



RICK SNYDER
GOVERNOR

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



MAURA D. CORRIGAN
DIRECTOR

October 20, 2011

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

RE: Application #: AS630306072
Brandon Hills
3187 Hummer Lake Rd.
Brandon Twp., MI 48462

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 (248) 975-5053.

Sincerely,

Ian Tschirhart, Licensing Consultant
Bureau of Children and Adult Licensing
28 N. Saginaw, Suite 1000
Pontiac, MI 48342
(248) 975-5084

enclosure

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

I. IDENTIFYING INFORMATION

License #:	AS630306072
Applicant Name:	Alternative Services, Inc.
Applicant Address:	32625 W. Seven Mile Rd., Suite 10 Livonia, MI 48152
Applicant Telephone #:	(248) 471-4880
Administrator/Licensee Designee:	William Mattson, Jr.
Name of Facility:	Brandon Hills
Facility Address:	3187 Hummer Lake Rd. Brandon Twp., MI 48462
Facility Telephone #:	(248) 471-4880
Application Date:	12/11/2009
Capacity:	6
Program Type:	MENTALLY ILL DEVELOPMENTALLY DISABLED TRAUMATICALLY BRAIN INJURED

II. METHODOLOGY

12/11/2009	Enrollment
12/22/2009	Application Incomplete Letter Sent
01/25/2010	Application Complete/On-site Needed
09/28/2011	Inspection Report Requested - Health
10/19/2011	Inspection Completed On-site
10/20/2011	Inspection Completed-BCAL Full Compliance

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

Brandon Hills is located at 3187 Hummer Lake Road, Brandon Township, Michigan 48462. The home is situated just west of Sashabaw Road, and about 2 miles east of N. Ortonville Road, in Oakland County. The home is owned by Carpe Diem Foundation, Inc., which is located at 11830 SW Kerry Parkway, Suite 210, Lake Oswego, OR 97035. Proof of ownership is contained in the field file, along with a lease agreement between by Carpe Diem and Alternative Services, Inc. The mortgage company used by Carpe Diem is Federal National Mortgage Associates. Their address is 14211 Dallas Parkway, Suite 1000, Dallas, Texas 75254.

Brandon Hills is ranch home that sits on approximately two acres of land, which has rolling hills and is well-landscaped. There is an attached three-car garage. All of the exterior cement used for the driveway, walkway, and front porch is in excellent condition, as is the cement on the inside of the garage. The elevation of the home, including the garage doors, is also in excellent condition.

This home is being leased by Alternative Services, Inc. who remodeled the home completely.

Brandon Hills is seeking to be licensed for a capacity of 6 residents. The home has three bedrooms with the following dimensions:

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
Bedroom 1	13'6" x 13'2"	177 square feet	2
Bedroom 2	11'7" x 13'2"	152 square fee	2
Bedroom 3	11'10" x 15'7"	184 square feet	2

Total capacity: 6

The living space in this home more than meets the requirement specified in **R 400.14405(1)**, which states at least 35 square feet of space is needed per resident. The living space in this home measures approximately 396 square feet (six residents times 35 square feet equals 210). This does not include the square footage of the game room, which measures 250 square feet. This square footage was not included because the game room can only be accessed through the garage or from outside the home.

The dining area measures approximately 157 square feet.

The bedrooms are properly furnished, clean, and organized. There are at least 3 feet between the residents' beds; and each resident bedroom contains a mirror and a chair. The windows in each room open easily. The beds are new and the mattresses well-protected. All of the bed linens are new and of very good quality.

The living room has a couch, a love seat, and a coffee table, and the dining area has a dark wood table with six chairs. As stated above, all of the furniture is brand new and of high quality.

There is a bathroom between bedrooms #1 and #2, which is accessible through either room. The bathroom is in excellent condition, and has the required non-skid surfacing in the bathtub and handrail. This bathroom has an exhaust vent in the ceiling, which works well.

There is a second full bathroom attached to bedroom #3, which also meets all of the licensing requirements. Both bathrooms have towel racks with new towels hanging on them.

There is a thermometer for both the freezer and refrigerator. All of the kitchen appliances (stove, dishwasher, refrigerator) are in excellent condition. The cabinets and countertops are in "like-new" condition.

The water tested at 115 degrees Fahrenheit on October 19, 2011.

There is a permanently fixed wood-burning fireplace in the living room, which is in very good condition and has a fire safety shield.

As previously mentioned, there is a game room in this home. It can either be accessed from outside the home, or through the garage. The room is carpeted and contains an air hockey table, pool table, and a skee ball game. All appear to be new or in "like-new" condition. There is also a wall-mounted stereo and heater unit. The heater unit is new and does not have parts on it that get hot, other than the air it produces.

The laundry room is on the main floor of the home and has a brand new washer and dryer, both of which are electric.

There is a 1 3/4" solid-core door separating the main floor from the basement, and is self-closing and positive latching.

The home utilizes interconnected smoke detectors with a battery backup. I tested the system on October 19, 2011 and found it to be in good working order. There is an approved fire extinguisher on the main floor of the home and one in the basement.

There is a counter area near, but separate from, the kitchen, which has cupboards and drawers with locks on them. This is the where caustics and medications will be kept -in separate cupboards.

None of the doors in the home lock against egress; all are acceptable according to licensing rules (i.e. the doors either do not lock, or they have one-motion, non-locking against egress knobs).

Brandon Hills uses private water and sewage disposal. A new septic tank and field were put in during the late summer of 2011. The sanitarian for the Oakland County Health Division gave the home an A rating on September 28, 2011.

B. Program Description

The applicant submitted a copy of the program statement to the Department for review and inclusion in the licensing record. The program statement clearly defines the populations this home will serve (Developmentally Disabled, Mentally Ill, and Traumatic Brain Injured). It will house six male residents aged between 18 and 75, who may be referred by contracting agencies or from private pay sources. As stated in the program statement, "The program in the home provides for basic self-care and habilitation training." The home will make use of several types of professionals, such as social workers, psychologists, medical staff, as well as direct care workers, and will use Individual Plans of Service as a guide to providing resident services. One of the goals of the home is "...to meet the consumers' immediate needs so that they can become as independent and self-sufficient as possible." Alternative Services has also submitted an application for Special Certification to provide services to the Developmentally Disabled and Mentally Ill populations at this home. The home will have its own transportation for residents' needs, as well as using public transportation. Part of the program for each resident is involvement in community events and activities, such as day programs, recreational activities, shopping, and making their medical and mental health appointments outside of the home. This program statement is acceptable as written.

C. Required Information

On December 11, 2009, the Department received a license application and fee from Alternative Services, Inc. to operate a small group Adult Foster Care facility at the above referenced location. There was a long delay in completing the licensing process for this home because the Oakland County Health Division required the company to put

in a larger septic system, which could not be put in during the winter and late spring because the ground would have been too hard.

Along with this application and fee, the corporation submitted medical clearances, including TB test results. Alternative Services Inc. named William A. Mattson, Jr. as the Applicant Designee and Administrator of this home. Sheila Brown was named as the Responsible Person. There were no physical or mental conditions noted on Mr. Mattson's medical clearance which would prevent him from participating in the operation of a group home. His TB test result was negative. Additionally, a Record Clearance request was done regarding Mr. Mattson and no criminal history was identified.

Alternative Services, Inc. has submitted all of the required documents, including an organization chart, board of directors list, and a projected budget for this home. All of the documents are acceptable as submitted, and they are kept in the field file.

As stated above, both a budget and financial statement were submitted by this corporation. These documents demonstrate fiscal responsibility and stability, and are taken as evidence that this corporation can meet the financial needs of operating this adult foster care facility.

Alternative Services, Inc. currently successfully operates approximately 32 adult foster care homes in Michigan, all of which have Special Certifications for Developmentally and/or Mentally Impaired, and have contracts with various community mental health agencies. The contracted agencies for Brandon Hills are Easter Seals and Training and Treatment Innovations, Inc. (TTI).

D. Qualifications and Competencies

Mr. Mattson exceeds the requirements necessary for a Licensee Designee and Administrator for adult foster care licensure in the state of Michigan. He has worked in or for adult foster care group homes for several years. He has had training in nutrition, foster care, safety, fire prevention, financial and administrative management, and has knowledge of the care and service needs of people with autism, developmental disabilities, mental illness, traumatic brain injuries, and issues related to aging. Mr. Mattson has current first aid and CPR certifications. He holds a Bachelor of Science degree in Criminal Justice and has completed 45 of 48 credit hours towards a Master's degree in Counseling.

The applicant understands that in accordance with rules **R 400.14307**, **R 400.14308**, and **R 400.14309** regarding behavior intervention and crisis intervention, individual intervention programs will only be used at the least restrictive level necessary as defined in the individual plan of service. Only trained staff shall implement such programs. Facility staff will not utilize seclusion or restraints. Documentation of the implementation of any behavior management program will be maintained in the facility and will be available at all times for Departmental review.

The Staffing Pattern for this home provided by the corporation shows adequate staffing for the number of residents and their diagnoses, meeting the requirement of **R 400.14206**. They are proposing two Direct Care Staff per shift per day.

As mention previously, the corporation has contracts with Easter Seals and Training and Treatment Innovations, Inc. These community mental health agencies are referral sources for residents for this corporation, including any possible future residents at Brandon Hills. The applicant understands that the home will perform its own evaluations and written assessments of residents referred for placement. The purpose of these assessments is to determine whether each individual fits the criteria established in the home's program statement and is compatible with the current residents. A Resident Care Agreement and a current Health Appraisal are also required at the time of admission. Based upon review of the home's admission and discharge documents, I find it to be in substantial compliance with **R 400.14302**.

E. Facility and Employee Records

I have reviewed Alternative Services, Inc.'s personnel policies and determine that they do not conflict with statutory or administrative rule requirements. Their personnel policies as submitted to the Department also reflect the requirements of **R 400.14207(1)**, which are that they include: Mandatory reporting, Resident care related prohibited practices, Confidentiality requirements, Training requirements, Resident rights, Process for reviewing the licensing statutes and administrative rules.

Brandon Hills home's personnel policies also adequately address licensing rules **207(2)**, **207(3)** and **207(4)**.

Alternative Services, Inc. has also submitted thorough job descriptions for the positions they've titled Program Coordinator, Team Coordinator, and Community Support Staff. These descriptions are acceptable as written.

In addition to the job descriptions, Alternative Services, Inc. has submitted extensive procedures pertaining to basic health, safety, and universal precautions.

The applicant is aware of the requirements pertaining to good moral character, including the latest rule (**R 400.14734(a)**).

The corporation is aware of the requirements of **R 400.14313 (1-6)** regarding resident nutrition.

Copies of the Standard and Routine Procedures and House Rules were submitted, and are acceptable as written

The home will adhere to the Department requirement pertaining to maintaining a resident registry, as stated under **R 400.14210**.

Employee Records (**R 400.14204** and **R 400.14208**) – Based on the applicant's previous experience, the applicant is well aware of the requirements for staff qualifications and training, and intends to comply with the rules. The applicant further understands that all employees must submit to a pre-employment physical, which includes a TB tine test, and that the results of these tests need to be obtained before employment begins. The applicant will also verify age and contact at least 2 references on each potential employee. The applicant will provide an orientation and training of its own relating to reporting requirements, emergency procedures, prohibited practices, resident rights, and personal care, protection, and supervision required in adult foster care. Each employee must complete certified training in First Aid and CPR. Evidence of staff training must be maintained in the employee records for future Departmental review.

F. Resident Care, Services, and Records

Departmental requirements pertaining to resident records as specified in **R 400.14316** were discussed with the applicant. The applicant has indicated that it is the corporation's intent to comply with these requirements, as well as to **R 400.14304** and **R 400.14308**, which pertain to resident rights and resident behavior intervention prohibitions respectfully.

The corporation, including its administrator and applicant designee, is familiar with **R 400.14311**, regarding investigation and reporting of incidents, accidents, illnesses, absences, and death; and **R 400.14312**, regarding the proper safeguarding, handling, and administering of resident medications.

Through years of experience and managing several AFC homes, the applicant and administrator are well aware of the rules for handling residents' funds. The applicant was provided with copies of the Department forms Resident Funds and Valuables Parts I & II. The applicant is aware that these forms are required and that alternative forms cannot be used unless the Department approves of them. Compliance will be evaluated at the time of renewal.

The applicant understands and intends to comply with **R 400.14317** relating to resident recreation it by through use of both at-home and community recreational activities and events.

The applicant designee is aware of the requirements of **R 400.14318** (Emergency preparedness; evacuation plan; emergency transportation) and **R 400.14319** (Resident transportation) and agrees to adhere to these rules.

In conclusion, Brandon Hills, by virtue of observation, interviews, review of corporation, facility, program, and other documentation, is found to be in substantial compliance with Departmental requirements relating to resident care, services, physical plant, and records.

IV. RECOMMENDATION

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



October 20, 2011

Ian Tschirhart
Licensing Consultant

Date

Approved By:



October 20, 2011

Denise Y. Nunn
Area Manager

Date