

Compassionate Use Board (CUB)

Electronic Verification System (EVS) Instructions

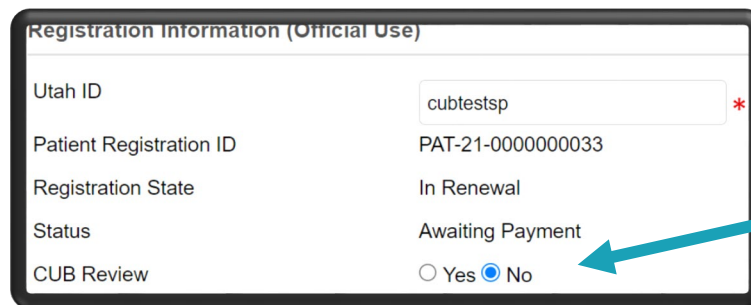
General CUB Information

The CUB reviews and recommends for department approval a petition to the CUB submitted by: patients under age 21 applying for medical cannabis cards; and any patient who does not have a qualifying condition but who has an intractable condition that:

- ❑ substantially impairs the individual's quality of life; and
 - ❑ has not adequately responded to conventional treatments in the qualified medical provider's professional opinion.
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CUB Review Status in EVS

To verify if a CUB submission is needed look at the Registration Information in the EVS.



The screenshot shows a web form titled "Registration Information (Official Use)". The form contains the following fields and values:

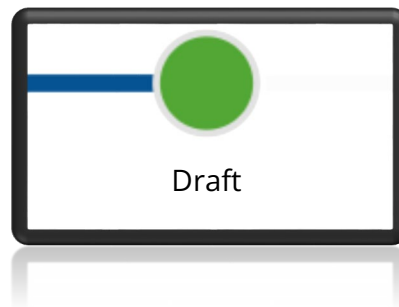
Field	Value
Utah ID	cubtestsp *
Patient Registration ID	PAT-21-0000000033
Registration State	In Renewal
Status	Awaiting Payment
CUB Review	<input type="radio"/> Yes <input checked="" type="radio"/> No

A blue arrow points to the "CUB Review" field, specifically to the "No" radio button.

CUB Review

Understanding CUB Patient Status Changes

The **green** dot at the top of the patient tab provide the status of the patient's application process. Below is a detailed description of each status. Once all of the required [**R**] information has been entered select the **Save** button at the bottom of the screen to begin the application process.

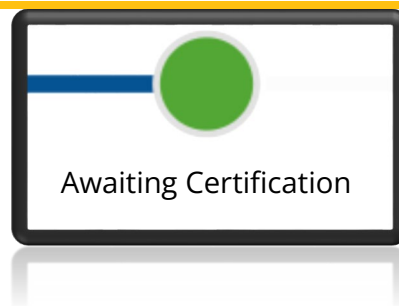


*Please complete the following fields to begin your medical cannabis card application.
Once you are done, click save and submit.*

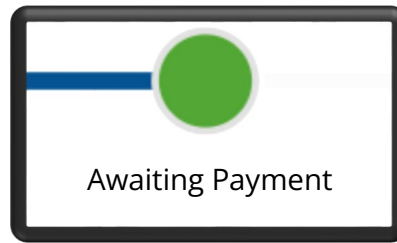
Draft: Application has not yet been submitted for certification. Review all of the entered information once you are satisfied that it is accurate select the

Save & Submit for Certification

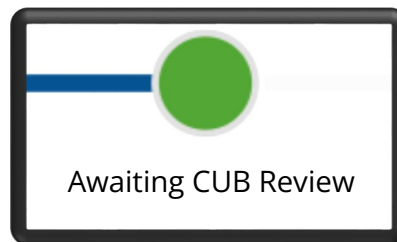
button at the bottom of the screen to allow the Qualified Medical Provider (QMP) to add a certification in the EVS system to the patient account.



Awaiting Certification: Your application is now ready for the QMP to log into the EVS and apply a certification to the patient account. Once completed the system will send an email to the address on file notifying the applicant that it is ready for payment.



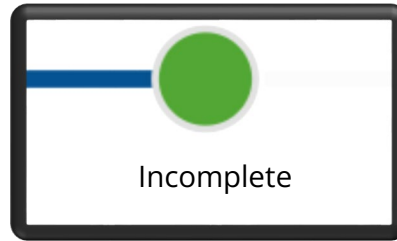
Awaiting Payment: This status indicates that the QMP has completed the certification in the EVS and you can now make your payment. Log into the EVS and the Payment tab should automatically open.



Your application has been submitted and is pending Compassionate Use Board review pending receipt of a completed petition. For questions regarding the CUB process please email cubcmc@utah.gov or visit this site:

<https://medicalcannabis.utah.gov/resources/compassionate-use-board>

Awaiting CUB Review: This status indicates that your petition is ready for the CUB team to review the application/renewal for completeness.



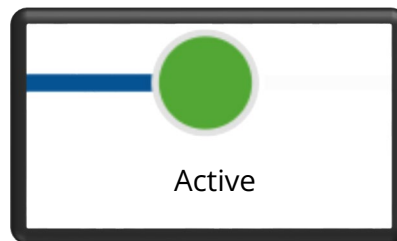
Your application is incomplete please check your email or notes

Section for more information. Please direct all CUB questions to

cubcmc@utah.gov all other applicants direct your questions

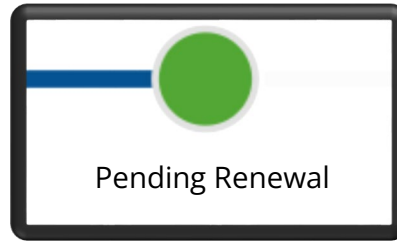
here medicalcannabis@utah.gov

Incomplete: This status indicates that one or more items are missing from your CUB application. The CUB team will send emails to the address on file as well as indicate what is needed in the notes tab within the patient EVS.




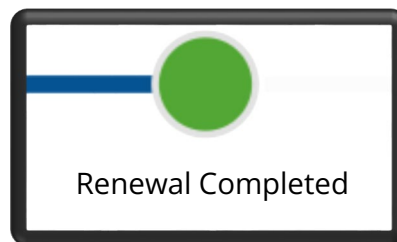
Your medical cannabis card is Active.

Active: This status indicates that your card is now active. Your card will be emailed to the address on file or you may print it directly from the EVS by selecting the [Print Card](#) button.

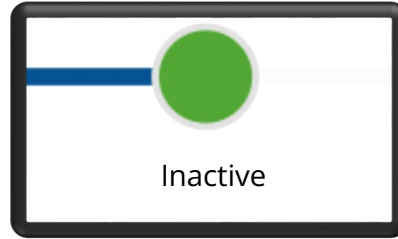


Your medical cannabis card is pending renewal. Please review your information and make any necessary changes, then click Save and Submit Certification. You will need to coordinate with your provider to renew your certification.

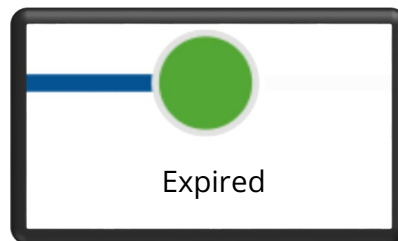
Pending Renewal: This status indicates that your card is up for renewal. Please refer to email or notes section for any information required for renewal. For example: Updated visit note from QMP or updated lab results. Submit any new documents to the Patient Petition compassionate Use Board tab in the EVS. Once you have verified that the information is complete select the  button.



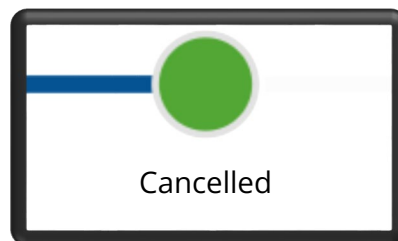
Renewal Completed: This status indicates that your card renewal is complete. Please note that your new card will not be available for printing until the current card reaches the expiration date.



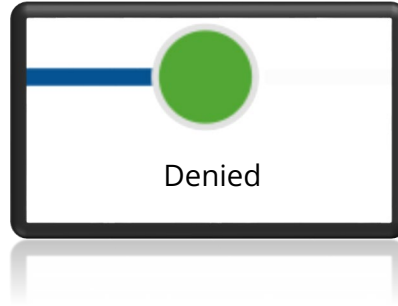
Inactive: This status indicates that your EVS account has been inactivated. If your account has been marked incomplete for 30 days it will automatically move to inactive. Please contact customer service at medicalcannabis@utah.gov for more information.



Expired: Your card has expired. Please contact customer service at medicalcannabis@utah.gov for more information.



Cancelled: Your application has been canceled. Please contact customer service at medicalcannabis@utah.gov for more information.



Your request has been denied please check your email or notes section for more information. Please direct all CUB questions to cubcmcc@utah.gov all other applicants direct your questions here medicalcannabis@utah.gov

Denied: Your application has been denied. Please check your email or the notes section in the EVS for more information. Or contact us at cubcmcc@utah.gov.

Patient Petition for Compassionate Use Board

Once the patient has reached the Awaiting CUB Review status in the EVS the CUB RN will send the REDCap patient petition to the QMP's email address listed in the EVS. The QMP will have 30 days to submit the petition before the patient's EVS account is marked as Incomplete. After 30 days the EVS automatically inactivates the patient's account.

Note: the petition can still be reviewed by the CUB RN even if the EVS status is inactive or incomplete. Email or call to alert us if new information has been sent for re-review.

For help with completing the REDCap patient petition please email us at:
cubcmcc@utah.gov

Or visit our page at:

<https://medicalcannabis.utah.gov/resources/compassionate-use-board/>

and review the **CUB Resources**.

Petition Submission Instructions

The Qualified Medical Provider (QMP) must fill out a patient petition and submit all pertinent medical records. The CUB will need evidence that the patient's condition has failed standard treatments. It is important that the documents submitted reflect the previous efforts to treat the medical condition.

The supportive information will assist the CUB in the determination that medical cannabis treatment is in the patient's best interest when weighing the request against the benefits vs. risks.

Ensure the following to prevent any delays in review:

The Qualifying Condition is listed as the same Qualifying Condition on both the patient petition and the patient certification in the EVS.

The Qualified Medical Provider is listed as the same QMP:

- ❑ on the patient petition,
- ❑ the patient certification in the EVS, and
- ❑ evaluated the patient at the initial visit and completed the SOAP note.

A provided SOAP note should include:

- ❑ The patient's name
- ❑ The date of service
- ❑ The name of the QMP
- ❑ The detailed assessment of the medical condition (e.g. physical, mental, etc.)

Without the above-mentioned information, the CUB will be unable to deliver a determination. The requested information can be emailed to cubcmc@utah.gov or faxed to 385.465.6052

EVS CUB Notes

Incomplete: Need More Information

Once the complete petition has been submitted the CUB RN will review the documents. The RN will send a **Need More Information** letter via email to the QMP/Patient and/or guardian if there are questions. The submitting group will have until the date listed in the letter and found on the website to submit the requested information for review. The letter is also available in the Notes section of the patient's EVS account.

Incomplete: Closed

The Department of Health and Human Services (DHHS) did not receive the complete information for the Compassionate Use Board Petition. Closing registration at this time. **The patient is welcome to resubmit for registration at any point. If resubmitted within 90 days the fee will be waived.** Contact us by email or phone for any questions.

Contact Information

For **EVS help** and **general CUB** questions:

Phone: 801.538.6504

Email: medicalcannabis@utah.gov

For **CUB specific** questions or to **submit requested documents**:

Email: cubcmc@utah.gov

Fax: 385.465.6052

For **submission due dates** and **CUB determination dates** visit our **website** at:

<https://medicalcannabis.utah.gov/resources/compassionate-use-board/>
