



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



JENNIFER M. GRANHOLM
GOVERNOR

ISMAEL AHMED
DIRECTOR

May 24, 2010

Hope Network Behavioral Health Services
Attn: Catherine Aardema
PO Box 890
3075 Orchard Vista Drive
Grand Rapids, MI 49518-0890

RE: Application #: AS340305684
Westlake Cottage III
11652 Grand River Ave.
Lowell, MI 49331

Dear Catherine Aardema:

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 (517) 241-2585.

Sincerely,

Dawn N. Timm, Licensing Consultant
Bureau of Children and Adult Licensing
7109 W. Saginaw
P.O. Box 30650
Lansing, MI 48909
(517) 335-6232

enclosure

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

I. IDENTIFYING INFORMATION

License #: AS340305684

Applicant Name: Hope Network Behavioral Health Services

Applicant Address: PO Box 890
3075 Orchard Vista Drive
Grand Rapids, MI 49518-0890

Applicant Telephone #: (616) 726-1998

Licensee Designee: Catherine Aardema

Administrator: Erin Loeffler

Name of Facility: Westlake Cottage III

Facility Address: 11652 Grand River Ave.
Lowell, MI 49331

Facility Telephone #: 11/16/2009

Application Date:

Capacity: 6

Program Type: MENTALLY ILL
DEVELOPMENTALLY DISABLED

II. METHODOLOGY

| | |
|------------|---|
| 11/16/2009 | Enrollment |
| 02/22/2010 | Application Complete/On-site Needed |
| 03/02/2010 | Inspection Completed On-site |
| 03/02/2010 | Inspection Completed-BCAL Sub. Compliance |
| 03/03/2010 | Application Incomplete Letter Sent |
| 03/30/2010 | Inspection Completed On-site |
| 03/30/2010 | Inspection Completed-BCAL Full Compliance |
| 05/17/2010 | Inspection Completed- Environment Health |

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

Westlake Cottage III is a bi-level brick structure located in rural Ionia County. The facility is one of four other licensed Westlake AFC facilities which sit on approximately 100 acres of land. The property has two pond areas and a lagoon and borders a small residential neighborhood and community golf course. The grounds also have an administration building, recreational gym, and a workshop all of which are separate from the facility but accessible to residents. There is adequate room for visitor and staff parking both near the cottage and at the administration building. The facility is fully enclosed by a wooden fence along the west side of the facility and a chain linked fence around the north and east sides of the facility. The fence also surrounds Westlake IV as well as Westlake Cottage III. The fenced in area measures approximately 461' x 133'. The residents are able to enjoy the view of the ponds and natural environments visible from the north and east sides of the facility. The gated portion of the fence is required to be unlocked at all times.

The upper level and lower level are separated by six steps located at both the west and east end of the facility. The upper level houses six resident bedrooms, one full bathroom accessible to all residents, one full bathroom accessible to residents living in Bedroom #1 and Bedroom #2, and a large resident activity area. The lower level of the facility consists of a large kitchen, large living room, dining room, an entry way at the west entrance, and a vestibule at the east entrance. The laundry facilities are located in the west end entry way. The facility also has an attic that is used for storage and a staff office. Residents do not have access to the attic. The facility is not wheelchair accessible.

The heat plant and water heater are located in a separate room outside of the facility with a fully stopped, metal door that is equipped with an automatic self-closing device and positive-latching hardware. The boiler was last inspected on 04/02/2009. This certificate of inspection is good through April 2012. The facility has an interconnected smoke detection system with smoke detectors located in all resident bedrooms, activity area, living area, dining area, kitchen, and laundry area. Fire extinguishers are located on the upper and lower levels and in the attic as well. The fire alarm and smoke detection system was last inspected on 12/24/2009 by a licensed inspector.

Resident bedrooms and common living areas measured as follows:

| | | |
|---------------|------------------------------------|--------------|
| Bedroom #1 | 11'1" x 13'11"= 154.23 square feet | One resident |
| Bedroom #2 | 13'0" x 16'4"= 212.29 square feet | One resident |
| Bedroom #3 | 15'4" x 12'10"= 196.70 square feet | One resident |
| Bedroom #4 | 13'10" x 17'2"= 237.32 square feet | One resident |
| Bedroom #5 | 13'2" x 9'0"= 118.44 square feet | One resident |
| Bedroom #6 | 13'1" x 9'7"= 125.30 square feet | One resident |
| Activity Area | 30'4" x 15'0"= 454.95 square feet | |
| Living Area | 25'0" x 20'0"= 500 square feet | |
| Dining Area | 16'9" x 20'0"= 335 square feet | |

The facility has a private water supply and a private sewage disposal system. The water supply is tested by a certified company because the Ionia County Health Department does not sample Type I water systems. The Ionia County Health Department did complete an environmental health inspection on 05/12/2010 and the facility received full approval.

B. Program Description

The facility will provide 24-hour supervision, protection, and personal care for six (6) male or female residents who are over the age of 18 years and diagnosed with severe and persistent mental illness and/or developmental disability. The facility will also serve those dually diagnosed with mental illness and substance abuse. The program will include individual and group therapy as needed, Alcoholics Anonymous meetings both at the facility and in the community, and some vocational training. Resident admission decisions are reviewed by administration and the staff members of the facility to assure that the proposed resident is compatible from both the administration's perspective and the staff members' perspectives. A safety plan is also created prior to admission for those residents who have previously exhibited aggressive behaviors. This plan provides staff members with guidance on how best to manage resident behaviors until the behavior treatment plan has been reviewed and/or updated by Westlake administration and the resident's placing agency, responsible agency, and/or guardian. Daily activities include opportunities for daily walks around campus, pick-up basketball games, board games, card games, community outings to local events, and one-to-one outings as appropriate. Residents are also able to watch TV or movies or play Wii video games in the common areas.

Catherine Aardema is the licensee designee for the facility. Her good moral character was assessed through a criminal history background check completed on 11/18/2009. No criminal convictions were found. A medical statement for Catherine Aardema documented that she does not have any existing physical/mental conditions that would limit her ability to work with or around dependent adults. A current negative TB test result is on file for Catherine Aardema. Catherine Aardema has worked with both population groups for a number of years through Hope Network and has completed all of the required training. Documentation of her completion of required training is located in the file.

The administrator of West Lake Cottage III is Erin Loeffler. Her good moral character was assessed through a criminal history background check completed on 11/18/2009. No criminal convictions were found. A medical statement for Erin Loeffler documented that she does not have any existing physical/mental conditions that would limit her ability to work with or around dependent adults. A current negative TB test result is on file for Erin Loeffler. Erin Loeffler was a direct care worker for two years with other West Lake facilities prior to moving into the administrator position.

This licensing consultant reviewed the personnel policies, job descriptions, admission/discharge statements, program statement, financial projections, employee files, emergency plans, paperwork required for resident files, and the finger printing process with both the licensee designee and administrator. Catherine Aardema has been the licensee designee for the other West Lake facilities for the past seven months and has experience with the required licensing paperwork. Her office is located on the facility grounds so she will be apprised regularly of the status of the residents and employees of the facility. She is debriefed daily regarding resident behavioral incidents and challenges. Ms. Aardema regularly participates in resident treatment team meetings and behavioral treatment plan meetings to keep abreast of how the facility is functioning overall and how residents are doing. Erin Loeffler's office is also located on the grounds of the facility, so she will be spending many hours per week at the facility with the residents and staff members. Ms. Loeffler will also be involved in the admission process and will attend the treatment team meetings for all of the residents in the facility.

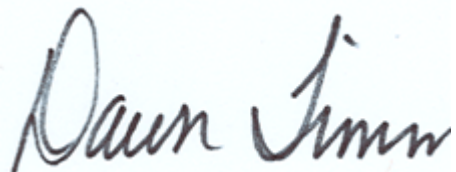
The facility plans to have two staff members per shift, but will adjust the staff ratio to ensure the proper safety, supervision and care needs of the residents admitted to the facility and to accommodate any medical appointments or resident outings.

C. Rule/Statutory Violations

Compliance with the physical plant rules has been determined. All items cited for correction have been verified by visual inspection. Compliance with Quality of Care rules will be assessed during the period of temporary licensing via on-site inspections.

IV. RECOMMENDATION

I recommend issuance of a temporary license to this AFC small group facility with a capacity for six (6) residents.



05/18/2010

Dawn N. Timm
Licensing Consultant

Date

Approved By:



5/24/10

Betsy Montgomery
Area Manager

Date