COLORADO DEPARTMENT OF
PUBLIC HEALTH & ENVIRONMENT
Cancer Prevention & Control

WOMEN'S WELLNESS
connection
Connect. Get checked. Be well.

eCaST Supplemental Form for Security Access

Please fill out this form as well as the *Secure External User ID Form* and letterhead documents when requesting new user access to eCaST. **ONLY FAX THIS PAGE, PLEASE.** Pages 2-3 is for your reference.

Applicant Name: _____ Title: _____

Agency: _____

Phone: _____ E-mail: _____

Agency Level Roles

Role: Please see descriptions on Page 2-3 and check the box(es) that best describes this person's WWC role:

____ **WWC Coordinator**

____ **eCaST Coordinator**

____ **Agency Director**

____ **Contract Administrator**

____ **Signature Authority**

____ **Fiscal Payment Coordinator**

____ **Fiscal Manager**

Clinical Site Level Roles

____ **ECaST User**

____ **Case Manager**

____ **Clinician**

____ **Clinical Liaison**

Please list EACH site this person will need access to.

_____

_____

_____

Agency Level Roles Description

WWC Coordinator: One per agency; serves as the "point person" for WWC at the agency by overseeing WWC activities and ensuring that quality and timely patient care are provided; serves as the liaison between the WWC staff and the agency staff; likely to receive any communication from WWC and should know how to implement it at the agency; knows all the WWC roles and who is assigned to each; attends monthly conference calls; is responsible for ensuring that subcontractor contracts are in place and for all communications with subcontractors; may supervise the case managers; must have eCaST access; coordinates the training for new and existing staff; may be contacted by ACS hotline staff or WWC staff when a woman is experiencing breast or cervical cancer symptoms and she needs an appointment more urgently than through the regular referral line

eCaST Coordinator: One per agency; this person is responsible for eCaST activity including quality and timeliness of data entry; responsible for annual renewals; assures new users are added to eCaST and receive appropriate training; attends eCaST Users Group meetings; determines who responds to data errors; must have eCaST access; receives the duplicates fax and data error reports from WWC monthly

Agency Director: One per agency; this is the highest level person at the agency who is aware of WWC activities and influences overall program operations; may receive communication from WWC Program Director

Contract Administrator: Person(s) responsible for processing of WWC contracts; ensures signatures are included and all requested documents are sent to the WWC fiscal team; receives communication from WWC fiscal team

Signature Authority: Person(s) with the power to sign grant contracts for the agency

Fiscal Payment Coordinator: One per agency; point person for fiscal activity for WWC fiscal activity at the agency; receives monthly Grant Activity Statement; receives the checks from WWC and may be responsible for reconciliation of payments; may submit WWC fiscal reports; prefer that this person has access to eCaST

Fiscal Manager: This person is responsible for overall fiscal issues at the agency; this is the highest level person at the agency who is aware of WWC fiscal activities and influences the overall program budget; may receive communication from WWC Program Director or WWC Fiscal Manager

Clinical Site Level Roles Descriptions

eCaST User: This person will be entering data in or accessing data from eCaST

Case Manager: At least one per site; ensures that women with abnormal screening results, or a diagnosis of cancer, receive appropriate diagnostic and / or treatment services in a timely manner; have a direct relationship with clients and may provide patient education and/or communication; works closely with clinicians; works closely with WWC Nurse Consultant to ensure proper BCCP enrollment; must have access to eCaST

Clinician: At least one per site; must be: MD, NP, PA ; provides CBE, Pap test and pelvic exam for patients; ultimately responsible for quality and timeliness of care; may supervise case managers

Clinical Liaison: One per agency; must be a nurse or, preferably, a nurse practitioner, physician's assistant or physician**;** serves as the liaison between the WWC Nurse Consultant and the agency's clinical staff; receives and disseminates information on clinical policy changes, implementation of clinical guidelines to all clinical staff involved with the program; ensures that program clinical guidelines and policies are understood and implemented by all clinical staff involved with WWC; attends WWC clinical webinars and disseminates information shared with agency's clinical staff