



STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

DON KOIVISTO
DIRECTOR

DATE: June 10, 2008

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

FROM: Becky Peterson, Supervisor
Food Service Program
Food and Dairy Division

A handwritten signature in cursive script that reads "Rebecca Peterson".

SUBJECT: Cycle 4 Accreditation Documents

The Minimum Program Requirements for the Accreditation Review, Cycle 4, have been reviewed and approved. Copies of these documents are attached.

The changes in the accreditation procedures for cycle 4 were made in conjunction with the assistance of the MALEHA Food Committee. This dedicated group of individuals agreed to be part of an MDA workgroup to evaluate and update the accreditation MPRs. MDA is very grateful for their knowledge and vision.

With their assistance, changes were made to the accreditation process. Some of these changes were minor (updating references, clarifying the evaluation process...) some were major changes which include an **optional** component of a self-assessment and review. Some of these changes are listed below:

MPR 1 Plan review

When a plan review file is reviewed, now only 80% of the components of each file must meet the requirements for the file to pass. In previous cycles 100% compliance was required.

80% of the Plan review files must then be met to pass the MPR

MPR 12 Field plan review

Eliminated as an MPR

MPR 12 Follow-up Evaluations

Moved follow-up evaluations from an Important Factor to a MPR.

MPR 16- Technical training: MDA will be phasing out the MDA training modules, and replacing them with training modules through ORA U. (The MDA plan review module will continue to be used). Information regarding training requirements through ORA U. will follow.

Important Factor I

Important Factor I (Educational Outreach) and Important Factor V (Industry and Community Relations) have been combined into Important Factor I. This change will allow any LHD who has enrolled in the FDA Voluntary National Retail Standards to automatically be audited for FDA Voluntary Retail Standard 7.

OPTION 1 AND 2

To allow a LHD more control of their programs, cycle 4 is offering 2 options for review. The key word is "Options".

A LHD may continue to be evaluated under the same procedures that have been used in past cycles. This evaluation process has consistently shown improvement in the food programs across the state. This choice is listed as **OPTION 1**.

OPTION 2

All departments are encouraged to apply to use Option 2. A few of the minimum requirements for consideration are:

- Your LHD met at least 90% of the MPRs in the previous cycle
- You have complete one or more self-assessments covering the review period
- A good Quality Assurance program has been in use- especially for field evaluations
- You have not been on ERBIS more than 1 year within the cycle, and
- Your department is utilizing their MDA standardized trainer for training and QA of staff.

The guidance document explains the process of an evaluation using Option 2. If your department does not meet the minimum requirements, the decision to approve the evaluation would be made on a case by case basis by the Food Service Program Supervisor. The accreditation program has been very successful over the last five years, and we want to assist the LHD to make the right decisions to assure their continued success.

I would encourage all of you to read the attached document, and call your MDA consultant, or contact me at 517-241-0140 to discuss this option.

Attached you will find the Minimum Program Requirements, the MPR Cycle 4 Indicator Guide, and the Food Service Program Cycle 4 Assessment Forms.

You will also find copies of all of these documents in a format showing all changes made.

If you have any questions, please call me at 517-241-0140, or email your questions to petersonr2@michigan.gov.

Distribution List:
MIFood Listserve
MDA Food Section Staff