



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
DIRECTOR

January 22, 2025

Meaghan Rinaldi
Looking Glass Adult Foster Care LLC
1600 E Grand River
East Lansing, MI 48823

RE: License #: AS330418366
Looking Glass AFC
109 E Randolph
Lansing, MI 48906

Dear Ms. Rinaldi:

Attached is the Renewal Licensing Study Report for the facility referenced above. The violations cited in the report require the submission of a written corrective action plan. The corrective action plan is due 15 days from the date of this letter and must include the following:

- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.
- Specific dates for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- The signature of the licensee or licensee designee or home for the aged authorized representative and a date.

Upon receipt of an acceptable corrective plan, a regular license and special certification will be issued. If you fail to submit an acceptable corrective action plan, disciplinary action will result.

Please contact me with any questions. In the event that I am not available and you need to speak to someone immediately, you may contact the local office at (517) 284-9730.

Sincerely,

A handwritten signature in cursive script that reads "Jana Lipps". The signature is written in dark ink on a light background.

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

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

I. IDENTIFYING INFORMATION

License #:	AS330418366
Licensee Name:	Looking Glass Adult Foster Care LLC
Licensee Address:	1600 E Grand River East Lansing, MI 48823
Licensee Telephone #:	(517) 672-9467
Licensee/Licensee Designee:	Meaghan Rinaldi, Designee
Administrator:	Meaghan Rinaldi
Name of Facility:	Looking Glass AFC
Facility Address:	109 E Randolph Lansing, MI 48906
Facility Telephone #:	(517) 668-5589
Original Issuance Date:	08/29/2024
Capacity:	6
Program Type:	DEVELOPMENTALLY DISABLED MENTALLY ILL AGED

II. METHODS OF INSPECTION

Date of On-site Inspection(s): 01/22/2025

Date of Bureau of Fire Services Inspection if applicable: N/A

Date of Health Authority Inspection if applicable: N/A

No. of staff interviewed and/or observed 2

No. of residents interviewed and/or observed 4

No. of others interviewed 1 Role: Licensee Designee

- Medication pass / simulated pass observed? Yes ☒ No ☐ If no, explain.
- Medication(s) and medication record(s) reviewed? Yes ☒ No ☐ If no, explain.
- Resident funds and associated documents reviewed for at least one resident? Yes ☒ No ☐ If no, explain.
- Meal preparation / service observed? Yes ☐ No ☒ If no, explain.
Inspection took place between meal times.
- Fire drills reviewed? Yes ☐ No ☒ If no, explain.
Current residents were all admitted within the past 30 days. A fire drill has not been performed to date. There were no previous residents.
- Fire safety equipment and practices observed? Yes ☒ No ☐ If no, explain.
- E-scores reviewed? (Special Certification Only) Yes ☐ No ☒ N/A ☐
If no, explain. Licensee Designee has not yet completed E-scores. Within 30 day window to complete.
- Water temperatures checked? Yes ☒ No ☐ If no, explain.
- Incident report follow-up? Yes ☒ No ☐ If no, explain.
- Corrective action plan compliance verified? Yes ☐ CAP date/s and rule/s:
N/A ☒
- Number of excluded employees followed-up? N/A ☒
- Variances? Yes ☐ (please explain) No ☐ N/A ☒

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

This facility was found to be in non-compliance with the following rules:

R 400.14103 Licenses; required information; fee; effect of failure to cooperate with inspection or investigation; posting of license; reporting of changes in information.

(5) An applicant or licensee shall give written notice to the department of any changes in information that was previously submitted in or with an application for a license, including any changes in the household and in personnel-related information, within 5 business days after the change occurs.

During the on-site inspection I reviewed the employee file of direct care staff, John Andrew Mulvany. Licensee Designee, Meaghan Rinaldi, reported that Mr. Mulvany moved into the facility as a live-in direct care staff member in December 2024. Ms. Rinaldi did not inform the licensing consultant of the change in members of the household when Mr. Mulvany moved into the facility. She did not complete and submit a BCHS AFC-100 form to this licensing consultant to obtain clearance for Mr. Mulvany to reside in the home.

R 400.14204 Direct care staff; qualifications and training.

(3) A licensee or administrator shall provide in-service training or make training available through other sources to direct care staff. Direct care staff shall be competent before performing assigned tasks, which shall include being competent in all of the following areas:
(c) Cardiopulmonary resuscitation.

Mr. Mulvany's employee file was missing documentation of completion of a cardiopulmonary resuscitation course.

R 400.14208 Direct care staff and employee records.

(1) A licensee shall maintain a record for each employee. The record shall contain all of the following employee information:
(e) Verification of experience, education, and training.

During the on-site inspection I reviewed the employee files for direct care staff, Ashley Spitzley & Mr. Mulvany. Neither of these files contained documentation to verify their experience or education.

R 400.14208 Direct care staff and employee records.

- (1) A licensee shall maintain a record for each employee. The record shall contain all of the following employee information:
(f) Verification of reference checks.

In reviewing the employee files for Ms. Spitzley & Mr. Mulvany, there were no reference checks available for my review. Ms. Rinaldi reported that she did not have reference checks completed for these direct care staff members.

IV. RECOMMENDATION

Contingent upon receipt of an acceptable corrective action plan, renewal of the license is recommended.



1/22/25

Jana Lipps
Licensing Consultant

Date