



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

August 2, 2022

Carrie Parchmon  
528 Superior  
Niles, MI 49120

RE: License #: AF110348948  
**Friendly Circle**  
**528 Superior**  
**Niles, MI 49120**

Dear Ms. Parchmon:

Attached is the Renewal Licensing Study Report for the facility referenced above. The study has determined substantial violations of applicable licensing statutes and administrative rules. Therefore, refusal to renew the license is recommended. You will be notified in writing of the Department's intention and your options for resolution of this matter.

Please contact me with any questions. In the event that I am not available and you need to speak to someone immediately, you may contact the local office at (517) 284-9730.

Sincerely,

A handwritten signature in black ink that reads "Nile Khabeiry, LMSW".

Nile Khabeiry, Licensing Consultant  
Bureau of Community and Health Systems  
Unit 13, 7th Floor  
350 Ottawa, N.W.  
Grand Rapids, MI 49503

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	AF110348948
<b>Licensee Name:</b>	Carrie Parchmon
<b>Licensee Address:</b>	528 Superior Niles, MI 49120
<b>Licensee Telephone #:</b>	(269) 684-1117
<b>Licensee/Licensee Designee:</b>	Carrie Parchmon
<b>Administrator:</b>	Carrie Parchmon
<b>Name of Facility:</b>	Friendly Circle
<b>Facility Address:</b>	528 Superior Niles, MI 49120
<b>Facility Telephone #:</b>	(269) 684-1117
<b>Original Issuance Date:</b>	03/03/2014
<b>Capacity:</b>	6
<b>Program Type:</b>	MENTALLY ILL

**II. METHODS OF INSPECTION**

Date of On-site Inspection(s): 07/27/2022

Date of Bureau of Fire Services Inspection if applicable:

Date of Health Authority Inspection if applicable:

Inspection Type:  Interview and Observation  Worksheet  
 Combination  Full Fire Safety

No. of staff interviewed and/or observed 1  
No. of residents interviewed and/or observed 5  
No. of others interviewed [redacted] Role: [redacted]

- Medication pass / simulated pass observed? Yes  No  If no, explain. Medications are not being managed by Licensee per her report.
- Medication(s) and medication record(s) reviewed? Yes  No  If no, explain. Medications records are not being maintained by licensee per her report.
- Resident funds and associated documents reviewed for at least one resident? Yes  No  If no, explain. No Residnet Funds documents to review
- Meal preparation / service observed? Yes  No  If no, explain. Inspection did not occur durning meal time
- Fire drills reviewed? Yes  No  If no, explain. No fire drill logs to be reviewed
- Fire safety equipment and practices observed? Yes  No  If no, explain.
- E-scores reviewed? (Special Certification Only) Yes  No  N/A  If no, explain.
- Water temperatures checked? Yes  No  If no, explain.
- Incident report follow-up? Yes  No  If no, explain.
- Corrective action plan compliance verified? Yes  CAP date/s and rule/s: N/A
- Number of excluded employees followed-up? N/A
- Variances? Yes  (please explain) No  N/A

### III. DESCRIPTION OF FINDINGS & CONCLUSIONS

This facility was determined to be in substantial compliance with rules and requirements.

This facility was found to be in non-compliance with the following rules:

#### **R 400.1404**

**Licensee, responsible person, and member of the household; qualifications.**

**Licensee, responsible person, and member of the household; qualifications.**

**(1) A licensee and responsible person shall not be less than 18 years of age.**

**(2) A responsible person shall be other than a resident.**

**(3) A licensee or responsible person shall possess all of the following qualifications:**

**(a) Be of good moral character to provide for the care and welfare of the residents.**

**(b) Be suitable to meet the physical, emotional, social, and intellectual needs of each resident.**

**(c) Be capable of appropriately handling emergency situations.**

**(4) A licensee shall have sufficient financial resources to provide for the adequate care of the family and residents.**

**(5) All responsible persons and members of the household shall be of good moral character and suitable temperament to assure the welfare of residents.**

**(6) A licensee shall provide the department with the name of any person providing care for a resident or member of the household who is on a court-supervised probation or parole or who has been convicted of a felony within the 5-year period before providing resident care.**

**(7) A licensee shall require all members of the household and responsible persons who have been released from a public or private psychiatric hospital for less than 1 year to provide a written statement verifying the person's personal**

fitness to care for or be associated with a resident. The statement shall be obtained from the medical or administrative director of the public or private psychiatric hospital and shall be made available to the department.

(8) A licensee shall have an arrangement with a responsible person who is available to provide care in an emergency situation for up to 72 hours.

(9) A licensee, responsible person, or members of the household shall not be the legal guardian of a resident living in the home except where a person is a relative or where the guardianship relationship existed before the promulgation of these rules.

**FINDINGS:** There were no files to review.

**R 400.1405**

**Health of a licensee, responsible person, and member of the household.**

Health of a licensee, responsible person, and member of the household.

(1) A licensee, responsible person, and a member of the household shall be in such physical and mental health so as not to negatively affect either the health of the resident or the quality of his or her care.

(2) A licensee shall have on file with the department a statement signed by a licensed physician or his or her designee with regard to his or her knowledge of the physical health of the licensee and each responsible person. The statement shall be signed within 6 months before the issuance of a license and at any other time requested by the department.

(3) A licensee shall provide the department with written evidence that he or she and each responsible person in the home is free from communicable tuberculosis. Verification shall be within the 3-year period before employment and verification shall occur every 3 years thereafter.

**FINDINGS:** There were no files to review.

**R 400.1406**

**Ratio of responsible persons to residents.**

Ratio of responsible persons to residents.

(1) The ratio of responsible persons to residents shall not be less than 1 responsible person to 6 residents and 2 children under the age of 12 years or ratio thereof.

(2) The number of occupants in a home, other than the licensee and the licensee's spouse, shall not exceed 10 persons.

(3) This rule does not apply to those adult foster care family home applicants or licensees who applied for a license or who were issued a license before the promulgation of these rules.

**FINDINGS: There were no files to review and responsible person is unavailable to provide care due to pending knee surgery per licensee report.**

**R 400.1408**

**Resident care; licensee responsibilities.**

Resident care; licensee responsibilities.

(1) A licensee shall provide basic self-care and habilitation training in accordance with the resident's written assessment plan.

(2) A licensee shall assure the availability of transportation services.

(3) A licensee shall provide the following when specified in the resident's written assessment plan:

(a) Direction and opportunity for the growth and development of a resident which are achieved through activities which foster independent functioning, such as dressing, grooming, manners, shopping, cooking, money management, and use of public transportation.

(b) Opportunity for involvement in educational, employment, and day program opportunities.

(4) A licensee shall provide all of the following:

(a) Opportunity for the resident to develop positive social skills.

(b) Opportunity for the resident to have contact with relatives and friends.

(c) Opportunity for community-based recreational activities.

(d) Opportunity for privacy and leisure time.

(e) Opportunity for religious education and attendance at religious services of the resident's religious faith.

**FINDINGS: There were no files to review.**

**R 400.1416**

**Resident health care.**

Resident health care.

(1) A licensee, in conjunction with a resident's cooperation, shall follow the instructions and recommendations of a resident's physician with regard to such items as medications, special

diets, and other resident health care needs that can be provided in the home.

(2) A licensee shall maintain a health care appraisal on file for not less than 2 years from the resident's admission to the home.

(3) A licensee shall record the weight of a resident upon admission and monthly thereafter. Weight records shall be kept on file for 2 years.

(4) A licensee shall make a reasonable attempt to contact the resident's next of kin, designated representative, and responsible agency by telephone, followed by a written report to the resident's designated representative and responsible agency within 48 hours of any of the following;

(a) The death of a resident.

(b) Any accident or illness requiring hospitalization.

(c) Incidents involving displays of serious hostility, hospitalization, attempts at self-inflicted harm or harm to others, and instances of destruction to property.

(5) A copy of the written report required in subrule (4) of this rule shall be maintained in the home for a period of not less than 2 years. A department form shall be used unless prior authorization for a substitute form has been granted in writing by the department.

**FINDINGS: There were no files to review.**

## **R 400.1418**

### **Resident medications.**

Resident medications.

(1) Prescription medication, including tranquilizers, sedatives, dietary supplements, or individual special medical procedures, shall be given or applied only as prescribed by a licensed physician or dentist. Prescription medication shall be kept in the original pharmacy container which shall be labeled for the specific resident in accordance with the requirements of Act No. 368 of the Public Acts of 1978, as amended, being ( 33.1101 et. seq. of the Michigan Compiled Laws.

(2) Medication shall be given pursuant to label instructions.

(3) Unless a resident's physician specifically states otherwise, all the giving, taking, or application of prescription medications shall be supervised by the licensee or responsible person.

(4) When a licensee or responsible person supervises the taking of medication by a resident, the licensee or responsible person shall comply with the following provisions:

(a) Maintain a record as to the time and amount of any prescription medication given or applied. Records of

prescription medication shall be maintained on file in the home for a period of not less than 2 years.

(b) Not adjust or modify a resident's prescription medication without agreement and instructions from a physician or a pharmacist who has knowledge of the medical needs of the resident. A licensee shall record in writing any adjustments or modifications of a resident's prescription medication.

(5) Prescription medication shall be kept in the original pharmacy-supplied and pharmacy-labeled container, stored in a locked cabinet or drawer, refrigerated if required, and labeled for the specific resident.

(6) A licensee shall take reasonable precautions to insure that prescription medication is not used by a person other than the resident for whom the medication was prescribed.

(7) Prescription medication which is no longer required by a resident shall be destroyed after consultation with a physician or a pharmacist.

**FINDINGS: Licensee reported the residents manage their own medications. Medications were not in a locked cabinet. Resident J.K. medications were in his bedroom. There were medications from a discharged resident (M.V.) left in a common area of the home.**

#### **R 400.1419**

#### **Resident nutrition.**

Resident nutrition.

(1) A licensee shall provide a minimum of 3 regular nutritious meals daily. Not more than 14 hours shall elapse between the evening and morning meal.

(2) A licensee shall assure proper food preparation, serving, sanitation, and safety.

(3) Meals shall meet the nutritional allowances recommended under the "Suggested Daily Eating Guide" section, which is adapted from the "United States Department of Agriculture's Daily Food Guide (1979)", and based upon the "Recommended Dietary Allowances (1980)", and contained in the publication entitled "Basic Nutrition Facts", pages 28 and 29, Michigan Department of Public Health publication no. H-808, 1980. This publication may be obtained without charge from Nutrition Services, Bureau of Personal Health Services, Michigan Department of Public Health, P.O. Box 30035, Lansing, Michigan 48909.



(4) Special diets shall be prescribed only by a physician. A resident who has a special diet prescribed by a physician shall be provided such diet.

(5) The department may require menus to be written when there is substantial noncompliance with this rule. If menus are required, they shall be kept until substantial compliance with subrules (1) to (4) of this rule has been determined by the department.

**FINDINGS: There was no protein in the home for residents to eat.**

**R 400.1422**

**Resident records.**

Resident records.

(1) A licensee shall complete and maintain a separate record for each resident and shall provide record information as required by the department. A resident record shall include, at a minimum, all of the following information:

(a) Identifying information, including, at a minimum, all of the following:

(i) Name.

(ii) Social security number.

(iii) Home address.

(iv) Name, address, and telephone number of the next of kin or designated representative.

(v) Name, address, and telephone number of person or agency responsible for the resident's placement in the home.

(vi) Name, address, and telephone number of the preferred physician and hospital.

(b) Date of admission.

(c) Date of discharge and place to which resident was discharged.

(d) Health care information, including all of the following:

(i) Health care appraisals.

(ii) Medication logs.

(iii) Statements and instructions for supervising prescribed medication.

(iv) Instructions for emergency care.

(e) Resident care agreement.

(f) Assessment plan.

(g) Weight record.

(h) Incident and accident reports.

(i) Resident funds and valuables record.

(j) Resident grievances and complaint record.

(2) Resident records shall be kept on file in the home for 2 years after the date of a resident's discharge from a home.

**FINDINGS: There were no files to review.**

**R 400.1438**

**Emergency preparedness; evacuation plan; emergency transportation.**

(4) Fire drills shall be conducted 4 times a year. Two of the 4 required fire drills shall be conducted during sleeping hours. A record of the fire drills shall be incorporated with the evacuation plan.

**FINDINGS: There were no files to review.**

**R 400.2407**

**Staffing.**

Staffing.

**FINDINGS: There were no staff files to review.**

**R 400.2421**

**Residents' funds, access, safekeeping.**

Residents' funds, access, safekeeping.

**FINDINGS: There were no resident funds files to review.**

A corrective action plan was requested and approved on 07/27/2022. It is expected that the corrective action plan be implemented within the specified time frames as outlined in the approved plan. A follow-up evaluation may be made to verify compliance. Should the corrections not be implemented in the specified time, it may be necessary to reevaluate the status of your license.

**IV. RECOMMENDATION:**

Refusal to renew the license is recommended.

*Nile Khabeiry, LMSW*

8/2/22

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Nile Khabeiry  
Licensing Consultant

Date