



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
FAMILY INDEPENDENCE AGENCY  
OFFICE OF CHILDREN AND ADULT LICENSING



MARIANNE UDOW  
DIRECTOR

April 8, 2004

Patricia Carter  
Carter Country Homes Inc.  
1536 Essay Lane  
Holly, MI 48442

RE: Application #: AS630250676  
Carters Country Homes Haven  
9820 Milford Road  
Holly, MI 48442

Dear Ms. Carter:

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 feel free to contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please feel free to contact the local office at (248) 975-5053.

Sincerely,

Tom Bauer, Licensing Consultant  
Office of Children and Adult Licensing  
41000 Woodward Suite 358  
Bloomfield Hills, MI 48304  
(248) 975-5083

Enclosure

**MICHIGAN FAMILY INDEPENDENCE AGENCY  
OFFICE OF CHILDREN AND ADULT LICENSING  
LICENSING STUDY REPORT**

**I. IDENTIFYING INFORMATION**

**License #:** AS630250676

**Applicant Name:** Carter Country Homes Inc.

**Applicant Address:** 1536 Essay Lane  
Holly, MI 48442

**Applicant Telephone #:** (248) 887-3176

**Administrator/Licensee Designee:** Patricia Carter, Designee

**Name of Facility:** Carters Country Homes Haven

**Facility Address:** 9820 Milford Road  
Holly, MI 48442

**Facility Telephone #:** (248) 328-1122

**Application Date:** 08/02/2002

**Capacity:** 6

**Program Type:** AGED  
PHYSICALLY HANDICAPPED

**II. METHODOLOGY**

06/04/2002 Inquiry  
Investigation of an unlicensed facility by consultant Clark.

08/02/2002 Enrollment

01/30/2003 Inspection Report Requested - Health

03/28/2003	Inspection Report Requested - Health 1st request missing
06/09/2003	Inspection Completed-Env. Health : A
08/25/2003	Contact - Telephone call made Scheduled initial inspection for 8-26-03
08/26/2003	Inspection Completed On-site Initial inspection, file received in Oakland county on 08-22-2003.
08/26/2003	Inspection Completed-BFS Sub. Compliance
09/18/2003	Contact - Telephone call made
09/22/2003	Contact - Face to Face Discussion on the paper requirements.
09/26/2003	Contact - Document Received
02/17/2004	Inspection Completed On-site Final inspection
04/07/2004	Inspection Completed-BFS Full Compliance

### **III. DESCRIPTION OF FINDINGS & CONCLUSIONS**

#### **A. Physical Description of Facility**

##### **1) Environmental Conditions**

Carter Country Homes Haven is located at 9820 Milford Road Holly, Michigan 48442. Prior to the current applicant, the home was licensed as an Adult Foster Care small group home. Carter Country Homes Haven is a sprawling ranch home with a finished walkout basement. The home sits on a several acre plot of landscaped and wooded property with a lake in the backyard. The home has an attached garage and a spacious blacktopped driveway with parking for several cars.

The main floor is made up of a spacious living room and adjacent sitting room that overlooks the lake, the kitchen, a finished enclosed sunroom off the front of the house, and the bedroom areas with two bathrooms. The home is L shaped. The house has four resident bedrooms and two baths that are located in the west wing of the house. The home also has two bedrooms off the kitchen, which are not specified for any

particular use. The home has a full walkout basement. The hot water heater and furnace are located in a separate fire rated room in the basement. The basement area also contains an apartment, which will be occupied by live-in staff.

Resident bedrooms were measured at the initial inspection and were found to be of the following dimensions and accommodation capability:

<b>BEDROOM</b>	<b>MEASUREMENTS</b>	<b>SQUARE FOOTAGE</b>	<b>CAPACITY</b>
Southeast	10'5" X 9'	94	1
Southwest	11' X9'	99	1
Northwest	20' 5" X 11	224.6	2
Northeast	20' X 11'	220	2
		<b>TOTAL:</b>	6

Based upon the above information, this facility has the square footage necessary to accommodate up to 6 adults, as requested in the application.

The living space for the home was measured and is listed below:

The home has a Living room area that measures 21" X 27" and a sunroom that measures 17' 6" X 11' 6". This provides 768 sq feet of living area. This amount meets the requirements of the rule.

The dining/kitchen area measures 21' X 11' and has sufficient space for a table and chairs to accommodate six residents.

The bedrooms were properly furnished, clean, and neat. Each bedroom has an easily operable window with screen, a mirror for grooming and a chair. The bedrooms all have adequate closet space for the storage of clothing and personal belongings. The bedrooms also have adequate lighting to provide for the needs of the staff and residents.

The two bathrooms are equipped with required non-skid surfacing and handrails, to assure resident safety in the maintenance of personal hygiene. The bathrooms were equipped with soap and paper towels for hand washing. I also observed that the facility was equipped with all required furnishings, linens, cooking and eating utensils.

Based on the above information and observations, I found the facility to be in substantial compliance with Office of Children and Adult Licensing requirements regarding environmental conditions.

Carter Country Homes Haven has a private well and septic. As part of the licensing process, the county health department conducted an inspection of the well and septic system and found that the home was in substantial compliance with applicable rules.

The kitchen and bathroom areas were evaluated, and were found to be adequately equipped and in clean condition. Poisons and caustics will be stored in a secured area not used for food storage or preparation. The home has adequate food storage capacity. The refrigerator was equipped with thermometers to monitor the temperature of food storage. Water temperature was tested at the time of final inspection and found to be within the acceptable range as defined by rule R 40014401(2). The home also met the minimum requirements regarding food service (R 400.14402) and maintenance of premises (R 400.14403). Laundry facilities are located on the first floor in a separate room off the hallway leading to the resident bedrooms. The washer and dryer were properly installed and the dryer vent was made of acceptable non-combustible material.

## **2. Fire Safety**

The home has a fully integrated hard wired smoke detection system to meet the requirements of R 400.14505. The smoke heads are placed as required by the rule. The home also has fire extinguishers located on the first floor and in the basement, which meet the requirements of R 400.14506. The bedrooms of the home also have the proper means of egress as required by R 400.14508. The interior of the home is of standard lathe and plaster finish or equivalent in all occupied areas. The home meets the environmental and interior finish requirements of rules R 400.14502, R 400.14503, and R400.14504.

The home has two separate and independent means of egress to the outside as required by R400.14507. The means of egress were measured at the time of final inspection and meet the 30-inch minimum width requirement of the rule. The required exit doors are equipped with positive latching non-locking against egress hardware. All the bedroom doors have conforming hardware and proper door width.

A gas forced air furnace heats the facility. The Applicant supplied evidence of a recent furnace inspection for review at the time of the final inspection. The furnace and the gas hot water heater are located in the basement. The Applicant is aware that water temperature should be monitored on a regular basis to maintain a temperature between 105 and 120 degrees. I also found the electrical service to be adequate and in safe condition at the time of final inspection. The home was found to be in compliance with rules relating to interior finish, smoke detection equipment, fire extinguishers, means of egress, both generally and for bedrooms, heating equipment, flame producing equipment; enclosures, and electrical service.

I reviewed the facility's emergency procedures, which contain written instructions to be followed in case of fire, and medical emergency. Evacuation routes were also posted in the facility, with emergency telephone numbers posted in proximity to the telephone. The home had its emergency preparedness plans posted as required. The home has emergency medical services available through the city of Pontiac. The Applicant understands the Office of Children and Adult Licensing requirements relating to the maintenance of fire drill records with the Applicant. The Applicant has indicated that it is the corporation's intent to conduct fire drills during the day, afternoon, and sleep hours

on a quarterly basis, as well as to maintain a record of these fire drills, and resident performance during such drills.

Based upon the above observations and information, I found this facility to be in substantial compliance with administrative rules pertaining to emergency preparedness and fire safety.

## **B. Program Description**

### **1) Program Statement**

The Applicant submitted a copy of the program statement to the Office of Children and Adult Licensing for review and inclusion in the licensing record. The document is acceptable as written. The facility will offer Adult Foster Care services for men and women who are 50 years or older. The home is equipped to serve people who require wheelchair use. According to the program statement, the program Carter Country Homes Haven is geared to provide lodging, meals, basic self-care supervision and protection to elderly and or mentally ill population. The overall program goal is to provide a clean, safe healthful, intellectually stimulating, and emotionally satisfying environment for the residents. While meeting those objectives the home will provide 24-hour room, board, supervision, personal care, and protection.

### **2) Required Information**

On 7/19/2002, the Office of Children and Adult Licensing received a license application and application fee from Ms. Patricia Carter, acting on behalf of Carter Country Homes Haven Inc., to operate a small group AFC facility at the above referenced address in Holly, Michigan. The applicant corporation is a Domestic for Profit Corporation. The articles of incorporation have a filing date of 3/10/1998. The applicant corporation is seeking to operate a program for men and women who are 50 years or older and may be mentally ill. The licensing file contains a letter from the corporation authorizing Ms. Patricia Carter to act on behalf of the corporation in matters pertaining to licensing.

As part of the application processes, the applicant submitted admissions, discharge policies for the Carter Country Homes Haven Inc. The documents are acceptable as written. Also included in the Office of Children and Adult Licensing files are a staffing ratio statement, a floor plan, and current financial documents. Corporate personnel policies and procedures are contained in the Office of Children and Adult Licensing corporate file.

The administrative structure for Carter Country Homes Haven Inc., is as follows:

President: Patricia Carter  
Vice President: Arthur Carter  
Treasurer: Wendy Carter  
Secretary: Angela Carter

Trustee: Ronald (Fisk) Carter  
Trustee: Rusty Carter

A Records Clearance Request has been processed for Ms. Patricia Carter. Based upon her background, experience, and the Record Clearance Report, I find that she is of good moral character, and is suitable to provide care to dependent adults. A current Licensing Medical Clearance form for Ms. Patricia Carter is contained in the record. The form indicates that she is in good physical and emotional health, and there is no reason why she should not be involved in the operation of this facility, and the provision of adult foster care. A current negative TB test is also on file with the Office of Children and Adult Licensing.

As referenced above Ms. Patricia Carter submitted, on behalf of Carter Country Homes Inc., financial information as part of the new application process. The applicant also submitted a projected budget for the home. The home currently has 6 residents in placement, which provides the applicant with an immediate income stream. Based on the information presented, I have determined that the applicant corporation has demonstrated a stable financial position and possesses the financial capability to operate an adult foster care facility at the above referenced location.

### **3) Qualifications and Competencies**

The licensee designee, Ms. Patricia Carter, has been involved in providing Adult Foster Care services for many years. She holds a family home license as well as a small group home license under Carter's Country Homes Inc, which has been in operation since 1999. Both homes provide services to the same population that is identified on the current application. Based on past experience and materials submitted, I conclude that Ms. Patricia Carter has demonstrated her competency as required by the rule R 400.14201.

At the time of the final inspection, there were no changes to report in information previously submitted in this application for a license. The Applicant is aware of Office of Children and Adult Licensing requirements relating to changes in information, as outlined under administrative rule R400.14103 (5), and has indicated that it is the intent of the corporation to assure continued compliance with this rule. The Applicant was also reminded of Office of Children and Adult Licensing requirements pertaining to posting of the license as outlined under rule R400.14103 (4), and has indicated that it is the intent of the corporation to maintain compliance with this requirement.

Based on the above information, I have determined that Carters Country Homes Inc. is in substantial compliance with rule R400.14103 regarding required information and reporting changes, and rules R400.14201, R400.14202, and R400.14205 regarding qualifications and health of the Applicant

As required by the rule R400.14202, the home has a designated administrator. Ms. Patricia Carter will act as administrator for the Carter Country Homes Haven Inc. Based on the information submitted, background, and experience, Ms. Patricia Carter meets the requirements of the rule and is qualified to act as administrator for Carter Country Homes Haven Inc.

The Applicant understands that in accordance with rules R 400.14307, R 400.14308, and R 400.14309 regarding behavior intervention and crisis intervention, individual intervention programs will only be used at the least restrictive level necessary as defined in the individual plan of service. Only trained staff shall implement such programs. Facility staff will not utilize time out or restraints. Documentation of the implementation of any behavior management program will be maintained in the facility and will be available at all times for Office of Children and Adult Licensing review.

As mentioned above, the applicant submitted copies of the proposed admission and discharge policies to the Office of Children and Adult Licensing for review, and inclusion in the licensing record. I have reviewed the documents and determine that they do not conflict in content or intent with current rules and are therefore acceptable as written. A copy of the proposed staffing pattern is contained in the licensing file. The proposed staffing pattern appears to meet the care requirements of the proposed population described in the home's program statement and the minimum requirements of rule R 400.14206.

Individuals, who are interested in placement into Carter Country Homes Haven, should contact the home directly. The Applicant also understands that the facility will conduct it's own evaluation and written assessment of any individual who is referred for placement. The purpose of this assessment is to judge whether the individual fits the criteria established in the home's program statement and is compatible with the current residents. A resident care agreement and a current health appraisal are also required at the time of admission. Based upon the above information, the facility is found to be in substantial compliance with requirements of rule R400.14302 pertaining to admission and discharge.

#### **4) Facility and Employee Records**

##### **a) Facility Records in General (Rule R400.14209)**

The resident care agreement proposed for use in this facility is the current Office of Children and Adult Licensing resident care agreement. The applicant understands Office of Children and Adult Licensing requirements pertaining to maintaining a resident register, as required under rule R400.14210. The applicant understands the Office of Children and Adult Licensing requirements for record keeping.

The Applicant understands the requirements set forth in rule R400.14313; and has indicated that the home will meet the requirement with respect to nutrition and menus as

stated in the rule. The Applicant understands that all working menus are to be dated, prepared in advance, and that any changes or substitutions may be reflected on the working menus. Menu records are to be maintained in the facility for a period of one year. The Applicant also understands that a licensed physician must order any special diets implemented in the home,

#### **b) Employee Records (rules R400.14204 and R400.14208)**

Based on prior experience, the Applicant is well aware of the requirements for staff qualifications and training and intends to comply with the rules. The Applicant understands that all employees must submit to a pre-employment physical, which includes a TB tine test. The results of the test are obtained before employment begins. The corporation also verifies age and checks references before a person is offered employment. The Applicant provides an orientation and training of its own relating to reporting requirements, emergency procedures, prohibited practices, resident rights, and personal care, protection, and supervision required in adult foster care. Each employee must complete certified training in First Aid and CPR. The Applicant sends prospective employees through training required by the responsible agency, Macomb Oakland Inc. Evidence of staff training will be maintained in the employee records for future Office of Children and Adult Licensing review.

#### **5) Resident Care, Services, and Records**

The applicant understands Office of Children and Adult Licensing requirements pertaining to resident records as specified in rule R400.14316. The applicant also understands Office of Children and Adult Licensing requirements pertaining to resident rights and prohibited practices as outlined under rules R400.14304 and R400.14308.

The applicant also understands Office of Children and Adult Licensing requirements pertaining to incident and accident reports, as outlined under rule R400.14311 and the requirements for safeguarding and distributing of prescription medication as outlined in rule R400.14312. I determined that the facility was in substantial compliance with Office of Children and Adult Licensing requirements pertaining to investigating and reporting as stipulated in rule R400.14311, resident medication as stipulated in rule R400.14312, and resident rights as outlined in rule R400.14304.

The applicant also understands R400.14317 relating to resident recreation and intends to comply through an activity schedule for the home, which will expose the residents to a variety of community based recreation and leisure time activities.

The applicant is aware of the requirements of rules R400.14318 and R400.14319, regarding emergency and regular transportation.

In conclusion, the applicant and facility, by virtue of observation, interview, and review of program documentation, is found to be in substantial compliance with Office of Children and Adult Licensing requirements relating to resident care, services, and records. A

