



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

SHELLY EDGERTON  
DIRECTOR

August 3, 2016

Jennifer Hescott  
Portage Bickford Cottage  
4707 W. Milham Ave.  
Portage, MI 49024

RE: License #: AH390278221  
Portage Bickford Cottage  
4707 W. Milham Ave.  
Portage, MI 49024

Dear Ms. Hescott:

Attached is the Addendum to the Original Licensing Study Report for the above referenced facility.

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 blue ink that reads "Michele Streeter".

Michele Streeter, Licensing Staff  
Bureau of Community and Health Systems  
322 E. Stockbridge Ave  
Kalamazoo, MI 49001  
(269) 251-9037

enclosure

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

**I. IDENTIFYING INFORMATION**

|                                   |  |
|-----------------------------------|--|
| <b>License #:</b>                 | AH390278221  |
| <b>Licensee Name:</b>             | Portage Bickford Cottage LLC                           |
| <b>Licensee Address:</b>          | Suite 301<br>13795 S. Mur-Len Road<br>Olathe, KS 66062 |
| <b>Licensee Telephone #:</b>      | (810) 962-2445   |
| <b>Authorized Representative:</b> | Jennifer Hescott                                       |
| <b>Administrator:</b>             | Janna Ritter   |
| <b>Name of Facility:</b>          | Portage Bickford Cottage                               |
| <b>Facility Address:</b>          | 4707 W. Milham Ave.<br>Portage, MI 49024               |
| <b>Facility Telephone #:</b>      | (269) 372-2100   |
| <b>Capacity:</b>                  | 55   |
| <b>Program Type:</b>              | AGED<br>ALZHEIMERS                                     |

## **II. Purpose of Addendum**

The purpose of this addendum is to describe the addition of a 16-bed-single story memory care unit, attached to the existing 46 bedroom HFA facility with the current resident capacity of 55. The previous 7 HFA bedrooms utilized for memory care will now be used for the general HFA population. The facility's licensed bed capacity will change from 55 to 71.

## **III. Methodology**

On July 27, 2016, the Bureau of Fire Services provided an acceptable fire safety certification. On July 27, 2016, Health Facilities Engineering Section occupancy approval was granted for the memory unit. On July 29, 2016, the administrator submitted an Alzheimer's program statement and disaster policies for review. On July 29 and August 1, 2016, I inspected the memory care unit and reviewed the unit's floor plan.

## **IV. Description of Findings and Conclusions**

This secured memory unit has 16 single occupancy resident rooms that have 14'6" X 6'1" of combined living/sleeping space that includes a window, and a private bathroom with a toilet, sink and a wheelchair assessable shower. The resident rooms also have an additional 5'5 of closet space. The layout within the memory unit provides an area for residents to relax, socialize, and participate in activities in a safe home-like-atmosphere. Centrally located within the addition is 22'4" X 24'4" of living room space, which is outfitted with couches and chairs, and has plenty of room for small group activities. The open kitchen and dining room area is 26'5" X 36' combined. Meals will be cooked in the home's existing kitchen and will be transported by hot cart to the dining room in the memory unit. The kitchen in the memory unit contains a kitchen sink and countertops with cabinetry, as well as warming stations, a refrigerator, freezer and small kitchen appliances. The memory unit contains a janitor's closet, and laundry room. The home maintains a separate area for soiled linen. The memory unit has its own medication room and a small office.

The residents have access, with staff supervision, to a 42' X 52' secured courtyard that is completely surrounded by a fence that has been approved by the Bureau of Fire Services. This area offers a secure outdoor environment with activities guided by staff. Several methods to ensure safety and that residents do not wander away unsupervised have been implemented. Windows located within resident rooms open no more than 6" to prevent passage through them. All exit doors within the memory unit, with the exception of the exit leading into the secured courtyard, are equipped with a key fob system, a small security hardware device with built in authentication used to control and secure access into and out of the unit. All exit doors are equipped with delayed egress locks designed to delay egress for 15 seconds. Concurrently, an alarm sounds while staff are alerted of unauthorized egress through their mobile pagers. Residents within the memory unit wear bracelets that activate a

sounding alarm that is activated within several feet of all exit doors within the unit. Staff carry mobile telephones and pagers to facilitate quick communication. Resident rooms within this unit are equipped with an emergency call button system that when activated communicates the room number of the resident requesting assistance directly to the staff's mobile pager.

The memory unit will implement "Life Skills Programming", an activities program where residents and their families are asked about the resident's previous jobs, professions, hobbies, etc. Staff develop activities specially tailored to each resident. This program allows residents residing in the memory care unit to retain a sense of self-worth and purpose. Located throughout the memory unit are "life stations", small vignettes to assist in creating activities that encourage interest.

I reviewed the home's proposed secured memory unit Alzheimer's program statement. It is compliant with the requirements of MCL 333.20178.

## V. Recommendation

I recommend that the home's new 16 bed memory care unit be approved, and that the home's capacity be increased from 55 residents to 71 residents.

*Michele Streeter*

8/2/2016

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Michele Streeter  
Licensing Staff

Date

Approved:

*Betsy Montgomery*

8/3/16

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Betsy Montgomery  
Area Manager

Date