



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

January 4, 2021

Josie Byrd  
Family 1st Residential Rehab, L.L.C.  
24340 Sunnypoint Dr.  
Southfield, MI 48033

RE: Application #: AS630404708  
Family 1st (Kirkshire)  
15541 Kirkshire Ave  
Beverly Hills, MI 48025

Dear Ms. Byrd:

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 5 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 #:</b>	AS630404708
<b>Licensee Name:</b>	Family 1st Residential Rehab, L.L.C.
<b>Licensee Address:</b>	24340 Sunnypoint Dr. Southfield, MI 48033
<b>Licensee Telephone #:</b>	(248) 470-2663
<b>Licensee Designee:</b>	Josie Byrd
<b>Administrator:</b>	Lisa Hill
<b>Name of Facility:</b>	Family 1st (Kirkshire)
<b>Facility Address:</b>	15541 Kirkshire Ave Beverly Hills, MI 48025
<b>Facility Telephone #:</b>	(248) 470-2663
<b>Application Date:</b>	06/08/2020
<b>Capacity:</b>	5
<b>Program Type:</b>	TRAUMATICALLY BRAIN INJURED ALZHEIMERS AGED

## II. METHODOLOGY

06/08/2020	On-Line Enrollment
06/10/2020	Contact - Document Sent 1326, RI030, AFC100
06/29/2020	Contact - Document Received 1326 & RI030 for Josie & Lisa
07/01/2020	Licensing Unit file referred for background check review FP hit on Josie. Referred to C. Pilarski for review
07/07/2020	Contact - Document Received AFC100 for Lisa
07/08/2020	Licensing Unit file referred for background check review ICHAT hit on Lisa. Referred to C. Pilarski for review
08/05/2020	Contact - Document Received Licensing file received from Central office
08/18/2020	Contact - Document Received Permission to inspect, copy of lease, training documents, program statement and policies
08/18/2020	Inspection Completed On-site
08/18/2020	Inspection Completed-BCAL Sub. Compliance
08/21/2020	Application Incomplete Letter Sent
09/03/2020	Corrective Action Plan Received
09/03/2020	Corrective Action Plan Approved
11/04/2020	Inspection Completed On-site
11/04/2020	Inspection Completed-BCAL Full Compliance
11/20/2020	Contact - Document Received Verification of compliance
11/20/2020	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

Family 1st (Kirkshire) is located in a residential area at 15541 Kirkshire Ave., Beverly Hills, MI 48025. The home is a ranch style home with three bedrooms, one and a half bathrooms, a kitchen, living room, dining room, and a laundry room.

Family 1st (Kirkshire) is located 2 miles away from Beaumont Hospital- Royal Oak, which includes a 24/7 emergency department. The Beverly Hills Police Department responds to emergency calls from the home.

The furnace and hot water heater are located in the laundry room on the main floor of the home, with a 1¾ inch solid core door equipped with an automatic self-closing device and positive latching hardware. The facility is equipped with an interconnected smoke detection system, which is fully operational. The home has public water and sewer.

The bedroom and bathroom doors are equipped with positive latching, non-locking against egress hardware. All of the bedrooms have adequate space, bedding, and storage. All of the bedrooms have a chair and mirror. 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 equipped with non-locking against egress hardware. The home is not qualified for admission of residents who use a wheelchair, as it is not equipped with ramps.

Resident bedrooms were measured and have the following dimensions:

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
1	8.8 x 11.5	101.2	1
2	11.8 x 11.5	135.7	2
3	12.2 x 10.7	130.5	2

**Total capacity: 5**

The living room and dining room areas offer a total of 397 square feet of living space, which exceeds the required 35 square feet of living space per resident.

Based on the above information, it is concluded that this facility can accommodate five 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 Family 1st (Kirkshire) were reviewed and accepted as written. Family 1st (Kirkshire) will provide personal care, supervision, and protection, in addition to room and board, on a 24-hour/day schedule, seven days per week. Family 1st (Kirkshire) will provide long term care to the aged population, including individuals with dementia and Alzheimer's disease and to individuals with traumatic brain injuries (TBI).

Family 1st (Kirkshire) will provide assistance with activities of daily living including dressing, bathing, personal hygiene, laundry, meal preparation, feeding, and medication administration. Family 1st (Kirkshire) will provide memory care services for those who suffer from dementia or Alzheimer's disease. Trained staff will provide services such as: music therapy, recreational and physical activities, and discussion groups. In order to ensure the safety of the residents, all exit doors are equipped with an audible alarm.

Family 1st (Kirkshire) will offer additional in-home services that are available through community resources such as visiting physicians, visiting nurses, physical and occupational therapy, and speech therapy.

The proposed staffing pattern for the original license of this five-bed facility is adequate and includes a minimum of one staff to five residents per shift. The applicant acknowledged that the staff to resident ratio may need to be adjusted 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 Family 1st Residential Rehab, L.L.C., which is a "Domestic Limited Liability Company", established in Michigan on 01/29/2016. The applicant has established an annual budget projecting expenses and income to demonstrate the financial capability to operate this adult foster care facility.

Family 1st Residential Rehab L.L.C. appointed Josie Byrd as the licensee designee and Lisa Hill as the administrator of the facility. Ms. Byrd and Ms. Hill have provided documentation to satisfy the qualifications and training requirements identified in the administrative group home rules. Ms. Byrd and Ms. Hill were previously approved as licensee designee and administrator of Family 1<sup>st</sup> (Sunnypoint - AS630400562).

The licensee designee, Josie Byrd, has a Bachelor of Science degree in health services administration and a Master of Jurisprudence degree in health law. She has over 10 years of experience as a case manager, coordinating and providing services to individuals with disabilities, including traumatic brain injuries. She also has over a year of experience as a direct in-home caregiver for the elderly/Alzheimer's population.

The administrator, Lisa Hill, has a Bachelor of Science degree in business management and a Master of Science degree in Health Services Administration. She has worked at Family 1st (Sunnypoint) since it was initially licensed in 2018 and has over one year experience as a direct in-home caregiver for the elderly/Alzheimer's and TBI populations.

Licensing record clearance requests were completed for Ms. Byrd and Ms. Hill. Ms. Byrd and Ms. Hill submitted current medical clearances with a statement from a physician documenting good health and tuberculosis negative results.

Ms. Byrd 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.

Ms. Byrd 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.

Ms. Byrd 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. 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.

Ms. Byrd 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, Ms. Byrd 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.

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

Ms. Byrd 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.

Ms. Byrd 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.

Ms. Byrd acknowledged an understanding of the administrative rules regarding the handling of resident funds and valuables and intends to comply. Ms. Byrd acknowledged that 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 Family 1st Residential Rehab, L.L.C.

Ms. Byrd 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.

Ms. Byrd 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.


Ms. Byrd 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.

### **C. 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.

#### IV. RECOMMENDATION

I recommend issuance of a temporary license to this AFC adult small group home, Family 1<sup>st</sup> (Kirkshire), with a capacity of five (5) residents.



12/16/2020

---

Kristen Donnay  
Licensing Consultant

Date

Approved By:



01/04/2021

---

Denise Y. Nunn  
Area Manager

Date