



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

July 15, 2022

Joshua Smith  
DBT Institute of MI, PLLC  
2950 W. Howell Road  
Mason, MI 48854

RE: Application #: AL330407593  
**DBT Institute of MI**  
**2950 W. Howell Road**  
**Mason, MI 48854**

Dear Mr. Smith:

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 20 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 (517) 284-9730.

Sincerely,

A handwritten signature in cursive script that reads "Rodney Gill".

Rodney Gill, Licensing Consultant  
Bureau of Community and Health Systems  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	AL330407593
<b>Applicant Name:</b>	DBT Institute of MI, PLLC
<b>Applicant Address:</b>	2950 W. Howell Road Mason, MI 48854
<b>Applicant Telephone #:</b>	(517) 367-0670
<b>Licensee Designee:</b>	Joshua Smith
<b>Administrator:</b>	Joshua Smith
<b>Name of Facility:</b>	DBT Institute of MI
<b>Facility Address:</b>	2950 W. Howell Road Mason, MI 48854
<b>Facility Telephone #:</b>	(517) 367-0670 03/02/2021
<b>Application Date:</b>	
<b>Capacity:</b>	20
<b>Program Type:</b>	MENTALLY ILL

## II. METHODOLOGY

03/02/2021	Enrollment
03/09/2021	Application Incomplete Letter Sent Valid corp; IRS ltr; 1326, RI-030 & AFC100 for Joshua (LD & Admin)
03/10/2021	Contact - Document Received IRS ltr; Articles of Corp;1326 & AFC100 for Joshua (LD & Admin)
03/10/2021	Inspection Report Requested - Health Inv. #1031357
03/25/2021	Contact - Document Received- App - Updated
05/20/2021	Contact - Document Received- Valid Corp
06/14/2021	Application Incomplete Letter Sent Need Discharge statement updated and proposed budget (emailed letter)
04/06/2022	Comment- Licensee designee Erin Smith emailed and indicated that the new renovations should be completed at DBI Institute of Michigan on 06-14-2022.
04/06/2022	Comment- Emailed licensee designee Erin Smith
05/12/2022	Contact - Telephone call received from licensee designee Erin Smith- DBT Institute of Michigan will be ready for an onsite inspection to get their license opened the third week of June 2022.
06/21/2022	Contact - Telephone call received from chief operations officer Erin Smith called and said DBT Institute of Michigan is ready for an onsite inspection. Onsite inspection scheduled for 06/24/2022.
06/21/2022	Application Complete/On-site Needed
06/24/2022	Inspection Completed On-site
06/27/2022	Contact - Document Received from chief operations officer Erin Smith. Floor Plan with dimension/letter from the Fire Marshall.
06/27/2022	Contact - Telephone call made to chief operations officer Erin Smith requesting fire and environmental letters indicating DBT Institute of Michigan received full approval rating for both.

06/28/2022	Contact - Telephone call received from Meredith Gregory from the Ingham County Health Department Environmental Health Division.
06/28/2022	Contact - Document Received from chief operations officer Erin Smith informing me she spoke with Meredith Gregory from the ICHD.
06/28/2022	Contact - Document Sent to chief operations officer Erin Smith informing her I received her email and spoke with Ms. Gregory from ICHD.
06/28/2022	Contact - Document Received by chief operations Officer Erin Smith asking how they apply for a Special Certification. Informed her how to apply.
06/29/2022	Inspection Completed-Fire Safety: A
06/29/2022	Inspection Completed-Env. Health: A
07/07/2022	Inspection Complete – BCAL Full Compliance

### III. DESCRIPTION OF FINDINGS & CONCLUSIONS

#### A. Physical Description of Facility

DBT Institute of MI is a single-story commercial building originally built and owned by DART Oil and Gas Corporation. The facility features a 17.55-acre lot and sits a quarter of mile off Howell Rd in the small city of Mason, MI. There is wooded acreage in front of the facility with walking trails, a man-made waterfall, and large patio creating a cozy, calm, and therapeutic atmosphere.

The facility is near US Route 127 and close to local shopping centers and grocery stores. It is also close to the larger cities of Lansing and East Lansing which provide multiple medical facility options, cultural entertainment, shopping, restaurants, and other forms of educational opportunities and entertainment.

The facility has been completely renovated to meet the specific needs of the population it was designed to accommodate. The facility is divided into two distinct sides, the south side of the facility provides outpatient services and is currently operational, and the north side was constructed for residential living. There is a separate entrance for the residential living center and a foyer furnished with large water fountains and plants separates the two areas.

There is an admissions office directly to the right as you walk in through the entrance of the residential facility for convenient check in and check out. As you enter the vestibule and into the facility you immediately notice a large dining room with an enormous table that can easily accommodate 20 residents. A commercial-grade state of the art kitchen sits to the right of the dining room. The facility also features a relaxation room, multi-purpose/workout room, nurses' station, locker room, laundry room, library/meeting/community room, large open concept community space, and large bathroom with separate shower rooms. There are twelve resident bedrooms, four single bedrooms located in the north hallway and eight double/shared bedrooms with four located on the north side and four on the south side of the facility. The doorknobs and other fixtures throughout the facility are equipped with ligature resistant products for resident safety. The doorknobs on the residents' bedrooms have non-locking mechanisms also for resident safety.

The facility has three entrance/exits in total all at grade level and wheelchair and/or walker accessible. The applicant indicated they will not be accepting residents with these types of physical limitations but designed their facility to accommodate individuals with physical limitations if needed.

The facility utilizes a private water supply and private sewage disposal system inspected by the Ingham County Environmental Health Department on 06/29/2022 and found to be in full compliance with all applicable rules and statutes at the time of the inspection.

The facility uses natural gas as the heat source. There are six heating units located on the facility's roof which were inspected on 06/29/2022 by the Bureau of Fire Safety and found to be in good working order. The facility is equipped with an interconnected, hardwired smoke detection system with battery back-up which was installed by a licensed electrician. The smoke detectors are installed near sleeping areas and near all flame- or heat-producing equipment. There are fire extinguishers located throughout the main floor of the facility. The facility is fully sprinkled. The final fire inspection on 06/29/2022 found the facility to be full compliance with all applicable rules and statutes.

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

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
1	12' x 13' 3"	159.6	One
2	12' 1" x 13' 3"	160.93	One
3	12' 1" x 13' 3"	160.93	One
4	12' 1" x 13' 3"	160.93	One
5	12' 2" x 14' 2"	173.24	Two
6	12' x 14' 2"	170.4	Two
7	12' 2" x 14' 2"	173.24	Two
8	19' 2" x 14' 2"	272.64	Two

9	19' 7" x 14' 6"	279.74	Two
10	12' ¾" x 14' 6"	176.29	Two
11	12' ¾" x 14' 6"	176.29	Two
12	12' 3" x 14' 6"	176.58	Two
Community Space	29' 5" x 34' 10"	1,005.95	
Dining Area	30' 4" x 12' 10"	367.84	

The indoor living and dining areas measure a total of 1374 square feet of living space. This exceeds the minimum of 35 square feet per occupant requirement.

Based on the above information, this facility can accommodate 20 residents. It is the licensee's responsibility not to exceed the facility's licensed capacity.

**B. Program Description**

The applicant intends to provide 24-hour supervision, protection, and personal care to twenty female residents who are mental ill. The program has a unique focus on intensive and comprehensive Dialectical Behavior Therapy (DBT) combined with somatic and holistic therapies, the applicant has developed a modern and integrated program that enables residents to heal and begin their journey to a life worth living. DBTIMI is a trauma informed clinic who recognizes the inherent vulnerability of all human beings to the effects of trauma.

The overarching goal of the DBT Institute of Michigan is to help residents build lives worth living. Part of this goal is to help residents not require residential treatment. The DBT Institute of Michigan does not believe in fostering a resident's dependency on a system. Instead, it believes in helping residents live a reasonable quality of life that is independent.

The applicant anticipates their programs average length of stay to be 60-90 days. Their approach to treatment is personalized and each of their resident's treatment will be built around their individualized needs. With a maximum of 20 residents, DBTIMI will be able to give each resident the time, attention and support they need.

Treatment is delivered in the comfort of their home-like facility where residents will dine on nutritious meals prepared by a chef, enjoy nature walks, attend yoga, engage in daily mindfulness practice and regenerate in a comfortable surrounding that invite introspection in a safe and therapeutic manner. DBT Institute of Michigan is a strictly voluntary, evidence-based treatment. DBT Institute of Michigan's Residential Program aims to help their clients "build a life worth living" by teaching residents how to radically accept themselves and the moment as it is using mindfulness and acceptance strategies as well as teaching residents how to change their lives in ways that bring them closer to their own ultimate life-worth living goals using change strategies found in

standard behavioral therapy. Their goal is to fully integrate DBT Institute of Michigan into every aspect of residential life for their residents to move beyond just surviving in their daily lives.

The program will include social interaction; training to develop personal hygiene, personal adjustment, public safety, and independent living skills; opportunity for involvement in educational, community activities, employment, and transportation.

The applicant indicated the trained staff of the facility will assist residents with meals, medication, and all necessary activities of daily living while ensuring dignity and promoting independence and fostering hope. The applicant stated the facility will be staffed with individuals trained extensively in the care of residents with mental illness including mental signs and symptoms to watch for and behavioral diversion techniques. The applicant will provide transportation to medical appointments and therapies when needed, but all therapy sessions onsite will be facilitated by their licensed therapists.

The applicant indicated they have a nurse practitioner that will be working at the facility and will monitor the medications as needed. A pharmacist will review resident medications monthly and analyze medications for each resident to assess for possible interactions. The applicant will work closely with all physicians, therapists, and other disciplines that each resident may require to assist with residents' rehabilitation goals and plans of care.

The applicant stated they encourage independence, socialization, inside and outside activities as well as personalized individualized care plans and services.

The applicant intends to accept referrals from Community Mental Health Authority of Clinton, Eaton, Ingham, private insurance companies, residents with other private sources for payment, and can also accommodate residents who qualify for a Medicaid waiver. If needed by residents, behavior interventions and specialized interventions will be identified in the assessment plans. These interventions shall be implemented only by staff trained in the intervention techniques. All direct staff workers (DCWs) at the facility have been trained in crisis response intervention (CPI). In addition to the above program elements, it is the intent of the applicant to utilize local community resources for recreational activities including the library, local museums, shopping centers, churches, women's shelters, etc. These resources provide an environment to enhance the quality of life and increase the independence of residents.

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

DBT Institute of Michigan, a "Professional Limited Liability Company", established in Michigan on 02/24/2016. 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.

DBT Institute of Michigan submitted documentation appointing Joshua Mark Smith as the licensee designee and administrator of the facility. A criminal history background check was completed for Mr. Smith, and he was determined to be of good moral character to provide licensed adult foster care. Mr. Smith submitted a statement from a physician documenting his good health dated 06/29/2022. Mr. Smith submitted current negative tuberculosis test results. Mr. Smith provided documentation to satisfy the qualifications and training requirements identified in the group home administrative rules. Mr. Smith is the founder and chief executive officer (CEO) of DBT Institute of Michigan, is a national DBT trainer, and a clinical instructor for the Michigan State University Psychiatry Department and School of Social Work. Mr. Smith was the co-owner and founder of the DBT Center of Michigan, PLLC and his duties included overseeing day-to-day business issues of the center including money management, contracted therapists, trainings, supervision, and marketing. He provided outpatient individual and group therapy to adolescents, families, adults, and couples experiencing mental illness. Mr. Smith contracted nationally and locally with agencies to provide individual and group therapy services and staff adherence to DBT. He developed DCT as a treatment milieu for adolescents and adults in a variety of settings and was the DBT team leader and in charge of treatment adherence. Mr. Smith had his own private therapy practice from November 2004 until July of 2008. He possesses a master's degree in clinical social work from Michigan State University.

Mr. Smith submitted documentation that he was formally trained in CPR, AED, and First Aid.

Mr. Smith's documented education and work experience reflects financial and administrative management skills and knowledge of the needs of the population to be served.

The applicant is accredited with CARF (Commission on Accreditation of Rehabilitation Facilities) for their residential program.

The staffing pattern for the original license of this twenty-bed facility is adequate and includes a minimum of two staff members for twenty residents per shift. The applicant acknowledged that the staff to resident ratio may need to be increased to provide the level of supervision or personal care required by the residents due to changes in their behavioral, physical, or medical needs. The applicant has indicated that direct care staff will be awake during sleeping hours.

The applicant 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.

The applicant acknowledged an understanding of the responsibility to assess the good moral character of employees. The applicant acknowledged 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.

The applicant acknowledged an understanding of the administrative rules regarding medication procedures and assured that only those direct care staff that have received medication training and have been determined competent by the 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.

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

The applicant 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.

The applicant acknowledged the responsibility to maintain a current resident record on file in the home for each resident and follow the retention schedule for all the documents that are required to be maintained within each resident's file.

The applicant acknowledged an understanding of the administrative rules regarding the handling of resident funds and valuables and intends to comply. The applicant acknowledged that a separate Resident Funds Part II BCAL-2319 form will be created for each resident to document the date and amount of the adult foster care service fee paid each month and all the residents' personal money transactions that have been agreed to be managed by the applicant.

The applicant 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. The applicant indicated the intent to respect and safeguard these resident rights.

The applicant 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.

The applicant acknowledged the responsibility to provide a written discharge notice to the appropriate parties when a 30-day or less than 30-day discharge if requested.

**D. Rule/Statutory Violations**

Compliance with the licensing act and administrative rules related to the physical plant has been determined. Compliance with administrative rules related to quality of care will be assessed during the temporary license period.

**IV. RECOMMENDATION**

I recommend issuance of a temporary license and concurrent special certification to this AFC adult large group home with a maximum capacity of 20 residents.



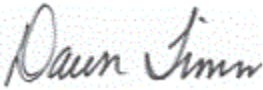
07/07/2022

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Rodney Gill  
Licensing Consultant

Date

Approved By:



07/15/2022

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Dawn N. Timm  
Area Manager

Date