1. This agreement is entered into by and between the State of Missouri, Department of Health and Senior Services (DHSS) and the above named local public health agency (LPHA) in order to provide an investment of state resources in the LPHA to support the delivery of public health services essential to the prevention of disease, promotion of healthy families, lifestyles and environments, and for protection from disease and disaster through an integrated and cooperative public health system in Missouri.

1.1 The authority of the LPHA to perform public health services derives directly from this agreement entered into between the LPHA and DHSS and the Missouri Revised Statute 192.290.

2. This agreement shall consist of this form, the attached Exhibit 1 – Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization; and the attached Terms and Conditions document, which is attached hereto and is incorporated by reference as if fully set forth herein.

3. The DHSS shall support the LPHA in the delivery of public health services by the following:

3.1 Provide subject to availability, annual investment for each budget period (June 1 through May 30) of the agreement period.

   a. The investment includes federal reimbursements of qualifying LPHA expenditures through the Children’s Health Insurance Program (CHIP), Health Services Initiative (H.S.I.).
   b. The investment is subject to the annual appropriated amount available to the DHSS for state investment in local public health services.
   c. The amount available to the LPHA is posted at http://clphs.health.mo.gov/LPHS/ under State Investment In Local Public Health Services-State and Children’s Health Insurance Program (CHIP), Health Services Initiative (H.S.I.).
   d. The DHSS will notify the LPHA in writing when the amount available changes during the agreement period.

3.2 Provide a statewide communicable disease reporting system to facilitate compliance with 19 CSR 20 Chapter 20- Communicable Diseases.

   a. The reporting system will also assist with the identification of cases for implementation of control measures identified in 19 CSR 20-20.040.
   b. The reporting system will provide health information, if populated, on specific risk-factors associated with disease transmission.

3.3 Provide, at the LPHA’s request, on-site technical assistance and evaluation of communicable disease control activities.

3.4 Provide all available public health and health related data and epidemiological support, including that data and support identified by the LPHA as needed to provide or evaluate public health services in the local jurisdiction.
3.5 Provide opportunities for funding and technical assistance related to the DHSS public health priorities, including but not limited to:

a. Chronic Disease Control and Prevention,
b. Maternal and Child Health Promotion, and

3.6 Provide staff and technical assistance as available, at the request of the LPHA in response to:

a. communicable disease outbreaks,
b. food borne outbreaks,
c. environmental contamination situations or events, e.g., adulterated foods, sewage releases, hazardous waste releases, etc.,
d. public health assessments,
e. community meetings or planning processes,
f. public health emergency events, or
g. shortages of local manpower or resources to address applicable communities’ public health needs.

3.7 Provide local, regional and state level data to facilitate evaluation of public health performance statewide.

a. The LPHA may, at their discretion, provide feedback to the DHSS regarding the inclusion or exclusion of data elements used as performance measures.
b. The LPHA may, at their discretion, advise the DHSS regarding local determinants that impact the data elements used as performance measures.

3.8 Coordinate and provide regional meetings of local public health administrators or their designees to act as forums for discussing local, state and federal public health issues.

a. Participation in regional meetings is not mandatory and is understood to be at the LPHA’s discretion.

3.9 Provide annually or as needed, the following communicable disease training to support the LPHA with their delivery of public health services:

a. Principles of Epidemiology,
b. Health Assessment Training (HAT),
c. Epi Ready Training,
d. WebSurv Application Training,
e. Annual District Communicable Disease Update Meetings,
f. Annual Regional TB In-services, and
g. TB Orientation Training

3.10 Provide the following uniform training programs for Environmental Public Health Specialists to support the LPHA with their delivery of public health services:

a. Environmental Health Fundamentals,
b. Lodging Safety and Sanitation,
c. Food Safety (Retail),
d. Food Safety (Manufacturing),
e. Environmental Child Care,
f. Onsite Wastewater Treatment,
g. Drinking Water,
h. Emergency Response,
i. General Environmental Health, and
j. Annual Environmental Health District Meetings.

3.11 Provide, at the LPHA’s request, on-site technical assistance and evaluation of environmental public health activities.

3.12 Provide access to State Public Health Laboratory services and 24/7 emergency laboratory services for assistance in rapid detection, investigation, and containment of health concerns and environmental public health hazards.

4 The LPHA shall support the DHSS in the delivery of public health services by the following:

4.1 Complete and submit electronically, the Financial Report or the Infrastructure and Practices Survey on an alternating (each report every other year) basis.

a. Submit a Financial Report within 60 days of the end of the LPHA’s fiscal year end following the execution of this agreement and every other year thereafter. The electronic report can be found at the following web link http://health.mo.gov/living/lpha/forms.php.
b. Submit in electronic format, the Infrastructure and Practices Survey by December 31 of the year following the Financial Report and every other year thereafter. A web link to the electronic survey will be issued by the DHSS.

4.2 Share with the DHSS the priority health issues identified by results of the most recent locally prepared needs assessment conducted by the LPHA in order to facilitate the development of a statewide health improvement plan.

4.3 Collaborate with the DHSS to identify gaps and resource needs within the local public health capacity to guide joint planning and future DHSS investments.

4.4 Provide local public health services guided by standards identified within the DHSS reference and training materials, including:

a. the Communicable Disease Investigation Reference Manual,
b. the Environmental Health Operational Guidelines,
c. the Public Health Nursing Manual, and
d. state and national public health accreditation standards.

4.5 Request from the DHSS any support, including staff and technical assistance, the LPHA deems necessary to respond to:

a. communicable disease outbreaks,
b. food borne outbreaks,
c. environmental contamination situations or events, (e.g., adulterated foods, sewage releases, hazardous waste releases, etc.),
d. public health assessments,
e. community meetings or planning processes,
f. public health emergency events, or
g. shortages of local manpower or resources to address applicable communities’ public health needs.
4.6 Submit to the DHSS a Vendor Request For Payment (DH-38 form available online at http://health.mo.gov/living/lpha/forms.php) either quarterly or monthly.

   a. The LPHA must indicate invoicing preference upon signing of agreement in the area provided below.
   b. If invoicing quarterly, the DH-38 form is due by July 15th, September 15th, December 15th, and March 15th, of the budget period. Advance payment for services is allowable under this option. If additional funding becomes available, a fifth invoice must be submitted by June 3rd of the budget period.
   c. If invoicing monthly, the DH-38 form must be submitted by the 15th of each month beginning July 15, 2018 and the May invoice submitted no later than June 3rd of the budget period.

4.7 The LPHA shall utilize the DHSS provided on-line Missouri Public Health Invoicing and Reporting System (MOPHIRS) to submit the DH-38 located at https://healthapps.dhss.mo.gov/Login/Login.aspx?ReturnUrl=%2fmophirs%2fhome.aspx.

5 General Conditions:

5.1 Pursuant to section 285.530, RSMo, if the LPHA meets the section 285.525, RSMo definition of a “business entity” (http://www.moga.mo.gov/statutes/C200-299/2850000525.HTM), the LPHA must affirm the LPHA’s enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services requested herein. The LPHA should complete applicable portions of Exhibit 1, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization. The applicable portions of Exhibit 1 must be submitted prior to an award of a contract.

5.2 If the LPHA meets the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo the LPHA shall maintain enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the contracted services included herein. If the LPHA’s business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo then the LPHA shall, prior to the performance of any services as a business entity under the contract:

   a. Enroll and participate in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
   b. Provide to the Missouri Department of Health and Senior Services the documentation required in the exhibit titled, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization affirming said company’s/individual’s enrollment and participation in the E-Verify federal work authorization program; AND
   c. Submit to the Missouri Department of Health and Senior Services a completed, notarized Affidavit of Work Authorization provided in the exhibit titled, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization.

5.3 In accordance with subsection 2 of section 285.530 RSMo, the LPHA should renew their Affidavit of Work Authorization annually. A valid Affidavit of Work Authorization is necessary to award any new contracts.

5.4 Either party may terminate this agreement with or without cause by providing a thirty (30) day written notice to the other party.
5.5 Both parties agree that cooperation and collaboration of public health agencies at the state and local level is necessary to meet the public health needs of the residents of and visitors to the State of Missouri.

Preferred Invoicing Schedule (please check one)

☐ Quarterly Invoicing  ☐ Monthly Invoicing

AUTHORIZED PROVIDER SIGNATURE

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES

TITLE:

Director or Designee, Division of Administration

DATE:

DATE: