



RICK SNYDER
GOVERNOR

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



MAURA D. CORRIGAN
DIRECTOR

June 29, 2012

Kathy Quigley
Charlotte Stephenson Manor
581 Kimole Lane
Adrian, MI 49221

RE: Application #: AH460311965
Charlotte Stephenson Manor
581 Kimole Lane
Adrian, MI 49221

Dear Ms. Quigley:

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 50 is issued.

Renovation of the 10-bed Alzheimer's/Dementia unit is nearly complete. A couple outstanding items are expected to be finished by July 18, 2012, and occupancy approval by the Department of Licensing and Regulatory Affairs Bureau of Health Systems Division of Health Facilities and Services is required before residents may move into this area.

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,

Andrea Krausmann, Licensing Staff
Bureau of Children and Adult Licensing
39531 Garfield
Clinton Township, MI 48038
(586) 256-1632

Enclosure

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

I. IDENTIFYING INFORMATION

License #: AH460311965

Applicant Name: Emma L. Bixby Medical Center

Applicant Address: 818 Riverside Avenue
Adrian, MI 49221

Applicant Telephone #: (517) 265-0900

Authorized Representative: Kathy Quigley

Administrator: Kathy Quigley

Name of Facility: Charlotte Stephenson Manor

Facility Address: 581 Kimole Lane
Adrian, MI 49221

Facility Telephone #: (517) 266-0943

Application Date: 01/19/2011

Capacity: 50

Program Type: AGED

II. METHODOLOGY

01/19/2011	Enrollment
01/20/2011	Contact - Document Sent Rules & Health Code booklets
01/20/2011	Plan Review Request (AH ONLY)
02/01/2011	Referral - Other Email to HFES re: room sheets for this facility.

02/01/2011 Referral - Office of Fire Safety
BFS inspection will be needed.

02/01/2011 Application Incomplete Letter Sent

02/11/2011 Inspection Completed-Fire Safety : C
"Temporary approval until 3/25/2011"

02/16/2011 Contact - Document Received
Room sheets received from HFES but only for 50 beds.

02/25/2011 Contact - Document Received
Floor plan, resident accounting, surety bond increase received from Authorized Representative (AR).

04/20/2012 Inspection Completed-Fire Safety : Approved and dated 3/23/11 but received in office via email 4/20/11.

05/09/2011 Contact - Document Received
Room sheets received indicating a total of 60 resident beds but it does match floor plan.

06/17/2011 Technical Assistance and consultation provided during on-site with the AR/administrator K. Quigley.

06/29/2011 Confirming Letter Sent – Based on 6/17/11 on-site and review of documentation at the facility.

09/06/2011 Contact – Document received
Construction project #20110160 plan review dated 8/24/11 renovating an existing portion of the building to develop an Alzheimer's wing of 10 resident rooms, converting an existing resident room into a physical therapy room, and creating two meeting rooms. BFS approval still needed. Confusion on the actual number of resident rooms that will be available.

11/22/2011 Contact – Document received
Facility policies, etc. received for review.

01/05/2012 Referral to BFS and HFES re: recent modifications made to laundry room.

02/06/2012 Confirming Letter Sent – Review of documentation submitted.

02/13/2012 Contact document received – HFES room sheets received but they do not match current floor plan. The room sheets include

room 135 which no longer exists. Therefore, the capacity of 60 is incorrect according to the room sheets.

- 03/01/2012 Face to face – while conducting a renewal inspection on-site for the current license in place, I reviewed with the AR the documentation still needed for this original license.
- 03/05/2012 Construction permit received – dated 2/21/12 the permit is for project # 20110160-P1 renovate and convert existing portion of the building to create 10 private resident rooms, convert an existing resident room into a physical therapy room, create a dining/activity room and two meeting rooms. Capacity will remain at 60.
- 03/27/2012 Inspection completed –Fire Safety: A
BFS project #100734 renovation of west wing.
- 04/26/2012 Inspection completed –Fire Safety: A
- 06/18/2012 Confirming Letter Sent –Review of documents submitted.
- 06/19/2012 Contact – document received
Email from AR/administrator that HFES approves their floor plan and choices of 2-bedrooms. Also, there are only two items left prior to occupancy approval.
- 06/21/2012 Face to face – provided technical assistance and consultation.
Documentation still needed for this original license.
- 06/21/2012 Inspection completed while on-site.
- 06/21/2012 Exit conference completed while on-site.
- 06/25/2012 Contact – document received. Revised documentation from the AR/administrator.
- 06/28/2012 Contact – document sent. Email to HFES re: AR/administrator K. Quigley's 6/19/2012 email.
- 06/29/2012 Contact – document received. Finalized floor plan received from AR/administrator.

III. DESCRIPTION OF FINDINGS AND CONCLUSIONS

A. Physical Description of Facility

Charlotte Stephenson Manor was built and licensed as a home for the aged in 1999. Previously, the facility was owned and operated by Lenawee Health Alliance Inc. Recent changes in the corporate structure necessitated a new home for the aged license now under the auspices of Emma L. Bixby Medical Center.

The building is rectangular in shape surrounding a beautifully landscaped interior courtyard accessible by residents and staff of the home. The home is located in a wooded residential setting with a nearby lake. It has public water and sewage. Nearby downtown Adrian provides medical offices and a shopping district.

When renovation is complete the single-story building will have a total of 49 private resident rooms, each with an attached bath room. There are three types of rooms to choose - studio, deluxe, and one-bedroom.

Presently, thirty-nine resident rooms are designed for individuals requiring only some assistance with care. Their rooms include a kitchenette with a small refrigerator, microwave oven and a small sink with cupboards. Emergency pull cords are located in resident rooms by their bed, by a chair, and in the residents' bathrooms to summon staff for immediate care. Of these 39 units, eleven are approved for double occupancy for married couples or roommates, thereby creating a capacity of 50 beds at this time.

The facility is undergoing renovation to develop an Alzheimer's/Dementia unit. The specialized unit consists of ten single resident rooms and a self-contained dining/activity space. The unit is secured with alarmed doors and limited openers on the windows. The scope of the area is clearly defined to provide the residents diagnosed with Alzheimer's disease or other form of dementia, a predictable environment and to help them feel confident and free to navigate safely. Staff training and activities provided in this unit focus on the dignity of the residents, maintaining each individual's right to self-determination, maintaining their daily living skills and remaining independent as long as possible. Upon receipt of occupancy approval by the Department of Licensing and Regulatory Affairs Bureau of Health Systems Division of Health Facilities and Services, this ten-bed unit will be added to the license.

The home is a smoke-free facility. It is fully sprinkled with fire safety equipment and has smoke detectors throughout. Three nutritious meals and snacks are provided daily. The facility provides a beauty shop, a room for physical therapy, and meeting rooms for residents to enjoy private time with their families.

B. Program Description

Charlotte Stephenson Manor provides to residents age 60 and older, a comfortable, home-like environment and essential care in activities of daily living, care for personal needs, and developmental programs with the focus on social, emotional and physical needs in order to maintain and promote the principals of normalization.

The facility has 24-hour staffing. Staff are specifically trained to provide assistance with activities of daily living, such as bathing, dressing, toileting, mobility, and medication administration. Staff training also includes an emphasis on Alzheimer's dementia care.

Transportation is provided to residents for medical appointments with Adrian city limits.

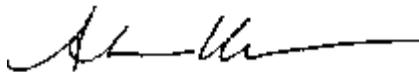
C. Rule/Statutory Violations

The facility is in substantial compliance with all applicable rules and statutes.

Renovation of the Alzheimer's/Dementia unit is nearly complete. A couple outstanding items are expected to be finished by July 18, 2012, and occupancy approval by the Department of Licensing and Regulatory Affairs Bureau of Health Systems Division of Health Facilities and Services is required before residents may move into this area.

IV. RECOMMENDATION

I recommend the issuance of a six-month non-renewable temporary license to Charlotte Stephenson Manor with a maximum capacity of 50 home for the aged beds.



06/29/2012

Andrea Krausmann
Licensing Staff

Date

Approved By:



6/29/2012

Betsy Montgomery
Area Manager

Date