

RESPONSIBILITIES

Providing services to vulnerable adults is a serious and noble undertaking. It requires commitment to pursuing positive outcomes for those you serve and patience to complete the task. Licensees are people who meet this challenge.

As an adult foster care or home for the aged licensee, not only do you know what it takes to meet the challenge, you also know the responsibilities required to manage your home.

In an effort to ensure that services are maintained and service providers are acknowledged, periodic reviews are necessary. Inspections allow you to demonstrate your ability to provide quality service and knowledge of your responsibilities.

Review of the license renewal inspection process will assist in your endeavors to provide quality services.

For additional information about license renewal inspections, visit the Adult Foster Care and Homes for the Aged website at:

www.michigan.gov/afchfa



RENEWAL INSPECTIONS

A REFERENCE FOR AFC & HFA LICENSEES



STATE OF MICHIGAN
Department of Human Services

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

BUREAU OF CHILDREN AND ADULT LICENSING

License Renewal Inspections

A renewal inspection is an onsite evaluation of a licensed facility. Inspections take place at all adult foster care and homes for the aged facilities. Renewal inspections evaluate licensees' compliance with the rules and regulations that govern their facility.



QUICK FACTS:

- Required for all licensed facilities
- Every two years for AFC Homes
- Every year for HFA facilities
- Consists of interviews & observations
- Resident Quality of Care is the focus
- Various records will be reviewed
- You CAN prepare for an inspection
- A one-day notice will be given prior to an AFC renewal inspection

Providing quality service should be a daily activity. While a one-day notice allows you to prepare for the renewal inspection, keep in mind that consultants need to observe the services and care residents receive on a regular basis.

THE INSPECTION PROCESS

License Renewal Inspections consist of **interviews and observations** to determine rule compliance. Consultants will interview:

- Licensees
- Staff
- Residents

Relatives and supplemental caregivers may be interviewed if additional information is needed. The focus of interview and observation renewal inspections is to evaluate rule compliance and

RESIDENT QUALITY OF CARE

Resident Quality of Care includes physical health, mental health, welfare and well-being of residents, along with other key factors. Consultants will use key indicators to make this determination as well as evaluate rule compliance.



Key Indicators are rules identified as the leading areas concerning resident safety and quality of care.

The importance of these rules does not exceed the importance of other rules; licensees must still maintain compliance with all established rules and regulations for their facilities.

P Now that you have basic information about license renewal inspections, you can begin to prepare.

R One of the first things you can do is refer to your license expiration date. As the date approaches, begin to think about the inspection.

E Also, all licensees receive information regarding the renewal of their licenses. AFC licensees will receive a renewal application and HFA licensees will receive an invoice. Both indicate an inspection will take place soon.

P To assist in the inspection process and to avoid multiple visits to your facility, you can contact your consultant and provide the hours staff and residents are typically home. If residents are not home when the consultant arrives to conduct and inspection, the consultant will need to return.



R Finally, it is a good idea to review the licensing rules for your home, and if you had to complete a corrective action plan or had a special investigation, make sure you have addressed all of the concerns identified. The consultant will request an update on these matters.