



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF COMMUNITY AND HEALTH SYSTEMS

MIKE ZIMMER
DIRECTOR

October 6, 2015

Keith Higdon
Coffer's Housing Solutions INC
14821 Mettetal St
Detroit, MI 48227

RE: Application #: AS820366663
Coffer's Housing Solutions
14821 Mettetal St.
Detroit, MI 48227

Dear Mr. Higdon:

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 5** 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 (313) 456-0380.

Sincerely,

A handwritten signature in blue ink that reads "K. Robinson".

Kara Robinson, LMSW, Licensing Consultant
Bureau of Community and Health Systems
Cadillac Pl. Suite 11-350
3026 W. Grand Blvd
Detroit, MI 48202
(313) 919-0574

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF COMMUNITY AND HEALTH SYSTEMS
LICENSING STUDY REPORT**

I. IDENTIFYING INFORMATION

License #: AS820366663

Applicant Name: Coffers Housing Solutions INC

Applicant Address: 14821 Mettetal St
Detroit, MI 48227

Applicant Telephone #: (313) 320-2646

Administrator/Licensee Designee: Keith Higdon, Designee

Name of Facility: Coffers Housing Solutions

Facility Address: 14821 Mettetal St.
Detroit, MI 48227

Facility Telephone #: (313) 739-6964

Application Date: 09/30/2014

Capacity: 5

Program Type: MENTALLY ILL
DEVELOPMENTALLY DISABLED

II. METHODOLOGY

09/30/2014	Enrollment
10/02/2014	Contact - Document Sent Act and Rule Books
10/02/2014	Application Incomplete Letter Sent Finger prints for Bernice
10/02/2014	Contact - Document Received 1326 for Bernice and Keith
10/02/2014	License Unit file referred for criminal history review 1326 for Keith Mitchell Higdon
10/17/2014	Contact - Document Received Fingerprints for Bernice
10/17/2014	License Unit file referred for criminal history review Fingerprint result for Bernice
10/21/2014	Application Incomplete Letter Sent Good Moral Character Letter sent for Keith Higdon
10/21/2014	Application Incomplete Letter Sent Good Moral Character Letter sent for Bernice
12/23/2014	File Transferred To Field Office
01/28/2015	Application Incomplete Letter Sent
03/12/2015	Inspection Completed On-site Multiple physical plant violations; (i.e. wrong fire door, wrong locks, no fire extinguishers)
06/16/2015	Inspection Completed On-site Fire door in noncompliance
08/13/2015	Inspection Completed On-site Fire door in noncompliance
08/20/2015	Inspection Completed-BCAL Full Compliance Physical plant in full compliance
09/30/2015	Application Complete Received final supporting documents (resume for licensee designee and administrator)

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

The Coffey's Housing Solutions home is located in a residential neighborhood on Detroit's northwest side. This 2-story home is comprised of 3 bedrooms and 1 full bathroom on the top floor; a half bath, staff office, living room, separate dining room, and kitchen on the main level, as well as a semi-finished basement.

The home cannot accommodate residents who require the regular use of a wheelchair.

The furnace and hot water heater are located in the basement with a steel door (that has at least a 60-minute fire rating) equipped with an automatic self-closing device and positive latching hardware located at top of stairs. The facility is equipped with an interconnected smoke detection system that is hardwired through the home's electrical system and has a battery back-up. The detectors were installed by a licensed contractor and are fully operational.

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

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
1	11.33 X 7.83 + 5.17 X 3.5	107	1
2	11.75 X 13	153	2
3	13 X 10.25	133	2

The living, dining, and sitting room areas measure a total of 357 square feet of living space. This exceeds the minimum of 35 square feet per resident requirement.

Based on the above information, it is concluded that this facility can accommodate **five** (5) residents. It is the licensee's responsibility not to exceed the facility's licensed capacity.

B. Program Description

Admission and discharge policies, program statement, refund policy, 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 five (5) male or female ambulatory adults whose diagnosis is developmentally disabled or mentally impaired, in the least restrictive environment possible. The program will include social interaction skills, personal hygiene, personal adjustment skills, and public safety skills. A personal behavior support plan will be designed and implemented for

each resident's social and behavioral developmental needs. Residents will be referred from: (Gateway, Consumer Link, and Synergy Partners).

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 for program and medical needs. The facility will make provision for a variety of 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.

C. Applicant and Administrator Qualifications

The applicant is Coffey's Housing Solutions, Inc., which is a "Domestic Profit Corporation" was established in Michigan, on 11/5/10. The applicant submitted a financial statement and established an annual budget projecting expenses and income to demonstrate the financial capability to operate this adult foster care facility.

A licensing record clearance request was completed with no lein convictions excluded for the licensee designee and the administrator. Good moral character assessments were completed on both the licensee designee and the administrator. The licensee designee and administrator submitted a medical clearance request with statements from a physician documenting their good health and current TB-tine negative results.

The licensee designee and administrator have provided documentation to satisfy the qualifications and training requirements identified in the administrative group home rules.

The staffing pattern for the original license of this 5-bed facility is adequate and includes a minimum of: 1-staff-to-5 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 staff-to-resident ratio.

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), MorphoTrust™ (formerly L-1 Identity Solutions®), 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 and that only those direct care staff that have received medication training and have been determined competent by the licensee, can administer medication to residents. 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 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 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 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 incidents and accidents and the responsibility to conduct an immediate investigation of the cause. The applicant has indicated their intention to achieve and maintain compliance with the 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 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 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.

The applicant acknowledges their responsibility to provide a written discharge notice to the appropriate parties when a 30-day or less than 30-day discharge is requested.

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 small group home (capacity 1-5).



10/6/15

Kara Robinson
Licensing Consultant

Date

Approved By:



10/6/15

Ardra Hunter
Area Manager

Date