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STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

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DIRECTOR

**Environmental Health Inspection Requests
Processing Guidance
Department of Licensing and Regulatory Affairs (LARA)
Bureau of Community and Health Systems (BCHS)
Last Update: July 26, 2019**

- LARA-BCHS requests an Environmental Health Inspection (EHI) Request. The EHI Request form, BCAL-1787A, is sent to the appropriate health agency (LHD) with a 30-day due date.
- **Health agency** receives the EHI Request form:
 - a) Performs inspection
 - b) Prepares EHI Report, BCAL-1788-CC (Child Care) or BCAL-1788-AFC (Adult Foster Care), *available electronically only*
 - c) Enters the amount due on the EHI Request form in the "Inspection fee amount \$" space
 - d) Submits both completed forms (Request form and Report) back to indicated BCHS staff under **"SEND COPY OF REPORT TO:"**
BCAL-1788-CC:
https://www.michigan.gov/documents/lara/lara_BCAL_1788cc_Environmental_Health_Inspection_Report_492680_7.pdf
BCAL-1788-AFC: https://www.michigan.gov/documents/lara/lara_BCAL_1788-AFC_Environmental_Health_Inspection_Report_494294_7.pdf

For payment due to the Health agency:

- **LARA-BCHS** receives the EHI Request form and EHI Report:
 - a) The EHI report grade of inspection entered in Bureau Information Tracking System (BITS) by the licensing consultant. If acceptable, licensing consultant issues license
 - b) Licensing consultant places authorizing signature on EHI Request
 - c) Licensing consultant submits EHI Request to LARA-BCHS Central Office, Lansing (Sandy Wheaton)
- Central Office verifies that EHI report grade was entered in BITS then gives to Central Office supervisor (Kim Garza) for authorizing signature approving payment
- Supervisor forwards the EHI requests to BCHS Business Analyst for payment processing in SIGMA (payment program) which are processed weekly
- Once entered in SIGMA, entries are reviewed and approved for electronic fund transfer (EFT) to the health agency within a couple of days by LARA Financial Services

If the EHI report grade of inspection is acceptable, the licensing consultant issues license.

If there are questions, please contact Lori Smith at (517) 284-9717.