



## Michigan Local Public Health Accreditation Program

### Cycle 8 Needs Assessment/Capacity Building Assistance Site Visit Guidance & Information

As shared previously, Cycle 8 of Michigan’s Local Public Health Accreditation Program (MLPHAP) will look different from previous cycles of Accreditation. The focus of this cycle is rebuilding and strengthening Michigan’s governmental public health system. This includes building relationships between state and local program staff, assessing the unique needs for each local health department, providing capacity building assistance, and identifying and developing supports to meet the needs of local health both individually and collectively.

As such, the structure and function of On-Site Reviews, or site visits, are different for Cycle 8, as is the report that will be generated following each site visit. A [calendar of site visits](#) can be found on the MLPHAP website. This document provides an overview of the proposed site visit process, including purpose and guiding questions, as well as proposed site visit report sections.

#### Cycle 8 Site Visit Process

##### ***Purpose***

The purpose of the site visits for each program for Cycle 8 is to meet with program staff at each health department, build familiarity and relationships with staff, discuss how their program is currently operating, and jointly identify strengths and needed supports. These site visits should be discussion-based and not focused on assessing compliance. The MPR and Indicator guide for each program can be used to guide the discussion to ensure that all of the department’s needs for that program can be identified during the site visit.

##### ***Site Visit Report Sections***

To follow the Cycle 8 purpose and process for site visits, the online module will be revised to include report sections that highlight key points and findings from the discussion. The following outline of proposed report sections also includes Possible Guiding Questions reviewers can use with program staff at the local health department to guide the discussion. Reviewers are strongly encouraged to use the questions, and they will help to guide conversation during the site visit as well as development of the report. They are meant as a tool to help facilitate two-way conversation between the reviewer and LHD staff.

**Reminder:** Local Health Departments will not be assessed on whether they meet or do not meet indicators during Cycle 8, so there will not be an option to select Met, Not Met, or Met with Conditions in the web module during this Cycle. Accordingly, there will also not be a process for corrective plans of action (CPAs). State-level staff should continue working with local-level program staff to support identified needs throughout the Cycle to help them prepare for their LHD’s subsequent review in Cycle 9.

**Proposed Site Visit Report Sections include the following for each MPR/indicator:**

**1. Site Visit Summary**

- a. This should include a summary of key points of discussion, an overview of current program operations, and any high-level recommendations that the reviewer is proposing.
- b. Possible Guiding Questions:
  - i. What questions does your program have about these MPRs/indicators?
  - ii. What does your program want us to know about these MPRs/Indicators?
  - iii. How have operations in this program changed since COVID?
  - iv. What staffing changes have you had in this program?

**2. Areas of Strength**

- a. This section of the report highlights things that the LHD is doing well or could be strong opportunities in the future.
- b. Possible Guiding Questions:
  - i. What capacity does your program currently have to fulfill these MPRs/Indicators currently?
  - ii. What opportunities does your program currently have?

**3. Needed Supports**

- a. This section of the report highlights LHD needs. Needs may be beyond the scope of a program to provide assistance; however, this is meant to document and acknowledge possible needed support or assistance. For example, it may be that a local governing entity would need to provide assistance with funding or a new ordinance.
- b. Possible Guiding Questions:
  - i. What challenges is your program currently facing?
  - ii. What needs for assistance does your program have? (Could include: training, guidance, resources, or other)
  - iii. What will your program need to fulfill MPRs/indicators in the future?

**4. Support to be Provided by the State Program**

- a. (Could include: training, technical assistance, funding, resources, or other)

**5. Other Information**

- a. Anything else you or the LHD would like noted in the report can be included here.