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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 22, 2022

Keta Cowan
Synod Residential Services
P.O. Box 980465
Ypsilanti, MI 48197

RE: Application #: AS810410391
Munger House
4805 Munger Rd.
Ypsilanti, MI 48197

Dear Ms. Cowan:

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 blue ink that reads "Vanita Bouldin".

Vanita C. Bouldin, Licensing Consultant
Bureau of Community and Health Systems
22 Center Street
Ypsilanti, MI 48198
(734) 395-4037

Enclosure

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

I. IDENTIFYING INFORMATION

License #: AS810410391

Applicant Name: Synod Residential Services

Applicant Address: P.O. Box 980465
Ypsilanti, MI 48198-0465

Applicant Telephone #: (734) 483-9363

Administrator/Licensee Designee: Keta Cowan

Name of Facility: Munger House

Facility Address: 4805 Munger Rd.
Ypsilanti, MI 48197

Facility Telephone #: (734) 483-9363
09/24/2021

Application Date:

Capacity: 6

Program Type: MENTALLY ILL
AGED

II. METHODOLOGY

09/24/2021	Enrollment
09/24/2021	Application Incomplete Letter Sent New Fingerprints are required for Keta. Ones on file are older than 24 months., 1326
10/18/2021	Contact - Document Received 1326, ri030
11/01/2021	Application Incomplete Letter Sent
11/01/2021	Contact - Document Sent Incomplete Letter sent via email.
12/21/2021	Contact - Face to Face Attempted onsite inspection but Synod representatives were a no show.
12/21/2021	Contact - Document Sent Email sent to Laurie stating that onsite inspection will have to be rescheduled after the Holiday season.
01/13/2022	Application Complete/On-site Needed
01/13/2022	Inspection Completed-BCAL Sub. Compliance
01/13/2022	Exit Conference
01/18/2022	Application Incomplete Letter Sent
03/02/2022	Application Complete/On-site Needed
03/04/2022	Inspection Completed – BFS Full Compliance Recommend License Issuance

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

The Munger House adult foster care home is in a residential area in Ypsilanti, MI. The home is a single-story structure ranch style with no basement or garage. The facility consists of a living room, dining room, kitchen, 2 full bathrooms and four bedrooms.

The furnace and hot water heater are in a room that on the same level as the residents in an enclosed room that is constructed of material that has a 1-hour-fire-resistance rated door that meets the requirement of that listed under flame-producing equipment/enclosures. A permanent outside vent that cannot be closed is incorporated in the enclosed room. The facility is equipped with interconnected, hardwire smoke detection system, with battery back-up, 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/NE	13.0 X 10.1	131 SQ. FT.	1
2/NW	12.11 X 10.1	123 SQ. FT.	1
3/SE	17.0 X 10.0	170 SQ. FT.	2
4/SW	17.0 X 10.0	170 SQ. FT.	2

The living, dining, and sitting room areas measure a total of 266 square feet of living space. This exceeds the minimum of 35 square feet per resident requirement. The facility is wheelchair accessible. It is equipped with 2 ramps located at the approved means of egresses.

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.

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. Residents will be referred from: (Gateway, Consumer Link, and Synergy Partners).

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 Synod Residential Services, Inc., which is a “For Profit Corporation” was established in Michigan, on 03/28/1986. 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.

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

The licensee designee/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 six-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), CoGent, 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.

D. Rule/Statutory Violations

The applicant was in compliance with the licensing act and applicable administrative rules at the time of licensure.

VI. RECOMMENDATION

I recommend issuance of a temporary license to this adult foster care small group home (capacity 1-6).

Vanita Bouldin

Vanita C. Bouldin
Licensing Consultant

Date: 03/22/2022

Approved By:

A. Hunter

Ardra Hunter
Area Manager

Date: 03/22/2022