



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



JENNIFER M. GRANHOLM
GOVERNOR

ISMAEL AHMED
DIRECTOR

February 12, 2010

Ms. Rebecca Lund, Licensee Designee
Mercy Services for Aging
873 W Avon Rd.
Rochester Hills, MI 48307

RE: Application #: AL630299636
Mercy Bellbrook/Frances Warde
873 W. Avon Road
Rochester Hills, MI 48307

Dear Ms. Lund:

Attached is the Original Licensing Study Report for the above referenced facility. The study has determined substantial compliance with applicable licensing statutes and administrative rules. Therefore, a temporary license with a maximum capacity of 17 is issued.

Please review the enclosed documentation for accuracy and feel free to contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please feel free to contact the local office at (586) 228-2093.

Sincerely,

Karen LaForest, Licensing Consultant
Bureau of Children and Adult Licensing
39531 Garfield
Clinton Township, MI 48038
(586) 228-2682

enclosure

**MICHIGAN DEPARTMENT OF HUMAN SERVICES
BUREAU OF CHILDREN AND ADULT LICENSING
LICENSING STUDY REPORT**

I. IDENTIFYING INFORMATION

License #:	AL630299636
Applicant Name:	Mercy Services for Aging
Applicant Address:	873 W Avon Rd. Rochester Hills, MI 48307
Applicant Telephone #:	(248) 656-6306
Administrator/Licensee Designee:	Rebecca Lund
Name of Facility:	Mercy Bellbrook/Frances Warde
Facility Address:	873 W. Avon Road Rochester Hills, MI 48307
Facility Telephone #:	(248) 656-6306
Application Date:	12/26/2008
Capacity:	17
Program Type:	ALZHEIMERS

II. METHODOLOGY

12/26/2008	Enrollment
12/30/2008	Application Incomplete Letter Sent re: rec clearance for Marsha Tomas
01/13/2009	Contact – Document Received rec clearance for Marsha
04/13/2009	Application Incomplete Letter Sent
05/08/2009	Contact – Document Received Received additional licensing documents from applicant.
06/04/2009	Application Incomplete Letter Sent Sent the applicant another letter of additional documents still needed for licensure.
06/05/2009	Contact – Telephone call made Spoke to applicant regarding licensing materials needed and fire safety.
06/08/2009	Inspection Report Requested – Health
06/26/2009	Inspection Completed-Environmental Health: A
09/24/2009	Application Complete/On-site Needed Scheduled for 10/7/09.
10/07/2009	Inspection Completed On-site Consultant conducted preliminary inspection
10/07/2009	Confirming letter sent Consultant sent letter on preliminary inspection findings
10/30/2009	Inspection Completed On-site Final Inspection conducted-review contents of an employee file and what is contained in a resident record.
02/09/2010	Inspection Completed-Fire Safety: A

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

Mercy Bellbrook/Frances Warde is part of a large complex of buildings that include a nursing home, independent living and home for the aged. This facility is a separate all brick building and the total square footage is 7, 460 square feet. It is currently occupied with residents and operated by an outside home health care agency providing personal, protection and supervision services. The current applicant applied for an adult foster care license to operate the personal care, protection and supervision as well as serve as the landlord. The home contains 17 bedrooms with bathrooms, a large living area and a dining room attached to the kitchen. The facility has public water and sewage but did have an environmental health inspection by the Oakland County health Department on June 19, 2009 that issued substantial compliance. The Office of Fire Safety completed their inspections and issued full approval on February 9, 2010.

The consultant conducted two onsite inspections, a preliminary inspection on October 7, 2009 and a final inspection on October 30, 2009. The facility was noted to be in full compliance with regards to licensing rules and regulations for large group homes.

Ms. Rebecca Lund, licensee designee, was present for both inspections. She indicated that bedrooms will be utilized for residents as follows:

Bedroom	Measurement	Square Feet	# Residents
129	11'7" x 15'9"	182.39 sq. ft.	1
130 A	15'7" x 11'4"	176.52 sq. ft.	1
130 B	11'7" x 15'7"	180.42 sq. ft.	1
131 A	15'10" x 11'6"	182.05 sq. ft.	1
132 A	11'7" x 15'8"	181.34 sq. ft.	1
132 B	15'7" x 11'5"	177.92 sq. ft.	1
133 A	11'6" x 15'7"	179.17 sq. ft.	1
134 A	11'8" x 15'7"	181.66 sq. ft.	1
134 B	11'7" x 15'6"	179.49 sq. ft.	1
135 A	15'3" x 11'7"	176.60 sq. ft.	1

136 A	15'11" x 11'7"	184.35 sq. ft.	1
136 B	15'8" x 11'5"	178.84 sq. ft.	1
137 A	11'6" x 15'7"	179.17 sq. ft.	1
138 A	11'5" x 16'	182.72 sq. ft.	1
138 B	13'7" x 11'7"	157.26 sq. ft.	1
139 A	11'7" x 16"	185.28 sq. ft.	1
139 B	13'10" x 11'5"	157.94 sq. ft.	1

The facility can accommodate twenty residents however the facility only wants seventeen (17) residents at this time. The facility meets compliance with Rule 400.15409 (2) (3).

Measurements were taken of the dining room and living area and are as follows: The dining area measured 23'4" x 15' or 349.95 square feet and the living room area measured 23'5" x 22'8" or 530.70 square feet. The total living space equals 880.65 square feet, meeting compliance with Rule 400.15405 (35 square feet times 17 residents or 595 square feet).

The facility is nicely furnished and well maintained. There are sufficient furnishings including a dining room tables for all residents, living room furniture, bedrooms with beds, chairs, mirrors, dressers, closets, etc. The kitchen was well equipped with cookware, dishes, glassware, silverware, pots and pans and serving utensils. The kitchen contained a stove and refrigerator, which had thermometers in the freezer and refrigerator, and the kitchen had a waste receptacle with a lid. Paper towels and soap were located in the kitchen and all bathrooms. Food preparation is completed in a large commercial kitchen on grounds and the food is transported to the facility kitchen. This has been approved by the health department. Poisons and caustics are located away from food preparation areas and locked up per licensee designee. Medications are also locked up and separated by internals and externals for residents.

B. Program Description

Bellbrook non-profit Housing Corporation submitted licensing application materials on December 29, 2008 for original license issuance. The application states that the corporation will accept both males and females, ambulatory, 62 years and older, that have Alzheimer's disease. The proposed capacity is seventeen (17) residents.

The following corporate documents have been submitted to licensing: Articles of Incorporation filed in 1987; certificate of incorporation; corporate by laws; listing of the current board of directors; a letter authorizing Ms. Lund to act on behalf of the

corporation in licensing matters; organizational chart; personnel policies and procedures; job descriptions; and the projected budget and corporate financial statements (income statement and balance sheet).

Ms. Rebecca Lund is the licensee designee authorized to conduct business and make decisions on behalf of the corporation. The corporate administrator is also Ms. Lund. Ms. Lund has over a year experience working with the elderly and residents with Alzheimer's disease. Ms. Lund provided evidence she is in good mental and physical health via a medical clearance dated November 13, 2009 and a negative tuberculin test dated October 29, 2008. A criminal history check was completed on December 29, 2008 confirming Ms. Lund is of good moral character. Ms. Lund submitted evidence of her education via a copy of her degree of Bachelor of Science from Oakland University and all of the necessary training qualifying her as the administrator in compliance with Rule 400.15201 (3) and (6).

At the final inspection, Ms. Lund was present and had previously submitted to the consultant the following facility records: Program Statement for the facility; Admission and Discharge Policies; Personnel policies and procedures; Staff Training Plan; Emergency Preparedness Plans including Severe Weather, Fire and Medical Emergency; Emergency Telephone Numbers; Furnace and Electrical inspections; Samples of four week rotation Menus; Staffing Schedule and Ratio Proposed; Floor Plan with Measurements; Standard and Routine Procedures; Personnel Policies and Procedures; Job Descriptions; Permission to Inspect and Proof of Ownership; Refund Policy; Corporate Document and Financial Documents. These records are also available onsite.

Ms. Lund has not yet hired employees and plans to interview employees from the current home health care agency to work for Bellbrook nonprofit Housing Corporation. The consultant reviewed with Ms. Lund the necessary documents that are needed for an employee file which include an employment application which is done online, two reference checks, driver's license (which verifies age of applicant); work experience and education, signed job description and receipt of personnel policies, signed long term background workforce agreement and fingerprint results, all training which includes CPR, First Aid, medication administration, resident rights, reporting requirements, personal care, protection and supervision, fire safety, and prevention and containment of communicable diseases. The consultant will review employee files prior to the expiration of the temporary license. Ms. Lund agreed to comply with maintenance of employee records.

The consultant also reviewed with Ms. Lund the necessary resident records required for licensing which included: Resident Assessment Plan; Resident Care Agreement; Resident Health Care Appraisal; Resident Medication Records; Resident Weight Record; Resident Physician Contact Log; Resident Register; Resident Incident and Accident Reports; Resident Funds and Valuable Forms Part I and Part II; Resident Information and Identification Record; Resident Fire Drills; and Resident Grievance Procedures. Prior to the expiration of the temporary license, the consultant will review

resident records to ensure compliance with Rule 400.15316 pertaining to resident records. Ms. Lund agreed to comply with maintenance of resident records.

C. Rule/Statutory Violations

There were no rule violations noted at the final inspection.

IV. RECOMMENDATION

I recommend issuance of a temporary license to this AFC adult large group home (capacity 13-20).

Karen J. LaForest

02/12/2010

Karen LaForest
Licensing Consultant

Date

Approved By:

Denise Y. Nunn

02/12/2010

Denise Y. Nunn
Area Manager

Date