



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF PUBLIC HEALTH SERVICES

Lori A. Shabinette  
Commissioner

Lisa M. Morris  
Director

29 HAZEN DRIVE, CONCORD, NH 03301  
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December 9, 2020

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Public Health Services, to enter into a **Sole Source** amendment to an existing agreement with University of New Hampshire (VC#177867-B046), Durham, NH for evaluation of the community collaborations program focused to strengthen and preserve families program, by increasing the price limitation by \$240,000 from \$360,000 to \$600,000 and by extending the completion date from June 30, 2021 to June 30, 2023, effective upon Governor and Council approval. 100% Federal Funds.

The original contract was approved by Governor and Council on April 17, 2019, item #21.

Funds are available in the following account for State Fiscal Year 2021, and are anticipated to be available in State Fiscal Years 2022 and 2023, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

**05-95-90-902010-7047 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: PUBLIC HEALTH DIV, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, COMMUNITY COLLABORATION**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2019	102-500731	Contracts for Prog Svc	90070470	\$120,000	\$0	\$120,000
2020	102-500731	Contracts for Prog Svc	90070470	\$120,000	\$0	\$120,000
2021	102-500731	Contracts for Prog Svc	90070470	\$120,000	\$0	\$120,000
2022	102-500731	Contracts for Prog Svc	90070470	\$0	\$120,000	\$120,000
2023	102-500731	Contracts for Prog Svc	90070470	\$0	\$120,000	\$120,000
			<b>Total</b>	<b>\$360,000</b>	<b>\$240,000</b>	<b>\$600,000</b>

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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### EXPLANATION

This request is **Sole Source** because the contract was originally approved as sole source and MOP 150 requires any subsequent amendments to be labelled as sole source. The University of New Hampshire was named as a partner in the Federal application to continue to complete evaluation activities, data analysis and reporting that started at the beginning of the grant period.

The purpose of this request is to measure the reduction of incidences of child abuse and neglect through the evaluation of Community Collaborations to Strengthen and Preserve Families contracts in the City of Manchester and the Winnepesaukee Public Health Region.

The two communities being evaluated by the Contractor have developed collaborative educational programs and professional partnerships within their targeted communities. These programs and partnerships include designing prevention programs, parent education, and programs that offer alternatives to out of home placement for children. Through these contracts, the Department will expand access to community-based services for high-risk families, and provide prevention programming focused on strengthening and preserving families. The Contractor will evaluate individual level participant outcomes of prevention services provided in these two communities as well as evaluate collaboration and coordination to determine systems level outcomes. The City of Manchester and the Winnepesaukee Public Health Region have been determined to be areas of high needs based on social vulnerability index data.

The Department will monitor contracted services by:

- o Evaluating the impact of leadership development on interagency implementation such as coordination of services cross agency collaboration/Study 1.
- o Evaluating the use of place-based data to target service delivery/Study 2.
- o Evaluating collaboration and systems innovations for improving outcomes for children and families such as a reduction in child maltreatment and increasing parental protective factors/Study 3.

As referenced in Exhibit A of the original contract, the parties have the option to extend the agreement for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is exercising its option to renew services for two (2) of the two (2) years available.

Should the Governor and Council not authorize this request, two (2) high need geographical locations of New Hampshire will not have access to the Contractor's evaluation study results that can be utilized in reducing child maltreatment, improving parent-child interactions and increasing and improving parenting skills for regulating behavior and coping mechanisms.

Area served: City of Manchester and the Winnepesaukee Public Health Region

Source of Funds: CFDA #93.670, FAIN #90CA1858

In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,

DocuSigned by:  
**Ann H. N. Landry**  
24BAB37ED9EB488...  
Lori A. Shibinette  
Commissioner

**AMENDMENT #1 to  
COOPERATIVE PROJECT AGREEMENT**  
between the  
**STATE OF NEW HAMPSHIRE, Department of Health and Human Services**  
and the  
**University of New Hampshire of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE**

The Cooperative Project Agreement, approved by the State of New Hampshire Governor and Executive Council on 4/17/19, item # 21, for the Project titled "Evaluation of Community Collaborations to Strengthen and Preserve Families," Campus Project Director, Susan Sosa, is and all subsequent properly approved amendments are hereby modified by mutual consent of both parties for the reason(s) described below:

**Purpose of Amendment (Choose all applicable items):**

- Extend the Project Agreement and Project Period end date, at no additional cost to the State.
- Provide additional funding from the State for expansion of the Scope of Work under the Cooperative Project Agreement.
- Other: Extend the Project Agreement and Project Period end date, at cost to the State

**Therefore, the Cooperative Project Agreement is and/or its subsequent properly approved amendments are amended as follows (Complete only the applicable items):**

- Article A. is revised to replace the State Department name of N/A with N/A and/or USNH campus from N/A to N/A.
- Article B. is revised to replace the Project End Date of **June 30, 2021** with the revised Project End Date of **June 30, 2023**, and Exhibit A, article B is revised to replace the Project Period of **January 1, 2019 – June 30, 2021** with **January 1, 2019 – June 30, 2023**.
- Article C. is amended to expand Exhibit A by including the proposal titled, "N/A," dated N/A.
- Article D. is amended to change the State Project Administrator to N/A and/or the Campus Project Administrator to N/A.
- Article E. is amended to change the State Project Director to N/A and/or the Campus Project Director to N/A.
- Article F. is amended to add funds in the amount of **\$240,000** and will read:

Total State funds in the amount of **\$600,000** have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

- Article F. is amended to change the cost share requirement and will read:

Campus will cost-share        % of total costs during the amended term of this Project Agreement.

- Article F. is amended to change the source of Federal funds paid to Campus and will read:

Federal funds paid to Campus under this Project Agreement as amended are from Grant/Contract/Cooperative Agreement No. **90CA1858-01-00** from **Dept. of Health and Human Services, Administration for Children and Families** under CFDA# **93.670**. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with

the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as revised Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

- Article G. is exercised to amend Article(s) of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, as follows:

**Article** is amended in its entirety to read as follows:  
**Article** is amended in its entirety to read as follows:

- Article H. is amended such that:

- State has chosen **not to take** possession of equipment purchased under this Project Agreement.
- State has chosen **to take** possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

- Exhibit A is amended as attached.
- Exhibit B is amended as attached.

All other terms and conditions of the Cooperative Project Agreement remain unchanged.

This Amendment, all previous Amendments, the Cooperative Project Agreement, and the Master Agreement constitute the entire agreement between State and Campus regarding the Cooperative Project Agreement, and supersede and replace any previously existing arrangements, oral and written; further changes herein must be made by written amendment and executed for the parties by their authorized officials.

This Amendment and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire or other authorized officials approve this Amendment to the Cooperative Project Agreement.

IN WITNESS WHEREOF, the following parties agree to this Amendment #1 to the Cooperative Project Agreement.

**By An Authorized Official of:  
University of New Hampshire**

Name: Karen Jensen

Title: Director, Pre-Award  
 Signature and Date: *Karen Jensen* 12/16/2020  
DocuSigned by: B0CC2BEA-FB7B464...

**By An Authorized Official of:  
New Hampshire Department of Health and  
Human Services**

Name: Lisa M. Morris

Title: Director, Division of Public Health Svcs.  
 Signature and Date: *Lisa M. Morris* 12/16/2020  
DocuSigned by: D958DBF880A54A0...

**By An Authorized Official of: the New  
Hampshire Office of the Attorney General**

Name: Catherine Pinos  
 Title: Attorney  
 Signature and Date: *Catherine Pinos* 12/17/2020  
DocuSigned by: D69A920E32C64AE...

**By An Authorized Official of: the New  
Hampshire Governor & Executive Council**

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Signature and Date: \_\_\_\_\_

  
 Campus Authorized Official  
 Date 12/16/2020

**EXHIBIT A**

- A. Project Title:** Evaluation of Community Collaborations to Strengthen and Preserve Families
- B. Project Period:** January 1, 2019 through June 30, 2023.
- C. Objectives:** To measure the reduction of incidences of Child Abuse and Neglect through the evaluation of vendor process structures for Community Collaborations to Strengthen and Preserve Families contracts in the City of Manchester and the Winnepesaukee Public Health Region.
- D. Scope of Work:** No change to scope of work.
- E. Deliverables Schedule:** No change to deliverables.
- F. Budget and Invoicing Instructions:**  
Add Exhibit B-5, Amendment #1 Budget Sheet, which is attached hereto and incorporated by reference herein.

Exhibit B-5, Budget Sheet Amendment 1

	State Fiscal Year 2022	State Fiscal Year 2023	Total
A. Faculty	\$ 38,984	\$ 40,154	\$ 79,138
Total Faculty	\$ 38,984	\$ 40,154	\$ 79,138
B. Other Personnel	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ 19,675	\$ 19,219	\$ 38,894
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Total Salaries & Wages (A+B)	\$ 58,659	\$ 59,373	\$ 118,032
	\$ -	\$ -	\$ -
C. Fringe Benefits	\$ 25,693	\$ 26,005	\$ 51,698
	\$ -	\$ -	\$ -
Total Salaries, Wages & FB (A+B+C)	\$ 84,352	\$ 85,378	\$ 169,730
D. Tuition	\$ -	\$ -	\$ -
E. Equipment	\$ -	\$ -	\$ -
F. Travel	\$ 500	\$ 500	\$ 1,000
G. Other Direct Costs	\$ -	\$ -	\$ -
Materials & Supplies	\$ 1,500	\$ 500	\$ 2,000
Publications Cost	\$ 593	\$ 567	\$ 1,160
Consultants	\$ -	\$ -	\$ -
Computer Services	\$ 3,000	\$ 3,000	\$ 6,000
Subcontracts	\$ -	\$ -	\$ -
Service Providers	\$ 4,500	\$ 4,500	\$ 9,000
Participant Support	\$ -	\$ -	\$ -
Other	\$ 1,000	\$ 1,000	\$ 2,000
Other	\$ -	\$ -	\$ -
	\$ 95,445	\$ 95,445	\$ 190,890
	\$ 95,445	\$ 95,445	\$ 190,890
H. Facilities & Administrative	\$ 24,555	\$ 24,555	\$ -
	\$ 120,000	\$ 120,000	\$ 240,000
I. Cost Sharing (if any)	\$ -	\$ -	\$ -
J. Program Income (if any)	\$ -	\$ -	\$ -
	\$ 120,000	\$ 120,000	\$ 240,000

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21 max



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF PUBLIC HEALTH SERVICES

Jeffrey A. Meyers  
Commissioner

Lisa M. Morris  
Director

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March 18, 2019

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Division of Public Health, to enter into a **retroactive sole source** agreement with the University of New Hampshire, Vendor #177867-B046, 51 College Road, Room 116, Durham, NH 03824 for the Evaluation of Community Collaboration to Strengthen and Preserve Families in an amount not to exceed \$360,000 retroactive to January 1, 2019, upon Governor and the Executive Council approval through June 30, 2021. 100% Federal Funds.

Funds are available in the following account(s) for State Fiscal Year (SFY) 2019, and are anticipated to be available in SFY 2020 and SFY 2021, upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office.

**05-95-90-900010-7047 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, ADMINISTRATION, COMMUNITY COLLABORATION**

Fiscal Year	Class / Account	Class Title	Job Number	Contract Amount
SFY 2019	102-500731	Contracts for Prog Svc	90070470	\$120,000
SFY 2020	102-500731	Contracts for Prog Svc	90070470	\$120,000
SFY 2021	102-500731	Contracts for Prog Svc	90070470	\$120,000
			<b>Total</b>	<b>\$360,000</b>

**EXPLANATION**

This request is sole source because the University of New Hampshire's (UNH) has specialized expertise in evaluating complex, federally-funded Family Support programs. The Department requested UNH to assist in the development of the evaluation plan for the U.S. Department of Health and Human Services, ACF, Community Collaborations to Strengthen and Preserve Families (CCSPF) application. UNH was named as a partner in the federal application because of their design of a high quality, rigorous

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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evaluation that includes a detailed project plan for developing methodologies, adoption of valid and reliable outcome measures, data privacy and security strategies, and project timelines.

The purpose of this retroactive request is to align the contract start date with the Administration for Children and Families (AFC) award date of January 1, 2019. Additionally, due to a requirement of the ACF award, attendance was required at Federal technical assistance meetings including a conference at Washington DC and other federal funding calls, along with specific evaluation deliverables which took place January 1-current date.

The purpose of this request is to measure the reduction of incidences of child abuse and neglect through the evaluation of CCSPF contracts in the City of Manchester and the Winnepesaukee Public Health Region. UNH will collect and analyze qualitative and quantitative data to document how:

- Child maltreatment prevention community partnerships are developed and executed;
- Systems are adapted and realigned to ensure families at risk of being referred to child protective services;
- Abuse and neglect allegations are identified and linked to prevention services;
- Information is shared across the collaborating partners; and
- Community Implementation Teams (CITs) in the City of Manchester and the Winnepesaukee Public Health Region develop data use and sharing agreements to measure progress toward prevention of child abuse and neglect.

The Contractor will implement three (3) evaluation studies for each of the two (2) locations as follows:

- Study 1: Impact of Leadership Development on intra and inter relationships across agencies
- Study 2: Agency/region specific Population-Based Analytics for Data Decision-Making Support to understand how targeted interventions were chosen and how it impacted the outcomes.
- Study 3: Region based collaboration and systems innovations for improving outcomes

Additionally, UNH will collaborate with both regions to meet the following goals:

- Prepare Project Evaluation Infrastructure including project timelines, meetings etc.
- Design Program Evaluation to include data collection and analyses plans
- Study1: Evaluate Impact of Leadership Development on Interagency Implementation through focus groups, key informant interviews and other qualitative data collection methods and analysis
- Study2: Collect and evaluate data for population health analytics to understand regional and agency specific characteristics
- Study3: Collect and evaluate data on collaboration and systems innovations for improving outcomes for each of these regions

As referenced in Exhibit A of this contract, this Agreement has the option to extend for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Council.

This contract with UNH is not for direct services to individuals and families. However, the evaluators will be working directly with CITs in the City of Manchester and the Winnepesaukee Public

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and the Honorable Council  
Page 3 of 3

Health Region who will be serving families and children with evidence informed services to reduce the incidence of child abuse and neglect for the course of the grant period.

Should the Governor and Executive Council not authorize this request, two (2) high need geographical locations of New Hampshire will not have access to UNH evaluation study results that can be utilized in reducing child maltreatment, improving parent-child interactions and increasing and improving parenting skills for regulating behavior and coping mechanisms.

Area served: City of Manchester and the Winnepesaukee Public Health Region

Source of Funds: 100% Federally Funded from the Administration for Children and Families, Children's Bureau, Community Collaboration to Strengthen and Preserve Families in NH.

In the event that the Federal (or Other) Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Jeffrey A. Meyers  
Commissioner

**COOPERATIVE PROJECT AGREEMENT**

between the

**STATE OF NEW HAMPSHIRE, Department of Health & Human Services**

and the

**University of New Hampshire of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE**

- A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, Department of Health & Human Services, (hereinafter "State"), and the University System of New Hampshire, acting through University of New Hampshire, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.
- B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve this Project Agreement ("Effective date") and shall end on 6/30/21. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole risk of Campus and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay Campus for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date that would otherwise be allowable shall be paid under the terms of this Project Agreement.
- C. The work to be performed under the terms of this Project Agreement is described in the proposal identified below and attached to this document as Exhibit A, the content of which is incorporated herein as a part of this Project Agreement.

**Project Title: Evaluation of Community Collaborations to Strengthen and Preserve Families**

- D. The Following Individuals are designated as Project Administrators. These Project Administrators shall be responsible for the business aspects of this Project Agreement and all invoices, payments, project amendments and related correspondence shall be directed to the individuals so designated.

**State Project Administrator**

Name: Rhonda Siegel  
 Address: DHHS  
 Division of Public Health Services  
 Maternal and Child Health Section  
 29 Hazen Drive, Concord, NH 03301  
 Phone: 603-271-4516

**Campus Project Administrator**

Name: Susan Sosa  
 Address: University of New Hampshire  
 Sponsored Programs Administration  
 51 College Rd. Rm 116  
 Durham, NH 03824  
 Phone: 603-862-4848

- E. The Following Individuals are designated as Project Directors. These Project Directors shall be responsible for the technical leadership and conduct of the project. All progress reports, completion reports and related correspondence shall be directed to the individuals so designated.

**State Project Director**

Name: Rhonda Siegel  
 Address: DHHS  
 Division of Public Health Services  
 Maternal and Child Health  
 29 Hazen Drive, Concord, NH 03301  
 Phone: 603-271-4516

**Campus Project Director**

Name: Tobey Partch-Davies  
 Address: University of New Hampshire  
 Institute on Disability  
 56 Old Suncook Road  
 Concord, NH 03301  
 Phone: 603-228-2084

Campus Authorized Official LSH  
 Date 2/21/19

F. Total State funds in the amount of \$360,000 have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Check if applicable

Campus will cost-share \_\_\_\_\_ % of total costs during the term of this Project Agreement.

Federal funds paid to Campus under this Project Agreement are from Grant/Contract/Cooperative Agreement No. 90CA1858-01-00 from DHHS, Administration for Children and Families under CFDA# 93.670. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

G. Check if applicable

Article(s) \_\_\_\_\_ of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:

H.  State has chosen not to take possession of equipment purchased under this Project Agreement.  
 State has chosen to take possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

This Project Agreement and the Master Agreement constitute the entire agreement between State and Campus regarding this Cooperative Project, and supersede and replace any previously existing arrangements, oral or written; all changes herein must be made by written amendment and executed for the parties by their authorized officials.

IN WITNESS WHEREOF, the University System of New Hampshire, acting through the University of New Hampshire and the State of New Hampshire, Department of Health & Human Services have executed this Project Agreement.

By An Authorized Official of:  
University of New Hampshire  
Name: Louise Griffin  
Title: Sr. Director of Research  
Signature and Date: Louise Griffin 2/21/19

By An Authorized Official of:  
Department of Health & Human Services  
Name: Lisa Morris  
Title: Director  
Signature and Date: Lisa Morris 3/13/19

By An Authorized Official of: the New Hampshire Office of the Attorney General  
Name: Thomas J. Doherty  
Title: Senior Asst. Atty General  
Signature and Date: Thomas J. Doherty 2/17/2019

By An Authorized Official of: the New Hampshire Governor & Executive Council  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature and Date: \_\_\_\_\_

Campus Authorized Official: LH  
Date: 2/21/19

## EXHIBIT A

- A. **Project Title:** Evaluation of Community Collaborations to Strengthen and Preserve Families
- B. **Project Period:** Upon Governor and Executive Council Approval through June 30, 2021. The Department reserves the right to extend contracted services for up to two (2) additional years contingent upon available funding, agreement between the parties and approval of the Governor and Executive Council.
- C. **Objectives:** To measure the reduction of incidences of Child Abuse and Neglect through the evaluation of vendor process structures for Community Collaborations to Strengthen and Preserve Families contracts in the City of Manchester and the Winnepesaukee Public Health Region.
- D. **Scope of Work:** See Exhibit A-1, Scope of Services and Exhibit C, Health Insurance Portability Act Business Associate Agreement
- E. **Deliverables Schedule:** See Exhibit A-2 , Additional Scope of Services
- F. **Budget and Invoicing Instructions:** See Exhibit B-1, Methods and Conditions Precendent to Payments and Exhibit B-2 through Exhibit B-4, Budget Sheets.

**EXHIBIT B**

This Project Agreement is funded under a Grant/Contract/Cooperative Agreement to State from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant/Contract/Cooperative Agreement are hereby adopted in full force and effect to the relationship between State and Campus, except that wherever such requirements, regulations, provisions and terms and conditions differ for INSTITUTIONS OF HIGHER EDUCATION, the appropriate requirements should be substituted (e.g., OMB Circulars A-21 and A-110, rather than OMB Circulars A-87 and A-102). References to Contractor or Recipient in the Federal language will be taken to mean Campus; references to the Government or Federal Awarding Agency will be taken to mean Government/Federal Awarding Agency or State or both, as appropriate.

Special Federal provisions are listed here:  None or

New Hampshire Department of Health and Human Services  
Evaluation of Community Collaborations to Strengthen and Preserve Families Contracts  
Exhibit A-1



**Scope of Services**

**1. Provisions Applicable to All Services**

- 1.1. The Contractor shall submit a detailed description of the language assistance services they will provide to persons with limited English proficiency to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.
- 1.2. The Contractor agrees that, to the extent future legislative action by the New Hampshire General Court or federal or state court orders may have an impact on the Services described herein, the State Agency has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.
- 1.3. Notwithstanding any other provision of the Contract to the contrary, no services shall continue after June 30, 2021, and the Department shall not be liable for any payments for services provided after June 30, 2021, unless and until an appropriation for these services has been received from the state legislature and funds encumbered for the SFY 2020-2021 biennia.
- 1.4. In alignment with the Community Collaborations to Strengthen and Preserve Families project, CFDA number 93.670, the Contractor shall measure and evaluate the following within selected communities:
  - 1.4.1. Child maltreatment.
  - 1.4.2. Caregiver-child interactions.
  - 1.4.3. Caregiver and child skills for regulating behavior and coping adaptively
  - 1.4.4. Protective factors among recipients of services.
  - 1.4.5. Effectiveness of population-based prevention services.
  - 1.4.6. Coordination of services and referrals.
- 1.5. The Contractor shall evaluate the vendors process structures for Community Collaborations to Strengthen and Preserve Families (CCSPF) in:
  - 1.5.1. The City of Manchester
  - 1.5.2. The Winnepesaukee Public Health Region.
- 1.6. The Contractor shall ensure that all terms of the CCSPF Contracts in the regions identified above are met in accordance with the evaluation goals set forth below:
  - 1.6.1. Goal 1: Prepare Project Evaluation Infrastructure
  - 1.6.2. Goal 2: Design Program Evaluation
  - 1.6.3. Goal 3: Evaluate Impact of Leadership Development on Interagency Implementation/Study 1
  - 1.6.4. Goal 4: Develop and evaluate place-based data/Study 2

New Hampshire Department of Health and Human Services  
Evaluation of Community Collaborations to Strengthen and Preserve Families Contracts  
Exhibit A-1



- 1.6.5. Goal 5: Evaluate collaboration and systems innovations for improving outcomes/Study 3

**2. Scope of Services**

- 2.1. The Contractor shall develop an evaluation plan in Year 2 to capture local performance metrics consistent with targeted prevention efforts determined through the comprehensive planning process in Year 1 and in accordance with Exhibit A-2, Additional Scope of Services, Table 1, Project Timeline.
- 2.2. The Contractor shall establish process feedback circuits in the planning phase, based on planning phase data to ensure a continuous quality improvement (CQI) process for project strategies and new inputs based on semi-annual and annual performance data of the two (2) regions identified in Section 1.4, above.
- 2.3. The Contractor shall establish pre and post project evaluation surveys to measure community and organizational team process in the following areas:
- 2.3.1. Community Outcome and Output measures
  - 2.3.2. Team input measures
- 2.4. The Contractor shall develop the evaluation structure and evaluation process in accordance with Exhibit A-2, Additional Scope of Services, Table 1, Project Timeline, which includes, but is not limited to:
- 2.4.1. Applying for Internal Review Board for the ethical study of human subjects.
  - 2.4.2. Implementing Data Sharing agreements with sites and Community Implementation Teams.
  - 2.4.3. Implementing Data Hosting
  - 2.4.4. Collecting any available and pertinent Intra-Agency Team/Community Implementation Teams (CIT) data
  - 2.4.5. Addressing Evaluation and Planning Phase Meeting Logistics
  - 2.4.6. Establishing Staffing
  - 2.4.7. Implementing Software
  - 2.4.8. Developing Website Design
  - 2.4.9. Attending Federal Kick-Off Conference and other federally required events.
  - 2.4.10. Attending national technical assistance Conferences requested by the Federal partners, as appropriate.
- 2.5. The Contractor shall implement three (3) evaluation studies for each location as indicated in Section 1.4, in collaboration with the Department, Federal partners and CIT's and in accordance with the timeframes specified in Exhibit A-1, Additional Scope of Services, Table 1, Project Timeline.

2.5.1. Study 1: Evaluation Impact of Leadership Development on Interagency

University of New Hampshire

Exhibit A-1

Contractor Initials

*[Handwritten Signature]*

New Hampshire Department of Health and Human Services  
Evaluation of Community Collaborations to Strengthen and Preserve Families Contracts  
Exhibit A-1



- 2.5.2. Study 2: Place and Population-Based Analytics for Data Decision-Making Support.
- 2.5.3. Study 3: Place Based collaboration and systems innovations for improving outcomes
- 2.6. The Contractor shall design and support an evaluation that assists in determining whether the Department's contracted CITs are achieving the goals, objectives, and outcomes outlined in Exhibit A-2 Additional Scope of Services. The Contractor shall ensure:
  - 2.6.1. The evaluation is utilized to determine if projects are positively impacting child maltreatment prevention rates through early intervention and prevention services for families.
  - 2.6.2. The evaluation includes mechanisms to document:
    - 2.6.2.1. The Department's progress on the implementation goals.
    - 2.6.2.2. The progress of all CIT's.
    - 2.6.2.3. The degree of collaboration among members of the CITs.
    - 2.6.2.4. The degree of collaboration among the CITs and consumers and family members.
- 2.7. The Contractor shall submit interim evaluation reports to the Department thirty (30) days prior to the annual Federal reporting periods.
- 2.8. The Contractor shall submit a final evaluation report to the Department in each evaluation year no later than ninety (90) days of completing the project evaluation.
- 2.9. The Contractor shall develop and present proposed solutions to identified barriers for Department consideration through:
  - 2.9.1. Qualitative data collection through focus groups and key informant interviews in project planning period.
  - 2.9.2. Collaboration with stakeholders to develop feasible, realistic solutions for improved outcomes preventing child maltreatment
  - 2.9.3. Collaboration with the Department to establish a mechanism for communicating barriers and proposed solutions in a format desired by the Department that includes, but is not limited to:
    - 2.9.3.1. The identified barrier.
    - 2.9.3.2. Goal(s), objective(s), and specific task(s) affected by the identified barrier.
    - 2.9.3.3. Potential solutions, including resources needed to mitigate the identified barrier.
- 2.10. The Contractor shall facilitate a focus group study at the completion of Year 1 to evaluate the following:

University of New Hampshire

Exhibit A-1

Contractor Initials LL

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- 2.10.1. Integrated Data Committee post planning.
- 2.10.2. Pre CIT Service Deployment.
- 2.11. The Contractor shall review and code Practice Profile documents to evaluate how CIT's applied Boundary Spanning Learning (BSL) leadership methods effect service innovations.
- 2.12. The Contractor shall conduct a follow up focus group study as referenced in Section 2.5.2. in Year three (3) to compare, identify data differences, assess any organizational or data barriers and challenges to the production of data and data dissemination to CIT's.
- 2.13. The Contractor shall facilitate at least 7 focus groups in closely accessible statewide locations for CIT teams, which includes but is not limited to:
  - 2.13.1. Digitally recording sessions.
  - 2.13.2. Transcribing the recordings.
  - 2.13.3. Analyzing the sessions via NVivo for inter-rater reliability, themes and recommendations.
- 2.14. The Contractor shall obtain Internal Review Board approval and data infrastructure compliance for all evaluation inputs and outputs on data related to the study of human subjects.
- 2.15. The Contractor shall establish and/or maintain an administrative and fiscal capacity to plan, coordinate, monitor, and evaluate multi-component initiatives to ensure progress is made toward the goals listed in Section 1.5, including but not limited to:
  - 2.15.1. Providing monthly project administration updates/summaries thirty (30) days prior to the close of the federal reporting deadline, to ensure staff oversight, the quality of services, and contract and fiscal accountability.
  - 2.15.2. Submitting monthly invoices in the form of spreadsheets that track funds expended and identify remaining funds within each of the line items/targeted initiatives.
  - 2.15.3. Maintaining an office with necessary equipment, supplies, and telecommunications capabilities to conduct all aspects of the project.
  - 2.15.4. Ensuring access to meeting facilities and technologies that support participation from all regions of the state;

### 3. Reporting

- 3.1. The Contractor shall disseminate a semi-annual report beginning in Year two (2), to the Department within thirty (30) days following the end of the reporting period.
- 3.2. The Contractor shall disseminate interim reports on process and outcome measures for each catchment area per Section 1.4, for each area of study as outlined in Section 2.5.

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Evaluation of Community Collaborations to Strengthen and Preserve Families Contracts  
Exhibit A-1



- 
- 3.3. The Contractor shall disseminate annual reports to the Department within thirty (30) days of end of the contract completion date each year, to be disseminated both in paper form and in electronic format.
  - 3.4. The Contractor shall ensure that any client data included in any report is de-identified and in aggregate format.

#### 4. Deliverables

- 4.1. The Contractor shall begin implementation of Goal 3 in accordance with Exhibit A-2, Additional Scope of Services, Table 1, no later than thirty (30) days after the contract effective date.
- 4.2. The Contractor shall provide pre evaluation surveys no later than thirty (30) days after January 30, 2020.
- 4.3. The Contractor shall provide post evaluation surveys in Year 2, within thirty (30) days after the pre evaluation completion date.
- 4.4. The Contractor shall provide an annual outcome report to the Department no later than thirty (30) days of the contract completion date.

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 Evaluation of Community Collaborations to Strengthen and Preserve Families Contracts  
 Exhibit A-2



Additional Scope of Services

Table 1: Project Timeline

Project Timeline - Years 1-5									
Objective	Activities	Agency	Year	Q1	Q2	Q3	Q4	Outputs	Measure
<b>Goal 1 Prepare Project Infrastructure</b>									
Establish project structure for NH, Manchester, and WPHR	<ul style="list-style-type: none"> <li>Attend Fed meetings</li> <li>Onboard staff</li> <li>Convene stakeholder focus groups and Kils</li> <li>Procure CITs</li> <li>Conduct ongoing meetings</li> </ul>	DHHS	1	X	X	X	X	<ul style="list-style-type: none"> <li>Project management</li> <li>Comms systems</li> <li>Contracts</li> <li>Agendas</li> <li>Provider profiles</li> <li>Focus Groups and Kils</li> </ul>	<ul style="list-style-type: none"> <li>Process/ meeting notes</li> <li>Provider Profiles</li> <li>Shared Definitions of Data</li> </ul>
			2	X	X	X	X		
			3	X	X	X	X		
			4	X	X	X	X		
			5	X	X	X	X		
<b>Goal 2 Design Program Evaluation</b>									
Procure evaluation and prepare evaluation structure.	<ul style="list-style-type: none"> <li>Apply to IRB</li> <li>Data Share</li> <li>Data hosting</li> <li>IAT/CIT data</li> <li>Mtg logistics</li> <li>Staffing</li> <li>software</li> <li>website design</li> <li>Fed Kick off</li> <li>National TA</li> </ul>	UNH and DHHS	1	X	X			<ul style="list-style-type: none"> <li>Protocol</li> <li>Consent procedures</li> <li>Data security</li> <li>Calendar</li> <li>Agreements</li> <li>Website for data analytics</li> </ul>	<ul style="list-style-type: none"> <li>IRB Approval</li> <li>Study begins</li> </ul>
			2						
			3						
			4						
			5						
<b>Goal 3 Evaluate Impact of Leadership Development on Interagency Implementation/Study 1</b>									
Design BSL and QI training protocol	<ul style="list-style-type: none"> <li>Learning objectives</li> <li>Pre/post tests</li> <li>Train/coach</li> <li>Logistic</li> </ul>	DHHS and UNH	1	X	X			-Training protocol	
			2						
			3						
			4						
			5						
Implement informed consent procedures and	<ul style="list-style-type: none"> <li>Consent procedures</li> <li>Consent forms</li> <li>Base survey pre/post</li> </ul>	UNH, CITs, DHHS	1					<ul style="list-style-type: none"> <li>#CIT Staff Trained</li> <li>#Pre/Post tests</li> <li>Practice Profiles</li> </ul>	<ul style="list-style-type: none"> <li>BSL skills</li> <li>Model Standards</li> <li>Inter-agency</li> </ul>
			2	X	X				
			3						

New Hampshire Department of Health and Human Services

Exhibit A-3

DHHS Information Security Requirements



A. Definitions

The following terms may be reflected and have the described meaning in this document:

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
2. "Computer Security Incident" shall have the same meaning "Computer Security Incident" in section two (2) of NIST Publication 800-61, Computer Security Incident Handling Guide, National Institute of Standards and Technology, U.S. Department of Commerce.
3. "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, public assistance benefits and personal information including without limitation, Substance Abuse Treatment Records, Case Records, Protected Health Information and Personally Identifiable Information.

Confidential Information also includes any and all information owned or managed by the State of NH - created, received from or on behalf of the Department of Health and Human Services (DHHS) or accessed in the course of performing contracted services - of which collection, disclosure, protection, and disposition is governed by state or federal law or regulation. This information includes, but is not limited to Protected Health Information (PHI), Personal Information (PI), Personal Financial Information (PFI), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.

4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.
5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.
6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data; and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss or misplacement of hardcopy documents, and misrouting of physical or electronic

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DHHS Information Security Requirements



mail, all of which may have the potential to put the data at risk of unauthorized access, use, disclosure, modification or destruction.

7. "Open Wireless Network" means any network or segment of a network that is not designated by the State of New Hampshire's Department of Information Technology or delegate as a protected network (designed, tested, and approved, by means of the State, to transmit) will be considered an open network and not adequately secure for the transmission of unencrypted PI, PFI, PHI or confidential DHHS data.
8. "Personal Information" (or "PI") means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.
9. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
10. "Protected Health Information" (or "PHI") has the same meaning as provided in the definition of "Protected Health Information" in the HIPAA Privacy Rule at 45 C.F.R. § 160.103.
11. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 164, Subpart C, and amendments thereto.
12. "Unsecured Protected Health Information" means Protected Health Information that is not secured by a technology standard that renders Protected Health Information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.

**I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR**

**A. Business Use and Disclosure of Confidential Information.**

1. The Contractor must not use, disclose, maintain or transmit Confidential Information except as reasonably necessary as outlined under this Contract. Further, Contractor, including but not limited to all its directors, officers, employees and agents, must not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
2. The Contractor must not disclose any Confidential Information in response to a

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request for disclosure on the basis that it is required by law, in response to a subpoena, etc., without first notifying DHHS so that DHHS has an opportunity to consent or object to the disclosure.

3. If DHHS notifies the Contractor that DHHS has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Contractor must be bound by such additional restrictions and must not disclose PHI in violation of such additional restrictions and must abide by any additional security safeguards.
4. The Contractor agrees that DHHS Data or derivative there from disclosed to an End User must only be used pursuant to the terms of this Contract.
5. The Contractor agrees DHHS Data obtained under this Contract may not be used for any other purposes that are not indicated in this Contract.
6. The Contractor agrees to grant access to the data to the authorized representatives of DHHS for the purpose of inspecting to confirm compliance with the terms of this Contract.

**II. METHODS OF SECURE TRANSMISSION OF DATA**

1. Application Encryption. If End User is transmitting DHHS data containing Confidential Data between applications, the Contractor attests the applications have been evaluated by an expert knowledgeable in cyber security and that said application's encryption capabilities ensure secure transmission via the internet.
2. Computer Disks and Portable Storage Devices. End User may not use computer disks or portable storage devices, such as a thumb drive, as a method of transmitting DHHS data.
3. Encrypted Email. End User may only employ email to transmit Confidential Data if email is encrypted and being sent to and being received by email addresses of persons authorized to receive such information.
4. Encrypted Web Site. If End User is employing the Web to transmit Confidential Data, the secure socket layers (SSL) must be used and the web site must be secure. SSL encrypts data transmitted via a Web site.
5. File Hosting Services, also known as File Sharing Sites. End User may not use file hosting services, such as Dropbox or Google Cloud Storage, to transmit Confidential Data.
6. Ground Mail Service. End User may only transmit Confidential Data via *certified* ground mail within the continental U.S. and when sent to a named individual.
7. Laptops and PDA. If End User is employing portable devices to transmit Confidential Data said devices must be encrypted and password-protected.
8. Open Wireless Networks. End User may not transmit Confidential Data via an open

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wireless network. End User must employ a virtual private network (VPN) when remotely transmitting via an open wireless network.

9. Remote User Communication. If End User is employing remote communication to access or transmit Confidential Data, a virtual private network (VPN) must be installed on the End User's mobile device(s) or laptop from which information will be transmitted or accessed.
10. SSH File Transfer Protocol (SFTP), also known as Secure File Transfer Protocol. If End User is employing an SFTP to transmit Confidential Data, End User will structure the Folder and access privileges to prevent inappropriate disclosure of information. SFTP folders and sub-folders used for transmitting Confidential Data will be coded for 24-hour auto-deletion cycle (i.e. Confidential Data will be deleted every 24 hours).
11. Wireless Devices. If End User is transmitting Confidential Data via wireless devices, all data must be encrypted to prevent inappropriate disclosure of information.

**III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS**

The Contractor will only retain the data and any derivative of the data for the duration of this Contract. After such time, the Contractor will have 30 days to destroy the data and any derivative in whatever form it may exist, unless, otherwise required by law or permitted under this Contract. To this end, the parties must:

**A. Retention**

1. The Contractor agrees it will not store, transfer or process data collected in connection with the services rendered under this Contract outside of the United States. This physical location requirement shall also apply in the implementation of cloud computing, cloud service or cloud storage capabilities, and includes backup data and Disaster Recovery locations.
2. The Contractor agrees to ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
3. The Contractor agrees to provide security awareness and education for its End Users in support of protecting Department confidential information.
4. The Contractor agrees to retain all electronic and hard copies of Confidential Data in a secure location and identified in section IV. A.2
5. The Contractor agrees Confidential Data stored in a Cloud must be in a FedRAMP/HITECH compliant solution and comply with all applicable statutes and regulations regarding the privacy and security. All servers and devices must have currently-supported and hardened operating systems, the latest anti-viral, anti-hacker, anti-spam, anti-spyware, and anti-malware utilities. The environment, as a

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whole, must have aggressive intrusion-detection and firewall protection.

6. The Contractor agrees to and ensures its complete cooperation with the State's Chief Information Officer in the detection of any security vulnerability of the hosting infrastructure.

B. Disposition

1. If the Contractor will maintain any Confidential Information on its systems (or its sub-contractor systems), the Contractor will maintain a documented process for securely disposing of such data upon request or contract termination; and will obtain written certification for any State of New Hampshire data destroyed by the Contractor or any subcontractors as a part of ongoing, emergency, and or disaster recovery operations. When no longer in use, electronic media containing State of New Hampshire data shall be rendered unrecoverable via a secure wipe program in accordance with industry-accepted standards for secure deletion and media sanitization, or otherwise physically destroying the media (for example, degaussing) as described in NIST Special Publication 800-88, Rev 1, Guidelines for Media Sanitization, National Institute of Standards and Technology, U. S. Department of Commerce. The Contractor will document and certify in writing at time of the data destruction, and will provide written certification to the Department upon request. The written certification will include all details necessary to demonstrate data has been properly destroyed and validated. Where applicable, regulatory and professional standards for retention requirements will be jointly evaluated by the State and Contractor prior to destruction.
2. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to destroy all hard copies of Confidential Data using a secure method such as shredding.
3. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to completely destroy all electronic Confidential Data by means of data erasure, also known as secure data wiping.

IV. PROCEDURES FOR SECURITY

- A. Contractor agrees to safeguard the DHHS Data received under this Contract, and any derivative data or files, as follows:

1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.
2. The Contractor will maintain policies and procedures to protect Department confidential information throughout the information lifecycle, where applicable, (from creation, transformation, use, storage and secure destruction) regardless of the media used to store the data (i.e., tape, disk, paper, etc.).

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New Hampshire Department of Health and Human Services

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DHHS Information Security Requirements



3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.
4. The Contractor will ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.
6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor will maintain a program of an internal process or processes that defines specific security expectations, and monitoring compliance to security requirements that at a minimum match those for the Contractor, including breach notification requirements.
7. The Contractor will work with the Department to sign and comply with all applicable State of New Hampshire and Department system access and authorization policies and procedures, systems access forms, and computer use agreements as part of obtaining and maintaining access to any Department system(s). Agreements will be completed and signed by the Contractor and any applicable sub-contractors prior to system access being authorized.
8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.
9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.
10. The Contractor will not store, knowingly or unknowingly, any State of New Hampshire or Department data offshore or outside the boundaries of the United States unless prior express written consent is obtained from the Information Security Office leadership member within the Department.
11. Data Security Breach Liability. In the event of any security breach Contractor shall make efforts to investigate the causes of the breach, promptly take measures to prevent future breach and minimize any damage or loss resulting from the breach. The State shall recover from the Contractor all costs of response and recovery from

New Hampshire Department of Health and Human Services

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DHHS Information Security Requirements



the breach, including but not limited to: credit monitoring services, mailing costs and costs associated with website and telephone call center services necessary due to the breach.

12. Contractor must, comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information, and must in all other respects maintain the privacy and security of PI and PHI at a level and scope that is not less than the level and scope of requirements applicable to federal agencies, including, but not limited to, provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), DHHS Privacy Act Regulations (45 C.F.R. §5b), HIPAA Privacy and Security Rules (45 C.F.R. Parts 160 and 164) that govern protections for individually identifiable health information and as applicable under State law.
13. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire, Department of Information Technology. Refer to Vendor Resources/Procurement at <https://www.nh.gov/doiit/vendor/index.htm> for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.
14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor must notify the State's Privacy Officer, Information Security Office and Program Manager of any Security Incidents and Breaches within twenty-four (24) hours of identification of a possible issue. This includes a confidential information breach, computer security incident, or suspected breach which affects or includes any State of New Hampshire systems that connect to the State of New Hampshire network.
15. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such DHHS Data to perform their official duties in connection with purposes identified in this Contract.
16. The Contractor must ensure that all End Users:
  - a. comply with such safeguards as referenced in Section IV A. above, implemented to protect Confidential Information that is furnished by DHHS under this Contract from loss, theft or inadvertent disclosure.
  - b. safeguard this information at all times.
  - c. ensure that laptops and other electronic devices/media containing PHI, PI, or PFI are encrypted and password-protected.
  - d. send emails containing Confidential Information only if encrypted and being sent to and being received by email addresses of persons authorized to receive such information.

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- e. limit disclosure of the Confidential Information to the extent permitted by law.
- f. Confidential Information received under this Contract and individually identifiable data derived from DHHS Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric identifiers, etc.).
- g. only authorized End Users may transmit the Confidential Data, including any derivative files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as required in section IV above.
- h. in all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.
- i. understand that their user credentials (user name and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third party application.

Contractor is responsible for oversight and compliance of their End Users. DHHS reserves the right to conduct onsite inspections to monitor compliance with this Contract, including the privacy and security requirements provided in herein, HIPAA, and other applicable laws and Federal regulations until such time the Confidential Data is disposed of in accordance with this Contract.

**V. LOSS REPORTING**

The Contractor must notify the State's Privacy Officer, Information Security Office and Program Manager of any Security Incidents and Breaches within twenty-four (24) hours of identification of a possible issue.

The Contractor must further handle and report Incidents and Breaches involving PHI in accordance with the agency's documented Incident Handling and Breach Notification procedures and in accordance with 42 C.F.R. §§ 431.300 - 306. In addition to, and notwithstanding, Contractor's compliance with all applicable obligations and procedures, Contractor's procedures must also address how the Contractor will:

1. Identify Incidents;
2. Determine if personally identifiable information is involved in Incidents;
3. Report suspected or confirmed Incidents as required in this Exhibit or P-37;
4. Identify and convene a core response group to determine the risk level of Incidents and determine risk-based responses to Incidents; and
5. Determine whether Breach notification is required, and, if so, identify appropriate

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Breach notification methods, timing, source, and contents from among different options, and bear costs associated with the Breach notice as well as any mitigation measures.

Incidents and/or Breaches that implicate PI must be addressed and reported, as applicable, in accordance with NH RSA 359-C:20.

**VI. PERSONS TO CONTACT**

A. DHHS contact for Data Management or Data Exchange issues:

DHHSInformationSecurityOffice@dhhs.nh.gov

B. DHHS contacts for Privacy issues:

DHHSPrivacyOfficer@dhhs.nh.gov

C. DHHS contact for Information Security issues:

DHHSInformationSecurityOffice@dhhs.nh.gov

D. DHHS contact for Breach notifications:

DHHSInformationSecurityOffice@dhhs.nh.gov

DHHSPrivacy.Officer@dhhs.nh.gov



New Hampshire Department of Health and Human Services  
Evaluation of Community Collaborations to Strengthen and Preserve Families

**Exhibit B-1**

**Method and Conditions Precedent to Payment**

1. The State shall pay the Campus an amount not to exceed the Cooperative Project Agreement, Section F, Total State Funds, for the services provided by the Campus pursuant to Exhibit A of the Cooperative Project Agreement (CPA).
2. This Agreement is funded with funds from the DHHS, Administration for Children and Families , CFDA #93.670, Federal Award Identification Number (FAIN), 90CA1858-01-00.
3. The Contractor agrees to provide the services in Exhibit A-1, Scope of Service in compliance with funding requirements. Failure to meet the scope of services may jeopardize the funded Contractor's current and/or future funding.
4. Payment for said services shall be made monthly as follows:
  - 4.1. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item.
  - 4.2. The Contractor will submit an invoice in a form satisfactory to the State by the twentieth working day of each month, which identifies and requests reimbursement for authorized expenses incurred in the prior month. The invoice must be completed, signed, dated and returned to the Department in order to initiate payment. The Contractor agrees to keep records of their activities related to Department programs and services.
  - 4.3. The State shall make payment to the Contractor within thirty (30) days of receipt of each invoice, subsequent to approval of the submitted invoice and if sufficient funds are available.
  - 4.4. The Campus shall keep detailed records of their activities related to DHHS-funded programs and services.
  - 4.5. In lieu of hard copies, all invoices may be assigned an electronic signature and emailed to [DPHScontractbilling@dhhs.nh.gov](mailto:DPHScontractbilling@dhhs.nh.gov), or invoices may be mailed to:  

Financial Administrator  
Department of Health and Human Services  
Division of Public Health Services  
29 Hazen Drive  
Concord, NH 03301
  - 4.6. Payments may be withheld pending receipt of required reports or documentation as identified in CPA Exhibit A and in this Exhibit B.
5. Amendments limited to adjusting encumbrances between State Fiscal Years may be made by written agreement of both parties and may be made without obtaining approval of the Governor and Executive Council.

Exhibit B-2, Budget Sheet

New Hampshire Department of Health and Human Services									
State/Program Name: University of New Hampshire									
Budget Request for Evaluation Plan									
Budget Period: date of OAC approval - June 30, 2019 (FFY 19)									
Line Item	Yield Program Cost			Contract Share / Match		Funded by DPHHS (contract share)			Total
	Direct	Indirect	Total	Direct	Indirect	Direct	Indirect	Total	
1. Personnel	12,541.00	1,831.00	14,372.00			12,541.00	1,831.00	14,372.00	14,372.00
2. Contractual	12,111.00	1,331.00	13,442.00			12,111.00	1,331.00	13,442.00	13,442.00
3. Materials									
4. Travel									
5. Equipment									
6. Construction									
7. Rental									
8. Repair and Maintenance									
9. Utilities									
10. Printing									
11. Postage									
12. Telephone									
13. Information Technology									
14. Supplies									
15. Printing/Reproduction									
16. Staff Education and Training									
17. Administration Expenses									
18. Other (specify activity manually)									
19. Other									
20. Total	24,652.00	3,162.00	27,814.00			24,652.00	3,162.00	27,814.00	27,814.00
21. Total	24,652.00	3,162.00	27,814.00			24,652.00	3,162.00	27,814.00	27,814.00
22. Total	24,652.00	3,162.00	27,814.00			24,652.00	3,162.00	27,814.00	27,814.00
23. Total	24,652.00	3,162.00	27,814.00			24,652.00	3,162.00	27,814.00	27,814.00
24. Total	24,652.00	3,162.00	27,814.00			24,652.00	3,162.00	27,814.00	27,814.00
25. Total	24,652.00	3,162.00	27,814.00			24,652.00	3,162.00	27,814.00	27,814.00
26. Total	24,652.00	3,162.00	27,814.00			24,652.00	3,162.00	27,814.00	27,814.00
27. Total	24,652.00	3,162.00	27,814.00			24,652.00	3,162.00	27,814.00	27,814.00
28. Total	24,652.00	3,162.00	27,814.00			24,652.00	3,162.00	27,814.00	27,814.00
29. Total	24,652.00	3,162.00	27,814.00			24,652.00	3,162.00	27,814.00	27,814.00
30. Total	24,652.00	3,162.00	27,814.00			24,652.00	3,162.00	27,814.00	27,814.00
31. Total	24,652.00	3,162.00	27,814.00			24,652.00	3,162.00	27,814.00	27,814.00
32. Total	24,652.00	3,162.00	27,814.00			24,652.00	3,162.00	27,814.00	27,814.00
33. Total	24,652.00	3,162.00	27,814.00			24,652.00	3,162.00	27,814.00	27,814.00
34. Total	24,652.00	3,162.00	27,814.00			24,652.00	3,162.00	27,814.00	27,814.00
35. Total	24,652.00	3,162.00	27,814.00			24,652.00	3,162.00	27,814.00	27,814.00
36. Total	24,652.00	3,162.00	27,814.00			24,652.00	3,162.00	27,814.00	27,814.00
37. Total	24,652.00	3,162.00	27,814.00			24,652.00	3,162.00	27,814.00	27,814.00
38. Total	24,652.00	3,162.00	27,814.00			24,652.00	3,162.00	27,814.00	27,814.00
39. Total	24,652.00	3,162.00	27,814.00			24,652.00	3,162.00	27,814.00	27,814.00
40. Total	24,652.00	3,162.00	27,814.00			24,652.00	3,162.00	27,814.00	27,814.00
41. Total	24,652.00	3,162.00	27,814.00			24,652.00	3,162.00	27,814.00	27,814.00
42. Total	24,652.00	3,162.00	27,814.00			24,652.00	3,162.00	27,814.00	27,814.00
43. Total	24,652.00	3,162.00	27,814.00			24,652.00	3,162.00	27,814.00	27,814.00
44. Total	24,652.00	3,162.00	27,814.00			24,652.00	3,162.00	27,814.00	27,814.00
45. Total	24,652.00	3,162.00	27,814.00			24,652.00	3,162.00	27,814.00	27,814.00
46. Total	24,652.00	3,162.00	27,814.00			24,652.00	3,162.00	27,814.00	27,814.00
47. Total	24,652.00	3,162.00	27,814.00			24,652.00	3,162.00	27,814.00	27,814.00
48. Total	24,652.00	3,162.00	27,814.00			24,652.00	3,162.00	27,814.00	27,814.00
49. Total	24,652.00	3,162.00	27,814.00			24,652.00	3,162.00	27,814.00	27,814.00
50. Total	24,652.00	3,162.00	27,814.00			24,652.00	3,162.00	27,814.00	27,814.00

Contract # 18  
 Date 2/21/19

Exhibit B-3, Budget Sheet

New Hampshire Department of Health and Human Services									
Budget/Program Name: University of New Hampshire									
Budget Request for: Evaluation Plan									
Budget Period: July 1, 2010 - June 30, 2010 (6/1/10)									
Line Item	Total Program Cost			Contractor Share / Match			Funded by 2010 contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Program	1,720.00	1,875.00	3,595.00				1,175.00	1,230.00	2,405.00
2. Personnel Services	1,250.00	1,375.00	2,625.00				875.00	910.00	1,785.00
3. Materials									
4. Equipment									
5. Travel									
6. Contract and Maintenance									
7. Professional/Representation									
8. Supplies									
9. Contractual									
10. Printing									
11. Postage									
12. Telephone									
13. Other									
14. Total	1,250.00	1,375.00	2,625.00				875.00	910.00	1,785.00
15. Contractual	1,250.00	1,375.00	2,625.00				1,250.00	1,375.00	2,625.00
16. Contractual Expenses									
17. Contractual Expenses									
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98. Contractual Expenses									
99. Contractual Expenses									
100. Contractual Expenses									
TOTAL	1,250.00	1,375.00	2,625.00				875.00	910.00	1,785.00

Contractor Match <sup>19</sup>  
 = 22.1/19

Exhibit B-4, Budget Sheet

New Hampshire Department of Health and Human Services										
Budget/Program Name: University of New Hampshire										
Budget Request For: Evaluation Plan										
Budget Period: July 1, 2020 - June 30, 2021 (SFY 21)										
Line Item	Total Program Cost			Contract Start/Match			Funded by Other Contract Items			
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total	Total
1. Personnel	2,127.00	1,312.00	3,439.00				2,127.00	1,312.00	3,439.00	3,439.00
2. Supplies										
3. Contract										
4. Travel	1,250.00	250.00	1,500.00				1,250.00	250.00	1,500.00	1,500.00
5. Equipment										
6. Other										
7. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
8. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
9. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
10. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
11. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
12. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
13. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
14. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
15. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
16. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
17. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
18. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
19. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
20. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
21. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
22. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
23. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
24. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
25. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
26. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
27. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
28. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
29. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
30. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
31. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
32. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
33. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
34. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
35. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
36. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
37. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
38. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
39. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
40. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
41. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
42. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
43. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
44. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
45. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
46. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
47. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
48. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
49. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
50. Total	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00
TOTAL	3,377.00	1,562.00	4,939.00				3,377.00	1,562.00	4,939.00	4,939.00

Contractor Initial: *JOB*  
 Date: 2/21/19

## STANDARD EXHIBIT C

The Contractor identified as "University of New Hampshire" in Section A of the General Provisions of the Agreement agrees to comply with the Health Insurance Portability and Accountability Act, Public Law 104-191 and with the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160 and 164 and those parts of the HITECH Act applicable to business associates. As defined herein, "Business Associate" shall mean the Contractor and subcontractors and agents of the Contractor that receive, use or have access to protected health information under this Agreement and "Covered Entity" shall mean the Department of Health and Human Services.

Project Title: Cooperative Project Agreement, Page 1, Paragraph C (Project Title)

Project Period: Cooperative Project Agreement, Page 1, Paragraph B (Effective Date)

### **BUSINESS ASSOCIATE AGREEMENT**

(1) **Definitions.**

- a. **"Breach"** shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
- b. **"Breach Notification Rule"** shall mean the provisions of the Notification in the Case of Breach of Unsecured Protected Health Information at 45 CFR Part 164, Subpart D, and amendments thereto.
- c. **"Business Associate"** has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. **"Covered Entity"** has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- e. **"Designated Record Set"** shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- f. **"Data Aggregation"** shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- g. **"Health Care Operations"** shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- h. **"HITECH Act"** means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- i. **"HIPAA"** means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164.
- j. **"Individual"** shall have the same meaning as the term "individual" in 45 CFR Section 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).

- k. **"Privacy Rule"** shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
- l. **"Protected Health Information"** shall have the same meaning as the term "protected health information" in 45 CFR Section 164.501, limited to the information created or received by Business Associate from or on behalf of Covered Entity.
- m. **"Required by Law"** shall have the same meaning as the term "required by law" in 45 CFR Section 164.501.
- n. **"Secretary"** shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- o. **"Security Rule"** shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- p. **"Unsecured Protected Health Information"** shall have the same meaning given such term in section 164.402 of Title 45, Code of Federal Regulations.
- q. **Other Definitions** - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

**(2) Use and Disclosure of Protected Health Information.**

- a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, the Business Associate shall not, and shall ensure that its directors, officers, employees and agents, do not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- b. Business Associate may use or disclose PHI:
  - I. For the proper management and administration of the Business Associate;
  - II. As required by law, pursuant to the terms set forth in paragraph d. below; or
  - III. For data aggregation purposes for the health care operations of Covered Entity.
- c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to notify Business Associate, in accordance with 45 CFR 164.410, of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.
- d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose any PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business Associate shall refrain from disclosing the PHI until Covered Entity has exhausted all

remedies. If Covered Entity does not object to such disclosure within five (5) business days of Business Associate's notification, then Business Associate may choose to disclose this information or object as Business Associate deems appropriate.

- e. If the Covered Entity notifies the Business Associate that Covered Entity has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Business Associate shall be bound by such additional restrictions and shall not disclose PHI in violation of such additional restrictions and shall abide by any additional reasonable security safeguards.

**(3) Obligations and Activities of Business Associate.**

- a. The Business Associate shall notify the Covered Entity's Privacy Officer without unreasonable delay and in no case later than two (2) business days following the date upon which the Business Associate becomes aware of any use or disclosure of protected health information not provided for by the Agreement including breaches of unsecured protected health information and/or any security incident that may have an impact on the protected health information of the Covered Entity.
- b. The Business Associate shall immediately perform a risk assessment when it becomes aware of any of the above situations. The risk assessment shall include, but not be limited to the following information, to the extent it is known by the Business Associate:
  - The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
  - The unauthorized person who used the protected health information or to whom the disclosure was made;
  - Whether the protected health information was actually acquired or viewed
  - The extent to which the risk to the protected health information has been mitigated.

The Business Associate shall complete the risk assessment without unreasonable delay and in no case later than two (2) business days of discovery of the breach and report the findings of the risk assessment in writing to the Covered Entity.

- c. The Business Associate shall comply with all applicable sections of the Privacy, Security, and Breach Notification Rule.
- d. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- e. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section (3)b and (3)k herein. The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI pursuant to this Agreement, with rights of

- enforcement and indemnification from such business associates who shall be governed by standard provision #13 of this Agreement for the purpose of use and disclosure of protected health information.
- f. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
  - g. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
  - h. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.
  - i. Business Associate shall document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528.
  - j. Within ten (10) business days of receiving a written request from Covered Entity for a request for an accounting of disclosures of PHI, Business Associate shall make available to Covered Entity such information as Covered Entity may require to fulfill its obligations to provide an accounting of disclosures with respect to PHI in accordance with 45 CFR Section 164.528.
  - k. In the event any individual requests access to, amendment of, or accounting of PHI directly from the Business Associate, the Business Associate shall within two (2) business days forward such request to Covered Entity. Covered Entity shall have the responsibility of responding to forwarded requests. However, if forwarding the individual's request to Covered Entity would cause Covered Entity or the Business Associate to violate HIPAA and the Privacy and Security Rule, the Business Associate shall instead respond to the individual's request as required by such law and notify Covered Entity of such response as soon as practicable.
  - l. Within ten (10) business days of termination of the Agreement, for any reason, the Business Associate shall return or destroy, as specified by Covered Entity, all PHI received from, or created or received by the Business Associate in connection with the Agreement, and shall not retain any copies or back-up tapes of such PHI. If return or destruction is not feasible, or the disposition of the PHI has been otherwise agreed to in the Agreement, Business Associate shall continue to extend the protections of the Agreement, to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such PHI. If Covered Entity, in its sole discretion, requires that the Business Associate destroy any or all PHI, the Business Associate shall certify to Covered Entity that the PHI has been destroyed.

(4) **Obligations of Covered Entity**

- a. Covered Entity shall notify Business Associate of any changes or limitation(s) in its Notice of Privacy Practices provided to individuals in accordance with 45 CFR Section 164.520, to the extent that such change or limitation may affect Business Associate's use or disclosure of PHI.
- b. Covered Entity shall promptly notify Business Associate of any changes in, or revocation of permission provided to Covered Entity by individuals whose PHI may be used or disclosed by Business Associate under this Agreement, pursuant to 45 CFR Section 164.506 or 45 CFR Section 164.508.
- c. Covered entity shall promptly notify Business Associate of any restrictions on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

(5) **Termination for Cause**

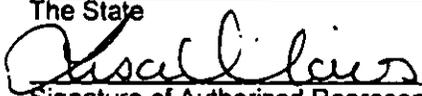
In addition to standard provision #10 of this Agreement the Covered Entity may immediately terminate the Agreement upon Covered Entity's knowledge of a breach by Business Associate of the Business Associate Agreement set forth herein as Exhibit I. The Covered Entity may either immediately terminate the Agreement or provide an opportunity for Business Associate to cure the alleged breach within a timeframe specified by Covered Entity. If Covered Entity determines that neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.

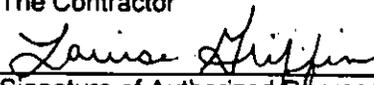
(6) **Miscellaneous**

- a. **Definitions and Regulatory References.** All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, and the HITECH Act, as codified at 45 CFR Parts 160 and 164 and as amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security Rule means the Section as in effect or as amended.
- b. **Amendment.** Covered Entity and Business Associate agree to take such action as is necessary to amend the Agreement, from time to time as is necessary for Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy and Security Rule, and applicable federal and state law.
- c. **Data Ownership.** The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity under the Agreement.
- d. **Interpretation.** The parties agree that any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with HIPAA, the Privacy and Security Rule and the HITECH Act.
- e. **Segregation.** If any term or condition of this Exhibit I or the application thereof to any person(s) or circumstance is held invalid, such invalidity shall not affect other terms or conditions which can be given effect without the invalid term or condition; to this end the terms and conditions of this Exhibit I are declared severable.

- f. Survival. Provisions in this Exhibit I regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the Agreement in section 3 k, the defense and indemnification provisions of section 3 d and standard contract provision #13, shall survive the termination of the Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed this Exhibit I.

The State  
  
Signature of Authorized Representative  
LISA MORRIS  
Authorized Representative  
DIRECTOR, DPHS  
Title of Authorized Representative  
3/13/19  
Date

The University of New Hampshire  
The Contractor  
  
Signature of Authorized Representative  
Louise Griffin  
Authorized Representative  
Senior Director of Research  
Title of Authorized Representative  
2/21/19  
Date