

Memorandum of Understanding
between
Center for Health and Environmental Information and Statistics
Health Statistics Section
and
Prevention Services Division
Women, Infants, and Children Supplemental Nutrition Program

December 1, 2007 – November 30, 2008

Purpose

This memorandum is a clarification of the agreement between the Health Statistics Section (HSS) and the Women, Infants and Children (WIC) Program. The HSS conducts the Pregnancy Risk Assessment Monitoring System (PRAMS) research study for the State of Colorado. Each month, a sample of women is drawn from the Colorado Birth Registry for inclusion in the study. The sampled women are mailed a negative consent letter informing them of the study. Unless a sampled woman declines to participate in the study, HSS mails a survey to the each sampled women. Women who do not respond to the mail survey are entered into phone phase for telephone survey follow up. PRAMS staff provides a WIC IT analyst (Mark Qually) with a list of women needing telephone follow-up. A report is generated with matching WIC participants' address, phone numbers. The WIC Program provides HSS with this report on a monthly basis. HSS receives Institution Review Board approval at both the federal and state level to conduct the PRAMS study.

Process

The WIC Program agrees to:

1. Provide monthly reports containing addresses and phone numbers of mother and baby names sorted by birth certificate number.

The HSS Program agrees to:

1. Provide WIC IT support with a monthly list of names of the mother, baby and birth certificate number.
2. Store files in a secure manner.
3. Maintain all data files within a controlled environment with appropriate administrative, technical and physical safeguards meeting CDPHE Privacy and Security Policies, HIPAA, and HSS standards.
4. Promptly inform the WIC of any breach of confidentiality known to HSS including a breach that may be due to any action of the HSS Program. Assist the WIC program and law enforcement staff in the investigation of any suspected breach of confidentiality. Any breach may constitute a basis for terminating this agreement.

Time frame

This agreement takes effect upon the signature of all parties. Either party may terminate it with thirty days written notice to the other party. This MOU agreement, associated confidentiality forms and other related documents will be renewed and updated upon the expiration date, or earlier, as necessary.

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