

MEMORANDUM OF UNDERSTANDING
BETWEEN
Michigan Department of Community Health – WIC
AND
Michigan Department of Education – HSSCO

This Memorandum of Understanding (MOU) is between the Head Start State Collaboration Office (HSSCO) and the Women, Infants and Children Division (WIC). This agreement is entered into pursuant to the authority of 7 CFR 246.26 (d) of the Federal Regulations, USDA Food and Nutrition Service Instruction 800-1, USDA WIC Final Policy Memorandum #2001-01 and Michigan Public Act 286 of 2006 and 42 USC 9801 et seq, the Head Start Act, as amended.

Purpose:

The purpose of this memorandum between the Head Start-State Collaboration Office (HSSCO) and Women, Infants and Children Division (WIC) is to ensure coordination of services and confidentiality of data to improve health outcomes and access to WIC services among at-risk children at local WIC and Head Start offices throughout Michigan. It also serves to streamline administrative procedures for staff, participants and applicants of both the WIC and Head Start programs. The WIC and Head Start programs at the state and local level will partner to meet this goal.

This MOU:

- 1) Provides a definition of the roles of state agencies, local Head Start agencies, local health departments and local WIC agency staff in referral, screening and follow-up.
- 2) Provides for data sharing of hemoglobin, blood lead, anthropometric, immunization and WIC eligibility data.
- 3) Prevents disclosure of confidential client information to other entities.

Head Start agrees to:

- 1) Provide WIC with Head Start-enrolled child information with missing health data results including:
 - a. First Name
 - b. Last Name
 - c. Middle initial (when available)
 - d. Date of Birth
 - e. Address (In the case a. thru d. are not sufficient identifiers)
- 2) Provide WIC at least one (1) to four (4) weeks notice following receipt of child identification information depending on the length of the list.
- 3) Work cooperatively to resolve questions and concerns about the identification of children, incomplete or inaccurate information.
- 4) Communication will be designed locally between WIC and Head Start grantees to best support information sharing meeting confidentiality requirements of the population served.
- 5) Restrict the use or disclosure of information received pursuant to this Memorandum of Understanding to any third party unless there is a separate Release of Information obtained from the client/parent/guardian.
- 6) At the State level, provide a copy of this agreement to local Head Start grantees via the HSCO list serve, and hard copy available upon request.

WIC agrees to:

- 1) Inform clients that information concerning themselves or family members may be shared with Head Start.
- 2) Share data related to Head Start-enrolled children's hemoglobin, blood lead, anthropometric, immunization and WIC eligibility data.
- 3) Data sharing will occur in a confidential, secure manner. If electronic protected health information (ePHI) is shared, it must be encrypted prior to transmission.
- 4) Restrict the use or disclosure of information received pursuant to this Memorandum of Understanding to any third party unless there is a separate Release of Information obtained from the client/Authorized Person.

- 5) At the State level, provide a copy of this agreement to local agencies via the MI-WIC Policy website.

The contractor and the state each acknowledge that the other possesses and will continue to possess confidential information that has been developed or received by it. The use or disclosure of information concerning services, applicants or recipients obtained in connection with performance of the contract shall be restricted to purposes directly connected with the administration of the programs implemented by this agreement.

This agreement shall take effect upon the signatures of the appropriate state officials. This agreement may be amended by mutual agreement at any time or terminated at any time by either party. This agreement shall remain in effect unless terminated or amended.



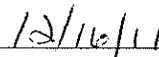
Stan Bien
Director, WIC Division



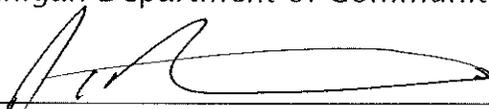
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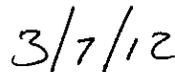
Kim Stephen, Director
Bureau of Budget & Audit
Michigan Department of Community Health



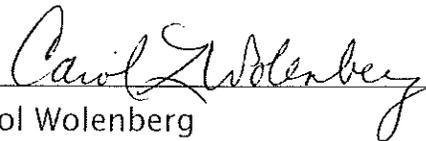
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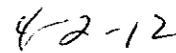
Jeremy C Reuter
Director, Head Start Collaboration Office



Date



Carol Wolenberg
Superintendent of Public Instruction, Department of Education



Date