CARERULEBOOK MICHIGAN ADULT FOSTER CARE MANUAL

Intake questionnaire

This questionnaire lists every question the CareRulebook Michigan adult foster care manual builder asks: 40 decisions and 60 details, 100 questions in all, including the ones the builder only asks after certain answers. Use it to collect everything from the home before you open the builder. You do not need to buy the manual first.

How to use it

1. Settle the decisions in Part 1 with the home's licensee first. They change what the manual says, not just the names in it.
2. Collect the details in Part 2. Questions marked "Only asked if" depend on an earlier answer; skip them when that answer does not apply.
3. Type the answers into the builder at https://www.carerulebook.com/us/michigan/adult-foster-care/manual. The builder asks the questions in the same order, step by step: each step asks its decisions first, then its details. The question numbers (Q1, Q2 and so on) are this questionnaire's own, to help you keep track.
4. Part 3 shows a completed example for a fictional home and what those answers do to the manual.

Good to know

- Every question carries the same help text as the builder, including the rule references the builder gives.
- You can pay before every answer is in. Only the home's name is needed, and the builder checks a few things first: Choose at least one group of adults the home will serve. A small group home of 3 to 6 is licensed for 3 to 6 residents: enter a number from 3 to 6. A family home is licensed for 3 to 6 residents: enter a number from 3 to 6. A small group home of 7 to 12 is licensed for 7 to 12 residents: enter a number from 7 to 12. A large group home is licensed for 13 to 20 residents: enter a number from 13 to 20. Type phone numbers in full, with the area code. Any other required answer left blank prints as a gap in square brackets (for example [Licensee (the person or company that will hold the license)]) for you to fill in later, and the order page lists them. A question that says what prints if left blank is never a gap.
- After buying, you can change your answers and download again for 12 months, so a new manager or phone number does not mean buying again. One purchase covers one home, so its name, address can only take small corrections, such as a typo.
- Whatever the manual says, the home is expected to do. Choose what the home will really do, not what sounds best.
- This questionnaire and the manual are not legal advice.

- These documents were written from the Michigan rules they cite. They are not legal advice. Have a Michigan lawyer review your fee terms before residents sign. (Policy 2.5, the resident care agreement attachments, and Policy 2.6, the refund agreement.)
- Michigan's AFC rules require no nurse. The medication procedures follow R 400.675 and LARA's technical assistance manual; each resident's prescriber's written instructions govern that resident's medication.
- Not covered: placing agency requirements. This manual covers LARA's special certification rules (R 400.703 to R 400.715). It does not cover your community mental health services program contract, the Medicaid Provider Manual, recipient rights processes under chapter 7 of the Mental Health Code beyond the training topic R 400.707(1)(d) names, behavior treatment plans, or each resident's individual plan of service. Those come from your placing agency, and where they ask for more than the licensing rules, follow them as well.

Names to have ready

The manual names these people, so agree who they are before you start:

- Licensee (the person or company that will hold the license)
- Administrator
- Who trains your direct care staff
- Pharmacy (name and phone)
- Nearest hospital (name and address)

PART 1

Part 1. Decisions to settle first

These 40 questions change what the manual says. Each one shows the options the builder offers (the builder's default is marked), when it is asked, and which policies it changes. Tick one option for each. The question numbers follow the builder, so they skip where a step asks its details (Part 2) between its decisions and the next step's.

Builder step: Your home

Q1. Are you applying, buying a licensed home, or already licensed?

A license cannot be transferred, so a buyer applies for a new license (MCL 400.713(7)). Already licensed? Policy 1.4 then ends with a What changed checklist for the rules in force since 3 Nov 2025.

☐ Applying for a new license (builder default)
☐ Buying a licensed home (a new license for a new licensee)
☐ Already licensed (updating our manual)

What it changes:

- Changes the wording of 4 policies:
  - Policy 1.1 About this manual: adoption, review, who maintains each policy, and the LARA checklist index
  - Policy 1.2 License, licensing records and notices to LARA
  - Policy 1.4 Inspections, practice worksheets, corrective action plans and what changed
  - Policy 5.14 The building, grounds and equipment
- Decides whether the builder asks Q14.

Q2. What type of home is it?

Staffing ratios, the administrator, fire safety rules and some policies depend on the type. Homes for 7 or more need Bureau of Fire Services approval and local zoning approval before a license (MCL 400.716(2), 720(1)). Congregate facilities and homes for the aged are not covered.

☐ Small group home, 3 to 6 residents (builder default)
☐ Family home, 3 to 6 residents (the licensee lives in the home)
☐ Small group home, 7 to 12 residents
☐ Large group home, 13 to 20 residents

What it changes:

- Changes the wording of 39 policies:
  - Policy 1.1 About this manual: adoption, review, who maintains each policy, and the LARA checklist index
  - Policy 1.2 License, licensing records and notices to LARA
  - Policy 1.3 Floor plan and room use
  - Policy 1.4 Inspections, practice worksheets, corrective action plans and what changed
  - Policy 2.1 Program statement
  - Policy 2.2 Admission policy
  - Policy 2.3 Discharge policy
  - Policy 2.4 Visitation policy and house rules
  - Policy 2.7 Resident funds and valuables policy
  - Policy 2.8 Written description of Alzheimer’s and dementia services
  - Policy 3.1 Personnel policies: hiring, conditions of work and policy receipt
  - Policy 3.2 Job descriptions
  - Policy 3.3 Staffing pattern, organizational chart and the person in charge
  - Policy 3.4 Staff records, references and criminal history checks

  - Policy 3.5 Health statements, annual health review and baseline screening
  - Policy 4.1 Mandatory reporting
  - Policy 4.2 Resident care related prohibited practices
  - Policy 4.3 Confidentiality of resident records
  - Policy 4.4 Training: licensee, administrator, direct care staff and volunteers
  - Policy 4.5 Resident rights
  - Policy 4.6 Reviewing the Act and the rules with staff
  - Policy 5.1 Daily care routines: personal care, hygiene, supervision checks, activities, laundry and shift handoff
  - Policy 5.2 Assessment plans, health care appraisals and health care
  - Policy 5.3 Medication orders, telephone and verbal orders, and changes
  - Policy 5.4 Medication packaging, storage and controlled substances
  - Policy 5.5 Supervising medication: the log, PRN, refusals, errors, side effects and time away
  - Policy 5.6 Disposing of medication
  - Policy 5.7 Behavior interventions and crisis intervention
  - Policy 5.8 Incidents, elopement and reports to the representative and LARA
  - Policy 5.9 Grievances and complaints
  - Policy 5.10 Resident records and the resident register
  - Policy 5.11 Meals, menus, special diets and food safety
  - Policy 5.12 Preventing and containing communicable disease
  - Policy 5.13 Transportation
  - Policy 5.14 The building, grounds and equipment
  - Policy 6.1 Emergency preparedness policy and plan
  - Policy 6.2 Written fire safety plan
  - Policy 7.1 Specialized program certification and staff training
  - Policy 7.2 Fire safety and evacuation assessments for certified homes
- Decides whether the builder asks Q3, Q4, Q15 and Q18.
- Changes what the manual's cover page lists.

Q3. Will the family home employ staff?

Only asked if Q2 is "Family home, 3 to 6 residents (the licensee lives in the home)".

A family home that does not employ staff keeps no personnel policies (R 400.617(1)(i)), and the policies on staff review of the rules do not apply. LARA's Key Highlights say family homes that employ staff need the R 400.701 policies and job descriptions.

☐ Yes, we employ staff (builder default)
☐ No, the licensee gives all the care

What it changes:

- Policy 3.1 Personnel policies: hiring, conditions of work and policy receipt applies only when Q3 is not "No, the licensee gives all the care". Otherwise it prints as a one-line "Not applicable" statement, so numbering stays the same.
- Policy 4.6 Reviewing the Act and the rules with staff applies only when Q3 is not "No, the licensee gives all the care". Otherwise it prints as a one-line "Not applicable" statement, so numbering stays the same.
- Changes the wording of 32 policies:
  - Policy 1.1 About this manual: adoption, review, who maintains each policy, and the LARA checklist index
  - Policy 1.2 License, licensing records and notices to LARA
  - Policy 1.4 Inspections, practice worksheets, corrective action plans and what changed
  - Policy 2.1 Program statement
  - Policy 2.2 Admission policy
  - Policy 2.3 Discharge policy
  - Policy 2.4 Visitation policy and house rules
  - Policy 2.8 Written description of Alzheimer’s and dementia services
  - Policy 3.2 Job descriptions
  - Policy 3.3 Staffing pattern, organizational chart and the person in charge
  - Policy 3.4 Staff records, references and criminal history checks
  - Policy 4.1 Mandatory reporting
  - Policy 4.2 Resident care related prohibited practices
  - Policy 4.3 Confidentiality of resident records
  - Policy 4.4 Training: licensee, administrator, direct care staff and volunteers
  - Policy 4.5 Resident rights
  - Policy 5.1 Daily care routines: personal care, hygiene, supervision checks, activities, laundry and shift handoff
  - Policy 5.2 Assessment plans, health care appraisals and health care
  - Policy 5.3 Medication orders, telephone and verbal orders, and changes
  - Policy 5.4 Medication packaging, storage and controlled substances
  - Policy 5.5 Supervising medication: the log, PRN, refusals, errors, side effects and time away
  - Policy 5.6 Disposing of medication
  - Policy 5.7 Behavior interventions and crisis intervention
  - Policy 5.8 Incidents, elopement and reports to the representative and LARA
  - Policy 5.9 Grievances and complaints

  - Policy 5.10 Resident records and the resident register
  - Policy 5.11 Meals, menus, special diets and food safety
  - Policy 5.12 Preventing and containing communicable disease
  - Policy 5.13 Transportation
  - Policy 5.14 The building, grounds and equipment
  - Policy 6.1 Emergency preparedness policy and plan
  - Policy 6.2 Written fire safety plan
- Decides whether the builder asks Q16, Q86, Q87, Q93, Q94 and Q95.

Q4. Who will hold the license?

Only asked if Q2 is not "Family home, 3 to 6 residents (the licensee lives in the home)".

A company, corporation or partnership names a licensee designee and keeps its corporate papers with the licensing records (R 400.611(1)(j)). A family home licensee is always an individual who lives in the home (MCL 400.703(5)).

☐ An individual (builder default)
☐ A limited liability company (LLC)
☐ A corporation
☐ A partnership

What it changes:

- Changes the wording of 6 policies:
  - Policy 1.1 About this manual: adoption, review, who maintains each policy, and the LARA checklist index
  - Policy 1.2 License, licensing records and notices to LARA
  - Policy 1.4 Inspections, practice worksheets, corrective action plans and what changed
  - Policy 3.2 Job descriptions
  - Policy 3.3 Staffing pattern, organizational chart and the person in charge
  - Policy 6.1 Emergency preparedness policy and plan
- Decides whether the builder asks Q7 and Q8.
- Changes what the manual's cover page lists.

Builder step: People

Q15. Will the licensee (or licensee designee) also be the administrator?

Only asked if Q2 is not "Family home, 3 to 6 residents (the licensee lives in the home)".

Every home except a family home has an administrator, and the licensee may be the administrator (R 400.625).

☐ Yes (builder default)
☐ No, someone else is the administrator

What it changes:

- Changes the wording of 4 policies:
  - Policy 1.1 About this manual: adoption, review, who maintains each policy, and the LARA checklist index
  - Policy 3.2 Job descriptions
  - Policy 3.3 Staffing pattern, organizational chart and the person in charge
  - Policy 6.1 Emergency preparedness policy and plan
- Decides whether the builder asks Q18.
- Changes what the manual's cover page lists.

Q16. Will you employ staff aged 16 or 17?

Only asked if Q3 is "Yes, we employ staff".

Allowed since November 2025 under five conditions, including on-site supervision and no transporting or medication (R 400.629(2)).

☐ No (builder default)
☐ Yes

What it changes:

- Changes the wording of 7 policies:
  - Policy 3.1 Personnel policies: hiring, conditions of work and policy receipt
  - Policy 3.2 Job descriptions
  - Policy 3.3 Staffing pattern, organizational chart and the person in charge
  - Policy 3.4 Staff records, references and criminal history checks
  - Policy 4.4 Training: licensee, administrator, direct care staff and volunteers
  - Policy 5.5 Supervising medication: the log, PRN, refusals, errors, side effects and time away
  - Policy 5.13 Transportation

Q17. Will volunteers help in the home?

Volunteers get the written policies and their job description at appointment (R 400.701(2)-(3)).

☐ No (builder default)
☐ Yes

What it changes:

- Changes the wording of 7 policies:
  - Policy 3.1 Personnel policies: hiring, conditions of work and policy receipt

- Policy 3.2 Job descriptions
- Policy 3.3 Staffing pattern, organizational chart and the person in charge
- Policy 3.5 Health statements, annual health review and baseline screening
- Policy 4.4 Training: licensee, administrator, direct care staff and volunteers
- Policy 4.6 Reviewing the Act and the rules with staff
- Policy 5.1 Daily care routines: personal care, hygiene, supervision checks, activities, laundry and shift handoff

Builder step: Residents and program

Q22. Will you serve adults who are aged?

The program statement names the population the home serves (R 400.601(1)(x)(i)), and the licensee's and administrator's experience must match it (R 400.623(4)). Choose at least one.

☐ Yes (builder default)
☐ No

What it changes:

- Changes the wording of 2 policies:
  - Policy 2.1 Program statement
  - Policy 6.1 Emergency preparedness policy and plan

Q23. Will you serve adults with a physical disability?

☐ Yes (builder default)
☐ No

What it changes:

- Changes the wording of 2 policies:
  - Policy 2.1 Program statement
  - Policy 6.1 Emergency preparedness policy and plan

Q24. Will you serve adults with a developmental disability?

☐ Yes
☐ No (builder default)

What it changes:

- Changes the wording of 2 policies:
  - Policy 2.1 Program statement
  - Policy 6.1 Emergency preparedness policy and plan

Q25. Will you serve adults with a mental illness?

☐ Yes
☐ No (builder default)

What it changes:

- Changes the wording of 2 policies:
  - Policy 2.1 Program statement
  - Policy 6.1 Emergency preparedness policy and plan

Q26. Will you serve adults with a traumatic brain injury?

☐ Yes
☐ No (builder default)

What it changes:

- Changes the wording of 2 policies:
  - Policy 2.1 Program statement
  - Policy 6.1 Emergency preparedness policy and plan

Q27. Will you serve adults with Alzheimer's disease or another dementia?

☐ Yes
☐ No (builder default)

What it changes:

- Changes the wording of 2 policies:
  - Policy 2.1 Program statement
  - Policy 6.1 Emergency preparedness policy and plan
- Decides whether the builder asks Q28.

Q28. Will you advertise or market specialized Alzheimer's or dementia care?

Only asked if Q27 is "Yes".

Yes adds the written description of those services that MCL 400.726b requires (Policy 2.8) and its training. Serving residents with dementia without marketing specialized care does not.

☐ No (builder default)
☐ Yes

What it changes:

- Policy 2.8 Written description of Alzheimer’s and dementia services applies only when Q28 is "Yes". Otherwise it prints as a one-line "Not applicable" statement, so numbering stays the same.
- Changes the wording of 5 policies:

    - Policy 1.1 About this manual: adoption, review, who maintains each policy, and the LARA checklist index
    - Policy 1.4 Inspections, practice worksheets, corrective action plans and what changed
    - Policy 2.1 Program statement
    - Policy 2.5 Resident care agreement and its attachments
    - Policy 4.4 Training: licensee, administrator, direct care staff and volunteers
- Decides whether the builder asks Q43, Q44, Q45 and Q46.

Q29. Will the home be certified for a specialized program?

LARA certifies homes that contract with community mental health agencies (R 400.703 to 400.715). Yes adds Section 7. Not covered: placing agency requirements. This manual covers LARA's special certification rules (R 400.703 to R 400.715). It does not cover your community mental health services program contract, the Medicaid Provider Manual, recipient rights processes under chapter 7 of the Mental Health Code beyond the training topic R 400.707(1)(d) names, behavior treatment plans, or each resident's individual plan of service. Those come from your placing agency, and where they ask for more than the licensing rules, follow them as well.

☐ No (builder default)
☐ Yes, for adults with developmental disabilities
☐ Yes, for adults with mental illness
☐ Yes, for both

What it changes:

- Policy 7.1 Specialized program certification and staff training applies only when Q29 is not "No". Otherwise it prints as a one-line "Not applicable" statement, so numbering stays the same.
- Policy 7.2 Fire safety and evacuation assessments for certified homes applies only when Q29 is not "No". Otherwise it prints as a one-line "Not applicable" statement, so numbering stays the same.
- Changes the wording of 18 policies:
    - Policy 1.1 About this manual: adoption, review, who maintains each policy, and the LARA checklist index
    - Policy 1.2 License, licensing records and notices to LARA
    - Policy 1.4 Inspections, practice worksheets, corrective action plans and what changed
    - Policy 2.1 Program statement
    - Policy 2.2 Admission policy
    - Policy 2.3 Discharge policy
    - Policy 2.5 Resident care agreement and its attachments

    - Policy 4.1 Mandatory reporting
    - Policy 4.3 Confidentiality of resident records
    - Policy 4.4 Training: licensee, administrator, direct care staff and volunteers
    - Policy 4.5 Resident rights
    - Policy 4.6 Reviewing the Act and the rules with staff
    - Policy 5.2 Assessment plans, health care appraisals and health care
    - Policy 5.7 Behavior interventions and crisis intervention
    - Policy 5.8 Incidents, elopement and reports to the representative and LARA
    - Policy 5.13 Transportation
    - Policy 6.1 Emergency preparedness policy and plan
    - Policy 6.2 Written fire safety plan
- Decides whether the builder asks Q42.

Q30. Will you care for residents enrolled in hospice?

A resident receiving care from a licensed hospice program does not need continuous nursing care under the rules (R 400.685(1); MCL 400.726a(1)). Yes adds the hospice service plan and do-not-resuscitate steps.

☐ Yes (builder default)
☐ No

What it changes:

- Changes the wording of 4 policies:
    - Policy 2.2 Admission policy
    - Policy 2.4 Visitation policy and house rules
    - Policy 5.2 Assessment plans, health care appraisals and health care
    - Policy 5.8 Incidents, elopement and reports to the representative and LARA

Q31. Will any resident's assessment plan include behavior interventions?

Interventions are specified in the assessment plan and carried out by trained staff (R 400.641).

☐ Yes (builder default)
☐ No

What it changes:

- Changes the wording of 6 policies:
    - Policy 2.1 Program statement
    - Policy 3.2 Job descriptions
    - Policy 3.3 Staffing pattern, organizational chart and the person in charge
    - Policy 3.4 Staff records, references and criminal history checks

- Policy 4.4 Training: licensee, administrator, direct care staff and volunteers
- Policy 5.7 Behavior interventions and crisis intervention

Q32. Will staff be trained to use crisis intervention?

Crisis intervention is used only by staff who have completed crisis intervention training, and each use is recorded within 48 hours (R 400.643). No: staff call 911 when anyone is in danger.

☐ No (builder default)
☐ Yes

What it changes:

- Changes the wording of 7 policies:
  - Policy 2.1 Program statement
  - Policy 2.2 Admission policy
  - Policy 3.2 Job descriptions
  - Policy 3.4 Staff records, references and criminal history checks
  - Policy 4.2 Resident care related prohibited practices
  - Policy 4.4 Training: licensee, administrator, direct care staff and volunteers
  - Policy 5.7 Behavior interventions and crisis intervention

Q33. Will the home have house rules?

House rules are optional; if you set them, they are given in writing at admission and when they change (R 400.687(2)).

☐ No (builder default)
☐ Yes

What it changes:

- Changes the wording of 2 policies:
  - Policy 2.4 Visitation policy and house rules
  - Policy 2.5 Resident care agreement and its attachments
- Decides whether the builder asks Q48.

Q34. May residents have overnight visitors?

The visitation policy says whether overnight visitors are allowed; a roommate consents, and an overnight visitor counts as an occupant (R 400.687(3)). If you care for residents receiving hospice care, Policy 2.4 also lets family stay overnight with a resident at the end of life whatever you choose here; LARA's technical assistance manual says they are not occupants.

☐ Yes, with the licensee's approval in advance (builder default)
☐ Yes
☐ No

What it changes:

- Changes the wording of Policy 2.4 Visitation policy and house rules.

Q35. Where may residents smoke?

LARA suggests the prohibited practices policy covers smoking in the home. Staff never smoke in the home under either answer.

☐ Nowhere on the property (builder default)
☐ Only in an outside area

What it changes:

- Changes the wording of 3 policies:
  - Policy 2.4 Visitation policy and house rules
  - Policy 4.2 Resident care related prohibited practices
  - Policy 6.2 Written fire safety plan
- Decides whether the builder asks Q49.

Q36. How will residents get to appointments?

The care agreement states the transportation provided for the basic fee and at extra cost (R 400.685(6)(f)). Driving residents adds the vehicle and driver rules (R 400.697).

☐ Both (builder default)
☐ We arrange transport with others
☐ We drive residents in our own vehicles

What it changes:

- Changes the wording of 5 policies:
  - Policy 2.1 Program statement
  - Policy 2.5 Resident care agreement and its attachments
  - Policy 3.2 Job descriptions
  - Policy 3.4 Staff records, references and criminal history checks
  - Policy 5.13 Transportation

Builder step: Medication

Q50. Will any resident take medication on their own, without staff supervision?

Prescription medication is taken under staff supervision unless an appropriately licensed health care professional directs otherwise in writing (R 400.675(3)).

☐ No (builder default)
☐ Yes, when a licensed health care professional directs it in writing

What it changes:

- Changes the wording of 2 policies:
  - Policy 5.4 Medication packaging, storage and controlled substances
  - Policy 5.5 Supervising medication: the log, PRN, refusals, errors, side effects and time away

Q51. Will residents have medication prescribed "as needed" (PRN)?

Staff record the reason for each as-needed dose and start a review with the prescriber when a resident needs repeated, prolonged use (R 400.675(4)(c)-(d)).

☐ Yes (builder default)
☐ No

What it changes:

- Changes the wording of 2 policies:
  - Policy 5.3 Medication orders, telephone and verbal orders, and changes
  - Policy 5.5 Supervising medication: the log, PRN, refusals, errors, side effects and time away

Q52. Will staff give injections, such as insulin?

Our reading: the rules do not list injections. Yes adds the written-instruction and training steps; staff never learn clinical technique from this manual.

☐ No: residents self-inject or a licensed professional gives them (builder default)
☐ Yes, with the prescriber's written instructions and training from a licensed health professional

What it changes:

- Changes the wording of 3 policies:
  - Policy 3.2 Job descriptions
  - Policy 4.4 Training: licensee, administrator, direct care staff and volunteers
  - Policy 5.5 Supervising medication: the log, PRN, refusals, errors, side effects and time away

Q53. Will residents have controlled substances (such as opioids or some sleep medicines)?

Yes adds a controlled substance count sheet as Recommended practice.

☐ Yes (builder default)
☐ No

What it changes:

- Changes the wording of Policy 5.4 Medication packaging, storage and controlled substances.

Q54. How does your pharmacy package medication?

☐ Blister or bubble packs (builder default)
☐ Bottles

What it changes:

- Changes the wording of Policy 5.4 Medication packaging, storage and controlled substances.

Q55. How will staff be trained to supervise medication?

Staff who supervise medication are trained in the proper handling and administration of medication (R 400.675(4)(a)). Staff aged 16 or 17 never do (R 400.629(2)(c)).

☐ LARA's free medication administration training (builder default)
☐ Our own training

What it changes:

- Changes the wording of 2 policies:
  - Policy 4.4 Training: licensee, administrator, direct care staff and volunteers
  - Policy 5.5 Supervising medication: the log, PRN, refusals, errors, side effects and time away

Builder step: Fees and residents' money

Q58. Will the home hold residents' money or valuables for safekeeping?

Funds accepted for safekeeping are a trust: records, a separate account, the $400 cash limit, $40 on hand and two signatures above an amount you set (R 400.637).

☐ Yes (builder default)
☐ No

What it changes:

- Changes the wording of 3 policies:
  - Policy 2.3 Discharge policy
  - Policy 2.5 Resident care agreement and its attachments
  - Policy 2.7 Resident funds and valuables policy
- Decides whether the builder asks Q66.

Q59. Will the home promise a time to answer residents' grievances?

No Michigan rule sets a time. Every home records the nature and date of each grievance and how it was addressed (R 400.691(2)). Choose yes only if you will always meet the time you enter.

☐ No: we record how each grievance was addressed (builder default)
☐ Yes: a written answer within a set number of business days

What it changes:

- Changes the wording of Policy 5.9 Grievances and complaints.
- Decides whether the builder asks Q67.

Builder step: Emergency plan

Q76. Does the home have a backup generator?

The emergency plan covers extended utility outages (R 400.619(1)).

☐ No (builder default)
☐ Yes

What it changes:

- Changes the wording of Policy 6.1 Emergency preparedness policy and plan.

Builder step: Staffing and building

Q86. How are staff shifts arranged?

Only asked if Q3 is "Yes, we employ staff".

Drills still follow the rule's three shifts (7 a.m. to 3 p.m., 3 p.m. to 11 p.m., 11 p.m. to 7 a.m.) whatever your pattern (R 400.619(8)).

☐ Three 8-hour shifts (builder default)
☐ Two 12-hour shifts
☐ Live-in staff

What it changes:

- Changes the wording of 4 policies:
  - Policy 2.1 Program statement
  - Policy 3.3 Staffing pattern, organizational chart and the person in charge
  - Policy 5.1 Daily care routines: personal care, hygiene, supervision checks, activities, laundry and shift handoff
  - Policy 6.1 Emergency preparedness policy and plan

Q87. Are night staff awake or asleep?

Only asked if Q3 is "Yes, we employ staff".

LARA's technical assistance manual sets conditions for sleeping staff. Large group homes need 1 direct care staff to 20 residents during sleeping hours (R 400.633(1)(a)).

☐ Awake (builder default)
☐ Asleep, available when needed

What it changes:

- Changes the wording of 2 policies:
  - Policy 3.3 Staffing pattern, organizational chart and the person in charge
  - Policy 5.1 Daily care routines: personal care, hygiene, supervision checks, activities, laundry and shift handoff

Q88. Are all residents ever out of the home during the day (for example at work or a day program)?

Staff need not be at the home when every resident is out as their assessment plans approve, if residents have contact details (R 400.633(4)).

☐ No (builder default)
☐ Yes

What it changes:

- Changes the wording of 2 policies:
  - Policy 3.3 Staffing pattern, organizational chart and the person in charge
  - Policy 5.1 Daily care routines: personal care, hygiene, supervision checks, activities, laundry and shift handoff

Q89. Staff personal phone use while working

LARA suggests the prohibited practices policy covers personal cellphone use while working. Your home's choice.

☐ Only on breaks (builder default)
☐ Allowed when it does not interfere with care

What it changes:

- Changes the wording of Policy 4.2 Resident care related prohibited practices.

Q90. What is the home's water supply?

A home not on an approved community system sends a coliform, nitrate and arsenic report with each application (R 400.645(2)).

☐ A community (public) water system (builder default)
☐ A private well or water treatment equipment

What it changes:

- Changes the wording of Policy 5.14 The building, grounds and equipment.

Q91. Will there be pets in the home?

The home keeps pet records (R 400.617(1)).

☐ No (builder default)
☐ Yes

What it changes:

- Changes the wording of 3 policies:
  - Policy 1.2 License, licensing records and notices to LARA
  - Policy 1.4 Inspections, practice worksheets, corrective action plans and what changed
  - Policy 5.14 The building, grounds and equipment

Q92. Is there a swimming pool, hot tub or spa?

☐ No (builder default)
☐ Yes

What it changes:

- Changes the wording of Policy 5.14 The building, grounds and equipment.

Builder step: Records and dates

Q97. How will you keep records?

Electronic records are acceptable if the licensing consultant is given access to them (LARA's technical assistance manual). Resident records are kept 2 years after discharge (R 400.691(3)).

☐ Paper (builder default)
☐ Electronic
☐ Paper and electronic

What it changes:

- Changes the wording of 6 policies:
  - Policy 1.2 License, licensing records and notices to LARA
  - Policy 3.4 Staff records, references and criminal history checks
  - Policy 4.3 Confidentiality of resident records
  - Policy 4.6 Reviewing the Act and the rules with staff
  - Policy 5.8 Incidents, elopement and reports to the representative and LARA
  - Policy 5.10 Resident records and the resident register

Q98. Include Recommended practice?

Recommended practice sections give good practice beyond the rules, each labelled as guidance. Leave them out and the manual commits only to what the rules and your answers require.

☐ Include (builder default)
☐ Leave it out

What it changes:

- Keeps or removes the "Recommended practice" section at the end of 36 policies. Once adopted, recommended practices are the home's own commitments, so only keep them if the home will follow them.
- Changes the wording of 2 policies:
  - Policy 3.1 Personnel policies: hiring, conditions of work and policy receipt
  - Policy 3.3 Staffing pattern, organizational chart and the person in charge

Also decide: commitments you write in Part 2

These details are commitments too: the manual prints them as what the home will do, and the regulator can check that it does. Agree them at the same time.

- Q47. Usual visiting hours
- Q56. Job title of staff trained to supervise medication (pre-filled: Direct care staff (medication trained))
- Q61. Basic fee period (pre-filled: per month)

PART 2

Part 2. Home details

These 60 answers fill in the names, contacts, dates and numbers the manual prints. Write each answer exactly as it should appear.

Builder step: Your home

Q5. Home name

Required.

As it appears on your license application. It prints on the cover, on the header of every page and on every form. Michigan does not let an AFC home use a name that suggests it provides nursing care (MCL 400.726(1)).

Example: Sample Adult Foster Care Home
Prints in: the cover page and 41 policies (including 1.1, 1.2, 1.3 and 1.4)

Answer: _____

Q6. Licensee (the person or company that will hold the license)

Required.

A license is issued to a specific person for a home at a specific location and cannot be transferred (MCL 400.713(7)). A family home licensee must live in the home as a member of the household (MCL 400.703(5)).

Example: Jordan Lee
Prints in: the cover page and 37 policies (including 1.1, 1.2, 2.2 and 2.3)

Answer: _____

Q7. Licensee designee

Only asked, and then required, if Q4 is not "An individual".

The individual a company, partnership or corporation licensee authorizes to act for it with LARA. The application includes the board's or members' written authorization of the licensee designee (R 400.611(1)(j)).

Example: Jordan Lee
Prints in: the cover page and policies 1.1, 1.2, 3.2, 3.3 and 6.1

Answer: _____

Q8. Directors, members or partners

Only asked, and then required, if Q4 is not "An individual".

A corporation or company licensee keeps its articles, the authorization of its licensee designee and the names of its directors or members with the home's licensing records (R 400.611(1)(j)).

Example: Jordan Lee, managing member; Alex Kim, member
Prints in: policies 1.2 and 3.2

Answer: _____

Q9. Home address

Required.

The street address of the home, as on your application.

Example: 1200 Oak Street, Lansing, MI 48933
Prints in: the cover page and policies 1.2, 3.3, 5.8, 6.1 and 6.2

Answer: _____

Q10. County

Required.

Adult protective services reports go to the county where the abuse, neglect or exploitation happened (MCL 400.11a(1)); several local contacts in the manual are county services.

Example: Ingham
Kept with your answers; the manual does not print it at the moment.

Answer: _____

Q11. Home phone

Required.

Format: a full phone number, with area code
Example: (517) 555-0100
Prints in: policies 2.7, 3.3, 5.8 and 6.1

Answer: _____

Q12. Home email address

Optional.

Optional. Leave blank if you do not want an email address in the manual.

Example: office@sampleafc.com
Kept with your answers; the manual does not print it at the moment.

Answer: _____

Q13. Licensed or requested capacity (number of residents)

Required.

A family home and a small group home of 3 to 6 are licensed for 3 to 6 residents, a small group home of 7 to 12 for 7 to 12, and a large group home for 13 to 20 (MCL 400.703(5) to (7)). The number must fit the home type you chose. The number of residents and resident beds may not be more than the license allows, and occupants (relatives and live-in staff) may not be more than 6 over it (R 400.613).

Example: 6
Prints in: the cover page and policies 1.2, 1.3, 2.1, 2.2, 2.4 and 7.1

Answer: _____

Q14. LARA license number

Optional; only asked if Q1 is not "Applying for a new license".

Optional. Your license number, or the number of the home you are buying. Leave blank if you do not have one: the cover then has no row for it.

Example: AS330012345
Prints in: the cover page and policies 1.4, 5.8 and 7.1

Answer: _____

Builder step: People

Q18. Administrator

Required if Q15 is "No, someone else is the administrator"; only asked if Q2 is not "Family home, 3 to 6 residents (the licensee lives in the home)" and Q15 is "No, someone else is the administrator".

Every home except a family home has an administrator (R 400.625). The administrator has a high school diploma or equivalent and at least a year of direct experience with the population the home serves (R 400.623(4)).

Example: Morgan Ellis
Prints in: the cover page and policies 1.1, 3.2, 3.3 and 6.1

Answer: _____

Q19. Person or people who act in the licensee's or administrator's absence

Required.

The licensee or administrator designates in writing someone who is on site or immediately available, with the authority to act in their absence, and makes that person known to all staff (R 400.623(7)). Policy 3.3 holds the written designation.

Example: Taylor Brooks, lead direct care staff
Prints in: 15 policies (including 1.2, 2.3, 3.1 and 3.2)

Answer: _____

Q20. Who trains your direct care staff

Required.

LARA's technical assistance manual says the licensee or administrator may train staff, using training videos or other resources, except CPR. The home needs a method to assure competency (R 400.629(5)).

Example: Morgan Ellis, administrator
Prints in: policies 4.4, 4.6 and 5.5

Answer: _____

Q21. First aid and CPR training provider

Required.

Whoever provides the training must be trained in and follow nationally recognized standards (R 400.629(6)), and CPR training includes a hands-on demonstration (R 400.629(5)(c)).

Example: American Red Cross
Prints in: policy 4.4

Answer: _____

Builder step: Residents and program

Q37. Program goals

Required.

The program statement describes the program goals, services and community resources to meet residents' needs (R 400.601(1)(x)(ii)).

Example: Help each resident stay as independent as possible, take part in community life and keep in touch with family and friends
Prints in: policies 2.1 and 2.8

Answer: _____

Q38. Services the home provides

Required.

Policy 2.1 lists each service with the staff competencies it needs (R 400.601(1)(x)(iii)).

Example: Supervision, personal care and protection 24 hours a day; help with bathing, dressing and grooming; supervision of medication; three meals and snacks; laundry; activities; arranging appointments
Prints in: policy 2.1

Answer: _____

Q39. Community resources residents use

Required.

Places and services in your area. Policy 2.1 names only what you list here.

Example: Ingham County senior center; local library; St. Mary's parish; Capital Area Transportation Authority
Prints in: policy 2.1

Answer: _____

Q40. Where residents are referred from

Optional.

Optional. Printed in the program statement if you enter it.

Example: Families, hospital discharge planners, the county area agency on aging
Prints in: policy 2.1

Answer: _____

Q41. Contracts or agreements with other organizations for residents' care or services

Required.

Enter "None" if you have none. The program statement describes any contract agreement for services and programs (R 400.601(1)(x)(iv)), and the home keeps copies of agreements for care, treatment or supplemental services the Act or rules require (R 400.611(1)(g)).

Example: None
Prints in: policies 1.2 and 2.1

Answer: _____

Q42. Placing agencies you contract with (specialized program)

Only asked, and then required, if Q29 is not "No".

Specialized program training comes from individuals or organizations acceptable to the placing agency that contracts with the home (R 400.707(2)).

Example: Community Mental Health Authority of Clinton, Eaton and Ingham Counties
Prints in: policies 2.1, 4.3, 4.5 and 7.1

Answer: _____

Q43. Dementia care: the physical environment and design features that support residents

Only asked, and then required, if Q28 is "Yes".

Printed in Policy 2.8. The written description of your Alzheimer's and dementia services includes the physical environment and design features that support residents (MCL 400.726b(1)(e)). Describe only what the home has.

Example: A secured, fenced back garden with a looped path; contrasting colors on bathroom doors; pictures and names on bedroom doors; night lights in hallways
Prints in: policy 2.8

Answer: _____

Q44. Dementia care: how often, and what kinds of, activities residents with dementia have

Only asked, and then required, if Q28 is "Yes".

Printed in Policy 2.8. The written description includes the frequency and types of activities for residents with Alzheimer's disease or related conditions (MCL 400.726b(1)(f)). The home is held to what you write, so describe what it will really do.

Example: Daily: a morning walk, music and a small-group activity such as folding laundry or sorting; weekly: a church service and a family afternoon
Prints in: policy 2.8

Answer: _____

Q45. Dementia care: staff training and continuing education

Only asked, and then required, if Q28 is "Yes".

Printed in Policies 2.8 and 4.4. In a family home with no staff, describe the licensee's own dementia care training. The written description includes staff training and continuing education practices (MCL 400.726b(1)(d)). No Michigan rule sets hours: whatever you write here is your home's commitment.

Example: Every direct care staff member completes dementia care training before working alone with residents, and a refresher on dementia care each year
Prints in: policies 2.8 and 4.4

Answer: _____

Q46. Dementia care: supplemental fees

Only asked, and then required, if Q28 is "Yes".

Printed in Policy 2.8. The written description identifies any supplemental fees for services to residents with Alzheimer's disease or related conditions (MCL 400.726b(1)(g)). Enter "None" if there are none; any fee here must also be in Attachment C of the resident care agreement

(Policy 2.5).

Example: None: the basic fee covers all dementia care services
Prints in: policies 2.5 and 2.8

Answer: _____

Q47. Usual visiting hours

Required.

No rule sets visiting hours; they are your home's choice. Residents have the right to visitors at reasonable times, with consideration for visitors from out of town or who work (R 400.681(3)(l)), so the visitation policy treats these hours as a guide.

Example: 9:00 a.m. to 9:00 p.m. every day
Prints in: policy 2.4

Answer: _____

Q48. Your house rules

Only asked, and then required, if Q33 is "Yes".

House rules must not conflict with the Act or the rules, and are given in writing on admission and whenever they change (R 400.687(2)). Policy 2.4 prints exactly what you enter.

Example: Quiet hours from 10:00 p.m. to 7:00 a.m.; no smoking indoors; tell staff when you leave the home
Prints in: policy 2.4

Answer: _____

Q49. Where residents may smoke

Only asked, and then required, if Q35 is "Only in an outside area".

Example: The covered patio behind the home
Prints in: policies 2.4, 4.2 and 6.2

Answer: _____

Builder step: Medication

Q56. Job title of staff trained to supervise medication

Pre-filled if left blank.

Your home's own title. The rules say "direct care staff"; any title works if the job description matches the duties (R 400.701(3)-(4)).

Example: Direct care staff (medication trained)
If left blank, prints as: Direct care staff (medication trained)
Prints in: 8 policies (including 2.1, 3.2, 3.3 and 4.4)

Answer: _____

Q57. Pharmacy (name and phone)

Required.

Printed in the medication procedures and the emergency contact list.

Example: Main Street Pharmacy, (517) 555-0140
Prints in: policies 5.3, 5.4, 5.6 and 6.1

Answer: _____

Builder step: Fees and residents' money

Q60. Basic fee

Required.

These documents were written from the Michigan rules they cite. They are not legal advice. Have a Michigan lawyer review your fee terms before residents sign. The resident care agreement states the services provided and the fee for them (R 400.685(6)(b)). Policy 2.5 puts it in Attachment A to LARA's form BCHS-3266.

Example: $3,900
Prints in: policies 2.2 and 2.5

Answer: _____

Q61. Basic fee period

Pre-filled if left blank.

How often the basic fee is charged.

Example: per month
If left blank, prints as: per month
Prints in: policies 2.2 and 2.5

Answer: _____

Q62. Services the basic fee includes

Required.

Example: Room, three meals a day and snacks, supervision, personal care and protection, laundry, housekeeping, activities and supervision of medication
Prints in: policy 2.5

Answer: _____

Q63. Transportation: what the basic fee includes and what costs extra

Required.

The care agreement states the transportation services provided for the basic fee and those provided at extra cost (R 400.685(6)(f)). Policy 2.5 puts it in Attachment B.

Example: Rides to medical appointments within 15 miles are included; other rides cost $15 each way
Prints in: policies 2.5 and 5.13

Answer: _____

Q64. Additional services and their fees

Optional.

Optional. Any costs on top of the basic fee (R 400.685(6)(c)), listed in Attachment C. Enter "None" if there are none.

Example: Hair care visits, $20; personal shopping trips, $15 each
Prints in: policy 2.5

Answer: _____

Q65. Other conditions for refunding the unused monthly charge

Optional.

Optional, and your home's choice. Enter "None" if there are none. The refund agreement already includes the three refunds the rule requires (emergency discharge, risk of abuse, neglect or exploitation, and relocation after LARA action) and prorates every refund by days in the home (R 400.637(15)-(17)). A resident who moves out in any other situation gets a refund only under the conditions you enter here (Policy 2.6).

Example: When a resident moves out after giving 30 days' written notice
Prints in: policy 2.6

Answer: _____

Q66. Transactions over this amount need two signatures

Only asked, and then required, if Q58 is "Yes".

Your home's choice. A transaction over the amount in the resident care agreement needs the signature of the resident or designated representative and of the licensee or administrator (R 400.637(9)). Policy 2.5 tells you to enter it in the funds box of LARA's form BCHS-3266, and Policy 2.7 uses it.

Example: $100
Prints in: policies 2.5 and 2.7

Answer: _____

Q67. Business days to answer a resident's grievance

Only asked, and then required, if Q59 is "Yes: a written answer within a set number of business days".

Your home's choice: no Michigan rule sets a time. The grievance policy (Policy 5.9) promises a written answer within this many business days of receiving a grievance, and LARA can hold the home to it.

Example: 7
Prints in: policy 5.9

Answer: _____

Builder step: Contacts

Q68. Your LARA licensing consultant (name and phone)

Required.

The emergency discharge notice goes to the adult foster care licensing consultant (R 400.687(6)(a)), and residents get contact details for complaints to LARA (R 400.681(5)).

Example: Pat Rivera, (517) 555-0199
Prints in: policies 2.3, 4.1, 4.5, 5.8, 5.9 and 6.1

Answer: _____

Q69. County adult protective services office (phone)

Optional.

Optional. The statewide MDHHS line, 855-444-3911, prints in every policy that needs it; add your county office if you have its number.

Format: a full phone number, with area code
Example: (517) 555-0120
Prints in: policy 4.1

Answer: _____

Q70. Local long term care ombudsman (name and phone)

Optional.

Optional. The statewide number to reach a local ombudsman, 1-866-485-9393, prints in the resident rights policy.

Example: Region 6 Long Term Care Ombudsman, (517) 555-0130
Prints in: policy 4.1

Answer: _____

Q71. Local police: non-emergency phone

Required.

Format: a full phone number, with area code
Example: (517) 555-0111
Prints in: policies 4.1, 5.8 and 6.1

Answer: _____

Q72. Fire department (name and non-emergency phone)

Required.

Example: Lansing Fire Department, (517) 555-0112
Prints in: policies 4.1, 5.8, 6.1 and 6.2

Answer: _____

Q73. Local health department (name and phone)

Required.

Staff follow their health care professional's or the local health department's guidance on communicable disease (R 400.631(5)), and Policy 5.12 says when to call.

Example: Ingham County Health Department, (517) 555-0113
Prints in: policies 3.5, 5.12, 5.14 and 6.1

Answer: _____

Q74. Nearest hospital (name and address)

Required.

Example: Sparrow Hospital, 1215 E. Michigan Avenue, Lansing
Prints in: policy 6.1

Answer: _____

Q75. Poison control: phone (optional)

Optional.

Optional.

Format: a full phone number, with area code
Example: (800) 222-1222
Kept with your answers; the manual does not print it at the moment.

Answer: _____

Builder step: Emergency plan

Q77. Where residents will receive care if the home cannot be used (name, address and phone)

Required.

The emergency preparedness plan includes where residents will receive care if the home is no longer habitable (R 400.619(1)).

Example: Sample AFC Home 2, 45 Elm Street, Lansing, (517) 555-0150
Prints in: policy 6.1

Answer: _____

Q78. Designated point of safety outside

Required.

Evacuation routes and the designated point of safety are posted in the home with a floor plan (R 400.619(4)).

Example: The front sidewalk across the street, by the mailbox
Prints in: policies 6.1 and 6.2

Answer: _____

Q79. Safe place inside the home in a tornado or severe storm

Required.

The emergency preparedness plan covers weather emergencies and is specific to the population and layout of the home (R 400.619(1); LARA's checklist).

Example: The basement family room, away from windows
Prints in: policy 6.1

Answer: _____

Q80. Where the fire alarm controls or smoke alarms are

Required.

The plan includes the locations of alarm signals and fire extinguishers (R 400.619(2)).

Example: Smoke alarms in every bedroom, the hallways and the basement; control panel in the front hall closet
Prints in: policies 6.1 and 6.2

Answer: _____

Q81. Where the fire extinguishers are

Required.

Example: Kitchen, by the back door, basement stairs
Prints in: policies 6.1 and 6.2

Answer: _____

Q82. Utility shut-off locations

Required.

Example: Gas meter outside the east wall; electrical panel and water main in the basement
Prints in: policy 6.1

Answer: _____

Q83. Heating and cooling repair contact (name and phone)

Required.

The home keeps service records of emergency repairs to heating, cooling, plumbing and electrical equipment, with a list of people to contact (R 400.617(2)).

Example: Capital Heating and Cooling, (517) 555-0161
Prints in: policies 5.14 and 6.1

Answer: _____

Q84. Plumbing repair contact (name and phone)

Required.

Example: Lansing Plumbing, (517) 555-0162
Prints in: policies 5.14 and 6.1

Answer: _____

Q85. Electrical repair contact (name and phone)

Required.

Example: Bright Electric, (517) 555-0163
Prints in: policies 5.14 and 6.1

Answer: _____

Builder step: Staffing and building

Q93. Direct care staff on duty, day shift

Only asked, and then required, if Q3 is "Yes, we employ staff".

Your proposed staffing pattern (R 400.611(1)(e)). The minimum is 1 direct care staff to 12 residents in family and small group homes, and 1 to 15 awake or 1 to 20 asleep in large group homes; staffing must also meet every resident's assessment plan (R 400.633(1)).

Example: 2
Prints in: policies 2.1 and 3.3

Answer: _____

Q94. Direct care staff on duty, evening shift

Only asked, and then required, if Q3 is "Yes, we employ staff".

Example: 2
Prints in: policies 2.1 and 3.3

Answer: _____

Q95. Direct care staff on duty, night shift

Only asked, and then required, if Q3 is "Yes, we employ staff".

Example: 1
Prints in: policies 2.1 and 3.3

Answer: _____

Q96. Positions in your home (for the organizational chart)

Required.

The organizational chart shows names and titles, key responsibilities, reporting lines and any departments (LARA's suggested items; R 400.611(1)(f)).

Example: Licensee designee; administrator; lead direct care staff; direct care staff; cook
Prints in: policies 3.2 and 3.3

Answer: _____

Builder step: Records and dates

Q99. Date the manual is adopted

Required.

Format: a date
Example: November 1, 2026
Prints in: the cover page and policy 1.1

Answer: _____

Q100. Next review date

Required.

Your home's choice. A date within 12 months is simplest: care agreements, assessment plans and staff health reviews are yearly, and the policies must keep up with rule changes.

Format: a date
Example: November 1, 2027
Prints in: the cover page and policy 1.1

Answer: _____

PART 3

Part 3. Sample completed questionnaire

This is the questionnaire filled in for Sample Adult Foster Care Home, LLC, a fictional home, with the builder's example answers and default choices. It is an illustration of the format, not a recommendation: every home's answers will differ.

Builder step: Your home

	Question	Sample answer
Q1	Are you applying, buying a licensed home, or already licensed?	Applying for a new license
Q2	What type of home is it?	Small group home, 3 to 6 residents
Q3	Will the family home employ staff?	Not asked with these answers
Q4	Who will hold the license?	An individual
Q5	Home name	Sample Adult Foster Care Home, LLC
Q6	Licensee (the person or company that will hold the license)	Jordan Lee
Q7	Licensee designee	Not asked with these answers
Q8	Directors, members or partners	Not asked with these answers
Q9	Home address	1200 Oak Street, Lansing, MI 48933
Q10	County	Ingham
Q11	Home phone	(517) 555-0100
Q12	Home email address	office@sampleafc.com
Q13	Licensed or requested capacity (number of residents)	6
Q14	LARA license number	Not asked with these answers

Builder step: People

	Question	Sample answer
Q15	Will the licensee (or licensee designee) also be the administrator?	Yes
Q16	Will you employ staff aged 16 or 17?	No
Q17	Will volunteers help in the home?	No
Q18	Administrator	Not asked with these answers

	Question	Sample answer
Q19	Person or people who act in the licensee's or administrator's absence	Taylor Brooks, lead direct care staff
Q20	Who trains your direct care staff	Morgan Ellis, administrator
Q21	First aid and CPR training provider	American Red Cross

Builder step: Residents and program

	Question	Sample answer
Q22	Will you serve adults who are aged?	Yes
Q23	Will you serve adults with a physical disability?	Yes
Q24	Will you serve adults with a developmental disability?	No
Q25	Will you serve adults with a mental illness?	No
Q26	Will you serve adults with a traumatic brain injury?	No
Q27	Will you serve adults with Alzheimer's disease or another dementia?	No
Q28	Will you advertise or market specialized Alzheimer's or dementia care?	Not asked with these answers
Q29	Will the home be certified for a specialized program?	No
Q30	Will you care for residents enrolled in hospice?	Yes
Q31	Will any resident's assessment plan include behavior interventions?	Yes
Q32	Will staff be trained to use crisis intervention?	No
Q33	Will the home have house rules?	No
Q34	May residents have overnight visitors?	Yes, with the licensee's approval in advance
Q35	Where may residents smoke?	Nowhere on the property

	Question	Sample answer
Q36	How will residents get to appointments?	Both
Q37	Program goals	Help each resident stay as independent as possible, take part in community life and keep in touch with family and friends
Q38	Services the home provides	Supervision, personal care and protection 24 hours a day; help with bathing, dressing and grooming; supervision of medication; three meals and snacks; laundry; activities; arranging appointments
Q39	Community resources residents use	Ingham County senior center; local library; St. Mary's parish; Capital Area Transportation Authority
Q40	Where residents are referred from	Families, hospital discharge planners, the county area agency on aging
Q41	Contracts or agreements with other organizations for residents' care or services	None
Q42	Placing agencies you contract with (specialized program)	Not asked with these answers
Q43	Dementia care: the physical environment and design features that support residents	Not asked with these answers
Q44	Dementia care: how often, and what kinds of, activities residents with dementia have	Not asked with these answers
Q45	Dementia care: staff training and continuing education	Not asked with these answers
Q46	Dementia care: supplemental fees	Not asked with these answers
Q47	Usual visiting hours	9:00 a.m. to 9:00 p.m. every day
Q48	Your house rules	Not asked with these answers
Q49	Where residents may smoke	Not asked with these answers

Builder step: Medication

	Question	Sample answer
Q50	Will any resident take medication on their own, without staff supervision?	No
Q51	Will residents have medication prescribed "as needed" (PRN)?	Yes

	Question	Sample answer
Q52	Will staff give injections, such as insulin?	No: residents self-inject or a licensed professional gives them
Q53	Will residents have controlled substances (such as opioids or some sleep medicines)?	Yes
Q54	How does your pharmacy package medication?	Blister or bubble packs
Q55	How will staff be trained to supervise medication?	LARA's free medication administration training
Q56	Job title of staff trained to supervise medication	Direct care staff (medication trained)
Q57	Pharmacy (name and phone)	Main Street Pharmacy, (517) 555-0140

Builder step: Fees and residents' money

	Question	Sample answer
Q58	Will the home hold residents' money or valuables for safekeeping?	Yes
Q59	Will the home promise a time to answer residents' grievances?	No: we record how each grievance was addressed
Q60	Basic fee	$3,900
Q61	Basic fee period	per month
Q62	Services the basic fee includes	Room, three meals a day and snacks, supervision, personal care and protection, laundry, housekeeping, activities and supervision of medication
Q63	Transportation: what the basic fee includes and what costs extra	Rides to medical appointments within 15 miles are included; other rides cost $15 each way
Q64	Additional services and their fees	Hair care visits, $20; personal shopping trips, $15 each
Q65	Other conditions for refunding the unused monthly charge	When a resident moves out after giving 30 days' written notice
Q66	Transactions over this amount need two signatures	$100
Q67	Business days to answer a resident's grievance	Not asked with these answers

Builder step: Contacts

	Question	Sample answer
Q68	Your LARA licensing consultant (name and phone)	Pat Rivera, (517) 555-0199
Q69	County adult protective services office (phone)	(517) 555-0120
Q70	Local long term care ombudsman (name and phone)	Region 6 Long Term Care Ombudsman, (517) 555-0130
Q71	Local police: non-emergency phone	(517) 555-0111
Q72	Fire department (name and non-emergency phone)	Lansing Fire Department, (517) 555-0112
Q73	Local health department (name and phone)	Ingham County Health Department, (517) 555-0113
Q74	Nearest hospital (name and address)	Sparrow Hospital, 1215 E. Michigan Avenue, Lansing
Q75	Poison control: phone (optional)	(800) 222-1222

Builder step: Emergency plan

	Question	Sample answer
Q76	Does the home have a backup generator?	No
Q77	Where residents will receive care if the home cannot be used (name, address and phone)	Sample AFC Home 2, 45 Elm Street, Lansing, (517) 555-0150
Q78	Designated point of safety outside	The front sidewalk across the street, by the mailbox
Q79	Safe place inside the home in a tornado or severe storm	The basement family room, away from windows
Q80	Where the fire alarm controls or smoke alarms are	Smoke alarms in every bedroom, the hallways and the basement; control panel in the front hall closet
Q81	Where the fire extinguishers are	Kitchen, by the back door, basement stairs
Q82	Utility shut-off locations	Gas meter outside the east wall; electrical panel and water main in the basement
Q83	Heating and cooling repair contact (name and phone)	Capital Heating and Cooling, (517) 555-0161
Q84	Plumbing repair contact (name and phone)	Lansing Plumbing, (517) 555-0162
Q85	Electrical repair contact (name and phone)	Bright Electric, (517) 555-0163

Builder step: Staffing and building

	Question	Sample answer
Q86	How are staff shifts arranged?	Three 8-hour shifts
Q87	Are night staff awake or asleep?	Awake
Q88	Are all residents ever out of the home during the day (for example at work or a day program)?	No
Q89	Staff personal phone use while working	Only on breaks
Q90	What is the home's water supply?	A community (public) water system
Q91	Will there be pets in the home?	No
Q92	Is there a swimming pool, hot tub or spa?	No
Q93	Direct care staff on duty, day shift	2
Q94	Direct care staff on duty, evening shift	2
Q95	Direct care staff on duty, night shift	1
Q96	Positions in your home (for the organizational chart)	Licensee designee; administrator; lead direct care staff; direct care staff; cook

Builder step: Records and dates

	Question	Sample answer
Q97	How will you keep records?	Paper
Q98	Include Recommended practice?	Include
Q99	Date the manual is adopted	November 1, 2026
Q100	Next review date	November 1, 2027

What these answers do to the manual

- Policy 2.8 Written description of Alzheimer’s and dementia services prints as "Not applicable", because it applies only when Q28 is "Yes".
- Policy 7.1 Specialized program certification and staff training prints as "Not applicable", because it applies only when Q29 is not "No".
- Policy 7.2 Fire safety and evacuation assessments for certified homes prints as "Not applicable", because it applies only when Q29 is not "No".
- In 40 policies, passages written for other answers are left out and the ones that match these answers are kept, so the manual describes only the services and arrangements this home chose.

- Every name, phone number, address and date above prints where the manual needs it. Part 2 shows where each one prints.

How answers become policy text

Examples from the manual itself, with the sample answers filled in.

Q2. What type of home is it?

In Policy 1.2 License, licensing records and notices to LARA, the sample answer "Small group home, 3 to 6 residents" prints:

> 5. **State fee.** The license fee for a small group home of 3 to 6 residents is $150 for a temporary or renewal license (state fee; MCL 400.713a(3)(b)).
>
> `Policy 1.2 License, licensing records and notices to LARA, sample answer`

The answer "Family home, 3 to 6 residents (the licensee lives in the home)" prints this instead:

> Sample Adult Foster Care Home, LLC is a family home and has no administrator, so wherever this policy says "the licensee or administrator", it means the licensee.
>
> `Policy 1.2 License, licensing records and notices to LARA, other answer`

Q29. Will the home be certified for a specialized program?

In Policy 2.1 Program statement, the sample answer "No" prints:

> 5. **Specialized program.** Sample Adult Foster Care Home, LLC does not hold LARA's special certification for a specialized program for adults with developmental disabilities or mental illness.
>
> `Policy 2.1 Program statement, sample answer`

The answer "Yes, for adults with developmental disabilities" prints this instead:

> 5. **Specialized program.** Sample Adult Foster Care Home, LLC holds, or is applying for, LARA's special certification for a specialized program for adults with developmental disabilities (R 400.703 to R 400.715). Residents in the program are placed through our placing agency, Community Mental Health Authority of Clinton, Eaton and Ingham Counties. Their care also follows each resident's individual plan of service and our contract with the placing agency.
>
> `Policy 2.1 Program statement, other answer`

Q3. Will the family home employ staff?

Policy 3.1 Personnel policies: hiring, conditions of work and policy receipt prints in full only when Q3 is not "No, the licensee gives all the care". With any other answer, the policy keeps its number and prints this one statement instead:

> Sample Adult Foster Care Home, LLC is a family home that does not employ staff, so it keeps no personnel policies (R 400.611(1)(b); R 400.617(1)(i)). If it hires staff, it adopts them before the first person starts.
>
> `Policy 3.1 Personnel policies: hiring, conditions of work and policy receipt, when it does not apply`

See it printed. The free sample policy uses exactly these answers: Policy 6.1, Emergency preparedness policy and plan, as it prints in the Michigan adult foster care manual: https://www.carerulebook.com/samples/us-michigan-adult-foster-care.pdf