



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL
LANSING

Michelle Richard
ACTING DIRECTOR

Report Type : Renewal
Inspection Type: Renewal

Date of Inspection: 5/20/2024,
Date of Report: 6/11/2024

Licensee Name(s)	License Number
Matrix Human Services	DC820363595
Capacity	Facility Name
68	Matrix Head Start-Lakewood Manor
Program Type	Licensee Designee(s)
Center	Brian Wesley Samuel
Central Administrator(s)	Program Director(s) Name
	Qualifications: Date PD Approved:
Facility Address	Mailing Address
14200 Kercheval, Detroit, MI, 48215	1400 Woodbridge, Detroit, MI, 48207
Facility Phone Number	Facility Email Address
3132851929	bsamuel@matrixhs.org

Findings of the Inspection

A copy of this renewal inspection report and any associated corrective action plans is available on the Child Care Licensing Bureau [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when renewal inspection reports are completed can be found under [Overview of Licensing Reports](#).

The renewal inspection involved a review of all applicable child care center [administrative rules](#) and [statutes](#). Verification of compliance included direct observations of the physical environment and the program, discussions with staff, and a review of the center's records, including staff records and children's records. Staff records include background checks and training information. Children's records include child information cards, physical examination dates, and immunizations.

During the renewal inspection, licensing consultant Paris Howard found 9 violations. The violations are listed and explained below. Due to the violations, the licensee/licensee designee must send the

bureau a [corrective action plan](#) by 7/1/2024. The corrective action plan may be submitted in the [Child Care Hub Information Record Portal \(CCHIRP\)](#). The corrective action plan must include the following:

- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible party and a date.

If you have any questions regarding the report, please contact licensing consultant, Paris Howard, at (313) 300-4317. In the event that Paris Howard is not available and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Inspection Details		
<i>Number of Rules/Statutes Reviewed</i>	<i>Number of Rules/Statute Violations</i>	<i>Number of Rules/Statutes where Technical Assistance was Provided</i>
787	9	0
<i>Number of Children's Records Reviewed : Number of Children Enrolled</i>	<i>Number of Child Care Staff Member Records Reviewed : Number of Staff Employed</i>	<i>Number of Volunteer Records Reviewed : Number of Volunteers</i>
10 : 23	0 : 10	0 : 0
<i>Number of Children Observed : Number of Children Present During Inspection</i>	<i>Number of Child Care Staff Members Observed : Number of Child Care Staff Members Present During Inspection</i>	<i>Number of Volunteers Observed a: Number of Volunteers Present During Inspection</i>
17 : 17	7 : 7	0 : 0
<i>Licensee Interviewed</i>	<i>Program Director Interviewed</i>	<i>Child Care Staff Members Interviewed</i>
Yes	No	Yes

Documentation of Required Inspections		
<i>Type of Inspection</i>	<i>Date of Inspection</i>	<i>Findings</i>
Boiler Certificate		Pending
Fire Safety Compliance Record	4/15/2023	This facility has been determined to be in substantial compliance with applicable rules.

<i>Rule Number</i>	<i>Rule</i>	<i>Analysis</i>	<i>Conclusion</i>
R 400.8112(2)(c)	Comprehensive background check; fingerprinting. Provide to the department, upon request, a copy of the	Staff files were not available for me to view during the inspection. The center did not provide the staffs consent and	Violation Established

	individual's completed and signed form or forms.	disclosure forms at the department's request.	
R 400.8112(2)(e)	Comprehensive background check; fingerprinting. Within the department's child care background check system, accurately complete and maintain the connection, disconnection, or withdrawn status of each individual associated with the license.	Two staff members are not being accurately maintained in the background check system. They were either expired or incorrectly disconnected.	Violation Established
R 400.8134(2)(e)	Hand washing. After each diapering.	I observed staff in Room 3 change two diapers and not wash their hands after the diaper changings.	Violation Established
R 400.8128	Staff; volunteer; tuberculosis. Staff; volunteer; tuberculosis.	Staff files were not available for me to view during the inspection; staff did not have TB test results on file.	Violation Established
R 400.8125(5)	Staff; volunteer; requirements. A written statement must be signed and dated by staff and volunteers at the time of hiring or before volunteering indicating all of the following information:	Staff files were not available for me to view during the inspection. Staff did not have proof of signed abused and neglect statements.	Violation Established
R 400.8131(6)	Professional development requirements. All child care staff members who work directly with children shall complete 16 clock hours of professional	Staff files were not available for me to view during the inspection. MiRegistry shows that six out of six staff files reviewed did not have 16 clock hours of trained for calendar year 2022 or 2023.	Violation Established

	development annually on topics relevant to job responsibilities that include, but are not limited to, any of the following subjects:		
R 400.8143(1)	Children's records. At the time of a child's initial attendance, a center shall obtain a child information card, using a form provided by the department or a comparable substitute, that is completed and signed by the child's parent. The center shall keep it on file and accessible in the center.	Two out of ten children files reviewed did not have a child information record on file. Two out of ten children files reviewed had child information records that were not signed.	Violation Established
R 400.8143(3)	Children's records. For children under school-age, at the time of a child's initial attendance, a center shall obtain, keep on file, and make accessible in the center 1 of the following:	Four out of ten children files reviewed did not have immunization records on file.	Violation Established
R 400.8335(8)(a)	Food services and nutrition; provided by center. Containers must be labeled with the date opened.	The silk and lactose milk did not have a date that the containers had been opened.	Violation Established


Technical Assistance	
<i>Rule Number</i>	<i>Rule</i>

Hours of Operation						
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
08:00 AM To 3:30 PM	08:00 AM To 3:30 PM	08:00 AM To 3:30 PM	08:00 AM To 3:30 PM	08:00 AM To 3:30 PM		

Bureau Recommendation

Upon receipt of an acceptable corrective action plan, I recommend the issuance of regular license.

Approved By:

 Paris Howard Licensing Consultant	06/11/2024 Date		