



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

July 23, 2021

Dana Forney
1400 Joy Bell Lane
West Branch, MI 48661

RE: License #: DG650075535
Forney, Dana
1400 Joy Bell Lane
West Branch, MI 48661

Dear Ms. Forney:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your home on 07/23/2021. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Family and Group Child Care Homes.

The violations that were found are:

R 400.1905 Training.

(6) Completion of the required training must be verified by a document, signed by the trainer or an authorized individual, which must be kept on file or available online at MiRegistry.

Child Care staff member Teddie Grezeszak did not have verification of completing the 2020 Health and Safety refresher course from MiRegistry.

It should be noted there was an issue with her MiRegistry information due to the fact that she had two accounts. We could not properly verify completion of this training. Ms. Forney and Ms. Grezeszak reported that they believe she completed the 2020 Health and Safety refresher on MiRegistry.

R 400.1907

Child's records.

(1) Prior to a child's initial attendance, a licensee shall obtain the following documents:

(a) A completed child information card on a form provided by the department or a comparable substitute approved by the department.

The records of seven child were reviewed. Of the records reviewed two child information cards were missing information regarding allergies, special needs, or special instructions.

R 400.1916

Bedding and sleeping equipment.

(13) None of the following are approved sleeping equipment for children 24 months of age or younger:

(d) Bassinets.

I observed the pack-n-play with the bassinet component installed. Ms. Forney reported that she has always used the bassinet component of the pack-n-play. Ms. Forney removed the component on-site.

Due to the violations, you must send us a corrective action plan by 08/12/2021. You can use our [corrective action plan](#) form or create your own.

If you need help writing the corrective action plan, please contact me. If you do not send a corrective action plan, you may face disciplinary action. 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.

Due to the infant safe sleep violation(s), all of your infant caregivers must take training on infant safe sleep. This must be included in your corrective action plan. In addition, a follow up inspection may be made to check compliance with the infant safe sleep rules.

Upon receipt of an acceptable corrective action plan, there will be no change to your license status.


During calendar year: 2020	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

You can find a copy of this inspection letter and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when inspection letters are completed can be found under [Overview of Licensing Reports](#).

Please contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please contact the local office at 989-732-8062.

Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,



Jeannie Ellis, Licensing Consultant
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