



## Scope of Work

### Tribal Coordinating Agencies

July 1, 2023– September 30, 2024

The Wisconsin Well Woman Program (WWWP) will provide “Service Coordination” grants for each of the 11 tribal nations in Wisconsin.

The Tribal Coordinating Agencies will focus on service coordination, provider support, patient education, case management and screening activities.

Each Tribal Coordinating Agency must have a designated coordinator responsible for all programmatic activities. The coordinating agency must also ensure there is an alternate staff person to serve in the absence of the designated coordinator.

### COORDINATOR RESPONSIBILITIES

The designated coordinator is responsible for service coordination, including case management.

CASE MANAGEMENT is a shared responsibility between the provider and the designated coordinator. However, the coordinating agency bears the ultimate responsibility to assure that WWWP clients with abnormal screening results obtain further diagnostic testing and depending on the diagnosis, receive subsequent treatment.

The Centers for Disease Control and Prevention (CDC), National Breast and Cervical Cancer Early Detection Program (NBCCEDP) defines case management as: establishing, brokering, and sustaining a system of essential support services for NBCCEDP-enrolled women. It is a cooperative process between the coordinator, client, and provider.

Case Management involves a system of assessment, planning, coordination, monitoring, evaluation, and resource development to assure timely diagnostic and treatment services, as well as re-screening. The CDC policy for case management requires that, at minimum, case management is offered to all women with abnormal screening results.

The coordinator must assure that case management is provided according to the WWWP Policy and Procedure Manual protocols that are based on the CDC NBCCEDP requirements and national guidelines.

The designated coordinator’s responsibilities include:

1. Determining eligibility and enrolling clients into the WWWP.

2. Providing patient education on the importance of breast and cervical cancer screening and diagnostic services to women regardless of whether or not they're eligible for enrollment in the WWWP.
3. Maintaining a confidential database for tracking all WWWP clients.
4. Referring clients to appropriate health care providers for screening and diagnostic services.
5. Reminding clients of their follow-up appointments and re-screening dates.
6. Assuring that there is a system for effective communication with health care providers for case management and follow-up for clients who have abnormal screening results.
7. Contacting the provider if screening results have not been received.
8. Assisting the providers in contacting the client for recommended follow-up, if needed.
9. Documenting in the client's record whether or not follow-up information is received, the date it was received, whether the information was received from the provider or client, and the results of the follow-up.
10. Specifying whether or not there is a final disposition or whether additional follow-up is required and ensuring that a final diagnosis is recorded for screening abnormalities.
11. Assisting clients when necessary, to obtain treatment and social support for abnormal WWWP screening and diagnostic services.
12. Facilitating the application process for Wisconsin Well Woman Medicaid, if the WWWP client is diagnosed with and needs treatment for breast or cervical cancer.
13. Participate in the quarterly Wisconsin Well Woman Program teleconferences with the program's case management coordinator.
14. Participating in the *Share the Care American Indian Cancer Conference* tentatively scheduled for May 2024.

**Method of Accountability:** Progress report due January 31, 2024 for services and activities for the period July 1, 2023 – December 31, 2023. The WWWP will also conduct site teleconferences and site visits during the period of performance, July 1, 2023 – September 30, 2024.

The funds will be allocated through the Community Aids Reporting System (CARS). Expenses should be reported through the CARS expense reporting process at least monthly. Tribal health departments will report on CARS profile 65505.

Rev. 3/27/2023