



JENNIFER M. GRANHOLM
GOVERNOR

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



MARIANNE UDOW
DIRECTOR

May 12 2004

Buddy Smith
Friends and Family Inc
P O Box 406
Romeo, MI 48065

RE: Application #: AS500262994
Judges Court
74957 Judges Ct
Romeo, MI 48065

Dear Mr. Smith:

Attached is the Original Licensing Study Report for the above referenced facility. You have submitted an acceptable written corrective action plan covering the violations cited in the report. 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 (586) 412-6802.

Sincerely,

Carol Trombley, Licensing Consultant
Office of Children and Adult Licensing
Suite 301
16000 Hall Road
Clinton Township, MI 48038
(586) 412-6836

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

I. IDENTIFYING INFORMATION

License #: AS500262994

Applicant Name: Friends and Family Inc

Applicant Address: Suite 112
122 S. Rawles Rd.
Romeo, MI 48065

Applicant Telephone #: (586) 752-0372

Administrator/Licensee Designee: Buddy Smith, Designee

Name of Facility: Judges Court

Facility Address: 74957 Judges Ct
Romeo, MI 48065

Facility Telephone #: (586) 752-1816
10/06/2003

Application Date:

Capacity: 6

Program Type: DEVELOPMENTALLY DISABLED

II. METHODOLOGY

10/06/2003	Enrollment
11/24/2003	Inspection Report Requested - Health
12/16/2003	Inspection Completed-Env. Health : A
01/28/2004	Inspection Completed On-site Preliminary Inspection
04/30/2004	Inspection Completed On-site Final inspection was conducted.
04/30/2004	Inspection Completed-BFS Full Compliance

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

The Judge's Court home is a frame ranch building. It is a former AIS home. There are four bedrooms, kitchen, dining room, living room, family room, laundry room, two bathrooms, no basement, and an attached garage. The forced gas air furnace is located in the garage.

Water and sewage systems are private.

The following bedroom dimensions are according to Rule 400.14409(3):

<u>Bedroom</u>	<u>Square Footage</u>	<u>Capacity</u>
Southeast	166	2
Southwest	162	2
Northeast	168	2
Northwest	170	2

According to Rule 400.144105(1), the following rooms were measured for square feet of indoor living space:

<u>Living Space</u>	<u>Square Footage</u>
Living Room	202
Family Room	229
Dinette	138

The above measurements for the bedrooms and for the indoor living space are sufficient for the proposed capacity of five residents. The floor plan indicates how many beds are placed in each bedroom to equal five resident.

2. Sanitation

The Judge's Court Home will utilize private water and sewage systems. The Macomb County Environmental Division of the Health Department gave full approval.

At final inspection, the kitchen and bathroom areas were noted to be well equipped and in clean condition. There was hot and cold running water that was under pressure.

All garbage will be kept in a leak proof, nonabsorbent container with a tight fitting lid. Poisons, caustics and other dangerous materials will be stored and safeguarded in nonresident areas and in nonfood preparation storage areas.

All habitable rooms were noted to be well ventilated. Shower and bath areas were equipped with handrails and nonskid surfacing. Bathroom and toilet facilities were noted to have forced ventilation to the outside.

3. Fire Safety

A fire safety inspection was conducted on 1/28/2004 and 4/30/2004. Fire safety, including fire drills was discussed with Ms. Baker.

Physical plant and fire safety model files were given to and discussed with Ms. Baker. They contained the checklists that will be used by the licensing inspector when an inspection is done.

B. Program Description

A. Quality of Care

Friends and Family was incorporated on 11/13/1991. The corporation was organized on a non-stock basis. The purpose of the corporation is to provide services and/or programs for the physically and/or mentally disabled or handicapped persons and the elderly in order that they may achieve the optimum level of independent functioning in the least restrictive and most normal environment possible.

The following corporate documents are filed in the department's corporation's file:

Certificate of Incorporation

Articles of incorporation

Corporate by-laws with evidence of adoption by the board of directors.

Current listing of the board of directors

Verification from the board of directors that Mr. Smith is authorized to conduct business on behalf of the corporation.

Corporate organizational chart

The corporation's personnel policies have also been submitted to the department for review and it has been determined they do no conflict with licensing requirements. Personnel policies were also noted to contain required information as outlined by Administrative Rule 400.14207(1)

On 12/02/2003, Lansing received a license application from Buddy Smith, the applicant for Friends and Family, Inc. to provide a program for up to five (5) developmentally disabled, 18 years and up, ambulatory only male or female adults at the Judge's Court AFC Home.

Job descriptions for the positions in the facility have been submitted to the department for review and inclusion in the licensing record and have been determined to be acceptable as written.

Buddy Smith is the applicant and Julie Baker is the home administrator.

A licensing record clearance has been received and processed for Mr. Smith and Ms. Baker verifying their good moral character and suitability.

Administrative Rule 400.14103(5) regarding changes in information, and the Administrative Rule 400.14104 outlining licensee and applicant rights were explained to Ms. Baker at the final inspection. She indicated that it is her intent to ensure compliance with Administrative Rule requirements relating to administrative structure and capability.

2. Qualification and Competency

Mr. Smith has submitted the materials to the department verifying he possesses the qualifications for applicant as required by the administrative rules. A review of Mr. Smith's professional background and employment history reveals he possesses extensive experience in the field with developmentally disabled persons.

A current medical clearance request and release for Mr. Smith has been received certifying that he is in good physical health and has no limitations for work with or around dependent adults. Results of the TB test indicate that Mr. Smith is free from communicable tuberculosis.

Ms. Baker has submitted the materials to the department verifying she possesses the qualifications for administrator as required by the administrative rules. A review of Ms. Baker's professional background and employment history reveals she possesses extensive experience in the field with the developmentally disabled.

A current medical clearance request and release for Ms. Baker has been received certifying that she is in good physical health and has no limitations for work with or around dependent adults. Results of the TB test indicate that Ms. Baker is free from communicable tuberculosis.

At final inspection, the facility was determined to be in compliance with the administrative rule requirements relating to administrative qualifications, training and health.

3. Program Statement

The home will provide services to five developmentally disabled adults.

Placement of the consumers in the home will be referred by the Macomb Oakland Regional Center, Inc. The total per diem cost for the home is established on a contractual basis between Friends and Family, Inc. and MORC, Inc. The per diem provides for room and board, 24-hour supervision and the program elements of the home. Additional transportation services may be purchased for residents by MORC, Inc. on a cost per mile basis.

The Judge's Court home will provide for basic self-care and habilitation training. A team of professionals including social workers, psychologists, medical staff and group home staff assesses each consumer in the home. As a result of this assessment, an individual plan of service is prepared for the consumer. This plan of service will define the plan of basic self care, social education, personal adjustment, day programs and behavior management programs that are necessary to meet the consumers immediate needs so that he/she can become as independent and self-sufficient as possible. These plans will be reviewed regularly when necessary to meet the residents changing needs.

Social education will include regular supervised outings, such as recreational facilities, restaurants, movies, and stores. Group home staff will provide supervision so that the consumer will interact appropriately in a social setting.

Consumers who are school age will attend public schools. Those consumers who are beyond school age will attend work activity programs or sheltered workshops.

Personal adjustment services will be provided for those residents who need them.

Behavior management programs will also be available. This will include less restrictive procedures such as Gentle Teaching. In the event these techniques are unsuccessful,

a meeting with the consumer, guardian, provider and support team members will take place to assist with a proper solution.

Transportation will be provided by the group home. The group home will also arrange for public transportation if necessary or when appropriate.

The home will maintain regular contact with the health care providers. Community based doctors, dentists, and hospitals will be utilized to meet the health care needs of the consumers. A nursing consultant will be provided by MORC, Inc. to monitor the health care needs of the consumer on a regular basis.

The group home will report on a monthly basis to MORC, Inc. regarding the consumer's progress and needs in all program areas. The home will have weekly contact with the social worker assigned to the home by MORC, Inc. Also, regular contact will be maintained between the home and the day programs or educational programs.

All staff employed with Friends and Family, Inc. shall be of good moral character, be at least 18 years of age, have a good driving record, be a high school graduate or completed GED, be free from communicable diseases by annual health certification and eligible for employment according to federal law. Every applicant for employment shall submit the names of 3 personal references, excluding relatives, and will be checked prior to employment.

4. Admission Policy/Discharge Policy

The Judge's Court home is a licensed group home that provides a developmentally disabled program for five adults. All referrals for placement must be made by MORC, Inc. Persons referred for placement should function within the profound to severe range of retardation. A referral shall not be denied admission or be discharged because of race, religion, color, or national origin.

The discharge policy is written and follows Rule 400.14302(3-5).

At final inspection, the facility was determined to be in compliance with administrative rule requirements relating to admission, discharge and programming.

4. Facility and Employee Records

At final inspection, the following documents were available:

Admission Policy

Program Statement

Discharge Policy

Personnel Policies and Procedures

Emergency Preparedness Plans

Staffing Patterns

At final inspection, specific requirements relating to each required document were explained to Ms. Baker, and she indicated it is the intent of the corporation to assure compliance with these requirements. A model facility file and employee file were explained and given to Ms. Baker. These files contain checklists that will be used by the licensing consultant, and the documentation that will have to be shown to the consultant at the future inspections.

5. Resident Care, Services and Records

At final inspection, administrative rule requirements relating to resident identifying information, health care appraisal, medication logs, health care chronologicals, resident care agreements, assessments plans, weight records, incident reports, resident funds and resident grievances were explained to Ms. Baker and she indicated it is the corporation's intent to assure compliance with these requirements. Ms. Baker was provided with an initial supply of required department forms.

Prior to the expiration date of the temporary license, a renewal inspection will be made to determine the facility's level of compliance in the area of resident records.

Resident rights, outlined in Administrative Rule 400.14304, were explained to Ms. Baker and she indicated that it is the corporation's intent to assure compliance with this requirement.

Requirements pertaining to incident and accident reports as outlined under Administrative Rule 400.14311, were explained to Ms. Baker and she indicated it is the corporation's intent to comply with the department's requirements.

Medication procedures were reviewed and is noted that all medications will be kept in their original containers in a locked cabinet. Medications will be separated according to internal and external use. Only trained staff will be permitted to dispense medications. All medication errors will be reported to the resident's physician and recorded in each resident's health care chronological.

Departmental requirements relating to resident nutrition as outlined under Administrative Rule 400.14313, were explained to Ms. Baker. Menus shall be written at least one week in advance and posted. The licensee for one calendar year shall keep records and menus.

Model resident files were given to Ms. Baker. The checklist and the require forms are in these files. All of this information was explained to Ms. Baker.

C. Rule/Statutory Violations

R 400.14401 Environmental health.

(7) Each habitable room shall have direct outside ventilation by means of windows, louvers, air-conditioning, or mechanical ventilation. During fly season, from April to November, each door, openable window, or other opening to the outside that is used for ventilation purposes shall be supplied with a standard screen of not less than 16 mesh.

There needs to be screens on all openable windows from April to November.

R 400.14403 Maintenance of premises.

(1) A home shall be constructed, arranged, and maintained to provide adequately for the health, safety, and well-being of occupants.

The door lock facing on the back door is lose.

The heat register in the family room is broken.

There are many weeds in the grass.

There are weeds in the area around the bushes.

R 400.14403 Maintenance of premises.

(2) Home furnishings and housekeeping standards shall present a comfortable, clean, and orderly appearance.

The refrigerator/freezer in the garage is in need of cleaning.

R 400.14403 Maintenance of premises.

(4) A roof, exterior walls, doors, skylights, and windows shall be weathertight and watertight and shall be kept in sound condition and good repair.

