



STATE OF MICHIGAN  
DEPARTMENT OF AGRICULTURE  
LANSING

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**DATE:** March 12, 2004

**TO:** All Local Health Departments (LHD's)  
Attn: Health Officer/Director of Environmental Health/Chief Sanitarian  
Michigan Department of Agriculture (MDA)  
Attn: Food and Dairy Division Managers

**FROM:** Kevin Besey, Supervisor  
Food Service Sanitation Section  
Food and Dairy Division

**SUBJECT:** Foodborne Illness Documentation Reminder

A handwritten signature in black ink, appearing to read "K. Besey".

Recent accreditation program reviews have resulted in a few common foodborne illness documentation problems being found.

First, departments reviewed are generally not following the guidance contained in the MDA / MDCH, June 24, 2003 memo titled "Foodborne Illness Reporting and Documentation". Specifically, a baseline enteric interview is not being conducted for **ALL** illness complaints, including those involving alleged illness from MDA regulated facilities. Besides the intake information contained in Form A, a baseline enteric interview must be documented on either: IAFP forms C1 and C2, MDCH form DCH-0622 or an outbreak specific questionnaire.

Second, departments often don't have language in their foodborne illness policy identifying the frequency for reviewing the foodborne illness complaint log or tracking system for trends, who will review it and how the reviews will be documented. The actual documentation of log reviews is also usually lacking.

Should your agency find that a change is needed, you may wish to prepare a moot point memo, so that once the change is in place for a year, a program review will only go back to the date the change was made. Additional details on the use of moot point memos is contained in the "FY2004 Food Service Program, Minimum Program Requirements and Guidance Document, Annex 2".

We hope this information will help your agency prepare for upcoming program reviews.