



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

May 24, 2021

Miranda LaBarge
1357 Terrace St
Muskegon, MI 49442

RE: Application #:	AS610407159 Cottage House Retreat 2171 Monte Dr. Fruitport, MI 49442
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Dear Mrs. LaBarge:

Attached is the Original Licensing Study Report for the above referenced facility. The study has determined 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. If I am not available and you need to speak to someone immediately, please contact the local office at (616) 356-0100.

Sincerely,

A handwritten signature in cursive script that reads "Elizabeth Elliott".

Elizabeth Elliott, Licensing Consultant
Bureau of Community and Health Systems
Unit 13, 7th Floor
350 Ottawa, N.W.
Grand Rapids, MI 49503
(616) 901-0585

enclosure

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

I. IDENTIFYING INFORMATION

License #:	AS610407159
Licensee Name:	Miranda LaBarge
Licensee Address:	1357 Terrace St 2171 Monte Dr MUSKEGON, MI 49442
Licensee Telephone #:	(231) 855-1198
Administrator/Licensee Designee:	Miranda LaBarge
Name of Facility:	Cottage House Retreat
Facility Address:	2171 Monte Dr. Fruitport, MI 49442
Facility Telephone #:	(231) 747-7751
Application Date:	02/02/2021
Capacity:	6
Program Type:	AGED

II. METHODOLOGY

02/02/2021	On-Line Enrollment
02/02/2021	Inspection Report Requested - Health 1031276
02/02/2021	Contact - Document Received 1326/RI 030/Fingerprint for Miranda LaBarge
02/02/2021	File Transferred To Field Office Grand Rapids
02/18/2021	Inspection Completed-Env. Health: A
02/22/2021	Inspection Completed On-site
02/22/2021	Inspection Completed-BCAL Sub. Compliance
03/01/2021	Confirming Letter Sent
03/01/2021	Contact-Document Sent Application Incomplete Letter Sent
03/10/2021	Contact-Document Sent Email re: corrections per confirming letter.
03/15/2021	Contact-Document Received Verification of corrections made per the confirming letter.
03/15/2021	Inspection Completed-BCAL Full Compliance.
04/21/2021	Contact-Document Sent Examples of documents needed for completion of OLSR.
04/28/2021	Contact-Document Sent/Received Update on OLSR documentation.
05/05/2021	Contact-Document Received OLSR documentation.
05/21/2021	Recommend License Issuance

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

This ranch style home is located in a subdivision of similarly built homes in Fruitport Township. Upon entering the home, you walk into the living room, next to the living room is a dining room, kitchen, full bathroom, back living area (family room), 3 nonresident bedrooms and the door to the basement. On the other end of the living room, there are 3 resident bedrooms with a full bathroom that has a walk-in shower for resident use. This home is not wheelchair accessible and is not approved for residents who require the use of a wheelchair. Exits from the home are located off the front (living room), the rear (family room) and through the garage (off the side of the home). The home utilizes public water and private septic system. An environmental health inspection was completed on the private septic system on 02/18/2021 and was approved with an "A" rating.

The gas furnace and hot water heater are located in the basement with a 1-3/4-inch solid core door equipped with an automatic self-closing device and positive latching hardware located at top of stairs. 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 basement of this home will not be used by residents.

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

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
1	15X9	135	2
2	18X11	198	2
3	12X11	132	2

The living, dining, and sitting room areas measure a total of 435 square feet of living space. This exceeds the minimum of 35 square feet per occupant requirement.

Based on the above information, it is concluded that this facility can accommodate six 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 the facility were reviewed and accepted as written. The applicant intends to provide 24-hour supervision, protection, and personal care to six 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. The applicant intends to accept residents from Muskegon County-DHHS, Muskegon County CMH, or the surrounding area or private pay individuals as a referral source.

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 St. Elma, L.L.C., which is a "Domestic Limited Liability Company", was established in Michigan, on 06/20/2016. 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 members of St. Elma, L.L.C. have submitted documentation appointing Miranda LaBarge as Licensee Designee for this facility and Miranda LaBarge as the Administrator of the facility.

A licensing record clearance request was completed with no LEIN convictions recorded for the applicant/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 applicant/licensee designee and administrator 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 6-bed facility is adequate and includes a minimum of 1 staff to 6 residents per shift. The applicant acknowledges that the staff -to- resident ratio will change to reflect any increase in the level of supervision, protection, or personal care required by the residents. The applicant has indicated that direct care staff will not be awake during sleeping hours.

The applicant acknowledged that at no time will this facility rely on "roaming" staff or other staff that are on duty and working at another facility to be considered part of this facility's staff -to- resident ratio or expected to assist in providing supervision, protection, or personal care to the resident population.

The applicant acknowledges 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.

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) and the related documents required to be maintained in each employee’s 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 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 applicant acknowledges their responsibility to maintain all required documentation in each employee’s record for each licensee or licensee designee, administrator, and direct care staff or volunteer and follow the retention schedule for those documents contained within each employee’s record.

The applicant acknowledges an understanding of the administrative rules regarding the admission criteria and procedural requirements for accepting a resident into the home for adult foster care.

The applicant acknowledges their responsibility to obtain the required written assessment, 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.

The applicant acknowledges their 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.

The applicant acknowledges an understanding of the administrative rules regarding the handling of resident funds and valuables and intends to comply. The applicant acknowledges that a separate *Resident Funds Part II BCAL-2319* form will be created 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 the applicant.

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

The applicant acknowledges that residents with mobility impairments may only reside on the main floor of the facility.

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 six-month temporary license to this adult foster care small group home (capacity 6).

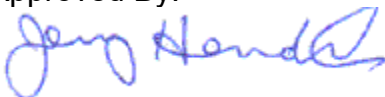


05/21/2021

Elizabeth Elliott
Licensing Consultant

Date

Approved By:



05/24/2021

Jerry Hendrick
Area Manager

Date