



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

December 5, 2018

Derek Robbins
Heartfelt Residential Care, LLC
STE 392
37637 Five Mile Rd
Livonia, MI 48154

RE: Application #: AS820395160
Heartfelt Sheldon Home
9270 N Sheldon Rd
Plymouth Twp, MI 48170

Dear Mr. Robbins:

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 (313) 456-0380.

Sincerely,

A handwritten signature in cursive script that reads "L Stevens".

LaKeitha Stevens, Licensing Consultant
Bureau of Community and Health Systems
Cadillac Pl. Ste 9-100
3026 W. Grand Blvd
Detroit, MI 48202
(313) 949-3055

enclosure

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

I. IDENTIFYING INFORMATION

License #:	AS820395160
Applicant Name:	Heartfelt Residential Care, LLC
Applicant Address:	STE 392 37637 Five Mile Rd Livonia, MI 48154
Applicant Telephone #:	(800) 379-3860
Administrator/Licensee Designee:	Derek Robbins
Name of Facility:	Heartfelt Sheldon Home
Facility Address:	9270 N Sheldon Rd Plymouth Twp, MI 48170
Facility Telephone #:	(248) 982-5596 07/10/2018
Application Date:	
Capacity:	6
Program Type:	PHYSICALLY HANDICAPPED DEVELOPMENTALLY DISABLED MENTALLY ILL AGED TRAUMATICALLY BRAIN INJURED ALZHEIMERS

II. METHODOLOGY

07/10/2018	Enrollment
07/10/2018	Contact - Document Sent Rules and Acts books
07/10/2018	Application Incomplete Letter Sent Signed 1326 for Derek. Signed 100 for Tracy. App signed
07/25/2018	Contact - Document Received Signed app
08/01/2018	Contact - Document Received 1326 for Derek. 100 for Tracy.
08/01/2018	File Transferred To Field Office Detroit
09/04/2018	Application Incomplete Letter Sent
10/24/2018	Inspection Completed On-site
10/24/2018	Inspection Completed-BCAL Sub. Compliance
11/01/2018	Contact - Document Received Received paperwork
11/07/2018	Contact - Face to Face 2nd onsite inspection
11/07/2018	Inspection Completed-BCAL Full Compliance
11/19/2018	Contact - Document Sent Sent email regarding missing paperwork

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

The Heartfelt Sheldon Home is in a residential area of Plymouth Township, MI. The ranch style home has a living room, dining room and six bedrooms, 2 full bathrooms and no basement or garage.

The furnace and hot water heater are 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 backup, which was installed by a licensed electrician and is fully operational.

The facility is wheelchair accessible.

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

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
1	9.83 X 10.08	99 sq. ft	1
2	10.08 X 12.66	127 sq. ft	1
3	10.58 X 13.33	141 sq. ft	1
4	17.08 X 8.92	152 sq. ft	1
5	9.83 X 14.5	142 sq. ft	1
6	11.5 X 15.75	181 sq. ft	1

The living, dining, and sitting room areas measure a total of 616 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. The home has the square footage for more than 6 residents. However, it is the licensee's responsibility not to exceed the facility's licensed capacity.

This facility is wheelchair accessible.

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 ambulatory 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.

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 Heartfelt Residential Care L.L.C., which is a "Domestic Limited Liability Company", was established in Michigan, on 02/16/17. 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 Heartfelt L.L.C. has submitted documentation appointing Derek Robbins as Licensee Designee for this facility and Tracy Shannon-Woelfel as the Administrator of the facility.

A licensing record clearance request was completed with no lein convictions recorded for the licensee designee and the administrator. The applicant licensee designee and administrator submitted a medical clearance request with statements from a physician documenting their good health and current TB-tine negative results.

The licensee designee and administrator have provided documentation to satisfy the qualifications and training requirements identified in the administrative group home rules. In addition, this is the second facility operated by this licensee designee and administrator. They originally opened and currently operate a facility in the city of Farmington. This facility serves the same population and was licensed August 22, 2017.

The staffing pattern for the original license of this 6-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 –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)

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.

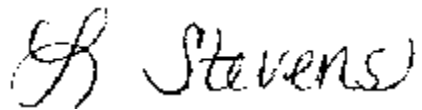
The applicant acknowledges their responsibility to provide a written discharge notice to the appropriate parties when a 30-day or less than 30-day discharge is requested.

D.Rule/Statutory Violations

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

IV. RECOMMENDATION

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




12/5/2018

LaKeitha Stevens
Licensing Consultant

Date

Approved By:



12/5/2018

Ardra Hunter
Area Manager

Date