



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

SHELLY EDGERTON  
DIRECTOR

October 1, 2018

Karen Harris  
Integrated Living, Inc.  
43133 Schoenherr Road  
Sterling Heights, MI 48313

RE: Application #: AS630391421  
Terova AFC Home  
2448 Terova  
Troy, MI 48085

Dear Mrs. Harris:

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 4 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 (248) 975-5053.

Sincerely,

A handwritten signature in cursive script that reads "Kristen Donnay".

Kristen Donnay, Licensing Consultant  
Bureau of Community and Health Systems  
4th Floor, Suite 4B  
51111 Woodward Avenue  
Pontiac, MI 48342  
(248) 296-2783

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License Application #:</b>	AS630391421
<b>Applicant Name:</b>	Integrated Living, Inc.
<b>Applicant Address:</b>	43133 Schoenherr Road Sterling Heights, MI 48313
<b>Applicant Telephone #:</b>	(586) 731-9800
<b>Administrator/Licensee Designee:</b>	Karen Harris
<b>Name of Facility:</b>	Terova AFC Home
<b>Facility Address:</b>	2448 Terova Troy, MI 48085
<b>Facility Telephone #:</b>	(248) 729-7273
<b>Application Date:</b>	11/14/2017
<b>Capacity:</b>	4
<b>Program Type:</b>	DEVELOPMENTALLY DISABLED

## II. METHODOLOGY

11/14/2017	Enrollment
11/17/2017	Contact - Document Sent Rules and Acts books
11/17/2017	Application Incomplete Letter Sent 1326 for Karen and Jeffrey.
11/28/2017	Contact - Document Received 1326 for Karen and Jeffrey
11/29/2017	File Transferred to Field Office Pontiac
12/04/2017	Contact - Document Received Licensing file received from Central office
12/12/2017	Application Incomplete Letter Sent
01/15/2018	Contact - Document Received Policy, procedures, admission and discharge policy
07/27/2018	Inspection Completed On-site
07/27/2018	Inspection Completed-BCAL Sub. Compliance
08/09/2018	Corrective Action Plan Received
08/09/2018	Corrective Action Plan Approved
09/11/2018	Inspection Completed On-site
09/11/2018	Inspection Completed-BCAL Full Compliance
09/12/2018	Contact - Document Received Updated physical for licensee designee and special certification application
09/12/2018	Application Complete

### III. DESCRIPTION OF FINDINGS & CONCLUSIONS

This evaluation is based upon the requirements of P.A. 218 of the Michigan Public Acts of 1979, as amended, and the Administrative Rules and Regulations applicable to the licensure of small group facilities (1-6), licensed or proposed to be licensed after 05/24/1994.

#### A. Physical Description of Facility

Terova AFC Home is a single story, ranch style home located at 2448 Terova, Troy, MI 48085. The home consists of a living room, dining room, family room, kitchen, one double occupancy bedroom with an attached full bathroom, two single occupancy bedrooms, a full bathroom, and a laundry room. The facility has an attached two car garage. Terova AFC Home is located in a suburban area near many restaurants, recreational facilities, hospitals, shopping centers, and places of worship. The Troy Police Department responds to emergency calls from the home. The nearest hospital is Troy Beaumont Hospital, which is located three miles from the home.

The furnace and hot water heater are located in a utility room in the garage. They are enclosed in a room with a 1¾ inch solid core door with an automatic self-closing device and positive latching hardware. The facility is equipped with an interconnected, hardwired smoke detection system, with battery backup, which is fully operational. The home has a public water and sewer system.

The bedroom and bathroom doors are equipped with positive latching, non-locking against egress hardware. All three bedrooms have adequate space, bedding, and storage. During the onsite inspection, I observed that the home was in substantial compliance with rules pertaining to maintenance and sanitation. The home has two primary means of egress, which lead directly to firm-surfaced, unobstructed ground which allows the occupants to move a safe distance away from the building.

Resident bedrooms were measured during the onsite inspection and have the following dimensions:

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
1	9.9 x 9.1	90.1	1
2	10.3 x 9.9	102	1
3	16.5 x 11.1	183.2	2

**Total capacity: 4**

Resident Living Space	Room Dimensions	Total Square Footage
Living Room	14.9 x 11.5	171.4
Dining Room	11.4 x 9.4	107.2
Family Room	19.7 x 13.8	271.9

The living room, dining room, and family room areas offer a total of 550.5 square feet of living space, which exceeds the minimum of 35 square feet per resident.

Based on the above information, it is concluded that this facility can accommodate four 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 Terova AFC Home were reviewed and accepted as written. Terova AFC Home will provide personal care, supervision, and protection, in addition to room and board, on a 24-hour/day schedule, seven days per week for both men and women with developmental disabilities.

Terova AFC Home will provide for basic self-care and habilitation training. A team of professionals including social workers, psychologists, medical staff, and group home staff will assess each resident in the home. An individual person-centered plan will be developed based on this assessment, in addition to input from the resident and/or the resident's guardian. The plan will define the areas of basic self-care, socialization, education, personal adjustment, day programs, community integration, and behavior management programs necessary to meet the needs of the resident so that he or she can become as independent and self-sufficient as possible. Terova AFC Home will provide assistance with activities of daily living and personal care including medication administration, personal hygiene direction, laundry skills, interpersonal relationship modeling, and cleaning of personal rooms and the household.

The proposed staffing pattern for the original license of this four bed facility is adequate and includes a minimum of one staff to four residents per shift. The licensee designee, Karren Harris, acknowledged that they will ensure the staff to resident ratio is adequate in order to provide the level of supervision or personal care required by the residents due to changes in their behavioral, physical, or medical needs.

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

The applicant is Integrated Living, Inc. which is a "Domestic Nonprofit Corporation", established in Michigan on 12/03/1991. An annual budget was provided projecting expenses and income to demonstrate the financial capability to operate this adult foster care facility.

Karren Harris has been appointed as the licensee designee and administrator of the facility. Licensing record clearance requests were completed with no LEIN convictions recorded for Ms. Harris. Ms. Harris submitted a current medical clearance with a statement from a physician documenting good health and tuberculosis negative results.

The licensee designee, Karren Harris, meets the qualifications and training requirements identified in the administrative group home rules. Ms. Harris was

previously approved as a licensee designee/administrator and currently serves in that capacity for eight licensed adult foster care facilities in Oakland and Macomb counties. Ms. Harris has over 25 years of experience working with developmentally disabled adults in residential care facilities.

Karren Harris acknowledged an understanding of the qualifications, suitability, and training 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.

Karren Harris acknowledged an understanding of the responsibility to assess the good moral character of employees and acknowledges the requirement for obtaining criminal record checks of employees and contractors who have regular, ongoing “direct access” to residents or resident information or both utilizing the Michigan Long Term Care Partnership website ([www.miltcpartnership.org](http://www.miltcpartnership.org)) and the related documents required to demonstrate compliance.

Karren Harris acknowledged an understanding of the administrative rules regarding medication procedures and assured that only those direct care staff who have received medication training and have been determined competent by the licensee or licensee designee will administer medication to residents. Resident medication will be stored in a locked cabinet and daily medication logs will be maintained for each resident receiving medication.

Karren Harris acknowledged the responsibility to obtain all required good moral character, medical, and training documentation and signatures that are to be completed prior to each direct care staff or volunteer working directly with residents. In addition, the licensee designee acknowledged the responsibility to maintain a current employee record on file in the home for the licensee, administrator, and direct care staff or volunteers and to follow the retention schedule for all of the documents contained within the employee file.

Karren Harris acknowledged an understanding of the administrative rules regarding the admission criteria and procedural requirements for accepting a resident into the adult foster care home.

Karren Harris acknowledged the responsibility to obtain the required written assessment plan, resident care agreement, and health care appraisal 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 updating and completing those forms and obtaining new signatures for each resident on an annual basis.

Karren Harris acknowledged the responsibility to maintain a current resident record on file in the home for each resident and follow the retention schedule for all of the documents that are required to be maintained within each resident’s file.

Karren Harris acknowledged an understanding of the administrative rules regarding the handling of resident funds and valuables and intends to comply. A separate Resident Funds Part II BCAL-2319 form will be completed for each resident in order to document the date and amount of the adult foster care service fee paid each month and all of the residents' personal money transactions that have been agreed to be managed by Terova AFC Home.

Karren Harris acknowledged an understanding of the administrative rules requiring that each resident be informed of their resident rights and provided with a copy of those rights and indicated the intent to respect and safeguard these resident rights.

Karren Harris acknowledged an understanding of the administrative rules regarding the requirements for written and verbal reporting of incidents and accidents and the responsibility to conduct an immediate investigation of the cause.

Karren Harris acknowledged the 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 facility has been determined to be in compliance with the applicable administrative rules and the licensing statute, based upon the onsite inspection conducted and the licensee's intent to comply with all administrative rules for a small group home as well as the licensing act, Public Act 218 of 1979, as amended.

It should be noted that Integrated Living, Inc. was operating Terova AFC Home under a management agreement with the previous licensee, Neighborhood Residential Inc. (Life Center Inc), while licensure was pending. At the time of licensure, the facility is currently providing services to three individuals.

#### IV. RECOMMENDATION

I recommend issuance of a six month temporary license to this adult foster care facility, Terova AFC Home, with a capacity of four residents.



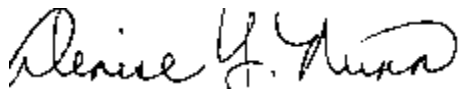
09/20/18

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Kristen Donnay  
Licensing Consultant

Date

Approved By:



10/01/2018

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Denise Y. Nunn  
Area Manager

Date