



RICK SNYDER
GOVERNOR

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



MAURA D. CORRIGAN
DIRECTOR

July 28, 2014

Paul Wyman
Retirement Living Management of Standale, LLC
1845 Birmingham S.E.
Lowell, MI 49331

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|--------------------|---|
| RE: Application #: | AL700355094 Green Acres of Standale 11276 - 1st Ave. N.W. Grand Rapids, MI 49534 |
|--------------------|---|

Dear Mr. Wyman:

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 20 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 (616) 356-0100.

Sincerely,

Elizabeth Elliott, Licensing Consultant
Bureau of Children and Adult Licensing
Unit 13, 7th Floor
350 Ottawa, N.W.
Grand Rapids, MI 49503
(616) 901-0585

enclosure

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

I. IDENTIFYING INFORMATION

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|---|---|
| License #: | AL700355094 |
| Applicant Name: | Retirement Living Management of Standale, LLC |
| Applicant Address: | 1845 Birmingham S.E. Lowell, MI 49331 |
| Applicant Telephone #: | (616) 897-8000 |
| Administrator/Licensee Designee: | Paul Wyman, Designee |
| Name of Facility: | Green Acres of Standale |
| Facility Address: | 11276 - 1st Ave. N.W. Grand Rapids, MI 49534 |
| Facility Telephone #: | (616) 897-8000 |
| Application Date: | 12/27/2013 |
| Capacity: | 20 |
| Program Type: | AGED |

II. METHODOLOGY

| | |
|------------|--|
| 12/27/2013 | Enrollment |
| 01/09/2014 | Inspection Report Requested - Health 1022475 |
| 01/09/2014 | Inspection Report Requested - Fire |
| 01/09/2014 | Contact - Document Sent Rule & Act Books and Fire Safety String |
| 01/15/2014 | File Transferred To Field Office Grand Rapids |
| 01/29/2014 | Application Incomplete Letter Sent |
| 06/24/2014 | Inspection Completed On-site |
| 06/24/2014 | Inspection Completed-BCAL Sub. Compliance |
| 06/27/2014 | Application Incomplete Letter Sent |
| 07/03/2014 | Contact - Document Received Corrective action plan |
| 07/08/2014 | Inspection Report Requested - Health |
| 07/08/2014 | Contact - Document Sent Request for Environmental |
| 07/08/2014 | Application Incomplete Letter Sent |
| 07/08/2014 | Contact - Document Sent Fire Inspector |
| 07/23/2014 | Inspection Completed-Env. Health : A |
| 07/28/2014 | Application Complete/On-site Needed |
| 07/28/2014 | Inspection Completed-BCAL Full Compliance |
| 07/28/2014 | Recommend license issuance |
| | |

DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

Green Acres of Standale is a new construction, one story level facility located near Grand Rapids. The facility has 20 resident apartment style rooms each with their own individual bathrooms, bedrooms, dining area and living space. The facility has 3 different size apartments with 16 regular, 2 medium and 2 large sized rooms. As you enter the facility the dining area is to the right of the entrance way, the living area is directly in front of the entrance and the kitchen is located on the right hand side of the living area. This facility is wheelchair accessible and has 2 approved means of egress with no wheelchair ramp as the facility is built at ground level. The facility utilizes public water and sewer.

The gas furnace and hot water heater are located on the main level of the facility in a room that is constructed of materials that provide a 1 hour fire resistance rating, are enclosed with a 1-3/4 inch solid core door equipped with an automatic self-closing device and positive latching hardware. The facility is equipped with interconnected, hardwire smoke detection system, with battery backup, which was installed by a licensed electrician and is fully operational. The facility is equipped with an approved pull station alarm system and a sprinkled system installed throughout.

Resident bedrooms were measured during the on-site inspection and have the following dimensions:

| Bedroom # | Room Dimensions | Total Square Footage | Total Resident Beds |
|-----------|-----------------|----------------------|---------------------|
| 1 | 10.75 X 8.5 | 91.38 | 1 |
| 2 | 10.75 X 8.5 | 91.38 | 1 |
| 3 | 10.75 X 8.5 | 91.38 | 1 |
| 4 | 10.75 X 8.5 | 91.38 | 1 |
| 5 | 10.75 X 8.5 | 91.38 | 1 |
| 6 | 10.75 X 8.5 | 91.38 | 1 |
| 7 | 10.75 X 8.5 | 91.38 | 1 |
| 8 | 10.75 X 8.5 | 91.38 | 1 |
| 9 | 10.75 X 8.5 | 91.38 | 1 |
| 10 | 10.75 X 8.5 | 91.38 | 1 |
| 11 | 10.75 X 8.5 | 91.38 | 1 |
| 12 | 10.75 X 8.5 | 91.38 | 1 |
| 13 | 10.75 X 8.5 | 91.38 | 1 |
| 14 | 10.75 X 8.5 | 91.38 | 1 |
| 15 | 10.75 X 8.5 | 91.38 | 1 |
| 16 | 10.75 X 8.5 | 91.38 | 1 |
| 17 | 10.75 X 9.33 | 100.29 | 1 |

| | | | |
|----|--------------|--------|---|
| 18 | 10.75 X 9.33 | 100.29 | 1 |
| 19 | 10.5 X 10.58 | 111.09 | 1 |
| 20 | 10.5 X 10.58 | 111.09 | 1 |

The living, dining, and sitting room areas measure a total of 1,407.84 square feet of living space. This complies with the 35 square feet per occupant requirement.

Based on the above information, it is concluded that this facility can accommodate **20 (20)** residents. It is the licensee’s responsibility not to exceed the facility’s licensed capacity.

B. Program Description

Admission and discharge policies, program statement, refund policy, personnel policies, and standard procedures for the facility were reviewed and accepted as written. The applicant intends to provide 24-hour supervision, protection and personal care to **twenty (20)** male or female adults whose diagnosis is aged, in the least restrictive environment possible. The program will include social interaction skills, personal hygiene, personal adjustment skills, and public safety skills. A personal behavior support plan will be designed and implemented for each resident’s social and behavioral developmental needs. The applicant intends to accept residents from all areas.

If required, behavioral intervention and crisis intervention programs will be developed as identified in the assessment plan. These programs shall be implemented only by trained staff, and only with the prior approval of the resident, guardian, and the responsible agency.

The licensee will provide transportation for dental and medical needs. The facility will make provision for a variety of leisure and recreational equipment. It is the intent of this facility to utilize local community resources including participation in local senior citizen activities if desired and appropriate.

C. Applicant and Administrator Qualifications

The applicant is Retirement Living Management of Standale, L.L.C., which is a “Domestic Limited Liability Company”, was established in Michigan, on 11/22/2013. The applicant submitted a financial statement and established an annual budget projecting expenses and income to demonstrate the financial capability to operate this adult foster care facility.

The members of Retirement Living Management of Standale, L.L.C. have submitted documentation appointing Paul Wyman as Licensee Designee for this facility and Kristen Nitz as the Administrator of the facility.

A licensing record clearance request was completed with no LEIN convictions recorded for the licensee designee and the administrator. The licensee designee and

administrator submitted a medical clearance request with statements from a physician documenting their good health and current TB-tine negative results.

The licensee designee and administrator have provided documentation to satisfy the qualifications and training requirements identified in the administrative group home rules.

The staffing pattern for the original license of this 20 bed facility is adequate and includes a minimum of 2 staff to 20 residents per shift (3rd shift). Direct care workers on 1st and 2nd shifts will be 3 staff to 20 residents with a registered nurse on call 8 hours per day, 40 hours per week. The applicant acknowledges that the staff –to- resident ratio will change to reflect any increase in the level of supervision, protection, or personal care required by the residents. The applicant has indicated that direct care staff will be awake during sleeping hours.

The applicant acknowledged that at no time will this facility rely on “roaming” staff or other staff that are on duty and working at another facility to be considered part of this facility’s staff –to- resident ratio or expected to assist in providing supervision, protection, or personal care to the resident population.

The applicant acknowledges an understanding of the qualifications, suitability, and training requirements for direct care staff prior to each person working in the facility in that capacity or being considered as part of the staff –to- resident ratio.

The applicant acknowledged an understanding of the responsibility to assess the good moral character of employees and contractors who have regular, ongoing, “direct access” to residents or the resident information or both. The licensing consultant provided technical assistance on the process for obtaining criminal record checks utilizing the Michigan Long Term Care Partnership website (www.miltcpartnership.org) and the related documents required to be maintained in each employee’s record to demonstrate compliance.

The applicant acknowledges an understanding of the administrative rules regarding medication procedures and that only those direct care staff that have received medication training and have been determined competent by the licensee, can administer medication to residents. In addition, the applicant has indicated that resident medication will be stored in a locked cabinet and that daily medication logs will be maintained on each resident receiving medication.

The applicant acknowledges their responsibility to obtain all required good moral character, medical, and training documentation and signatures that are to be completed prior to each direct care staff or volunteer working directly with residents. In addition, the applicant acknowledges their responsibility to maintain all required documentation in each employee’s record for each licensee or licensee designee, administrator, and direct care staff or volunteer and follow the retention schedule for those documents contained within each employee’s record.

The applicant acknowledges an understanding of the administrative rules regarding the admission criteria and procedural requirements for accepting a resident into the home for adult foster care.

The applicant acknowledges their responsibility to obtain the required written assessment, written assessment plan, resident care agreement, and health care appraisal forms and signatures that are to be completed prior to, or at the time of each resident's admission to the home as well as updating and completing those forms and obtaining new signatures for each resident on an annual basis.

The applicant acknowledges their responsibility to maintain a current resident record on file in the home for each resident and follow the retention schedule for all of the documents that are required to be maintained within each resident's file.

The applicant acknowledges an understanding of the administrative rules regarding the handling of resident funds and valuables and intends to comply. The applicant acknowledges that a separate *Resident Funds Part II BCAL-2319* form will be created for each resident in order to document the date and amount of the adult foster care service fee paid each month and all of the resident's personal money transactions that have been agreed to be managed by the applicant.

The applicant acknowledges an understanding of the administrative rules regarding informing each resident of their resident rights and providing them with a copy of those rights. The applicant indicated that it is their intent to achieve and maintain compliance with these requirements.

The applicant acknowledges an understanding of the administrative rules regarding the written and verbal reporting of incidents and accidents and the responsibility to conduct an immediate investigation of the cause. The applicant has indicated their intention to achieve and maintain compliance with the reporting and investigation of each incident and accident involving a resident, employee, and/or visitor.

The applicant acknowledges their responsibility to provide a written discharge notice to the appropriate parties when a 30-day or less than 30-day discharge is requested.

D. Rule/Statutory Violations

The applicant was in compliance with the licensing act and applicable administrative rules at the time of licensure.

RECOMMENDATION

I recommend issuance of a temporary license to this AFC adult large group home (capacity 13-20).

EJ Elliott

07/28/2014

Elizabeth Elliott
Licensing Consultant

Date

Approved By:

Leon M. Hale

07/28/2014

Leon M. Hale
Area Manager

Date