



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

April 24, 2018

Nicholas Burnett
Flatrock Manor, Inc.
2360 Stonebridge Drive
Flint, MI 48532

RE: Application #: AS630391550
Flatrock Manor of Brandon
301 Sleepy Hollow
Brandon, MI 48462

Dear Mr. Burnett:

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 (248) 975-5053.

Sincerely,

A handwritten signature in cursive script that reads "Cindy Adams".

Cindy Adams, Licensing Consultant
Bureau of Community and Health Systems
4th Floor, Suite 4B
51111 Woodward Avenue
Pontiac, MI 48342
(248) 860-4475

enclosure

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

I. IDENTIFYING INFORMATION

License Application #:	AS630391550
Applicant Name:	Flatrock Manor, Inc.
Applicant Address:	7012 River Road Flushing, MI 48433
Applicant Telephone #:	(810) 964-1430
Licensee Designee:	Nicholas Burnett
Administrator:	Carrie Aldrich
Name of Facility:	Flatrock Manor of Brandon
Facility Address:	301 Sleepy Hollow Brandon, MI 48462
Facility Telephone #:	(810) 964-1430
Application Date:	11/27/2017
Capacity:	6
Program Type:	DEVELOPMENTALLY DISABLED MENTALLY ILL

II. METHODOLOGY

11/27/2017	Enrollment
12/01/2017	Contact - Document Sent Rules and Acts books
12/01/2017	Application Incomplete Letter Sent 1326 for Nicholas and Carrie.
01/02/2018	Contact - Document Received Licensing file received from Central office
01/18/2018	Contact - Document Received 1326 for Nicholas and Carrie
01/18/2018	File Transferred to Field Office Pontiac
01/30/2018	Application Incomplete Letter Sent
02/07/2018	Contact - Document Received Received additional documents from the licensee designee
02/16/2018	Inspection Completed On-site
02/22/2018	Contact - Document Received Received photos from the licensee designee
03/13/2018	Inspection Report Requested - Health Invoice # 1028073
04/24/2018	Inspection Completed-Environmental Health: A

III. 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 1-6 residents, licensed or proposed to be licensed after 5/24/1994.

Flatrock Manor of Brandon is located at 301 Sleepy Hollow in Ortonville, MI 48462 and is owned by NDB Investments, LLC/Nicholas Burnett. Proof of ownership and permission to inspect the property is contained in the facility file.

Flatrock Manor of Brandon is a colonial styled structured home located in a rural residential neighborhood. It is constructed of brick and vinyl siding and sits on 2.5 acres of land. There is an attached garage with a patio located off the office. The home consists of a kitchen, living room, dining room, laundry room, office, six private bedrooms (two on the main level and four on the upper level), two full baths, one half bath contained in bedroom # 3 and a finished basement. The home is not wheelchair accessible as there are no ramps contained at either means of egress.

The facility is heated by a geothermal heating system. The heating system and hot water heater are located in the basement of the home and equipped with an approved fire rated door with an automatic self-closing device and positive latching hardware. The facility is equipped with an interconnected, hardwired smoke detection system with battery operated back-up, which was installed by a licensed electrician and is fully operational. Fire extinguishers are contained on each floor of the home. The home utilizes a private water supply and sewage disposal system. An environmental health inspection by the Oakland County Health Department was conducted on 3/26/2018. A new septic system was installed and inspected on 4/13/2018. The facility was determined to be in substantial compliance with all applicable licensing rules pertaining to environmental health.

The bedrooms were properly furnished, neat and clean. Each bedroom has an easily operable window (with an alarm), bed, dresser, mirror for grooming and a chair. The bedrooms all have adequate closet space for storage and adequate lighting to provide for the needs of the residents. Bedroom # 1 and # 2 are located on the main level of the home. Bedroom # 3, # 4, # 5 and # 6 are located on the upper level 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 13'	156	1
2	14' x 15'	210	1
3	13' x 14'	182	1
4	19' x 13'	247	1
5	12' x 10'	120	1
6	12' x 10'	120	1

Total capacity: 6

The indoor living and dining areas measure a total of 587 square feet of living space. The finished basement measures a total of 1024 square foot. This exceeds the minimum of 35 square feet per occupant requirement.

Based on the above information, this facility can accommodate 6 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. Flatrock Manor Inc. intends to provide 24-hour supervision, protection and personal care to six adults, both male and female ambulatory adults, 18 years of age or older who are developmentally disabled and/or mentally ill. The program will include social interaction skills, personal hygiene, personal adjustment skills, and public safety and independent living skills, the opportunity for involvement in educational programs, day programs or employment and transportation. An assessment plan will be designed and implemented for each resident's social and behavioral developmental needs. Flatrock Manor Inc. intends to accept referrals from local community mental health agencies and has submitted an application for special certification.

If needed by residents, behavior interventions and specialized interventions will be identified in the assessment plans. These interventions shall be implemented only by staff trained in the intervention techniques and with the prior approval of the resident, guardian and the responsible agency.

In addition to the above program elements, it is the intent of Flatrock Manor Inc. to utilize local community resources for recreational activities including the library, local museums, shopping centers, churches, etc. These resources provide an environment to enhance the quality of life and increase the independence (if applicable) of the residents.

C. Applicant and Administrator Qualifications

The applicant is Flatrock Manor Inc., a "For Profit Corporation", established in Michigan on 8/05/1998. 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.

The Board of Directors of Flatrock Manor, Inc. has submitted documentation appointing Nicholas Burnett as the licensee designee and Carrie Aldrich as the administrator of the facility.

Criminal history background checks were completed on Nicholas Burnett and Carrie Aldrich and they were determined to be of good moral character to provide licensed adult foster care. Nicholas Burnett and Carrie Aldrich also submitted statements from a physician documenting their good health and current negative tuberculosis test results.

Mr. Burnett and Ms. Aldrich have provided documentation to satisfy the qualifications and training requirements identified in the group home administrative rules. Flatrock Manor Inc. currently operates six licensed adult foster care facilities in the State of Michigan whereas Mr. Burnett serves as the licensee designee and Ms. Aldrich serves as the administrator for all six facilities. Mr. Burnett is the CEO for Flatrock Manor Inc. and has over 14 years of experience working in this field. Ms. Aldrich is the Executive Director for Flatrock Manor, Inc., has a bachelor's degree in business administration, a master's degree in professional counseling and has over six years of experience working in this field.

The staffing pattern for the original license of this 6-bed facility is adequate and includes a minimum of 1 staff for 3 residents per shift. Mr. Nicholas Burnett acknowledged that the staff to resident ratio may need to be increased in order to provide the level of supervision or personal care required by the residents due to changes in their behavioral, physical, or medical needs. Mr. Nicholas Burnett has indicated that direct care staff will be awake during sleeping hours.

Mr. Nicholas Burnett acknowledged an understanding of the qualifications, suitability, and training 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.

Mr. Nicholas Burnett acknowledged an understanding of the responsibility to assess the good moral character of employees. The licensee designee acknowledges the requirement for obtaining criminal record checks of employees and contractors who have regular, ongoing "direct access" to residents or resident information or both utilizing the Michigan Long Term Care Partnership website (www.miltcpartnership.org) and the related documents required to demonstrate compliance.

Mr. Nicholas Burnett acknowledged an understanding of the administrative rules regarding medication procedures and assured that only those direct care staff that have received medication training and have been determined competent by the licensee designee will 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.

Mr. Nicholas Burnett acknowledged the responsibility to obtain all required good moral character, medical, and training documentation and signatures that are to be completed prior to each direct care staff or volunteer working directly with residents. In addition, Mr. Nicholas Burnett Inc. acknowledged the responsibility to maintain all required documentation in each employee's record for each licensee or licensee designee, administrator, and direct care staff or volunteer and follow the retention schedule for those documents contained within each employee's record.

Mr. Nicholas Burnett acknowledged an understanding of the administrative rules regarding the admission criteria and procedural requirements for accepting a resident into the adult foster care home.

Mr. Nicholas Burnett acknowledge the 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.

Mr. Nicholas Burnett acknowledged the 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 that are required to be maintained within each resident's file.

Mr. Nicholas Burnett acknowledged an understanding of the administrative rules regarding the handling of resident funds and valuables and intends to comply. Flatrock Manor Inc. acknowledged 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.

Mr. Nicholas Burnett acknowledged an understanding of the administrative rules requiring that each resident be informed of their resident rights and provided with a copy of those rights. The licensee designee indicated the intent to respect and safeguard these resident rights.

Mr. Nicholas Burnett acknowledged an understanding of the administrative rules regarding the requirements for written and verbal reporting of incidents and accidents and the responsibility to conduct an immediate investigation of the cause.

Mr. Nicholas Burnett acknowledged the responsibility to provide a written discharge notice to the appropriate parties when a 30-day or less than 30-day discharge is requested.

Mr. Nicholas Burnett acknowledged that residents with mobility impairments may only reside on the main floor of the facility.

D. Rule/Statutory Violations

Compliance with the licensing act and administrative rules related to the physical plant has been determine. Compliance with administrative rules related to quality of care will be assessed during the temporary license period.

IV. RECOMMENDATION

I recommend issuance of a six-month temporary license to this adult foster care small group home with a capacity of 6.

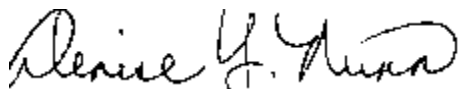


4/24/2018

Cindy Adams
Licensing Consultant

Date

Approved By:



04/24/2018

Denise Y. Nunn
Area Manager

Date