



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF HEALTH CARE SERVICES

MIKE ZIMMER
DIRECTOR

April 15, 2015

Dawn Noordijk
Heritage Homes Inc
Bldg 200, Suite 205
400 136th Avenue
Holland, MI 49424

RE: Application #: AS700370234
Settlers AFC
7 W. 29th Street
Holland, MI 49423

Dear Ms. Noordijk:

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 contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please contact the local office at (616) 356-0100.

Sincerely,

A handwritten signature in black ink, appearing to read "Ian Tschirhart".

Ian Tschirhart, Licensing Consultant
Bureau of Children and Adult Licensing
Unit 13, 7th Floor
350 Ottawa, N.W.
Grand Rapids, MI 49503
(616) 644-9526

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF CHILDREN AND ADULT LICENSING
LICENSING STUDY REPORT**

I. IDENTIFYING INFORMATION

License #: AS700370234

Applicant Name: Heritage Homes Inc

Applicant Address: Bldg 200, Suite 205
400 136th Avenue
Holland, MI 49424

Applicant Telephone #: (616) 395-9311

Administrator: Candy Potgeter

Licensee Designee: Dawn Noordijk

Name of Facility: Settlers AFC

Facility Address: 7 W. 29th Street
Holland, MI 49423

Facility Telephone #: (616) 394-4970

Application Date: 12/16/2014

Capacity: 6

Program Type: MENTALLY ILL
DEVELOPMENTALLY DISABLED
WHEELCHAIR ACCESSIBLE

II. METHODOLOGY

12/16/2014	Enrollment
12/22/2014	Contact - Document Sent Rule & ACT Books
12/22/2014	File Transferred To Field Office Grand Rapids
03/21/2015	Application Complete/On-site Needed
04/13/2015	Inspection Completed On-site
04/13/2015	Inspection Completed-BCAL Full Compliance
04/13/2015	SC-Inspection Completed On-Site
04/13/2015	SC-Inspection Full Compliance
04/14/2015	SC-Certification issued MI and DD

A. Physical Description of Facility

Settlers AFC is located at 7 W. 29th Street, in Holland, Michigan, which is in Ottawa County. The home has a brick-façade and is a ranch-style dwelling that sits on a slab foundation and is in a suburban setting. It has four bedrooms, an office, living room, two dining areas, one full and one half bath, kitchen, and laundry/utility room. The home has an attached two-car garage. The laundry/utility room is separated from the rest of the home with a 1-3/4 inch solid core door equipped with an automatic self-closing device and positive latching hardware. 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, which was tested upon the final inspection on 04/13/2015 and worked properly. There is at least one operable A-B-C fire extinguisher attached to the wall and is easily accessible. Evacuation routes are placed on the walls in conspicuous places, and emergency telephone numbers are posted next to the home's telephone, which residents will have reasonable access to.

Resident bedrooms were measured and have the following dimensions:

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
1	12'7" X 12'2"	153	2
2	12'3" X 12'3"	150	2
3	14'10" X 11'5"	169	2
4	14'10" X 11'8"	172	2

Total Capacity: 6

The living and two dining room areas measure for a total of 393 square feet of living space. This exceeds the minimum of 35 square feet per resident requirement. The kitchen has all the necessary cooking utensils, thermometers in the freezer and refrigerator, and a garbage can with a lid.

A telephone is available for residents to use. Telephone numbers for emergency services is posted near the telephone.

All of the furniture, appliances, equipment, etc. are clean and in good condition. The overall maintenance and cleanliness of the home is good.

The lawn and other vegetation surrounding the home are adequately maintained. The driveway, walkway, and porches are all in good condition. The bricks, roof, and gutters are also all in good condition. There are handrails where required.

Settlers AFC has a vehicle available for resident transportation that is in good, working condition, and has a first aid kit in it. The cost of transporting residents is included in the Resident Care Agreement.

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. Although the home is licensed for six (6) residents, the applicant intends to provide 24-hour supervision, protection and personal care to four (4) male and/or female adults aged 18 years old and older whose diagnosis is developmentally disabled, mentally ill, and/or is a wheelchair user, in the least restrictive environment possible. Each resident will have a private bedroom. 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. A Special Certification application for mentally ill and developmentally disabled adults has been simultaneously submitted with the application for an original license.

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.

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 members, and only with the prior approval of the resident, guardian, and the responsible agency.

Settlers AFC will provide all transportation for program and medical needs. The vehicle is in good, working condition and contains a first aid kit.

C. Applicant and Administrator Qualifications

Medical and Records Clearances were completed with no health limitation or LEIN convictions recorded for Dawn Noordijk, the Licensee Designee, or Candy Potgeter, the Administrator. Their TB-tine tests each had negative results.

The applicant 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 four-bed facility is adequate and includes a minimum of 1 staff to 4 residents per shift, but will often utilize a 2:4 ratio.

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), Identogo, and the related documents required to be maintained in each employee’s 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 can administer medication to residents. In addition, the applicant has indicated that resident medication will be stored in a locked medication room 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 themselves and direct care staff or volunteers and the retention schedule for all of the documents contained within their and 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.

The applicant acknowledges their responsibility to provide a written discharge notice to the appropriate parties when a 30-day or less than 30-day discharge is requested.

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 6).



April 15, 2015

Licensing Consultant

Date

Approved By:



April 15, 2015

Jerry Hendrick
Area Manager

Date