



JOHN ENGLER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF CONSUMER & INDUSTRY SERVICES
LANSING

NOELLE A. CLARK
DIRECTOR

October 28, 2002

Mary Hall
Special Tree Residential Centers Ltd
39000 Chase Road
Romulus, MI 48174

RE: Application #: AS820242601
RiverView
17436 Poplar St.
Riverview, MI 48192-7640

Dear Ms. Hall:

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 recommended.

Please review the enclosed documentation for accuracy and feel free to contact me with any questions. In the event that I am not available, please feel free to contact Christopher Hibbler, Area Manager, at (313) 456-0428.

Sincerely,

Susan Williams, Licensing Consultant
Bureau of Family Services
Cadillac Pl. Ste 11-350
P.O.Box 02982
Detroit, MI 48202
(313) 456-0404

enclosure

**MICHIGAN DEPT. OF CONSUMER & INDUSTRY SERVICES
BUREAU OF FAMILY SERVICES
LICENSING STUDY REPORT**

I. IDENTIFYING INFORMATION

License #:	AS820242601
Applicant Name:	Special Tree Residential Centers Ltd
Applicant Address:	39000 Chase Road Romulus, MI 48174
Applicant Telephone #:	(313) 942-0400
Administrator/Licensee Designee:	Mary Hall, Designee
Name of Facility:	RiverView
Facility Address:	17436 Poplar St. Riverview, MI 48192-7640
Facility Telephone #:	(734) 282-5485
Application Date:	10/05/2001
Capacity:	6
Program Type:	Traumatic Brain Injury

II. METHODOLOGY

08/28/2001	Inquiry
10/05/2001	Enrollment
08/14/2002	Contact - Telephone call received Mary Jo Hall - the home should be ready for inspection by end of September, 2002
09/11/2002	Contact - Document Received policies and procedures, floor plan, and ect. received
09/17/2002	Inspection Completed-BFS Full Compliance
09/18/2002	Inspection Completed-Env. Health : A
09/20/2002	Comment per MS. Smalley - need fire safety inspection since heat plant on same floor as residents.
09/20/2002	Inspection Report Requested - Fire
09/20/2002	Contact - Telephone call made notify Mary Jo Hall - fire safety inspection will be required.
09/23/2002	Contact - Document Sent BRS-1326 & BRS-3705 mailed to Mary Jo Hall, licensee designee.
10/21/2002	Contact – Document Received Police clearance returned from state office for Ms. Hall
10/21/2002	Contact – Telephone call made Per Jon Curtis, OFS, they will no longer be inspecting facilities with residents of 6 or less.
09/20/2002	Inspection Completed – Fire Safety A

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

On October 5, 2001, the AFC Licensing Division received a completed application signed by Mary Jo Hall, on behalf of Special Tree Residential Centers, Ltd., to operate a small group adult foster care home located at 17436 Poplar in Riverview Michigan. The applicant proposes to provide residential services for up to 6 adults, male and/or female,

with varying functional levels that have experienced life-altering changes, primarily traumatic brain injuries and/or spinal cord injuries. Special Tree Residential Centers, Ltd. Operates 11 licensed AFC facilities in Wayne, Oakland and Saginaw counties.

Corporate documents were submitted for review. The documents show that Special Tree Residential Centers, Ltd., was established as a for-profit corporation on 9/4/1985 with the Michigan Department of Commerce. The purpose for which the corporation was formed was to provide residential care of closed head injured individuals. An organizational chart was submitted and reviewed. The Board of Directors consists of the following members:

Joseph C. Richert	President
Jean E. Richert	Secretary
Joseph C. Richert	Treasurer

Based upon a review of the information and documents provided, Special Tree Residential Centers, Ltd. meets the requirements of the rules and regulations regarding an AFC license. Also, review of documentation of training and experience, indicate that Geoffrey M. Rantala meets the requirements of an administrator, and Mary Jo Hall for Licensee Designee. The requirements for good moral character certification for Mr. Rantala and Ms. Hall have been met. Michigan State Police Lein's (Law Enforcement Information Network) were processed. The criminal record check of 9/26/2002 for Mr. Rantala, and 10/16/2002 for Ms. Hall indicate no good moral character convictions. Verification of education, training, health documentation, CPR, and First Aid training are on file for the administrator and licensee designee.

Financial documents for Special Tree Residential Centers, Ltd are on file. These documents demonstrate that Special Tree Residential Centers, Ltd has met the requirements of financial capability and stability and has sufficient operating capital to execute the proposed program.

A. Physical Description of Facility

The facility is a spacious ranch home with wood exterior, located on a large corner lot in the city of Riverview. The home is located in a suburban residential neighborhood. There is a two-car unattached garage and large driveway with ample parking space. There is no easily accessible public transportation available. There is a large driveway with ample parking space. The home will provide transportation to programming, hospitals, medical appointments, mental health centers, shopping, restaurants, parks and recreational centers.

The facility living space is located on one floor and includes a laundry room and the heat plant. There are 3 furnaces in the facility, two furnaces are located off the laundry room, in an enclosed room with a 1 ¾ inch solid core wood door, hung in a fully stopped wood frame and equipped with an automatic self-closing device and positive latching

hardware. A third furnace was added along the bedroom corridor, between bedroom 2 and 3, and is enclosed with the same requirements to provide the 1-hour fire resistance rating. The City of Riverview issued a Certificate of Occupancy effective 9/12/2002.

The first floor includes 3 full bathrooms, laundry room, living room, den, kitchen, dining room and 5 bedrooms. Access to the rear deck and back yard is through the living room. There is more than 35 square feet of general living space per resident. The dining area can accommodate up to 6 wheelchairs. Approved egress is through the front door and the side exit door off the NW corridor.

Documentation from licensed contractors concerning the heat plant, electrical system, plumbing, and an inter-connected smoke detection system, with battery back up have been submitted and are in the licensing record.

Bedroom measurements are as follows:

Bedroom # 1 measures	141 Sq. Ft. and is approved for	1 resident bed.
Bedroom # 2 measures	161 Sq. Ft. and is approved for	1 resident bed.
Bedroom # 3 measures	157 Sq. Ft. and is approved for	1 resident bed.
Bedroom # 4 measures	248 Sq. Ft. and is approved for	2 resident beds.
Bedroom # 5 measures	154 Sq. Ft. and is approved for	1 resident bed.

This facility is wheelchair accessible, all exits are equipped with ramps, and the bathrooms are equipped with roll-in showers. All bedrooms and living space are on the same level.

Rules pertaining to the physical plant and home environment were found to be in substantial compliance at the time of the final inspection.

B. Program Description

A program statement was submitted which states that Special Tree Residential Centers, Ltd., will provide a residential program to six (6) adults with varying functional levels who have experienced life altering changes, primarily traumatic brain injuries. The home is structured to create the least restrictive environment possible and promote independence in daily living skills.

Program services provided include assistance and skills training in basic advanced activities of daily living; group and individual leisure activities and community integration; and transportation to and assistance as needed with community activities, services and therapeutic programs. These services will be provided by trained Rehabilitation Service Technicians who are capable of meeting the physical, emotional, intellectual and social needs of each resident. The rehabilitation team will develop and implement a treatment plan, which is custom designed for each resident's needs and goals.

Services offered in the home will include room and board (three meals a day and special diets, if needed), 24 hour care, protection, supervision, medication administration, training and guidance with the activities of daily living, recreation, social skills development, emotional support, transportation services, access to telephones for private communications and discharge planning.

Admission and Discharge Policies

Admission and discharge policies for Special Tree Residential Centers, Ltd have been reviewed. Prospective residents must be medically stable and not require acute care. The resident must have experienced a brain injury or other traumatic injury necessitating this level of care. The resident must be 18 years or older and score between the levels III – VII on the Rancho Los Amigos Scale. The resident must be able to pay for the services through fee sponsorship or personal funds.

The Discharge policy differentiates between a 30 day discharge and an emergency (less than 30 day) discharge. The licensee will provide the resident, their designee and the contract agency with a 30 day discharge notice. A copy of the discharge notice, with reasons for the discharge, will be placed in the resident's record. An emergency discharge can occur if a resident becomes unsafe to self or others and requires a more restrictive environment, or the resident becomes medically unstable and requires nursing care or an acute care setting. Review of the house rules shows they do not conflict with AFC Licensing rules and regulations.

The refund policy was reviewed. When a resident is discharged, for any reason, from the facility, the unused portion of the monthly charge shall be prorated based on the number of days that a resident lived in the home during the month.

Staffing

The number of staff scheduled at this facility depends on the number of resident's in care, the resident's schedules, and the amount of needed supervision and level of care each resident requires. These needs vary significantly among people with a head injury. On the day and afternoon shift, the staff to resident ratio is at least 1:4. The ratio of staff to residents on the midnight shift is between 1:5 and 1:3. If there are more than 5 residents or if there are more than 3 residents and 3 utilize wheelchairs, then 2 staff are scheduled on the midnight shift.

Special Tree Residential Centers, Ltd., will assess the good moral character of the staff by criminal record clearance checks, drug screening, driver's license clearances, and references.

Facility and Employee Records

Administrative records have been reviewed and found to be in substantial compliance.

Resident Rights and Care Services

The administrator is aware of the requirements regarding resident rights, prohibitive practices and the care of residents. Resident rights will be discussed with staff as well as residents and their designated representatives and they will receive a copy of the Resident Care Agreement and a copy of Resident Rights for Adult Foster Care pamphlet. Rules pertaining to the care of residents will be evaluated after the license has been in effect for six months.

Fire Safety

A licensed electrician has installed an interconnected smoke detection system, with battery back up. In addition, an electrical inspection and plumbing inspection was satisfactorily completed. The furnaces were inspected by a licensed contractor, and found acceptable.

Zoning

This group home does not require a use permit and is exempt from zoning restrictions. On 11/3/1995, the department was permanently enjoined by the United States District Court from sending notification to the local zoning authority for small (1-6) group AFC homes when the requirements of the Federal Fair Housing Amendments Act, effective 3/12/1988 have been met. These requirements have been met for the site.

Rule/Statutory Violations

There were no violations cited in the Licensing Study Report.

IV. RECOMMENDATION

Based on the investigative findings in this report, it has been determined that this facility is in substantial compliance with Public Act 218 and AFC Licensing rules and regulations governing small (1-6) group homes.

It is recommended that Special Tree Residential Centers, Ltd., be issued a temporary (six month) license to operate a small group home known as RiverView located at 17436 Poplar in the city of Riverview.

The terms of this license will enable the licensee to provide residential care for up to six (6) vulnerable adults who require personal care, supervision and protection.

Susan Williams	Date
Licensing Consultant	

Approved By:

Christopher Hibbler	Date
Area Manager	