



STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
BUREAU OF CHILDREN AND ADULT LICENSING



JENNIFER M. GRANHOLM
GOVERNOR

ISMAEL AHMED
DIRECTOR

February 4, 2008

Michigan Community Services, Inc.
PO Box 317
Swartz Creek, MI 48473

RE: License #:	Knight Road Home CLF AS090010209
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Dear Licensee Designee/Licensee:

The license for the above-named facility is due for renewal in the coming months. Following a review of the licensing history of this facility, I have determined that this facility is eligible for a Focused Onsite Renewal Inspection. Congratulations!

Your participation in this new inspection process is **voluntary**, but I encourage your participation. The Focused Onsite Renewal Inspection is an alternative process of reviewing regulatory compliance for facilities that have a history of statute and rule compliance. Licensing staff will focus on observation and interview of residents, staff and licensees as the means of gathering information about the quality of care provided in the facility. A minimal number of records will be reviewed. This process represents a continuing effort by the Adult Foster Care and Home for the Aged Licensing Division to partner with licensees toward assuring quality care for Michigan's vulnerable adults.

While it has been determined that your facility is eligible for a Focused Onsite Renewal Inspection, there are some additional requirements to be met if you wish to participate:

- Residents of your home must be given a copy of the enclosed letter. Please address a copy to each resident individually by name.
- A percentage of your resident population must be present for interview and observation during the onsite inspection, according to the following scale:
 - Family or Small Group Home, 1-6, 50% of census
 - Medium Group Home, 7-12, 50% of census or 5, whichever is less
 - Large Group Home, 13-20, 50% of census or 9, whichever is less
 - Congregate 20+, 50% of census or 20, whichever is less.

The licensing consultant will call to schedule the onsite inspection so that your residents can arrange for excused absences from work or day programs, if needed. However, residents' participation is voluntary and they are not to be required to stay home.

- The facility must complete a rule compliance self-assessment within six months before the license expiration date and a corrective action plan, if needed. The approved rule compliance self-assessment tool consists of the AFC Onsite Inspection Worksheets available on the Division's website, www.michigan.gov/afchfa - look for "Preparing for an Onsite Inspection" in the "Licensing and Requirements" box.
- Because this is a new initiative, you are also required to complete an online questionnaire following the inspection, to help the department evaluate and refine this new inspection process.

Again, congratulations on your record of compliance! Please feel free to call me if you have any questions. I look forward to hearing from you.

Sincerely,

A handwritten signature in cursive script that reads "Mary T. Fischer". The signature is written in black ink on a light-colored background.

Licensing Consultant
Mary T. Fischer
Bureau of Children and Adult Licensing
1509 Washington, Ste A
P.O. Box 1609
Midland, MI 48641
(989) 835-7739



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Dear _____(Resident's name)

I am planning to come to your home on _____ to see how care is provided to you. I am asking for your help as I try to do my job. Would you please stay at home on this day? If you have a job or go to other daytime activities, please take this letter to your employer or activity center to let them know I need your help. If you choose to stay home, I look forward to meeting you.

Sincerely,

Mary T. Fischer, Licensing Consultant
Bureau of Children and Adult Licensing