

Web Server Project Memorandum of Understanding
between Missouri Department of Health and Senior Services (DHSS)
and Local Public Health Agency (LPHA)

I. Responsibilities of Missouri Department of Health and Senior Services (DHSS), Center for Health Information Management and Evaluation (CHIME):

1. 50 megabytes of disk space to each LPHA (using Compaq Proliant Server, 128meg ram, 9.1 gig hard drive, Compaq 12/24 GB DAT Tape drive, Redhat 7.0 Enterprise Server Operating System, Apache Web Server utilizing virtual Hosting)
2. One (1) user ID for each LPHA (security to be controlled by LPHA Administrator)
3. Nightly 4mm tape backups of web space. DHSS will not be responsible for lost files. LPHAs should maintain backups of all files posted to their web page.
4. DHSS will provide security within the operating system of RedHat 7.0. LPHAs should report any security violations to the OIS Help Desk (800-347-0887) or support@dhss.state.mo.us. DHSS will not be responsible for any material that is posted to the web pages.
5. Provide documentation on adding and removing files from their web site (Attachment A).
6. Register unique domain name: (**lphaname.lphamo.org**)

II. Responsibilities of Local Public Health Agency (LPHA):

1. The LPHA is responsible for the content of their web site, which will NOT be monitored or controlled by DHSS. Information should be appropriate, and relevant to public health.
2. LPHA administrator will be responsible for security. The administrator may delegate technical duties (creating and posting of information to website, etc.) to an employee or contractor of the LPHA, but the administrator retains ultimate responsibility.
3. Any suspected breach of security, or compromise of user ID and/or password, must be reported immediately to DHSS via the OIS Help Desk (800-347-0887)
4. A privacy policy must be posted on the LPHA web site. Refer to the DHSS Web Privacy Policy as an example of policy content (<http://www.dhss.state.mo.us/dhsswebprivacypolicy.htm>).
5. Follow all procedures as provided by DHSS (Attachment A).

LOCAL PUBLIC HEALTH AGENCY:	
AGENCY NAME	DATE
AGENCY ADDRESS	AGENCY TELEPHONE
ADMINISTRATOR SIGNATURE	PRINT ADMINISTRATOR NAME
MISSOURI DEPARTMENT OF HEALTH and SENIOR SERVICES:	
SIGNATURE	DATE
NAME, TITLE	

SIGN and RETURN this page to: OIS Security Group, PO Box 570, Jefferson City MO 65102

ATTACHMENT A

Local Public Health Agency Web Server Procedures

1. The Local Public Health Agency (LPHA) Administrator must sign the Web Server Project Memorandum of Understanding and send it to DHSS with a Network User Access Request to establish their web space. (A copy signed by DHSS will be returned to the LPHA.)
2. The LPHA must submit a Network User Access Request (<http://dhssnet/Forms/UserAccessForm.doc>) for the individual who will be assigned the user ID that will have write access to the web site. Indicate in the Comments section, “**Create web space for xxx agency.**” The designated individual must sign the form, and the LPHA administrator (if not the same person) also must sign it.
3. The user ID will be used only for moving files to and from your designated space on the web server.
4. Once you have received your user ID and password, a technician from the Office of Information Systems will contact you, and provide you with the ftp client and instructions on how to move files to the web server.
5. If there are any questions, contact the OIS Help Desk via telephone at 800-347-0887, or via email at support@dhss.state.mo.us