



Michigan Local Public Health Accreditation Program

Cycle 8 Accreditation Checklist

The Cycle 8 Accreditation Checklist is a tool for Local Health Departments (LHDs) to use leading up to their Accreditation site visit. This checklist will help your team plan for your visit, prepare documentation, and provide you with resources for a successful site visit. It is important to note that this document is meant to be a department level overview, but is not meant for program-specific planning – for program specific planning, please review the [Accreditation Cycle 8 Site Visit Expectations Guidance](#).

Initial Steps

- Ensure MPHI and MDHHS have up-to-date contact information (name and email address) for your Accreditation Coordinator, if applicable, at least 4 months prior to your site visit
- Review Accreditation tool, available online here:
<https://accreditation.localhealth.net/accreditation-tools-timeline/cycle-8-tool/>

MPHI will send an introductory email 4 months prior to your LHD's site visit. This email will include information about pre-materials, your site visit, and technical assistance. You will need to:

- Complete the Module User Creation Form and return to MPHI **within 2 weeks** so user accounts can be set up for key staff from your health department
- Log into the Accreditation Web Module and get to know the platform

*Pre-materials must be submitted to MPHI via Accreditation Web Module **60 days prior** to your site visit. Pre-materials include:*

- Profile Information Form
- Site Visit Schedule (review [scheduling guidance](#))
- Add Exit Attendees for each program area
- Some services/programs administered by a local health department require separate pre-materials; review the "Requested Program Pre-materials" section of the LHD User's guide for additional information and submit necessary materials

Tips to Help Facilitate the Process:

- Assemble an Accreditation Team. Regular meetings for progress reports are beneficial
- Keep all staff and other relevant entities informed about the Accreditation process, including the local governing entity (Board of Health, County Commission, etc.)
- Fresh eyes looking at programs in the local health department can often make a positive impact in preparation; Utilize and involve your staff by having them review programs other than their own.

Helpful Resources

- Visit the Michigan Local Public Health Accreditation Program Website
<https://accreditation.localhealth.net/>
- View the LHD Users' Guide
 - View the Minimum Program Requirements (MPR) Indicator Guide
 - View Review Evaluation Form
- View the Local Governing Entity (LGE) Guide
- View Accreditation 101 Training
- Request guidance from a peer mentor; at your health department or contact MPHI to connect you with these experienced LHD staff
- Reach out to your Technical Assistance (TA) Contacts (noted in each program's [MPR & Indicator Guide](#)) from each state program with any questions regarding Accreditation or clarification on MPRs/Indicators

Documentation

- Review [Accreditation Cycle 8 Site Visit Expectations Guidance](#), detailing the types and formats for documents needed for each section's review.
- Compile relevant documentation for each program. It may be helpful to track this for each program via a spreadsheet or file system (e.g. SharePoint)

Your Site Visit

- Have relevant program staff and administration attend all reviews during the week of your site visit (on-site or remotely)
- Have relevant program staff and administration attend exit-interview(s)

Post-Site Visit

30 days after your health department's on-site visit, MPHI will email your Site Visit Final Report to your Health Officer and Accreditation Coordinator. Please:

- Review your Site Visit Final Report
- Share Site Visit Report with program staff
- Contact us with any questions
- Submit [Site Visit Evaluations](#) for each section **within 60 days** of your Site Visit (evaluations can be submitted via [PDF](#) or [online survey](#))

If you or your staff have questions, please contact any of our team members by email at the following email addresses:

Jessie Jones: jjones@mphi.org

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If you have feedback relating to this checklist, please contact Maddy Davies at mdavies@mphi.org.