



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

July 25, 2022

Sarah Novak
The Bells Assisted Living, LLC
401 Church St.
Almont, MI 48003

RE: Application #: AL440397767
The Bells Assisted Living, LLC
401 Church St.
Almont, MI 48003

Dear Ms. Novak:

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. If I am not available, and you need to speak to someone immediately, please contact the local office at (517) 284-9730.

Sincerely,

A handwritten signature in cursive script that reads "Derrick L. Britton".

Derrick Britton, Licensing Consultant
Bureau of Community and Health Systems
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(517) 284-9721

enclosure

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

I. IDENTIFYING INFORMATION

License #:	AL440397767
Applicant Name:	The Bells Assisted Living, LLC
Applicant Address:	401 Church St. Almont, MI 48003
Applicant Telephone #:	(989) 450-8323
Administrator/Licensee Designee:	Sarah Novak
Name of Facility:	The Bells Assisted Living, LLC
Facility Address:	401 Church St. Almont, MI 48003
Facility Telephone #:	(989) 450-8323
Application Date:	12/18/2018
Capacity:	20
Program Type:	PHYSICALLY HANDICAPPED DEVELOPMENTALLY DISABLED AGED

II. METHODOLOGY

12/18/2018	Enrollment
12/27/2018	Contact - Document Received Lic Rec. Clearance for admin & LD Paul Meisel
12/27/2018	Contact - Document Sent fire safety string
01/23/2019	Application Incomplete Letter Sent
08/01/2019	Contact - Telephone call made Spoke to the licensee designee, Paul Meisel.
08/06/2019	Contact - Document Received Exchanged emails with Mr. Novak. He said that he wants to continue with the large group home application and will not be pursuing an HFA application.
08/12/2019	Application Incomplete Letter Sent 2nd incomplete application emailed to jim@novaks.biz. Requested new application be completed appointing a new licensee designee and administrator and BCAL 1326A.
08/13/2019	Contact - Document Sent 1326, RI030, and AFC100 for Sarah
08/27/2019	Contact - Document Sent I sent the original application incomplete letter dated 1/23/19 to Sarah Novak.
10/29/2019	Contact - Document Received Ms. Novak emailed me zip files. She said that they have received zoning approval and approval from BFS but none of that documentation was included in the zip files.
11/04/2019	Contact - Document Received Lease agreement received
11/04/2019	Contact - Document Sent I emailed Ms. Novak and requested that she send me all documentation through USPS mail.
02/03/2020	Contact - Telephone call received I spoke to Mr. Novak about the floor plans of the facility. I explained that if any of the "independent residents" will have access to the AFC residents, they would be counted in the total

capacity. He agreed to send me additional information to consider.

- 02/17/2020 Contact - Document Received
Email received from Mr. Novak. He provided a copy of the floor plans and explained how the facility will be separated. He wants to have a 20-bed AFC but also wants to provide 5 "independent units" for people.
- 02/24/2020 Contact - Document Sent
I emailed Ms. Novak explaining that based on the floor plans and the statement of separation, this facility cannot be licensed as a 20-bed AFC and allow 5 independent individuals/rooms as well since this would put them over capacity.
- 02/25/2020 Contact - Document Sent
The floor plans were reviewed by Jay Calewarts and Mary Holton.
- 02/26/2020 Contact - Document Received
I spoke to Ms. Novak. She asked for the contact information for an HFA consultant. I emailed Russ Misiak who contacted her and answered her questions.
- 03/06/2020 Contact - Document Sent
I emailed Mr. Novak and asked him if he is going to pursue an HFA license rather than an AFC license.
- 03/11/2020 Contact - Document Sent
10-day continued interest letter sent via USPS
- 12/10/2021 Application Incomplete Letter Sent
- 12/10/2021 Inspection Report Requested – Fire
- 12/10/2021 Contact – Document Received
Email from Dana Trierweiler re: BFS Inspection Request submitted.
- 12/10/2021 Contact – Document Received
Email from Sarah Novak re: status of application
- 12/10/2021 Contact – Document Received
Email from Jay Calewarts re: clarification on the application

12/10/2021	Contact – Document Sent Email to Jay Calewarts and Mary Holton re: Application status, change of Licensee Designee/Administrator
01/18/2022	Contact – Document Received Email from Dana Trierweiler re: Corrections in BITS
02/21/2022	Contact – Document Received Email from Sarah Novak re: variance request
03/11/2022	Contact – Document Received Email from Sarah Novak re: Application documents
04/07/2022	Contact – Document Received Email from Sarah Novak re: Application documents
05/24/2022	Contact – Document Received Email from Sarah Novak re: Application documents
06/20/2022	Contact – Document Received Email from Sarah Novak re: BFS approval
06/16/2022	Inspection Completed – Fire Safety: A
06/23/2022	Contact – Document Received Email from Sarah Novak re: Fire Safety Inspection approval document.
07/08/2022	Contact – Document Received Email from Sarah Novak re: Application documents
07/15/2022	Inspection Completed On-site
07/15/2022	Inspection Completed – Env. Health: A
07/15/2022	Contact – Document Sent Email to Mary Holton and Jay Calewarts re: Questions from onsite inspection.
07/15/2022	Contact – Document Sent Email to Sarah Novak re: questions from onsite inspection
07/18/2022	Contact – Document Received Email from Jay Calewarts re: clarity on questions from onsite inspection.

07/18/2022	Contact – Document Received Email from Sarah Novak re: Answers to questions from onsite inspection.
07/20/2022	Contact – Document Received Text message/video from Sarah Novak corrections from onsite inspection.
07/20/2022	Inspection Completed – BCAL Full Compliance
07/25/2022	Recommend License Issuance

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

The Bells Assisted Living, LLC, is a multi-level, brick-sided structure with a finished basement. The physical plant, which was formerly Almont Elementary School, was repurposed and also houses The Bells Event Center and The Bells Senior Apartments, owned by Almont 401, with James Novak Jr. as the single member. The facility consists of two floors with half levels in between each floor, four living room/sitting areas, dining room, formal dining room, staff office areas, therapy room, laundry room, two medication rooms, an activity room, warming kitchen, movie theater, salon, twenty single-occupancy resident bedrooms with full bathrooms in each room. The facility is wheelchair accessible on the first floor. No resident with impaired mobility can be placed on the second floor. The driveway has adequate parking for staff and visitors. The facility utilizes public water and public sewer system and is connected to the municipal water supply.

The facility has a rooftop HVAC unit. The hot water heater and sprinkler tanks are behind a 1-hour protected enclosure with a 1 ¾ inch solid core door equipped with an automatic, self-closing device. The facility is equipped with interconnected, hardwire smoke detection system, with battery back-up, which was installed by a licensed electrician and is fully operational. The Bureau of Fire Services completed a reinspection of the facility on 06/16/2022, and all prior deficiencies were satisfactorily corrected.

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

FLOOR 1

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
130	14'3" x 10'9"	155.56 sq. ft.	1

131	14'6" x 10'8"	157.99 sq. ft.	1
132	12'3" x 10'2" 10'8" x 16"	124.5 sq. ft. 173.33 sq. ft.	1

FLOOR 1R

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
133	14' x 12'9"	180.83 sq. ft.	1
134	13' x 14'3"	185.25 sq. ft.	1
135	14'3" x 13'	186.33 sq. ft.	1
136	10'2" x 13" 12'3" x 13'4"	132.17 sq. ft. 164.35 sq. ft.	1
137	13'3" x 10'7" 14'3" x 16'1"	141.33 sq. ft. 230.53 sq. ft.	1

FLOOR 2

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
201	12'3" x 11'8"	144.96 sq. ft.	0
202	16' x 10'8"	172 sq. ft.	1
203	14'8" x 10'8"	159.79 sq. ft.	1
204	14'3" x 10'8"	153.19 sq. ft.	1
205	13'9" x 10'8"	150.76 sq. ft.	1
206	14'3" x 10'8"	154.38 sq. ft.	1
207	14'5" x 10'8"	157.08 sq. ft.	1
208	14'6" x 10'9"	159.20 sq. ft.	1

FLOOR 2R

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
209	15'6" x 13'1"	206.06 sq. ft.	1
210	14'3" x 13'1"	187.53 sq. ft.	1
211	14'3" x 13'1"	187.53 sq. ft.	1
212	10' x 13'1" 12' x 13'1"	10.83 sq. ft. 157 sq. ft.	1
213	10'9" x 13'3" 14'1" x 12'8"	144.65 sq. ft. 180.74 sq. ft.	1

The indoor living and dining areas measure a total of 4,274.97 square feet of living space. This exceeds the minimum of 35 square feet per occupant requirement.

The home has three separate and independent means of egress to the outside. The means of egress were measured at the time of the initial inspection and exceed the 30-inch minimum width requirement. The required exit doors are equipped with positive latching non-locking against egress hardware. All the bedroom and bathroom doors have conforming hardware and proper door width.

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

B. Program Description

The applicant, The Bells Assisted Living, LLC, submitted a copy of the required documentation. 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 twenty (20) male and/or female adults who are aged and/or with diagnoses of developmentally disabled or physically handicapped in the least restrictive environment possible. The program will include social interaction skills, personal hygiene, personal adjustment skills, and public safety skills. An assessment plan will be designed and implemented for each resident's social and behavioral developmental needs.

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 Bells Assisted Living, LLC will ensure that the resident's transportation and medical needs are met. The Bells Assisted Living, LLC has transportation available for residents to access community-based resources and services. 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

On 12/21/2018, The Bells Assisted Living, LLC, submitted an application to provide foster care services to twenty adults at 401 Church Street in Almont, Michigan.

The applicant, The Bells Assisted Living, LLC, which is a "Michigan Domestic Limited Liability Company", was established in Michigan, on 11/15/2018. 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 applicant has a board of directors that oversee the company.

The Bells Assisted Living, LLC submitted a written statement naming Sarah Novak as the licensee designee and the facility administrator. Sarah Novak submitted licensing record clearance requests that were completed. She also submitted medical clearance requests with statements from a physician documenting their good health and current TB-test negative results. Sarah Novak has 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 twenty-bed facility is adequate and includes a minimum of 2 staff to 20 residents per shift. 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 2 to 20 resident ratios.

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), L-1 Identity Solutions™ (formerly Identix®), 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

Compliance with the licensing act and administrative rules related to the physical plant has been determined. Compliance with administrative rules related to quality of care will be assessed during the temporary license period.

IV. RECOMMENDATION

I recommend issuance of a temporary license to this AFC adult large group home (capacity 13-20).



07/25/2022

Derrick Britton
Licensing Consultant

Date

Approved By:



07/25/2022

Mary E Holton
Area Manager

Date