



RICK SNYDER  
GOVERNOR

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



MAURA D. CORRIGAN  
DIRECTOR

November 14, 2014

Janice Hurst  
Progressive Residential Services Inc  
Suite # 165  
6001 N. Adams Road  
Bloomfield Hills, MI 48304

RE: Application #: AS130359802  
Homer Road House  
19030 Homer Rd.  
Marshall, MI 49068

Dear Mrs. Hurst:

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 (616) 356-0100.

Sincerely,

Davida McShan, Licensing Consultant  
Bureau of Children and Adult Licensing  
322 E. Stockbridge Ave  
Kalamazoo, MI 49001  
(269) 615-5087

enclosure

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

**I. IDENTIFYING INFORMATION**

**License #:** AS130359802

**Applicant Name:** Progressive Residential Services Inc

**Applicant Address:** Suite # 165  
6001 N. Adams Road  
Bloomfield Hills, MI 48304

**Applicant Telephone #:** (248) 641-7200

**Administrator/Licensee Designee:** Janice Hurst, Designee

**Name of Facility:** Homer Road House

**Facility Address:** 19030 Homer Rd.  
Marshall, MI 49068

**Facility Telephone #:** (517) 673-7921

**Application Date:** 03/21/2014

**Capacity:** 6

**Program Type:** DEVELOPMENTALLY DISABLED

**II. METHODOLOGY**

03/21/2014	Enrollment
03/26/2014	Inspection Report Requested - Health 1022815
03/26/2014	Contact - Document Sent Rule & ACT Books
03/26/2014	Application Incomplete Letter Sent Fingerprint/1326 for Jan Hurst
04/09/2014	Contact - Document Received 1326/Fingerprint for Janice Hurst
04/09/2014	Application Complete/On-site Needed

04/09/2014 File Transferred To Field Office – Kalamazoo

05/05/2014 Inspection Completed-Environmental Health : A

07/08/2014 Application Incomplete Letter Sent

10/02/2014 Inspection Completed On-site

**III. DESCRIPTION OF FINDINGS & CONCLUSIONS**

This evaluation is based upon the requirements of P.A. 218 of the Michigan Public Acts of 1979, as amended, and the Administrative Rules governing operation of large group adult foster care facilities with an approved capacity of 1-20 residents, licensed or proposed to be licensed after 05/24/1994.

**A. Physical Description of Facility**

Homer Road House is located at 19030 Homer Rd., Marshall, MI 49068. Dustin Damon of 317 E. Columbia Ave., Battle Creek, MI 49015 is the owner of the home. Progressive Residential Services, Inc. located at 6001 Adams Rd., Suite 165, Bloomfield Hills, MI, 48304 is the applicant. A copy of the lease can be found in the facility file.

Homer Road House is a ranch style home and is located in rural Marshall, MI. The home does not have a basement. There are four resident bedrooms and two resident bathrooms. There is one large open plan living area with the living room, dining room, and kitchen area being together. The home is not wheelchair accessible at this time. The home utilizes private water and septic system.

The furnace and hot water heater are located on the main floor in a heat plant room equipped with a 1 ¾ 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.

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

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
1	13'2" x 7'4"	97	1
2	11'7" x 12'3"	142	2
3	11'7" x 12'3"	142	2
4	20'7" x 9'5"	194	2

The living, dining, and sitting room areas measure a total of 418 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 **six (6)** 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 **six (6)** male or female ambulatory adults whose diagnosis is developmentally disabled or mentally impaired, 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 Calhoun County-DHS, Calhoun County CMH, or private pay individuals as a referral source.

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 all transportation for program 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 public schools and libraries, local museums, shopping centers, and local parks.

### **C. Applicant and Administrator Qualifications**

The applicant is Progressive Residential Services, Inc., which is a "Non Profit Corporation", was established in Michigan, on 03/01/1982. 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 Board of Directors of Progressive Residential Services, Inc. have submitted documentation appointing Janice Hurst as Licensee Designee for this facility and Janice Hurst as the Administrator of the facility.

A licensing record clearance request was completed with no LEIN convictions recorded for the applicant (**or** licensee designee) and the administrator. The applicant (**or** 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 (applicant **or** 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 6 bed facility is adequate and includes a minimum of 1 staff –to- 6 residents per shift. 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](http://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.

