



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

February 1, 2023

Jamie Bigby
You're Always At Home AFC LLC
210 Burnham Dr.
Kalamazoo, MI 49007

RE: Application #: AS390414310
You're Always At Home AFC #2
210 Burnham Dr.
Kalamazoo, MI 49007

Dear Ms. Bigby:

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 3 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) 284-9730.

Sincerely,

A handwritten signature in black ink, appearing to read "Eli DeLeon".

Eli DeLeon, Licensing Consultant
Bureau of Community and Health Systems
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(269) 251-4091

enclosure

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

I. IDENTIFYING INFORMATION

| | |
|-------------------------------|--|
| License #: | AS390414310 |
| Applicant Name: | You're Always At Home AFC LLC |
| Applicant Address: | 210 Burnham Dr. Kalamazoo, MI 49007 |
| Applicant Telephone #: | (616) 309-8205 |
| Licensee Designee: | Jamie Bigby & Louis Kyle |
| Administrator: | Jamie Bigby |
| Name of Facility: | You're Always At Home AFC #2 |
| Facility Address: | 210 Burnham Dr. Kalamazoo, MI 49007 |
| Facility Telephone #: | (616) 309-8205 |
| Application Date: | 09/29/2022 |
| Capacity: | 3 |
| Program Type: | DEVELOPMENTALLY DISABLED MENTALLY ILL AGED |

II. METHODOLOGY

| | |
|------------|---|
| 09/29/2022 | Enrollment |
| 09/29/2022 | Contact - Document Received AFC 100 & 1326/RI 030 for Jamie Bigby & 1326/RI 030 for Louis Kyle (referred to Candace) |
| 09/29/2022 | Contact - Document Received Written Request to add Louis Kyle as 2nd Designee |
| 10/03/2022 | File Transferred To Field Office Lansing via SharePoint |
| 10/03/2022 | Application Incomplete Letter Sent BITS event used to generate application incomplete letter. |
| 12/10/2022 | Contact Document Received Policies and procedures, Training Documentation, Resume. |
| 12/13/2022 | Application Incomplete Letter Sent. |
| 12/13/2022 | Contact Document Received Revised Discharge, Medication and Resident Funds Policy. Job Descriptions. |
| 12/14/2022 | Contact Document Received- Revised Budget. |
| 01/05/2022 | Contact Document Received- Furnace Inspection. |
| 01/17/2022 | Inspection Completed On-site |
| 01/20/2022 | Inspection Completed On-site BCAL Full Compliance |

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

You're Always At Home AFC #2 is a stucco-sided two-story home located on a dead-end street in an urban neighborhood in the city of Kalamazoo. The property is owned by Liu Real Estate Investment Group, LLC. On file is proof of property ownership and documentation that You're Always At Home AFC LLC has permission to operate a licensed adult foster care at this location. There are multiple restaurants and numerous churches within a mile of the home and within walking distance. The home is less than 1/2 a mile from Bronson Hospital. Staff and visitor parking are located near the front entry of the home on an unpaved lot in addition to curbside parking.

The main entrance of the home leads to a large great room and dining area. Adjacent to this great room is the kitchen area. A set of stairs adjacent to the dining area leads to the second story of the facility. One private resident bedroom and one semi-private resident bedroom are located on the second story. One full bathroom is accessible to both resident bedrooms by a shared hallway. A third room on this floor will be for the discretionary use of the licensee designee and will not be used as a resident bedroom.

In total, this home has one full bathroom, one private resident bedroom, and one semi-private resident bedroom. This home has a basement that will not be used by residents. This home has one means of egress located at the front of the facility and one egress located on the west wall of the facility. This home is not wheelchair accessible.

An on-site inspection completed on 01/20/2022 verified that the home is in compliance with all applicable environmental health administrative rules. The home utilizes the public water and sewer system. The on-site inspection verified that the home is in substantial compliance with rules pertaining to fire safety. The home utilizes a gas furnace and gas water heater which are both located in the basement in an enclosed heating plant room. A 1 3/4-inch solid wood core door between the basement and main level accessible from the kitchen provides floor separation. Documents that the furnace is in good working order were received on 12/28/2022. The facility is equipped with interconnected, hardwire smoke detectors with battery backup.

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

| Bedroom # | Dimensions | Total Square Feet | Total Resident Beds |
|-----------|--------------|-------------------|---------------------|
| #1 | 8'5" X 12'4" | 103 | 1 |
| #2 | 15'9" X 9'9" | 153 | 2 |

The indoor living and dining areas measure a total of 327 square feet of living space. This meets/exceeds the minimum of 35 square feet per occupant requirement.

Based on the above information, it is concluded that this facility can accommodate **three** (3) residents. It is the licensee's responsibility not to exceed the facility's licensed capacity.

B. Program Description

The applicant intends to provide 24-hour supervision, protection and personal care to three male and female ambulatory residents whose diagnosis is aged, developmentally disability, and mental illness in the least restrictive environment possible. The program will include personal care and medication assistance, housekeeping and laundry services, scheduled activities and group outings, and transportation to and from outings and appointments. The applicant intends to accept residents from Kalamazoo County Community Mental Health Authority

or private pay individuals as a referral source. The applicant has applied to operate a specialized program under contract with Kalamazoo County Community Mental Health Authority.

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 only with the prior approval of the resident, guardian, and the responsible agency.

Transportation will be provided as agreed upon in each resident's *Resident Care Agreement*. The facility will make provisions for a variety of leisure and recreational equipment. It is the intent of this facility to utilize local community resources including schools, libraries, churches, shopping centers, sporting events, and local parks to improve the quality of life and personal independence of residents.

C. Applicant and Administrator Qualifications

The applicant is You're Always At Home AFC LLC which is a Domestic Limited Liability Company established in Michigan on 09/23/2022. 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. Jamie Bigby is the Resident Agent of You're Always At Home AFC LLC. Jamie Bigby has submitted documentation appointing Jamie Bigby and Louis Kyle as licensee designees and Jamie Bigby as administrator for this facility.

Criminal history background checks of Jamie Bigby and Louis Kyle were completed and Jamie Bigby and Louis Kyle are determined to be of good moral character to provide licensed adult foster care. Jamie Bigby and Louis Kyle submitted a medical clearance request with statements from a physician documenting their good health and current negative tuberculosis test result.

Jamie Bigby and Louis Kyle have provided documentation to satisfy the qualifications and training requirements identified in the administrative group home rules. Jamie Bigby and Louis Kyle have provided proof of required trainings in CPR/First Aid/AED, Nutrition, Cultural Diversity, Person Centered Planning, Bloodborne Pathogens, Emergency Preparedness, Recipient Rights, Medications, Health, Orientation to Direct Care, and Working with People. Jamie Bigby has direct care experience working as a Certified Nurse Assistant at various assisted living facilities for over five years. Louis Kyle has direct care experience working as a home healthcare aide for over one year.

The staffing pattern for the original license of this three-bed facility is adequate and includes a minimum of one staff to three residents per shift. The applicant acknowledged that the staff to resident ratio may need to be decreased 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. 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 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. The applicant acknowledged an understanding of the responsibility to assess the good moral character of employees. The applicant 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.

The applicant 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.

The applicant 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, the applicant 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.

The applicant acknowledged an understanding of the administrative rules regarding the admission criteria and procedural requirements for accepting a resident into the adult foster care home. The applicant acknowledged the responsibility to obtain the required 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 acknowledged the responsibility to maintain a current resident record on file in the home for each resident and follow the retention schedule for all the documents that are required to be maintained within each resident’s file.

The applicant acknowledged an understanding of the administrative rules regarding the handling of resident funds and valuables and intends to comply. The applicant 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 the residents' personal money transactions that have been agreed to be managed by the applicant.

The applicant 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 applicant indicated the intent to respect and safeguard these resident rights. The applicant 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.

The applicant 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.

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

D. Rules/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 three (3) residents.



01/26/2023

Eli DeLeon
Licensing Consultant

Date

Approved By:



02/01/2023

Dawn N. Timm
Area Manager

Date