



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF CONSUMER & INDUSTRY SERVICES
LANSING

DAVID C. HOLLISTER
DIRECTOR

September 2, 2003

Edward Schultz
Innovative Housing Dev Corp
Suite 5
3051 Commerce Drive
Fort Gratiot, MI 48059

RE: Application #: AM740255580
Abbotsford
830 Johnstone St.
Port Huron, MI 48060

Dear Mr. Schultz:

Attached is the Original Licensing Study Report for the above referenced facility. You have submitted an acceptable written corrective action plan covering the violations cited in the report. The study has determined substantial compliance with applicable licensing statutes and administrative rules. Therefore, a temporary license with a maximum capacity of 8 is issued.

Please review the enclosed documentation for accuracy and feel free to contact me with any questions. In the event that I am not available, please feel free to contact Candyce Crompton, Area Manager, at (586) 412-6846.

Sincerely,

Karen LaForest, Licensing Consultant
Bureau of Family Services
Suite 301
16000 Hall Road
Clinton Township, MI 48038
(586) 412-6835

enclosure

**MICHIGAN DEPT. OF CONSUMER & INDUSTRY SERVICES
BUREAU OF FAMILY SERVICES
LICENSING STUDY REPORT**

I. IDENTIFYING INFORMATION

License #: AM740255580

Applicant Name: Innovative Housing Dev Corp

Applicant Address: Suite 5
3051 Commerce Drive
Fort Gratiot, MI 48059

Applicant Telephone #: (810) 385-4463

Administrator/Licensee Designee: Edward Schultz, Designee

Name of Facility: Abbotsford

Facility Address: 830 Johnstone St.
Port Huron, MI 48060

Facility Telephone #: (810) 385-4463

Application Date: 01/22/2003

Capacity: 8

Program Type: MENTALLY ILL
DEVELOPMENTALLY DISABLED

II. METHODOLOGY

01/22/2003	Enrollment
02/20/2003	Inspection Report Requested - Fire
02/20/2003	Inspection Report Requested - Health
06/16/2003	Contact - Telephone call made Scheduled onsite inspection at the facility for June 23, 2003.
06/25/2003	Inspection Completed-Env. Health: A
06/27/2003	Inspection Completed On-site
06/27/2003	Inspection Completed-BFS Sub. Compliance
06/27/2003	Corrective Action Plan Received
06/27/2003	Corrective Action Plan Approved
07/17/2003	Inspection Completed-Fire Safety: A

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

The Abbottsford Home is a newly built, one story spacious ranch style located at 830 Johnstone Street in Port Huron, MI. The facility consists of four bedrooms to accommodate two residents in each room, a dining room with a large kitchen, an entrance foyer and living room, a program room and a laundry room. The facility is a replacement home for the Abbottsford home that was located at 3276 Abbottsford, Clyde, MI. License #AS740253769.

Full fire safety approval was issued from the Office of Fire Safety, Michigan Department of Consumer and Industry Services on July 17, 2003. The report was forwarded to licensing on September 2, 2003. A Certificate of Occupancy was granted by the City of Port Huron on June 25, 2003.

The St. Clair County Environmental Health Inspection was completed with full approval on June 23, 2003. The facility will utilize both public water and sewage systems.

Zoning approval was granted by the City of Port Huron on January 20, 2003. A copy of this is located in the departmental licensing file.

At the final inspection, Mr. Schultz indicated the bedrooms would be used as follows:

<u>Location</u>	<u>Measurement</u>	<u>Sq. Ft.</u>	<u>Residents</u>
Northwest	15'x11' plus 2'1/2" x 4'	173.2 sq ft.	2
Northeast	15'1/2" x 11'	165.4 sq ft.	2
Southeast	15'1/2" x 11'	165.4 sq ft.	2
Southwest	15'x11' plus 2'1/2" x 4'	173.2 sq ft.	2

Based upon the above square footage calculations, the facility is able to accommodate eight (8) ambulatory residents and are in compliance with Rule 400.14409 (3) or 130 square feet per bedroom for two residents.

The dining room measured 22' x 16 1/2' or 352.9 square feet, the program room measured 16' x16' or 256 square feet, and the living room measured 16' x 21' or 336 square feet totaling 944.9 square feet of indoor living space, in compliance with Rule 400.14405 (1) requiring 280 square feet for eight residents.

B. Program Description

The applicant, Innovative Housing Development Corporation on January 16, 2003, submitted an original licensing application. Fee for the application was submitted and approved on January 23, 2003. The facility's population includes both male and female, 18 years of age or older with a diagnoses of developmentally disabled and/or mentally ill. The application's proposed capacity is eight individuals.

The following corporate documents have been submitted and are in the licensing corporate file: Certificate of Incorporation, Articles of Incorporation, corporate by-laws, a list of the current Board of Directors, an Organizational Chart, Job Descriptions, and personnel policies.

A letter of authorization has been submitted by the President of the Board of Directors verifying Mr. Ed Schultz, Administrator, has been authorized to conduct business and make decisions on behalf of the corporation. At the final inspection, it was verified Mr. Schultz is qualified to act as administrator for individuals with mental illness and developmental disabilities. Mr. Schultz provided evidence that he is in good medical health via a medical clearance record and negative tuberculin test results. Mr. Schultz's good moral character has been verified via receipt of a licensing record clearance request and references obtained. Mr. Schultz also provided documentation supporting

he possesses extensive training, education, and experience working with populations to be serviced.

During the final inspection, the corporation representatives provided documentation including the following facility records: an admission policy, a discharge policy, a refund agreement, corporate personnel policies, job descriptions, proposed staff schedule, program statement, menus, emergency preparedness plans for emergency medical, fire and severe weather, a posted schematic fire evacuation route with exits designated in red, designated responsible person in the absence of the administrator and a floor plan with dimensions.

The consultant also reviewed employee files that contained applications, education and work experience, medical documentation including employee physicals and tuberculin tests with results, receipt of personnel policies and job description, criminal history checks verifying good moral character and completed training through community mental health in St. Clair County. References were also located in the file with the exception of two employees who did not have the two required references.

C. Rule/Statutory Violations

R 400.14208 Direct care staff and employee records.

(1) A licensee shall maintain a record for each employee. The record shall contain all of the following employee information:

(f) Verification of reference checks.

Employees 1 and 2 did not have two references in their personnel record. Obtain and report compliance.

VIOLATION ESTABLISHED

IV. RECOMMENDATION

An acceptable plan of correction was submitted on June 26, 2003 addressing the above rule violation.

I recommend issuance of a temporary license to the applicant identified as Innovative Housing Development Corporation for the facility known as Abbottsford located at 830 Johnstone Street in Port Huron, MI. 48060. The temporary license is effective for six months from issuance date.

Karen LaForest, Licensing Consultant Date

Approved By:

Candyce Crompton
Area Manager

Date