



WISEWOMAN Program Organization Requirements

Organizations funded by the Michigan Department of Community Health (MDCH) to implement the WISEWOMAN Program must adhere to the following Program Requirements:

Administrative Requirements

1. Identify one person as the organization's Local WISEWOMAN Coordinator. The Coordinator's responsibilities are listed in the Local WISEWOMAN Coordinator Responsibilities document.
2. Agree to follow all program policies and procedures:
<http://www.michigancancer.org/bcccp/wiseWomanProgram/ProgramPoliciesProcedures.cfm>
 - Clinical Screening Procedures
 - Screening and Referral Protocols
 - Medical Care Case Management Protocols
 - Lifestyle Counseling Protocols
 - Billing and Reimbursement Protocols
 - Participant Rescreening Policy
 - Records Retention Policy
3. Meet or show significant progress toward meeting performance indicators established by the Centers for Disease Control and Prevention (CDC) and MDCH.
4. MDCH WISEWOMAN Program staff must train all staff members involved in the implementation of the WISEWOMAN Program **prior** to their participation in the implementation of the program.
5. The organization must inform the MDCH WISEWOMAN Program Manager of any WISEWOMAN Program staff changes (including extended sick leave).
6. Provide to MDCH written documentation from each staff member involved in the implementation of the WISEWOMAN Program that WISEWOMAN Program Policies and Procedures will be followed. Documentation must be provided using the WISEWOMAN Program Assurances Checklist.
 - Provide documentation to MDCH of the qualifications of staff members who will perform:
 - Cholesterol, Glucose, and Blood Pressure Screening
 - Lifestyle Counseling
 - Case Management (for women with alert values)
 - Program Coordination
7. Actively participate in the WISEWOMAN Quality Improvement Process. This includes quality improvement related to:

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- Blood pressure measurement
 - Measurement of cholesterol and glucose using the Cholestech[®] machine
 - Lifestyle Counseling
8. Show evidence of written plans and procedures for the management of medical and non-medical emergencies.
 9. Provide contact information for all local WISEWOMAN staff in order for the state WISEWOMAN staff to maintain contact.
 10. Collect all data elements required by MDCH.
 11. Enter WISEWOMAN data into the WISEWOMAN module of the Michigan Breast and Cervical Cancer Information System (MBCIS).
 12. Submit scheduled (monthly for contractual; quarterly for CPBC) and final Financial Status Reports (FSR) in a timely manner. (See <http://www.michigancancer.org/bcccp/wiseWomanProgram/ProgramManagement.cfm#FinancialResources> for FSR instructions and a sample FSR.)
 13. Provide non-federal match totaling 33% of the Coordination dollars received for their WISEWOMAN Program caseload. Documentation of the 33% match requirement of the Coordination dollars must be provided to MDCH on an **annual** basis using the Matching Funds Reporting Form. The Matching Funds Reporting Form is submitted with the Final FSR. (See <http://www.michigancancer.org/bcccp/wiseWomanProgram/ProgramManagement.cfm#FinancialResources> for current fiscal year WISEWOMAN Budgeting Instructions and a sample Matching Funds Report.)
 14. Develop an annual WISEWOMAN work plan that addresses at least two objectives in each program focus area:
 - Recruitment and Risk Factor Screening
 - Lifestyle Counseling
 - Community Partnerships

Recruitment and Risk Factor Screening Requirements

1. Show evidence of a plan for effective recruitment of women from the Breast and Cervical Cancer Control Program to participate in the WISEWOMAN Program.
 - Focus on recruiting and serving underserved populations in order to reduce health disparities.
 - The recruitment activities should include recruitment to underserved populations which bare the burden of health disparities. Underserved populations include:
 - Racial/Ethnic populations
 - Impoverished populations
 - Geographically Isolated populations (i.e. Medically Underserved Areas)

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2. Provide WISEWOMAN screening services **at the same office visit** where BCCCP screening services occur.
3. Achieve an earned caseload of at least 95% of budgeted caseload.
4. Conduct the Total and HDL Cholesterol and Glucose screenings using the Cholestech LDX Machine. Training must occur through at least one of the following ways:
 - Cholestech LDX Training Video (available on cholestech.com)
 - Another agency staff person who has been trained to use the machine
 - MDCH staff
5. Ensure that WISEWOMAN participants receive all 5 of the 5-A's (Assess, Advise, Agree, Assist, and Arrange).
6. Provide risk reduction counseling to all participants at the time of screening.
7. Provide a referral to the Michigan State University Extension Supplemental Nutrition Assistance Program Education (SNAP-ed) and other community resources that will help the participant make small steps toward better health.

Lifestyle Counseling Requirements

1. Provide WISEWOMAN lifestyle counseling services to participants according to Michigan WISEWOMAN protocols.
2. Develop a system to track lifestyle counseling contacts to ensure each program participant receives the appropriate number of lifestyle counseling contacts based on her intervention level.
3. Update changes in a participant's status in the WISEWOMAN module of MBCIS if her status changes prior to the completion of required interventions.
A participant's status will be considered inactive if:
 - The agency is unable to locate or contact the participant
 - The participant refuses further participation
 - The participant moves outside of the agency's area (i.e. out of county or out of state)
 - The participant is deceased
 - The participant is no longer eligible for the program.**A participant's status can be returned to active if her status changes.**
4. Regularly contribute participant or agency Success Stories to MDCH for inclusion in reports to the Centers for Disease Control and Prevention (CDC) and/or to be published on the WISEWOMAN website.
5. Actively participate in the WISEWOMAN Quality Improvement Process.
6. Participate in and track Continuing Education, Training, and Professional Development activities.

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7. Attend WISEWOMAN Annual meeting

Medical Network for Diagnostic and Follow-up Services Requirements

1. Provide to MDCH copies of contracts or letters of agreement with health care providers who indicate willingness to:
 - See program participants who require a diagnostic exam for reimbursement at the current WISEWOMAN Program rate
 - See program participants free or at reduced fees following the diagnostic exam if additional care is required
2. Ensure that health care providers to whom program participants are referred, will follow treatment and clinical follow-up care guidelines as recommended by Adult Treatment Panel III for treatment of cholesterol, Seventh Report of the Joint National Committee on Prevention, Detection, Evaluation and Treatment of High Blood Pressure (JNC 7), and Standards of Medical Care in Diabetes (published by American Diabetes Association). This includes drug therapy and periodic re-evaluation and re-administration of diagnostic tests.
3. Ensure that health care providers will refer participants diagnosed with pre-diabetes and diabetes to a local diabetes self-management training (DSMT) program.
4. Provide to MDCH copies of contracts or letters of agreement with diabetes self-management training programs that indicate willingness to see program participants free or at reduced fees following a diagnosis of diabetes. *NOTE: WISEWOMAN funds may not be used to reimburse for diabetes self-management training.*
5. Obtain prescription assistance for women who indicate need for such services. This may include providing prescription assistance directly and/or ensuring participating health care providers are able to secure prescription assistance for the women.

Community Partnerships Requirements

1. Provide written documentation to MDCH of referral options for free or low-cost physical activity, nutrition and smoking cessation resources to support program participants in accomplishing their lifestyle behavior change goals.
2. Provide to MDCH a record of community partnerships and collaborations made on behalf of WISEWOMAN participants. Agencies are expected to demonstrate active working relationships with community organizations/agencies. (examples: MSU Extension, Coalition Against Domestic Violence and Sexual Assault, YMCA, etc.)

Rescreening Requirements

1. Ensure that priority is given to women returning for BCCCP screening services within 12 to 18 months after their initial baseline WISEWOMAN screening.
2. Ensure that at least 35% of WISEWOMAN program participants return to be screened within 12 to 18 months of their previous WISEWOMAN screening.