

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

827



**FROM:** Department of Public Health

**SUBMITTAL DATE:**  
August 28, 2014

**SUBJECT:** Ratify the Agreement #15-058 between MDRC and the County of Riverside Department of Public Health for Mother and Infant Home Visitation Program Evaluation. All Districts. [\$25,000] 100% MDRC funding.

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Ratify the Agreement #15-058 between MDRC (the registered corporation identity of the organization) and the County of Riverside Department of Public Health (DOPH) from July 1, 2014 through September 10, 2016 in the amount of \$25,000;
2. Authorize the Chairperson to sign three (3) originals of said Agreement on behalf of the County;
3. Authorize the Purchasing Agent to sign subsequent amendments that make only ministerial changes to the Agreement not to exceed the amount stated of \$25,000; and
4. Approve and Direct the Auditor-Controller to adjust the budget as specified in Schedule A, attached.

**BACKGROUND:** (continued on Page 2)

**Summary**

FISCAL PROCEDURES APPROVED  
PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
BY: Esteban Hernandez 10/7/14

Susan D. Harrington  
Susan D. Harrington, Director  
Department of Public Health

HP:rc

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 15,000	\$ 10,000	\$ 25,000	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$	

**SOURCE OF FUNDS:** 100% funded by MDRC  
Budget Adjustment: Yes  
For Fiscal Year: 14/15

**C.E.O. RECOMMENDATION:**

APPROVE

BY: Jennifer L. Sargent  
Jennifer L. Sargent

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

FORM APPROVED COUNTY COUNSEL  
DATE: 9/25/14  
BY: GREGORY P. PRIAMOS  
Departmental Concurrence

Purchasing: Mark Seifer  
Mark Seifer, Assistant Director

- A-30
- Positions Added
- 4/5 Vote
- Change Order

Prev. Agn. Ref.:

District: All

Agenda Number:

**3-24**

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**  
**FORM 11:** Ratify the Agreement #15-058 between MDRC and the County of Riverside Department of Public Health for Mother and Infant Home Visitation Program Evaluation. All Districts. [\$25,000] 100% MDRC funding.  
**DATE:** August 28, 2014  
**PAGE:** 2 of 3

**BACKGROUND:**

**Summary**

The Mother and Infant Hope Visiting Program Evaluation – Strong Start (MIHOPE-Strong Start) is a large-scale research study designed to learn more about home visiting programs and provide information to help states and others develop and strengthen home visiting programs in the future. Home visiting services have been identified by the Strong Start for Mothers and Newborns initiative of the Centers for Medicare and Medicaid Services as one promising method for reaching pregnant women who are vulnerable to poor health outcomes.

The DOPH is joining MIHOPE-Strong Start in a study called the Mother and Infant Home Visiting Program Evaluation. MIHOPE-Strong Start will evaluate the effectiveness of the Nurse-Family Partnership (NFP) evidence-based home visiting model, improving birth outcomes for women who are enrolled in Medicaid or the Children's Health Insurance Program. The NFP model has shown evidence of improving birth outcomes in prior research, but there is much left to learn from this larger-scale study.

MIHOPE-Strong Start is funded by the U.S. Department of Health and Human Services, specifically the Centers for Medicare and Medicaid Innovation at the Center for Medicare and Medicaid Services, in partnership with the Administration for Children and Families, Office of Planning, Research and Evaluation, and the Health Resources and Services Administration, Maternal and Child Health Bureau.

This is a revenue agreement, in which DOPH will be responsible in the enrollment of 200 clients to participate in the MIHOPE-Strong Start program. DOPH did not receive this agreement from MDRC until late July of 2014.

**Impact on Citizens and Businesses**

Adverse birth outcomes result in significant emotional and economic costs for families and communities. One promising avenue for helping expectant women is home visiting programs, which work with parents to promote prenatal care and improve infant health.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

MDRC will provide payment to DOPH in three installments, as listed below, and according to the conditions described below:

Site Payment #1	\$15,000	Upon MDRC's receipt of countersigned copy of the Agreement.
Site Payment #2	\$5,000	Upon MDRC's receipt of confirmation that DOPH has reached half of its Target Enrollment, as well as DOPH's satisfactory completion of MIHOPE-Strong Start program manager surveys. Expected to be approximately one year after July 17, 2014.
Site Payment #3	\$5,000	Upon MDRC's receipt of confirmation that DOPH has reached its Target Enrollment. MIHOPE-Strong Start Enrollment expected to be concluded by September 30, 2015.

**ATTACHMENTS:**

**BUDGET ADJUSTMENT**

Budget Adjustment for FY14/15 is required as specified in Schedule A, attached.

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**  
**FORM 11: Ratify the Agreement #15-058 between MDRC and the County of Riverside Department of Public Health for Mother and Infant Home Visitation Program Evaluation. All Districts. [\$25,000] 100% MDRC funding.**

**DATE:** August 28, 2014

**PAGE:** 3 of 3

**SCHEDULE A**

**Fiscal Year 14/15**

**INCREASE IN APPROPRIATION:**

10000-4200100000-527780	Special Program Expense	<u>\$ 15,000</u>
	Total Increase in Appropriation:	<u>\$ 15,000</u>

**INCREASE IN ESTIMATED REVENUE:**

10000-4200100000-781480	Program Revenue	<u>\$ 15,000</u>
	Total Increase in Estimated Revenue:	<u>\$ 15,000</u>

BOARD OF DIRECTORS

Mary Jo Bane  
*Chair*

Robert Solow  
*Chairman Emeritus*

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Isabel V. Sawhill

July 17, 2014

Susan D. Harrington  
Director

Department of Public Health

County of Riverside

4065 County Circle Drive

Riverside, CA 92503

**Re: MDRC Mother and Infant Home Visiting Program Evaluation - Strong Start Site Agreement**

Dear Ms. Harrington:

Gordon L. Berlin  
*President*

Welcome to the Mother and Infant Home Visiting Program Evaluation – Strong Start (“MIHOPE-Strong Start” or the “Evaluation”), a large-scale research study designed to learn more about home visiting programs and provide information to help states and others develop and strengthen home visiting programs in the future.

By countersigning this letter, your organization is joining MIHOPE-Strong Start, which is a companion study to a study called the Mother and Infant Home Visiting Program Evaluation. MIHOPE-Strong Start is funded by the U.S. Department of Health and Human Services (“HHS”), specifically the Centers for Medicare and Medicaid Innovation at the Center for Medicare and Medicaid Services, in partnership with the Administration for Children and Families, Office of Planning, Research and Evaluation, and the Health Resources and Services Administration, Maternal and Child Health Bureau. MIHOPE-Strong Start has been created to provide information on the efficacy of home visiting models to improve birth outcomes and reduce health care costs for women who are enrolled in Medicaid or the State Children’s Health Insurance Program.

HHS has chosen our organization, MDRC, a nonprofit, nonpartisan education and social policy research organization, to conduct the Evaluation, which will involve up to 15,000 families in approximately 100 sites around the country (Contract Number: HHSP23320095644WC, MIHOPE-Strong Start Task Order: HHSP23337005T).

In order to administer MIHOPE-Strong Start, MDRC has assembled a MIHOPE-Strong Start Study Team, many of whom will be working with you in the course of the Evaluation, including MDRC staff and consultants, as well as academics from Johns Hopkins University and New York University and researchers from two social policy research firms, Mathematica Policy Research and James Bell Associates. Our Study Team is dedicated to helping your organization participate in the Evaluation.

We are looking forward to working with you. The purpose of this letter is to set forth respective roles and responsibilities of your organization and MDRC. This letter is our agreement. By signing below, you agree to your organization’s participation in the Evaluation in accordance with the terms set forth below, including the MIHOPE-Strong Start Reference Sheet, which is attached to and incorporated into this agreement as Exhibit A (the “Reference Sheet”).

1. Term of the Agreement. The term of our agreement is from the date of this letter through September 10, 2016 (the “Term”).
  
2. Payment.
  - a. Amount of Site Payment. To offset expenses of the Evaluation, MDRC will provide your organization with a Site Payment in the amount listed on the Reference Sheet. The Site Payment will be paid in three installments, assuming satisfactory completion of tasks set forth below.
  
  - b. Schedule of Installments. MDRC will provide the Site Payment in three installments, as listed on the Reference Sheet, on the schedule and according to the conditions described in the below schedule:

Installment Amount	Installment Date
Site Payment Installment #1	Upon MDRC’s receipt of a countersigned copy of this letter agreement.
Site Payment Installment #2	Upon MDRC’s receipt of confirmation that your organization has reached half of its Target Enrollment (as listed on the Reference Sheet), as well as your organization’s satisfactory completion of MIHOPE-Strong Start program manager surveys, as determined by MDRC. Expected to be approximately one year after the date of this letter.
Site Payment Installment #3	<p>Upon MDRC’s receipt of confirmation that your organization has reached its Target Enrollment. MIHOPE-Strong Start Enrollment expected to be concluded by September 30, 2015.</p> <p>If your organization cannot meet its Target Enrollment, the Study Team will review the performance of your organization overall and make a portion or all of Site Payment Installment #3, as appropriate.</p>

If your organization is able to enroll more than its Target Enrollment in MIHOPE-Strong Start, you may be eligible for an additional site payment, as also described in paragraph 7 below.

- c. Use of Site Payment. MDRC expects that this payment will be used to offset expenses related to MIHOPE-Strong Start, including: travel for staff to attend the one day kick-off training and reimbursement for staff time spent assisting in the informed consent/enrollment process. Any remaining funds after these Evaluation requirements have been met may be spent on expenses relating to your home visiting program operations.
3. Your Program Operations. During the Term, please continue to operate your home visiting program as you would in the absence of this Evaluation. All performance standards currently applicable to your home visiting program and all eligibility criteria for participants requesting program services will remain the same. To the extent possible, you should follow normal intake procedures, although your organization will be adding the MIHOPE-Strong Start informed consent process to your typical operations, as described below, and the Study Team may request some changes to your program's recruitment procedures. The MDRC Study Team will work to develop a process for Evaluation activities that minimizes the disruption of your program operations as much as possible.
4. Support for Your Organization during the Evaluation. At every step in the Evaluation, MDRC, through the Study Team, will provide support for your organization. Members of the Study Team will conduct a training session for your program staff on research procedures (the "Kick-off Training") on the date indicated on the Reference Sheet. At the Kick-off Training, the Study Team will provide program staff with a MIHOPE-Strong Start Tool Kit tailored to your organization. This Kick-off Training will, among other matters, explain and provide training on the random assignment process to be used in the Evaluation. It is your responsibility to make all appropriate staff (i.e. program managers, supervisors, intake or recruitment workers, and home visitors) available for the Kick-off Training. After the Kick-off Training, the Study Team will provide ongoing support and technical assistance to your program on Evaluation matters. Support will include regular phone calls and emails and may include in-person visits by the Study Team to the program.
5. The Informed Consent Process for Families. The Study Team will train appropriate staff at your organization to manage the informed consent process for the Evaluation. By signing this agreement, you confirm that the staff selected to assist with the Evaluation are qualified and appropriate for the work described herein.

When a new family applies for program services, a member of your program staff will enter the family's information into the MIHOPE-Strong Start Intake System to determine if the family is eligible to be in MIHOPE-Strong Start.

Those eligible to participate in MIHOPE-Strong Start are: expectant women who are 15 years old or older, at least eight weeks prior to due date.

If the family is eligible, a member of your program staff will meet the family in person to introduce the Evaluation, show them a video that the Study Team will provide explaining the Evaluation, and answer any questions prior to asking them to complete the MIHOPE-Strong Start informed consent form to ensure that they understand what it means to participate in MIHOPE-Strong Start and give their informed consent. If the family consents to participate in MIHOPE-Strong Start, the program staff person will initiate a call to an organizational member of the Study Team, Mathematica Policy Research, to ask the family to complete a 20 minute baseline survey.

Your organization agrees that, whether the family gives consent to participate in MIHOPE-Strong Start or declines to consent, the family will be randomly assigned in a lottery-like process (described more fully in the below section on Random Assignment) to the group receiving home visiting services or the group that will not receive home visiting services.

The results of random assignment will be provided to your organization based on the process mutually agreed upon by your organization and the Study Team. The appropriate program staff person will inform your home visiting program about the assignment of a family to home visiting or not.

6. Random Assignment. The random assignment process will be conducted in accordance with the procedures mutually agreed to by you and MDRC and described in the MIHOPE-Strong Start Tool Kit provided at the Kick-off Training. You will work with the Study Team to support the random assignment process.

The Study Team will conduct random assignment during your program's expected enrollment period, the start date of which is specified on the Reference Sheet. This period will continue until we have reached the Target Enrollment for your organization. During the enrollment period all applicants who are eligible for the Evaluation will be randomly assigned either to receive home visiting services or not to receive home visiting services.

Approximately 60% of the eligible applicants will be assigned to home visiting and the remaining 40% will not be assigned to home visiting.

Your organization may exempt a certain number of MIHOPE-Strong Start-eligible families from random assignment over the course of the Evaluation, among people who would otherwise be eligible for the Evaluation. The number of exemptions your organization may make is listed on the Reference Sheet. You may use five of your exemptions within the first 100 families you recruit for MIHOPE-Strong Start and use the remaining of your exemptions after you have reached 100 families in MIHOPE-Strong Start. Each time you grant an

exemption to a family, please schedule a telephone call with your MIHOPE-Strong Start Liaison (as defined below in paragraph 10) to notify him/her.

Your program should provide families who are not selected for home visiting with a list of alternative services in the community. You will share this list with the Study Team before distributing it.

7. Recruitment. Our research design requires that your organization reach its Target Enrollment; sixty percent of these families will receive home visiting services and forty percent of these families will not. Recruitment of families for MIHOPE-Strong Start is your responsibility, but the Study Team will work closely with you to build on your existing outreach and assessment processes so that a sufficient number of families is recruited. If your organization reaches its Target Enrollment in the 18 month period following the date of this agreement, we will discuss a revision to this agreement to increase your Target Enrollment and provide your organization with an additional site payment. MIHOPE-Strong Start enrollment is expected to be concluded by September 30, 2015.
8. Embargo Period. You will work with the Study Team to ensure that the two groups (those assigned to home visiting and those not assigned to home visiting) are maintained through the approximately one-year Embargo Period (as defined in this paragraph) and will take all reasonable steps to prevent participants who were not assigned to home visiting from gaining access to your home visiting program during such Embargo Period. The Embargo Period will begin on the day a participant is randomly assigned and will end when her child is one year old, and it may extend beyond the term of this agreement.

The steps that your organization will be expected to take to maintain the Embargo Period include: intake staff checking the list of families who were not assigned to home visiting before enrolling a new family into your home visiting program and periodic monitoring by the Program Liaison (as defined below in paragraph 10) of the program's list of enrolled families against the list of those not assigned to home visiting and of your program's intake procedures to ensure that staff are following the agreed-upon procedures.

9. Additional Data Collection Activities. There are two types of data collection activities for staff:
  - a. Required Data Collection. Program managers will be expected to complete a web-based survey approximately six months after the date of this agreement.
  - b. Voluntary Data Collection. In addition to the above required surveys for program managers, home visitors will be asked to participate in MIHOPE-Strong Start as research subjects. Their participation is voluntary and your organization may participate in MIHOPE-Strong Start even if some staff decline to participate in these particular research



activities. The Study Team will thoroughly explain what involvement in MIHOPE-Strong Start means to the home visitors, and if they agree, they will sign informed consent forms.

The home visitors will be asked to complete a staff survey once during the course of the study.

As also described in the paragraph below on MDRC's Confidentiality Pledge, the data collected in staff surveys will be kept confidential, will not be published with any names associated, and will not be shared with other program staff or managers.

10. Program and MIHOPE-Strong Start Liaisons. You will work with MDRC to designate a staff person from your program as a Program Liaison to work with the Study Team to schedule and participate in regular conference calls and, possibly, site visits. This Program Liaison will facilitate the transfer of information needed for MIHOPE-Strong Start to the Study Team. In addition, MDRC has designated a member of the Study Team to act as a MIHOPE-Strong Start Liaison to your home visiting program. The names of the liaisons are listed on the Reference Sheet.
11. Notices. Unless otherwise noted, whenever required to provide notice under this agreement, please notify your MIHOPE-Strong Start Liaison and put such notice in writing.
12. Changes in Personnel or Program. You must notify your MIHOPE-Strong Start Liaison in writing within one week, but preferably in advance, of a change in your organization's Program Liaison. Please also inform your MIHOPE-Strong Start Liaison of any significant changes in the components, staffing, or operation of your home visiting program during the Term. This would include, for example, significant cuts or increases in funding that would affect the services delivered to the families in your home visiting program who are participating in MIHOPE-Strong Start.
13. Review of Written Materials and Publicity. You shall provide MDRC, via written notice to both your MIHOPE-Strong Start Liaison and the MIHOPE-Strong Start Project Director, with advance notice and copies of any MIHOPE-Strong Start-related materials prepared for marketing, publicity or presentation purposes. MDRC will review these materials and provide you with any comments and/or approval to use the materials. You will promptly notify both your MIHOPE-Strong Start Liaison and the MIHOPE-Strong Start Project Director of any requests for MIHOPE-Strong Start-related press interviews in advance of such interviews. The prohibitions of this paragraph do not include marketing, presentations, or press activities related to your program that do not mention MIHOPE-Strong Start or are not directly related to MIHOPE-Strong Start.

14. Program Information and Research Information/Rights in Data.

a. Program Information.

i. Definition. MDRC considers all data and records within your custody that are collected and used in the ordinary course of business to be “Program Information.”

ii. Ownership. You shall retain ownership of all Program Information at all times and you may use Program Information as you wish, consistent with the obligations under any relevant funding agreements.

b. Research Information. There are two types of Research Information:

i. All data compiled or collected by the Study Team and your organization specifically for the Evaluation under this agreement (i.e., information that is not collected and used in the ordinary course of business) is Research Information, whether such data is in your custody or ours. This category of Research Information includes the data described in paragraph 9 and the informed consent forms. All information described in this subsection is the property of MDRC and is subject to the terms of HHS’ agreement with MDRC for the Evaluation.

ii. MDRC considers that when your copies of Program Information are transferred to MDRC for research purposes, in accordance with this agreement, those copies become Research Information and will be protected by MDRC as described below.

c. Rights in Data. Under the HHS-MDRC agreement for MIHOPE-Strong Start, HHS has unrestricted rights to use, disclose, and reproduce all reports and non-confidential information and data resulting from the Evaluation.

15. MDRC’s Confidentiality Pledge. As required by its agreement with HHS, MDRC shall keep all Research Information in the strictest confidence, only making it available within the Study Team to those with a need to access it. MDRC will comply with all applicable confidentiality and privacy laws and rules, and shall cause its employees, consultants, and subcontractors and subcontractors’ employees and consultants to so comply. No personally identifiable data will be referred to in any report without the permission of the person involved. MDRC’s undertaking to keep Research Information confidential does not include information suggesting that a person might be seriously harmed. In such case, MDRC may be required to make a report to law

enforcement or other agency. In addition, MDRC must comply with the requirements of MDRC's Institutional Review Board ("IRB") and submit to the IRB all materials required for continuing IRB oversight.

16. Your Confidentiality Pledge. You may not divulge or disseminate to any third party any Research Information that becomes known to you during performance of this agreement and/or which is in your custody. You will keep all Research Information that contains personal identification information (i.e., contact information, Social Security Numbers) confidential and secure by storing it in a locked cabinet or file until it is sent to the Study Team. Use of or disclosure to any third party of any such confidential information is a breach of the terms of this agreement. If you have any reason to believe that there has been a breach of confidentiality of Research Information, whether through deliberate or inadvertent disclosure, you will notify the MIHOPE-Strong Start Project Director immediately by telephone, with a follow-up email, upon the discovery of the breach or possible breach. Upon completion of this agreement, you will request and then comply with written instructions from MDRC regarding the disposition of any Research Information. Program Information is subject to the confidentiality and privacy laws and rules applicable to your program. Anything in this agreement to the contrary notwithstanding, when and to the extent that Evaluation materials are made public by MDRC, you shall have the same rights as the general public to utilize any such materials, including the right to make fair use of copyrighted materials.
17. Certificate of Confidentiality/Requests for Information. MIHOPE-Strong Start has applied for and received a Certificate of Confidentiality (dated July 2, 2013) from the U.S. Department of Health and Human Services. This Certificate is included with this agreement as Exhibit B.

The Certificate provides that MDRC and its cooperating entities in the Evaluation (including your organization) are authorized to protect the privacy of the individuals who are subjects of the Evaluation and may not be compelled in any Federal, State or local civil, criminal, administrative, legislative or other proceeding to identify such individuals or provide other identifying characteristics. You will ensure that all appropriate program staff attend the Kick-off Training to learn how to comply with the requirements of 45 CFR Part 46 ("Protection of Human Subjects") and that all staff comply with these requirements. Your organization must use the authority of the Certificate of Confidentiality to protect the identity of MIHOPE-Strong Start participants. The Certificate of Confidentiality may not be represented as an endorsement of MIHOPE-Strong Start by the Secretary of HHS or be used to coerce individuals to participate in MIHOPE-Strong Start. Through the informed consent process, all MIHOPE-Strong Start participants will be informed that a Certificate has been issued and will be provided with a description of the protection covered by the Certificate. Any participants who join MIHOPE-Strong Start after termination of the Certificate must be informed of the termination.

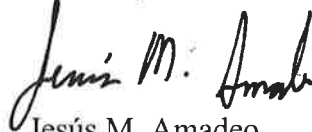
You shall promptly notify the MIHOPE-Strong Start Project Director if you receive notice of any request for Research Information, including but not limited to litigation or other legal action relating to the work specified herein, or are served with a subpoena or other legal process seeking to compel production of or obtain access to any data or work related to this agreement. You shall use your best efforts to cooperate with MDRC's decisions or actions to limit the disclosure of any such information.

18. Survival of Confidentiality Provisions. The provisions in this agreement regarding confidentiality will continue to bind you when the agreement is completed or otherwise terminated.
19. Insurance. During the Term, you shall maintain all appropriate insurance for your home visiting program services. Your insurance policies should be placed with suitably-licensed carriers with appropriate ratings. MDRC will provide all appropriate insurance for its work on the Evaluation.
20. Indemnification. Both you and MDRC shall defend, indemnify and hold harmless the other party and its officers, employees and agents from any and all claims, judgments or liabilities to which they may be subject because of any act or omission of the violating party, its employees, agents, representatives or subcontractors in connection with the agreement, or because of any negligence or any fault or default of the violating party, its employees, agents, representatives or subcontractors; provided, however, that nothing in this paragraph shall impose any liability on a party for the acts, omissions, negligence or fault of the other party or its officers, employees and agents.
21. Federal Funding. MDRC considers the Site Payment to be a sub-award of MDRC's contract with HHS, and your organization a sub-recipient. As a recipient of federal funds under this agreement, your organization must comply with the requirements of Office of Management and Budget (OMB) Circular A-133 and as necessary, notify MDRC in a timely manner of completion of required audits. For more information about OMB Circular A-133, please see [www.whitehouse.gov/sites/default/files/omb/assets/a133/a133\\_revised\\_2007.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf).

22. Termination. MDRC is expecting to enjoy a mutually beneficial relationship with you during the Term. Both parties are committing to involvement for that entire period. If, however, circumstances make either party's continued participation in the Evaluation infeasible, that party will provide the other with immediate written notice to both the MIHOPE-Strong Start Project Director and the signatory of this agreement and the opportunity to try to resolve the matter.

Thank you and please sign below to signal your agreement with this letter.

Sincerely,

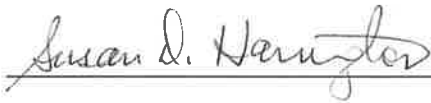


Jesús M. Amadeo  
Senior Vice President

**Acknowledged and Agreed to:**

**Department of Public Health**

**County of Riverside**



8/28/14

Susan D. Harrington

Date

Director

\_\_\_\_\_  
Jeff Stone

Date

Chairman, Board of Supervisors

ATTEST: Kecia Harper-Ihem, Clerk

By \_\_\_\_\_

Date

FORM APPROVED COUNTY COUNSEL

BY:  9/24/14  
PATRICIA MUNROE DATE

**Exhibit A**

**MIHOPE-Strong Start REFERENCE SHEET**

For the convenience of the parties, we have prepared this MIHOPE-Strong Start Reference Sheet as an attachment to the MDRC Mother and Infant Home Visiting Program Evaluation – Strong Start Site Letter Agreement. Below is information specific to the Evaluation of the home visiting program at your organization.

Name and Address of Organization:	County of Riverside Department of Public Health 4065 County Circle Drive Riverside, CA 92503
Organization’s Signatory (Name and Title):	Susan D. Harrington, Director
Target Enrollment:	200
Site Payment (total amount):	\$25,000
Site Payment Installment #1	\$15,000
Site Payment Installment #2	\$5,000
Site Payment Installment #3	\$5,000
Payment Checks to be made out to the following name and sent to the following address:	County of Riverside Maternal, Child and Adolescent Health Branch 4065 County Circle Drive, Suite 208 Riverside, CA 92503
Organization’s EIN:	95-6000930
Enrollment Period Start Date:	August 2014
Kick-off Training Date:	August 2014
Number of Exemptions:	10
Organization Liaison to MDRC (Program Liaison):	Rebecca Hughes
Study Team Liaison to Program (MIHOPE-Strong Start Liaison):	Judy Atchinson, Assistant Director of Public Health Nursing
MIHOPE-Strong Start Project Director:	Virginia Knox (212) 340-8678 <a href="mailto:Virginia.Knox@mdrc.org">Virginia.Knox@mdrc.org</a>
Please Return Signed Agreement To:	Mariella Quimoyog-Cruz MDRC 16 East 34th Street, 19 <sup>th</sup> Floor New York, NY 10016

**Exhibit B**  
**MIHOPE-Strong Start Certificate of Confidentiality**



DEPARTMENT OF HEALTH & HUMAN SERVICES

Health Resources and Services  
Administration

Rockville MD 20857

CONFIDENTIALITY CERTIFICATE  
HRSA-13-005  
issued to



MDRC  
Mathematica Policy Research  
Johns Hopkins University  
James Bell Associates

conducting research known as  
*"Mother and Infant Home Visiting Program Evaluation- Strong Start (MIHOPE-Strong Start)"*

In accordance with the provisions of section 301(d) of the Public Health Service Act, 42 U.S.C. 241(d), this Certificate is issued in response to the request of Charles Michalopoulos, Ph.D., Co-Principal Investigator, to protect the privacy of research subjects by withholding their identities from all persons not connected with this research. This research is funded by the Administration for Children and Families (#HHS23320095644WC).

Under the authority vested in the Secretary of Health and Human Services by section 301(d), all persons who:

1. are enrolled in, employed by, or associated with the MDRC, its data collecting or data processing contractors, or their collaborating demonstration site service providers, and
2. have in the course of their employment or association access to information which would identify individuals who are the subjects of the research pertaining to the project known as *"Mother and Infant Home Visiting Program Evaluation- Strong Start (MIHOPE-Strong Start)"*

are hereby authorized to protect the privacy of the individuals who are the subjects of that research by withholding their names and other identifying characteristics from all persons not connected with the conduct of that research.

The aim of this project is to investigate the effects of home visiting programs for pregnant women on prenatal care, birth outcomes, and infant health and health care use. The study will include approximately 15,000 families in which the mother is pregnant and under 32 weeks of gestation. Families are expected to come from about 138 local program sites across approximately 18 states. Information on birth outcomes will come from state vital records. Information on maternal and child health care use will come from state Medicaid and CHIP data. In addition, a baseline interview will provide information on risk factors for poor birth outcomes that are not available from state administrative data sources. To understand more about the home visiting services that families will receive, data related to program implementation will be gathered through two broad categories of activity: 1) web-based surveys of the staff at home visiting program evaluation sites, including home visitors and program managers, and 2) management information system data collected by home visitors as a normal part of program activities. The results will be used to understand: (1) the effects of home visiting programs on maternal health, birth outcomes, and infant health and health care, both overall and for key subgroups of families, and (2) how home visiting achieve their results. The design is also intended to provide information that would allow actuaries from the Centers for Medicare and Medicaid Services (CMS) to estimate the cost savings from home visiting for pregnant Medicaid recipients.

A Certificate of Confidentiality is needed because the study will generate sensitive information, which, if disclosed, could expose the subjects to adverse economic, psychological, physical and social consequences. This information may include illicit substance use history, physical abuse history, sexual practices or other information that could lead to social stigmatization, discrimination, or law enforcement action. The certificate will help the researchers protect the confidentiality of this information from subpoena and other involuntary disclosures.

Client confidentiality and data security are served by multiple measures. Identifying information is collected during the intake and process and used to match administrative data to our research sample. In order to perform the required analysis of the data collected as part of MIHOPE-Strong Start, analysis files will be created that include data from multiple sources. These sources may include information provided by families, program staff, and administrative data. MDRC and its partners follow strict data procedures to create these master analysis files. Files with personal identifying information are stored securely, encrypted at all times, and access is severely restricted. As part of the initial processing of these types of files, identifiers associated with each individual are removed and replaced with a unique randomly generated identification number assigned to each sample member. These random IDs are then used by the research staff to link data from different sources into an analysis file that no longer includes any personal identifiers (such as name, date of birth, social security number). A cross-reference file of assigned numbers and other identifiers is accessible to only a small number of staff for this initial processing step. This cross reference file will be destroyed at the end of the project.

Files with personal identifying information are stored securely, encrypted at all times, and access is severely restricted. Computer applications will be secured through username and password protections. Data files will be protected through access restrictions on a need-to-know basis, and will be stored in username and password protected directories. It will be transferred using a secure method such as a secure File Transfer Protocol (FTP) site. Personally identifiable data will only be available to project staff on a need-to-know basis.

As provided in section 301(d) of the Public Health Service Act, persons so authorized to protect the privacy of such individuals may not be compelled in any Federal, State, or local civil, criminal, administrative, legislative, or other proceedings to identify such individuals.

This Certificate does not govern the voluntary disclosure of identifying characteristics of research subjects but only protects subjects from compelled disclosure of identifying characteristics. Researchers are, therefore, not prevented from the voluntary disclosure of such matters as child abuse or a subject's threatened violence to self or others; however, the consent form should indicate clearly a researcher's intention to make any such voluntary disclosure.

This Certificate does not represent an endorsement of the research project by the Department of Health and Human Services. This Certificate is now in effect and will expire on September 11, 2017. The protection afforded by this Confidentiality Certificate is permanent with respect to subjects who participate in the research during the time the Certificate is in effect.



Rebecca Slifkin, PhD  
Director, Office of Planning, Analysis and Evaluation  
Health Resources and Services Administration

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Specific project information described within this Certificate of Confidentiality has been taken verbatim from the application. The recipient of this Certificate of Confidentiality assures that the conduct of research will comply with all HHS requirements described within 45 CFR Part 46.