		Center for Cancer Surveillance and Control, DH	мн	Link to HO Memos Master Index List		
		Key Health Officer Memos				
Document Number	Date	Торіс	Category	Teleconference	Guidance	Forms/ Template
Administrative - General						
CCSC HOM #01-35	07/26/01	Procurement for CRF Diagnosis and Treatment Services at Rates <u>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		Х	x
CCSC HOM #02-02	01/18/02	Consent from Volunteers to Testify, etc. Attachment 1: Consent of a Volunteer to Testify	Administrative General		х	х
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 ProgramTracking Form for Client Chart Attachment 3: Sample Procedures for Paying For Services Attachment 4: Sample Procedures and Documents for Programs	Administrative General		Х	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		х	
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		х	x
CCSC HOM #04-51	08/26/04	CRFP Coalition-Appointment Exemption Disclosure and Forms	Administrative General		х	х
CCSC HOM #04-60	12/9/2004	Consent for other than the client	Administrative General	x	х	х
CCSC HOM #05-29	07/14/05	Accruing CRF-CPEST Funds for DX & TX (Including Maryland Health Insurance Program payments)	Administrative General		х	х
CCSC HOM #05-36	09/12/05	Local Program Case Management Responsibilities under CRF- CPEST Program	Administrative General		Х	

		Key Health Officer Memos				
Document Number	Date	Торіс	Category	Teleconference	Guidance	Forms/ Template
CCSC HOM #07-14	02/13/07	Cigarette Restitution Fund Program (CRFP): New Regulations – Establishment of Financial Eligibility Criteria for Treatment Services	Administrative General		х	
CCSC HOM #08-19	04/21/08	Maryland Cancer Fund Announcement of Grant Award Funding for Cancer Treatment Grants	Administrative General		х	
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		х	
CCSC HOM #08-35	08/11/08	Checklist of Clinical Resources for New CPEST Program Staff, Attachment 1: Resources for case managers	Administrative General		х	
CCSC HOM #08-53	11/18/2008	Revised Long Consent Form Attachment 1: long term consent rev 11-18-08	Administrative General			х
CCSC HOM #08-58	12/16/2008	CRFP CPEST Client Eligibility Requirements	Administrative General		х	
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		х	х
CCSC HOM #09-34	8/12/2009	Cigarette Restitution Fund Program Site Visit Policy	Administrative General		х	
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		х	
CCSC HOM #09-37	9/14/2009	Revised Guidance on Performance Measures Attachment 1: Revised Guidance Steps	Administrative General		х	
CCSC HOM #09-38	9/15/2009	CRFP/CPEST Program Progress Reports – Interim and End of Year Fiscal Year (FY) 2010	Administrative General		х	

		Key Health Officer Memos				
Document Number	Date	Торіс	Category	Teleconference	Guidance	Forms/ Template
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
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		х	
CCSC HOM #10-13	3/17/2010	Federal Poverty Guidelines, 2010; Annual Household Income by Family Size	Administrative General		х	
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: Health Officer Memos Index key CCSC HOM memo Attachment 2: Health officer key memos	Administrative General		х	
Administrative - Provide	r 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
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		Х	

		Key Health Officer Memos				
Document Number	Date	Торіс	Category	Teleconference	Guidance	Forms/ Template
Administrative - Paying	nvoices					
CCSC HOM #01-20	04/05/01	No Additional Payment for Case Management Recommended	Administrative Paying Invoices		Х	
CCSC HOM #03-40	08/19/03	Reimbursement for Multiple Biopsies Taken During Colonoscopy Attachment 2: Sample Procedure Service forms	Administrative Paying Invoices		х	
CCSC HOM #04-27	03/29/04	Reimbursement of the "Facility Fee" when billed for multiple CPT Codes during one colonoscopy	Administrative Paying Invoices		х	
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		х	
CCSC HOM #08-17	03/27/08	Reimbursement rates and procedures for office visits for women who are patients of both BCCP and CRF programs	Administrative Paying Invoices		х	
CCSC HOM #09-06	1/26/2009	Federal Poverty Guidelines, 2009; Annual Household Income by Family Size	Administrative Paying Invoices		х	
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		х	
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		х	
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		х	
Minimal Clinical Element	s / Other Clinic	al				
CCSC HOM #05-12	03/09/05	Essential Elements in colonoscopy preparation	Other Clinical CRC		Х	
CCSC HOM #05-19	05/11/05	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?	Other Clinical Prostate		x	

	Key Health Officer Memos					
Document Number	Date	Торіс	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 CancerMinimal Elements for Screening,   Diagnosis, Treatment, Follow-up, and Care Coordination-Major   Changes   Attachment 2: Oral CancerMinimal Elements for Screening,   Diagnosis, Treatment, Follow-up, and Care Coordination-Major   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		х	
CCSC HOM #08-07	02/15/08	Standardized Colonoscopy Reporting and Data System (CoRADS). Attachment 1: CoRADs May 2007 Lieberman Attachment 2: Checklist Col Report Attachment 3: Dear Colleague Letter CoRADs	Minimal Clinical Elements CRC		х	
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		Х	
CCSC HOM # 09-19	3/31/2009	Colorectal Cancer Minimal Elements, Update March 2009 Attachment 1: CRC minimal elements 03202009	Minimal Clinical Elements CRC		х	
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		х	

		Key Health Officer Memos				
Document Number	Date	Торіс	Category	Teleconference	Guidance	Forms/ Template
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	Other Clinical CRC/Prostate		Х	
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	EDB		х	
CCSC HOM #07-51	11/13/07	Revised Cancer Education Database (EDB) Guidelines. Attachment 1: Revised EDB Guidelines	EDB		х	Х
CCSC HOM #09-18	3/26/2009	Updated Web Links: Health Officer Memos and Education Database (EDB) Web-based Training	EDB		х	
Education Outreach	1		1			
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		х	
CCSC HOM #06-30	6/20/2006	Colonoscopy Fact Sheet Attachment 1: Colonoscopy Fact Sheet	Education Outreach		х	
CCSC HOM #07-43	08/24/07	Revised Brochure for the Center for Cancer Surveillance and Control. Attachment 1: CCSC Brochure.pdf	Education Outreach		Х	
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 1: definitions col procedure findings 10_10_08.pdf	Education Outreach		х	х

		Key Health Officer Memos				
Document Number	Date	Торіс	Category	Teleconference	Guidance	Forms/ Template
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			х
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			х
CCSC HOM #09-31	7/29/2009	September 2009 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		х	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( Who should be screened)   Attachment 7: Poster (Screening Saves Lives)   Attachment 8: Link to Video   Attachment 9: Dress In Blue Day	Education Outreach			х
CCSC HOM # 10-10	3/15/2010	Governor's Proclamation for March 2010 Colorectal Cancer Awareness Month	Education Outreach			Х

		Key Health Officer Memos				
Document Number	Date	Торіс	Category	Teleconference	Guidance	Forms/ Template
Client Database						
CCSC HOM #04-08	02/17/04	Client Database (CDB) Questions and Answers	Client Database		Х	
CCSC HOM #04-13	3/3/2004	Client Database (CDB) GuidanceNEW URL ADDRESS	Client Database		Х	
CCSC HOM #04-15	3/3/2004	Client Database (CDB) Guidance- Changing Internet Options Settings Attachment 1: Changing Advanced Internet Settings	Client Database		х	
CCSC HOM #04-22	3/26/2004	Client Database (CDB) Guidance #7-CDB Update and Reminders Attachment 1: Guidance Documents List	Client Database		х	
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		х	
HOM #05-31	7/14/2005	CDB #18 Documenting High-Grade Dysplasia and Cancer in the Client Database CRC Module	Client Database		х	
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 FormBrief Attachment 13 Oral Screening FormBrief	Client Database		х	х
CCSC HOM #06-19	05/16/06	CDB Guidance #20 – Computer Settings Required for All CDB Users Attachment 1: CDB Computer Setting	Client Database		х	
CCSC HOM #06-21	05/16/06	Client Database (CDB) Policy and Procedures CDB Policy	Client Database		х	
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		х	
CCSC HOM #06-24	05/31/06	Revised CDB Forms (Core and Colorectal) Attachment 1 Core Demographic Screening Form Attachment 3 FOBT Screening Form Attachment 6 Colorectal Cancer (CRC) Supplemental Procedure Form	Client Database		Х	х
CCSC HOM #06-27	06/02/06	CDB Guidance #25 - CDB Forms Guidance Documents for Core   and CRC Screening   Attachment 1: CDB Forms Guidance Core 06 01 06   Attachment 2: CDB Forms Guidance CRC Screening 06 01 06	Client Database		х	

		Key Health Officer Memos				
Document Number	Date	Торіс	Category	Teleconference	Guidance	Forms/ Template
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		х	x
CCSC HOM #07-18	03/30/07	Updates to CPEST Geographic Information System (GIS) Mapping ApplicationColorectal Cancer (CRC) Screening Data	Client Database		х	
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		Х	х
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		х	
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		х	
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		х	
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		х	
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		х	
CCSC HOM #08-02	02/11/08	Client Database (CDB) Guidance #37: Policy on Writing in the <u>CDB by DHMH.</u> <u>Attachment 1: CDB Policy Writing</u>	Client Database		х	
CCSC HOM #08-16	03/17/08	Teleconference on CRF Cancer Programs: Attachment 4: prostate principles	Client Database	х	х	
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		Х	

		Key Health Officer Memos				
Document Number	Date	Торіс	Category	Teleconference	Guidance	Forms/ Template
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		х	
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: DiagnosisStatus and Date of Diagnosis	Client Database		Х	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		х	
CCSC HOM #09-07	2/6/2009	Client Database Guidance (CDB) #45 – Entering Serrated Lesions in the Colorectal Module of the CDB	Client Database		х	
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		х	
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 2: Revised CRC Screening Form Attachment 3: Revised CRC Screening Form Guidance	Client Database		Х	Х
Other						
CCSC HOM #07-27	04/17/07	Access Request Form for Database Applications Attachment 1: Access Request Form Databases	Other SEU		Х	х
CCSC HOM #08-47	10/10/2008	Surveillance and Evaluation Unit Data Request Form Attachment 1: Surveillance and Evaluation data request form	Other SEU			х
CCSC HOM #10-01	1/8/2010	Release of the Report of the Maryland Cancer Survey, 2008	Other/SEU		Х	
CCSC HOM #10-11	3/24/2010	CRF Cancer Report 2009 Attachment 1: crf cancer report 2009 evaluation.doc	Other SEU		Х	Х