



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES

LANSING

GRETCHEN WHITMER
GOVERNOR

ELIZABETH HERTEL
DIRECTOR

April 14, 2025

Dear Health Officer:

We are pleased to share the enclosed information regarding the Local Health Department (LHD) Plan of Organization for the Ninth Cycle of the Michigan Local Public Health Accreditation Program. This letter and its enclosures provide essential information for structuring your plan, including the following:

- LHD Plan of Organization Instructional Guide
- Local Public Health Services Matrix (Attachment A)
- Laws Applicable to Local Public Health (Attachment B)
- LHD Plan of Organization Checklist (Attachment C)
- LHD Plan of Organization Approval Form (Attachment D)

As part of the assessment of the Plan of Organization, the Michigan Department of Health and Human Services (MDHHS) Division of Local Health Services will review the last three (3) years of your agency's annual reports, most recent audit, and applicable websites. You are required to submit the Plan of Organization to the MDHHS Division of Local Health Services once every three (3) years; no later than sixty (60) days before the scheduled Michigan Local Public Health Accreditation Program site visit. This document may serve as a survey of appropriate laws but may not be considered exhaustive or as a limit to responsibilities required by law.

We hope our joint local and state efforts to standardize the LHD Plan of Organization and its components are of value. Questions regarding the processing of the enclosed documents may be directed to the MDHHS Division of Local Health Services, MDHHS-Localhealthservices@michigan.gov.

Sincerely,

Laura de la Rambelje, Director
MDHHS Division of Local Health Services

Enclosures

LHD Plan of Organization Instructional Guide

Legal Basis

The following citations are the legal basis for the Michigan Department of Health and Human Services (MDHHS) to require a Plan of Organization. Citations are taken from the Michigan Public Health Code (PHC) (Public Act 378 of 1978, as amended).

1. PHC – PART 22 - STATE DEPARTMENT OF PUBLIC HEALTH

MCL 333.2235 Local health department; authorization to exercise power or function; primary organization as to services and programs; exceptions; summary reports.

(1) Except as provided in subsection (3), the department may authorize a local health department to exercise a power or function of the department where not otherwise prohibited by law or rule. [*Refer to the Public Health Code, if needed, for subsection 3.*]

(2) The director, in determining the organization of services and programs which the department may establish or require under this code, shall consider a local health department which meets the requirements of part 24 to be the primary organization responsible for the organization, coordination, and delivery of those services and programs in the area served by the local health department.

2. PHC – PART 24 – LOCAL HEALTH DEPARTMENTS

MCL 333.2431 Local health department; requirements; report; reviewing plan for organization of local health department; waiver.

(1) A local health department shall:

(a) Have a plan of organization approved by the department.

(b) Demonstrate ability to provide required services. [*Refer to Attachment A for required services.*]

(c) Demonstrate ability to defend and indemnify employees for civil liability sustained in the performance of official duties except for wanton and willful misconduct.

(d) Meet the other requirements of this part.

(2) Each local health department shall report to the department at least annually on its activities, including information required by the department.

(3) In reviewing a plan for organization of a local health department, the department shall consider the fiscal capacity and public health effort of the applicant and shall encourage boundaries consistent with those of planning agencies established pursuant to federal law.

3. SUMMARY

MCL 333.2235 of the PHC gives broad delegatory power to MDHHS to assign primary responsibility for the delivery of services to Local Health Departments (LHDs) that meet the requirements set forth in Part 24 of the PHC.

Part 24 of the PHC includes the requirement that a LHD must have a plan of organization approved by MDHHS and must demonstrate its ability to provide required services.

Frequency Requirement

To meet the obligations under Part 24 of the PHC, MDHHS requires a LHD to submit its plan of organization:

- (1) Once every three years, unless there is a change in any of the leadership positions on the LHD organizational chart, such as a reorganization or replacement of personnel. In this case, send an amended organizational chart to the Division of Local Health Services; and
- (2) Sixty (60) days before the scheduled LHD Accreditation On-site Evaluation is to begin.

LHD Plan of Organization Required Content and Format

The following sections set forth the information and materials LHDs must include in the LHD Plan of Organization:

1. LEGAL RESPONSIBILITIES AND AUTHORITY

- (a) Outline or list of state and local legal authority [*Refer to Attachment B for a survey of state laws*].
- (b) Brief description of the legal relationship between the LHD and its governing entity. Include the relationship with both the Board of Health and Board of Commissioners, and others if applicable.
- (c) Brief description of the manner in which a LHD (or its governing entity) defends and indemnifies LHD employees for civil liability sustained in the performance of official duties, except for in cases of wanton and willful misconduct (include the name of the carrier).
- (d) If applicable, a brief description of the agreement, contract, or arrangement for others to assist the LHD in carrying out its Food Service Sanitation Program responsibilities.

2. LHD ORGANIZATION

- (a) Organizational chart containing official positions (titles) and lines of authority and displaying names of directors and higher-level managers. MDHHS may request an updated organizational chart at any time during the accreditation cycle in an effort to maintain compliance.
- (b) Documentation of board approval of LHD Plan of Organization.
- (c) List of annual LHD total operating budget amount and total number of FTEs for public health services. Include documentation indicating local governing entity approval of budget.
- (d) Brief description of information technology capacity available to access and distribute current public health information.
- (e) The following materials related to audits:
 - (1) Copies of responses to findings from the most recent audit;
 - (2) A list of significant issues uncovered as a result of subrecipient monitoring and associated responses; and
 - (3) Evidence of corrective action addressing (1) and (2) above.

3. MISSION, VISION AND VALUES

A clear, formally written, publicized statement of the LHD's mission (may include the LHD's vision, values, goals, objectives).

4. LOCAL PLANNING AND COLLABORATION INITIATIVES

- (a) Outline or list of LHD-specific priorities. Describe health assessments, health planning, and strategic planning efforts.
- (b) Outline or list of the LHD activities to plan or pursue priority projects with available resources.
- (c) Outline or list of community partnerships and collaborative efforts.

5. SERVICE DELIVERY

Outline or list of the LHD's locations (including addresses), services, and hours of operation [*Refer to Attachment A for a matrix of services of local public health*].

6. REPORTING AND EVALUATION

- (a) Brief description of the LHD's efforts to evaluate its activities.
- (b) Outline or list of the LHD's mechanism to report on its activities to the community and its board or other governing entity.
- (c) A copy of every annual report that was disseminated publicly during the current Michigan Local Public Health Accreditation Program accreditation cycle.

7. HEALTH OFFICER AND MEDICAL DIRECTOR

- (a) Outline of the LHD procedure for the appointment of a health officer and medical director.
 - (b) Copies of correspondence, such as a letter, memorandum, or other statement, from MDHHS approving the qualifications of the health officer and medical director.
- *NOTE: The appointment procedure must include approval by MDHHS prior to local appointment. (LHDs should make their human resources entity aware of the requirement for MDHHS qualifications review/approval before local appointment). Local health departments and/or their human resources entity should consult MDHHS throughout the appointment process and obtain confirmation that candidates meet qualifications according to the applicable sections of the Public Health Code and/or administrative rules. MDHHS typically requires thirty (30) days of notice to review qualifications.

Plan of Organization Preparation Instructions

The following instructions are for LHDs to use in preparing the LHD Plan of Organization. Please contact MDHHS, Local Health Services at MDHHS-Localhealthservices@michigan.gov, with questions regarding your plan of organization.

Plan of Organization Preparation

1. Review the LHD Plan of Organization Guide. This document provides the legal basis, frequency requirement, plan of organization format, laws applicable to local public health, health officer and medical director requirements and qualifications, approval form for the plan of organization, and a checklist for the plan of organization; and
2. Prepare the Plan of Organization according to the requirements and format found in the LHD Plan of Organization Guide. Please create the Plan of Organization in Microsoft Word using 12-point type. You may submit the Plan of Organization in Portable Document Format (PDF) via <https://webreport.accreditation.localhealth.net/>

Local Approval of Plan of Organization

1. The LHD Plan of Organization requires signed approval of both the health officer and board chairperson prior to submission to MDHHS. In the case of a city health department, approval of the mayor and/or city council president is required.
2. Please complete the approval form and submit it to MDHHS with your Plan of Organization.

Plan of Organization Checklist

1. The Plan of Organization Checklist was developed as an aide to assure all elements of the Plan of Organization are submitted.
2. Please complete the Checklist and submit it to MDHHS with your Plan of Organization and supporting documents.

Plan of Organization Submission

Submit the Plan of Organization and supporting documentation no less than sixty (60) days before your scheduled Michigan Local Public Health Accreditation Program site visit.

The method of submission is an electronic version (PDF) of the Plan of Organization through the Michigan Local Public Health Accreditation Program website (<https://webreport.accreditation.localhealth.net/>). Please note that there is a 50 mb limit per file. If your Plan of Organization is larger than 50 mb, you may need to upload multiple files.

MDHHS Approval and Verification of the LHD Plan of Organization

1. Your agency's Plan of Organization and supporting documentation will be reviewed by personnel from the MDHHS Division of Local Health Services. If upon review of the Plan of Organization an item is found to be missing or requiring correction, the Division of Local Health Services will make contact with your agency to identify a remedy prior to the Powers and Duties site visit. Approval of the Plan of Organization will be granted by the primary reviewer assigned to conduct the Powers and Duties site visit and is valid for three (3) years from the date that your scheduled exit interview for the Powers and Duties site visit has occurred.
2. Verification that your Plan of Organization was approved will be communicated to the appropriate LHD personnel by the primary Powers and Duties reviewer prior to their arrival to the site visit.

Attachment A

MATRIX OF SERVICES OF LOCAL PUBLIC HEALTH

Services	Rule or Statutory Citation	Required = Basic + Mandated + ELPHS				Allowable 2	Notes
		1	1-A	1-B	1-C		
Immunizations	MCL 333.9203; R 325.176; Annual appropriations act (example: P.A. 121 of 2024 Sec. 218 and 1222)	X	X	X	X		
Infectious/ Communicable Disease Control; Reporting (General)	MCL 333.2433; Part 51, MCL 333.5101 <i>et seq.</i> ; Part 52, MCL 333.5201 <i>et seq.</i> ; R 325.171 <i>et seq.</i> ; Annual appropriations act (example: P.A. 121 of 2024 Sec. 218 and 1222)	X	X	X	X		See below for more specific requirements.
STI Control	MCL 333.5117; R 325.174; R 325.175; R 325.177; Annual appropriations act (example: P.A. 121 of 2024 Sec. 218 and 1222)	X	X	X	X		For more on HIV/AIDs, see below.
TB Control	MCL 333.5117; R 325.174; R 325.175; Annual appropriations act (example: P.A. 121 of 2024 Sec. 218)	X	X	X			
Emergency Management – Community Health Annex	MCL 30.410; Annual appropriations act (example: P.A. 121 of 2024 Sec. 218)	X	X	X			Basic Service under annual omnibus appropriations act; Mandated Service if required under Emergency Management Act, MCL 30.401 <i>et seq.</i>
Prenatal Care	Annual appropriations act (example: P.A. 121 of 2024 Sec. 218)	X	X				
Family Planning Services for Indigent Women	MCL 333.9131	X		X			
Health Education	MCL 333.2433	X		X			See MCL 333.2237(2) for a definition of "health education."
Nutrition Services	MCL 333.2433	X		X			
HIV/AIDS Services; Reporting, Counseling, and Partner Notification	MCL 333.5114; MCL 333.5114a; MCL 333.5131 MCL 333.5923; R 325.173	X		X			
Care of Individuals with Serious Communicable Disease or Infection	MCL 333.5117; Part 53, MCL 333.5301 <i>et seq.</i> ; R 325.177	X		X			"Financial liability for care rendered under this section shall be determined in accordance with part 53." MCL 333.51147(4).
Hearing and Vision Screening	MCL 333.9301; R 325.3271 <i>et seq.</i> ; R 325.13091 <i>et seq.</i> ; Annual appropriations act	X		X	X		
Public Swimming Pool Inspections	MCL 333.12524; R 325.2111 <i>et seq.</i>	X		X			Required if "designated." MCL 333.12524(1).
Campground Inspection	MCL 333.12510; R 325.1551 <i>et seq.</i>	X		X			Required if "designated." MCL 333.12510(1).
Public/Private On- Site Wastewater	MCL 333.12751; MCL 333.12757; R 323.2210; R 323.2211	X		X	X		"Alternative waste treatment systems" are regulated by LHD.
Food Protection	MCL 289.3103 <i>et seq.</i> ; Annual appropriations act	X		X	X		

Services	Rule or Statutory Citation	Required = Basic + Mandated + ELPHS				Allowable	Notes
Pregnancy Tests; Certification Forms	MCL 333.17015(18)	X		X			
Public/Private Water Supply	MCL 333.12701 <i>et seq.</i> ; MCL 325.1001 <i>et seq.</i> ; R 325.1601 <i>et seq.</i> ; R 325.10101 <i>et seq.</i>	X			X		
Allowable Services						X	This category includes all permissive responsibilities in statute or rule that happen to be eligible for cost reimbursement.
Other Responsibilities (Upon Delegation)	MCL 333.2235(1)					X	This category is NOT connected to express responsibilities within statute, but instead refers entirely to pure delegation by the department as allowed. In addition to general provision, the Code allows delegations for specified functions.

MATRIX DEFINITIONS

Name	Citation	Description
1. Required Service	MCL 333.2321(2); MCL 333.2408(1)	- "A basic health service designated for delivery through a local health department [LHD] . . . for the local fiscal year covered by the appropriation"; - "[A] local health service specifically required pursuant to [Part 24] or specifically required elsewhere in state law"; or - Services designated under ELPHS.
1-A. Basic Service	MCL 333.2311; MCL 333.2321(2)	A service identified under Part 23 that is funded by appropriations to MDHHS or that is made available through other arrangements approved by the Legislature. Defined by the omnibus appropriations act and could change annually.
1-B. Mandated Service	MCL 333.2408(1)	The portion of required services that are not basic services but are "specifically required pursuant to [Part 24] or specifically required elsewhere in state law."
1-C. ELPHS	Annual appropriations act (example: P.A. 121 of 2024 Sec. 1222. (1))	Funds appropriated in the MDHHS section of the Omnibus Appropriations Act that are to be prospectively allocated to LHDs to support immunizations, infectious disease control, STD control and prevention, hearing screening, vision services, food protection, public water supply, private groundwater supply, and on-site sewage management.
2. Allowable Services	MCL 333.2403(1);	"[A] health service delivered [by an LHD] which is not a required service but which [MDHHS] determines is eligible for cost reimbursement."
Omnibus Appropriations Act	Annual appropriations act	Most recent omnibus appropriations act for MDHHS.

Attachment B

SELECTION OF LAWS APPLICABLE TO LOCAL PUBLIC HEALTH (LPH)

Public Health Code (Public Act 368 of 1978, as amended)

MCL § 333.1105 – Definition of "Local Public Health Department"
MCL § 333.1111 – Protection of the health, safety, and welfare
Part 22 (MCL §§ 333.2201 *et seq.*) – State Departments
Part 23 (MCL §§ 333.2301 *et seq.*) – Basic Health Services
Part 24 (MCL §§ 333.2401 *et seq.*) – Local Health Departments
Part 51 (MCL §§ 333.5101 *et seq.*) – Prevention and Control of Diseases and Disabilities
Part 52 (MCL §§ 333.5201 *et seq.*) – Hazardous Communicable Diseases
MCL § 333.5923 – HIV Testing and Counseling Costs
MCL § 333.9131 – Family Planning Services
Part 92 (MCL §§ 333.9201 *et seq.*) – Immunization
Part 93 (MCL §§ 333.9301 *et seq.*) – Hearing and Vision Testing and Screening
MCL § 333.11101 – Reporting of Prohibited Donation or Sale of Blood Products
Part 125 (MCL §§ 333.12501 *et seq.*) – Campgrounds and Public Swimming Pools
Part 127 (MCL §§ 333.12701 *et seq.*) – Water Supply and Sewer Systems
Part 138 (MCL §§ 333.13801 *et seq.*) – Medical Waste
MCL § 333.17015 – Informed Consent

Appropriations (Current as of April 2025: Public Act 121 of 2024)

Sec. 218 – Basic Services
Sec. 1222– Essential Local Public Health Services (ELPHS)

Michigan Office of Attorney General (OAG) Opinions

OAG, 1987-1988, No. 6415 – Legislative authority to determine appropriations for local health services
OAG, 1987-1988, No. 6501 – Reimbursement of local department for required and allowable services
OAG, 1989-1990, No. 6650 – LHD procedures for establishing sanitation fees for food service establishments
OAG, 1995-1995, No. 6891 – Application of Administrative Procedures Act of 1969 (APA) to LHD
OAG, 2007, No. 7205 – LHD's authority concerning immunization requirements

Food Law (Public Act 92 of 2000, as amended)

MCL § 289.1109 – Definition of "Local Health Department"
MCL § 289.3103, *et seq.* – Enforcement, Delegation to Local Health Department

Natural Resources and Environmental Protection Act (Public Act 451 of 1994, as amended)

Part 31 (MCL §§ 324.3101, *et seq.*) – Water Resources Protection
Water Resources Protection, Part 22 (R 323.2201, *et seq.*) – Groundwater Quality Rules (on-site wastewater treatment)
Part 117 (MCL §§ 324.11701, *et seq.*) – Septage Waste Services

Land Division Act (Public Act 288 of 1967, as amended)

MCL § 560.105(g) – Preliminary Plat Approvals
MCL § 560.109a – Parcels Less Than One Acre
MCL § 560.118 – Health Department Approval

Condominium Act (Public Act 59 of 1978, as amended)

MCL § 559.171a – Approval of Condominium Project Not Served by Public Sewer and Water

Safe Drinking Water Act (Public Act 399 of 1976, as amended)

MCL § 325.1016 – Agreements to Administer Act; Public Water Supplies

This document may serve as a survey of appropriate laws but may not be considered exhaustive or as a limit to responsibilities required by law.

Attachment C

Cycle 9 Plan of Organization Checklist	
Submitted	Description
1. LEGAL RESPONSIBILITIES	
<input type="checkbox"/>	A. Outline or list State and Local Statutory Authority for the Local Health Department (LHD).
<input type="checkbox"/>	B. Brief description of the Governing Entity Relationship with the LHD.
<input type="checkbox"/>	C. Brief description of the manner in which the LHD defends and indemnifies employees for civil liability sustained in the performance of official duties except for wanton and willful misconduct (include the name of the carrier).
<input type="checkbox"/>	D. Briefly describe, if applicable, the delegation of Food Service Sanitation Program responsibilities. Include name and contracted entity or entities.
2. LHD ORGANIZATION	
<input type="checkbox"/>	A. Organizational chart contains official positions (titles) and lines of authority and displays names of Directors and higher-level managers.
<input type="checkbox"/>	B. List annual LHD total operating budget amount and total number of FTEs for public health services. Include documentation indicating local governing entity approval of budget and copy of most recent budget.
<input type="checkbox"/>	C. 1. Responses to audit findings. 2. Sub-recipient monitoring issues and responses. 3. Corrective action regarding (1) and (2) above.
<input type="checkbox"/>	D. Briefly describe information technology capacity needed to access and distribute up-to-date public health information.
3. MISSION, VISION, AND VALUES	
<input type="checkbox"/>	A. Contains a clear, formally written, publicized statement of the LHD's mission (may include the LHD's vision, values, goals & objectives).
4. LOCAL PLANNING AND COLLABORATION INITIATIVES	
<input type="checkbox"/>	A. Outline or list LHD-specific priorities.
<input type="checkbox"/>	B. Outline or list the LHD activities to plan or pursue priority projects with available resources.
<input type="checkbox"/>	C. Outline or list community partnerships and collaborative efforts.
5. SERVICE DELIVERY	
<input type="checkbox"/>	A. Outline or list the LHD's locations (including addresses, services, and hours of operation).
6. REPORTING AND EVALUATION	
<input type="checkbox"/>	A. Briefly describe the LHD's efforts to evaluate its activities.
<input type="checkbox"/>	B. Outline or list the LHD's mechanism to report on its activities to the community and its governing entity. Provide copies of all annual reports that were disseminated publicly during the current MLPHAP accreditation cycle.
7. HEALTH OFFICER AND MEDICAL DIRECTOR	
<input type="checkbox"/>	A. Procedure for appointment of a Health Officer and Medical Director
B. HEALTH OFFICER:	
<input type="checkbox"/>	1. MDHHS Approval – Letter, memo, other.
C. MEDICAL DIRECTOR:	
<input type="checkbox"/>	1. MDHHS Approval – Letter, memo, other.
<input type="checkbox"/>	8. LHD PLAN OF ORGANIZATION APPROVAL FORM

Attachment D

PLAN OF ORGANIZATION APPROVAL FORM

This approval form is to be signed by the Health Officer and the chairperson of the agency's local governing entity. Completion of this form is required and is to be submitted to MDHHS with the LHD Plan of Organization. If this Plan of Organization or the Health Officer changes subsequent to submission to the MDHHS Division of Local Health Services, this approval form must be re-signed by the appropriate local authorities referenced and resubmitted to the MDHHS Division of Local Health Services.

I have reviewed the Plan of Organization for [Click or tap here to enter text..](#) (Insert LHD)

The Plan and related documentation accurately reflect the organization of services and programs for the area served by the LHD. We affirm this Plan, as submitted, fulfills all the requirements set forth in the LHD Plan of Organization Guide.

Health Officer Name: [Click or tap here to enter text.](#) Signature:

Date: [Click or tap here to enter text.](#)

Local Governing Entity Chairperson Name: [Click or tap here to enter text.](#)

Local Governing Entity Name: [Click or tap here to enter text.](#)

Mailing Address: [Click or tap here to enter text.](#)

Chairperson Signature: _____

Date: [Click or tap here to enter text.](#)