



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

SHELLY EDGERTON  
DIRECTOR

June 7, 2016

Huda Kazak  
The Kazak Group, LLC  
4688 Quarton Road  
Bloomfield Hills, MI 48302

RE: Application #: AS630379051  
Helena's Safe Haven  
6458 Buxton Drive  
West Bloomfield, MI 48322

Dear Ms. Kazak:

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 cursive script that reads "Mildred A. Schwarcz".

Mildred A. Schwarcz, Licensing Consultant  
Bureau of Community and Health Systems  
4th Floor, Suite 4B  
51111 Woodward Avenue  
Pontiac, MI 48342  
(248) 860-3967

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	AS630379051
<b>Applicant Name:</b>	The Kazak Group, LLC
<b>Applicant Address:</b>	4688 Quarton Road Bloomfield Hills, MI 48302
<b>Applicant Telephone #:</b>	(248) 930-9572
<b>Administrator/Licensee Designee:</b>	Huda Kazak
<b>Name of Facility:</b>	Helena's Safe Haven
<b>Facility Address:</b>	6458 Buxton Drive West Bloomfield, MI 48322
<b>Facility Telephone #:</b>	(248) 978-8224
<b>Application Date:</b>	07/29/2015
<b>Capacity:</b>	6
<b>Program Type:</b>	AGED ALZHEIMERS PHYSICALLY HANDICAPPED TRAUMATICALLY BRAIN INJURED

## II. METHODOLOGY

07/29/2015	Enrollment
08/03/2015	Contact - Document Received Medical Clearance & TB test/Huda Kazak.
08/14/2015	Application Complete/On-site Needed
08/14/2015	File Transferred To Field Office Pontiac.
08/14/2015	Contact - Document Sent Act & Rules.
08/19/2015	Contact - Document Received Licensing file received from Central office
03/15/2016	Inspection Completed On-site
04/01/2016	Contact - Document Received Revised documents and verification of compliance received.
05/09/2016	Exit Conference With licensee designee.
05/09/2016	Inspection Completed-BCAL Full Compliance

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

### A. Physical Description of Facility

The proposed facility is a one level structure, with exterior wood shingle siding and a natural stone façade. It has an attached two car garage. The facility has a driveway that provides adequate off street parking for staff and visitors. There are two approved wheelchair ramps from the two means of egress, one off the front door and the second one off the rear door.

The facility consists of two double occupancy bedrooms, two single occupancy bedrooms, two handicapped accessible full bathrooms with shower areas, one half bathroom, a spacious living room, a recreation room, a dining room, a fully equipped kitchen, and a laundry room. The facility is located within a mile or less from shopping facilities, supermarkets, hospitals, places of worship, recreational facilities and other community-based resources.

There are two furnaces, one for the east section of the facility and the second one for the west section of the facility. Both furnaces are located on the main floor, same level

as the resident living area, since the facility has no basement. Both furnaces are in enclosed rooms and each room has a 1¾ inch solid core door equipped with an automatic self-closing device and positive latching hardware. Each room is constructed of material that has a 1-hour-fire-resistance rating. The facility is equipped with interconnected, hardwired 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	21' x 13'	273	2
2	13'6" x 10'	135	2
3	13'6" x 10'	135	1
4	10' x 9'	90	1

The living room area measures a total of 281 square feet of living space. This exceeds the minimum of 35 square feet per resident requirement. In addition, the facility has more than adequate space in the recreation room area.

## **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, The Kazak Group LLC, intends to provide 24-hour supervision, protection and personal care to **six** (6) male or female ambulatory and non-ambulatory adults whose diagnosis is developmentally disabled or mentally impaired, in the least restrictive environment possible. The facility will also accommodate and consider for placement individuals who are traumatically brain injured and the elderly. 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 primarily from private referral sources, local hospitals, and other community agencies.

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 or arrange for 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 The Kazak Group, L.L.C., is a “Domestic Limited Liability Company”, was established in Michigan, on 4/21/2015. 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 The Kazak Group, L.L.C. has submitted documentation appointing Huda Kazak as Licensee Designee and Administrator for this facility.

A licensing record clearance request was completed with no lein conviction recorded for Huda Kazak, the licensee designee/administrator. Ms. Kazak submitted a medical clearance request with a statement from a physician documenting their good health and current TB-tine negative results.

Ms. Kazak provided documentation to satisfy the qualifications and training requirements identified in the administrative group home rules. Ms. Kazak has a Master of Occupational Therapy degree and has experience working with a diverse client population, including the elderly, developmentally disabled, mentally ill, and traumatically brain injured individuals.

The staffing pattern for the original license of this six-bed facility is adequate and includes a minimum of one staff to six residents per shift. All staff shall be awake during sleeping hours.

Ms. Kazak acknowledged 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.

Ms. Kazak 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.

Ms. Kazak acknowledged 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, Ms. Kazak 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.

Ms. Kazak acknowledged 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, Ms. Kazak acknowledged 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.

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

Ms. Kazak acknowledged 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. Ms. Kazak 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.

Ms. Kazak acknowledged an understanding of the administrative rules regarding the handling of resident funds and valuables and intends to comply.

Ms. Kazak acknowledged 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, Ms. Kazak acknowledged 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.

Ms. Kazak acknowledged 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 and Statutory Violations**

The facility was determined to be in full compliance with all applicable licensing rules and statutes.

**IV. RECOMMENDATION**

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

*Mildred A. Schwarcz*

05/23/2016

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Mildred A. Schwarcz  
Licensing Consultant

Date

Approved By:

*Denise Y. Nunn*

06/07/2016

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Denise Y. Nunn  
Area Manager

Date