



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



JENNIFER M. GRANHOLM  
GOVERNOR

ISMAEL AHMED  
DIRECTOR

August 3, 2009

Tammy Monteleone  
Hope Network SE  
35 W Huron Suite 302  
Pontiac, MI 48342

RE: Application #: AS090302536  
Bay House AFC  
2501 Center  
Bay City, MI 48708

Dear Ms Monteleone:

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 (989) 758-1754.

Sincerely,

Mary T. Fischer, Licensing Consultant  
Bureau of Children and Adult Licensing  
1509 Washington, Ste A  
P.O. Box 1609  
Midland, MI 48641  
(989) 835-7739

enclosure

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

**I. IDENTIFYING INFORMATION**

**License #:** AS090302536

**Applicant Name:** Hope Network SE

**Applicant Address:** 35 W Huron Suite 302  
Pontiac, MI 48342

**Applicant Telephone #:** (248) 334-3454

**Administrator/Licensee Designee:** Tammy Monteleone, Designee

**Name of Facility:** Bay House AFC

**Facility Address:** 2501 Center  
Bay City, MI 48708

**Facility Telephone #:** (989) 892-9071

**Application Date:** 05/22/2009

**Capacity:** 6

**Program Type:** MENTALLY ILL  
DEVELOPMENTALLY DISABLED

## II. METHODOLOGY

05/22/2009	Enrollment
05/27/2009	Contact - Document Sent Rules & act booklets
06/02/2009	Application Complete/On-site Needed
06/02/2009	Contact - Telephone call made To schedule on-site inspection.
06/16/2009	Inspection Completed On-site
06/24/2009	Inspection Completed On-site
06/24/2009	Inspection Completed-BFS Full Compliance

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

### A. Physical Description of Facility

The home is located in a residential neighborhood on Center Avenue just east of downtown Bay City. A hospital, library, shopping and community resources are located in Bay City close to the home. The home is a two story, with a full basement and attached two car garage. The facility facade is brick. The first floor contains a large sunken living room, dining room, kitchen, office, half bath and a breezeway. The office space may also serve as a two person bedroom. The garage is attached to the home by the breezeway. The second floor has four bedrooms and a full bathroom. The basement contains the furnace, water heater and the laundry facilities. Since only one exit is available it will not be used by residents for activities. This home has been continuously licensed as an adult foster care home since March 4, 1992. The purpose of this licensing inspection is a change in the licensee from Alternative Community Services, Inc. to Hope Network Southeast, Inc. Both licensees contract with Bay Arenac Behavioral Health.

The furnace and hot water heater are located in the basement with a self-closing, 1-3/4 inch solid core door in a room that is constructed of material that has a 1-hour-fire-resistance rating. The facility is equipped with interconnected, hardwire smoke detection system, with battery back up, which was installed by a licensed electrician and is fully operational.

Resident bedrooms were measured during the on-site inspection and have the following dimensions:

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
1	12' x 8'	96	1
2	14' x 12.5' +	175	2
3	12' x 16'	192	2
4	13.5' x 12'	162	1

The living, dining, and sitting room areas measure a total of 480 square feet of living space. There is also an enclosed breezeway that is a seasonal room with an additional 150 square feet of living space. This exceeds the minimum of 35 square feet per resident requirement.

Based on the above information, it is concluded that this facility can accommodate **six (6)** residents. It is the licensee's responsibility not to exceed the facility's licensed capacity.

### **B. Program Description**

Admission and discharge policies, program statement, refund policy, personnel policies, and standard procedures for the facility were reviewed and accepted as written. The applicant intends to provide 24-hour supervision, protection and personal care to **six (6)** male or female non-ambulatory aged adults whose diagnosis is developmentally disabled or mentally impaired, in the least restrictive environment possible. The program will include social interaction skills, personal hygiene, personal adjustment skills, and public safety skills. A personal behavior support plan will be designed and implemented for each resident's social and behavioral developmental needs. Residents will be referred from Bay Arenac Behavioral Health.

If required, behavioral intervention and crisis intervention programs will be developed as identified in the assessment plan. These programs shall be implemented only by trained staff, and only with the prior approval of the resident, guardian and the responsible agency.

The licensee will provide all transportation for program and medical needs. The facility will make provision for a variety of leisure and recreational equipment. It is the intent of this facility to utilize local community resources including public schools and libraries, local museums, shopping centers, and local parks.

### **C. Applicant and Administrator Qualifications**

The applicant is Hope Network Southeast, Inc., which is a "Non Profit Corporation" was established in Michigan, on 3/15/1995. The applicant submitted a financial statement and established an annual budget projecting expenses and income to demonstrate the financial capability to operate this adult foster care facility.

The Board of Directors of Hope Network Southeast, Inc. has submitted documentation appointing Tammy Monteleone as Licensee Designee and as the Administrator of the facility.

A licensing record clearance request was completed with no lien convictions recorded for the Tammy Monteleone. Tammy Monteleone submitted a medical clearance request with statements from a physician documenting her good health and current TB-tine negative results. Tammy Monteleone has provided documentation to satisfy the qualifications and training requirements identified in the administrative group home rules.

The staffing pattern for the original license of this 6-bed facility is adequate and includes a minimum of 1 staff –to- 3 residents per shift. All staff shall be awake during sleeping hours.

The applicant acknowledges an understanding of the training and qualification requirements for direct care staff prior to each person working in the facility in that capacity or being considered as part of the staff –to- resident ratio.

The applicant acknowledged an understanding of the responsibility to assess the good moral character of employees and contractors who have regular, ongoing, “direct access” to residents or the resident information or both. The licensing consultant provided technical assistance on the process for obtaining criminal record checks utilizing the Michigan Long Term Care Partnership website ([www.miltcpartnership.org](http://www.miltcpartnership.org)), L-1 Identity Solutions™ (formerly Identix ®), and the related documents required to be maintained in each employees record to demonstrate compliance.

The applicant acknowledges an understanding of the administrative rules regarding medication procedures and that only those direct care staff that have received medication training and have been determined competent by the licensee, can administer medication to residents. In addition, the applicant has indicated that resident medication will be stored in a locked cabinet and that daily medication logs will be maintained on each resident receiving medication.

The applicant acknowledges their responsibility to obtain all required documentation and signatures that are to be completed prior to each direct care staff or volunteer working with residents. In addition, the applicant acknowledges their responsibility to maintain a current employee record on file in the home for the licensee, administrator, and direct care staff or volunteer and the retention schedule for all of the documents contained within each employee’s file.

The applicant acknowledges an understanding of the administrative rules regarding informing each resident of their resident rights and providing them with a copy of those rights. The applicant indicated that it is their intent to achieve and maintain compliance with these requirements.

The applicant acknowledges an understanding of the administrative rules regarding the written and verbal reporting of incidents and accidents and the responsibility to conduct an immediate investigation of the cause. The applicant has indicated their intention to achieve and maintain compliance with the reporting and investigation of each incident and accident involving a resident, employee, and/or visitor.

The applicant acknowledges an understanding of the administrative rules regarding the handling of resident funds and valuables and intends to comply.

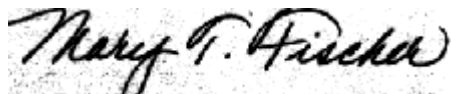
The applicant acknowledges their responsibility to obtain all of the required forms and signatures that are to be completed prior to, or at the time of each resident's admission to the home as well as the required forms and signatures to be completed for each resident on an annual basis. In addition, the applicant acknowledges their responsibility to maintain a current resident record on file in the home for each resident and the retention schedule for all of the documents contained within each resident's file.

#### **D. Rule/Statutory Violations**

The applicant was in compliance with the licensing act and applicable administrative rules at the time of licensure.

### **VI. RECOMMENDATION**

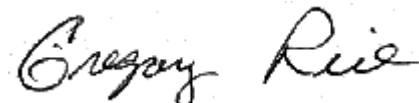
I recommend issuance of a temporary license to this adult foster care small group home (capacity 1- 6).



Mary T. Fischer  
Licensing Consultant

08/03/2009  
Date

Approved By:



Gregory Rice  
Area Manager

08/03/2009  
Date