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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

October 18, 2019

Lisa Rice
Coventry Home, LLC
14901 Coventry
Southgate, MI 48195

RE: Application #: AS820395902
The Retreat at Meadowbrook
19772 Meadowbrook
Northville, MI 48167

Dear Ms. Rice:

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 "K. Robinson".

K. Robinson, LMSW, Licensing Consultant
Bureau of Community and Health Systems
Cadillac Pl. Ste 9-100
3026 W. Grand Blvd
Detroit, MI 48202
(313) 919-0574

enclosure

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

I. IDENTIFYING INFORMATION

License #:	AS820395902
Applicant Name:	Coventry Home, LLC
Applicant Address:	14901 Coventry Southgate, MI 48195
Applicant Telephone #:	(313) 282-4337
Administrator/Licensee Designee:	Lisa Rice, Designee
Name of Facility:	The Retreat at Meadowbrook
Facility Address:	19772 Meadowbrook Northville, MI 48167
Facility Telephone #:	(248) 308-3399
Application Date:	08/21/2018
Capacity:	6
Program Type:	ALZHEIMERS AGED

II. METHODOLOGY

08/21/2018	Enrollment App submitted online 8/20/18 did not download.
08/21/2018	Contact - Document Sent Rules and Acts books
08/21/2018	Application Incomplete Letter Sent 1326, RI-030, and FP for Jason. 100 for Admin.
11/14/2018	Contact - Document Received 1326 and 100 for Lisa.
12/20/2018	File Transferred to Field Office Detroit
01/11/2019	Comment App assigned to K. Robinson
02/28/2019	Application Incomplete Letter Sent Requested policies/procedures, qualifications, and permission to inspect.
04/29/2019	Contact - Document Received Received supporting documents
06/28/2019	Contact – Telephone call made Attempt to schedule first onsite; licensee reported home is not ready for inspection.
09/11/2019	Contact - Document Received Received supporting documents (fireplace letter)
09/11/2019	Inspection Completed On-site Smoke detector missing in living room.
09/26/2019	Inspection Completed-BCAL Full Compliance Re-inspection; full approval of physical plant.
10/02/2019	Contact - Document Received Copy of Rice updated medical clearance

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

The Retreat at Meadowbrook home is located in an upscale community about a half hour west of Metro Detroit. It is nestled in a residential neighborhood surrounded by shops, restaurants, and multiple local businesses. This 2-story home is comprised of 5 bedrooms, 4 bathrooms, living room, dining room, open concept kitchen, an office, and enclosed sunporch. The home also has 3 fireplaces that will not be used per the Licensee. There are 3 exit doors leading directly to the outside (off the dining room, foyer, and living room). The original structure of the home had an attached garage that was converted in 2019 to 2 bedrooms ((#4 and #5). The City of Northville approved this conversion on 9/30/19 (Refer to Permit No. PB18-644). It should also be noted the builder used A/C Mini-splits in Bedrooms 4 and 5 as the heat source. This Split System was approved by the City of Northville on 9/1/19 (Refer to Permit No. PM190249). All resident bedrooms are located on the main floor of the home. The upstairs area shall be used for storage and office space according to the licensee.

The heat plant is located in the basement behind a steel door with a 60-minute fire resistant rating. The fire door is equipped with positive latching hardware and automatic closure installed in the hinges. The facility is equipped with an interconnected smoke detection system that is hardwired through the home's electrical system. The system was installed by a professional contractor and is fully operational.

The home **cannot** accommodate persons who require the regular use of a wheelchair.

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

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
1	11.75 X 11.75	138	1
2	10 X 10.17	102	1
3	15.92 X 12.66	202	1
4	18.66 X 9.66	180	2
5	16.25 X 9.66	157	1

The foyer, living, and dining room areas measure a total of 609 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 **six (6)** residents. It is the licensee's responsibility not to exceed the facility's licensed capacity.

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 intends to provide 24-hour supervision, protection and personal care to **six (6)** male or female ambulatory adults whose diagnosis is **Aged and Alzheimer's**, 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: (A Place for Mom, word of mouth, and paid advertising).

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 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 Coventry Home, LLC, which is a Domestic Limited Liability Company, was established in Michigan, on 4/7/17. 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 Coventry Home, LLC has submitted documentation appointing Lisa Rice as Licensee Designee for this facility and Lisa Rice as the Administrator of the facility.

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

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 **based on the needs of the residents.** All staff shall be awake during sleeping hours.

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 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), MorphoTrust™ (formerly Identego ®), and the related documents required to be maintained in each employees record to demonstrate compliance.

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. In addition, the applicant 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.

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.

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

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 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

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

IV. RECOMMENDATION

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



10/15/19

Kara Robinson
Licensing Consultant

Date

Approved By:



10/18/19

Ardra Hunter
Area Manager

Date