



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

October 21, 2016

Michelle Maynard
Olson Manor, LLC
3322 N. Brink Drive
Sanford, MI 48657

RE: Application #: AL560381643
Olson Manor
888 W. Olson Road
Midland, MI 48640

Dear Ms. Maynard:

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 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 (517) 284-9720.

Sincerely,

A handwritten signature in cursive script that reads "Ronald R. Verhelle".

Ronald R. Verhelle, Licensing Consultant
Bureau of Community and Health Systems
1919 Parkland Drive
Mt. Pleasant, MI 48858-8010
(989) 948-0561

enclosure

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

I. IDENTIFYING INFORMATION

License #:	AL560381643
Licensee Name:	Olson Manor, LLC
Licensee Address:	3322 N. Brink Drive Sanford, MI 48657
Licensee Telephone #:	(989) 859-2777
Licensee Designee:	Michelle Maynard
Administrator:	Lori Draves Reynaert
Name of Facility:	Olson Manor
Facility Address:	888 W. Olson Road Midland, MI 48640
Facility Telephone #:	(989) 631-6726
Application Date:	03/02/2016
Capacity:	20
Program Type:	PHYSICALLY HANDICAPPED DEVELOPMENTALLY DISABLED MENTALLY ILL AGED ALZHEIMERS

II. METHODOLOGY

11/10/2015	BFS Fire Safety Inspection: A
03/02/2016	On-Line Enrollment
07/14/2016	Inspection Completed - Onsite
07/14/2016	Inspection Completed - BCHS Substantial Compliance
07/15/2016	Inspection Report Requested - Health
08/09/2016	Environmental Health - BCHS Substantial Compliance: A
08/24/2016	Inspection Completed - Substantial Compliance
09/28/2016	BFS Fire Safety Inspection: A
10/17/2016	Inspection Completed - Full Compliance

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

The property at 888 W. Olson Rd., Midland, Michigan 48640 is owned by Michelle Maynard, William Maynard, Lorie Draves Reynaert, and Marty Reynaert and leased to Olson Manor, LLC. This 20-bed facility was originally licensed to Hillcrest Adult Care, Inc. Lee Township indicated in writing on October 21, 2016, that this “multi-unit facility” is “grandfathered into our current zoning ordinances and thusly allowed by the township.”

The premises is located in a rural area west of Midland in Lee Township. The facility is a barrier free dwelling capable of accommodating wheelchair users. There are no detached buildings on the property. The facility will allow 20 residents to utilize 10 street level bedrooms. The upstairs has a separate address, separate entrance, and is unoccupied. The basement is used for storage. The facility features contemporary styling with stone facing and aluminum siding. The facility has city water and a private septic system. There is ample off-road parking.

The boiler and hot water heater are located in the basement with a self-closing, 1 ¾ inch solid core door with a 1-hour fire resistance rating creating required floor separation. The boiler was inspected by LARA on October 20, 2015. The facility is sprinkled and equipped with an interconnected, hard-wired smoke detection system with battery backup which was installed by a licensed electrician is fully operational. This smoke detection system was inspected, repaired, and determined safe and sound by Central Fire Protection on April 7, 2016.

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

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
1	12' 9" x 16'	206.4	2
2	10' x 21'	210	2
3	11' 11" x 15' 2"	168.8	2
4	11' 6" x 12' 2"	141.5	2
5	10' x 21'	210	2
6	10' 10" x 15' 10"	152.5	2
7	13' x 19'	247	2
8	11' x 23'	253	2
9	15' 10" x 11' 8"	178.8	2
10	15' 10" x 12' 6"	190.2	2

The living, dining, and sitting room areas measure a total of 1075 square feet of living space. This exceeds the minimum of 35 square feet per resident requirement.

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

The Bureau of Fire Services determined Olson Manor to be in full compliance with the Fire Safety Rules for Adult Foster Care Facilities on September 28, 2016.

The Midland County Health County Health Department determined Olson Manor to be in full compliance with the Environmental Health Rules for Adult Foster Care large group homes on August 9, 2016.

I determined Olson Manor to be in full compliance with the Maintenance of Premises Rules for Adult Foster Care large group home on October 17, 2016.

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. Olson Manor, LLC intends to provide 24-hour supervision, protection, and personal care to twenty (20) male or female ambulatory and or physically disabled, aged and or mentally impaired adults with or without Alzheimer's in the least restrictive environment possible. Olson Manor, LLC has submitted an acceptable Alzheimer's Disclosure Statement which indicates specialized services provided to this population.

Olson Manor, LLC's 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 hospitals and clinics, medical care facilities,

hospice agencies, commissions on aging, veteran organizations, waiver programs, and the community at large.

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 arrange or 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 libraries, shopping centers, and local parks located within the City of Midland.

C. Applicant and Administrator Qualifications

The applicant is Olson Manor, L.L.C., which is a “Domestic Limited Liability Company”, was established in Michigan, on January 4, 2016. 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 Olson Manor, L.L.C. has submitted documentation appointing Michelle Maynard as licensee designee for this facility and Lori Draves Reynaert as the administrator of the facility.

A criminal history background check was completed on the licensee designee and the administrator with no exclusionary convictions found. An assessment of the licensee designee’s and administrator’s health was completed and they are physically capable of providing adult foster care services. Their T B-tine results were negative results.

Michelle Maynard, licensee designee, and Lori Draves Reynaert, administrator, have provided documentation to satisfy the qualifications and training requirements identified in the administrative group home rules. Ms. Maynard is a registered nurse with 20 years of experience caring for individuals who are physically handicapped, aged, or possess Alzheimer’s and related dementia disorders. Ms. Draves Reynaert is a registered nurse with more than 20 years of experience caring for individuals who are physically handicapped, aged, or possess Alzheimer’s and related dementia disorders. They will provide personal care, supervision, and protection to these populations in addition to medication management and in home therapies. Ms. Maynard and Ms. Draves Reynaert also have over one year of experience serving the mentally ill and developmentally disabled in this facility prior to and since Olson Manor, LLC purchased it. They recognize the importance in assisting these populations in coping with stresses associated with daily living and assisting them in making appropriate decisions with the goal of transitioning to independent living situations.

The staffing pattern for the original license of this 20-bed facility is adequate and includes a minimum of two staff to 20 residents during awake hours and one staff to 20 residents during sleeping hours. All staff shall be awake during sleeping hours.

Olson Manor, LLC 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.

Olson Manor, LLC acknowledges 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. This licensing consultant provided technical assistance on the process for obtaining criminal record checks utilizing the Michigan Long Term Care Partnership website (www.miltcpartnership.org), L-1 Identity Solutions™ (formerly Identix®), and the related documents required to be maintained in each employees record to demonstrate compliance.

Olson Manor, LLC 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, Olson Manor, LLC 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.

Olson Manor, LLC 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, Olson Manor, LLC 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.

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

Olson Manor, LLC 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. Olson Manor, LLC 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.

Olson Manor, LLC acknowledges an understanding of the administrative rules regarding the handling of resident funds and valuables and intends to comply.

Olson Manor, LLC 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, Olson Manor, LLC 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.

Olson Manor, LLC 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

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

VI. RECOMMENDATION

I recommend issuance of a temporary license to this adult foster care small/large group home (capacity 20).

Ronald V. Verhelle

October 21, 2016

Date

Licensing Consultant

Approved By:

Betsy Montgomery

October 21, 2016

Betsy Montgomery
Area Manager

Date