

**STATEMENT OF WORK
To Contract Dated XXXX - Contract Routing Number XXXX**

These provisions are to be read and interpreted in conjunction with the provisions of the Contract specified above.

1. Project Description:

Program Overview: Women’s Wellness Connection (WWC) provides breast and cervical cancer screening (clinical breast exams, mammograms, pelvic examinations, and Pap tests) to eligible women through multiple statewide providers.

Program Purpose and Mission: The purpose and mission of the Women’s Wellness Connection (WWC) is to provide, promote and ensure quality breast and cervical cancer screenings for underserved women in Colorado and to connect them to resources.

Beneficiaries: Direct beneficiaries are women residing in Colorado who are uninsured or underinsured; and who meet age, income and lawful presence requirements of the program. Target populations include women of diverse ethnic backgrounds, women living in geographically isolated and medically underserved areas, those who are rarely or never screened for breast and/or cervical cancer.

Project Period: Date of fully executed contract – June 30, 2013 through August 31, 2017.

Period for Clinical Service Delivery: Date of fully executed contract – June 30, 2013 through June 29, Annually through 2017

2. Performance Requirements/Deliverables:

The content of electronic documents located on CDPHE and non-CDPHE websites and information contained on CDPHE and non-CDPHE websites may be updated periodically during the contract term. The Contractor shall monitor documents and website content for updates and comply with all updates.

A. Administration:

- a. Contractor contact information shall be provided to WWC within fifteen (15) calendar days of the start of the fully executed contract. The Contractor shall use the “Agency and Site Contacts Form” which is incorporated and made part of this SOW by reference and is available on the following WWC website at <http://www.colorado.gov/cs/Satellite/CDPHE-PSD/CBON/1251617581963> under the “Other” heading.
 - I. The Contractor must identify and support a WWC Coordinator, Clinical Liaison, eCaST Coordinator, Agency Director, Contract Administrator, Signature Authority, Fiscal Payment Coordinator, Fiscal Manager, and Case Manager(s). The Contractor shall comply with the requirements stated in the “Contacts Descriptions” document, which is incorporated and made part of this SOW by reference and is available at the following WWC website at: <http://www.colorado.gov/cs/Satellite/CDPHE-PSD/CBON/1251617581963> under the “Other” heading.
 - II. The Contractor shall complete the “New Contractor Checklist” form which will be provided by WWC within fifteen (15) calendar days of the start of the fully executed contract.
- b. All staff changes during the contract period shall be reported to WWC within fifteen (15) calendar days. The Contractor shall use the “Agency and Site Contacts Form” or another form provided by WWC.
- c. Contractor shall enter data into the eCaST data system.
 - I. CDPHE will provide training on the eCaST system to the Contractor, unless otherwise approved by the program.
 - i. New data entry staff must be trained by WWC on eCaST within thirty (30) calendar days of hire,

- unless otherwise approved by the program.
- II. Any changes to Contractor staff responsible for WWC data entry must be reported to the WWC program within fifteen (15) calendar days.
 - III. The Contractor shall renew eCaST users annually. The Contractor shall use the “Agency and Site Contacts Form,” or another form provided by WWC, and shall be submitted to WWC staff.
 - IV. It is expected that if a Contractor enrolls a client in WWC and provides initial cancer screening services, the same Contractor shall be responsible for entering all data in eCaST and assuring that clinically appropriate follow-up care is completed through case management services.
 - V. Clients eligible for WWC may be enrolled in the program at any point in their screening or diagnostic cancer screening care prior to biopsy. Clients should be enrolled and noted as “referred in for diagnostics” in eCaST if they are enrolled in the WWC program for diagnostic services only.
- d. When corresponding with the WWC Staff, Contractors must use all privacy and security measures to protect the client’s personal health information.
 - I. Accepted forms of communication include:
 - i. WWC identification number used in unencrypted email conversations;
 - ii. Mail or fax clearly marked “Confidential”;
 - iii. HIPAA compliant files transmitted via secure File Transfer Protocol (FTP) sites; and
 - iv. Secure encrypted email.
 - II. If a Contractor intends to use data from eCaST for publications, conference presentations, and/or research projects, the Contractor must notify and receive prior approval from the WWC Program.
 - e. At least one representative from the Contractor and/or its network provider sites shall attend meetings or conference calls hosted by WWC staff. Contractors can make up attendance by reviewing meeting minutes or a recorded version at a later time.
 - I. The Contractor will attend WWC sponsored conference calls, meetings and trainings, including:
 - i. 50% of WWC monthly Health Improvement Team (HIT) calls;
 - ii. 50% of bimonthly eCaST Users Group Conference Calls;
 - iii. 100% of WWC clinical webinars; and
 - iv. Other meetings and trainings as needed.
 - f. The Contractor should consult with their American Cancer Society Community Coordinator at least bi-annually.
 - g. The Contractor receives a contracted funding amount that they can use to provide services under the WWC program each fiscal year. Once this funding cap has been reached, the WWC program will not pay for any additional expenses incurred by the Contractor.
 - I. Contractors are responsible for management of funds including:
 - i. Ensuring that all funds are fully spent by the end of the contract period;
 - ii. Reviewing eCaST reports monthly (after the 15th of the month) to determine spending status;
 - iii. Ensuring enough funds remains at the end of the contract year to pay for a woman in need of BCCP Medicaid.
 - iv. Making programmatic changes as needed to adjust spend rate.
 - II. Contractors who are under spent in their budgets may have funds taken back and reallocated to other Contractors at any time during the contract period.
 - h. Changes to basic eligibility requirements of the program may not be made by the Contractor without WWC approval including:
 - I. Age requirements;
 - II. Income requirements;
 - III. Insurance status; and
 - IV. Legal presence requirements.

B. Provision of Clinical Services:

- a. The Contractor shall perform basic breast and cervical cancer screening services on-site at the contractor’s place of business. Basic screening services include clinical breast exams, pelvic exams and Pap tests.
- b. The Contractor shall provide screening services to women and have entered qualifying procedures into eCaST no later than August 31, annually.
- c. The Contractor shall provide all services referenced on the “Current Procedural Technology (CPT) Code List” directly or through a subcontractor agreement. The Contractor shall charge WWC for services not listed on the CPT Code List. This form is incorporated and made part of this SOW by reference and is available on the

following WWC website at <http://www.colorado.gov/cs/Satellite/CDPHE-PSD/CBON/1251617581963> under the “Screening and Diagnostic Services” heading.

- d. Contractors shall ensure all steps involved in the breast and cervical screening and diagnostic process can be performed within 60 calendar days of the first abnormal finding.
- I. For services that cannot be provided on-site, the Contractor must maintain a network of subcontractors. Contractors shall complete and forward a “Subcontractor Form” within 15 calendar days of the fully executed contract to WWC Data Specialist. This form is incorporated and made part of this SOW by reference and is available on the following WWC website at <http://www.colorado.gov/cs/Satellite/CDPHE-PSD/CBON/1251617581963> under the “Other” heading.
 - II. All subcontractor changes during the contract period shall be reported to WWC within fifteen (15) calendar days of occurrence using the “Subcontractor Form” above or another form provided by WWC.
 - III. Subcontracts must be secured with local providers to the extent possible. Women should not be required to travel more than 60 miles for any service unless a highly specialized service (breast surgery, stereotactic biopsy, etc.) is required and is not available at any facility in that radius. Any subcontracts for services beyond 60 miles must receive WWC staff approval.
 - IV. Services performed by subcontractors shall:
 - i. Be performed in an outpatient setting to the extent possible.
 - ii. Not exceed the Medicare reimbursement rate as established in the annual CPT Code List. Rates in the CPT Code List included as part of this scope of work shall be the rates that Contractors use through the entire fiscal year.
 - iii. Only perform and charge the Contractor for procedures in the CPT Code List.
 - iv. Not be charged to WWC eligible women unless services are performed that are not on the CPT Code List. Women may be charged for services outside the CPT Code List, but should be notified before services are performed and be told how much the services will cost.
 - v. If services outside of the CPT Code List are required, arrangements for completing and paying for services should be specified in the subcontractor agreement.
 - vi. Be agreed upon in writing through the use of a signed contract which includes the period of service.
- e. The Contractor shall comply with the requirements stated in the WWC Provider Toolkit. This document is incorporated and made part of this SOW by reference and is available on the following WWC website <http://www.colorado.gov/cs/Satellite/CDPHE-PSD/CBON/1251617581963> under the “Professional Development” heading.
- f. The Contractor shall comply with requirements stated in a) the most current American Society for Colposcopy and Cervical Pathology (ASCCP) consensus guidelines for cervical cancer screening services and the California Department of Health Services Breast Cancer Diagnosis Algorithms for breast cancer screening services and b) the WWC Tobacco Use Assessment Policy. Both documents are incorporated and made part of this SOW by reference and are available on the following WWC website at: <http://www.colorado.gov/cs/Satellite/CDPHE-PSD/CBON/1251617581963> under the “Screening and Diagnostic Services” heading.”
- g. The Contractor shall comply with the requirements of case management stated in the WWC Provider Toolkit. Clinical aspects of case management shall be provided by a Registered Nurse, Physician Assistant or Physician in good standing to provide healthcare in the state of Colorado.
- h. The Contractor shall comply with the requirements of enrollment of eligible women with a Breast and Cervical Cancer Program (BCCP) eligible diagnosis into Breast and Cervical Cancer Program Medicaid. The “BCCP Enrollment Step List” is incorporated and made part of this SOW by reference and is available on the following WWC website at <http://www.colorado.gov/cs/Satellite/CDPHE-PSD/CBON/1251617581963> under the “Medicaid BCCP” heading.

C. Enrollment:

- a. The Contractor shall comply with the WWC Program Eligibility Criteria in the WWC Provider Toolkit.
 - I. The Contractor shall:
 - i. Comply with Lawful Presence Requirements according to Colorado Department of Revenue guidelines. This information is incorporated and made part of this SOW by reference as is

available at the following website at the Department of Revenue website at <http://www.colorado.gov/cs/Satellite/Revenue-Main/XRM/1216289012112>,

- ii. Shall annually obtain a signed lawful presence affidavit. The Contractor shall keep a copy in the patient's medical record before services are rendered. This form is incorporated and made part of this SOW by reference and is available at the following WWC website at: <http://www.colorado.gov/cs/Satellite/CDPHE-PSD/CBON/1251617581963> under the "Patient Enrollment and Eligibility" heading, and
 - iii. Shall check the "Verified Legal Presence" box in the electronic record in eCaST.
- II. The Contractor shall complete the WWC Patient History Form. This form is incorporated and made part of this SOW by reference and is available at the following website at: <http://www.colorado.gov/cs/Satellite/CDPHE-PSD/CBON/1251617581963> under the "Patient Enrollment and Eligibility" heading.
3. **Monitoring Provisions**
 CDPHE's monitoring of this contract for compliance with fiscal performance requirements is based in part on a fiscal risk assessment conducted prior to contracting, contractor fiscal and programmatic performance during the contract period and contractor compliance with contractual terms and conditions during the contract period. Monitoring will be conducted by the WWC Unit Manager and methods used will include review of documentation reflective of performance, including progress reports and other documentation as applicable. The contractor's performance will be evaluated at set intervals and communicated to the contractor. A Final Contractor Performance Evaluation will be conducted at the end of the life of the contract.
4. **Resolution of Non-Compliance for all entities regardless of PSD risk rating**
 The Contractor will be notified in writing within **30** calendar days of discovery of a compliance issue. Within **45** calendar days of discovery, the Contractor and the State will collaborate, when appropriate, to determine the action(s) necessary to rectify the compliance issue and determine when the action(s) must be completed. The action(s) and time line for completion will be documented in writing and agreed to by both parties. If extenuating circumstances arise that requires an extension to the time line, the Contractor must email a request to the WWC Unit Manager and receive approval for a new due date. The State will oversee the completion/implementation of the action(s) to ensure time lines are met and the issue(s) is resolved. If the Contractor demonstrates inaction or disregard for the agreed upon compliance resolution plan, the State may exercise its rights under the Remedies section of the General Provisions of this contract.