



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY
OFFICE OF CHILDREN AND ADULT LICENSING



MARIANNE UDOW
DIRECTOR

April 16, 2004

Lisa McGahan, Licensee Designee
American AFC, Inc.
17 E. White Lake Dr.
Twin Lake, MI 49457

RE: Application #: AL610259334
Lightfoot House
381 Houston
Muskegon, MI 49441

Dear Ms. McGahan:

Attached is the Original Licensing Study Report for the above referenced facility. You have submitted an acceptable written corrective action plan covering the violations cited in the report. The study has determined substantial compliance with applicable licensing statutes and administrative rules. Therefore, a temporary license with a maximum capacity of 16 is issued.

Please review the enclosed documentation for accuracy and feel free to 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 (616) 356-0100.

Sincerely,

Leon M. Hale, Licensing Consultant
Office of Children and Adult Licensing
Unit 13, 7th Floor
350 Ottawa Avenue, N.W.
Grand Rapids, MI 49503-2337
(616) 356-0111

enclosure

**MICHIGAN FAMILY INDEPENDENCE AGENCY
OFFICE OF CHILDREN AND ADULT LICENSING
LICENSING STUDY REPORT**

I. IDENTIFYING INFORMATION

License #:	AL610259334
Applicant Name:	American AFC, Inc.
Applicant Address:	17 E. White Lake Dr. Twin Lake, MI 49457
Applicant Telephone #:	(231) 893-5021
Administrator/Licensee Designee:	Lisa McGahan, Designee
Name of Facility:	Lightfoot House
Facility Address:	381 Houston Muskegon, MI 49441
Facility Telephone #:	(231) 722-4348 08/04/2003
Application Date:	
Capacity:	16
Program Type:	MENTALLY ILL DEVELOPMENTALLY DISABLED AGED PHYSICALLY HANDICAPPED ALZHEIMERS

II. METHODOLOGY

08/04/2003	Enrollment
08/05/2003	Inspection Report Requested - Health
08/05/2003	Contact - Document Sent Sent letter requesting record clearance for adult member of the household. .
08/15/2003	Contact - Document Received Received record clearance on adult member of the household.
08/18/2003	Comment Gave file to DU
08/25/2003	Comment Transferred entire file to Grand Rapids.
09/11/2003	Contact - Telephone call made Telephone call to Ms. McGahan. They had not submitted an OFS-13 to the Office of Fire safety. I mailed them an OFS-13.
10/27/2003	Inspection Completed-Environmental Health : A
12/19/2003	Inspection Report Requested - Fire
02/05/2004	Inspection Completed-Fire Safety : D
03/04/2004	Inspection Completed-Fire Safety : A
03/24/2004	Inspection Completed On-site
03/24/2004	Inspection Completed-BFS Sub. Compliance
04/06/2004	Corrective Action Plan Received
04/08/2004	Corrective Action Plan Disapproved
04/12/2004	Corrective Action Plan Received
04/15/2004	Corrective Action Plan Approved

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

The licensee, American AFC, Inc., is taking over a building that for years has been licensed to Bobbie Lightfoot. The new licensee plans on keeping the existing AFC residents.

This two-story building has all AFC resident bedrooms on the main floor. The second floor has historically been used for live-in staff bedrooms. The home is located in an inner city Muskegon neighborhood, close to the city bus route.

The home has an interior sprinkling system (sprinklers) and an interconnected smoke detection system.

B. Program Description

The licensee plans on caring for mentally ill and developmentally disabled adults.

C. Rule/Statutory Violations

R 400.15103

Licenses; required information; fee; effect of failure to cooperate with inspection or investigation; posting of license; reporting of changes in information.

(1) An applicant for an adult foster care large group home license shall make available at the facility, or arrange for the department's inspection and copying of all of the following items:

(1)(b) Copies of all of the following:

- (i) Personnel policies.
- (ii) Job descriptions.
- (iii) Standard or routine procedures.
- (iv) Proposed staffing patterns.
- (v) An organizational chart.

The licensee resolved this violation by submitting personnel policies.

VIOLATION RESOLVED

R 400.15103

Licenses; required information; fee; effect of failure to cooperate with inspection or investigation; posting of license; reporting of changes in information.

(1) An applicant for an adult foster care large group home license shall make available at the facility, or arrange for the department's inspection and copying of all of the following items:

(1)(d) A current floor plan of each level and basement of the

entire structure, including the interior layout of foster care areas and room descriptions and specifics as to use, the number of beds, and the dimensions of floor space.

The licensee resolved this violation by submitting a floor plan with measurements.

VIOLATION RESOLVED

R 400.15201

Qualifications of administrator, direct care staff, licensee, and members of the household; provision of names of employee, volunteer, or member of the household on parole or probation or convicted of felony; food service staff.

(3) Before a temporary license is issued, an applicant and an administrator shall be competent in all of the following areas:

- (a) Nutrition.
- (b) First aid.
- (c) Cardiopulmonary resuscitation.
- (d) Foster care, as defined in the act.
- (e) Safety and fire prevention.
- (f) Financial and administrative management.
- (g) Knowledge of the needs of the population to be served.
- (h) Resident rights.
- (i) Prevention and containment of communicable diseases.

The licensee designee, Ms. McGahan, resolved this violation by submitting proof of competency in the above areas.

VIOLATION RESOLVED

R 400.15201

Qualifications of administrator, direct care staff, licensee, and members of the household; provision of names of employee, volunteer, or member of the household on parole or probation or convicted of felony; food service staff.

(6) A licensee and the administrator shall have a high school diploma or general education diploma or equivalent and not less than 1 year of experience working with the population identified in the home's program statement and admission policy.

The licensee designee, Ms. McGahan, resolved this violation by submitting her high school diploma.

VIOLATION RESOLVED

R 400.15208

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:

(i) Required verification of the receipt of personnel policies and job descriptions.

The licensee resolved this violation by developing personnel policies.

VIOLATION RESOLVED

R 400.15315

Handling of resident funds and valuables.

(14) A licensee shall have a written refund agreement with the resident or his or her designated representative. The agreement shall state under what conditions a refund of the unused portion of the monthly charge that is paid to the home shall be returned to the resident or his or her designated representative. The refund agreement shall provide for, at a minimum, refunds under any of the following conditions:

(a) When an emergency discharge from the home occurs as described in R400.15302.

(b) When a resident has been determined to be at risk pursuant to the provisions of sections 11 and 11a to 11f of Act No. 280 of the Public Acts of 1939, as amended, being {{400.11 and 400.11a to 400.11f of the Michigan Compiled Laws.

(c) When a resident has been determined to be at risk due to substantial noncompliance with these licensing rules which results in the department taking action to issue a provisional license or to revoke or summarily suspend, or refuse to renew, a license and the resident relocates. The amount of the monthly charge that is returned to the resident shall be based upon the written refund agreement and shall be prorated based on the number of days that the resident lived in the home during that month.

The licensee resolved this violation by reworking their refund agreement.

VIOLATION RESOLVED

R 400.15403

Maintenance of premises.

(5) Floors, walls, and ceilings shall be finished so as to be easily cleanable and shall be kept clean and in good repair.

The licensee resolved this violation by repairing a bedroom wall.

VIOLATION RESOLVED

IV. RECOMMENDATION

I recommend issuance of a temporary license to this AFC adult large group home (capacity 13-20).

_____ Leon M. Hale Licensing Consultant	_____ Date
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Approved By:

_____ Yolanda M. Sims Area Manager	_____ Date
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