MEMORANDUM OF UNDERSTANDING

Between the Bureau of Family and Community Health -- representing the Supplemental Nutrition Program for Women, Infants and Children (WIC) and the Bureau of Communicable Diseases--representing the Immunization Program, within the Division of Public Health. This agreement is entered into pursuant to the authority of 7 CFR 246.26(d) and s. 252.04 of the Wisconsin Statutes.

GOAL

The goal of this agreement is to improve the health status of low-income children by encouraging potentially eligible families to apply for WIC benefits and by assuring that children receiving WIC benefits are immunized.

SCREENING, REFERRAL, FOLLOW-UP

- The WIC Program agrees to request that parents/guardians of infant and child WIC applicants bring immunization records to certification appointments, to subsequently screen infants and children for their immunization status, and to enter the status codes into the Automated Data Processing (ADP) system. WIC projects may also enter all immunization dates into the ADP system.

- The WIC Program agrees to provide manual or computer-generated lists or extract files of children's immunization records or of children behind on immunizations (or whose status is unknown) to public health staff employed by local health departments who provide immunization services, and the Division of Public Health central and regional office immunization representatives. The lists or extract files may contain names, addresses, telephone numbers, immunization status, and other information pertinent to immunization follow-up. (Note: an extract file is a portion of an original file that is transferred to another computer by diskette, modem, or network.)

- Staff receiving WIC participant data (as identified above), will provide follow-up to assure up-to-date immunization status. Information obtained from the WIC Program will be used solely for the purpose of immunization follow-up.

- Health department staff receiving WIC participant data will not disclose this information to a third party except to the extent that the additional disclosure is for the purpose of accomplishing immunization services. Any other disclosures require the participant's written consent.

- If WIC participant files contain additional immunization information (e.g., copies of immunization records), staff providing immunization services (as identified above) may have access to this information if they request the information by participant name. The logistics of pulling the paper files and/or retrieving computer files, and obtaining the requested information is to be determined locally.

- Immunization representatives or public health nurses will provide training to WIC staff on assessing immunization records, as needed.

- Immunization representatives or public health nurses agree to distribute WIC information to potential WIC-eligible participants and/or refer them to the WIC Program.

SOURCE OF IMMUNIZATION RECORDS

- The Health Department, not the WIC Program, shall be considered the source for children's immunization records. Parent or physician requests for copies of/information on immunization records should be directed to the health departments, not to WIC projects. WIC client information may be redisclosed only as allowed by this MOU.

DURATION OF AGREEMENT

This agreement may be terminated at any time by order of the Administrator of the Division of Health. Either party may terminate this agreement at any time by providing written notice to the other party. The agreement may be amended in writing at any time by mutual agreement of the parties. This agreement remains in effect until terminated or amended in accordance with this provision.

Millie Jones — Jan 30, 2003

Millie Jones, Acting Director
Bureau of Family and Community Health
(Representing the WIC Program)

Date

Herb Bostrom — 2/17/03

Herb Bostrom, Director
Bureau of Communicable Diseases
(Representing the Immunization Program)

Date