



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

June 6, 2022

Michelle Brown
205 Mill St
OTISVILLE, MI 48463

RE: Application #: AS250411511
Loving Hearts AFC
11437 N Henderson RD
Otisville, MI 48463

Dear Ms. Brown:

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) 284-9700.

Sincerely,

A handwritten signature in cursive script that reads "Christopher A. Holvey".

Christopher Holvey, Licensing Consultant
Bureau of Community and Health Systems
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(517) 899-5659

enclosure

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

I. IDENTIFYING INFORMATION

License #:	AS250411511
Licensee Name:	Michelle Brown
Licensee Address:	205 Mill St OTISVILLE, MI 48463
Licensee Telephone #:	(810) 391-8257
Administrator:	Michelle Brown
Licensee Designee:	N/A
Name of Facility:	Loving Hearts AFC
Facility Address:	11437 N Henderson RD Otisville, MI 48463
Facility Telephone #:	(810) 391-8257
Application Date:	01/24/2022
Capacity:	6
Program Type:	PHYSICALLY HANDICAPPED DEVELOPMENTALLY DISABLED MENTALLY ILL AGED

II. METHODOLOGY

01/24/2022	On-Line Enrollment
01/25/2022	Inspection Report Requested - Health 1032329
02/02/2022	Contact - Document Received Revised application with Administrator change, 1326/RI 030 for Michelle Brown.
02/04/2022	File Transferred To Field Office Flint via SharePoint
02/09/2022	Application Incomplete Letter Sent
02/23/2022	Inspection Completed-Env. Health : A
03/16/2022	Contact - Document Received Received required documents from applicant.
03/16/2022	Application Complete/On-site Needed
03/31/2022	Inspection Completed-BCAL Sub. Compliance
03/31/2022	Application Incomplete Letter Sent
06/03/2022	Inspection Completed-BCAL Full Compliance
06/03/2022	Recommend license issuance

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

Loving Hearts AFC is a 2-story home that is located in Otisville, MI. The home is located on approximately 7 acres of land. There is a second small home also located on the property that residents will not have access to. Also located on the property is a small one car garage and one larger pole barn. The home has a long driveway for parking space for staff and visitors. The home is owned by licensee, Michelle Brown.

The main level of the home consists of two (2) living rooms, two (2) dining areas, kitchen, staff office, sunroom (entry), two (2) full baths, one (1) ½ bath, and five (5) resident bedrooms. This level has a total of four (4) entrance/exits, which are all equipped with alarms to alert staff of any entering or exiting of the home. There are large wooden decks located off three (3) of the entrance/exits, with one of those having an attached wheelchair ramp.

The second level of the home consists of five (5) bedrooms, one (1) full bath, and one (1) sitting area. Residents will not have access to this level of the home and it is currently not licensed for AFC use.

This home has two (2) separate basement levels. One basement consists of a laundry area, a pantry, and a furnace. The second basement area consists of a second furnace, a hot water heater, and room for storage. Both furnaces and the hot water heater are separated from residents by a fully stopped, fire rated solid wood doors that are equipped with an automatic self-closing device and positive-latching hardware. The furnace was last inspected by a certified HVAC technician on 2/17/2022. There is at least one fire extinguisher located on each level of the home. The smoke detectors are all hard-wired into the home's electrical system and are located in all sleeping and living areas.

The resident bedrooms and all living areas measured as follows:

Bedroom #1	13" x 9' = 117 square feet	1 resident
Bedroom #2	15' 4" x 9' 8" = 148 square feet	1 resident
Bedroom #3	19' x 9' 8 " = 184 square feet	2 residents
Bedroom #4	15' x 9' 8" = 145 square feet	1 resident
Bedroom #5	14' 8" x 9' 8" = 142 square feet	1 resident

The two living room areas measure a combined 466 square feet and the two dining room areas measure a combined 382 square feet. The total combined living space of this home is 848 square feet, exceeds the minimum of 35 square feet per resident requirement.

The home has a private water supply and private sewage disposal system. The Genesee County Health Department completed an inspection at this home on 2/23/2022 and gave it an "A" approval rating.

B. Program Description

Loving Hearts AFC has the capacity to provide 24-hour supervision, protection, and personal care for up to six male and/or female residents aged eighteen and over, who are aged, physically handicapped, and suffer from mental illness, and/or developmental disabilities. The program plan is to provide the highest quality services and clinical support, while providing a safe, clean, and respectful home environment. Residents will receive social and emotional support, positive guidance, supervision, and protection from dedicated, compassionate, and honest staff. The facility will encourage family and friends to visit, while encouraging residents to stay active and maintain positive social skills. This home is not wheelchair accessible.

C. Applicant and Administrator Qualifications

Michelle Brown is the applicant and will function as the licensee and administrator of the home. A criminal history background check was completed for Ms. Brown and she has been determined to be of good moral character. She submitted statements from a physician documenting his good health and current TB-tine negative results.

The applicant has sufficient resources to provide for the adequate care of the residents as evidenced by projected income for AFC residents along with other financial resources.

The supervision of residents in this small group home licensed for (6) residents will be the responsibility of the applicant 24 hours a day / 7 days a week. The applicant has indicated that for the original license of this 6-bed small group home, there is adequate supervision with 1-2 direct care staff on-site for six (6) residents. The applicant acknowledges that the number of direct care staff on-site to resident ratio will change to reflect any increase in the level of supervision, protection, or personal care required by the residents.

The applicant acknowledges an understanding of the training and qualification requirements for the responsible person or volunteers providing care to residents in the home.

The applicant acknowledges an understanding of the responsibility to assess the good moral character of employees and contractors who have regular, ongoing, "direct access" to residents, 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](http://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 establish good moral character and suitability, obtain and maintain documentation of good physical and mental health status, maintain documentation of all required trainings, and obtain all required documentation and signatures that are to be completed prior to direct care staff and volunteers working directly with residents. In addition, the applicant acknowledges their responsibility to maintain a current employee record on file in the home for the licensee, administrator, or volunteer staff, and the retention schedule for all of the documents contained within each employee's file.

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 volunteers and the retention schedule for all of the documents contained within the 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 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 the required forms and signatures to be completed 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 the retention schedule for all of the documents contained within each resident's file.

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 discharge written 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 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 an accident involving 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 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.

Michelle Brown has several years' experience as a direct care staff in AFC homes, which adequately satisfies the qualifications and training requirements identified in the

administrative group home rules. Ms. Brown reports that all resident files will be kept on the facility grounds.

D. Rule/Statutory Violations

Compliance with the physical plant rules has been determined. Compliance with Quality-of-Care rules will be assessed during the period of temporary licensing via an on-site inspection.

IV. RECOMMENDATION

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



6/3/2022

Christopher Holvey
Licensing Consultant

Date

Approved By:



6/6/2022

Mary E Holton
Area Manager

Date