



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF HEALTH CARE SERVICES

MIKE ZIMMER
DIRECTOR

May 5, 2015

Sandra Wilson
Vietnam Veterans of Michigan, Inc.
8933 Moon
Saline, MI 48176

RE: Application #: AS500349794
Fraser Home for Veterans
15465 E Fourteen Mile Rd
Fraser, MI 48026

Dear Ms. Wilson:

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 contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please contact the local office at (248) 975-5053.

Sincerely,

A handwritten signature in black ink that reads "Karen J. LaForest".

Karen LaForest, Licensing Consultant
Bureau of Children and Adult Licensing
4th Floor, Suite 4B
51111 Woodward Avenue
Pontiac, MI 48342
(586) 256-1665

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF CHILDREN AND ADULT LICENSING
LICENSING STUDY REPORT**

I. IDENTIFYING INFORMATION

License #:	AS500349794
Applicant Name:	Vietnam Veterans of Michigan, Inc.
Applicant Address:	8933 Moon Saline, MI 48176
Applicant Telephone #:	(734) 944-9352
Administrator/Licensee Designee:	Sandra Wilson
Name of Facility:	Fraser Home for Veterans
Facility Address:	15465 E Fourteen Mile Rd Fraser, MI 48026
Facility Telephone #:	(586) 415-2861
Application Date:	10/07/2013
Capacity:	6
Program Type:	MENTALLY ILL AGED PHYSICALLY HANDICAPPED TRAUMATICALLY BRAIN INJURED

II. METHODOLOGY

10/07/2013	Enrollment
10/09/2013	Application Incomplete Letter Sent FP & 1326 Sandra Wilson
10/31/2013	Contact - Telephone call made Called Sandra Wilson and told her to send copies of the 1326 to Mary Husman and Karen LaForest; gave her our addresses.
11/06/2013	Application Complete/On-site Needed
11/12/2013	Application Incomplete Letter Sent
12/06/2013	Contact - Telephone call received Sandra Wilson called, received the letter today that the postal service sent to Ho Chi Minh in Vietnam.
01/22/2014	Contact - Document Sent Sent email to applicant and attachment of incomplete application letter for her to send licensing documents or relocate resident.
01/22/2014	Contact - Document Received Applicant stated she is revising the documents and will send them by Friday, 1/24/14.
03/28/2014	Contact - Document Sent Sent applicant email regarding licensing documents needed.
04/28/2014	Contact - Document Sent Sent email to Sandra Wilson and If I do not receive documents by Friday, I will begin denial of issuance.
05/21/2014	Contact - Face to Face Met with Sandra Wilson at the Clinton Twp office and provided her with samples of facility records and reviewed them with her.
06/11/2014	Contact - Document Received Sandra Wilson emailed me and said when she can locate the documents completed, she will send them by Friday, 6/13/14
08/18/2014	Application Incomplete Letter Sent Applicant still needs to send several documents, letter sent.
09/18/2014	Contact - Document Sent Sent Ms. Wilson another reminded via email to get her materials into licensing as it is coming up on a year for her application pending

11/19/2014	Contact - Document Sent Letter sent to applicant informing her to submit remaining documents for licensing by 12/5/14. The incomplete application letter was again forwarded to Ms. Wilson.
01/05/2015	Contact - Telephone call made Spoke to Ms. Wilson and informed her of the remaining documents needed from the incomplete application letter.
01/13/2015	Contact - Telephone call made Called Ms. Wilson; she stated she would have the remaining paperwork to me by the end of the week.
01/16/2015	Contact - Document Received Received documents for licensing
01/20/2015	Application Incomplete Letter Sent Sent letter of remaining forms needed.
01/20/2015	Contact - Telephone call made Called Ms. Wilson to schedule preliminary inspection.
01/29/2015	Inspection completed onsite Conducted preliminary inspection
01/30/2015	Confirming Letter Sent Findings from preliminary inspection sent
04/17/2015	Inspection Completed Onsite Conducted final Inspection

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

Fraser Home for Veterans is a two story, colonial brick and aluminum trimmed home, built in the 1980's, which is approximately 3000 square feet located at 15465 E.14 Mile Road, Fraser, Michigan. The home is close to businesses and small stores, churches, the library and a bowling alley. The home has public water and sewage provided through the City of Fraser. The home has six bedrooms, three on the main floor and three upstairs which one is utilized for the live-in manager and her husband. The home also has four full bathrooms, a living room, a kitchen with attached dining area, an enclosed patio used for smoking, a laundry room, an office, an attached garage and a full basement. The exterior has two ramps from two separate exits and a deck which is

located off of the dining room area sliding door wall. A preliminary inspection was conducted on January 29, 2015 and a final inspection was conducted on April 17, 2015 to verify corrections were completed from the preliminary inspection.

Ms. Sandra Wilson is the licensee designee and administrator. Ms. Wilson was present for both the preliminary and final inspections. Measurements were taken on January 29, 2015 of the living room and dining area to determine usable floor space. The living room measured 19' x 14'11" or 283.48 square feet and the dining room measured 12'1" x 10'8" or 128.77 square feet. Total square footage is 412.25 square feet, adequate for six residents and two live in individuals or 250 square feet minimum.

Bedrooms were measured and per Ms. Wilson, will be utilized as follows:

<u>Bedroom</u>	<u>Measurement</u>	<u>Square Ft.</u>	<u>No. of Residents</u>
Southeast (Main)	11' x 9'3"	101.75	1
Central (Main)	9'7" x 7'1"plus 4'1" x 3'2"	80.76	1
Northwest (Main)	12' x 10'1"	121	1
Southwest (upstairs)	13' x 12'	156	2
Northwest (upstairs)	10'11" x 12'	131.04	1

Per Ms. Wilson, the Southeast Bedroom is occupied by the live-in manager and her husband.

Bedrooms all had single beds with mattress pads, mirrors, dressers, a closet, lighting and chairs. The living room contained a couch and tables with lighting, the dining room had a dining room table with six chairs and the kitchen had all the necessary appliances, cook ware, bake ware, dishes, glassware, eating utensils, etc. All refrigerators and freezers contained thermometers. The kitchen contained a waste receptacle with a lid. Paper towel and hand soap were located in each bathroom and in the kitchen for hand washing. Shower/bath tubs had grab bars and non-skid appliques/strips. Poisons and caustics are locked up and located away from food preparation areas. The furnaces and hot water tank is located in the basement and separated by a fire door that is fire rated. All locking hardware on exit doors are single motion, non-locking against egress, for easy escape in the event of a fire. The home has an interconnected smoke detection system and when activated, was audible throughout the facility. Detectors were located in the bedrooms, kitchen area, laundry room, and basement where there is heat producing equipment. The fire evacuation schematic plan was posted and emergency telephone numbers were located adjacent to the telephone. Emergency written preparedness procedures for fire, severe weather,

and medical were submitted. The home submitted an inspection of both furnaces done on January 9, 2015 by Condor Heating and Cooling Specialists, Inc. which indicated both furnaces were in good working condition when tested. An electrical inspection was conducted by Legacy Electric on June 9, 2014 that indicated the home is up to grade on electrical. Fire extinguishers were mounted on the wall on the main floor, upstairs, and in the basement. There was no fire hazards observed at either the preliminary or final inspections.

At the final inspection, the home was noted to be in full compliance with regards to licensing rules and regulations pertaining to physical plant.

B. Program Description

Vietnam Veterans of Michigan, Inc. submitted an application for original licensure on October 13, 2013. The application indicates the home will accept both males and females, 18 years or older, who are diagnosed with mental illness, traumatic brain injured and physically handicapped. Proposed capacity is 6 residents. The home can accept wheelchairs as there are two ramps at separate exits however the non-ambulatory person would have to only be housed on the main level, which there are three bedrooms.

Ms. Sandra Wilson is both the administrator and licensee designee for the corporation. Ms. Wilson has been fingerprinted (TCN #FP1312092701) which verifies her good moral character and indicates she does not have a criminal history. Ms. Wilson also submitted a medical clearance that indicates she is in good physical and mental health dated. Ms. Wilson's TB test was done and results were negative dated September 10, 2014. Ms. Wilson submitted verification of training that included the following: Personal Care, Protection, and Supervision; resident rights; medication administration; fire safety; nutrition; financial and administrative management (online dated 1/12/15); CPR and First Aid (dated 11/11/14 American Red Cross); and prevention and containment of communicable diseases. Ms. Wilson completed training through Macomb Oakland Regional Center and online. Ms. Wilson submitted her resume which indicates she has one year experience working with the populations she plans on servicing and also submitted a copy of her degree from Wayne State University that states she has a Bachelor of Science in Nursing. The board of directors submitted a letter January 4, 2015 and signed the letter that states Ms. Wilson can act on behalf of the corporation and carry out decisions in regards to Fraser House for Veterans.

Ms. Wilson submitted the Warranty Deed that indicates Vietnam Veterans of Michigan owns the property at 15464 14 Mile Road in Fraser and a letter dated May 20, 2014 was submitted by the board of directors for permission to inspect the property for adult foster care. A floor plan with measurements was submitted for the facility.

Corporate documents were submitted that include the following: List of the Board of Directors; Articles of Incorporation; Organizational Chart; Letter indicating Ms. Wilson can act on behalf of the corporation in licensing matters; Letter stating who acts in

behalf of the corporation when the licensee or administrator is not available; Financial records for the corporation; Personnel Policies and Procedures; Job Descriptions; and additional house policies of operation.

Ms. Wilson also submitted the following facility documents: Admission and Discharge Policies; Program Statement; Standard and Routine Procedures; Staffing Pattern; Staff training curriculum; Written Emergency Preparedness Procedures including Fire, Severe Weather, and Medical; Refund Policy; Four week rotation menus; Fee Policy (Rental Agreement); Emergency Telephone number list; Proof of Ownership and permission to enter; Furnace and Electrical Inspections; Job Descriptions and Personnel Policies.

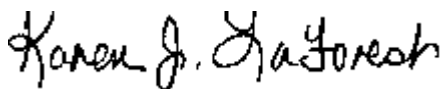
At the final inspection, resident records were reviewed and employee records were reviewed. The home was in compliance with recordkeeping which will be reviewed again at the end of the temporary license period to ensure compliance with Rule 400.14316 regarding resident records and Rule 400.14208 regarding direct care staff and employee records.

C. Rule/Statutory Violations

The home is in compliance with all administrative rules and statutory requirements applicable to adult foster care licensing.

IV. RECOMMENDATION

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

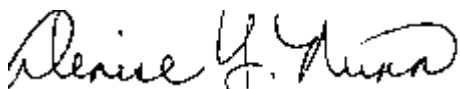


05/01/2015

Karen LaForest
Licensing Consultant

Date

Approved By:



05/05/2015

Denise Y. Nunn
Area Manager

Date