



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

March 7, 2022

Corie Buchanan  
1426 Bloomfield Blvd.  
Saginaw, MI 48601

RE: Application #:	AS730410807 Forever Loving Home 2429 Wilkins Rd Saginaw, MI 48601
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Dear Ms. Buchanan:

Attached is the Original Licensing Study Report for the above referenced facility. The study has determined substantial violations of applicable licensing statutes and administrative rules. Therefore, denial of issuance of a license is recommended. You will be notified in writing of the Agency's intention and your options for resolution of this matter.

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 (906) 226-4171.

Sincerely,

Shamidah Wyden, Licensing Consultant  
Bureau of Community and Health Systems  
411 Genesee  
P.O. Box 5070  
Saginaw, MI 48607  
989-395-6853

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	AS730410807
<b>Applicant Name:</b>	Corie Buchanan
<b>Applicant Address:</b>	1426 Bloomfield Blvd. Saginaw, MI 48601
<b>Applicant Telephone #:</b>	989-714-2083
<b>Administrator:</b>	Corie Buchanan
<b>Name of Facility:</b>	Forever Loving Home
<b>Facility Address:</b>	2429 Wilkins Rd Saginaw, MI 48601
<b>Facility Telephone #:</b>	(989) 482-1832
<b>Application Date:</b>	11/01/2021
<b>Capacity:</b>	6
<b>Program Type:</b>	PHYSICALLY HANDICAPPED DEVELOPMENTALLY DISABLED MENTALLY ILL AGED ALZHEIMERS

## II. METHODOLOGY

11/01/2021	Enrollment
11/08/2021	Application Incomplete Letter Sent Current version of app completed, 1326 & AFC100 for Corie
11/08/2021	Contact - Document Sent Current App, 1326 & AFC100
11/08/2021	Contact - Document Received 1326, AFC100, current app
11/19/2021	Application Incomplete Letter Sent
11/19/2021	Contact- Documentation Sent I sent the applicant a copy of the application incomplete letter, a copy of the small group home rule book, the Public Act 218, and the technical assistance manual.
11/19/2021	Contact- Documentation Received Documentation was received via email from the applicant.
11/21/2021	Contact - Documentation Received I received an email from Ms. Buchanan.
12/27/2021	Contact- Document Received I received an email from Ms. Buchanan checking on the status of the application.
01/03/2022	Contact- Document Received I received an email from Ms. Buchanan.
01/04/2022	Contact- Document Sent I sent an email response to Ms. Buchanan regarding scheduling the initial on-site.
01/25/2022	Contact- Document Sent I sent an email to Ms. Buchanan re: technical assistance regarding paperwork she submitted on 11/19/2021.
01/25/2022	Contact- Document Received I received an email from Ms. Buchanan.
01/25/2022	Contact- Document Sent I sent an email response to Ms. Buchanan.
01/31/2022	Contact- Document Received

	I received documentation from the applicant.
02/02/2022	Contact- Document Received I received documentation from the applicant.
02/02/2022	Contact- Document Sent I sent emails to Ms. Buchanan regarding the resume she submitted.
02/02/2022	Contact- Document Sent I emailed the Workforce Background Check department regarding Ms. Buchanan.
02/02/2022	Contact- Document Received I received a response from Nicole Novak of the Workforce Background Check department.
02/03/2022	Contact-Telephone call made I spoke with licensee Shondral Jackson to verify Ms. Buchanan's work history.
02/03/2022	Contact- Telephone call made I made a call to the James and Heather Gust Attorney at Law Office to verify Ms. Buchanan's work history.
02/10/2022	Contact- Document Sent I sent a follow-up email to Ms. Buchanan.
02/10/2022	Contact- Document Received I received an email response from Ms. Buchanan.
02/10/2022	Exit Conference- I conducted an exit conference with applicant Corie Buchanan.
02/10/2022	Contact- Document Received I received an email from Ms. Buchanan.

### III. DESCRIPTION OF FINDINGS & CONCLUSIONS

On 11/01/2021, an original application for a small adult foster care group home was received from Forever Loving Home. Corie Buchanan is listed as the licensee per the application. Ms. Buchanan initially used outdated form *BCAL 569-I (Rev 1-14)*. On this application, Ms. Buchanan checked every program type except *Traumatic Brain Injured*. She noted that she has a Saginaw Michigan address. She also filled out the administrator section with her name, date of birth, and social security

information. She also filled out section 44 *Family Home Applicants Only* section with a Cory Buchanan listed for the responsible persons. The application is signed by Ms. Buchanan and dated for 10/28/2021. An updated (corrected) application was received on 11/08/2021, without a responsible person noted on the application, and with Ms. Buchanan's information listed as licensee and administrator. By signing these applications, Ms. Buchanan acknowledged the following as noted on page four of the BCAL-569-I application form (dated 11/08/2021):

- *"I have read 1979 PA 218, and the Administrative Rules regulating the operation of Adult Foster Care facilities. If granted a license I will comply with the Act and these Rules."*
- *"In order to permit a proper determination of conformity with the rules, I give permission to the Department of Licensing and Regulatory Affairs to make all necessary and reasonable investigations of my activities, proposed standards of care, and to make an on-site inspection of the proposed facility."*
- *"I am aware of the legal provisions of Section 13 and Section 31 of 1979 PA 218, respectfully, that operating an adult foster care facility without a license or to violate this act is subject to criminal penalties, punishable by imprisonment or a substantial fine or both."*
- *"I certify that I will assess the good moral character of the employees of this home/facility as required by PA 218. I certify that if I or any employee, volunteer, or household member of the facility who is on parole or probation or convicted of a felony will be reported to the Department."*
- *"I also certify that any information I give in respect to any investigation by the department will be, to the best of my ability, true and correct."*
- *"I give permission to the Michigan Department of Licensing and Regulatory Affairs to contact persons, including those I give as references, in order to determine if I am in compliance with the Act and the Rules."*

On 11/19/2021, I sent an email to applicant Corie Buchanan. This email included the following attachments: a copy of the application incomplete letter, a copy of the small group home rule book, the Public Act 218, and the technical assistance manual. A link to the online rule books on the LARA AFC website was included in the email as well.

On 11/19/2021, I received a copy of Ms. Buchanan's Lamar University transcripts for a master's degree in Criminal Justice that she received May 16, 2020. The university is in Texas. The transcript documentation notes that Ms. Buchanan has a Spring, TX address.

On 11/19/2021, I also received the following documents entitled as listed from Ms. Buchanan:

- Credit report
- Organizational chart
- Proposed staffing pattern
- Proposed budget
- Admission policy
- Program statement
- Floor plan
- Emergency plan
- Required personnel policies
- Discharge policy
- Job description of Direct Care Worker
- Standard or Routine Procedures
- Proposed Staffing Pattern
- Resident Absent Without Notice
- Severe Weather Emergency
- Medical Emergency
- Furnace inspection dated 2/09/2021
- Residential Lease Agreement (between her and the property owner)
- Permission to Inspect

On 11/21/2021, I received an email from Ms. Buchanan stating the following:

*“Hello, I sent over all the documents that was needed. If i am missing any other documents please let me know when you get time. Thank you for your time and patience. Hope you had a great weekend.”*

On 12/27/2021, I received an email from Ms. Buchanan checking on the status of her application.

Between 01/03/2022 and 01/04/2022, Ms. Buchanan and I scheduled an initial on-site for the facility on 02/03/2022.

On 01/25/2022, I reviewed Ms. Buchanan’s paperwork in preparation for the on-site on 02/03/2022 and sent her a follow-up email detailing items that I did not observe in the documentation submitted on 11/19/2021, additional information that needed to be submitted, and/or items that needed correction. I also re-sent a copy of the Public Act 218, the AFC TA manual, the application incomplete letter originally sent on 11/19/2021, as well as the *Group Home Required Policy Content Evaluation Worksheet*. The follow up email I sent states the following:

*“Good afternoon, I have reviewed the documents that you submitted. Please read the information below carefully, as I have listed items that I did not observe in the documentation submitted, additional information that needs to be submitted, and/or items that need correction.*

1. **Program statement-** *The program statement submitted does not meet the minimum standards for an acceptable program statement. Attached to this email is the group home required policy content evaluation worksheet that will assist you in writing your program statement. (Some things that I noted while reading the program statement that were not included: What are the staff competencies? What are the specific daily program goals? What specific agencies (if any) do you plan on contracting with? What specific population are you planning to serve? The application you submitted had physically handicapped, developmentally disabled, mentally ill, aged, and Alzheimer’s checked as populations you are going to serve. The program statement needs to be specific to these populations. For Alzheimer’s, please refer to page 25 of the Public Act 218 for further information. Attached is a copy of Public Act 218.*
2. **Admission/Discharge Policies-** *The admission and discharge policies that you submitted does not meet the minimum standards for an acceptable admission or discharge policy. Attached is the group home required policy content evaluation worksheet that will assist you in writing your admission and discharge policies. Please refer to **R400.14301 Resident Admission criteria; resident assessment plan; emergency admission, resident care agreement; physician’s instructions’ health care appraisal and R400.14302 Resident Admission and discharge policy; house rules; emergency discharge; change of residency; restricting a resident’s ability to make living arrangements prohibited; provision of resident records at time of discharge** in the group home rule book/TA manual (attached). The admission policy should also list any fees (i.e., deposits, app fee, admission fee, etc.) In the discharge policy it says that the facility will do a same day discharge. At a minimum per the AFC small group home rules, you will need to provide the resident with a 24-hr discharge notice.*
3. **House Rules-** *There were no house rules included in the information that you submitted.*
4. **Applicant and administrator training-** *I need to review verification of your trainings. The trainings are noted in the application incomplete letter that I emailed you on 11/19/2021 (attached to this email as well). The rule pertaining to this is **R 400.14201(3)- Before a temporary license is issued, an applicant and an administrator shall be competent in all of the following areas: (a) Nutrition. (b) First aid. (c) Cardiopulmonary resuscitation. (d) Foster care, as defined in the act. (e) Safety and fire prevention. (f) Financial and administrative management. (g) Knowledge***

**of the needs of the population to be served. (h) Resident rights. (i) Prevention and containment of communicable diseases.** I will need verification of each of these items.

5. **Applicant and administrator education and experience-** You will need to submit proof that you have a high school diploma or equivalent, and at least one year of experience working with the populations identified in your program statement and admission policy. I need a copy of your resume to verify that you have the required experience. I received a copy of your master's degree transcripts; however, I need verification of your HS diploma per R201(6).
6. **Personnel Policies-** Please see the group home required policy content evaluation worksheet for what needs to be included in your personnel policies. Please see **R400.14207 Required personnel policies** in the rule book/TA manual.
7. **Job Description-** The job description should detail the trainings that the staff have to complete as well as keep current (i.e., CPR/First Aid, etc.), and the qualifications they must meet. Staff must be at least 18 years of age.
8. **Standard or Routine Procedures-** This would be more like a daily program schedule. It would outline/designate meals times, activity times, snack times, personal time, tv time, etc. for a typical day. Weekends may look different.
9. **Proposed Staffing Pattern-** Based on the program statement and the population type served in the application that you submitted; a 1 to 6 staffing ratio would not be sufficient to meet the needs of the residents. **Per R400.14206(2)- A licensee shall have sufficient direct care staff on duty at all times for the supervision, personal care, and protection of residents and to provide the services specified in the resident's resident care agreement and assessment plan.**
10. **Contracts-** if you have any funding agreements or contracts, I will need to review those.
11. **Floor plan-** The floor plan submitted appears to only have two bedrooms noted on the sketch provided. Two bedrooms is not sufficient for a capacity of six residents. If this floor plan is not accurate, please submit a more accurate floor plan. Please refer to R400.14409 Bedroom space; "usual floor space" defined section in the rule book/TA manual for more information on the bedroom floor space requirements.
12. **Proposed budget-** I reviewed your budget. If you plan to have a capacity of six residents, this budget will need to be adjusted to reflect how much each area will more accurately cost. If you have a vehicle for the home, the vehicle



*needs to be included in the budget. Please consider the costs of emergency repairs, monthly rent, vehicle and vehicle repairs/maintenance, office supplies, etc.*

**13. Financial Statements-** *You will need to submit proof of sufficient resources, which is, financial assets to provide for the operation of the home for a period of at least three months.*

**14. Severe weather emergency plans-** *Plans must include where residents will receive care in the event the facility is no longer habitable per the TA manual. The copies of these emergency plans appear to be the same as the ones I use as the examples I provide new licensees as a guide for writing their own emergency plans. These plans should be specific to your facility.*

**15. Furnace inspection-** *the furnace inspection is good for within a year of licensure. The one that was submitted was completed 02/09/2021. A new furnace inspection will need to be completed as this one will expire prior to licensure.*

*Also, please note that there were some documents that would need to be signed by a resident, their designated person, and by staff. So, signature and date lines should be included at the end of each document.*

*There should also be smoke detectors placed within the home. Please see the rules under section **R400.14505** in the group home rule book/TA manual for information on smoke detector requirements, and section **R400.14506** for information on fire extinguishers.*

*The home is noted to be wheelchair accessible on the application. If this is the case, you will need approved wheelchair ramps (see **R400.14509 Means of egress; wheelchairs.**)”*

Ms. Buchanan replied to this email on 01/25/2022 asking if the schedule on-site will still happen as planned. Ms. Buchanan then sent another email stating that:

*“This notice is very late. I would have already provided the information that’s needed before the scheduled appointment which is within a week away. I provided the documents on 11/19/2021. Hopefully the appointment can go as scheduled. I will send over the documents that is listed in the prior email. Thank you for your time.”*

On 01/25/2022, I responded via email to Ms. Buchanan stating the following:

*“I requested this information from you in the application incomplete letter that was emailed to you on 11/19/2021. The letter detailed majority of the documentation that you needed to submit. I also provided you with copies of the rule book, Public Act 218, and technical assistance manual for you to use.*

*By providing you this feedback prior to the scheduled appointment, I am giving you time to complete the required paperwork as much as possible prior to the on-site. Paperwork can be accepted after the initial on-site. Your application is not complete until everything is submitted and accepted."*

On 01/31/2022, I received via email a copy of an Adult First Aid/CPR/AED online (Eligible for Skills Session within 90 days) American Red Cross Certificate from Ms. Buchanan. The date completed is noted as 01/26/2022. It should be noted that Ms. Buchanan did not submit any other required training verification documents (i.e., bloodborne pathogens, nutrition, foster care, safety and fire prevention, financial and administrative management, knowledge of the needs of the population to be served, and residents rights).

On 02/02/2022, I received a copy of a resume from Ms. Buchanan. The "resume" has her education listed, and the only work experience listed is the following:

*Home Health Care- James and heather gust Attorneys at Law  
611 S. Michigan Ave, Saginaw MI 48601  
April 2008- April 2015*

On 02/02/2022, I sent Ms. Buchanan an email stating that I reviewed the resume she submitted, that I cannot determine that she meets the requirements of R206(1), based on the limited information provided in her resume. I also copy and pasted R201(6) in the email.

On 02/02/2022, Ms. Buchanan responded back apologizing for sending the wrong resume, and stated that attached to her email is an updated resume.

On 02/02/2022, I reviewed the updated resume Ms. Buchanan emailed to me. The experience is listed as follows:

***03/2019- 12/2020 DDM Adult Foster Care Home/Direct Care Staff***

- *Medication reminders and administration*
- *Meal Prep*
- *Assisting clients with their activities of daily living. (Bathing, dressing, showers, shaving, transfers, feeding).*
- *Promoting safety and health maintenance*
- *Daily activities*
- *Generating care plans for new residents*

***04/08-04/15- James and Heather Gust Attorney at Law/ Home Health Care Aide***

- *Light cleaning duties*
- *Used medical equipment to assist and properly care for residents*

- *Planning, preparing and serving meals*
- *Providing transportation to doctors' appointments*
- *Assisting with toileting*
- *Checking vital signs.*

On 02/02/2022, I sent a follow-up email asking Ms. Buchanan where's DDM Adult Foster Care Home located. She responded back with:

*Daniel's Den Ministries*  
*Daniel's Den AFC*  
 440 South 17<sup>th</sup>, Saginaw, MI 48601

On 02/02/2022, I emailed department analyst Nicole Novak of the Michigan Workforce Background check to inquire whether Ms. Buchanan was ever background checked as a staff at any AFC home in the state. No results were found.

On 02/02/2022, I received bank statements from Ms. Buchanan. Based on the balance of her bank statements for November and December 2021, and January 2022, this information does not reflect that she has sufficient resources based on the budget she submitted which reflects her projected monthly expense to run the AFC home at \$3,810.00 per month.

On 02/02/2022, Ms. Buchanan sent me an email requesting to reschedule the on-site. The initial on-site was moved to 02/24/2022.

On 02/03/2022, I made a call to Ms. Shondral Jackson, licensee designee for Daniel's Den AFC & Services. I asked Ms. Jackson if she could verify for me whether Corie Buchanan worked for her. Ms. Jackson replied stating that Ms. Buchanan volunteered for her. She stated that Ms. Buchanan came to her stating that she needed some AFC experience. I asked Ms. Jackson what Ms. Buchanan's job title was. She stated that it was a while ago, that Ms. Buchanan was a volunteer, who did not work there long. During this call, Ms. Jackson asked me to hold while she pulled Ms. Buchanan's information up on her computer. Ms. Jackson then stated that Ms. Buchanan worked at her facility as a volunteer from 03/28/2019 to 12/20/2019. She stated that Ms. Buchanan volunteered about three days per week, and some weekends. She stated that as a volunteer Ms. Buchanan did things such as medication administration, light cleaning, transfers, and bathing. When asked if she (Ms. Jackson) treats her volunteers as staff persons, regarding whether they are fully trained and background checked, Ms. Jackson stated that volunteers do not get all the required training, and that Ms. Buchanan was not fully trained.

(It should be noted that I searched for this facility in BITS. I found that the licensee designee is Shondral Jackson. The phone number listed in BITS for Ms. Jackson, is the phone number that I called to speak with Ms. Jackson.)

On 02/08/2022, I made a call to the James and Heath Gust Attorney at Law office. I spoke with an Attorney Assistant who identified herself as Shane. Shane stated that she has worked in this law office since 2007, and that she does not recall a Corie Buchanan working at this law office. She put me on hold during the call to confer with Attorney James Gust. She came back to the phone and stated that Mr. Gust was also unaware of Ms. Buchanan's name. She also stated that their law firm does not have any affiliation with home health care.

(It should be noted that Corie Buchanan's resume states that she started working at the law firm as a Home Health Aide in April 2008, however, Ms. Buchanan would have been only 15 years of age at that time based on her date of birth provided on her application for licensure.)

On 02/10/2022, I sent an email to Ms. Buchanan explaining to her that I made calls to the employers she listed on her resume, and the information I obtained from those conversations. I also informed her that I verified through the Michigan Workforce Background Check department that there is no record on file for her being employed at any AFC home across the state. I informed her that based on the information I collected from the employers she noted in her resume, that she has not submitted sufficient documentation to demonstrate that she meets licensing's minimum standards regarding R 201(6). I recommended to her that she can withdraw her application and reapply in the future once she meets the requirements. In this email I canceled the on-site for 02/24/2022.

On 02/10/2022, Ms. Buchanan responded via email:

*"Good Morning, The location of the lawyer changed. The lawyer is at Zolton Law Offices, 6420 Normady Dr, Saginaw MI. I was a care giver to [Individual 1]. In regards to the owner of DDM ,you couldn't have spoken to her but maybe someone that works at the facility because she stated that she did not speak to anyone in regards to me. So what is needed now to provide verification for what your asking for so i can provide it."*

On 02/10/2022, I made a call to Ms. Buchanan to conduct an exit conference. Ms. Buchanan relayed to me that she will not be withdrawing her application as the person that I spoke to at Daniel's Den AFC was not the owner, Ms. Shondral Jackson. She stated that Ms. Jackson relayed to her that I did not speak with Ms. Jackson. I reiterated that I did indeed speak with Ms. Jackson directly. I informed her that based on the information she (Ms. Buchanan) provided, that she does not have the one year of required experience. I informed her that I will move forward with a denial of issuance based on suitability and failure to meet minimum requirements for licensure.

On 02/10/2022, Ms. Buchanan sent me the following email:

*"Hello, I contacted you back as well as your immediate supervisor. **Volunteer** work is considered work experience as well. I never stated that i was employed on my resume with DDM adult foster Care. A resume is to state the overall experience that you obtain to meet a certain criteria which i provided. The direct owner was never contacted. Everyone make mistakes in life by not gathering the correct information as needed from the correct sources. I will proceed with the appeal once i receive my denial documentation and provide accuracy on my behalf. Thank you for your time and have a wonderful day."*

(It should be noted that the emailed resume Ms. Buchanan submitted on 02/02/2022, states that her job at "DDM Adult Foster Care Home" is "direct care staff." The resume as written is misleading, as it does not directly state that she was working in a volunteer capacity.)

Based on the above information, I am recommending a denial of issuance of Ms. Buchanan's request to open an Adult Foster Care small group home.

#### **A. Rule/Statutory Violations**

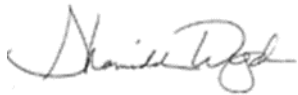
<b>R 400.14201</b>	<b>Qualifications of administrator, direct care staff, licensee, and members of the household; provision of names of employee, volunteer, or member of the household on parole or probation or convicted of felony; food service staff.</b>
	<b>(9) A licensee and the administrator shall possess all of the following qualifications:</b> <b>(a) Be suitable to meet the physical, emotional, social, and intellectual needs of each resident.</b>
<b>ANALYSIS:</b>	An original application was received on 11/01/2021. Ms. Buchanan received an application incomplete letter on 11/16/2021.  During the enrollment process, Ms. Buchanan did not provide sufficient verification of experience and training to demonstrate that she is suitable to meet the physical, emotional, social, and intellectual care needs for vulnerable adults.  There is a preponderance of evidence to substantiate a rule violation.
<b>CONCLUSION:</b>	<b>VIOLATION ESTABLISHED</b>

<b>R 400.14201</b>	<b>Qualifications of administrator, direct care staff, licensee,</b>
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	and members of the household; provision of names of employee, volunteer, or member of the household on parole or probation or convicted of felony; food service staff.
	(2) A license shall have the financial and administrative capability to operate a home to provide the level of care and program stipulated in the application.
<b>ANALYSIS</b>	<p>An original application was received on 11/01/2021. Ms. Buchanan received an application incomplete letter on 11/16/2021.</p> <p>On 02/02/2022, I received bank statements from Ms. Buchanan. Based on the balance of her bank statements for November and December 2021, and January 2022, this information does not reflect that she has sufficient resources based on the budget she submitted which reflected her projected monthly expense to run the AFC home at \$3,810.00 per month.</p> <p>On 02/22/2022, Ms. Buchanan submitted a resume. The resume listed two jobs. I called both employers to verify Ms. Buchanan's work history. One employer stated that she worked in a volunteer capacity for less than one year at a licensed AFC home. The other employer denied knowing Ms. Buchanan. The information Ms. Buchanan provided on her resume appears to be untruthful.</p> <p>During the enrollment process, Ms. Buchanan failed to submit accurate information regarding her work history, and she failed to submit verification of any pertinent experience and training.</p> <p>There is a preponderance of evidence to substantiate a rule violation.</p>
<b>CONCLUSION</b>	<b>VIOLATION ESTABLISHED</b>

#### IV. RECOMMENDATION

I recommend denial of a license for this AFC adult small group home (capacity 6).



03/07/2022

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Shamidah Wyden  
Licensing Consultant

Date

Approved By:



03/07/2022

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Mary E Holton  
Area Manager

Date