



**Food Service Program Cycle 8
MPR Technical Assistance
Worksheets**

Food and Dairy Division
P.O. Box 30017
Lansing, MI 48909
Ph: 800-292-3939
December 12, 2022

Minimum Program Requirement (MPR) Technical Assistance Worksheets

Following MPR worksheets are to be utilized for Cycle 8 Accreditation of Local Health Department (LHD) Food Programs. They are intended to document the MPR technical assistance review. This technical assistance is the review of MPRs at a high level that assesses if a LHD has procedures/processes in place for ensuring MPRs and associated indicators are met rather than auditing individual files to determine compliance with MPRs and indicators. It is the intention of the Accreditation Reviewers to have discussions with LHD program leaders/staff to determine what procedures/processes a LHD has in place for meeting an MPR and then from this discussion, record if LHD has demonstrated control over an MPR.

Upon request by a LHD, Accreditation Reviews will perform some individual file audits for an MPR for educational and guidance purposes only. Such file audits would not be graded nor held against LHD's overall MPR rating. The rating of an MPR for Cycle 8 would be based upon the controls a LHD has in place for meeting an MPR and not the results of any voluntarily requested file audits that are conducted.

MPR 5 – Field Review Demonstrations of Staff, will be an optional item in which LHD may choose to send up to 8 total non-standardized trainer staff out with MDARD representatives to be assessed in conducting a risk-based inspection. A Field Evaluation Worksheet (FEW) would be used to provide feedback but will not be graded nor used to determine LHD status with MPR 5 indicators. Assessment of MPR 5 would be through discussion with LHD program leaders/staff on procedures/processes in place for ensuring MPR 5 is being met.

MPR 1 – Plan Review

For each listed indicator, determine if the LHD has procedures/processes in place for meeting said indicator. Mark all indicators that are considered met through LHD procedures/processes:

Application form/transmittal letter summarizing scope of plans or project (FL 6105)

Completed worksheet

Menu

Standard Operating Procedures (SOP)

Layout (plans), including scaled drawings

Equipment specifications or equivalent information such as make and model number

A copy of the pre-opening evaluation report is in the file

The evaluation report has a notation to indicate the establishment is approved to operate

The evaluation report verifies that there were no uncorrected Priority or no more than two uncorrected Priority foundation violations present prior to opening

Use of plan reviewer's checklist

Calculations to show what is needed and what is proposed for hot water, dry storage, and refrigerated storage for all establishments, including documentation of approval for less than the required calculations, engineering documentation, or other justification for approval

Applicant is informed in writing of any deficiencies. All identified deficiencies are addressed in writing, email, or a documented phone call or on revised plans

Plan approval letter is in the file that includes reference to a unique identifier (I.E.: date, location address, specified code number) marked on the approved plans and specifications.

MPR 1 Comments:

--

MPR 2 – Evaluation Frequency

For each listed indicator, determine if the LHD has procedures/processes in place for meeting said indicator. Mark all indicators that are considered met through LHD procedures/processes:

Food service establishments, non-temporary, are evaluated at frequency based upon Food Law, Section 3123.

MPR 2 Comments:

MPR 3 – Temporary Food Service Establishment Evaluations

For each listed indicator, determine if the LHD has procedures/processes in place for meeting said indicator. Mark all indicators that are considered met through LHD procedures/processes:

Department conducts an operational evaluation OR office consultation, for low risk establishments only, of each temporary food service establishment prior to licensure.

Temporary food establishment application sections of page one: Applicant/Business Contact Information, Public Event Information, and the Food column of the table on page two are completed. All fields of the license form have been completed with the evaluation date, the date the license was approved, and the sanitarian's signature. Appendix A of the application form when used has been completed.

Temporary food service license are not issued with uncorrected Priority or more than two uncorrected Priority Foundation violations.

MPR 3 Comments:

MPR 4 – Evaluation Procedures

For each listed indicator, determine if the LHD has procedures/processes in place for meeting said indicator. Mark all indicators that are considered met through LHD procedures/processes:

Department uses an evaluation report form approved by the MDARD.

Administrative information about the establishment's legal identity, address, and other information is entered on the evaluation report form.

The report findings properly document and identify Priority, Priority foundation, and Core violations.

The evaluation report summarizes the findings relative to compliance with the law.

The report is legible.

The report conveys a clear message.

The narrative clearly states the violations observed and necessary corrections.

Timeframes for correcting Priority, Priority foundation, and Core violations are specified.

The evaluation report is signed and dated by the sanitarian.

The evaluation report is signed by an establishment representative.

MPR 4 Comments:

MPR 5 – Field Review of Demonstrations of Staff

For each listed indicator, determine if the LHD has procedures/processes in place for meeting said indicator. Mark all indicators that are considered met through LHD procedures/processes:

Risk-based evaluations conducted by program staff.

MPR 5 Comments:

MPR 6 – Records

For each listed indicator, determine if the LHD has procedures/processes in place for meeting said indicator. Mark all indicators that are considered met through LHD procedures/processes:

Records are maintained in accordance with MDCH General Schedule #7.

Department staff can retrieve the records necessary for the audit.

Applications and licenses are processed in accordance with law. Complete application information includes:

- a. The date of issuance
- b. The date(s) of operational inspections for STFUs
- c. Signatures (approved electronic signatures are acceptable) of the operator and signature of a person designated by the department and/or their assignees are provided
- d. Pre-opening evaluation report is dated either before or on the same day the license is signed.

MPR 6 Comments:

MPR 7 – Enforcement Policy

For each listed indicator, determine if the LHD has procedures/processes in place for meeting said indicator. Mark all indicators that are considered met through LHD procedures/processes:

The enforcement policy affords notice and opportunity for a hearing equivalent to the Administrative Procedures Act, Act 306 P.A.1969.

The policy is compatible with Chapter 8 of the 2009 Food Code, and the Michigan Food Law.

The department's policy has enforcement procedures for addressing unauthorized construction, operating without a license, imminent health hazards, continuous or recurring Priority, Priority Foundation, and Core violations.

The policy has been adopted and signed by the Health Officer or designee.

LHD's enforcement policy is being followed to eliminate:

- √ Operation without a license
- √ Imminent health hazards
- √ Continuous Priority, Priority Foundation and Core.
- √ Recurring Priority and Priority Foundation.

MPR 7 Comments:

MPR 8 – Follow up Evaluation

For each listed indicator, determine if the LHD has procedures/processes in place for meeting said indicator. Mark all indicators that are considered met through LHD procedures/processes:

Follow-up evaluation conducted by department, preferably within 10 calendar days, but no later than 30 calendar days, to confirm correction of all previously identified Priority and Priority foundation violations.

Information about the corrective action is described on the evaluation report. This includes violations that are corrected at the time of evaluation. For evaluations that do not require an onsite follow-up review see MDARD memo dated 2-19-10.

A separate report form is used to record the results of the follow-up evaluation.

MPR 8 Comments:

MPR 9 – License Limitations

For each listed indicator, determine if the LHD has procedures/processes in place for meeting said indicator. Mark all indicators that are considered met through LHD procedures/processes:

Reasons for limiting a license are in accordance with the Food Law:

- a. The site, facility, sewage disposal system, equipment, water supply, or the food supply's protection, storage, preparation, display, service, or transportation facilities are not adequate to accommodate the proposed or existing menu or otherwise adequate to protect public health.
- b. Food establishment personnel are not practicing proper food storage, preparation, handling, display, service, or transportation.

Proper notice of the limitations have been provided to the applicant along with an opportunity for an administrative hearing.

MPR 9 Comments:

MPR 10 – Variances

For each listed indicator, determine if the LHD has procedures/processes in place for meeting said indicator. Mark all indicators that are considered met through LHD procedures/processes:

Variances are required for specialized processing methods as required by Section 3-502.11 of the Food Code.

Applicant's variance request is maintained in the file.

Applicant has provided a statement of the proposed variance of the Food Code citing relevant code section numbers, an analysis of the rationale for how the public health hazards addressed by relevant code sections will be alternately addressed by the proposal, and a HACCP plan if required (FC sections 8-103.11).

Staff is following the department's procedures.

MPR 10 Comments:

MPR 11 – Consumer Complaint Investigation (non-foodborne illness)

For each listed indicator, determine if the LHD has procedures/processes in place for meeting said indicator. Mark all indicators that are considered met through LHD procedures/processes:

A consumer complaint tracking system has been created.

Consumer complaint investigations are initiated within 5 working days.

Findings (a brief notation that explains the results and conclusions of the investigation) are noted either in the logbook or on the filed complaint record.

MPR 11 Comments:

MPR 12 – Technical Training of Staff

For each listed indicator, determine if the LHD has procedures/processes in place for meeting said indicator. Mark all indicators that are considered met through LHD procedures/processes:

Training record indicates each individual has completed training in the six designated skill areas:

- a. Public health principles
- b. Communication skills
- c. Microbiology
- d. Epidemiology
- e. Food Law, Food Code, related policies
- f. HACCP) within 12 months of being assigned to the program. Employees that are not fully assigned to the food program or part time employees have 18 months to complete training.

The department’s judgment as to the completeness and complexity of the training for each skill area is documented.

Documentation of previous training or evaluations performed under a training plan by the Director of a new sanitarian that has completed training at another local health department or has similar experience.

MPR 12 Comments:

MPR 13 – Fixed Food Service Evaluation Skills

For each listed indicator, determine if the LHD has procedures/processes in place for meeting said indicator. Mark all indicators that are considered met through LHD procedures/processes:

Training record indicates if 25 joint evaluations, 25 independent evaluations under the review of the “Standardized Field Trainer” (either on-site or paperwork review), and five standardization evaluation inspections have been conducted with the “Standardized Field Trainer” within 12 months of employment or assignment to the food program. Employees that are not fully assigned to the food program or part time employees have 18 months to complete training. Employees only involved in the evaluation of specialty food service establishments are exempt.

Documentation of previous training or evaluations performed under a training plan by the Director of a new sanitarian that has completed training at another local health department or has similar experience.

MPR 13 Comments:

MPR 14 – Specialty Food Service Evaluation Skills

For each listed indicator, determine if the LHD has procedures/processes in place for meeting said indicator. Mark all indicators that are considered met through LHD procedures/processes:

Supervisor has endorsed all employees who evaluate specialty food service establishments (mobile, STFU, temporary) as having knowledge of the Food Law, Food Code, public health principles, and communication skills. Each employee must be endorsed for each type of specialty food service facility they evaluate. Automatic endorsement is received when an employee has met the requirements of MPR 12 and 13.

MPR 14 Comments:

MPR 15 - Foodborne Illness Investigations – Timely Response

For each listed indicator, determine if the LHD has procedures/processes in place for meeting said indicator. Mark all indicators that are considered met through LHD procedures/processes:

Foodborne illness complaint investigations are initiated within 24 hours. “Initiated” includes the initial contact, phone calls, file reviews, etc., made by the person responsible for conducting the investigation.

Department promptly reports potential foodborne outbreaks to MDARD by forwarding information required on the Form ‘A’ intake (Pursuant to FL section 3129 (1)).

Department immediately notifies MDARD when their investigation indicated that a source of a foodborne disease or poisoning was from an MDARD licensed Food Establishment by sending an FI-238 (Pursuant to FL section 3129(2)).

Department submits a copy of the final written report to the MDARD within 90 days after the investigation has been completed.

MPR 15 Comments:

MPR 16 - Foodborne Illness Investigation Procedures

For each listed indicator, determine if the LHD has procedures/processes in place for meeting said indicator. Mark all indicators that are considered met through LHD procedures/processes:

The complaint log or tracking system is systematically reviewed each time a FBI complaint is received to determine if isolated complaints may indicate the occurrence of a foodborne illness outbreak.

Documentation of the date of the log review and who conducted the review is on the complaint intake form A or in the complaint database.

The department has and follows standard operating procedures for foodborne disease surveillance and investigating foodborne illness outbreaks that include:

- a. A description of the foodborne illness investigation team and the duties of each member.

- b. Identify who will review log or tracking system for trends and how the reviews will be documented.
- c. Outline the methods used to communicate foodborne illness as stated in the Food Law 3131.(1) "A local health department shall develop and implement a communications system with other applicable governmental agencies, individuals, and organizations including, but not limited to, hospital emergency rooms and state and local police. The communications system shall provide the means to contact specific local health department employees and basic information necessary to initiate a foodborne illness outbreak investigation. The information provided in the communications system shall be updated annually.

Department uses the proper forms for investigating foodborne illness complaints.

- a. For all alleged FBI complaints a Form A or equivalent, and
- b. any of the following documents:
 - (1) LHD Electronic database form
 - (2) IAFP form C1/C2 OR equivalent
 - (3) The Michigan Gastrointestinal Illness Complaint Interview Form,
 - (4) MDSS interview form or;
 - (5) An outbreak-specific questionnaire (if one is used).

Copies of completed forms are available for review, may be electronic.

The department uses procedures consistent with those described in the International Association for Food Protection publication "Procedures to Investigate a Foodborne Illness, 5th edition or as contained in section 3131(2) of the Michigan Food Law.

MPR 16 Comments

Special Recognition

This worksheet is to document special recognition that is being given to a LHD for their Food Program. Special recognition is given for, but not limited to, a LHD conducting a self-assessment; continuing efforts to meet MPRs while on pause (March 2020 to December 2022); or meeting all listed indicators for Cycle 8 Technical Assistance review.

Special Recognition Comments:

Important Factors Worksheet

For Cycle 8 Technical Assistance, meeting Important Factors are optional for LHD. Following worksheet is to be utilized to document the review of Important Factors if a LHD chooses to pursue meeting them.

For each Important Factor mark if LHD has meet conditions of that important factor or if LHD is not pursuing.

Important Factor I – Industry Educational Outreach and Community Relations

The department has completed any of the listed items:

- a. Conducted educational outreach to industry and community groups; or
- b. Conducted industry and community outreach for soliciting food service program related recommendations and feedback.

The department is not pursuing Important Factor I.

Important Factor II - Continuing Education and Training

Each employee assigned to the food service program has received at least 20 contact hours of training every 36 months after the initial training is completed. These contact hours may be prorated if a full 36-month period is not available.

The department is not pursuing Important Factor II.

Important Factor III - Program Support

Department has number of full-time equivalent (FTE) employees that is equal to or greater than the minimal number as calculated by following formula:

$$(\# \text{ licensed establishments}/225) + (\# \text{ temporary licenses issued}/300) = \text{Minimal Number of FTE}$$

The department is not pursuing Important Factor III.

Important Factor IV – Quality Assurance Program

A written quality assurance program has been developed and each sanitarian has had at least 15 evaluation reports reviewed and has completed at least three joint evaluations with the trainer within a 36-month period. The number of evaluation reports reviewed and joint evaluations with a trainer may be prorated if a full 36-month time period is not available.

The department is not pursuing Important Factor IV.

Request for Consultation

This section is to document consultation requests from the health department regarding any training, educational needs for their food program. Planning will then be made for the regional Local Health Services Food Safety Specialist to conduct a separate consult for the local health department regarding their request(s).

Does the health department wish to receive a basic Accreditation training in preparation for Cycle 9?

Yes

No

Please describe any training, educational needs the local health department is requesting.