



RICK SNYDER
GOVERNOR

State of Michigan
DEPARTMENT OF HUMAN SERVICES
BUREAU OF CHILDREN AND ADULT LICENSING



MAURA D. CORRIGAN
DIRECTOR

July 1, 2011

William Mattson, Jr.
Alternative Services Inc.
Suite 10
32625 W Seven Mile Rd
Livonia, MI 48152

RE: Application #: AS330311852
Willoughby Home
5343 Willoughby Road
Lansing, MI 48911

Dear Mr. Mattson, Jr.:

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 Timm, Licensing Consultant
Bureau of Children and Adult Licensing
7109 W. Saginaw
P.O. Box 30650
Lansing, MI 48909
(517) 335-0416

enclosure

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

I. IDENTIFYING INFORMATION

License #:	AS330311852
Applicant Name:	Alternative Services Inc
Applicant Address:	Suite 10 32625 W Seven Mile Rd Livonia, MI 48152
Applicant Telephone #:	(248) 471-4880
Licensee Designee:	William Mattson, Jr.
Administrator:	Deborah Lee
Name of Facility:	Willoughby Home
Facility Address:	5343 Willoughby Road Lansing, MI 48911
Facility Telephone #:	(248) 471-4880
Application Date:	01/06/2011
Capacity:	6
Program Type:	MENTALLY ILL DEVELOPMENTALLY DISABLED

II. METHODOLOGY

01/06/2011	Enrollment
01/11/2011	Contact - Document Sent Rules & Act booklets
01/11/2011	Lic. Unit file referred for criminal history review Robert
04/14/2011	Application Incomplete Letter Sent
05/31/2011	Application Complete/On-site Needed
05/31/2011	Inspection Completed On-site
05/31/2011	Inspection Completed-BCAL Full Compliance

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

Willoughby Home is a newly built, single story, ranch style structure with a fully finished, but unfurnished basement. The facility is located on the outskirts of Lansing, Michigan, and sits on slightly less than two acres of land. The facility has a fully fenced backyard with a concrete patio and an additional wooded lot behind the fenced area. The facility sits back from the road and has a large expanse of concrete padding for additional parking for visitors and staff members. The facility was approved for occupancy on 04/15/2011. The owner of the facility is the Clinton, Eaton, Ingham Community Mental Health Authority (CEI-CMH) and authorization for the licensee to occupy and license the facility was given on April 21, 2011.

The main level of the facility consists of four resident bedrooms, living area, family room, three full bathrooms, a business office, medication room, laundry room, kitchen, dining room, and staff break room/meeting room. The floor plan is an open and spacious with vaulted ceilings in the family room and dining area as well as no barriers between the dining area, family room, and living room. The basement can be accessed by an entrance within the facility and from the outside as well. The basement will be used for storage and will only be used by residents during emergency weather conditions. Bathroom #3 and the medication room are also designated as severe weather shelters for the residents.

There are three main ways to access the facility. The first is through the main front door, the second is through the door leading into the garage, and the third is located at the end of the wing where the resident bedrooms are located. There is also a fourth access point, however this can only be reached from within the fenced area and accesses the living room. All of the entrances/exits are at grade and can be easily

accessed by a resident who uses a wheelchair. All of the facility doorways are of the appropriate width to accommodate a resident who regularly uses a wheelchair. The furnace and water heater are located in the basement. Floor separation between the furnace and water heater and the main level is created by a fire-rated metal door that is equipped with an automatic, self-closing device and positive-latching hardware. The door is hung in a fully-stopped wooden frame. The facility has hard-wired, interconnected smoke detectors located in all sleeping areas, kitchen, living areas, and the basement. Three fire extinguishers are located at various points throughout the first level of the facility and an additional extinguisher is located in the basement.

The resident bedrooms, living room, and family room measure as follows:

Bedroom #1	10'8" x 15'6" = 165.23 square feet	2 Residents
Bedroom #2	10'8" x 15'6"= 165.23 square feet	2 Residents
Bedroom #3	10'10" x 15'6"=167.86 square feet	1 Resident
Bedroom #4	10'10" x 15'6"-167.86 square feet	1 Resident
Family Room	20'3 x 15'6"= 313.88 square feet	
Living Room	23'10" x 14'6"=345.54 square feet	

Each bedroom was tastefully decorated and was complete with all of the required equipment. Both the living room and family room were also nicely decorated and are more than adequate to meet the space requirements for six residents.

The facility has a public water system and a public sewage disposal system, so these were not inspected by the Mid-Michigan District Health Department.

B. Program Description

The facility will provide 24-hour supervision, protection, and personal care to six male and/or female residents between the ages of 18-85 years who are diagnosed with a mental illness or developmental disability. The program will include organized social gatherings, games, outdoor events, arts and crafts, and exercise. Individual as well as group outings in the community will also be offered. The facility will also have a team of professionals including social workers, psychologists, medical staff, and group home staff to assess each resident and design an assessment plan and an individual plan of service for each resident. The plans will address areas of basic self-care, social education, personal adjustment, day programs, and behavior management programs that are necessary to meet the resident's immediate needs to assist the resident in becoming as independent and self-sufficient as possible. The applicant plans to incorporate the residents' personal interests into daily activities whenever possible and

to encourage family members and friends to visit often and actively engage with their loved one.

The applicant is Alternative Services, Inc., which is a domestic, non-profit corporation that was incorporated on February 24, 1978. The corporation maintains an active status according to the Department of Licensing and Regulatory Affairs. The applicant submitted a current financial statement for the corporation as well as a projected expenses and income statement for Willoughby Home to demonstrate the financial capability to operate this adult foster care facility.

William Matson Jr. is the licensee designee for the facility and Deborah Lee is the administrator. Criminal history clearances were completed for Mr. Mattson on 05/31/2011 and for Mrs. Lee on 07/01/2011 and no criminal convictions were found for either individual. Physician statements were received for both Mr. Mattson, dated 05/02/2011, and Mrs. Lee, dated 04/25/2011, documenting that no physical and/or mental health conditions exist that would limit either individual's ability to work with or around dependent adults. A current negative TB test was also obtained for both Mr. Mattson and Mrs. Lee.

Mr. Mattson has over 25 years of experience working with Alternative Services and working with individuals who are aged and/or diagnosed with chronic mental illness, developmental disability, or physical handicap. He has worked as a direct care worker with the above listed populations and has also supervised direct care workers in AFC group homes for a number of years. Mr. Mattson also has a Bachelor's Degree in Criminal Justice and is also trained in all of the required AFC training areas. In June 2011, it was determined by the Bureau of Children and Adult Licensing that Mr. Mattson met all of the requirements and qualifications to be the licensee designee for Alternative Services Inc.

Mrs. Lee also has over 25 years of experience working with Alternative Services. She started out as a direct care worker in 1984 before she was promoted to a team coordinator of an AFC in 1989. She has remained with the corporation since her hire date in 1984 and is currently working as a program coordinator for Alternative Services. During her 25 years of work with the corporation, she has worked with individual who are either aged and/or diagnosed with mental illness, developmental disability, or a physical handicap. Mrs. Lee has a high school diploma and is also trained in all of the required AFC training areas.

This licensing consultant reviewed the personnel policies, job descriptions, admission/discharge policies, refund policy, program statement, financial projections, required employee documents, and required paperwork for resident files with Mr. Mattson and Mrs. Lee. Both individuals have numerous years of experience completely required AFC documentation and reported having a full understanding of what is required and the timelines associated with all required documents.


The facility plans to have two to three staff members from 8AM until 10PM and one awake staff member during the night time shift. The facility will adjust staff ratios as dictated by resident needs and to ensure that the safety, supervision and care needs of the residents are met in a timely fashion and in accordance with the resident's written assessment plan.

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.

III. RECOMMENDATION

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



07/01/2011

Dawn Timm
Licensing Consultant

Date

Approved By:



7/1/11

Betsy Montgomery
Area Manager

Date