

**DATE:** December 3, 2001

**TO:** All Local Health Departments  
Attn.: Health Officer/Director of Environmental Health/Chief Sanitarian

**FROM:** Vito Palazzolo, Evaluation Officer  
Food Service Sanitation Section  
Food and Dairy Division

**SUBJECT: Corrective Plans of Action and Re-Evaluations**

Inquiries have been received by the Michigan Department of Agriculture (MDA) requesting clarification on timelines for submissions of Corrective Plans of Action (CPAs) and re-evaluation reviews.

Background

The Michigan Local Public Health Accreditation Program Manual states the policy and procedure for accreditation status in the introduction and overview section. In the provisionally accredited section, it specifically addresses the submittal of CPAs and re-evaluation reviews for Minimum Program Requirements (MPRs) that are not met.

Timelines for Submittal

When addressing the submittal period for CPAs, they are required to be submitted no later than sixty days after the local health department (LHD) receives notification of provisional accreditation status. The original CPA is submitted to Michigan Public Health Institute (MPHI). To expedite processing of your plans, you should send MDA a copy of your CPA for food service indication as soon as they are written.

With all unmet indicators and MPRs, the LHD must be re-evaluated to determine if the LHD has implemented and corrected the deficient MPRs found during the initial accreditation review. The current policy/procedure stated by MPHI is that a re-evaluation must take place within one year from receipt of the approved CPA. Please note, however, it is the LHD's responsibility to ensure they complete all requirements far enough in advance of this deadline so they leave sufficient time for MDA review, including scheduling of a re-evaluation visit as necessary.

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A LHD must have their CPA in place and demonstrate compliance with all previously unmet indicators and MPRs for **no less than three months**.

**It is the responsibility of the local health department to contact the appropriate state agency (MDA) in writing along with the completed request form to schedule the re-evaluation within the allotted times as stated above. The LHD must be able to demonstrate a minimum of three months of compliance with the CPA before they can request a re-evaluation.**

If the LHD is found to be in compliance with all essential requirements at the time of the re-evaluation, recommendation for full accreditation status will be submitted to MPHI.

It has also been noted that several questions have arisen on the time period and material that the re-evaluation will review. The re-evaluation will review all materials addressing correction of the MPRs and indicators that were not met, starting with the approval date of the CPA, and up to the day of the re-evaluation. MDA will not be reviewing three years of data as performed during the initial accreditation review.

If you have any questions, please contact me at (517) 241-0140.

VAP:khg

Attachment