



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
**PROGRAM SERVICES CONTRACT**

Exhibit A

This contract is entered into by and between the State of Missouri, Department of Health and Senior Services (Department/state agency) and the below named entity/individual (Contractor). The contract consists of the contract signature page, the scope of work; any attachments referenced and incorporated herein; the terms and conditions; and any written amendments made in accordance with the provisions contained herein. This contract expresses the complete agreement of the parties. By signing below, the Contractor and Department agree to all the terms and conditions set forth in this contract.

|                                     |                                                          |                                                                      |
|-------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------|
| <b>Tracking #</b><br>51072          | <b>Contract Title:</b><br>MATERNAL CHILD HEALTH SERVICES |                                                                      |
| <b>Contract Start:</b><br>10/1/2021 | <b>Contract End:</b><br>9/30/2026                        | <b>Questions/Please Contact:</b><br>PROCUREMENT UNIT @ (573)751-6471 |
| <b>Contract #:</b><br>DH220051072   |                                                          | <b>Amend #:</b><br>05                                                |

**PLEASE VERIFY/COMPLETE - TYPE OR PRINT - SIGNATURE REQUIRED**

|                                                                                                          |                            |
|----------------------------------------------------------------------------------------------------------|----------------------------|
| NAME OF ENTITY/INDIVIDUAL (Contractor)<br>THE CITY OF COLUMBIA                                           |                            |
| DOING BUSINESS AS (DBA) NAME<br>COLUMBIA/BOONE COUNTY PUBLIC HEALTH AND HUMAN SERVICES                   |                            |
| MAILING ADDRESS<br>1005 WEST WORLEY P O BOX 6015                                                         |                            |
| CITY, STATE, and ZIP CODE<br>COLUMBIA MO 65205-6015                                                      |                            |
| REMIT TO (PAYMENT) ADDRESS (if different from above)                                                     |                            |
| CITY, STATE, and ZIP CODE                                                                                |                            |
| CONTACT PERSON                                                                                           | EMAIL ADDRESS              |
| PHONE NUMBER                                                                                             | FAX NUMBER                 |
| TAXPAYER ID NUMBER (TIN)<br>*****                                                                        | UEI NUMBER<br>WZR4KM9CBTV3 |
| CONTRACTOR'S AUTHORIZED SIGNATURE<br>RR                                                                  | DATE                       |
| PRINTED NAME<br>De'Carlton Seewood                                                                       | TITLE<br>City Manager      |
| DEPARTMENT OF HEALTH AND SENIOR SERVICES<br>DIRECTOR OF DIVISION OF ADMINISTRATION OR DESIGNEE SIGNATURE | DATE                       |

Approved as to form:

**AMENDMENT #05 TO CONTRACT DH220051072**

**CONTRACT TITLE:** Maternal Child Health Services

**CONTRACT PERIOD:** October 1, 2025 through September 30, 2026

The Department of Health and Senior Services hereby exercises its option to renew the above referenced contract; therefore Section 1.1 is hereby deleted in its entirety and replaced with revised Section 1.1 as follows:

- 1.1 The contract amount shall not exceed \$175,264.81 for the period of October 1, 2025 through September 30, 2026.

In addition, the Department of Health and Senior Services, desires to amend the above-referenced contract in accordance with the following:

1. Delete Section 2.5.2 in its entirety and replace with revised Section 2.5.2 as follows:
  - 2.5.2 A Statement of the Problem, including: statistical data to illustrate the scope of the priority health issue in the community, potential root causes and/or other community elements that may contribute to the problem, a discussion of existing strengths/weaknesses/gaps in access to care, the unique characteristics of the populations (i.e. income/employment status, geographic location, gender, age, education attainment, and race/ethnicity, etc.), and anecdotal or descriptive elements that give a sense of the story behind the data.
2. Delete Section 2.5.6 in its entirety and replace with revised Section 2.5.6 as follows:
  - 2.5.6 Identification of risk and protective factors that influence health differences within families and the community through the Life Course Perspective.
3. Delete Section 2.5.7 in its entirety.
4. Delete Section 3.1 in its entirety and replace with revised Section 3.1 as follows:
  - 3.1 To support a leadership role for LPHAs at the local level to: build community-based systems and expand the resources those systems can use to respond to priority maternal child health issues; provide and assure mothers and children (in particular those with low income or with limited availability of health services) access to quality MCH services; reduce health differences for women, infants, and children, including those with special health care needs; promote the health of mothers and infants by assuring prenatal, delivery, and postpartum care for low income, at-risk pregnant women; and promote the health of children by providing preventive and primary care services for low-income children.
5. Add Section 3.3 through 3.3.4 as follows:

### 3.3 PURPOSE – HOME VISITING

- 3.3.1 The Healthy Families America (HFA) evidence-based home visiting (EBHV) model, developed in 1992 by Prevent Child Abuse America, is based on 12 critical elements. These critical elements, derived from more than 30 years of research, ensure the program is effective in working with overburdened, at-risk families. The model is operationalized through a series of Best Practice Standards that provide a solid structure for quality yet offers implementing programs the flexibility to design services specifically to meet the unique needs of families and communities. Model fidelity is assured through a comprehensive accreditation process.
- 3.3.2 HFA has a strong research base, which includes randomized control trials and well- designed quasi-experimental research. To date, research and evaluation indicates impressive outcomes. Reviews of more than 15 evaluation studies of HFA programs in 12 states produced the following outcomes:
  - a. Reduced child maltreatment.
  - b. Increased utilization of prenatal care and decreased pre-term, low weight babies.
  - c. Improved parent-child interaction and school readiness.
  - d. Decreased dependency on welfare, or TANF (Temporary Assistance to Needy Families) and other social services.
  - e. Increased access to primary care medical services; and
  - f. Increased immunization rates.
- 3.3.3 HFA program goals are to:
  - a. Build and sustain community partnerships to systematically engage overburdened families in home visiting services.
  - b. Cultivate and strengthen nurturing parent child relationships.
  - c. Promote healthy childhood growth and development; and
  - d. Enhance family functioning by reducing risk and building protective factors.
- 3.3.4 The HFA model focuses on low-income (185% of federal poverty level or below), first time pregnant women (primiparous), women pregnant with subsequent pregnancies (multiparous), and/or primary caregivers (PCGs) and their index

child(ren) until the child reaches age three (3). The first home visit must occur either prenatally or within the first three (3) months after birth.

6. Delete Section 5.3 in its entirety and replace with revised Section 5.3 as follows:
  - 5.3 The Contractor shall address risk and protective factors that influence health differences within families and communities through the Life Course Perspective.
7. Add Sections 5.8 through 5.19.8 as follows:
  - 5.8 The Contractor shall develop a *proposed* five-year, October 1, 2026 through September 30, 2031 (FFY 2027-2031), work plan. Steps to develop this plan include:
  - 5.9 Using state and local quantitative and qualitative data, along with community engagement and an evaluation of local capacity, the Contractor will conduct a detailed local assessment of the health status, strengths, weaknesses, and needs of the maternal and child health (MCH) population. This assessment will focus on the domains of women/maternal, perinatal/infant, child, and adolescent, and will identify existing gaps in access to care.
  - 5.10 The Contractor shall utilize the Missouri Public Health Information Management System (MOPHIMS) <https://healthapps.dhss.mo.gov/MoPhims/MOPHIMSHome>, Missouri Information for Community Assessment (MICA) Data Profiles, Community Maternal, Infant and Child Health Profile(s) provided by the Department, local community health data, surveillance data, and other data sources to assist in the assessment process, priority health issue (PHI) and outcome measure selection, and systematic program planning.
  - 5.11 The Contractor shall seek input from MCH stakeholders including families/consumers, providers and other community partners about the issues related to local MCH program services and delivery.
  - 5.12 Based on the findings from the focused local assessment, the Contractor shall select **at least one** priority health issue derived from the Missouri Title V MCH Block Grant FFY 2026-2030 MCH Priorities to develop the five-year (FFY2027-2031) work plan to address the selected top priority health issue(s).
  - 5.13 The Contractor shall budget contract funds to accomplish the proposed work plan in the proposed FFY2026 contract budget worksheet.
  - 5.14 The Contractor shall establish a five-year (FFY 2027-2031) *evaluation plan* for tracking and monitoring progress on the work plan and analyzing performance trends which shall include identification of targeted outcome measure(s), evaluation questions, performance indicator measures, method(s) for tracking and

monitoring progress, data sources(s), and methods for analyzing performance trends.

- 5.15 The proposed work plan, referred to as the Maternal Child Health Services Contract Template FFY 2027-2031, shall be submitted to the MCH Services Program District Nurse Consultant (DNC) via an electronic e-mail attachment. The proposed work plan shall include the following:
- 5.15.1 Identification of the Selected Priority Health Issue(s) and targeted national, state, and/or local performance measure(s).
- 5.15.2 A Statement of the Problem, including: statistical data to illustrate the scope of the priority health issue in the community, potential root causes and/or other community elements that may contribute to the problem, a discussion of existing strengths/weaknesses/gaps in access to care, the unique characteristics of the populations (i.e. income/employment status, geographic location, age, education attainment, and race/ethnicity, etc.), and anecdotal or descriptive elements that give a sense of the story behind the data.
- 5.15.3 Goals for addressing the stated problem (based on the targeted national, state, and/or local outcome measure(s)).
- 5.15.4 Evidence-based strategies that will be used to address the problem. Visit <https://www.mchevidence.org> to find the MCH Accelerators and <https://amchp.org/mch-innovations-database> to find the MCH Innovations Database, to align strategies with the evidence-base.
- 5.15.5 System Outcome(s) and Activities at each of the six levels of the Spectrum of Prevention as follows:
- a. System Outcome(s): The outcomes of the work plan shall reflect the anticipated changes in the community system after five years of effort. Outcome statements shall include evidence of accomplishment and/or an expected level of change. The outcome should be the measure that indicates the Activities in the work plan have been effective. Each System Outcome shall be defined in measurable terms. Each level of the Spectrum of Prevention shall include at least one System Outcome.
  - b. Activities: The Contractor shall identify activities at each level of the spectrum for each year of the work plan that led to the System Outcome(s). Planned activities should demonstrate progressive growth toward each level's System Outcome for an improved coordinated system and be based on strategies that are evidence-based, field-tested, or validated by expert opinion. A multifaceted range of activities should progress toward the outcomes to address the priority health issue over each year.

- c. Identification of risk and protective factors that influence health disparities within families and the community through the Life Course Perspective.
  - d. Strategies to address existing weaknesses/gaps in access to care.
- 5.16 The Contractor shall not propose a work plan to cover an area smaller than a county in size with the exception of Joplin, Springfield, Kansas City, and St. Louis City.
- 5.17 The Contractor may propose a joint submission of a work plan for this contract. Refer to the Glossary for the MCH Services Contract for a definition on joint submission of a proposed work plan used within the scope of work and guidance for the contract. The glossary is posted here:  
<https://clphs.health.mo.gov/lphs/mch-services-program/contractresources/pdf/glossary-for-the-mch-services-contract.pdf> and is incorporated by reference as if fully set forth herein.
- 5.18 The proposed work plan shall be completed in accordance with the Proposal Guidance listed above for the MCH Services Contract as set forth herein by the MCH Services Program. The proposed work plan shall be for the five-year period of October 1, 2026 through September 30, 2031.
- 5.18.1 The proposed work plan shall be based on the priority health issue(s) selected by the LPHA and approved by the Department; shall utilize the Spectrum of Prevention framework; and shall show progressive growth toward an improved coordinated system and be based on interventions that are evidence-based, field-tested, or validated by expert opinion.
- 5.18.2 The MCH Services Program DNC will review, provide technical assistance on the content, and approve the proposed work plan.
- 5.18.3 If the Contractor desires to make changes to the approved work plan before the end of the contract year, the Contractor shall submit the proposed revised work plan to the MCH Services Program DNC via an electronic email attachment.
- 5.18.4 The Department reserves the right to clarify or verify any component of the proposed five-year work plan.
- 5.18.5. The Contractor shall disseminate the final, approved work plan to the community stakeholders.
- 5.19 **DELIVERABLES AND OUTCOMES - HOME VISITING**
- 5.19.1 The Contractor shall provide HFA model home visiting services to families consisting of a pregnant woman or a primary caregiver and the index child(ren) in

adherence with the Contractor's policies and procedures for HFA Best Practice Standard 8.

5.19.2 The Contractor shall furnish all material, labor, facilities, equipment, and supplies necessary to perform the services required unless otherwise stated herein.

5.19.3 Performance Requirements:

- a. Identification of Clients - the Contractor shall recruit clients through community resources and collaborative team relationships.
- b. The Contractor's clients must be low-income pregnant women or the primary caregiver" of the index child(ren) (defined at 185% of the poverty level or Medicaid eligible) who are at risk of poor birth outcomes or child abuse and neglect due to socioeconomic status, education, previous experience as an abused child or adult, or other factors.
- c. The Contractor shall assure that the participation of each eligible individual/family in the program is voluntary.

5.19.4 Personnel and Staffing Requirements:

- a. The Contractor shall develop job descriptions following HFA's sample job descriptions included in the HFA Site Development Guide available to HFA affiliated sites. The specific standards for conduct during home visits with the clients must be integrated into the job descriptions and the performance appraisal system, as well as during the job interview process.
- b. The Contractor shall develop a performance appraisal system for managing and monitoring home visitor performance in compliance with HFA model requirements.
- c. The Contractor shall ensure appropriate staffing ratios, scheduling flexibility, and supervision patterns based upon the recommendations of the HFA model during any given period. FA staffing recommendations are included in the HFA Site Development Guide available to HFA affiliated sites.
- d. The Contractor shall ensure that all staff (including interns, volunteers, delegates, and partner sites as applicable) who have direct interaction with PCGs and children enrolled in the EBHV services supported by this contract are in good physical and emotional health with no physical or mental conditions that would interfere with the home visiting staff's responsibilities.

- 5.19.5 The Contractor shall require all staff (including interns, volunteers, delegates, and partner sites as applicable) who have direct interactions with PCGs, and children enrolled in the EBHV services supported by this contract have medical examination reports that include a completed "Tuberculosis (TB) Risk Assessment Form" signed by a health care professional. The "Tuberculosis (TB) Risk Assessment Form" can be found at <https://health.mo.gov/living/fomiles/schoolhealth/pdf/tbriskassessmentform.pdf>. If the person has signs or symptoms of tuberculosis, or risk factors for tuberculosis, then testing for tuberculosis shall occur.
- a. If the person has no documented history of ever receiving a tuberculin skin test (TS1), then a two (2) step TST is required. A history of Bacillus Calmette-Guerin vaccination (BCG) shall not exempt a person from receiving a tuberculin test.
  - b. Persons that have a newly positive tuberculin test shall not be allowed to work until a medical evaluation is performed to determine if the person has active contagious tuberculosis.
  - c. Persons with active contagious tuberculosis shall be excluded from employment until deemed non-infectious by the Department or the local public health agency. The person may return to work, as long as the person adheres to his/her prescribed treatment regimen.
  - d. Medical examination reports shall be completed no more than 12 months prior to beginning employment with the Contractor.
  - e. Any Contractor employee who is identified as having contact with an active tuberculosis case shall be evaluated for tuberculosis to determine if the person has active contagious tuberculosis or be excluded from work.
- 5.19.6 The Contractor shall require all staff (including interns, volunteers, delegates, and partner sites as applicable) who have direct interaction with PCGs, and children enrolled in the EBHV services supported by this contract be up to date on immunizations as recommended by the Centers for Disease Control and Prevention Advisory Committee on Immunization Practices (CDC, ACIP). This information shall be kept in the agency personnel files for auditing purposes. Documentation shall also be kept for personnel with medical or religious exemptions. The aforementioned applies to current and newly hired staff.
- 5.19.7 The Contractor's personnel (including interns, volunteers, delegates, and partner sites as applicable) who will have direct interaction with clients and children supported by this contract shall become registered with and/or undergo child abuse/neglect and criminal background screenings prior to providing services, and annually thereafter, using the Missouri Department of Health and Senior Services' Family Care Safety Registry (FCSR) at



- a. Any personnel residing in another state and working in Missouri or who has relocated to Missouri within the last five (5) years must provide documentation of a criminal background screening from previous states in which they have worked or lived to include a child abuse/neglect and criminal background screening check. If the personnel who lived in another state(s) within the last five (5) years now permanently reside in Missouri, the documentation from previous state(s) is only required to be provided at initial hire. If the personnel continue to live in another state and work in Missouri, the documentation from the other state must be provided annually by the employee. For the purposes of this contract, the results of any screening or check conducted under this requirement shall be treated at the equivalent of at1 FCSR screening.
- b. Upon hire, the Contractor's personnel (including interns, volunteers, delegates, and partner sites as applicable) who will have direct interaction with clients and children enrolled in the home visiting program supported by this contract shall undergo a criminal background screening. For the purposes of this contract, the criminal background check shall be defined as:
  1. A Federal Bureau of investigation fingerprint check.
  2. A search of the National Sex Offender Registry; and
  3. A search of the following registries, repositories, or databases in Missouri, the state where the staff member resides, and each state where such staff member resided during the preceding five years:
    - i. The state criminal registry or repository, with the use of fingerprints being required in the state where the staff member resides and optional in other states.
    - ii. The state sex offender registry or repository, and
    - iii. The state-based child abuse and neglect registry and database.
- c. Upon completion of the FCSR and criminal background check, any employee or agent of the Contractor shall be ineligible to provide direct interaction with clients and children enrolled in the home visiting program supported by this contract if the individual:

1. Refuses to consent to the criminal background screening.
2. Knowingly makes a materially false statement in connection with the criminal background check.
3. Is registered, or is required to be registered, on a state sex offender registry or repository or the National Sex Offender Registry.
4. Is listed as a perpetrator of child abuse or neglect under sections 210.183 or any other finding of child abuse or neglect based on any other state's registry or database; or
5. Has pled guilty or nolo contendere to or been found guilty of:
  - i. Any felony for an offense against the person as defined in chapter 566.
  - ii. Any other offense against the person involving the endangerment of a child as prescribed by law.
  - iii. Any misdemeanor or felony for a sexual offense as defined in chapter 566.
  - iv. Any misdemeanor or felony for an offense against the family as defined in chapter 568.
  - v. Burglary in the first degree as defined in 569.160.
  - vi. Any misdemeanor or felony for pornography or related offense as defined in chapter 573.
  - vii. Any felony for arson as defined in chapter 569.
  - viii. Any felony for armed criminal action as defined in section 571.015, unlawful use of a weapon as defined in section 571.030, unlawful possession of a firearm as defined in section 571.070, or the unlawful possession of an explosives defined in section 571.072.
  - ix. Any felony for making a terrorist threat as defined in section 574.115, 574.120, or 574.125.
  - x. A felony drug-related offense committed during the preceding five years; or
  - xii. Any similar offense in any federal, state, municipal, or

other court of similar jurisdiction of which the director of the designated contracting agency has knowledge.

- d. The Contractor shall be responsible for the cost of the background check and screening to ensure eligibility to provide services as described herein.
- e. The Contractor must register their agency with the Missouri Volunteer and Employee Criminal History Service (MOVECHS) by the following instructions posted at: <https://www.msdp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/movechsIndex.html>. Once registered through MOVECHS, the Contractor will access the Missouri Automated Criminal History System (MACHS) at: <https://www.machs.mo.gov/MACHSFP/home.html> and follow the instructions posted there to obtain both an MSHP and national FBI criminal record check by registering with the Fingerprint Portal. The criminal background check shall be repeated at minimum every five (5) years for all personnel who remain in direct interaction with clients and children.
- f. The Contractor shall assure the following:
  - 1. The Contractor's personnel (including interns, volunteers, delegates, and partner sites as applicable) shall not provide services to clients and children enrolled in the home visiting program supported by this contract until the FCSR and MACHS results for the personnel providing services have been received and reviewed by the Contractor.

5.19.8 The Contractor shall ensure that new home visitors have completed all mandatory HFA model trainings prior to any home visits as prescribed by HFA in the HFA Best Practice Standards available to HFA affiliates.

- a. The Contractor shall ensure HFA required trainings for new and/or existing staff are completed as required to maintain fidelity to the HFA model.
- b. The Contractor's home visitors and supervisors shall attend all training designated as required by the Department.
- c. The Contractor shall maintain a record of all trainings that the home visitors receive annually and provide these to the Department as requested.
- d. The Contractor is responsible for all costs incurred pertaining to HFA required trainings for new staff.

8. Delete Sections 6.3 through 6.3.9 in entirety and replace with revised Sections 6.3 through 6.3.8 as follows:
  - 6.3 The Contractor shall complete and submit the Contract Outcomes Report no later than October 31<sup>st</sup> of the fifth contract period (FFY2026). The Contract Outcomes Report shall include the following:
    - 6.3.1 System outcomes set forth in the approved work plan have been met or not met.
    - 6.3.2 For any outcome marked “NOT MET” explanation of the barriers or extenuating circumstances that prevented the outcome from being met.
    - 6.3.3 Summary of activities demonstrating progress toward system outcomes.
    - 6.3.4 Description of what has changed in the community as a result of efforts addressing the selected priority health issue.
    - 6.3.5 Completed evaluation plan that will be incorporated into the Contract Outcomes Report, identifying targeted outcome measure(s), evaluation questions, performance indicator measures, method(s) for tracking and monitoring progress, data sources(s), methods for analyzing performance trends, and conclusions.
    - 6.3.6 Compliance with the contract funding and general contract provisions.
    - 6.3.7 Local match funding amounts on health activities for the maternal and child health population, or an entry to indicate decision not to report.
    - 6.3.8 Tangible personal property documenting any equipment purchased with MCH Services contract funding, defined as any single item that has a useful life of more than one year and has a purchase price that exceeds \$5,000.
9. Delete Sections 6.5 through 6.7 in entirety and replace with revised Sections 6.5 through 6.7.10.
  - 6.5 The Contractor, at a minimum of twice per calendar year during the effective dates of this contract, agrees to verify which of its employees are still employed and still require partner-level access to the Department’s Missouri Public Health Information Management System (MOPHIMS). The Contractor shall perform verification and updates by emailing the MOHIMS Program Security Officer (PSO) at [MOPHIMSUSERGROUP@health.mo.gov](mailto:MOPHIMSUSERGROUP@health.mo.gov) and in the Subject Line type “MOPHIMS ACCESS UPDATES” to notify the PSO of employees who are no longer with the LPHA and need to have access removed. To request partner-level access for MOPHIMS, please submit an Automated Security Access Processing (ASAP) request.

6.6 The Department reserves the right to make changes on any Department supplied contract reporting forms and formats without the need for a contract amendment. The Department will notify the Contractor of all reporting form changes and provide the Contractor with the new forms.

**6.7 Reports for Home Visiting**

6.7.1 The Contractor shall fully participate in the plan for initial and ongoing data collection set forth by the Department. This shall include, but not be limited to, utilization of the designated web-based data management system and standardized assessment tools established by the Department and in concurrence with the HFA model.

6.7.2 The Contractor shall participate in web-based and/or in-person training on data collection and utilization for the Department's designated data management system, as requested by the Department.

6.7.3 The Contractor shall collect, enter, and report on required Program Performance and Systems Outcome Measures as required by the Department.

6.7.4 The Contractor shall establish an individual record for each family member voluntarily enrolled in the Contractor's EBHV model services within the Department's web-based data management system upon signed consent of the PCG.

a. The Contractor shall enter into the Department's web-based data management system for every PCG and child(ren): enrollment form (separate PCG and child forms); case closure form; lost to follow-up form; demographic information form; referral form (for each referral made); health insurance form (for baby, child and PCG); substance use form; well child visit form; ER/urgent care usage form; PHQ-9 depression screen form; interpersonal violence (IPV) screening form; prenatal visit form{for each prenatal vis.it); postnatal visit form; visit documentation foml (used for PCGs who are not pre or postnatal); safe sleep form; and healthcare utilization education form. Forms are completed and entered according to the schedule provided by the Department during the period of the family's enrollment funded by this contract.

6.7.5 The Contractor shall collect individual level demographic and service utilization data on all participants being served through this funding. The Department will analyze the data to assess the progress and impact home visiting provides children and families through this funding. Individual level and service utilization data may include, but is 1101 limited to, the following:

a. Family's participation rate in the home visiting program (e.g., number of

sessions/numbers of possible sessions, duration of sessions, attrition rate);

- b. Demographic data for the PCG and child(ren) receiving home visiting services including child(ren)'s gender, age of all family members (including date of birth for child), and racial and ethnic background of all participants in the family.
  - c. Participant child(ren)'s exposure to languages other than English; and
  - d. Family socioeconomic indicators (e.g., family income, employment status, education level).
- 6.7.6 The Contractor shall ensure that all staff involved in the home visiting program are provided an initial and subsequent annual review of confidentiality and protection of PII. This information shall be reviewed on the annual sub recipient monitoring visit.
- 6.7.7 The Contractor shall notify the Department of staffing changes that affect the Department's web-based data management system as follows:
- a. The Contractor shall notify the Department within five (5) business days of hire of any individual retiring access to the Department's web-based data management system to perform the functions of their position relating to provision of services within this contract.
  - b. The Contractor shall notify the Department within five (5) business days of the resignation, termination, or change in job duties of any employee who has access to the Department's web-based data management system who no longer requires access to the data management system to perform the functions of their position relating to providing services within this contract.
- 6.7.8 The Contractor shall maintain an agency level individual record for each family enrolled in the EBHV services supported by this contract. This record may be maintained electronically or as a paper file and must contain, at a minimum, originals or electronic copies of all signed consents for participation, release of information forms, completed screening tools, and any other information the Contractor and/or Department deem necessary if not directly uploaded into the Department's web-based data management system.
- 6.7.9 The Contractor shall store and maintain all programmatic records and evidence pertaining to the contract that support the identity, eligibility, and number of families served, services provided, collaborative efforts, follow-up results, progress towards goals, and other contract-related issues specified by the state agency in a safe and secure location.

- b. The Contractor must maintain these records for five (5) years after the completion of service for a PCG 18 years or older at the time of discharge. For a PCG who is less than 18 years at the time of discharge, the record must be maintained until the PCG would have reached the age of 23.
- c. If any litigation, claim, negotiation, audit, or other actions involving the records has been started before the expiration of the retention period, the Contractor shall retain such records until completion of the action and resolution of all issues that arise from it.
- d. Any audit exception noted by governmental auditors shall not be paid by the state agency and shall be the sole responsibility of the Contractor. However, the Contractor shall have the right to contest any such exception by any legal procedure the Contractor deems appropriate, and the state agency will pay the Contractor all amounts which the Contractor may ultimately be held entitled to receive as a result of any such legal action.
- e. Failure to retain adequate documentation for any service invoiced may result in recovery of payments for services not adequately documented.

6.7.10 The Contractor at a minimum of twice per calendar year during the effective dates of this contract, agrees to verify which of its employees are still employed and still require access to the Home Visiting Research Entry Data Capture (REDCap) System. The Contractor shall perform verification and updates with the Home Visiting REDCap Program Security Officer.

- 10. Delete Section 7.1 in its entirety and replace with revised Section 7.1 and 7.1.1 as follows:

7.1 The Department will reimburse the Contractor for an amount not to exceed the total **Maternal Child Health Services** contract amount for only the allowable costs in the budget categories stated in **Attachment E-1**, which is attached hereto and incorporated by reference as if fully set forth herein.

7.1.1 The Department will reimburse the Contractor for an amount not to exceed the total **Home Visiting** contract amount for only the allowable costs in the budget categories stated in **Attachment E-2**, which is attached hereto and incorporated by reference as if fully set forth herein.

- 11. Delete Section 7.4.2 (a) and replace with revised Section 7.4.2 (a) as follows:

- a. Modified Total Direct Cost Method (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures,

charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$50,000. Other items may only be excluded when necessary to avoid a serious unfairness in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

12. Delete Section 7.9.5 (a) in its entirety and replace with revised Section 7.9.5 (a) as follows:
  - a. A minimum of 60% of contract funding MUST be spent on implementing the approved FFY2022-2026 contract work plan to address the selected priority health issue(s) and to develop a FFY2027-3031 work plan.
13. Delete Section 8.2 in its entirety and replace with revised Section 8.2 as follows:
  - 8.2 The Contractor shall invoice the Department on the Request for Payment form and the Invoicing Tool worksheet. The Invoicing Tool worksheet and Vendor Request for payment form will be provided by the Department via email to the Contractor. The Contractor shall use uniquely identifiable invoice numbers to distinguish an invoice from a previously submitted invoice.
14. Delete Section 15.2 in its entirety and replaced with revised Section 15.2 as follows:
  - 15.2 The Department will provide language to be included when the Contractor issues statements, press releases, requests proposals, solicits bids, and other Health Resources and Services Administration (HRSA) supported publications and forms describing projects or programs funded in whole or in part with HRSA funding, including websites. Examples of HRSA-supported publications include, but are not limited to, manuals, toolkits, resource guides, case studies and issue briefs.
15. Delete Section 15.2.1 in its entirety.
16. Delete Attachments A, B, D, and F in entirety and replace with revised Attachments A, B, D, and F which are attached hereto and incorporated by reference as if fully set forth herein.

All other terms, conditions and provisions of the above referenced contract shall remain the same and apply hereto.



**CERTIFICATIONS AND SPECIAL PROVISIONS****1. GENERAL**

- 1.1 To the extent that this contract involves the use, in whole or in part, federal funds, the signature of the Contractor's authorized representative on the contract signature page indicates compliance with the following Certifications and special provisions.

**2. CONTRACTOR'S CERTIFICATION REGARDING SUSPENSION AND DEBARMENT**

- 2.1 The Contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any Federal department or agency pursuant to 2 CFR Part 180.
- 2.2 The Contractor shall include these certification requirements regarding debarment, suspension, ineligibility, and voluntary exclusion in all lower tier covered transactions.
- 2.3 If the Contractor enters into a covered transaction with another person at the next lower tier, the Contractor must verify that the person with whom it intends to do business is not excluded or disqualified by:
- 2.3.1 Checking the System of Award Management (SAM) <https://www.sam.gov>; or
- 2.3.2 Collecting a certification from that person; or
- 2.3.3 Adding a clause or condition to the covered transaction with that person.

**3. CONTRACTOR'S CERTIFICATION REGARDING LOBBYING**

- 3.1 The Contractor certifies that no Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 3.2 The Contractor certifies that no funds under this contract shall be used to pay for any activity to support or defeat the enactment of legislation before the Congress, or any State

or local legislature or legislative body. The Contractor shall not use any funds under this contract to pay for any activity to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government.

- 3.3 The Contractor certifies that no funds under this contract shall be used to pay the salary or expenses of the Contractor, or an agent acting for the Contractor who engages in any activity designed to influence the enactment of legislation or appropriations proposed or pending before the Congress, or any State, local legislature or legislative body, or any regulation, administrative action, or Executive Order issued by the executive branch of any State or local government.
- 3.4 The above prohibitions include any activity to advocate or promote any proposed, pending or future Federal, State or local tax increase, or any proposed, pending or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.
- 3.5 If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with any Federal contract, grant, loan, or cooperative agreement, the Contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.
- 3.6 The Contractor shall require that the language of this section be included in the award documents for all subawards at all levels (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
- 3.7 This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**4. CONTRACTOR'S CERTIFICATION REGARDING A DRUG FREE WORKPLACE**

- 4.1 The Contractor certifies it shall provide a drug free workplace in accordance with the Drug Free Workplace Act of 1988, 41 U.S.C. Chapter 81, and all applicable regulations. The Contractor is required to report any conviction of employees providing services under this contract under a criminal drug statute for violations occurring on the Contractor's premises or off the Contractor's premises while conducting official business. The Contractor shall report any conviction to the Department within five (5) working days after the conviction. Submit reports to:

Missouri Department of Health and Senior Services  
Division of Administration, Grants Accounting Unit  
P.O. Box 570  
920 Wildwood Drive  
Jefferson City, Missouri 65102-0570

**5. CONTRACTOR'S CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

- 5.1 The Pro-Children Act of 1994, (Public Law 103-227, 20 U.S.C. §§ 6081-6084), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The Pro-Children Act also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The Pro-Children Act does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable Federal funds is Medicare or Medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the Pro-Children Act may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.
- 5.2 The Contractor certifies that it will comply with the requirements of the Pro-Children Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Pro-Children Act.

- 5.3 The Contractor agrees that it will require that the language of this certification be included in any subcontract or subaward that contains provisions for children's services and that all subrecipients shall certify accordingly. Failure to comply with the provisions of the Pro-Children Act law may result in the imposition of a civil monetary penalty of up to \$1,000 per day.

**6. CONTRACTOR'S CERTIFICATION REGARDING NON-DISCRIMINATION**

- 6.1 The Contractor shall comply with all federal and state statutes, regulations and executive orders relating to nondiscrimination and equal employment opportunity to the extent applicable to the contract. These include but are not limited to:
- 6.1.1 Title VI of the Civil Rights Act of 1964 (P.L. 88-352, 42 U.S.C. § 2000d *et seq.*) which prohibits discrimination on the basis of race, color, or national origin (this includes individuals with limited English proficiency) in programs and activities receiving federal financial assistance and Title VII of the Act which prohibits discrimination on the basis of race, color, national origin, sex, or religion in all employment activities;
- 6.1.2 Equal Pay Act of 1963 (P.L. 88 -38, as amended, 29 U.S.C. § 206 (d));
- 6.1.3 Title IX of the Education Amendments of 1972, as amended (20 U.S.C §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex;
- 6.1.4 Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) and the Americans with Disabilities Act of 1990, as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12101 *et seq.*) as implemented by all applicable regulations;
- 6.1.5 The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107) which prohibits discrimination on the basis of age;
- 6.1.6 Missouri State Regulation, 19 CSR 10-2.010, Civil Rights Compliance Requirements; and
- 6.1.7 The requirements of any other nondiscrimination federal and state statutes, regulations and executive orders which may apply to the services provided via the contract.

**7. CONTRACTOR'S CERTIFICATION REGARDING EMPLOYEE WHISTLEBLOWER PROTECTIONS**

- 7.1 The Contractor shall comply with the provisions of 41 U.S.C. 4712 that states an employee of a contractor, subcontractor, grantee, or subgrantee may not be discharged, demoted or otherwise discriminated against as a reprisal for "whistleblowing". In addition, whistleblower protections cannot be waived by any agreement, policy, form, or condition of employment.
- 7.2 The Contractor's employees are encouraged to report fraud, waste, and abuse. The Contractor shall inform their employees in writing they are subject to federal whistleblower rights and remedies. This notification must be in the predominant native language of the workforce.
- 7.3 The Contractor shall include this requirement in any agreement made with a subcontractor or subgrantee.

**8. CLEAN AIR ACT AND WATER POLLUTION CONTROL ACT**

- 8.1 The Contractor shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 *et seq.*) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 *et seq.*).

## SUBRECIPIENT SPECIAL CONDITIONS

Attachment B

1. The Department of Health and Senior Services has determined that this contract is subrecipient in nature as defined in the 2 CFR § 200.331. To the extent that this contract involves the use, in whole or in part, of federal funds, the Contractor shall comply with the following special conditions.
  - 1.1 The Contractor shall comply with all applicable implementing regulations, and all other laws, regulations and policies authorizing or governing the use of any federal funds paid to the Contractor through this contract. The Contractor shall ensure compliance with U.S. statutory and public policy requirements, including but not limited to, those protecting public welfare, the environment, and prohibiting discrimination. See the Federal Agency's Notice of Grant Award at <https://health.mo.gov/information/contractorresources/> for the terms and conditions of the federal award(s) governing this contract. Refer to the Contract Funding Source(s) report enclosed with the contract for a listing of the applicable federal award numbers.
  - 1.2 In performing its responsibilities under this contract, the Contractor shall fully comply with the Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR Part 200, as applicable, including any subsequent amendments.
  - 1.3 If a Single Audit is required, the Contractor must submit the Single Audit Report according to 2 CFR § 200.512. The Contractor shall return to the Department any funds disallowed in an audit of this contract.
  - 1.4 The Contractor shall comply with the public policy requirements as specified in the Department of Health and Human Services (HHS) Grants Policy Statement which is incorporated herein as if fully set forth. <https://www.hhs.gov/grants-contracts/grants/grants-policies-regulations/index.html>.
  - 1.5 The Contractor shall be responsible for any disallowances, questioned costs, or other items, including interest, not allowed under the federal award or this contract. The Contractor shall return to the Department any funds disallowed within ninety days of notification by the Department to return such funds.
  - 1.6 The Contractor shall notify the Department in writing within 30 days after a change occurs in its primary personnel involved in managing this contract.

- 1.7 The Contractor shall promptly notify the Department in writing when there is credible evidence of a violation of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting federal monies under this contract. Failure to make required disclosures may result in the Department taking action as described in 2 CFR § 200.339 Remedies for Noncompliance.
- 1.8 The Contractor shall comply with Trafficking Victims Protection Act of 2000 (22 U.S.C. Chapter 78), as amended. This law applies to any private entity. A private entity includes any entity other than a State, local government, Indian tribe, or foreign public entity, as defined in 2 CFR § 175.25. The subrecipient and subrecipients' employees may not:
  - 1.8.1 Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
  - 1.8.2 Procure a commercial sex act during the period of time that the award is in effect; or
  - 1.8.3 Use forced labor in the performance of the award or subawards under the award.
- 1.8.4 The Contractor must include the requirements of this paragraph in any subaward made to a private entity.
- 1.9 The Contractor shall comply with 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations, as applicable.
- 1.10 A Contractor that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act (42 U.S.C. § 6962), as amended by the Resource Conservation and Recovery Act (P.L. 94-580). The requirements of Section 6002 relate solely to procuring items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247.
- 1.11 The Contractor shall provide its Unique Entity Identifier (UEI) number to the Department. If the Contractor is an exempt individual as per 2 CFR § 25.110(b), the Contractor shall notify the Department of its exemption. Pursuant to 2 CFR Part 25, no entity may receive a subaward unless the entity has provided its UEI number. The Department shall withhold the award of this contract until the Contractor submits the UEI number to the Department and the Department has verified the UEI number.

## 1.12 Equipment

- 1.12.1 Title to equipment purchased by the Contractor for the purposes of fulfilling contract services vests in the Contractor upon acquisition, subject to the conditions that apply as set forth in 2 CFR § 200.313. The Contractor must obtain written approval from the Department prior to purchasing equipment with a cost greater than \$5,000. The repair and maintenance of purchased equipment will be the responsibility of the Contractor. Upon satisfactory completion of the contract, if the current fair market value (FMV) of the equipment purchased by the Contractor is less than \$10,000, the Contractor has no further obligation to the Department. The Contractor may sell or retain items it purchased with a current FMV greater than \$10,000, but the Contractor may be required to reimburse the Department for costs up to the current value of the equipment.
- 1.12.2 Equipment purchased by the Department and placed in the custody of the Contractor shall remain the property of the Department. The Contractor must ensure these items are safeguarded and maintained appropriately, and return such equipment to the Department at the end of the program.



| LPHA: Columbia-Boone County Department of Public Health and Human Services |                        |             |              |
|----------------------------------------------------------------------------|------------------------|-------------|--------------|
| Completed By:                                                              | Sarah Varvaro          | Date:       | 9.9.25       |
| Contact Email:                                                             | Sarah.Varvaro@como.gov | Phone #:    | 573-874-7741 |
| <b>FFY2026 Maternal Child Health Services Contract Budget</b>              |                        |             |              |
| <b>Section A</b>                                                           |                        |             |              |
| <b>Total Allowed Contract Amount</b>                                       | 60% or more            | 40% or less | <b>TOTAL</b> |
| <b>Minimum/Maximum Budget</b>                                              | 42,478.69              | 28,319.12   | 70,797.81    |
| <b>Planned Budget</b>                                                      | 70,797.81              | 0.00        | 70,797.81    |
| Operational Expenses                                                       | 64,361.65              | 0.00        | 64,361.65    |
| Personnel Services                                                         | 46,035.60              |             | 46,035.60    |
| Fringe Benefits                                                            | 17,953.88              |             | 17,953.88    |
| Travel                                                                     | 0.00                   |             | 0.00         |
| Supplies                                                                   | 372.17                 |             | 372.17       |
| Other                                                                      |                        |             | 0.00         |
| Equipment                                                                  |                        |             | 0.00         |
| Rental/Lease Costs                                                         |                        |             | 0.00         |
| <b>Total Contractual</b>                                                   | 0.00                   | 0.00        | 0.00         |
| Subcontract #1                                                             |                        |             |              |
| Subcontract #2                                                             |                        |             |              |
| Subcontract #3                                                             |                        |             |              |
| Subcontract #4                                                             |                        |             |              |
| Subcontract #5                                                             |                        |             |              |
|                                                                            |                        |             |              |
|                                                                            |                        |             |              |
| <b>Total Direct Costs</b>                                                  | 64,361.65              | 0.00        | 64,361.65    |
| <b>Indirect (Administrative Cost) 10%</b>                                  | 6,436.16               | 0.00        | 6,436.16     |
| <b>MCH Contract Total</b>                                                  | 70,797.81              | 0.00        | 70,797.81    |
| <b>Surplus/Deficit</b>                                                     | 0.00                   | 0.00        | 0.00         |
| <b>Section B - CALCULATION ONLY. ENTER AMOUNTS IN SECTION A</b>            |                        |             |              |
| <b>Indirect Computation</b>                                                |                        |             |              |
| Operational Expenses                                                       | 64,361.65              | 0.00        |              |
| Contractual                                                                | 0.00                   | 0.00        |              |
| Subcontract #1                                                             | 0.00                   | 0.00        |              |
| Subcontract #2                                                             | 0.00                   | 0.00        |              |
| Subcontract #3                                                             | 0.00                   | 0.00        |              |
| Subcontract #4                                                             | 0.00                   | 0.00        |              |
| Subcontract #5                                                             | 0.00                   | 0.00        |              |

**Operational Expenses Before Indirect**

| 60% or more | 40% or less | TOTAL     |
|-------------|-------------|-----------|
| 64,361.65   | 0.00        | 64,361.65 |

| LPHA: Columbia-Boone County Department of Public Health and Human Services |                         |          |              |
|----------------------------------------------------------------------------|-------------------------|----------|--------------|
| Completed By:                                                              | Kari Utterback          | Date:    | 09/02/2025   |
| Contact Email:                                                             | Kari.Utterback@como.gov | Phone #: | 573.874.7352 |
| FFY2026 MCH Home Visiting Budget                                           |                         |          |              |
| <b>Section A</b>                                                           |                         |          |              |
| Total Allowed Contract Amount                                              |                         | \$       | 104,467.00   |
| Planned Budget                                                             |                         | \$       | 104,467.00   |
| Operational Expenses                                                       |                         | \$       | 94,970.00    |
| Personnel Services                                                         |                         | \$       | 71,764.00    |
| Fringe Benefits                                                            |                         | \$       | 23,206.00    |
| Travel                                                                     |                         |          |              |
| Supplies                                                                   |                         |          |              |
| Other                                                                      |                         |          |              |
| Equipment                                                                  |                         |          |              |
| Rental/Lease Costs                                                         |                         |          |              |
| Total Contractual                                                          |                         | \$       | -            |
| Subcontract #1                                                             |                         |          |              |
| Subcontract #2                                                             |                         |          |              |
| Subcontract #3                                                             |                         |          |              |
| Subcontract #4                                                             |                         |          |              |
| Subcontract #5                                                             |                         |          |              |
|                                                                            |                         |          |              |
|                                                                            |                         |          |              |
| Total Direct Costs                                                         |                         | \$       | 94,970.00    |
| Indirect (Administrative Cost)                                             | 10%                     | \$       | 9,497.00     |
| MCH Contract Total                                                         |                         | \$       | 104,467.00   |
| Surplus/Deficit                                                            |                         | \$       | -            |
| <b>Section B - CALCULATION ONLY. ENTER AMOUNTS IN SECTION A</b>            |                         |          |              |
| <b>Indirect Computation</b>                                                |                         |          |              |
| Operational Expenses                                                       |                         |          | 94,970.00    |
| Contractual                                                                |                         |          | 0.00         |
| Subcontract #1                                                             |                         |          | 0.00         |
| Subcontract #2                                                             |                         |          | 0.00         |
| Subcontract #3                                                             |                         |          | 0.00         |
| Subcontract #4                                                             |                         |          | 0.00         |
| Subcontract #5                                                             |                         |          | 0.00         |

## Attachment F – Business Associate Provisions

(rev 5-9-2025)

*(Health Insurance Portability and Accountability Act of 1996, as amended)*

1. Health Insurance Portability and Accountability Act of 1996, as amended - The Department and the contractor are both subject to and must comply with provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as amended by the Health Information Technology for Economic and Clinical Health Act (HITECH) (PL-111-5) (collectively, and hereinafter, HIPAA) and all regulations promulgated pursuant to authority granted therein. The contractor constitutes a “Business Associate” of the Department. Therefore, the term, “contractor” as used in this section shall mean “Business Associate.”
2. The contractor agrees that for purposes of the Business Associate Provisions contained herein, terms used but not otherwise defined shall have the same meaning as those terms defined in 45 CFR Parts 160 and 164 and 42 U.S.C. §§ 17921 *et. seq.* including, but not limited to the following:
  - a. “Access”, “administrative safeguards”, “confidentiality”, “covered entity”, “data aggregation”, “designated record set”, “disclosure”, “hybrid entity”, “information system”, “physical safeguards”, “required by law”, “technical safeguards”, “use” and “workforce” shall have the same meanings as defined in 45 CFR 160.103, 164.103, 164.304, and 164.501 and HIPAA.
  - b. “Breach” shall mean the unauthorized acquisition, access, use, or disclosure of Protected Health Information which compromises the security or privacy of such information, except as provided in 42 U.S.C. § 17921. This definition shall not apply to the term “breach of contract” as used within the contract.
  - c. “Business Associate” shall generally have the same meaning as the term “business associate” at 45 CFR 160.103, and in reference to the party to this provision, shall mean the contractor.
  - d. “Covered Entity” shall generally have the same meaning as the term “covered entity” at 45 CFR 160.103, and in reference to the party to this provision, shall mean the Department.
  - e. “Electronic Protected Health Information” shall mean information that comes within paragraphs (1)(i) or (1)(ii) of the definition of Protected Health Information as specified below.
  - f. “Enforcement Rule” shall mean the HIPAA Administrative Simplification: Enforcement; Final Rule at 45 CFR Parts 160 and 164.
  - g. “Health Care” as defined in 45 CFR §160.103, shall mean care, services, or supplies related to the health of an individual. Health care includes but is not limited to, the following:
    - 1) Preventive, diagnostic, therapeutic, rehabilitative, maintenance, or palliative care, and counseling, service, assessment, or procedure with respect to the physical or mental condition, or functional status, of an individual or that affects the structure or function of the body; and
    - 2) Sale or dispensing of a drug, device, equipment, or other item in accordance with a prescription.
  - h. “HIPAA Rules” shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.
  - i. “Individual” shall have the same meaning as the term “individual” in 45 CFR 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR 164.502 (g).
  - j. “Privacy Rule” shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E.
  - k. “Protected Health Information” as defined in 45 CFR 160.103, shall mean individually identifiable health information:
    - 1) Except as provided in paragraph (2) of this definition, that is: (i) Transmitted by electronic media; or (ii) Maintained in electronic media; or (iii) Transmitted or maintained in any other form or medium.

- 2) Protected Health Information excludes individually identifiable health information in (i) Education records covered by the Family Educational Rights and Privacy Act, as amended, 20 U.S.C. 1232g; (ii) Records described at 20 U.S.C. 1232g(a)(4)(B)(iv); and (iii) Employment records held by a covered entity (Department) in its role as employer
  - l. "Reproductive Health Care" as defined in 45 CFR §160.103, shall mean health care, as specified above, that affects the health of an individual in all matters relating to the reproductive system and to its functions and processes. This definition shall not be construed to set forth a standard of care for or regulate what constitutes clinically appropriate reproductive health care.
  - m. "Security Incident" shall be defined as set forth in the "Obligations of the Contractor" section of the Business Associate Provisions.
  - n. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C.
  - o. "Unsecured Protected Health Information" shall mean Protected Health Information that is not secured through the use of a technology or methodology determined in accordance with 42 U.S.C. § 17932 or as otherwise specified by the secretary of Health and Human Services.
3. The contractor agrees and understands that wherever in this document the term "Protected Health Information" is used, it shall also be deemed to include Electronic Protected Health Information.
4. The contractor must appropriately safeguard Protected Health Information which the contractor receives from or creates or receives on behalf of the Department. To provide reasonable assurance of appropriate safeguards, the contractor shall comply with the business associate provisions stated herein, as well as the provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as amended by the Health Information Technology for Economic and Clinical Health Act (HITECH) (PL-111-5) and all regulations promulgated pursuant to authority granted therein.
5. The Department and the contractor agree to amend the contract as is necessary for the parties to comply with the requirements of HIPAA and the Privacy Rule, Security Rule, Enforcement Rule, and other rules as later promulgated (hereinafter referenced as the regulations promulgated thereunder). Any ambiguity in the contract shall be interpreted to permit compliance with the HIPAA Rules.
6. **Permitted Uses and Disclosures of Protected Health Information by the Contractor**
  - 6.1 The contractor may not use or disclose Protected Health Information in any manner that would violate Subpart E of 45 CFR Part 164 if done by the Department, except for the specific uses and disclosures in the contract.
  - 6.2 The contractor shall not use or disclose Reproductive Health Information, consistent with 45 CFR §164.502(a)(5)(iii), for any of the following purposes:
    - 1) Conducting a criminal, civil, or administrative investigation into or imposing criminal, civil, or administrative liability on any person for the mere act of seeking, obtaining, providing, or facilitating reproductive health care, where such health care is lawful under the circumstances in which it is provided.
    - 2) Identifying any person for the purposes of conducting such investigation or imposing such liability.
    - 3) The contractor shall comply with the attestation requirements of 45 CFR §164.509 for any use or disclosure of Protected Health Information (PHI) potentially related to reproductive health care.
  - 6.3 The contractor may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, the Department as specified in the contract, provided that such use or disclosure would not violate HIPAA and the regulations promulgated thereunder.
  - 6.4 The contractor may use Protected Health Information to report violations of law to appropriate Federal and State authorities, consistent with 45 CFR 164.502(j)(1) and shall notify the Department by no later than ten (10) calendar days after the contractor becomes aware of the disclosure of the Protected Health Information.

- 6.5 If required to properly perform the contract and subject to the terms of the contract, the contractor may use or disclose Protected Health Information if necessary for the proper management and administration of the contractor's business.
- 6.6 If the disclosure is required by law, the contractor may disclose Protected Health Information to carry out the legal responsibilities of the contractor.
- 6.7 If applicable, the contractor may use Protected Health Information to provide Data Aggregation services to the Department as permitted by 45 CFR 164.504(e)(2)(i)(B).
- 6.8 The contractor may not use Protected Health Information to de-identify or re-identify the information in accordance with 45 CFR 164.514(a)-(c) without specific written permission from the Department to do so.
- 6.9 The contractor agrees to make uses and disclosures and requests for Protected Health Information consistent with the Department's minimum necessary policies and procedures.
7. **Obligations and Activities of the Contractor**
- 7.1 The contractor shall not use or disclose Protected Health Information other than as permitted or required by the contract or as otherwise required by law, and shall comply with the minimum necessary disclosure requirements set forth in 45 CFR § 164.502(b).
- 7.2 The contractor shall use appropriate administrative, physical and technical safeguards and comply with Subpart C of 45 CFR Part 164 to prevent use or disclosure of the Protected Health Information other than as provided for by the contract. Such safeguards shall include, but not be limited to:
- a. Workforce training on the appropriate uses and disclosures of Protected Health Information pursuant to the terms of the contract;
  - b. Policies and procedures implemented by the contractor to prevent inappropriate uses and disclosures of Protected Health Information by its workforce and subcontractors, if applicable;
  - c. Encryption of any portable device used to access or maintain Protected Health Information or use of equivalent safeguard;
  - d. Encryption of any transmission of electronic communication containing Protected Health Information or use of equivalent safeguard; and
  - e. Any other safeguards necessary to prevent the inappropriate use or disclosure of Protected Health Information.
- 7.3 With respect to Electronic Protected Health Information, the contractor shall use appropriate administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the Electronic Protected Health Information that contractor creates, receives, maintains or transmits on behalf of the Department and comply with Subpart C of 45 CFR Part 164, to prevent use or disclosure of Protected Health Information other than as provided for by the contract.
- 7.4 In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), the contractor shall require that any agent or subcontractor that creates, receives, maintains, or transmits Protected Health Information on behalf of the contractor agrees to the same restrictions, conditions, and requirements that apply to the contractor with respect to such information.
- 7.5 By no later than ten (10) calendar days after receipt of a written request from the Department, or as otherwise required by state or federal law or regulation, or by another time as may be agreed upon in writing by the Department, the contractor shall make the contractor's internal practices, books, and records, including policies and procedures and Protected Health Information, relating to the use and disclosure of Protected Health Information received from, created by, or received by the contractor on behalf of the Department available to the Department and/or to the Secretary of the Department of Health and Human Services or designee for purposes of determining compliance with the HIPAA Rules and the contract.
- 7.6 The contractor shall document any disclosures and information related to such disclosures of Protected Health Information as would be required for the Department to respond to a request by an individual for an accounting of disclosures of Protected Health Information in accordance with 42 USCA §17932 and 45

CFR 164.528. By no later than five (5) calendar days of receipt of a written request from the Department, or as otherwise required by state or federal law or regulation, or by another time as may be agreed upon in writing by the Department, the contractor shall provide an accounting of disclosures of Protected Health Information regarding an individual to the Department. If requested by the Department or the individual, the contractor shall provide an accounting of disclosures directly to the individual. The contractor shall maintain a record of any accounting made directly to an individual at the individual's request and shall provide such record to the Department upon request.

- 7.7 In order to meet the requirements under 45 CFR 164.524, regarding an individual's right of access, the contractor shall, within five (5) calendar days following a Department request, or as otherwise required by state or federal law or regulation, or by another time as may be agreed upon in writing by the Department, provide the Department access to the Protected Health Information in an individual's designated record set. However, if requested by the Department, the contractor shall provide access to the Protected Health Information in a designated record set directly to the individual for whom such information relates.
- 7.8 At the direction of the Department, the contractor shall promptly make any amendment(s) to Protected Health Information in a Designated Record Set pursuant to 45 CFR 164.526.
- 7.9 The contractor shall report to the Department's Security Officer any security incident immediately upon becoming aware of such incident and shall take immediate action to stop the continuation of any such incident. For purposes of this paragraph, security incident shall mean the attempted or successful unauthorized access, use, modification or destruction of information or interference with systems operations in an information system. This does not include trivial incidents that occur on a daily basis, such as scans, "pings," or unsuccessful attempts that do not penetrate computer networks or servers or result in interference with system operations. By no later than five (5) calendar days after the contractor becomes aware of such incident, the contractor shall provide the Department's Security Officer with a description of any remedial action taken to mitigate any harmful effect of such incident and a proposed written plan of action for approval that describes plans for preventing any such future security incidents.
- 7.10 The contractor shall report to the Department's Privacy Officer any unauthorized use or disclosure of Protected Health Information not permitted or required as stated herein immediately upon becoming aware of such use or disclosure and shall take immediate action to stop the unauthorized use or disclosure. By no later than five (5) calendar days after the contractor becomes aware of any such use or disclosure, the contractor shall provide the Department's Privacy Officer with a written description of any remedial action taken to mitigate any harmful effect of such disclosure and a proposed written plan of action for approval that describes plans for preventing any such future unauthorized uses or disclosures.
- 7.11 The contractor shall report to the Department's Security Officer any breach immediately upon becoming aware of such incident and shall take immediate action to stop the continuation of any such incident. By no later than five (5) days after the contractor becomes aware of such incident, the contractor shall provide the Department's Security Officer with a description of the breach, the information compromised by the breach, and any remedial action taken to mitigate any harmful effect of such incident and a proposed written plan for approval that describes plans for preventing any such future incidents.
- 7.12 The contractor's reports required in the preceding paragraphs shall include the following information regarding the security incident, improper disclosure/use, or breach, (hereinafter "incident"):
  - a. The name, address, and telephone number of each individual whose information was involved if such information is maintained by the contractor;
  - b. The electronic address of any individual who has specified a preference of contact by electronic mail;
  - c. A brief description of what happened, including the date(s) of the incident and the date(s) of the discovery of the incident;
  - d. A description of the types of Protected Health Information involved in the incident (such as full name, Social Security Number, date of birth, home address, account number, or disability code) and whether the incident involved Unsecured Protected Health Information; and
  - e. The recommended steps individuals should take to protect themselves from potential harm resulting from the incident.

- 7.13 Notwithstanding any provisions of the Terms and Conditions attached hereto, in order to meet the requirements under HIPAA and the regulations promulgated thereunder, the contractor shall keep and retain adequate, accurate, and complete records of the documentation required under these provisions for a minimum of six (6) years as specified in 45 CFR Part 164.
- 7.14 The contractor shall not directly or indirectly receive remuneration in exchange for any Protected Health Information without a valid authorization.
- 7.15 If the contractor becomes aware of a pattern of activity or practice of the Department that constitutes a material breach of contract regarding the Department's obligations under the Business Associate Provisions of the contract, the contractor shall notify the Department's Security Officer of the activity or practice and work with the Department to correct the breach of contract.
- 7.16 The contractor shall indemnify the Department from any liability resulting from any violation of the Privacy Rule or Security Rule or Breach arising from the conduct or omission of the contractor or its employee(s), agent(s) or subcontractor(s). The contractor shall reimburse the Department for any and all actual and direct costs and/or losses, including those incurred under the civil penalties implemented by legal requirements, including but not limited to HIPAA as amended by the Health Information Technology for Economic and Clinical Health Act, and including reasonable attorney's fees, which may be imposed upon the Department under legal requirements, including but not limited to HIPAA's Administrative Simplification Rules, arising from or in connection with the contractor's negligent or wrongful actions or inactions or violations of this provision.
8. **Obligations of the Department**
- 8.1 The Department shall notify the contractor of limitation(s) that may affect the contractor's use or disclosure of Protected Health Information, by providing the contractor with the Department's notice of privacy practices in accordance with 45 CFR 164.520.
- 8.2 The Department shall notify the contractor of any changes in, or revocation of, authorization by an Individual to use or disclose Protected Health Information.
- 8.3 The Department shall notify the contractor of any restriction to the use or disclosure of Protected Health Information that the Department has agreed to in accordance with 45 CFR 164.522.
- 8.4 The Department shall not request the contractor to use or disclose Protected Health Information in any manner that would not be permissible under HIPAA and the regulations promulgated thereunder.
9. **Expiration/Termination/Cancellation:** Except as provided in the subparagraph below, upon the expiration, termination, or cancellation of the contract for any reason, the contractor shall, at the discretion of the Department, either return to the Department or destroy all Protected Health Information received by the contractor from the Department, or created or received by the contractor on behalf of the Department, and shall not retain any copies of such Protected Health Information. This provision shall also apply to Protected Health Information that is in the possession of subcontractor or agents of the contractor.
- a. In the event the Department determines that returning or destroying the Protected Health Information is not feasible, the contractor shall extend the protections of the contract to the Protected Health Information for as long as the contractor maintains the Protected Health Information and shall limit the use and disclosure of the Protected Health Information to those purposes that made return or destruction of the information infeasible. If at any time it becomes feasible to return or destroy any such Protected Health Information maintained pursuant to this paragraph, the contractor must notify the Department and obtain instructions from the Department for either the return or destruction of the Protected Health Information.
10. **Breach of Contract:** In the event the contractor is in breach of contract with regard to the business associate provisions included herein, the contractor agrees that in addition to the requirements of the contract related to cancellation of contract, if the Department determines that cancellation of the contract is not feasible, the State of Missouri may elect not to cancel the contract, but the Department shall report the breach of contract to the Secretary of the Department of Health and Human Services.

**CONTRACT FUNDING SOURCE(S)**

The Contract Funding Source(s) identifies the total amount of funding and federal funding source(s) expected to be used over the life of this contract. The CFDA number is the pass-through identification number for your Schedule of Expenditures of Federal Awards (SEFA), if one is required. You may reconcile your financial records to actual payment documents by going to the vendor services portal at <https://www.vendorservices.mo.gov/>. If the funding information is not available at the time the contract is issued, the Contractor will be notified in writing by the Department. Please retain this information with your official contract files for future reference.

|                            |                                                                                        |                      |           |                            |                                |
|----------------------------|----------------------------------------------------------------------------------------|----------------------|-----------|----------------------------|--------------------------------|
| <b>Tracking #</b>          | 51072                                                                                  | <b>State:</b> 0%     | \$0.00    | <b>Federal:</b> 100%       | \$465,267.56                   |
| <b>Contract Title:</b>     | MATERNAL CHILD HEALTH SERVICES                                                         |                      |           |                            |                                |
| <b>Contract Start:</b>     | 10/1/2021                                                                              | <b>Contract End:</b> | 9/30/2026 | <b>Amend#:</b> 05          | <b>Contract #:</b> DH220051072 |
| <b>Vendor Name:</b>        | THE CITY OF COLUMBIA                                                                   |                      |           |                            |                                |
| <b>CFDA:</b> 93.994        | <b>Research and Development:</b> N                                                     |                      |           |                            |                                |
| <b>CFDA Name:</b>          | MATERNAL AND CHILD HEALTH SERVICES BLOCK GRANT TO THE STATES                           |                      |           |                            |                                |
| <b>Federal Agency:</b>     | DEPARTMENT OF HEALTH AND HUMAN SERVICES / HEALTH RESOURCES AND SERVICES ADMINISTRATION |                      |           |                            |                                |
| <b>Federal Award:</b>      | 1B04MC40144-01, 6B04MC40144-01                                                         |                      |           |                            |                                |
| <b>Federal Award Name:</b> | MATERNAL AND CHILD HEALTH SERVICES                                                     |                      |           |                            |                                |
| <b>Federal Award Year:</b> | 2021                                                                                   | <b>DHSS #:</b> 21MCH |           | <b>Federal Obligation:</b> | \$71,288.42                    |
| <b>CFDA:</b> 93.994        | <b>Research and Development:</b> N                                                     |                      |           |                            |                                |
| <b>CFDA Name:</b>          | MATERNAL AND CHILD HEALTH SERVICES BLOCK GRANT TO THE STATES                           |                      |           |                            |                                |
| <b>Federal Agency:</b>     | DEPARTMENT OF HEALTH AND HUMAN SERVICES / HEALTH RESOURCES AND SERVICES ADMINISTRATION |                      |           |                            |                                |
| <b>Federal Award:</b>      | 1B04MC45226-01, 6B04MC45226-01                                                         |                      |           |                            |                                |
| <b>Federal Award Name:</b> | MATERNAL AND CHILD HEALTH SERVICES                                                     |                      |           |                            |                                |
| <b>Federal Award Year:</b> | 2022                                                                                   | <b>DHSS #:</b> 22MCH |           | <b>Federal Obligation:</b> | \$0.00                         |
| <b>CFDA:</b> 93.994        | <b>Research and Development:</b> N                                                     |                      |           |                            |                                |
| <b>CFDA Name:</b>          | MATERNAL AND CHILD HEALTH SERVICES BLOCK GRANT TO THE STATES                           |                      |           |                            |                                |
| <b>Federal Agency:</b>     | DEPARTMENT OF HEALTH AND HUMAN SERVICES / HEALTH RESOURCES AND SERVICES ADMINISTRATION |                      |           |                            |                                |
| <b>Federal Award:</b>      | 1B04MC47428-01                                                                         |                      |           |                            |                                |
| <b>Federal Award Name:</b> | MATERNAL AND CHILD HEALTH SERVICES                                                     |                      |           |                            |                                |
| <b>Federal Award Year:</b> | 2023                                                                                   | <b>DHSS #:</b> 23MCH |           | <b>Federal Obligation:</b> | \$145,589.97                   |
| <b>CFDA:</b> 93.994        | <b>Research and Development:</b> N                                                     |                      |           |                            |                                |
| <b>CFDA Name:</b>          | MATERNAL AND CHILD HEALTH SERVICES BLOCK GRANT TO THE STATES                           |                      |           |                            |                                |
| <b>Federal Agency:</b>     | DEPARTMENT OF HEALTH AND HUMAN SERVICES / HEALTH RESOURCES AND SERVICES ADMINISTRATION |                      |           |                            |                                |
| <b>Federal Award:</b>      | 6B04MC52935-01                                                                         |                      |           |                            |                                |
| <b>Federal Award Name:</b> | MATERNAL AND CHILD HEALTH SERVICES                                                     |                      |           |                            |                                |
| <b>Federal Award Year:</b> | 2024                                                                                   | <b>DHSS #:</b> 24MCH |           | <b>Federal Obligation:</b> | \$73,124.36                    |





MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
**CONTRACT FUNDING SOURCES CONTINUED**

---

|                                 |                                                                                        |                            |              |
|---------------------------------|----------------------------------------------------------------------------------------|----------------------------|--------------|
| <b>CFDA:</b> 93.994             | <b>Research and Development:</b> N                                                     |                            |              |
| <b>CFDA Name:</b>               | MATERNAL AND CHILD HEALTH SERVICES BLOCK GRANT TO THE STATES                           |                            |              |
| <b>Federal Agency:</b>          | DEPARTMENT OF HEALTH AND HUMAN SERVICES / HEALTH RESOURCES AND SERVICES ADMINISTRATION |                            |              |
| <b>Federal Award:</b>           | 1 B04MC54558-01                                                                        |                            |              |
| <b>Federal Award Name:</b>      | MATERNAL AND CHILD HEALTH SERVICES                                                     |                            |              |
| <b>Federal Award Year:</b> 2025 | <b>DHSS #:</b> 25MCH                                                                   | <b>Federal Obligation:</b> | \$175,264.81 |

---

\* The Department will provide this information when it becomes available.

**Project Description:**

The purpose of this contract is to support a leadership role for Local Public Health Agencies (LPHAs) at the local level to: build community-based systems and expand the resources those systems can use to respond to priority maternal child health issues; provide and assure mothers and children access to quality Maternal; Child Health (MCH) services; reduce health disparities for women, infants, and children, including those with special health care needs; promote the health of mothers and infants by assuring prenatal, delivery, and postpartum care for low income, at-risk pregnant women; and promote the health of children by providing preventive and primary care services for low income children.