



JENNIFER M. GRANHOLM
GOVERNOR

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



MARIANNE UDOW
DIRECTOR

May 13, 2004

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

RE: Application #: AM610259339
Terrace Manor
1148 Terrace
Muskegon, MI 49442

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 12 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 #:	AM610259339
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:	Terrace Manor
Facility Address:	1148 Terrace Muskegon, MI 49442
Facility Telephone #:	(231) 726-6162 08/04/2003
Application Date:	
Capacity:	12
Program Type:	DEVELOPMENTALLY DISABLED MENTALLY ILL

II. METHODOLOGY

08/04/2003	Enrollment
08/05/2003	Inspection Report Requested - Health
08/05/2003	Comment Transferred file to Grand Rapids.
08/11/2003	Contact - Telephone call made I left a message on the McGahan answering machine, asking if they requested a plan review from the Office of Fire Safety.
08/11/2003	Contact - Telephone call received Phone call from Ms. McGahan. They have not requested a plan review. I mailed the required form to Ms. McGahan later that same day.
12/30/2003	Inspection Report Requested - Fire
03/04/2004	Inspection Completed-Fire Safety : A
03/24/2004	Inspection Completed On-site
03/24/2004	Inspection Completed-BFS Sub. Compliance
03/25/2004	Corrective Action Plan Requested
04/09/2004	Corrective Action Plan Received
04/15/2004	Corrective Action Plan Approved
04/21/2004	Inspection Completed-Environmental Health: A

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 Marie "Tony" A. McNeill. The new licensee plans on keeping the existing AFC residents.

This two-story building has AFC resident bedrooms on the first and second floor. There are two wheelchair ramps off the first floor. The basement 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 does not have an interior fire suppression system (sprinklers) but does have an interconnected smoke detection system. An environmental health inspection was completed on 04/21/2004. The Muskegon County Health Dept. gave the facility an "A" rating.

B. Program Description

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

C. Rule/Statutory Violations

R 400.14103 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 small group home license shall make available at the facility, or arrange for the department's inspection and copying of all of the following items:

(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 400.14201 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 her competency in the above areas.

VIOLATION RESOLVED

R 400.14201 **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 400.14208 **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:

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

The licensee resolved this violation by developing personnel policies.

VIOLATION RESOLVED

R 400.14315 **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 or 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 R 400.14302.

(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 400.11 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

IV. RECOMMENDATION

I recommend issuance of a temporary license to this AFC adult medium group home (capacity 7-12).

Leon M. Hale Licensing Consultant	Date
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Approved By:

Yolanda M. Sims Area Manager	Date
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