



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
DIRECTOR

April 14, 2025

Connalee Kleck, and Anastasia Rykse
7411 Grosvenor
Sand Lake, MI 49343

RE: Application #: AS410418493
Kleck AFC
16968 Myers Lake Ave
Sand Lake, MI 49343

Dear: Connalee Kleck and Anastasia Rykse,

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 (616) 356-0100.

Sincerely,

A handwritten signature in cursive script that reads "Arlene B. Smith".

Arlene B. Smith, MSW, Licensing Consultant
Bureau of Community and Health Systems
Unit 13, 7th Floor
350 Ottawa, N.W.
Grand Rapids, MI 49503
(616) 916-4213

enclosure

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

I. IDENTIFYING INFORMATION

License #: AS410418493

Licensee Name: Connalee Kleck and Anastasia Rykse,

Licensee Address: 7411 Grosvenor and 16968 Myers Lake Ave
Sand Lake, MI 49343

Licensee Telephone #: (616) 427-3700

Administrator/Licensee Designee: Connalee Kleck, Administrator

Name of Facility: Kleck AFC

Facility Address: 16968 Myers Lake Ave
Sand Lake, MI 49343

Facility Telephone #: (616) 427-3700, (616) 929-2700

Application Date: 05/15/2024

Capacity: 3

Program Type: DEVELOPMENTALLY DISABLED

II. METHODOLOGY

05/15/2024	On-Line Enrollment
05/17/2024	PSOR on Address Completed
05/17/2024	Contact - Document Sent forms sent
05/17/2024	Inspection Report Requested - Health Invoice 1034424
05/30/2024	File Transferred To Field Office
06/12/2024	Application Incomplete Letter Sent
06/17/2024	Comment

	Requested by applicant to do a quick walk through even though they are not ready for the inspection.
11/27/2024	Inspection Completed-ENV. Health: A.
01/13/2025	Contact - Document Received Documents received: Program Statement, Admission policy, Discharge Policy, Diploma, Job Descriptions, and College transcripts.
01/14/2025	Contact - Document Received Documents: Evidence of completed courses, Personnel policy + job descriptions, TB tests results, Refund Policy, Standard/Routine Procedures, CPR completed, Org Chart, Contract with network 180, Floor Plan, Fire evacuation, Proof of Ownership, and Class in Nutrition and food safety.
01/21/2025	Contact - Document Received Documents received: Evidence of Interconnected Smoke Detection System, Staffing Ratios and staff schedule and Credit Report x's two.
01/24/2025	Contact - Document Received Documents received: Proposed Budget, revised Standard and Routine Procedures, and medicals x 2.
02/03/2025	Contact - Document Received Special Certification application.
02/10/2025	Contact - Document Received Occupancy Certification.
02/20/2025	Application Complete/On-site Needed
02/20/2025	Inspection Completed On-site
02/20/2025	Inspection Completed-BCAL Full Compliance
02/21/2025	Contact - Document Received New Floor Plan.
02/24/2025	Contact - Document Received Balance Sheet and Financial statement.

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

The home is of wood construction, ranch style in rural Sand Lake. The home has a basement, main floor and second floor. Resident bedrooms are located on the main floor and one non-resident bedroom. The main bathroom, the two-section living room, dining area, kitchen, laundry room and porch/mud room are on the main level. The second floor has a divided non-resident bedroom. The home is not wheelchair accessible. The home has 2 approved means of egress off the main floor. The home will utilize private water and septic system.

The electric and hot water heater are located in the basement with a 1-3/4-inch solid core door equipped with an automatic self-closing device and positive latching hardware in a fully stopped frame, located at top of stairs on the main floor. The facility is equipped with interconnected, hardwire smoke detection system, with battery backup, which was installed by a licensed electrician and is fully operational

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

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
#1	9' x10'	90	1
#2	12' x 13'	156	2

The combined living rooms, and dining room, measure a total of 670 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 three 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 three male ambulatory adults whose diagnosis is developmentally disabled 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 Kent County-DHHS, network 180 (Kent County CMH) 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 has sufficient financial resources to provide for the adequate care of the residents as evidenced by a review of the applicant's credit report and the budget statement submitted to operate the adult foster care facility. The applicant also has cash in savings.

A licensing record clearance request was completed with no LEIN convictions recorded for the two licensee's and the one of them being the administrator. The two licensee's (one being the administrator) submitted a medical clearance request with statements from a physician documenting their good health and current TB-tine negative results.

The two licensee's and one being the 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 3 bed facility is adequate and includes a minimum of 1 staff –to- 3 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 not 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 residents’ 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.

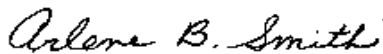
The applicant acknowledges that residents with mobility impairments may only reside on the main floor of the facility.

D. Rule/Statutory Violations

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

IV. RECOMMENDATION

I recommend issuance of a temporary license to this AFC adult small group home capacity 3.



04/14/2025

Arlene B. Smith
Licensing Consultant

Date

Approved By:



04/14/2025

Jerry Hendrick
Area Manager

Date