



RICK SNYDER  
GOVERNOR

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



MAURA D. CORRIGAN  
DIRECTOR

June 17, 2013

Shikha Halder & Subrato Sarker  
420 South Main Street  
Berrien Springs, MI 49103

RE: Application #: AF110338351  
Home Away Home  
420 South Main Street  
Berrien Springs, MI 49103

Dear Shikha Halder & Subrato Sarker:

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 4 is issued.

Please review the enclosed documentation for accuracy and contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please contact the local office at (616) 356-0100.

Sincerely,

Karen Hodge, Licensing Consultant  
Bureau of Children and Adult Licensing  
401 Eighth Street  
P.O. Box 1407  
Benton Harbor, MI 49023  
(269) 363-1742

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	AF110338351
<b>Applicant Name:</b>	Shikha Halder & Subrato Sarker
<b>Applicant Address:</b>	420 South Main Street Berrien Springs, MI 49103
<b>Applicant Telephone #:</b>	(269) 815-5233
<b>Administrator/Licensee Designee:</b>	N/A
<b>Name of Facility:</b>	Home Away Home
<b>Facility Address:</b>	420 South Main Street Berrien Springs, MI 49103
<b>Facility Telephone #:</b>	(269) 815-5233
<b>Application Date:</b>	01/25/2013
<b>Capacity:</b>	4
<b>Program Type:</b>	AGED DEVELOPMENTALLY DISABLED MENTALLY ILL

## II. METHODOLOGY

01/25/2013	Enrollment
01/29/2013	PSOR on Address Completed
01/29/2013	Contact - Document Sent Rules & Act booklets
01/29/2013	Application Incomplete Letter Sent SOS for Shikha & Subrato
02/13/2013	Contact - Document Received SOS ok for Shikha & Subrato per copy of op lic.
02/13/2013	Application Complete/On-site Needed
02/15/2013	Comment app rec'd in GR / file forwarded KH
05/06/2013	Application Incomplete Letter Sent
05/06/2013	Inspection Completed On-site
05/06/2013	Inspection Completed-BCAL Sub. Compliance
06/17/2013	Inspection Completed On-site
06/17/2013	Inspection Completed-BCAL Full Compliance
06/17/2013	License Issued

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

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

Home Away Home is a ranch-style home located in a residential area in the Village of Berrien Springs. There are two resident bedrooms on the main floor, both for double occupancy. There is one full bathroom on the main level for resident use. The home has an open living room and dining area which provides adequate space for four residents and the family. The kitchen is fully equipped. The home is not wheelchair accessible; there are two steps to the front door and several steps out the back door. The home has municipal water, sewer and trash service.

The water heater and furnace are both gas and are located in the basement which is separated from the main level by a 1-3/4 inch solid core door equipped with an automatic self-closing device and positive latching hardware. The home has battery

powered, single station smoke detectors installed in each bedroom, in the hallway near sleeping areas, in the living room, in the kitchen, and in the basement near the furnace and dryer. Fire extinguishers are installed on each floor of the home.

Resident bedrooms were measured during the on-site inspection and have the following dimensions:

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
1	12' X 11'	132	2
2	12' X 12'	150	2

The resident living and dining room areas measure a total of 728 square feet of living space. This exceeds the minimum of 35 square feet per occupant requirement. There is an additional bedroom and living area for private family use.

Based on the above information, it is concluded that this facility can accommodate **four** (4) residents. It is the licensee's responsibility not to exceed the facility's licensed capacity.

### **B. Program Description**

The applicant(s) intends to provide 24-hour supervision, protection and personal care to four (4) ambulatory residents, whose diagnosis is aged, developmentally disabled, or mentally ill. The program will include social interaction skills, personal hygiene, personal adjustment skills, and transportation. The applicant intends to accept residents from Berrien County DHS, Berrien County CMH, or private pay individuals as a referral source.

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, or the responsible person.

In addition to the above program elements, it is the intent of the applicant to utilize local community resources including the public schools and library, local museums, and shopping centers. These resources provide an environment to enhance the quality of life and increase the independence of each resident.

### **C. Applicant and Responsible Person Qualifications**

A licensing record clearance request was completed with no LEIN convictions recorded for the applicant (s). The applicant and responsible person submitted a medical clearance request with statements from a physician documenting their good health and current negative TB results.

The applicant(s) have sufficient financial resources to provide for the adequate care of the residents as evidenced by the projected income from caring for AFC residents along with outside employment.

The applicant acknowledges the understanding of the requirement for an adult foster care family home license is that the licensee must reside in the home in order to maintain this category type of adult foster care license.

The supervision of residents in this family home licensed for four (4) residents will be the responsibility of the family home applicant, 24 hours a day / 7 days a week. A responsible person shall be on call to provide supervision in relief.

The applicant has indicated that for the original license of this four-bed family home, there is adequate supervision with one responsible person on-site for four residents. The applicant acknowledges that the number of responsible persons on-site –to-resident ratio will change to reflect any increase in the level of supervision, protection, or personal care required by the residents.

The applicant acknowledges an understanding of the qualification and suitability requirements for the responsible person or volunteers providing care to residents in the home.

The applicant acknowledged an understanding of the responsibility to assess the good moral character of employees and contractors who have regular, ongoing, “direct access” to residents or the resident information or both. The licensing consultant provided technical assistance on the process for obtaining criminal record checks utilizing the Michigan Long Term Care Partnership website ([www.miltcpartnership.org](http://www.miltcpartnership.org)) and the related documents required to be maintained in each employee’s record to demonstrate compliance.

The applicant acknowledges an understanding of the administrative rules regarding medication procedures. In addition, the applicant has indicated that resident medication will be stored in a locked cabinet and that daily medication logs will be maintained on each resident receiving medication.

The applicant acknowledges their responsibility to establish the good moral character and suitability, and obtain documentation of good physical and mental health status prior to each responsible person or volunteer working directly with residents. The applicant acknowledges that if they are to provide a specialized program to residents that all required training documentation will be obtained prior to the responsible person(s) or volunteer(s) working directly with residents.

The applicant acknowledges their responsibility to maintain all of the required good moral character, suitability, status of health, and training documentation on file in the home for each current employee, including the licensee(s), responsible person(s) and volunteer(s).

The applicant acknowledges an understanding of the administrative rules regarding the admission criteria and procedural requirements for accepting a resident into the home for adult foster care.

The applicant acknowledges their responsibility to obtain the required written assessment, written assessment plan, resident care agreement, and health care appraisal forms and signatures that are to be completed prior to, or at the time of each resident's admission to the home as well as updating and completing those forms and obtaining new signatures for each resident on an annual basis.

The applicant acknowledges their responsibility to maintain a current resident record on file in the home for each resident and follow the retention schedule for all of the documents required to be maintained within each resident's file.

The applicant acknowledges an understanding of the administrative rules regarding the handling of resident funds and valuables and intends to comply. The applicant acknowledges that a separate *Resident Funds Part II BCAL-2319* form will be created for each resident in order to document the date and amount of the adult foster care service fee paid each month and all of the resident's personal money transactions that have been agreed to be managed by the applicant.

The applicant acknowledges an understanding of the administrative rules regarding informing each resident of their resident rights and providing them with a copy of those rights. The applicant indicated that it is their intent to achieve and maintain compliance with these requirements.

The applicant acknowledges an understanding of the administrative rules regarding the written and verbal reporting of accidents and incidents and the responsibility to conduct an immediate investigation of the cause. The applicant has indicated their intention to achieve and maintain compliance with reporting and investigation of each incident and accident involving a resident, employee, and/or visitor.

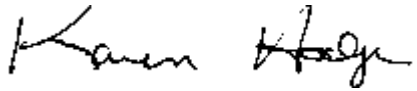
The applicant acknowledges an understanding of the administrative rules regarding the discharge criteria and procedural requirements for issuing a 30-Day discharge written notice to a resident as well as when a resident can be discharged before the issuance of a 30-Day written discharge notice.

#### **D. Rules or Statutory Violations**

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

**III. RECOMMENDATION**

I recommend issuance of a six-month temporary license to this adult foster care family home (capacity 4).



06/17/2013

---

Karen Hodge  
Licensing Consultant

Date

Approved By:



06/17/2013

---

Jerry Hendrick  
Area Manager

Date