**COMMUNITY MEMORANDUM OF AGREEMENT  
Data Application and Integration Solution for the Early Years**

Kansas Department of Health and Environment

This Memorandum of Agreement (“Agreement”) is between Participating Agencies (PAs) within YYYY (Community Name).

**Purpose**

Partners within the Kansas Department of Health and Environment’s (KDHE) Family Health Comprehensive System (FHCS) are collaborating to build upon existing efforts and infrastructure to ensure Kansas communities can effectively coordinate, improve and track outcomes in maternal and child health across Kansas.

In order to do so, FHCS PAs within YYYY Community will utilize Data Application Integration Solution for the Early Years (DAISEY), a web-based shared measurement application for integrating information across participating agencies in a community. DAISEY will support Continuous Quality Improvement efforts and promote best practices at the community and state level. This Agreement describes the sharing of data within the YYYY Community. PAs agree to participate in a data partnership with all participating agencies that sign this Agreement.

**Data**

1. DAISEY input consists of personally identifiable demographic information on children, families, and households; information contained in measurement and assessment instruments; and aggregate information from organizational reports (herein referred to as “Data”)
2. The YYYY Community PAs shall follow all federal, state and local laws and regulations applicable to collection, sharing and distribution of the Data.

**How Data May be Used**

1. To fulfill KDHE requirements and provide KDHE with program data for use as determined by KDHE.
2. To generate de-identified, aggregate level reports to improve service delivery, coordination, and client satisfaction.
3. By PAs for internal Continuous Quality Improvement and other service and program improvement initiatives.
4. For purposes of scholarly research and analysis, including use in professional presentations and publications by KDHE, KU, and/or PAs, using only de-identified and aggregate level data.

**Protection of Data**

**PAs agree to the following safeguards for protection of data:**

1. Comply with all requirements of the Terms of Use Agreement and Contract between the PA and KDHE.
2. Ensure that all DAISEY users understand and acknowledge the confidentiality of program data, and the trust and confidence YYYY has placed in them by providing access to and contact with this information by ensuring all DAISEY users complete a DAISEY Confidentiality and Data Security Agreement.
3. Exercise the utmost diligence to protect and safeguard confidential and proprietary information as well as personally identifiable client level information.
4. Notify all PAs within YYYY and KDHE within ten days upon discovering any breach or suspected breach of security or of any disclosure of the data to any unauthorized individual or entity.
5. Obtain approval from any other PA whose DAISEY data they use for scholarly research and analysis or professional presentation purposes. Reports, presentations or other materials produced by PAs using DAISEY data shall include the following disclaimer, “*The views expressed and conclusions drawn are solely those of the authors/presenters and do not reflect an endorsement by or view of the Kansas Department of Health and Environment.”*
6. Use and access the data solely for the purposes stated in this Agreement.

**Term and Termination**

1. Participation in this Agreement is effective upon completion of the signature page.
2. Parties may voluntarily terminate their participation in this Agreement by sending thirty (30) days notice to KDHE with copy to KDHE’s contractor, the University of Kansas Center for Public Partnerships and Research (KU-CPPR) as specified on the signature page of this Agreement.
3. KDHE reserves the right to terminate a party’s participation in this Agreement in the event that the party is found to have violated this Agreement. KDHE will send the Party thirty (30) days written notice.
4. KDHE will notify all parties when any party is added to or removed from this Agreement.
5. Upon voluntary or involuntary termination of your participation in this Agreement, your ability to share your agency’s data in DAISEY and your ability to access data of other agencies in this Agreement will be terminated.

THE PARTIES, through their duly authorized representatives, assent to the terms and conditions of this Agreement and have executed it as of the date shown on the Signature Page.

**Signature Page**

**COMMUNITY MEMORANDUM OF AGREEMENT  
Kansas Department of Health and Environment  
Healthy Start System**

THE PARTIES, through their duly authorized representatives, assent to the terms and conditions of this Agreement and have executed it as of the date shown below.

|  |  |  |  |
| --- | --- | --- | --- |
|  | |  |  |
| **Participating Agency** | |  | Mailing Address: |
|  | |  |  |
|  | |  |  |
| Name | |  |  |
|  | |  |  |
|  | |  |  |
| Title | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
| Signature | |  | Phone Number |
|  | |  |  |
|  |  | |  |
| Date | |  | Fax Number |

***The agency’s completed signature page should be mailed or scanned and emailed to Kansas Department of Health and Environment and KDHE’s contractor, the University of Kansas Center for Public Partnerships and Research. Your ability to share data in DAISEY will not become effective until a signed signature page has been received.***

Kansas Department of Health and Environment

Bureau of Family Health

1000 SW Jackson, Ste 200

Topeka, KS 66612

[bfhadmin@kdheks.gov](mailto:bfhadmin@kdheks.gov)

University of Kansas Center for Public Partnerships and Research

Teri Garstka, PhD, Associate Director

1617 St. Andrews Drive

Lawrence, KS 66047

[garstka@ku.edu](mailto:garstka@ku.edu)