



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

August 29, 2017

Nicholas Burnett
Flatrock Manor, Inc.
2360 Stonebridge Drive
Flint, MI 48532

RE: Application #: AS250388491
Flatrock Manor of Ortonville
12399 Ray Road
Ortonville, MI 48462

Dear Mr. Burnett:

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 (810) 787-7031.

Sincerely,

A handwritten signature in cursive script that reads "Crecendra Brown".

Crecendra Brown, Licensing Consultant
Bureau of Community and Health Systems
4809 Clio Road
Flint, MI 48504
(810) 931-0965

Enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF COMMUNITY AND HEALTH SYSTEMS
LICENSING STUDY REPORT**

I. IDENTIFYING INFORMATION

License #: AS250388491

Applicant Name: Flatrock Manor, Inc.

Applicant Address: 7012 River Road
Flushing, MI 48433

Applicant Telephone #: (810) 964-1430

Administrator/Licensee Designee: Carrie Aldrich / Nicholas Burnett

Name of Facility: Flatrock Manor of Ortonville

Facility Address: 12399 Ray Road
Ortonville, MI 48462

Facility Telephone #: (810) 964-1440

Application Date: 05/10/2017

Capacity: 6

Program Type: MENTALLY ILL
DEVELOPMENTALLY DISABLED

II. METHODOLOGY

05/10/2017	Enrollment
05/17/2017	Application Incomplete Letter Sent EHI, 1326AFP/Nicholas, 1326ANFP/Carrie.
05/17/2017	Contact - Document Sent Act & Rules.
07/06/2017	Contact - Document Received 1326 for Nicholas and Carrie.
07/06/2017	Inspection Report Requested - Health inv #1027192
07/06/2017	File Transferred To Field Office Flint
08/04/2017	Inspection Report Requested - Health
08/09/2017	Application Incomplete Letter Sent
08/09/2017	Inspection Completed On-site
08/21/2017	Inspection Completed-Env. Health : A
08/25/2017	Application Complete/On-site Needed
08/25/2017	Inspection Completed-BCAL Full Compliance
08/25/2017	Recommend License Issuance

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

Flatrock Manor of Ortonville is located at 12399 Ray Road, Ortonville in Genesee County. The physical plant is a two story brick structure with aluminum siding. It is situated in a rural residential neighborhood. It is near a main road and is within a few miles from social, recreational, cultural and other community-based facilities.

The facility has a large front porch and a rear deck. There is a two car attached garage and a pole barn in the backyard. The concrete driveway provides adequate parking for staff and visitors. The entire yard is nicely landscaped. The main level consists of the living room, the dining room, patio, the kitchen, four resident bedrooms, one full bathroom, master bedroom for live-in staff, master full bathroom in the master bedroom, and a laundry room. Bedroom #1 and Bedroom #2 have approved ¾ inch thick class

paneling on the walls and ceiling. The second floor consists of two resident rooms and a full bathroom. There is an open attic above the garage that will be the staff office. The basement consist of a full kitchen, full bathroom, storage room, living room, utility room, laundry room, furnace, hot water heater, two bedrooms and a walk-out rear door. The basement is equipped with a 1-3/4 inch solid core door that is equipped with an automatic self-closing device and positive latching hardware. The facility is equipped with a battery operated smoke detection system. The back deck is surrounded by a fence. All exit doors out of the facility will have audible alarms. The facility is not wheelchair accessible.

The facility has a private water supply system and a public municipal sewage disposal system. An environmental inspection by the Genesee County Health Department was conducted on 08/21/2017. The facility was determined to be in substantial compliance with all applicable licensing rules pertaining to environmental health.

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

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
1 (Main Floor)	15' x 11'	165	1
2 (Main Floor)	15' x 11'	165	1
3 (Main Floor)	15'4" x 14'2"	219	1
4 (Main Floor)	16'8" x 12'6"	212	1
5 (Second Floor)	17'5" x 9'	158	1
6 (Second Floor)	12' x 19'	228	1

The living, dining, and sitting room areas measure a total of 586 square feet of living space. This exceeds the minimum of 35 square feet per resident requirement.

The home has two separate and independent means of egress to the outside. The means of egress were measured at the time of the initial inspection and exceed the 30 inch minimum width requirement. The required exit doors are equipped with positive latching non-locking against egress hardware. All the bedroom and bathroom doors have conforming hardware and proper door width.

The bedrooms have the proper means of egress as required by R 400.15508. The interior of the home is of standard lathe and plaster finish or equivalent in all occupied areas. The home meets the environmental and interior finish requirements of rules R 400.15401, R 400.15402, R 400.15403, R 400.15405, R 400.15406 and R 400.15407.

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

The applicant, Flatrock Manor, Inc., submitted a copy of the required documentation. 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 ambulatory adults, 18 years of age and older, whose diagnosis is developmentally disabled and mentally impaired in the least restrictive environment possible. The program will include social interaction skills, personal hygiene, personal adjustment skills, and public safety skills. An assessment plan will be designed and implemented for each resident's social and behavioral developmental needs.

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.

Flatrock Manor, Inc. will ensure that the resident's transportation and medical needs are met. Flatrock Manor, Inc. has transportation available for residents to access community-based resources and services. 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

On May 10, 2017, Flatrock Manor, Inc. submitted an application to provide foster care services to six adults at 12399 Ray Road, Ortonville, Michigan.

The applicant, Flatrock Manor, Inc., which is a "Michigan Domestic Limited Liability Company", was established in Michigan, on 08/05/1998. The company is an experienced adult foster care provider, currently operating several licensed adult foster care facilities in the State of Michigan. 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 applicant has a board of directors that oversee the company.

Flatrock Manor, Inc. submitted a written statement naming Nicholas Burnett as the licensee designee and Carrie Aldrich as the facility administrator. Nicholas Burnett and Carrie Aldrich submitted a licensing record clearance request that was completed with

no LEIN convictions recorded. They also submitted a medical clearance request with statements from a physician documenting their good health and current TB-test negative results. Nicholas Burnett and Carrie Aldrich have 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 six-bed facility is adequate and includes a minimum of 1 staff to 6 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 1 to 6 resident ratios.

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), 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.

