment 7: Pharmacy Renewal Attachment 8: Lab Renewal	Administrative Provider Contract		X	X

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CCSC HOM 09-26	5/19/2009	Subcontractor Budget Review for the Cigarette Restitution Fund (CRFP) Cancer Prevention, Education, Screening and Treatment Program (CPEST) Attachment 1: Local Program Letterhead Attachment 2: Fiscal Year 2010 Subcontractor Budget Review, Receipt and Approval	Administrative Provider Contract		X	
Administrative - Paying Invoices						
CCSC HOM #01-20	04/05/01	No Additional Payment for Case Management Recommended	Administrative Paying Invoices		X	
CCSC HOM #03-40	08/19/03	Reimbursement for Multiple Biopsies Taken During Colonoscopy Attachment 2: Sample Procedure Service forms	Administrative Paying Invoices		X	
CCSC HOM #04-27	03/29/04	Reimbursement of the "Facility Fee" when billed for multiple CPT Codes during one colonoscopy	Administrative Paying Invoices		X	
CCSC HOM #07-58	12/17/07	Maryland Cancer Fund Commonly Asked Question & Answers Regarding the cancer Early Detection/Secondary Prevention Grant Attachment 1: MCF Secondary Prevention Q&A 12132007	Administrative Paying Invoices		X	
CCSC HOM #08-17	03/27/08	Reimbursement rates and procedures for office visits for women who are patients of both BCCP and CRF programs Attachment 1: Medicare 2008 Reimbursement Rates for the BCCP and CRF programs	Administrative Paying Invoices		X	
CCSC HOM #09-13	3/16/2009	Clinical Expenditure Requirement (60% of the funds under grant must be spent on screening diagnosis and treatment cost.	Administrative Paying Invoices		X	
CCSC HOM #09-48	12/23/2009	Payment for Complications Resulting from Cancer Treatment Services Provided by the Cigarette Restitution Fund Program (CRFP)	Administrative Paying Invoices		X	
CCSC HOM #10-15	3/29/2010	CPT Codes and 2010 Medicare, Medicaid, and Dental Reimbursement Schedule Attachment 1: mc ma reimbursement 2010	Administrative Paying Invoices		X	
CCSC HOM #11-09	2/2/2011	Federal Poverty Guidelines, 2011 by Annual Household Income and Family Size	Administrative Billing		X	
Minimal Clinical Elements / Other Clinical						
CCSC HOM #05-12	03/09/05	Essential Elements in colonoscopy preparation	Other Clinical CRC		X	

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #05-32	07/18/05	Oral Cancer Minimal Elements for Sc. Dx. Tx. Follow-up and Care Coordination; Consent Form Attachment 1: Oral Cancer--Minimal Elements for Screening, Diagnosis, Treatment, Follow-up, and Care Coordination-Major Changes Attachment 2: Oral Cancer--Minimal Elements for Screening, Diagnosis, Treatment, Follow-up, and Care Coordination-Description Attachment 3: Consent Form and Information for Oral Cancer Screening Program Attachment 4: ORAL CANCER FACTS	Minimal Clinical Elements Oral		X	X
CCSC HOM #06-08	03/01/06	DRAFT Template of Local Program Fecal Occult Blood Test (FOBT) Policies and Procedures Attachment 1: DRAFT FOBT Policies & Procedures	Other Clinical CRC		X	
CCSC HOM #08-07	2/15/2008	Standardized Colonoscopy Reporting and Data System (CoRADs). Attachment 1: CoRADs May 2007 Lieberman Attachment 2: Checklist Col Report Attachment 3: Dear Colleague Letter CoRADs	Other Clinical		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 HO 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 and Skin		X	
CCSC HOM # 09-19	3/31/2009	Colorectal Cancer Minimal Elements, Update March 2009 Attachment 1: CRC minimal elements 03202009	Minimal Clinical Elements CRC		X	
CCSC HOM #09-34	8/12/2009	Cigarette Restitution Fund Program Site Visit Policy	Other Clinical CRC		X	
CCSC HOM #09-47	12/22/2009	Breast Cancer Minimal Clinical Elements, November 2009 Cervical Cancer Minimal Clinical Elements, March 2009 Attachment 1: Breast Minimal Elements2009_12/22/2009 Attachment 2: Cervical Cancer Minimal Elements2009	Minimal Clinical Elements - Breast/Cervical		X	

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #10-22	5/17/2010	Revised Prostate Cancer Minimal Elements, May 2010 Attachment 1: Prostate Cancer Minimal Elements for Information, Screening, Diagnosis, Treatment and Follow-up Prostate Cancer: Is Screening Right for You Fact Sheet	Minimal Clinical Elements - Prostate		X	
Education Database						
CCSC HOM #07-02	01/10/07	Cancer Education Database (EDB) – Information about the New Release Attachment 2: EDB forms 1_2_3_4 - 01-09-2007	Education Database		X	
CCSC HOM #07-51	11/13/07	Revised Cancer Education Database (EDB) Guidelines Attachment 1: Revised EDB Guidelines	Education Database		X	
CCSC HOM #09-18	3/26/2009	Updated Web Links: Health Officer Memos and Education Database (EDB) Web-based Training	Education Database		X	
Education Outreach						
CCSC HOM #05-27	07/14/05	CPEST Health Education/Outreach Questionnaire Survey Results Attachment 1: Questionnaire Summary: Overview of COLORECTAL Cancer Education and Outreach Activity as of January 2005 Attachment 2: Overview of Education and Outreach Activity Questionnaire Results as of January 2005	Education Outreach		X	
CCSC HOM #06-30	6/20/2006	Colonoscopy Fact Sheet Attachment 1: Colonoscopy Fact Sheet	Education Outreach		X	
CCSC HOM #07-43	08/24/07	Revised Brochure for the Center for Cancer Surveillance and Control Attachment 1: CCSC Brochure.pdf	Education Outreach		X	
CCSC HOM #08-42	10/10/2008	Definitions for Common Conditions Found During a Routine Colonoscopy: Attachment 1: definitions col procedure findings 10_10_08.doc Attachment 2: definitions col procedure findings 10_10_08.pdf Attachment 3: col procedure template letter	Education Outreach		X	
CCSC HOM #10-10	3/15/2010	Governor's Proclamation for March 2010 Colorectal Cancer Awareness Month	Education Outreach			X

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
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 Template for 10, 20 and 30 seconds Attachment 4: factsheet on skin cancer Attachment 5: Factsheet about tanning beds Attachment 6: Poster of Rachel Melanoma Survivor Attachment 7: Don't Fry Day - Sun Protection Message	Education Outreach			X
CCSC HOM #10-33	8/27/2010	September 2010 Prostate Cancer Awareness Month 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 #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	

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Client Database						
CCSC HOM #04-08	02/17/04	Client Database (CDB) Questions and Answers	Client Database		X	
CCSC HOM #04-15	3/3/2004	Client Database (CDB) Guidance- Changing Internet Options Settings Attachment 1: Changing Advanced Internet Settings	Client Database		X	
CCSC HOM #04-22	3/26/2004	Client Database (CDB) Guidance #7-CDB Update and Reminders Attachment 1: Guidance Documents List	Client Database		X	
CCSC HOM #05-04	1/19/2005	CDB Guidance #14 - Update of Tips, Notes and Recommendations for the CDB Attachment 1: Tips, Recommendations, Notes for Using CDB	Client Database		X	
CCSC HOM #05-31	7/14/2005	CDB #18 Documenting High-Grade Dysplasia and Cancer in the Client Database CRC Module	Client Database		X	
CCSC HOM #05-39	09/19/05	Client Database (CDB) Forms, Instructions and Timeline Update Attachment 3 Client Discharge Form Attachment 7 FOBT Screening Form-old Attachment 10 Prostate Screening Form--Brief Attachment 13 Oral Screening Form--Brief	Client Database		X	X
CCSC HOM #06-19	05/16/06	CDB Guidance #20 – Computer Settings Required for All CDB Users Attachment 1: CDB Computer Setting	Client Database		X	
CCSC HOM #06-23	05/31/06	CDB Guidance #23 – CDB Quality Assurance-What You Can Do to Combat Errors Quality Assurance to the CDB	Client Database		X	
CCSC HOM #06-24	05/31/06	Revised CDB Forms (Core and Colorectal) Attachment 2 Core Required Demographics Form Attachment 3 FOBT Screening Form Attachment 6 Colorectal Cancer (CRC) Supplemental Procedure Form	Client Database		X	X
CCSC HOM #06-27	06/02/06	CDB Guidance #25 – CDB Forms Guidance Documents for Core and CRC Screening Attachment 2: CDB Forms Guidance CRC Screening 06_01_06	Client Database		X	
CCSC HOM #06-40	09/28/06	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 #07-18	03/30/07	Updates to CPEST Geographic Information System (GIS) Mapping Application--Colorectal Cancer (CRC) Screening Data	Client Database		X	

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Document Number	Date	Topic	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #07-20	03/29/07	Revised Client Database (CDB) Forms - (Guidance #30) Attachment 1 Core Required Demographics (Word) Attachment 2 Core Required Demographics (PDF)	Client Database		X	X
CCSC HOM #07-33	06/27/07	Cancer Client Database (CDB) Guidance #33—Database Issues: Data Entry Timeline and CD of Guidance Documents	Client Database		X	
CCSC HOM #07-36	06/26/07	CDB Guidance #32: Client Database (CDB) Forms Guidance – Colorectal Cancer Screening, Prostate Screening, and Prostate Post-Screening Forms Attachment 1: CRC Form Guidance -Post Screening.pdf Attachment 2: PR Form Guidance Screening Attachment 3: PR Form Guidance -Post Screening	Client Database		X	
CCSC HOM #07-48	10/03/07	Reporting Complications to DHMH, Client Database (CDB) Guidance #34. Attachment 1: CDB Guidance 34 Reporting Complication	Client Database		X	
CCSC HOM #07-49	10/03/07	Client Database (CDB) Guidance #35: - DRAFT-Colorectal Screening Recall and Management Guidance Based on Bowel Prep and Cecum Being Reached during Colonoscopy. Attachment 2: CDB Guidance 35_CRC Adequate Exam Recall	Client Database		X	
CCSC HOM #07-55	12/17/07	Client Database (CDB) Guidance #36: REVISED Large Adenoma Field-CRC Screening Form, Page 3. Attachment 1: Large Adenoma Field Revision Guidance #36.pdf	Client Database		X	
CCSC HOM #08-02	02/11/08	Client Database (CDB) Guidance #37: Policy on Writing in the CDB by DHMH. Attachment 1: CDB Policy Writing	Client Database		X	
CCSC HOM #08-16	03/17/08	Teleconference on CRF Cancer Programs: Attachment 4: prostate principles	Client Database	X	X	
CCSC HOM #08-25	06/05/08	Client Database (CDB) Guidance # 40-- entry of cancers Found During Colorectal Cancer Screening (Replacing 07-34 Guidance 31) Attachment 1: CDB Guidance: Scenarios and Form Completion for Cancers found during CRC Screening	Client Database		X	
CCSC HOM #08-26	06/05/08	Client Database (CDB) Guidance #41 -- Entry into CDB Attachment 1: CDB Guidance #41: Entry into the Client Database (CDB)	Client Database		X	

Key Health Officer Memos

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CCSC HOM #08-31	08/26/08	Revised CDB Forms and (CDB Guidance #42) Attachment 2 Colorectal Cancer Post Screening Form (updates 06-24) Attachment 3 Prostate Cancer Screening Form (updates 07-20) Attachment 4 Prostate Cancer Post Screening Form (updates 05-39) Attachment 5 Oral Cancer Screening Form (updates 05-39) Attachment 6 Oral Cancer Post Screening Form (updates 05-39) Attachment 7 Skin Cancer Screening Form (updates 05-39) Attachment 8 Skin Cancer Post Screening Form (updates 07-20) Attachment 9 Definitions for the New Diagnosis Fields: Diagnosis Status and Date of Diagnosis	Client Database		X	X
CCSC HOM #09-01	1/12/2009	Client Database (CDB) Guidance #43 —Printing Reports for Client Charts Attachment 1: Client Database (CDB) Guidance #43: Printing CDB Reports for Client Records	Client Database		X	
CCSC HOM #09-07	2/6/2009	Client Database Guidance (CDB) #45 – Entering Serrated Lesions in the Colorectal Module of the CDB	Client Database		X	
CCSC HOM #09-10	2/11/2009	Cancer Client Database (CDB) “Diagnosis and Treatment Only” Cycles (Guidance #46) Attachment 1: CDB diagnosis treatment only guidance # 46	Client Database		X	
CCSC HOM #09-40	10/9/2009	CDB Guidance #47—CDB Updates: Revised Colorectal Cancer Screening Form; New and Revised Reports Attachment 1: CRC Screening Form Screen Shots Attachment 3: Revised CRC Screening Form Guidance	Client Database		X	X
CCSC HOM #10-09	3/15/2009	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

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CCSC HOM #10-20	5/11/2010	CRF Program Benchmarks Questions and Answers CDB Guidance #49	Client Database		X	
CCSC HOM #10-32	7/19/2010	Colorectal Cancer Screening: Recall and Management Guidance Based on Bowel Prep and Cecum Being Reached during Colonoscopy (CDB Guidance #50)	Client Database		X	
CCSC HOM #10-39	10/7/2010	CDB Alert: New Web Address/URL	Client Database		X	
CCSC HOM #11-01	1/7/2011	Revised CDB Forms: Core Demographics and Colorectal Cancer Screening, CDB Guidance #54	Client Database		X	X
CCSC HOM #11-11	2/3/2011	Revised Client Database (CDB) Policy--CDB Guidance #56	Client Database		X	X
Other						
CCSC HOM #08-47	10/10/2008	Surveillance and Evaluation Unit Data Request Form Attachment 1: Surveillance and Evaluation data request form	Other SEU			X
CCSC HOM #10-01	1/8/2010	Release of the Report of the Maryland Cancer Survey, 2008	Other/SEU		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	X
CCSC HOM #11-02	1/2/2011	Cancer in Maryland Incidence Report (Selected Tables) Years 2002-2007, and State Cancer Profiles	Other SEU		X	
CCSC HOM #11-08	2/3/2011	Access Request Forms for Database Applications and Instructions on Submitting Signed Forms—CDB Guidance #55 Attachment 1: CRF/CPEST Database Access Request Attachment 2: CDB--Levels of Access Role Definitions Attachment 3: Confidentiality Agreement Attachment 4: Combined IRMA Policy Acknowledgement Form	Client Database		X	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	