



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

October 17, 2019

Katina Lacy-Clay  
Clay Castle Homes, L.L.C.  
19441 Shaftsbury Ave  
Detroit, MI 48219-2134

RE: Application #: AS820398625  
**Clay Castle Homes, L.L.C.**  
**18627 Marlowe St.**  
**Detroit, MI 48235**

Dear Mrs. Lacy-Clay:

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 "LaKeitha 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**

<b>License #:</b>	AS820398625
<b>Applicant Name:</b>	Clay Castle Homes, L.L.C.
<b>Applicant Address:</b>	19441 Shaftsbury Ave Detroit, MI 48219-2134
<b>Applicant Telephone #:</b>	(248) 207-2894
<b>Administrator/Licensee Designee:</b>	Katina Lacy-Clay, Designee
<b>Name of Facility:</b>	Clay Castle Homes, L.L.C.
<b>Facility Address:</b>	18627 Marlowe St. Detroit, MI 48235
<b>Facility Telephone #:</b>	(313) 207-7780 03/04/2019
<b>Application Date:</b>	
<b>Capacity:</b>	6
<b>Program Type:</b>	PHYSICALLY HANDICAPPED DEVELOPMENTALLY DISABLED MENTALLY ILL

## II. METHODOLOGY

03/04/2019	Enrollment
03/06/2019	Contact - Document Sent Acts book.
03/06/2019	Application Incomplete Letter Sent 1326, RI-030, FP, and 100 for Katina.
04/03/2019	Contact - Document Received 1326, RI-030, FP, 100, and 3704 for Katina.
04/03/2019	File Transferred To Field Office Detroit
04/18/2019	Application Incomplete Letter Sent
08/14/2019	Inspection Completed On-site
08/14/2019	Inspection Completed-BCAL Sub. Compliance
09/18/2019	Contact - Telephone call made called references
09/18/2019	Contact - Face to Face Final onsite inspection
09/18/2019	Inspection Completed-BCAL Full Compliance
09/23/2019	Contact - Telephone call made Telephone call made to references
09/27/2019	Contact - Document Received Received notarized letter of reference

### III. DESCRIPTION OF FINDINGS & CONCLUSIONS

#### A. Physical Description of Facility

Clay Castle Home is located in a residential area of Detroit, MI. The colonial style home four six bedrooms, kitchen, dining room, living room, activity room, one and a half bathrooms and a detached garage.

The furnace and hot water heater are located in the basement 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.

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

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
#1	14.5 X 11	159.5	2
#2	14.58 X 10.5	153	2
#3	14.33 X 13.17	188	2

The living, dining, and sitting room areas measure a total of 645 square feet of living space. This exceeds the minimum of 35 square feet per resident requirement.

The facility has a bedroom located to the right at the top of the stairs that is not licensed space. The licensee designee, Katrina Lacy-Clay; stated this space will be used as a staff office.

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.

The facility is not 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. Rule/Statutory Violations**

The applicant is Clay Castle Homes, L.L.C., which is a "Domestic Limited Liability Company", was established in Michigan, on 10/2/2017. 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 Clay Castle Homes, L.L.C. has submitted documentation appointing Katrina Lacy-Clay as Licensee Designee and Administrator of the facility.

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

The licensee designee 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- 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](http://www.miltcpartnership.org)) 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.

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.

