



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

August 2, 2019

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

RE: Application #: AS630396128  
**Flatrock Manor of Brandon West**  
**300 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 Berry".

Cindy Berry, 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**

<b>License #:</b>	AS630396128
<b>Applicant Name:</b>	Flatrock Manor, Inc.
<b>Applicant Address:</b>	7012 River Road Flushing, MI 48433
<b>Applicant Telephone #:</b>	(810) 964-1430
<b>Licensee Designee:</b>	Nicholas Burnett
<b>Administrator</b>	Carrie Aldrich
<b>Name of Facility:</b>	Flatrock Manor of Brandon West
<b>Facility Address:</b>	300 Sleepy Hollow Brandon, MI 48462
<b>Facility Telephone #:</b>	(810) 964-1430
<b>Application Date:</b>	09/05/2018
<b>Capacity:</b>	6
<b>Program Type:</b>	DEVELOPMENTALLY DISABLED MENTALLY ILL

## II. METHODOLOGY

09/05/2018	Enrollment App submitted online 8/30/18 did not download
09/05/2018	Contact - Document Sent Rules and Acts books
09/05/2018	Inspection Report Requested - Health Invoice # 1028703
09/06/2018	File Transferred to Field Office Pontiac
09/11/2018	Contact - Document Received Licensing file received from Central office
10/09/2018	Application Incomplete Letter Sent
07/16/2019	Application Complete/On-site Needed
07/16/2019	Inspection Completed-BCAL Full Compliance

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

### A. Physical Description of Facility

This evaluation is based upon 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 West is located at 300 Sleepy Hollow in Ortonville, MI 48462 and is owned by CCCJ Investments, LLC/Nicholas Burnett. Proof of ownership and permission to inspect is contained in the facility file.

Flatrock Manor of Brandon West is a colonial styled structured home located in a rural residential neighborhood. It is constructed of brick and vinyl siding and sits on 3.1 acres of land. There is an unattached 'mother in law' suite on the property that will be used as an office. The home consists of a kitchen, living room, dining room, laundry room, three full bathrooms, one half bathroom, a basement, six private bedrooms (two on the main level, three on the upper level and one in the basement) and an attached garage. There is an upper level deck located off the dining room with stairs that lead down into the fenced in backyard where there is a patio located just outside the basement door. The home is not wheelchair assessable as there are no ramps contained at either means of egress.

The facility is heated by a natural gas forced air furnace. The furnace and hot water heater are located in the basement of the home and is equipped with an approved fire rated door with an automatic self-closing device and positive latching hardware. The facility is also equipped with an interconnected, hardwired smoke detection system with battery back-up, which was installed by a licensed electrician and is fully operational. Fire extinguishers are contained on each level of the home. The home utilizes a private water supply and sewage disposal system. An environmental health inspection was conducted, and a new septic system was installed. The septic system was inspected on 7/16/2019 and 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. All bedroom windows are made of Plexiglass with the exception of one window in each bedroom that easily opens. Bedrooms # 1 and # 2 are located on the main level of the home. Bedrooms # 3, # 4 and # 5 are located on the upper level and bedroom # 6 is in the basement. The basement is finished and contains a living area, laundry room, locked medication room, pantry and has a means of egress that leads directly to the outside of the home (patio with a fenced in backyard).

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 12'3"	147	1
2	16'11" x 15'7"	263	1
3	10'4" x 12'	124	1
4	12' x 16'9"	201	1
5	11' x 11'	121	1
6	16'11" x 12'11"	218	1

**Total capacity: 6**

The indoor living (including the basement living area) and dining areas measure a total of 1363 square feet of living space. 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, public safety, 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. intend to accept referrals from local community mental health agencies and has submitted and 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.

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.

Nicholas Burnett and Carrie Aldrich have provided documentation to satisfy the qualifications and training requirements identified in the group home administrative rules. Flatrock Manor Inc. currently operates 12 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 12 facilities. Mr. Burnett is the CEO for Flatrock Manor Inc. and has over 15 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 seven years 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. 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. Burnett has indicated that direct care staff will be awake during sleeping hours.

Mr. 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. Burnett acknowledged an understanding of the responsibility to assess the good moral character of employees. Mr. Burnett 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](http://www.miltcpartnership.org)) and the related documents required to demonstrate compliance.

Mr. 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, Mr. Burnett 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. 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. Burnett 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. 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. 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. 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. Burnett acknowledged an understanding of the administrative rules regarding the handling of resident funds and valuables and intends to comply. Mr. Burnett 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. 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. Mr. Burnett indicated the intent to respect and safeguard these resident rights.

Mr. 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. 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. 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 determined. 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.



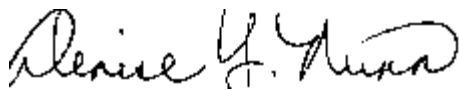
8/2/2019

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Cindy Berry  
Licensing Consultant

Date

Approved By:



08/02/2019

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Denise Y. Nunn  
Area Manager

Date