



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
BUREAU OF COMMUNITY AND HEALTH SYSTEMS

MIKE ZIMMER  
DIRECTOR

April 22, 2016

Jeffery Felton  
Assisted Living, LLC  
Suite B  
5277 Jackson Rd.  
Ann Arbor, MI 48103

RE: Application #: AS810381435  
Birchwood Retreat  
315 Taylor Lane  
Chelsea, MI 48118

Dear Mr. Felton:

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 (313) 456-0380.

Sincerely,

A handwritten signature in blue ink that reads "Jeffrey J. Bozsik".

Jeffrey J. Bozsik, Licensing Consultant  
Bureau of Community and Health Systems  
22 Center Street  
Ypsilanti, MI 48198  
(734) 417-4277

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
BUREAU OF COMMUNITY AND HEALTH SYSTEMS  
LICENSING STUDY REPORT**

**I. IDENTIFYING INFORMATION**

**License #:** AS810381435

**Licensee Name:** Assisted Living, LLC

**Licensee Address:** Suite B  
5277 Jackson Rd.  
Ann Arbor, MI 48103

**Licensee Telephone #:** (734) 663-8862

**Administrator/Licensee Designee:** Jeffery Felton, Designee

**Name of Facility:** Birchwood Retreat

**Facility Address:** 315 Taylor Lane  
Chelsea, MI 48118

**Facility Telephone #:** (734) 475-4420  
02/15/2016

**Application Date:**

**Capacity:** 6

**Program Type:** PHYSICALLY HANDICAPPED  
DEVELOPMENTALLY DISABLED  
AGED  
TRAUMATICALLY BRAIN INJURED  
ALZHEIMERS

## II. METHODOLOGY

|            |   |
|------------|---|
| 02/15/2016 | On-Line Enrollment  |
| 02/18/2016 | Contact - Document Sent<br>rules and act sent   |
| 02/18/2016 | Application Incomplete Letter Sent<br>1326 adult fc record clearance req. for J.Felton          |
| 02/29/2016 | Contact - Document Received<br>1326A for J.Felton and verification of IRS federal Tax ID number |
| 02/29/2016 | Lic. Unit file referred for criminal history review<br>fingerprint hit to C.Gandhi-J.Felton     |
| 03/22/2016 | File Transferred To Field Office<br>Detroit/Washtenaw   |
| 04/06/2016 | Inspection Completed On-site  |
| 04/06/2016 | Application Complete/On-site Needed   |
| 04/13/2016 | Inspection Completed On-site  |
| 04/21/2016 | Inspection Completed-BCAL Full Compliance   |

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

### A. Physical Description of Facility

The Birchwood Retreat home is located in a residential area in Chelsea. The home is a single story structure with a full basement with no garage. The first floor of the home consists of a living room, dining room, kitchen, library, 2 ½ full bathrooms and six bedrooms.

The heat plant and hot water heater are located in the basement. The basement is separated from the rest of the house with fire rated door that is equipped with a self closing device.

The home is equipped with hard wired interconnected smoke alarm system that was installed by a licensed electrician and is fully operational. The home is in full compliance with fire safety rules.

The home cannot accommodate wheelchairs at this time.

The home has public water and sewer and is in compliance with environmental health rules.

The living room, dining room and bedrooms were measured during the initial inspection and have the following dimensions.

Living space– 625+ sq. ft.

#### Resident bedrooms

NE (1) bedroom-132 sq. ft. (2 residents)

NE (2) bedroom-132 sq. ft. (2 residents)

SE (1) bedroom-120 sq. ft. (1 resident)

SE (2) bedroom-100 sq. ft. (1 resident)

SE (3) bedroom-154 sq. ft. (2 residents)

NW bedroom- 238 sq. ft. (2 residents)

The applicant has requested a license for 6 residents, and based on the above information can accommodate 6 residents.

## **B. Program Description**

The applicant intends to provide 24-hour supervision, protection and personal care to six (6) male or female ambulatory adults whose diagnosis is DD, MI, Aged, Alzheimer's, or TBI, 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. Residents will be referred from private sources.

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, or the responsible person.

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.

## **2. Applicant and Household**

### **a. Corporation or Limited Liability Company**

The Assisted Living Corporation is the applicant. It is a limited liability company registered with the State of Michigan. It also conducts business under the Commercial Concepts and Designs, LLC.

The corporate/organizational structure consists of the Chief Executive Officer, the President, Program Managers and Direct Care Staff. The Board of Directors has designated Jeffrey Felton as the licensee designee and as the administrator.

### **3. Applicant, Licensee Designee, Administrator-Qualifications, Experience, Competency, Financial Capability & Stability and Good Moral Character**

A licensing record clearance request was completed with no lien 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 administrator has provided documentation to satisfy the qualifications and training requirements identified in the administrative group home rules.

The applicant submitted a financial statement, credit report and proposed annual budget. Based on this information, the applicant meets the requirements for financial stability and capability.

### **4. Staffing Plan, Proposed Ratios, Staff Training & Competencies**

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 an understanding of the training and qualification 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 agrees to maintain a personnel file on each employee that includes documentation of the following minimum training:

- Reporting requirements
- First Aid
- Cardiopulmonary resuscitation
- Personal care, supervision, and protection
- Resident rights
- Safety and fire prevention
- Prevention and containment pf communicable disease

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.

The applicant acknowledges their responsibility to obtain all required documentation and signatures that are to be completed prior to each direct care staff or volunteer working with residents. In addition, the applicant acknowledges their responsibility to maintain a current employee record on file in the home for the licensee, administrator, and direct care staff or volunteer and the retention schedule for all of the documents contained within each employee's file.

## **5. Records & Record Keeping**

Admission and discharge policies, program statement, refund policy, personnel policies, and standard procedures for the facility were reviewed and accepted as written.

Evacuation and emergency plans are posted in the facility and the applicant is aware that fire drills must be conducted and recorded.

The applicant has completed an emergency repairs record identifying vendors to service the homes heating and electrical systems and provide general home maintenance and repair major appliances.

The applicant has developed weekly menus that include breakfast, lunch and dinner.

The following resident records were reviewed with the applicant:

- Resident Identification Form
- Resident care Agreement
- Health Care Appraisal
- Medication Record
- Monthly Weight Record
- Assessment Plan
- Funds & Valuables Record Part 1 & 2
- Incident/Accident Report

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 obtain all of the required 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 the required forms and signatures to be completed for each resident on an annual basis. In addition, the applicant acknowledges their responsibility to maintain a current resident record on file in the home for each resident and the retention schedule for all of the documents contained within each resident's file.

The applicant was provided technical assistance on the statutory requirements (Section 400.734b of PA 218) pertaining to the hiring or contracting of persons who provide direct service or have direct access to residents. The applicant has indicated that the requirements and procedures outlined in 400.734b (3) will be utilized as the process to identify criminal history when assessing good moral character.

Technical assistance was provided to the applicant on Act and administrative rule requirements related to home, resident and employee record keeping including the handling and accounting of resident funds.

The applicant is found to be in substantial compliance with the licensing act and applicable administrative rules.

### **C. Rule/Statutory Violations**

There are no rule/statutory violations.

## RECOMMENDATION

Based on the findings it is recommended that a temporary license be issued. The terms of the license will enable the licensee to operate an adult foster care home for Aged, Alzheimer's, DD, MI, PH, and TBI residents. The term of the license will be for a six-month period effective 4/21/2016.



---

Jeffrey J. Bozsik  
Licensing Consultant

Date: 4/21/16

Approved By:



---

Ardra Hunter  
Area Manager

Date: 4/22/16