



SECTION IV: GENERAL COMMUNICABLE DISEASE CONTROL

IV1. The local health department must have a system in place that allows for the referral of disease incidence and reporting information from physicians, laboratories, and other reporting entities to the local health department.

R 325.174

(1) The local health department that has jurisdiction where an individual who has a reported condition resides or where an illness or infection is being or may be spread shall initiate an investigation as necessary.

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(5) The local health department shall transmit the results of its investigation of a report of an unusual occurrence of illness, outbreak, or epidemic to the department by an immediate informal report that shall be followed by progress reports and a final report. The reports shall be in a format that is acceptable to the department.

Reported Condition = Designated Condition

R 325.173

(7) When a physician or clinical laboratory suspects the presence of a designated condition, but does not have sufficient information to confirm its presence, the physician or laboratory shall report the designated condition as suspect to the appropriate local health department. Upon confirmation of the designated condition, a physician or laboratory shall report the condition as confirmed to the appropriate local health department.

1.1 The local health department shall maintain annually reviewed policies and procedures.

This indicator may be met by:

a. Maintaining the following policies and procedures for:



- Receiving case reports from citizens, physicians, health care facilities, laboratories, and other reporting entities.
- Entering the received reports into the MDSS.
- Timely submission of case reports via the MDSS to MDCH.
- Completion of case reports.
- How and when data is collected, collated, and analyzed and who within the local health department is responsible for such activities.

AND

- b. Evidence that policies and procedures are reviewed annually.

Documentation Required:

- Providing the above policies and procedures
- Summary sheet or other documentation illustrating that policies and procedures were reviewed and approved by one of the following individuals: CD/Nursing Supervisor, Medical Director, or Health Officer

Evaluation Question:

- None

- 1.2** The local health department collects, collates, and analyzes communicable disease surveillance data that is reported to their jurisdiction by physicians, laboratories, and other authorized reporting entities.

This indicator may be met by:

- a. The local health department conducts weekly analysis of reported disease cases that shall be documented in a log (e.g., weekly MDSS line list, report, or hand-written log) and signed-off by the CD/Nursing Supervisor, Epidemiologist, or Medical Director.



Documentation Required:

- Weekly Surveillance log (e.g., weekly MDSS line list, report, or hand-written log of cases)
- Evidence that weekly surveillance log is monitored and signed-off on a weekly basis by the CD/Nursing Supervisor, Epidemiologist, or Medical Director

Evaluation Question:

- None

- 1.3** The local health department electronically submits communicable disease cases and case report forms (PDF forms) that are complete, accurate, and timely to MDCH by utilization of the Michigan Disease Surveillance System (MDSS).

Note: A random sample of case reports will be pulled out of MDSS by the reviewer prior to the on-site visit for evaluation of this indicator.

This indicator may be met by:

- a. Evidence of MDSS and case report form utilization; **AND**
- b. Entry within 1 business day of received communicable disease reports into the MDSS; **AND**
- c. Within 7 days of receipt, at least 90% of case demographic data (name, address, age/ date of birth, sex, race, ethnicity, and disease) is completed in MDSS; **AND**
- d. Upon case completion, at least 90% of the detailed case report (PDF) form's available fields are accounted for/filled in/completed. Information that cannot be obtained should be documented. To meet this indicator, 90% of the cases pulled by the reviewer (18/20) will have to meet the above criteria; **AND**



- e. Cases are updated, reactivated, and/or reclassified in MDSS as new information is obtained (e.g., laboratory serogroups and serotype results, patient outcome, and outbreak identification).

Documentation Required:

- Documentation indicating the staff responsible for MDSS case entry.
- Evidence of case completion efforts, reporting timeline requirements, and staff instructions to update case report forms in MDSS as new information is obtained.

Evaluation Question:

- None

- 1.4** The local health department shall create an annual report (or formal summary) that includes aggregate communicable disease data for dissemination throughout the local health department's jurisdiction.

This indicator may be met by:

- a. The local health department maintains and displays communicable disease case counts in an annual report that can be distributed to interested entities such as community physicians, infection control, and private citizens. The annual report (or formal summary) should include aggregate data for the previous three years to illustrate the jurisdiction's communicable disease trends.
- b. **(Special Recognition)** The local health department may also disseminate a quarterly update with similar data to the above groups of people.

Documentation Required:

- Annual report (or formal summary) for the past 3 years (paper copy or electronic/web-based equivalent)
- List of stakeholders who receive Annual Report/quarterly updates



Documentation Requested:

- **(Special Recognition)** Quarterly updates or other news bulletins that get disseminated through the LHD jurisdiction.

Evaluation Question:

- None



IV2. The local health department shall perform investigations of communicable diseases as required by Michigan law.

MCL 333.2433

(2) A local health department shall:

(a) Implement and enforce laws for which responsibility is vested in the local health department.

* * * *

(c) Make investigations and inquiries as to:

(i) The causes of disease and especially of epidemics.

* * * *

(iii) The . . . sources of illness.

R 325.174

(1) The local health department that has jurisdiction where an individual who has a reported condition resides or where an illness or infection is being or may be spread shall initiate an investigation as necessary.

(5) The local health department shall transmit the results of its investigation of a report of an unusual occurrence of illness, outbreak, or epidemic to the department by an immediate informal report that shall be followed by progress reports and a final report. The reports shall be in a format that is acceptable to the department.

Reported Condition = designated condition (R 325.172)

R 325.173

(7) When a physician or clinical laboratory suspects the presence of a designated condition, but does not have sufficient information to confirm its presence, the physician or laboratory shall report the designated condition as suspect to the appropriate local health department. Upon confirmation of the designated condition, a physician or laboratory shall report the condition as confirmed to the appropriate local health department.

2.1 The local health department shall maintain annually reviewed policies and procedures.



This indicator may be met by:

a. Maintaining the following policies and procedures for:

- Investigating individual case reports.
- Initiation of outbreak investigations.
- Specific reportable diseases.

AND

b. Evidence that policies and procedures are reviewed annually.

Documentation Required:

- Providing the above policies and procedures
- Summary sheet or other documentation illustrating that policies and procedures were reviewed and approved by one of the following individuals: CD/Nursing Supervisor, Medical Director, or Health Officer

Evaluation Question:

- None

2.2 The local health department shall initiate communicable disease investigations as required by Michigan laws, rules, and/or executive orders.

This indicator may be met by:

a. The LHD investigates individual case reports; **AND**

b. The LHD conducts investigations of communicable disease outbreaks and clusters; **AND**

c. The LHD maintains protocols of specific communicable diseases that are required to be reported by Michigan laws or rules.



Documentation Required:

- Documents and/or records that illustrate how the LHD investigates individual case reports received. This includes identifying who initiates the investigation, what action shall be taken, and the appropriate timelines to be followed.
- Documents and/or records that illustrate how the LHD conducts investigations of communicable disease outbreaks and clusters. This should include identification of roles, corresponding responsibilities during an outbreak, and communication with MDCH Communicable Disease personnel
- Documents and/or records that illustrate the use of disease specific protocols

Evaluation Question:

- None

- 2.3** The local health department shall notify MDCH immediately of a suspected communicable disease outbreak in their jurisdiction.

This indicator may be met by:

- a. The local health department notifies MDCH within 24 hours when their jurisdiction suspects a communicable disease outbreak. Notification can be via phone, fax, MDSS (must include outbreak identifier), or Notification of Serious Communicable Disease form; **AND**
- b. The local health department has a protocol that declares who at the local health department notifies MDCH and what specific information should be relayed (e.g., possible pathogen, source, number ill, facility); **AND**
- c. The local health department maintains a file of outbreaks investigated in their jurisdiction. This review will exclude isolated complaints on the EH foodborne illness complaint log. However, reports (6-point narratives) from outbreaks that are co-investigated by both EH and CD will need to be copied and brought to this review, as epidemiological components of the outbreak will be reviewed.



Documentation Required:

- LHD chosen means for MDCH notification
- Protocol for notifying MDCH
- Outbreak investigation folder

Evaluation Question:

- None



IV3. The local health department shall enforce Michigan law governing the control of communicable disease as required by administrative rule and statute.

MCL § 333.2433

(1) A local health department shall continually and diligently endeavor to prevent disease, prolong life, and promote the public health through organized programs, including prevention and control of environmental health hazards; prevention and control of diseases; prevention and control of health problems of particularly vulnerable population groups; development of health care facilities and health services delivery systems; and regulation of health care facilities and health services delivery systems to the extent provided by law.

(2) A local health department shall:

(a) Implement and enforce laws for which responsibility is vested in the local health department.

MCL § 333.2451

(1) Upon a determination that an imminent danger to the health or lives of individuals exists in the area served by the local health department, the local health officer immediately shall inform the individuals affected by the imminent danger and issue an order which shall be delivered to a person authorized to avoid, correct, or remove the imminent danger or be posted at or near the imminent danger.

R 325.174

(1) The local health department that has jurisdiction where an individual who has a reported condition resides or where an illness or infection is being or may be spread shall initiate an investigation as necessary.

* * * *

(5) The local health department shall transmit the results of its investigation of a report of an unusual occurrence of illness, outbreak, or epidemic to the department by an immediate informal report that shall be followed by progress reports and a final report. The reports shall be in a format that is acceptable to the department.



- 3.1** The local health department shall maintain annually reviewed policies and procedures.

This indicator may be met by:

- a. Maintaining the following policies and procedures:

- Case follow-up and completion.
- Guidance to prevent disease transmission.

AND

- b. Evidence that policies and procedures are reviewed annually.

Documentation Required:

- Providing the above policies and procedures
- Summary sheet or other documentation illustrating that policies and procedures were reviewed and approved by one of the following individuals: CD/Nursing Supervisor, Medical Director, or Health Officer

Evaluation Question:

- None

- 3.2** The local health department performs activities necessary for case follow-up, which includes guidance to prevent disease transmission.

This indicator may be met by:

- a. The LHD can demonstrate timely case follow-up, follow-up efforts, and completion/updates of cases in MDSS; **AND**
- b. The LHD maintains control guidelines or other guidance materials to assist in the control of disease spread (e.g., Norovirus Control Guidelines in Nursing Homes, etc.) that can be distributed to community partners; **OR**



- c. Additional educational materials, fact sheets, or other guidance documents that will assist the LHD with prevention of disease transmission.
- d. **(Special Recognition)** Provide communicable disease presentations to educational venues such as conferences and community health education fairs.

Documentation Required:

- Records and/or documentation that demonstrates timely case follow-up, follow-up efforts, and completion/updates of cases in MDSS

Documentation Requested:

- Control guidelines or other guidance materials to assist in the control of disease spread (e.g., Norovirus Control Guidelines in Nursing Homes, etc.) that can be distributed to community partners
- Additional educational materials, fact sheets, or other guidance documents that will assist the LHD with prevention of disease transmission
- **(Special Recognition)** Communicable disease presentations to educational venues such as conferences and community health education fairs

Evaluation Question:

- None

- 3.3** Presence of adequately prepared staff capable of enforcing Michigan law governing the control of communicable diseases.

This indicator may be met by:

- a. Staff has access to current and up-to-date reference materials (e.g., Control of Communicable Diseases Manual; Red Book; Brick Book; Michigan Communicable Disease Handbook; CDC Core Curriculum on



Tuberculosis; MMWR case definitions; FIRST, Rabies, Headlice, and Scabies manuals, etc.); **AND**

- b. Attendance of professional development activities (which may offer CME, CEU, or contact hours), which may include in-services, conferences, seminars, and trainings.

Documentation Required:

- LHD has documentation of CD staff participation in professional development activities, conferences, seminars, and/ or trainings.
- The documentation for the above indicator may include either a copy of the CEU certificate or a listing of activities attended for a given year, along with the date of the activity.

Evaluation Question:

- None

- 3.4** The local health department shall complete and submit the necessary foodborne or waterborne outbreak investigation forms.

This indicator may be met by:

- a. The local health department completes and submits the CDC 52.13 (foodborne) and CDC 52.12 (waterborne) forms to MDCH within 60 days of the beginning of the investigation.

Documentation Required:

- Copies of completed CDC 52.13 and CDC 52.12 forms

Evaluation Question:

- None



IV4. The local health department responds to individuals and situations that pose a public health threat to others, as required by the public health code.

[“Response” could encompass all manner of action by a health department, including warning notice, investigations, and mandatory reporting. However, there are MPRs that speak to other aspects of “response.” In this MPR, the statutory support is limited to immediate response to the carrier.]

MCL § 333.5203:

(1) Upon a determination by a department representative or a local health officer that an individual is a carrier and is a health threat to others, the department representative or local health officer shall issue a warning notice to the individual requiring the individual to cooperate with the department or local health department in efforts to prevent or control transmission of serious communicable diseases or infections.

MCL § 333.5207

(1) To protect the public health in an emergency, upon the filing of an affidavit by a department representative or a local health officer, the circuit court may order the department representative, local health officer, or a peace officer to take an individual whom the court has reasonable cause to believe is a carrier and is a health threat to others into custody and transport the individual to an appropriate emergency care or treatment facility for observation, examination, testing, diagnosis, or treatment and, if determined necessary by the court, temporary detention. If the individual is already institutionalized in a facility, the court may order the facility to temporarily detain the individual. An order issued under this subsection may be issued in an ex parte proceeding upon an affidavit of a department representative or a local health officer. (Emphasis added.)

4.1 The local health department has a policy and procedure for issuing a warning notice to an individual identified as having a communicable disease and who poses a public health threat.

This indicator may be met by:

- a. The local health department develops and maintains a warning notice policy and procedure.



Documentation Required:

- Policy and procedure for issuing a warning notice
- Evidence of legal review of the policy and procedure **every three years or more frequently if revisions occur**
- Evidence that this policy/procedure is reviewed annually. This can be a summary sheet or other documentation illustrating the policy and procedure was reviewed and approved by one of the following individuals: CD/Nursing Supervisor, Medical Director or Health Officer.
- Template letter or actual example of a warning notice

Evaluation Question:

- None

- 4.2** The local health department has a policy and procedure for responding to individuals with a communicable disease who have failed or refused to comply with a rule, notice, or proper order of the public health department.

This indicator may be met by:

- a. The local health department develops and maintains a recalcitrant policy.

Documentation Required:

- Policy and procedure to respond to those who fail or refuse to comply with the warning notice
- Evidence of legal review of the policy and procedure **every three years or more frequently if revisions occur**
- Evidence that this policy and procedure is reviewed annually. This can be a summary sheet or other documentation illustrating the policy and procedure was reviewed and approved by one of the



following individuals: CD/Nursing Supervisor, Medical Director, or Health Officer.

- Template letter or actual example used to respond to recalcitrant behavior

Evaluation Question:

- None

- 4.3** The local health department has a policy and procedure for issuing emergency orders, which may include involuntary detention and treatment as allowed by the Michigan Public Health Code, to the general populace.

This indicator may be met by:

- a. The local health department has a policy and procedure for issuing emergency orders (including isolation and quarantine procedures); **AND**
- b. The local health department has a list of appropriate contacts (business and after-hours) at local, regional, state, and federal level; **AND**
- c. The local health department has a procedure for handling emergency orders during and after business hours; **AND**
- d. The local health department has procedural flowchart indicating when emergency orders are to be issued and timeline to be followed.

Documentation Required:

- Written policy and procedure for issuing emergency orders
- List of local, regional, state, and federal level contacts (business and after-hours)
- After-hours procedure for issuing emergency orders
- Evidence of legal review of the policy and procedure **every three years or more frequently if revisions occur**



- Evidence that this policy/procedure is reviewed annually. This can be a summary sheet or other documentation illustrating the policy and procedure was reviewed and approved by one of the following individuals: CD/Nursing Supervisor, Medical Director, or Health Officer.

Documentation Requested:

- Emergency order flowchart and timeline

Evaluation Question:

- None