



RICK SNYDER
GOVERNOR

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



MAURA D. CORRIGAN
DIRECTOR

December 29, 2014

Joyce McNabb
6635 W. Marlette Street
Marlette, MI 48453

RE: Application #: AF760367059
Mathews AFC
6635 W. Marlette Street
Marlette, MI 48453

Dear Ms. McNabb:

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 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 (517) 284-9720.

Sincerely,

Kathryn A. Huber, Licensing Consultant
Bureau of Children and Adult Licensing
411 Genesee
P.O. Box 5070
Saginaw, MI 48605
(989) 293-3234

enclosure

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

I. IDENTIFYING INFORMATION

License #:	AF760367059
Licensee Name:	Joyce McNabb
Licensee Address:	6635 W. Marlette Street Marlette, MI 48453
Licensee Telephone #:	(989) 635-7176
Administrator/Licensee Designee:	N/A
Name of Facility:	Mathews AFC
Facility Address:	6635 W. Marlette Street Marlette, MI 48453
Facility Telephone #:	(989) 635-7176 10/13/2014
Application Date:	
Capacity:	6
Program Type:	DEVELOPMENTALLY DISABLED

II. METHODOLOGY

10/13/2014	On-Line Enrollment
10/21/2014	PSOR on Address Completed
10/21/2014	Application Incomplete Letter Sent FP&1326/Joyce,1326/Traci.
10/21/2014	Contact - Document Sent Ac t& Rules.
10/27/2014	Contact - Document Received Med. Clr. &TB/Joyce.
10/27/2014	Application Incomplete Letter Sent Address Update/Joyce,1326/Traci.
11/14/2014	Application Complete/On-site Needed
11/14/2014	File Transferred To Field Office Saginaw.
12/10/2014	Inspection Completed On-site
12/10/2014	Inspection Completed-BCAL Full Compliance
12/10/2014	SC-Application Received - Original

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

The property at 6635 W. Marlette Street, Marlette, Michigan is being purchased by Terry and Joyce McNabb from the estate of Joyce Ann Mathews. The property is located in the City of Marlette, Michigan. The property was previously Mathews AFC, license number AF760005915, licensed on April 4, 1986 continuously until the issuance of this license.

Mathews AFC is situated on approximately one acre of land within the City of Marlette. Churches and shopping facilities are within walking distance. Mathews AFC is a two story house with a detached garage and is in very good repair. The capacity of the home will enable four residents to occupy two semi-private rooms and two residents to occupy private rooms.

The furnace and hot water heater are located in the basement with a 1-3/4 inch solid core door equipped with an automatic self-closing device and positive latching

hardware. The facility is equipped with interconnected, hardwire smoke detection system, with battery backup, which was installed by a licensed electrician and is fully operational. Fire extinguishers are installed on each floor of the home. The furnace was inspected on November 11, 2014, and was noted fully operational.

The four resident bedrooms are located on the second floor. Licensee Joyce McNabb and her husband Terry McNabb occupy the bedroom on the first floor. There is a full bathroom on both the first and second floors. There is also a bedroom for a staff member on the second floor.

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

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
#1 North	120" X 160"	133.33	1
#2 West	170" X 145"	171.09	2
#3 South	140" X 138"	134.09	2
#4 East	120" X 98"	81.66	1

The living, dining, and sitting room areas measure a total of 382 square feet of living space. This exceeds the minimum of 35 square feet per occupant requirement.

Based on the above information, it is concluded that this facility can accommodate **six (6)** 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 six (6) ambulatory females ages 25 and up, whose have a developmental disability. The home is not wheelchair accessible and wheelchair users will not be accepted. The program will include social interaction skills, personal hygiene, personal adjustment skills, public safety skills and transportation.

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

Licensee Joyce McNabb and her husband Terry McNabb are the only adults living in the facility. A licensing record clearance request (1326A) and fingerprinting were completed with no LEIN convictions recorded for the applicant, responsible person, and her husband. The applicant and responsible person submitted a medical clearance request with statements from a physician documenting their good health and current TB-tine negative results.

The applicant has 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 of an adult foster care family home is that the licensee resides 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 six residents will be the responsibility of the family home applicant 24 hours a day /7 days a week with the responsible person on call to provide supervision in relief.

The applicant acknowledges an understanding of the qualification 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.identogo.com), (formerly L-1 Enrollment, by Morpho Trust) and the related documents required to be maintained in each employees 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 her responsibility to obtain all required documentation and signatures that are to be completed prior to the responsible person and volunteers or staff working directly with residents. In addition, the applicant acknowledges her responsibility to maintain a current employee record on file in the home for the licensee, responsible person, or volunteer or staff, and the retention schedule for all of the documents contained within each employee’s file.

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 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.

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 handling of resident funds and valuables and intends to comply.

The applicant acknowledges her responsibility to obtain the required 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 the required forms and signatures to be completed for each resident on an annual basis. In addition, the applicant acknowledges their responsibility to maintain a current resident record on file in the home for each resident and the retention schedule for all of the documents contained within each resident's file.

D. Rule/Statutory Violations

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

IV. RECOMMENDATION

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

Kathryn A. Huber

12/29/2014

Kathryn A. Huber
Licensing Consultant

Date

Approved By:

Mary E. Holton

12/30/2014

Mary E Holton
Area Manager

Date