



JOHN ENGLER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF CONSUMER & INDUSTRY SERVICES  
LANSING

NOELLE A. CLARK  
DIRECTOR

October 28, 2002

Cherri Brown  
Mason AFC Home Inc.  
640 W. Euclid  
Detroit, MI 48202

RE: Application #: AS820251884  
Mason AFC Home  
640 W. Euclid  
Detroit, MI 48202

Dear Ms. Brown:

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 new license with a maximum capacity of 6 is recommended.

Please review the enclosed documentation for accuracy and feel free to contact me with any questions. In the event that I am not available, please feel free to contact Christopher Hibbler, Area Manager, at (313) 456-0428.

Sincerely,

Ralph Colone, Licensing Consultant  
Bureau of Family Services  
Cadillac Pl. Ste 11-350  
P.O.Box 02982  
Detroit, MI 48202  
(313) 456-0411

cc: WCCMH  
FIA

**MICHIGAN DEPT. OF CONSUMER & INDUSTRY SERVICES  
BUREAU OF FAMILY SERVICES  
LICENSING STUDY REPORT**

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	AS820251884
<b>Applicant Name:</b>	Mason AFC Home Inc.
<b>Applicant Address:</b>	640 W. Euclid Detroit, MI 48202
<b>Applicant Telephone #:</b>	313-873-2413
<b>Administrator/Licensee Designee:</b>	Cherri Brown, Designee
<b>Name of Facility:</b>	Mason AFC Home
<b>Facility Address:</b>	640 W. Euclid Detroit, MI 48202
<b>Facility Telephone #:</b>	313-8732413
<b>Application Date:</b>	09/17/2002
<b>Capacity:</b>	6
<b>Program Type:</b>	Mentally III

## II. METHODOLOGY

08/09/2002	Inquiry
09/17/2002	Enrollment
09/17/2002	Contact - Document Sent References
09/23/2002	Contact - Document Received Policies
09/27/2002	Inspection Completed On-site
09/27/2002	Inspection Completed-BFS Sub. Compliance
10/16/2002	Inspection Completed On-site
10/16/2002	Inspection Completed-BFS Full Compliance
10/16/2002	Inspection Completed-Env. Health : A
10/24/2002	Inspection Completed-Fire Safety : A

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

### A. Physical Description of Facility

On August 30, 2002 the AFC Licensing Division received a completed application signed by Ms. Cheri Brown on behalf of Mason AFC Inc. to operate a small group adult foster care home located at 640 W. Euclid in the City of Detroit. The applicant proposes to operate a small group adult foster care home for up to six mentally ill adults, ages 30-65. This facility will replace the Mason AFC Home, a licensed facility (AM820010069) that will close at the time of the opening of this new facility. The current facility has contracts with Community Case Management and Metro Emergency Services.

The facility is a two story wood sided home located in the City of Detroit. It is near shopping and easily accessible public transportation. The home will provide transportation to programming, hospitals, medical appointments, mental health centers, shopping centers restaurants, parks and movie theaters.

The estate of Mary Mason owns the property at 640 W. Euclid. Mae Cunningham, the previous individual licensee, and President of the Board of Mason AFC Inc. operated the facility with Ms. Mason in the past. Ms Cunningham has continued to pay the mortgage on the home, and will continue to do so the matter is currently before the

Probate Court. A letter is on file from the executor of Ms. Mason's estate( Dorothy Dean, Attorney at Law) giving permission for the property to used as an AFC Home.

The facility living space is located on two floors. The first floor includes a living room, dinning room, bathroom, two single resident bedrooms and an office area. The second floor consists of three resident bedrooms (Two single rooms and one room for two residents.), bathroom, dinning area and kitchen. There is more than 35 square feet per resident of general living space in the facility. Approved egress is through the front door and a rear door. The facility has two furnaces, located in the basement. The basement is separated from the rest of the facility by a fire door. Residents will not be allowed to go into the basement. . Laundry facilities are located in the basement. Documentation from licensed contractors concerning the heat plant, electrical system, inter connected smoke detection system have been submitted and are in the record.

Bedroom measurements are as follows:

Southwest Bedroom first floor: 120 sq. feet. (One resident)  
Northwest Bedroom first floor: 107 sq. feet (One resident)  
Southwest Bedroom second floor: 101 sq. feet (One resident)  
Southeast Bedroom second floor: 263 sq. feet (Two Resident)  
Northwest Bedroom second floor: 108 sq. feet (One resident)

Rules pertaining to the physical plant and home environment were found to be in substantial compliance at the time of the final inspection.

### **Fire Safety**

Guardian Alarm Co. has inspected the interconnected smoke detection system. In addition, the Office of Fire Safety gave the facility an A rating on 8/6/02 it was operating as a medium group home at that time. . In addition, an electrical inspection was satisfactorily completed. DTE Energy inspected both furnaces on 10/8/02.

### **Zoning**

The group home does not require a use permit and is exempt form zoning restrictions. On 11-3-94, the department was permanently enjoined by the United States District Court form sending notification to the local zoning authority for small (1-6) group AFC homes when the requirements of the Federal Fair Housing Amendments Act, effective 3-12-89 have been met. They have for this site.

### **B. Program Description**

Corporate documents were submitted for review. The documents show that Mason AFC Inc. was established on 9/15/97 with the Michigan Department of Consumer and Industry Services. The purpose for which the corporation was established was to open a

home for dependent adults. An organization chart was submitted and reviewed. Members of the board of directors are:

President : J. Mae Cunningham  
Vice President / Treasurer; Cherri Brown

Based upon a review of the information and documents provided, Mason AFC Inc. meets the requirements of the rules and regulations regarding an AFC license. Also, documentation of training and experience that was reviewed indicate that Cherri Brown meets the requirements of an administrator and Licensee Designee. The requirements for good moral character certification for Cherri Brown have been met. A Michigan State Police LEIN ( Law Enforcement Information Network) was processed. The criminal record check of 8/26/02 indicates no good moral character convictions. Verification of education, training, health documentation, CPR and First Aid training are on file for the administrator.

The administrator will evaluate the good morale character of staff by interviewing prospective staff, obtaining references and medical exams.

Financial documents for Mason AFC Inc. were submitted and are on file. These documents demonstrate that Mason AFC Inc. has met the requirements of financial capability and stability and has sufficient operating capital to execute the proposed program. The Mason AFC Home, under the individual license, Mae Cunningham, has been in operation since 1989. The facility is currently licensed and certified. This license will be closed when the new corporate license is issue

A program statement was submitted which states that Mason AFC Inc. will provide a six bed small group adult foster care facility for adults with a diagnosis of mental illness between the ages of 30-65. Community Case Management Services and Metro Emergency Services will make referrals to the home.

Services offered in the home will include room and board (three meals a day and special diets, if needed.), 24 hour care, protection, supervision, medication administration, training and guidance with the activities of daily living, recreation, social skills development, emotional support, transportation services, access to telephones for private communications and discharge planning. A TV, VCR and other activities are provided in the home. An individual plan of service will be developed in coordination with the case manager.

### **Admission and Discharge Policies**

Admission and discharge policies for Mason AFC Inc. have been reviewed. The facility will provide residential care for six adults (Males and females.) with a diagnosis of mental illness. The facility will only admit residents who voluntarily chose to live in the home. The facility will not accept anyone who requires nursing care. The resident must not exhibit unacceptable behaviors, require physical restraints, isolation, sexual

misconduct, residents who wander or who are fire setters. Residents who are diabetic and require insulin injections will not be admitted.

The discharge policy differentiates between a 30 day discharge and an emergency (less than 30 day notice) discharge. The licensee will provide the resident, their designee and the contract agency with a 30 day discharge notice. A copy of the discharge notice, with reasons for the discharge, will be placed in the resident's record. An emergency discharge can occur if the home is unable to meet the resident's needs, there is a substantial risk of self destructive behavior, substantial risk of physical assault and a substantial risk of property destruction.

A copy of the house rules does not conflict with AFC Licensing rules and regulations.

The refund policy was reviewed. A refund of funds will be prorated, based on the number of days that a resident lived in the home during the month.

### **Staffing**

A proposed staff schedule was submitted and reviewed. The staff schedule currently in use at the Mason AFC Home will continue to be used at the facility.

### **Facility and Employee Records**

Administrative records have been reviewed and found to be in substantial compliance.

### **Resident Rights and Care Services**

The administrator is aware of the requirements regarding resident rights, prohibitive practices and the care of residents. Resident rights will be discussed with staff as well as residents and their designated representatives and they will receive a copy of the Resident Care Agreement and a copy of Resident Rights for Adult Foster Care pamphlet. Rules pertaining to the care of residents will be evaluated after the license has been in effect for six months.

## **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:

- (a) A current written admission policy and program statement.
- (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.
- (c) A copy of any current agreement or contract between the applicant or licensee, agency, person, or organization that provides or proposes to provide funding, care, treatment, or supplemental services as described in the home's program statement.
- (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.
- (e) A current financial statement and a proposed biennial budget.
- (f) Verification of the lease, ownership, or right to occupy arrangements.
- (g) Current articles of incorporation, a letter of authorization from the board of directors that designates the individual who is authorized to act on behalf of the corporation on licensing matters, a current list of the corporate directors, if applicable, and a certificate of incorporation.
- (h) A current credit history for noncorporate applicants.

#### **VIOLATION ESTABLISHED**

**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.

#### **VIOLATION ESTABLISHED**

**R 400.14403**

#### **Maintenance of premises.**

(1) A home shall be constructed, arranged, and maintained to provide adequately for the health, safety, and well-being of occupants.

**VIOLATION ESTABLISHED**

**R 400.14403**

**Maintenance of premises.**

(11) Handrails and nonskid surfacing shall be installed in showers and bath areas.

**VIOLATION ESTABLISHED**

**R 400.14510**

**Heating equipment generally.**

(2) A furnace, water heater, heating appliances, pipes, wood-burning stoves and furnaces, and other flame-or heat producing equipment shall be installed in a fixed or permanent manner and in accordance with a manufacturer's instructions and shall be maintained in a safe condition.

**VIOLATION ESTABLISHED**

**R 400.14510**

**Heating equipment generally.**

(3) Where conditions indicate a need for inspection, heat-producing equipment shall be inspected by a qualified inspection service. A copy of the written approval from the qualified inspection service shall be submitted to the department and a copy shall be maintained in the adult foster care small group home and shall be available for department review.

**VIOLATION ESTABLISHED**

**R 400.14512**

**Electrical service.**

(2) Where conditions indicate a need for inspection, the electrical service shall be inspected by a qualified electrical inspection service. A copy of the written approval from the qualified inspection service shall be submitted to the department and a copy shall be maintained in the adult foster care small group home and shall be available for department review.

**VIOLATION ESTABLISHED**

All violations noted in the Licensing Study Report have been corrected.

**IV. RECOMMENDATION**



I recommend issuance of a new license to this AFC small group home (capacity 1-6).

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Ralph Colone Date  
Licensing Consultant

Approved By:

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Christopher Hibbler Date  
Area Manager