



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

MARLON I. BROWN, DPA  
DIRECTOR

December 18, 2024

LouAnn Wilson  
New Haven Foster Care Inc  
230 Hoehn Court  
Dimondale, MI 48821

RE: License #: AM230065427  
**New Haven Foster Care**  
**230 Hoehn Court**  
**Dimondale, MI 48821**

Dear LouAnn Wilson:

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 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 black ink that reads "Cathy Cushman". The script is cursive and fluid, with the first name "Cathy" and last name "Cushman" clearly distinguishable.

Cathy Cushman, Licensing Consultant  
Bureau of Community and Health Systems  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(269) 615-5190

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	AM230065427
<b>Licensee Name:</b>	New Haven Foster Care Inc
<b>Licensee Address:</b>	230 Hoehn Court Dimondale, MI 48821
<b>Licensee Telephone #:</b>	(517) 282-1886
<b>Licensee Designee:</b>	LouAnn Wilson
<b>Administrator:</b>	LouAnn Wilson
<b>Name of Facility:</b>	New Haven Foster Care
<b>Facility Address:</b>	230 Hoehn Court Dimondale, MI 48821
<b>Facility Telephone #:</b>	(517) 646-9451
<b>Original Issuance Date:</b>	06/30/1995
<b>Capacity:</b>	12
<b>Program Type:</b>	PHYSICALLY HANDICAPPED AGED

## II. METHODS OF INSPECTION

Date of On-site Inspection: 12/17/2024

Date of Bureau of Fire Services Inspection if applicable: 10/23/2024

Date of Health Authority Inspection if applicable: 09/13/2024

No. of staff interviewed and/or observed 1  
No. of residents interviewed and/or observed 7  
No. of others interviewed Role:

- 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.  
On-site inspection did not take place during a meal time; however, food was observed in the facility.
- Fire drills reviewed? Yes ☒ No ☐ If no, explain.
- Fire safety equipment and practices observed? Yes ☒ No ☐ If no, explain.
- E-scores reviewed? (Special Certification Only) Yes ☐ No ☐ N/A ☒  
If no, explain.
- 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.**

**(1) An applicant for an adult foster care small group home license shall make available at the facility, or arrange for the department's inspection and copying of all of the following items:**

**(a) A current written admission policy and program statement.**

**FINDING:** A copy of the facility's program statement was not available for review during the renewal inspection.

"Program statement" means a written description of the home's program that must at a minimum, include the following:

(i) The population to be served.

(ii) Program goals, services, in addition to those provided in the home, and community resources to meet the residents' needs.

(iii) Services to be provided in the home to the residents, including a description of the types of staff competencies that are necessary to carry out these services.

(iv) A description of any contract agreement that services and programs are provided through.

\*\*\*See Adult Foster Care Facility Licensing Act Act 218 of 1979 R. 400.726b(1), if the facility represents to public as providing services to residents with Alzheimer's disease or related conditions

**R 400.14203**      **Licensee and administrator training requirements.**

**(1) A licensee and an administrator shall complete the following educational requirements specified in subdivision (a) or (b) of this subrule, or a combination thereof, on an annual basis:**

**(a) Participate in, and successfully complete, 16 hours of training designated or approved by the department that is relevant to the licensee's admission policy and program statement.**

**FINDING:** The licensee designee/administrator, LouAnn Wilson, provided documentation she watched training videos; however, she neither completed the quizzes at the end of the videos nor received certificates of completion. Consequently, there is no verification LouAnn Wilson successfully completed the 16 hours of annual training for 2023 or 2024, as required.

**REPEAT VIOLATION ESTABLISHED, SEE RENEWAL LSR, DATED 12/02/2022, CAP DATED 12/17/2024**

**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:**

- (a) Reporting requirements.**
- (d) Personal care, supervision, and protection.**
- (e) Resident rights.**
- (f) Safety and fire prevention.**
- (g) Prevention and containment of communicable diseases.**

**FINDING:** Direct care staff, Delanie Eaton, did not have verification of training in reporting requirements, personal care, supervision, and protection, resident rights, safety and fire prevention and prevention and containment of communicable diseases, as required.

**R 400.14205                      Health of a licensee, direct care staff, administrator, other employees, those volunteers under the direction of the licensee, and members of the household.**

**(3) A licensee shall maintain, in the home, and make available for department review, a statement that is signed by a licensed physician or his or her designee attesting to the physician's knowledge of the physical health of direct care staff, other employees, and members of the household. The statement shall be obtained within 30 days of an individual's employment, assumption of duties, or occupancy in the home.**

**FINDING:** The licensee is not obtaining initial medical statements for staff within 30 days of their employment or assumption of duties, as required.

Direct care staff, Delanie Eaton, had a hire date of June 2024; however, there was no initial medical statement in her employee file. Direct care staff, Michelle Williams, was originally hired in July 2020 and rehired in December 2021; however, the only initial medical in her employee file was dated 08/17/2022. Consequently, she also did not have an initial medical statement obtained within 30 days of her employment, as required.

**R 400.14207            Required personnel policies.**

**(3) A licensee shall have a written job description for each position. The job description shall define the tasks, duties, and responsibilities of the position. Each employee and volunteer who is under the direction of the licensee shall receive a copy of his or her job description. Verification of receipt of a job description shall be maintained in the individual's personnel record.**

**FINDING:** I reviewed four direct care staff files; however, none of them had verification of receipt of a job description in their employee records, as required.

**R 400.14301            Resident admission criteria; resident assessment plan; emergency admission; resident care agreement; physician's instructions; health care appraisal.**

**(10) At the time of the resident's admission to the home, a licensee shall require that the resident or the resident's designated representative provide a written health care appraisal that is completed within the 90-day period before the resident's admission to the home. A written health care appraisal shall be completed at least annually. If a written health care appraisal is not available at the time of an emergency admission, a licensee shall require that the appraisal be obtained not later than 30 days after admission. A department health care appraisal form shall be used unless prior authorization for a substitute form has been granted, in writing, by the department.**

**FINDING:** The most current Health Care Appraisal in Resident C's resident record was dated 11/16/2023. Consequently, an annual Health Care Appraisal was not completed for Resident C, as required.

**R 400.14301**      **Resident admission criteria; resident assessment plan; emergency admission; resident care agreement; physician's instructions; health care appraisal.**

**(2) A licensee shall not accept or retain a resident for care unless and until the licensee has completed a written assessment of the resident and determined that the resident is suitable pursuant to all of the following provisions:**

**(a) The amount of personal care, supervision, and protection that is required by the resident is available in the home.**

**FINDING:** The licensee designee, LouAnn Wilson, stated Resident A has declined and is on hospice. She stated not all staff are capable of transferring Resident A via one staff; despite one staff only being identified on the facility's staff schedule at all times. Consequently, the facility is not able to provide the amount of personal care, supervision and protection Resident A requires due to her needing multiple staff to transfer her as reported by the facility's licensee designee, LouAnn Wilson.

**R 400.14301**      **Resident admission criteria; resident assessment plan; emergency admission; resident care agreement; physician's instructions; health care appraisal.**

**(4) At the time of admission, and at least annually, a written assessment plan shall be completed with the resident or the resident's designated representative, the responsible agency, if applicable, and the licensee. A licensee shall maintain a copy of the resident's written assessment plan on file in the home.**

**FINDING:** Assessment Plans for AFC Residents were either not being completed at time of admission or annually, as required.

The only assessment plan in Resident A's resident file was dated, 06/02/2023; therefore, it was not updated annually, as required.

Resident B was admitted to the facility on 03/01/2023; however, there was no assessment plan in Resident B's file at time of admission or annually, as required.



**Resident admission criteria; resident assessment plan; emergency admission; resident care agreement; physician's instructions; health care appraisal.**

**(6) At the time of a resident's admission, a licensee shall complete a written resident care agreement. A resident care agreement is the document which is established between the resident or the resident's designated representative, the responsible agency, if applicable, and the licensee and which specifies the responsibilities of each party. A resident care agreement shall include all of the following:**

**(a) An agreement to provide care, supervision, and protection, and to assure transportation services to the resident as indicated in the resident's written assessment plan and health care appraisal.**

**(b) A description of services to be provided and the fee for the service.**

**(c) A description of additional costs in addition to the basic fee that is charged.**

**(d) A description of the transportation services that are provided for the basic fee that is charged and the transportation services that are provided at an extra cost.**

**(e) An agreement by the resident or the resident's designated representative or responsible agency to provide necessary intake information to the licensee, including health-related information at the time of admission.**

**(f) An agreement by the resident or the resident's designated representative to provide a current health care appraisal as required by subrule (10) of this rule.**

**(g) An agreement by the resident to follow the house rules that are provided to him or her.**

**(h) An agreement by the licensee to respect and safeguard the resident's rights and to provide a written copy of these rights to the resident.**

**(i) An agreement between the licensee and the resident or the resident's designated representative to follow the home's discharge policy and procedures.**

**(j) A statement of the home's refund policy. The home's refund policy shall meet the requirements of R 400.14315.**

**(k) A description of how a resident's funds and valuables will be handled and how the incidental needs of the resident will be met.**

**(l) A statement by the licensee that the home is licensed by the department to provide foster care to adults.**

**FINDING:** There was no verification Resident B had a Resident Care Agreement completed at the time he was admitted to the facility on or around 03/01/2023, as required.

Resident care agreements must contain all the required signatures, dates, and required information as outlined in these subrules. If the responsible agency refuses to sign the Resident Care Agreement, this needs to be noted on the Resident Care Agreement.

**R 400.14301      Resident admission criteria; resident assessment plan; emergency admission; resident care agreement; physician's instructions; health care appraisal.**

**(9) A licensee shall review the written resident care agreement with the resident or the resident's designated representative and responsible agency, if applicable, at least annually or more often if necessary.**

**FINDING:** Resident A and Resident B were admitted to the facility on 06/11/2023 and 03/01/2023; however, their Resident Care Agreements were not reviewed annually, as required.

If there are no changes to the AFC - Resident Care Agreement, the form may be re-signed and dated by all required parties during the annual review.

**R 400.14310      Resident health care.**

**(3) A licensee shall record the weight of a resident upon admission and monthly thereafter. Weight records shall be kept on file for 2 years.**

**FINDING:** Monthly weights were not being recorded for residents, as required.

**REPEAT VIOLATION ESTABLISHED SEE RENEWAL LSR, DATED 12/02/2022, CAP DATED 12/17/2022**

**R 400.14315      Handling of resident funds and valuables.**

**(3) A licensee shall have a resident's funds and valuables transaction form completed and on file for each resident. A department form shall be used unless prior authorization for a substitute form has been granted, in writing, by the department.**

**FINDING:** The licensee was not recording Adult Foster Care payments on the Resident Funds II form, as required.

**Resident records.**

**(1) A licensee shall complete, and maintain in the home, a separate record for each resident and shall provide record information as required by the department. A resident record shall include, at a minimum, all of the following information:**

**(a) Identifying information, including, at a minimum, all of the following:**

**(i) Name.**

**(ii) Social security number, date of birth, case number, and marital status.**

**(iii) Former address.**

**(iv) Name, address, and telephone number of the next of kin or the designated representative.**

**(v) Name, address, and telephone number of the person and agency responsible for the resident's placement in the home.**

**(vi) Name, address, and telephone number of the preferred physician and hospital.**

**(vii) Medical insurance.**

**(viii) Funeral provisions and preferences.**

**(ix) Resident's religious preference information.**

**(b) Date of admission.**

**(c) Date of discharge and the place to which the resident was discharged.**

**(d) Health care information, including all of the following:**

**(i) Health care appraisals.**

**(ii) Medication logs.**

**(iii) Statements and instructions for supervising prescribed medication, including dietary supplements and individual special medical procedures.**

**(iv) A record of physician contacts.**

**(v) Instructions for emergency care and advanced medical directives.**

**(e) Resident care agreement.**

**(f) Assessment plan.**

**(g) Weight record.**

**(h) Incident reports and accident records.**

**(i) Resident funds and valuables record and resident refund agreement.**

**(j) Resident grievances and complaints.**

**FINDING:** Resident D had no resident record available for review, as required.

**R 400.14316**

**Resident records.**

**(1) A licensee shall complete, and maintain in the home, a separate record for each resident and shall provide record information as required by the department. A resident record shall include, at a minimum, all of the following information:**

**(d) Health care information, including all of the following:**

**(iv) A record of physician contacts.**

**FINDING:** There was no record of physician contacts for any of the residents, as required.

#### **IV. RECOMMENDATION**

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



12/18/2024

Date

Licensing Consultant