



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



JENNIFER M. GRANHOLM
GOVERNOR

ISMAEL AHMED
DIRECTOR

November 20, 2007

Paula Atkin
Mill Street AFC Home, Inc.
P.O. Box 925
Ortonville, MI 48462

RE: Application #: AM630289045
Mill Street AFC Home
307 Mill St.
Ortonville, MI 48462

Dear Ms. Atkin:

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

Sincerely,

Genevieve Lopez, Licensing Consultant
Bureau of Children and Adult Licensing
Suite 1000
28 N. Saginaw
Pontiac, MI 48342
(248) 975-5069

enclosure

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

I. IDENTIFYING INFORMATION

License #: AM630289045

Applicant Name: Mill Street AFC Home, Inc.

Applicant Address: 307 Mill St.
Ortonville, MI 48462

Applicant Telephone #: (248) 627-4174

Administrator/Licensee Designee: Paula Atkin, Designee

Name of Facility: Mill Street AFC Home

Facility Address: 307 Mill St.
Ortonville, MI 48462

Facility Telephone #: (248) 627-4174
03/19/2007

Application Date:

Capacity: 12

Program Type: MENTALLY ILL
DEVELOPMENTALLY DISABLED

II. METHODOLOGY

03/19/2007	Enrollment
03/21/2007	Inspection Report Requested - Fire Change of Ownership
03/21/2007	Inspection Report Requested - Health
03/21/2007	Contact - Document Sent fire safety letter w/attachments
06/13/2007	Application Incomplete Letter Sent
06/28/2007	Contact - Document Received
07/30/2007	Contact - Document Received Revised documents rec'd
08/22/2007	Application Complete/On-site Needed
11/01/2007	Inspection Completed-Fire Safety : A

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

This report is based upon the requirements of the adult foster care licensing statute, Act 218, P.A. Of 1979, as amended and the small group home rules and regulations (1-12).

The licensing process consisted of a plan review of blue prints submitted by the applicant's architect, an environmental health inspection, inspection by the Office of Fire Safety and an onsite inspection by this consultant.

A. Physical Description of Facility

1. Physical Plant

This a two-story frame facility located in the Village of Ortonville that has sheltered dependent adults for at least forty years. It is located in area of similar existing single-family dwellings. The village center is within walking distance of the facility. Recreational, medical and educational resources are readily available in the surrounding communities of Waterford and Clarkston.

There are two basement areas in the home. One basement under the original house contains a water heater, gas forced air and laundry facilities. The second basement is under the single story addition that was constructed in 1994. It contains the second furnace. The first floor of the original part of the house contains the staff's bedroom, mudroom, pantry, kitchen, dining room, one and half baths and two bedrooms. The

addition contains four bedrooms and a full bath. The second story contains an office, full bath and two storage rooms. This area was once used for residents prior to 1994.

The home must minimally afford 35 square feet of indoor living area per occupant. The number of residents is 12 and a live in staff totaling 13 occupants. Therefore, living space must measure at least 455 square feet. The measurements of the home's living space (living room, mud room and dining area) taken by a former consultant reveal that there is a total of 629 square feet of usable living space providing 48.4 square feet of living space per occupant.

The following are the bedroom measurements taken by the previous consultant:

<u>ROOM/LOC.</u>	<u>DIMENSIONS</u>	<u>AREA/SQ. FT.</u>	<u>CAPACITY</u>
N/W Bedroom	13' x 12'	156	2
N/E Bedroom	13' x 12'	156	2
N/W center	13' x 12'	156	2
N/E center	13' x 12'	156	2
S/W center	15' x 12'	180	2
S/W Bedroom	12'6" x 11'3"	140	2

CAPACITY=12

2. Environmental Sanitation.

Oakland County's Department of Public Health conducted two on-site environmental health inspections on 3/27/07 and 6/7/07. The sanitarian recommended C status on the first inspection due to a number of physical plant deficiencies. The sanitarian gave an A rating and found the facility to be in substantial compliance with applicable rules on 6/7/07.

The facility was found to be clean and orderly on 6/22/07. Refrigerators and freezers were equipped with thermometers.

3. Fire and General Safety

Consistent with a change of licensee, from individual to corporation, a new application as well as an architect's sealed drawings of the facility. The final plan review was approved and a fire safety inspection was conducted on 10/31/07. The State Fire Marshal Inspector approved the facility with an A rating

The applicant has developed emergency procedures and posted evacuation routes. Currently tagged fire extinguishers were mounted on each level.

B. Program Description

1. Population to be Served and Admission Criteria

Twelve male residents over the age of 18 who have a history of mental illness are currently in placement. They have such responsible agencies as Department of Human Services, Training & Treatment Innovations and Community Network Services. However, none of the placements are contracted.

2. Applicant

The applicant is a domestic profit corporation that incorporated on 1/29/63. The sole incorporator was Paula Atkin.

3. Licensee designee/Administrator-Qualifications and Competencies

Paula Atkin is the licensee designee/administrator. Ms. Atkin has been the licensee of the facility since 1994. It was an existing medium sized group home when she became licensed in 1994. She has functioned as administrator and has been directly responsible for the care of the residents. In fact a few years ago she and her husband build their home on the grounds with the facility. Under her auspices there have been few complaints filed against the facility in spite of the type of population she accommodates. She is a high school graduate and has obtained the annual administrator training. She is competent in all the required areas stipulated in R 400.14201.

Recently Ms. Atkin decided to incorporate and have the corporation become the licensee.

Ms. Atkin has demonstrated her compliance with the licensing requirements related to education, experience with the designated population, competencies and health.

4. Staffing Plan, Proposed Ratios, Staff Training and Competencies

The staffing ratio is 1:12 due to the fact that residents are verbal, ambulatory and high functioning. However, Ms. Atkin is aware that resident needs determine the appropriate staffing ratio.

Ms Atkin and a live in direct care staff are the primary care givers. The live in has extensive experience in working in special certified facilities and has been trained through the training department at MORC Inc.

The applicant is aware of the statutory requirements (Section 34a of P.A. 218, as amended) pertaining to the hiring or contracting of persons who provide care to residents.

5. Records & Record Keeping

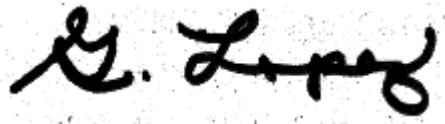
Corporate, facility and staff records were reviewed including emergency procedures and evacuation plan, personnel policies, job descriptions, program statement, admission/discharge policy, refund policy, house rules and staff training.

Technical assistance was provided on Act and administrative rule requirements related to home, resident and employee record keeping including the handling and accounting of resident funds.

The applicant was found to be in full compliance with the licensing act and applicable administrative rules.

IV. RECOMMENDATION

Based on the findings of the licensing investigation, it is recommended that a temporary license be issued. The terms of the license will enable Mill Street AFC Home Inc to operate an adult foster care small group home (7-12) for 12 male residents who are mentally ill and/or developmentally ill. The temporary license will be for a six-month period.



11/19/07

Genevieve Lopez
Licensing Consultant

Date

Approved By:



11/20/2007

Barbara Smalley
Area Manager

Date