



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF HUMAN SERVICES  
OFFICE OF CHILDREN AND ADULT LICENSING

MARIANNE UDOW  
DIRECTOR

July 15, 2005

Carter, Willard and Alesia  
24830 Roxana  
Eastpointe, MI 48021

RE: Application #: AS500270555  
Carter Care Network  
24830 Roxana  
Eastpointe, MI 48021

Dear Mr. And Mrs.Carter,

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 6 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, please feel free to contact the local office at (248) 975-5053.

Sincerely,

Carol Trombley, Licensing Consultant  
Office of Children and Adult Licensing  
Suite 358  
41000 Woodward  
Bloomfield Hills, MI 48304  
(586) 412-6836

cc: Macomb County Community Mental Health

**MICHIGAN DEPARTMENT OF HUMAN SERVICES  
OFFICE OF CHILDREN AND ADULT LICENSING  
LICENSING STUDY REPORT**

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	AS500270555
<b>Applicant Name:</b>	Carter, Willard and Alesia
<b>Applicant Address:</b>	24830 Roxana Eastpointe, MI 48021
<b>Applicant Telephone #:</b>	(586) 772-6870
<b>Administrator/Licensee Designee:</b>	N/A
<b>Name of Facility:</b>	Carter Care Network
<b>Facility Address:</b>	24830 Roxana Eastpointe, MI 48021
<b>Facility Telephone #:</b>	(586) 772-6870 09/30/2004
<b>Application Date:</b>	
<b>Capacity:</b>	6
<b>Program Type:</b>	MENTALLY ILL

## II. METHODOLOGY

09/30/2004	Enrollment
11/01/2004	File Transferred To Field Office Clinton Twp.
11/03/2004	Contact - Document Received Licensing file received from Central Office on 11/03/2004.
11/10/2004	Application Incomplete Letter Sent
12/09/2004	Application Incomplete Letter Sent
06/30/2005	Final Inspection completed.
06/30/2005	Corrective Action Plan Received
06/30/2005	Corrective Action Plan Approved
07/11/2005	Follow-up to the final inspection completed.

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

### A. Physical Description of Facility

The above home is a frame ranch building. There are three bedrooms, a kitchen, dinette, living room, family room and a basement. The laundry room and the gas forced air furnace are located in the basement. There is an unattached garage in the backyard.

The water and the sewage systems are public.

The following bedroom dimensions are according to Rule 400.14409(3):

<u>Bedroom</u>	<u>Square Footage</u>	<u>Capacity</u>
Southwest	130	2
Northeast	118	1
Northwest	130	2

According to Rule 400.1405(1), the following rooms were measured for square feet of indoor living space:

<u>Living Space</u>	<u>Square Footage</u>
Family Room	145

Dinette 100

Living Room 237

The above measurements for the bedrooms and for the indoor living space are sufficient for the proposed capacity of five residents. The floor plan indicates how many beds are placed in each bedroom to equal five residents.

The Carters are in full compliance with sanitation and fire safety.

## **B. Program Description**

Mr. And Mrs. Carter submitted the licensing application and was received in Lansing on November 3, 2004. The application stated that they would receive six males or females, mentally ill, ambulatory, 18 years and up adults.

The following documents were submitted to licensing: licensee designee appointed to act in the absence of the home administrator. Personnel policies and job descriptions are also in the file.

Both Mr. And Mrs. Carter signed the application. Mrs. Carter has been appointed to be the home administrator for the facility. Both Mr. And Mrs. Carter have provided the documents to qualify them as the applicants and the home administrator with mentally ill adults. They also provided evidence that they are in good mental and physical health via medical clearances. Their TB test results were negative. Mr. and Mrs. Carter have had criminal history checks completed confirming good moral character. They also provided evidence of high school graduation and verification of training materials in compliance with Rule 400.14204(3) and (6).

The program statement refers to the Carter Care Network home as a licensed small group home providing care to the mentally ill, males or females adults. The goals are to provide training and coaching to maximize social and community living skills of our consumers and help each individual attain the highest potential in community living skills.

The facility will offer in home independent living programs, to include, but not limited to cooking, cleaning, personal hygiene, basic education, self-awareness and confidence building, basic independent skills, physical health training and hobbies and crafts.

Services also included are the following: room and board, four meals a day, clothing allowance, free transportation, personal allowance, personal items, 24 hour supervision, basic health and psychological care and scheduled psychological exams with continued psychological care.

Professionals will train staff, and in-home training will continue. Staff has to be suitable to meet the physical, emotional, intellectual, and social needs of each resident. Staff has to be capable of appropriately handling emergency situations. Staff are to be competent in all of the following areas: reporting requirements; first aid; cardiopulmonary resuscitation; personal care, supervision, and protection; resident rights; fire prevention and safety; prevention and containment of communicable diseases.

During the final inspection, Mr. And Mrs. Carter were present. The following facility records were available: program statement, admission and discharge policies, house rules, floor plan with measurements, standard and daily routine procedures, grievance procedures, emergency service repair call list, written procedures for fire, medical and severe weather, medication procedures, proposed staffing pattern, refund policy, designated person in the absence of the administrator, Mrs. Alesia Carter.

At the final inspection, administrative rule requirements relating to required resident files were discussed. Identifying information, health care appraisals, medication record logs, health care chronologicals, resident care agreements, assessment plans, weight records, incident reports, resident funds and resident grievances were explained. Prior to the expiration date of the temporary license, an on-site inspection will be made to determine the facility's level of compliance in the areas of resident records. Resident rights, and incident and accident reports were explained.

Medication procedures were reviewed and it was noted that all medications would be kept in the original containers in a locked cabinet. Medications will be separated according to internal and external use. Only trained staff will be permitted to dispense medications. All medication errors will be reported to the resident's physician and recorded in each resident's health care chronological.

Resident nutrition as well as menus was discussed. Menus shall be written as least one week in advance and posted. Records of menus shall be kept for one calendar year.

Fire drills were discussed in length.

The administrative rule requirements for the employee files were discussed.

The consultant checklists that are used at inspections were given to Mr. And Mrs. Carter.

Model files for the facility, resident, employee, physical plant and fire safety requirements were explained and given. Initial supplies of forms were given.

### **C. Rule/Statutory Violations**

#### **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.

A hanging rope was dangling from the play area.

#### **R 400.14403          Maintenance of premises.**

(8) Stairways shall have sturdy and securely fastened handrails. The handrails shall be not less than 30, nor more than 34, inches above the upper surface of the tread. All exterior and interior stairways and ramps shall have handrails on the open sides. All porches and decks that are 8 inches or more above grade shall also have handrails on the open sides.

Additional handrails needed to be installed to enclose the entire front porch.

#### **R 400.14403          Maintenance of premises.**

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

Non-skid strips were needed in the bathtub. Bath mats are not allowed.

#### **R 400.14402          Food service.**

(6) Household and cooking appliances shall be properly installed according to the manufacturer's recommended safety practices. Where metal hoods or canopies are provided, they shall be equipped with filters. The filters shall be maintained in an efficient condition and kept clean at all times. All food preparation surfaces and areas shall be kept clean and in good repair.

The oven and the vent above the stove needed to be cleaned.

#### **R 400.14407          Bathrooms.**

(3) Bathrooms shall have doors. Only positive-latching, non-locking-against-egress hardware may be used. Hooks and eyes, bolts, bars, and other similar devices shall not

be used on bathroom doors.

The lock on the bathroom door was not according to the above rule.

**R 400.14503 Interior finishes and materials generally.**

(1) Interior finish materials shall be at least class C materials throughout the adult foster care small group home.

There was still some paneling left in the kitchen that was not class "C".

**R 400.14511 Flame-producing equipment; enclosures.**

(1) If the heating plant is located in the basement of a small group home, standard building material may be used for the floor separation. Floor separation shall also include at least 1 3/4-inch solid core wood door or equivalent to create a floor separation between the basement and the first floor.

The basement door did not latch when it was closed.

A follow-up inspection was conducted on 7-11-2005 to verify that the above violations had been corrected.

**IV. RECOMMENDATION**

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

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Carol Trombley Date  
Licensing Consultant

Approved By:

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Candyce Crompton Date  
Area Manager