



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

January 18, 2022

Linda Hirt and Jeffrey Hirt  
6920 Austhof Woods Dt  
Alto, MI 49302

RE: Application #: AS410405484  
Alto AFC  
8546 Whitneyville Ave. SE  
Alto, MI 49302

Dear Linda Hirt and Jeffrey Hirt:

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 (616) 356-0183.

Sincerely,

A handwritten signature in cursive script, appearing to read "Toya Zylstra".

Toya Zylstra, Licensing Consultant  
Bureau of Community and Health Systems  
Unit 13, 7th Floor  
350 Ottawa, N.W.  
Grand Rapids, MI 49503  
(616) 333-9702

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	AS410405484
<b>Licensee Name:</b>	Linda Hirt and Jeffrey Hirt
<b>Licensee Address:</b>	6920 Austhof Woods Dt Alto, MI 49302
<b>Licensee Telephone #:</b>	(616) 366-5125
<b>Administrator/Licensee Designee:</b>	Linda Hirt, Administrator
<b>Name of Facility:</b>	Alto AFC
<b>Facility Address:</b>	8546 Whitneyville Ave. SE Alto, MI 49302
<b>Facility Telephone #:</b>	(616) 366-5125
<b>Application Date:</b>	08/19/2020
<b>Capacity:</b>	6
<b>Program Type:</b>	AGED ALZHEIMERS

## II. METHODOLOGY

08/19/2020	On-Line Enrollment
08/24/2020	Inspection Report Requested - Health 1030838
09/21/2020	Contact - Document Received 1326/Fingerprint/RI 030 for Jeffrey & Linda Hirt and AFC 100 for Joyce Hirt
09/30/2020	File Transferred To Field Office Grand Rapids
10/08/2020	Application Incomplete Letter Sent
10/12/2021	Inspection Report Requested - Health
10/25/2021	Inspection Completed-Env. Health : A
01/01/2022	Application Complete/On-site Needed
01/13/2022	Inspection Completed On-site
01/13/2022	Inspection Completed-BCAL Full Compliance
01/13/2022	Inspection Completed-Fire Safety : A

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

### A. Physical Description of Facility

Alto AFC, which is located at 8546 Whitneyville AVE SE, Alto 49302, Kent County, Michigan, is owned by Jeffrey and Linda Hirt. The home is a one-story commercial building that sits in a rural setting. The facility has vinyl siding. The facility has adequate parking for approximately ten or more vehicles. The facility has three resident bedrooms, one full bathroom, and four half bathrooms. The main floor of the facility contains three storage rooms, combined communal living/dining room, and communal craft room. The lower level of the facility contains three resident bedrooms, two half bathrooms, full bathroom, communal room, laundry room, and kitchen.

The hot water heater and furnace are located in the lower level of the facility. The lower level and main floor are separated with a 1-3/4 inch solid core door equipped with an automatic self-closing device and positive latching hardware. 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 system was tested upon the final inspection on 01/13/2022 and worked properly. There at least one operable A-B-C fire extinguisher attached to the wall and are easily accessible. Evacuation routes

are placed on the walls in conspicuous places, and emergency telephone numbers are posted next to the home's telephone, which residents will have reasonable access to.

Resident bedrooms were measured have the following dimensions:

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
1	12 x 19	216	2
2	18 x 21	366	2
3	21 x 21	429	2

**Total Capacity: 6**

The living and dining room areas measure a total of 1269 square feet of living space. This exceeds the minimum of 35 square feet per resident requirement.

The kitchen has all the necessary cooking utensils, thermometers in the freezer and refrigerator, and a garbage can with a lid.

A telephone is available for residents to use. Telephone numbers for emergency services is posted near the telephone.

All of the furniture, appliances, equipment, etc. are clean and in good condition.

The overall maintenance and cleanliness of the home is good.

The landscaping and property are maintained in appropriate condition.

## **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 applicants intend to provide 24-hour supervision, protection and personal care to **six** male and/or female adults aged 18 years and older, who are part of the, aged and/or Alzheimer's population, in the least restrictive environment possible. An acceptable Alzheimer's statement has been submitted. 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. It is the intent of this facility to utilize local community resources including public schools and libraries, local museums, shopping centers, and local parks.

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 members, and only with the prior approval of the resident, guardian, and the responsible agency.

Alto AFC will provide transportation to residents. Emergency transportation needs will be fulfilled through ambulance services.

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

Jeffrey and Linda Hirt are the Licensee Designees for this home. Medical and Record Clearance requests for Jeffrey and Linda Hirt were completed with no restrictions noted on either. Their TB-test results were negative.

Jeffrey and Linda Hirt 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 three-bed facility is always 1-staff- to-6 residents.

The applicants acknowledge 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 applicants have 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)), Identogo, and the related documents required to be maintained in each employee's record to demonstrate compliance.

The applicants acknowledge 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 Jeffrey and Linda Hirt, can administer medication to residents. In addition, the applicants have indicated that resident medication will be stored in a locked medication cart and that daily medication logs will be maintained on each resident receiving medication.

The applicants acknowledge 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 applicants acknowledge their responsibility to maintain a current employee record on themselves and direct care staff or volunteers and the retention schedule for all of the documents contained within their and each employee's file.

The applicants acknowledge an understanding of the administrative rules regarding informing each resident of their resident rights and providing them with a copy of those rights. The applicants indicated that it is their intent to achieve and maintain compliance with these requirements.

The applicants acknowledge 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 applicants have 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 applicants acknowledge an understanding of the administrative rules regarding the handling of resident funds and valuables and intends to comply.

The applicants acknowledge 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 applicants acknowledge 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 applicants acknowledge 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 applicants were 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 AFC adult small group home (capacity 6).



01/18/2022

---

Toya Zylstra  
Licensing Consultant

Date

Approved By:



01/18/2022

---

Jerry Hendrick  
Area Manager

Date