

# DEPARTMENT OF COMMUNITY HEALTH

## Policy 8000

### PURPOSE:

The Department is responsible for establishing minimum standards of scope, quality, and administration for the delivery of required and allowable services as set forth under the Public Health Code. The purpose of this policy is to establish the principles governing the development and formal adoption of said standards through Minimum Program Requirements (MPRs), MPR Indicators (MPRI), and the MPR Guide (MPRG) for local health services.

### DEPARTMENT POLICY<sup>1</sup> STATEMENT:

MPRs, MPRI, and the MPRG shall be formally adopted by the Department through a process that includes input from local health departments and their representative organizations, as well as other expert entities in the field of public health.

A State/Local Standards Review Committee (SRC) or other advisory body designated by the Department will develop, review, and or modify all MPRs, MPRI, and MPRG on an annual basis or as necessary. Local representatives to the SRC or other advisory body shall be appointed by the Michigan Association for Local Public Health (MALPH). State representatives to the SRC shall be appointed by MDCH and shall include a representative from Local Health Services and/or other state agency program representatives as required. The MDCH Public Health Administration, Local Health Services, shall provide oversight, management, and coordination of the SRC process.

Minimum Program Requirements are defined as objective criteria for meeting requirements of law, rule, department policy, or professionally accepted methods or practices for the purposes of ensuring the quality, availability and effectiveness of services and activities. They are the basic level at which the provision of a service is considered viable and eligible for state funding and must allow evaluation on the basis of observable evidence. MPRs must include the appropriate legal or other citation detailing the source of derivation (i.e., law, rule, department program policy<sup>2</sup>, etc.).

MPR Indicators relate to a specific MPR and measure compliance with the MPR (i.e., they are typically specific, observable, measurable, and outcome oriented). They detail *what* is to be accomplished, but do not include the means or method for accomplishment. Additionally they should specify *who*, *when*, *how much*, and *how they will be measured*. MPR Indicators relate to the *end* and not the *means to that end*. If the source of indicator derivation (i.e., law, rule, department policy,

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<sup>1</sup> Approval of Department Policy revisions or creation are subject to the MDPH Policies and Procedures Manual revised in 1995, Policy and Procedures Format numbers 001.1-2. Policy states that the DCH Department Director performs final review of proposed Department Policy by either approving through signature, disapproving or suggesting modifications.

<sup>2</sup> When Department program policy is the source of derivation for an MPR, said policy shall be drafted with local input and approved in accordance with footnote No. 1.

etc.) is different than that cited in the MPR, the Department shall cite the appropriate source.

MPR Indicator Guide provides the means, methods, procedures, or strategies required to meet the MPR Indicator. An MPR Indicator Guide shall be developed by each state agency program. The MPR Indicator Guide provides insight and instructions on how a local health department meets the indicator.

Periodic Review: The Department shall periodically review local health agencies to evaluate their compliance with the approved MPRs. The organizational entity having the administrative authority for a particular program or service shall conduct the compliance reviews and provide a written report to the local agency. The MDCH Public Health Administration, Local Health Services shall be responsible for coordinating the compliance reviews with the local health agencies.

**PROCEDURE:**

Through an annual process, each state agency program proposing changes to MPRs shall convene a workgroup or advisory body comprising local stakeholders for the purposes of collaborating on proposed changes. Once changes are agreed upon by stakeholders, the recommended standards shall be forwarded to Local Health Services for SRC review and approval.

The SRC shall review recommended standards to assure changes are consistent with Department policy governing the development of MPRs, MPRI, and MPRG.

The SRC, via Local Health Services, shall seek final approval from the MCDH Director. Local Health Services shall distribute approved standards to affected state/local stakeholders.

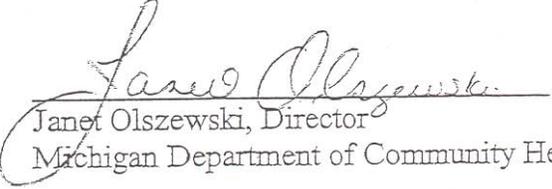
MPRs, MPRI, and MPRG for state public health programs external to MDCH (i.e., Food Service Sanitation and On-Site Sewage Treatment Management) will be subject to approval policies of the Michigan Departments of Agriculture or Environmental Quality, as applicable.

**REFERENCES:**

Michigan Public Health Code, Act No. 368 of 1978, as amended, Section 2472 (3).

**APPROVED**

**DATE**

  
Janet Olszewski, Director  
Michigan Department of Community Health

October 4, 2005