



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

September 27, 2018

Anna Hinton
Pioneer Resources
Suite 100
601 Terrace St.
Muskegon, MI 49440

RE: Application #:	AS610393016 Mill Iron 1123 Mill Iron Road Muskegon, MI 49442
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Dear Ms. Hinton:

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. If I am not available and you need to speak to someone immediately, please contact the local office at (616) 356-0100.

Sincerely,

Elizabeth Elliott, Licensing Consultant
Bureau of Community and Health Systems
Unit 13, 7th Floor
350 Ottawa, N.W.
Grand Rapids, MI 49503
(616) 901-0585

enclosure

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

I. IDENTIFYING INFORMATION

License Application #:	AS610393016
Applicant Name:	Pioneer Resources
Applicant Address:	Suite 100 601 Terrace St. Muskegon, MI 49440
Applicant Telephone #:	(231) 773-5355
Administrator/Licensee Designee:	Anna Hinton, Designee
Name of Facility:	Mill Iron
Facility Address:	1123 Mill Iron Road Muskegon, MI 49442
Facility Telephone #:	(231) 773-5355
Application Date:	03/09/2018
Capacity:	6
Program Type:	PHYSICALLY HANDICAPPED DEVELOPMENTALLY DISABLED MENTALLY ILL ALZHEIMERS

II. METHODOLOGY

03/09/2018	Enrollment
03/09/2018	Contact - Document Sent Rule & ACT Books
03/09/2018	File Transferred to Field Office Grand Rapids
03/20/2018	Application Incomplete Letter Sent
03/20/2018	Contact - Document Received Anna Hinton, applicant re: file and if rec'd and what happens next.
03/20/2018	Contact - Document Sent Anna Hinton explained the next steps re: paperwork submission, inspection of facility.
03/26/2018	Contact - Telephone call made Contacted applicant to discuss pending application and documents still needed.
04/04/2018	Contact - Document Sent Email exchange with Matt Gietzen from Triad Fire Suppression, Inc. (re: fire suppression system installation)
04/30/2018	Contact - Telephone call received Received voice mail from Anna Hinton.
05/01/2018	Contact - Telephone call made Attempted to reach Mrs. Hinton via phone. Sent email.
05/23/2018	Contact - Document Received Documents received via email.
06/01/2018	Contact - Document Received Documents received via email.
06/05/2018	Contact - Document Received Received documents via email.
06/25/2018	Contact - Document Received Received documents via email.
07/14/2018	Contact - Document Received

	Email exchange with Anna Hinton. Was informed that the facility is still in the construction stage and will not ready for a while.
08/23/2018	Contact - Document Sent File sent to Grand Rapids Office.
08/27/2018	Contact - Document Received Medical clearances for A. Hinton and T. Kroll.
08/30/2018	Contact - Document Sent Anna Hinton, inspection date.
09/10/2018	Inspection Completed On-site
09/10/2018	Inspection Completed-BCAL Sub. Compliance
09/20/2018	Contact-Document Received Documentation of corrections made at the facility.
09/20/2018	Application Complete
09/26/2018	Recommend License Issuance

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

This large, open concept, newly built ranch home is located in rural Muskegon Township. As you walk in the front door there is a resident room to the right (South side of the home) and a large open dining area and kitchen. Off the kitchen on the South side of the home is another resident room and a large, open and airy sun room. On the North side of the home is the 4 remaining resident rooms, all of these rooms have glass French doors leading to the outside. The home has two full bathrooms for resident use and a half guest bathroom. The home also has a large laundry room, garage and office. Everything in this home is wheelchair accessible and the home has 2 approved means of egress that is flush with the sidewalk outside of the home, no ramps are necessary. The home utilizes public water and sewage system.

The gas furnace and hot water heater are located on the same floor as the resident living area and is enclosed in a room that is constructed of materials that provide a 1-hour-fire-resistance rating with a 1-3/4-inch solid core door in a fully stopped frame, 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. The facility is also sprinkled.

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

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
1	11.33X12.5+5.17X3	157.11	1
2	11.33X12.5+5.17X3	157.11	1
3	11.33X12.5+5.17X3	157.11	1
4	11.33X12.5+5.17X3	157.11	1
5	11.42X15.42	176	1
6	11.42X15.42	176	1

The living, dining, and sitting room areas measure a total of 762 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** 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 **six** (6) 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. The applicant intends to accept residents from Muskegon County-DHS, Muskegon 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, 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 Pioneer Resources, Inc., which is a “Non-Profit Corporation” was established in Michigan, on 09/29/1955. 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 Pioneer Resources, Inc. have submitted documentation appointing Anna Hinton as Licensee Designee for this facility and Tracy Kroll as the Administrator of the facility.

A licensing record clearance request was completed with no LEIN convictions recorded for 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 6-bed facility is adequate and includes a minimum of 1 staff –to- 6 residents per shift. The applicant acknowledges that the staff –to- resident ratio will change to reflect any increase in the level of supervision, protection, or personal care required by the residents. The applicant has indicated that direct care staff will be awake during sleeping hours.

The applicant acknowledged that at no time will this facility rely on “roaming” staff or other staff that are on duty and working at another facility to be considered part of this facility’s staff -to- resident ratio or expected to assist in providing supervision, protection, or personal care to the resident population.

The applicant acknowledges 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.

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) 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 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 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, the applicant acknowledges their 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.

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

The applicant acknowledges that residents with mobility impairments may only reside on the main floor of the facility.

D. Rule/Statutory Violations

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

IV. RECOMMENDATION

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



09/27/2018

Elizabeth Elliott
Licensing Consultant

Date

Approved By:



09/27/2018

Jerry Hendrick
Area Manager

Date