



RICK SNYDER  
GOVERNOR

State of Michigan  
DEPARTMENT OF HUMAN SERVICES  
BUREAU OF CHILDREN AND ADULT LICENSING



MAURA D. CORRIGAN  
DIRECTOR

September 26, 2011

Tracy Coleman  
Faith House In Motion, Inc.  
93 Whittemore  
Pontiac, MI 48342

RE: Application #: AS630307603  
Faith House In Motion  
93 Whittemore  
Pontiac, MI 48342

Dear Ms. Coleman:

Attached is the Original Licensing Study Report for the above referenced facility. The study has determined substantial compliance with applicable licensing statutes and administrative rules. Therefore, a temporary license with a maximum capacity of 6 is issued.

Please review the enclosed documentation for accuracy and feel free to contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please feel free to contact the local office at (248) 975-5053.

Sincerely,

Felicia Townsend, Licensing Consultant  
Bureau of Children and Adult Licensing  
Suite 1000  
28 N. Saginaw  
Pontiac, MI 48342  
(248) 975-5079

Enclosure

**MICHIGAN DEPARTMENT OF HUMAN SERVICES  
BUREAU OF CHILDREN AND ADULT LICENSING  
LICENSING STUDY REPORT**

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	AS630307603
<b>Applicant Name:</b>	Faith House In Motion, Inc.
<b>Applicant Address:</b>	93 Whittemore Pontiac, MI 48342
<b>Applicant Telephone #:</b>	(248) 333-2270
<b>Administrator/Licensee Designee:</b>	Tracy Coleman
<b>Name of Facility:</b>	Faith House In Motion
<b>Facility Address:</b>	93 Whittemore Pontiac, MI 48342
<b>Facility Telephone #:</b>	(248) 333-2270
<b>Application Date:</b>	04/12/2010
<b>Capacity:</b>	6
<b>Program Type:</b>	MENTALLY ILL AGED

- **METHODOLOGY**

04/12/2010	Enrollment
04/14/2010	Application Incomplete Letter Sent re: record clearance for Gene Shepard
12/16/2010	Inspection Completed-BCAL Sub. Compliance
12/17/2010	Inspection Completed On-site
12/20/2010	Contact – Document Sent Corrective Action Plan requested
01/19/2011	Contact - Document Received Corrective Action Plan received
05/25/2011	Inspection Completed On-site
05/25/2011	Inspection Completed-BCAL Full Compliance

## **DESCRIPTION OF FINDINGS & CONCLUSIONS**

### **A. Physical Description of Facility**

This evaluation is based upon the requirements of P.A. 218 of the Michigan Public Acts of 1979, as amended, and the Administrative Rules governing operation of small group adult foster care facilities with an approved capacity of 1-12 residents, licensed or proposed to be licensed after 5/24/94.

#### **1) Environmental Conditions**

Faith Hill House In Motion, Inc. is located at 93 Whittemore, Pontiac, MI 48342. The home is located in Oakland County, Michigan. Tracy Coleman is the owner of record for the property. Proof of ownership is contained in the facility file.

Faith Hill House in Motion, Inc. is an older two story wood frame home with brick and siding. The home is situated on a block with similar construction homes. The home has a two car detached garage. The main entrance opens into a hallway. The dining room is to the left of the hallway and the living room is to the right of the hallway. Directly behind the living room is the family room. A bedroom is located behind the family room and a full bath is directly across the hall from the bedroom. The second floor contains two bedrooms, a half bath, and a sitting area. The home has an unfinished basement.

The bedrooms were measured at the time of inspection and were found to be of the following dimensions and accommodation capability:

<u>BEDROOM</u>	<u>DIMENSIONS</u>	<u>OCCUPANCY</u>
Bedroom #1	15 x 15 = 225 sq. ft.	2
Bedroom # 2	14 x 12 = 168 sq. ft.	2
Bedroom #3	14 x 14 = 196 sq. ft.	2

**Total Occupancy: 6**

Compliance with rule R400.14409 (6) was demonstrated at the time of final inspection.

Based upon the above information, this facility has the square footage necessary to accommodate up to 6 adults, as requested in the application.

The living space for the home was measured and is listed below.

The living room measures 15 x 14 sq. ft., the dining room measures 15 x 14 sq. ft., the family room measures 10 x 9 sq. ft., the kitchen measures 16 x 14 sq. ft. The proposed capacity for the home is 6. Based upon the above measurements, there will be more than the required 35 square feet per resident minimal living space available for the residents of the home.

The bedrooms were properly furnished, clean, and neat. Each bedroom has an easily operable window, a mirror and a chair. The bedrooms all have adequate closet space for storage of clothing and personal belongings. The bedrooms have adequate lighting. The bathtub is equipped with non-skid surfacing and handrails.

## **B. Fire Safety**

Faith House in Motion has a fully hard wired smoke detection system installed to meet the requirements of R400.14505. The home has a smoke detector in the basement and kitchen area. The home also has a fire extinguisher located on all the floors of the home.

The home has two separate means of egress. The required exit doors are equipped with positive latching non-locking against egress hardware.

A gas-fired furnace and hot water heater are located in the basement. Floor separation is provided with a metal door with self-closing device on an enclosed furnace room. The furnace was recently inspected and the licensee supplied a copy of the report for review at the time of final inspection.

Faith Hill House in Motion, Inc. has public water and sewage services. The kitchen and bathrooms were evaluated, and were found to be adequately equipped and in clean condition. All necessary appliances were present at the time of final inspection. Caustics will be stored in a secured area not used for food storage or preparation. The refrigerator and freezer were equipped with thermometers. The water temperature was

tested at the time of final inspection and found to be within the acceptable range as defined by rule R 40014401(2).

### **C. Program Description**

Admission and discharge policies, program statement, personnel policies, and standard procedures for the facility were reviewed and accepted as written. The applicant intends to provide 24 hour supervision, protection and personal care to six (6) adults ages 21 to 67 who are mentally ill. The program will include medication administering, social interaction skills, personal hygiene, and recreation. According to the program statement, the goals of the program is to 1) Respond to the adult care needs of the community and serve as a resource, based on organizational and program capacity. 2) Provide quality service in a nurturing caring environment and 3) Promote the idea of full development of potential with a focus on respectful living and human dignity among its residents.

If required, behavioral intervention and crisis intervention programs will be developed as identified in the assessment plan. These programs shall be implemented only by trained staff, and only with the prior approval of the resident, guardian, and the responsible agency.

The licensee will provide all transportation. The facility will make provision for leisure and recreational equipment. It is the intent of this facility to utilize local community resources including public schools and libraries, local museums, shopping centers and local parks.

### **D. Applicant and Administrator Qualifications**

The applicant is Faith House in Motion, Inc. which is a non-profit corporation established in Michigan in 2009. The applicant submitted a financial statement and established an annual budget projecting expenses and income to demonstrate the financial capability to operation this adult foster care facility.

A licensing record clearance request was completed on Tracey Coleman which reflected that the licensee had a previous conviction in 1982. The Division concluded that the convictions should not be considered a barrier. Approval was based on the following:

“Ms. Coleman has not had any criminal activity following her conviction in 1982. Ms. Coleman successfully completed her probation in 1986 and demonstrated responsibility and remorse for her crimes. Ms. Coleman provided three positive letters of reference, verification of her academic and work accomplishments, which evidences that she is rehabilitated and does have good moral character.”

Tracey Coleman has provided documentation to satisfy the qualifications and training requirements identified in the administrative group home rules. Ms. Coleman worked at a licensed adult foster home for the mentally ill from January 2006 until January 2009.

The staffing pattern for this six-bed facility is adequate and includes a minimum of one staff to six residents per shift. All staff shall be awake during sleeping hours.

The applicant acknowledges an understanding of the training and qualification requirements for direct care staff prior to each person working in the facility in that capacity or being considered as part of the one staff-to-six resident ratio.

The applicant acknowledges an understanding of the responsibility to assess the good moral character of employees and contractors who have regular, on-going, "direct access" to residents or the resident's information.

The applicant acknowledges their responsibility to obtain all required documentation and signatures that are to be completed prior to each direct care staff or volunteer working with residents. In addition, the applicant acknowledges their responsibility to maintain a current employee record on file in the home for the licensee, administrator, and direct care staff or volunteer.

The applicant acknowledges an understanding of the administrative rules regarding informing each resident of their rights and providing them with a copy of the Resident Rights booklet.

The applicant acknowledges an understanding of the administrative rules pertaining to written and verbal reporting of incidents and accidents and the responsibility to conduct an immediate investigation of the cause.

The applicant acknowledges an understanding of the administrative rules regarding the handling of the resident funds and valuables.

The applicant acknowledges their responsibility to obtain all of the required forms and signatures that are to be completed prior to, or at the time of each resident's admission to the facility as well as the required forms and signatures to be completed on an annual basis.

#### **D. Rule/Statutory Violations**

The applicant was in compliance with the licensing act and applicable administrative rules at the time of licensure.

**RECOMMENDATION**

I recommend issuance of a temporary license to this AFC adult small group home (capacity 1-6).

*Felicia Townsend*

9/26/2011

Felicia Townsend  
Licensing Consultant

Date

Approved By:

*Denise Y. Nunn*

9/26/2011

Denise Y. Nunn  
Area Manager  
/

Date