



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



JENNIFER M. GRANHOLM
GOVERNOR

ISMAEL AHMED
DIRECTOR

February 24, 2010

Close to Home Assisted Living LLC
5861 Two Mile Rd.
Bay City, MI 48706

RE: Application #: AS090306319
Close to Home
5861 Two Mile Rd.
Bay City, MI 48706

Dear Close to Home Assisted Living LLC:

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 6 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 (989) 758-2717.

Sincerely,

Mary T. Fischer, Licensing Consultant
Bureau of Children and Adult Licensing
1509 Washington, Ste A
P.O. Box 1609
Midland, MI 48641
(989) 835-7739

enclosure

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

I. IDENTIFYING INFORMATION

License #:	AS090306319
Applicant Name:	Close to Home Assisted Living LLC
Applicant Address:	5861 Two Mile Rd. Bay City, MI 48706
Applicant Telephone #:	(989) 391-9269
Administrator/Licensee Designee:	John D. Windon, Jr.
Name of Facility:	Close to Home
Facility Address:	5861 Two Mile Rd. Bay City, MI 48706
Facility Telephone #:	(989) 391-9269
Application Date:	01/07/2010
Capacity:	6
Program Type:	DEVELOPMENTALLY DISABLED AGED TRAUMATICALLY BRAIN INJURED

II. METHODOLOGY

01/07/2010	Enrollment
01/08/2010	Application Incomplete Letter Sent re: Record Clearance for John D. Winden, Jr.
02/17/2010	Contact - Telephone call received from applicant inquiring about initial onsite inspection.
02/22/2010	Application Complete/On-site Needed
02/24/2010	Inspection Completed On-site
02/24/2010	Comment The home is in full compliance with the exception that the furnace room door must be 1 3/4 inch thick and be equipped with a self closing device.
02/24/2010	Contact - Telephone call received The new one-hour rated solid wood core fire door, for the boiler, will be installed today.
02/25/2010	Inspection Completed-BFS Full Compliance

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

The home is located at 5861 Two Mile Road south of Salzburg and North of Saginaw Road in Monitor township of Bay City. This is a brick single story home built on a slab with a two and a half attached car garage. The home has a two way built in gas fire place which the applicant is converting to an electric fire place that simulates the look of a flame, and has an approved fire rating. The home is tastefully decorated with new flooring throughout, fresh paint and new furnishings.

The boiler, which is also the hot water heater, is located in a closet on the main floor, family room. The boiler closet is equipped with a self-closing device, has a 1-3/4 inch solid core door and is in a room that is constructed of material that has a 1-hour-fire-resistance rating. The facility is equipped with interconnected, hardwire smoke detection system, with battery back up, which was installed by a licensed electrician and is fully operational.

Resident bedrooms were measured during the on-site inspection and have the following dimensions:

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
1	8' 10" x 12'	141.6	Double occupancy
2	12' x 10' 6"	127.2	Single occupancy
3	11' 2' X 11' 9"	133.3	Single Occupancy
4	22' 4" x 16' 4"	347.2	Double Occupancy

The living, dining, and sitting room areas measure a total of 676 square feet of living space. This exceeds the minimum of 35 square feet per resident requirement. The home has over 2,000 square feet of living space.

Based on the above information, it is concluded that this facility can accommodate **six (6)** residents. It is the licensee's responsibility not to exceed the facility's licensed capacity.

B. Program Description

Admission and discharge policies, program statement, refund policy, personnel policies, and standard procedures for the facility were reviewed and accepted as written. The applicant intends to provide 24-hour supervision, protection and personal care to **six (6)** male or female ambulatory or non-ambulatory adults whose diagnosis is developmentally disabled, traumatic brain injured, Aged or physically impaired, in the least restrictive environment possible. The program will include social interaction skills, personal hygiene, personal adjustment skills, and public safety skills. A personal behavior support plan will be designed and implemented for each resident's social and behavioral developmental needs. Residents will be referred from: Hospitals and Nursing Home facilities, as well as local social service agencies.

If required, behavioral intervention and crisis intervention programs will be developed as identified in the assessment plan. These programs shall be implemented only by trained staff, and only with the prior approval of the resident, guardian, and the responsible agency.

The licensee will provide all transportation for program and medical needs unless specified in the Resident Care Agreement and fee policy. The facility will make provision for a variety of leisure and recreational equipment. It is the intent of this facility to utilize local community resources including public schools and libraries, local museums, shopping centers, and local parks.

C. Applicant and Administrator Qualifications

The applicant is Close to Home Assisted Living, L.L.C., which is a "Domestic Limited Liability Company", was established in Michigan, on 12/31/2009. The applicant submitted a financial statement and established an annual budget projecting expenses

and income to demonstrate the financial capability to operate this adult foster care facility.

The Board of Directors of Close to Home Assisted Living, L.L.C. has submitted documentation appointing John D. Winden, Jr., as Licensee Designee and as the Administrator of the facility.

A licensing record clearance request was completed with no lein convictions recorded for the licensee designee and administrator. The licensee designee and administrator submitted a medical clearance request with statements from a physician documenting their good health and current TB-tine negative results.

The licensee designee and administrator has provided documentation to satisfy the qualifications and training requirements identified in the administrative group home rules.

The staffing pattern for the original license of this 6-bed facility is adequate and includes a minimum of 1 staff –to- 6 residents per shift. All staff shall be awake during sleeping hours.

The applicant acknowledges an understanding of the training and qualification requirements for direct care staff prior to each person working in the facility in that capacity or being considered as part of the staff –to- resident ratio.

The applicant acknowledged an understanding of the responsibility to assess the good moral character of employees and contractors who have regular, ongoing, “direct access” to residents or the resident information or both. The licensing consultant provided technical assistance on the process for obtaining criminal record checks utilizing the Michigan Long Term Care Partnership website (www.miltcpartnership.org), L-1 Identity Solutions™ (formerly Identix ®), and the related documents required to be maintained in each employees record to demonstrate compliance.

The applicant acknowledges an understanding of the administrative rules regarding medication procedures and that only those direct care staff that have received medication training and have been determined competent by the licensee, can administer medication to residents. In addition, the applicant has indicated that resident medication will be stored in a locked cabinet and that daily medication logs will be maintained on each resident receiving medication.

The applicant acknowledges their responsibility to obtain all required documentation and signatures that are to be completed prior to each direct care staff or volunteer working with residents. In addition, the applicant acknowledges their responsibility to maintain a current employee record on file in the home for the licensee, administrator, and direct care staff or volunteer and the retention schedule for all of the documents contained within each employee’s file.

The applicant acknowledges an understanding of the administrative rules regarding informing each resident of their resident rights and providing them with a copy of those rights. The applicant indicated that it is their intent to achieve and maintain compliance with these requirements.

The applicant acknowledges an understanding of the administrative rules regarding the written and verbal reporting of incidents and accidents and the responsibility to conduct an immediate investigation of the cause. The applicant has indicated their intention to achieve and maintain compliance with the reporting and investigation of each incident and accident involving a resident, employee, and/or visitor.

The applicant acknowledges an understanding of the administrative rules regarding the handling of resident funds and valuables and intends to comply.

The applicant acknowledges their responsibility to obtain all of the required forms and signatures that are to be completed prior to, or at the time of each resident's admission to the home as well as the required forms and signatures to be completed for each resident on an annual basis. In addition, the applicant acknowledges their responsibility to maintain a current resident record on file in the home for each resident and the retention schedule for all of the documents contained within each resident's file.

D. Rule/Statutory Violations

The applicant was in compliance with the licensing act and applicable administrative rules at the time of licensure.

IV. RECOMMENDATION

I recommend issuance of a temporary license to this AFC adult small group home (capacity 1-6).

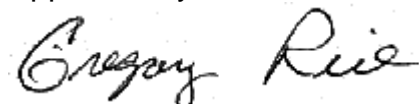


02/25/2010

Mary T. Fischer
Licensing Consultant

Date

Approved By:



02/25/2010

Gregory Rice
Area Manager

Date