



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
DIRECTOR

April 21, 2025

Darlene Brown
HCP HOMES LLC
2532 Kevern Way
Okemos, MI 48864

RE: License #: AS330412322
HCP HOMES
738 N. Jenison
Lansing, MI 48915

Dear Mr./Ms. Brown:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your facility on 04/21/2025. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for an Adult Foster Care small group home.

The violations that were found are:

R 400.14204 Direct care staff; qualifications and training.

(3) A licensee or administrator shall provide in-service training or make training available through other sources to direct care staff. Direct care staff shall be competent before performing assigned tasks, which shall include being competent in all of the following areas:

- (a) Reporting requirements.
- (b) First aid.
- (c) Cardiopulmonary resuscitation.
- (d) Personal care, supervision, and protection.
- (e) Resident rights.
- (f) Safety and fire prevention.
- (g) Prevention and containment of communicable diseases.

During the on-site inspection I reviewed the employee files for direct care staff, Kimberly Watts and Keisha James. The file for Ms. Watts was missing documentation of completed trainings in the areas of Reporting Requirements, Personal Care/Supervision/Protection, Resident Rights, Safety & Fire Prevention, & Prevention & Containment of Communicable Disease. Ms. James' file was missing documentation of completed trainings in all required areas. Ms. Brown reported that Ms. James has some of her trainings completed and she is awaiting proof of these trainings from Ms. James.

R 400.14205 Health of a licensee, direct care staff, administrator, other employees, those volunteers under the direction of the licensee, and members of the household.

(3) A licensee shall maintain, in the home, and make available for department review, a statement that is signed by a licensed physician or his or her designee attesting to the physician's knowledge of the physical health of direct care staff, other employees, and members of the household. The statement shall be obtained within 30 days of an individual's employment, assumption of duties, or occupancy in the home.

At the time of the on-site inspection, Ms. James' employee file did not contain a statement signed by a licensed physician attesting to her physical health. Ms. Brown reported that Ms. James has completed a physical exam and is planning to provide these results to Ms. Brown for her employee file.

R 400.14205 Health of a licensee, direct care staff, administrator, other employees, those volunteers under the direction of the licensee, and members of the household.

(5) A licensee shall obtain written evidence, which shall be available for department review, that each direct care staff, other employees, and members of the household have been tested for communicable tuberculosis and that if the disease is present, appropriate precautions shall be taken as required by state law. Current testing shall be obtained before an individual's employment, assumption of duties, or occupancy in the home. The results of subsequent testing shall be verified every 3 years thereafter or more frequently if necessary.

At the time of the on-site inspection, Ms. James' employee file did not contain proof of a negative tuberculosis test completed within the past three years. Ms. Brown

reported that Ms. James has completed a tuberculosis test and is planning to provide these results to Ms. Brown for her employee file.

R 400.14207 Required personnel policies.

(2) The written policies and procedures identified in subrule (1) of this rule shall be given to employees and volunteers at the time of appointment. A verification of receipt of the policies and procedures shall be maintained in the personnel records.

During the review of the employee files, I did not find evidence that Ms. Brown provided the direct care staff with a copy of the written policies and procedures for the facility.

R 400.14207 Required personnel policies.

(3) A licensee shall have a written job description for each position. The job description shall define the tasks, duties, and responsibilities of the position. Each employee and volunteer who is under the direction of the licensee shall receive a copy of his or her job description. Verification of receipt of a job description shall be maintained in the individual's personnel record.

In reviewing the employee files, I did not find proof that the direct care staff were provided with a copy of their job description for their review.

R 400.14208 Direct care staff and employee records.

(1) A licensee shall maintain a record for each employee. The record shall contain all of the following employee information:
(f) Verification of reference checks.

During review of the employee files, I did not find written evidence of reference checks conducted by Ms. Brown on Ms. Watts or Ms. James. Ms. Brown reported that she did conduct these reference checks but was unaware she needed to record written documentation of these efforts.

R 400.14208

Direct care staff and employee records.

(3) A licensee shall maintain a daily schedule of advance work assignments, which shall be kept for 90 days. The schedule shall include all of the following information:

(a) Names of all staff on duty and those volunteers who are under the direction of the licensee.

(b) Job titles.

(c) Hours or shifts worked.

(d) Date of schedule.

(e) Any scheduling changes.

During the on-site inspection I reviewed the direct care staff schedule for the facility. The schedule did not list the direct care staff names, job titles, or hours worked. Ms. Brown is the primary direct care staff, working 24/7 most days. She reported that Ms. Watts and Ms. James do fill in on occasion. Ms. Brown was advised that these names and times need to be recorded on the direct care staff schedule.

R 400.14312

Resident medications.

(4) When a licensee, administrator, or direct care staff member supervises the taking of medication by a resident, he or she shall comply with all of the following provisions:

(a) Be trained in the proper handling and administration of medication.

During the review of employee files I observed that Ms. James' file did not include documentation of completed medication administration training.

R 400.14401

Environmental health.

(2) Hot and cold running water that is under pressure shall be provided. A licensee shall maintain the hot water temperature for a resident's use at a range of 105 degrees Fahrenheit to 120 degrees Fahrenheit at the faucet.

During the on-site inspection I checked the water temperature at the kitchen sink. The temperature at the kitchen sink was recorded as 146 degrees Fahrenheit. I also took the water temperature at the bathroom sink. The temperature in the bathroom was recorded as 137 degrees Fahrenheit.

Due to the violations identified in the report, **a written corrective action plan** is required. The corrective action plan is due 15 days from the date of this letter and must include the following:

- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible party and a date.

The Department provides technical assistance to meet the licensing requirements and consultation to improve services.

Please 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) 335-5985.

Sincerely,

A handwritten signature in cursive script that reads "Jana Lipps".

Jana Lipps, Licensing Consultant
Bureau of Community and Health Systems
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909

Enclosures