



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

January 23, 2023

Carol DelRaso
Senior Living Woodlawn, LLC
7927 Nemco Way, Ste 200
Brighton, MI 48816

RE: Application #: AL080413175
Woodlawn Meadows Assisted Living
1821 N. East
Hastings, MI 49058

Dear Mrs. DelRaso:

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) 284-9730.

Sincerely,

A handwritten signature in cursive script that reads "Leslie Herrguth".

Leslie Herrguth, Licensing Consultant
Bureau of Community and Health Systems
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(517) 256-2181

enclosure

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

I. IDENTIFYING INFORMATION

License #:	AL080413175
Applicant Name:	Senior Living Woodlawn, LLC
Applicant Address:	7927 Nemco Way, Ste 200 Brighton, MI 48816
Applicant Telephone #:	(810) 948-4921
Licensee Designee:	Carol DelRaso
Administrator:	Allison Wakeman
Name of Facility:	Woodlawn Meadows Assisted Living
Facility Address:	1821 N. East Hastings, MI 49058
Facility Telephone #:	(810) 948-4921
Application Date:	05/16/2022
Capacity:	20
Program Type:	PHYSICALLY HANDICAPPED AGED

II. METHODOLOGY

05/16/2022	Enrollment
05/16/2022	Application Incomplete Letter Sent 1326a, afc 100
05/20/2022	Inspection Completed-Fire Safety : A see AL080242121
08/10/2022	PSOR on Address Completed
08/10/2022	Contact - Document Received 1326a, afc 100
08/23/2022	File Transferred To Field Office
08/29/2022	Application Incomplete Letter Sent
09/16/2022	Contact - Document Received Received expired medical clearance for Carol DelRaso, resume and high school transcripts, Relias transcripts for Allison Wakeman and program statement
09/20/2022	Contact - Document Received Program statement, admission policy, Allison Wakeman med clearance, TB, and documentation of competencies
09/23/2022	Contact - Document Received Budget, organization chart, articles of incorporation, Carol DelRaso medical clearance, TB test, and proof of competencies for Ms. DelRaso
09/28/2022	Contact - Document Received Received admission policy, articles of incorporation, board of directors list, budget, appointment of licensee designee, discharge policy, organizational chart, staffing pattern, current financial statement and administrator and licensee designee competencies
12/06/2022	Inspection Completed On-site
12/09/2022	Inspection Completed-BCAL Sub. Compliance
12/22/2022	Inspection Completed-Fire Safety : A
12/28/2022	Inspection Completed- BCAL Full Compliance

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

Woodlawn Meadows Assisted Living is a large single story “L” shaped building that includes twenty private bedrooms with attached bathrooms, a kitchen, a dining area, a beauty salon, a laundry room, a medication room, an administrative office, an activity and two mechanical rooms. The facility is located within the city of Hastings in a quiet area at the end of the street. The facility has a parking lot to allow for ample parking for visitors and staff members. The facility is wheelchair accessible and has four exits at grade. The facility utilizes a public water supply and sewage disposal system.

The two gas water heater and furnaces are located inside mechanical rooms equipped with at least 20–minute fire resistant doors that have automated self–closing devices and positive latching hardware.

The facility is equipped with an interconnected, hardwired smoke detection system with battery back-up which was installed by a licensed electrician and is fully operational and is fully sprinkled. The facility was inspected by the Bureau of Fire Services on 12/22/2022 and was found to be in compliance with the applicable fire safety administrative rules.

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

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
1 (Studio)	16' 0' X 17'5"	279	1
2 (Studio)	16' 0" X 17'5"	279	1
3(Studio)	16' 0" x 17' 5"	279	1
4 (One bedroom deluxe)	17' 5" X 32" 0"	557	1
5 (One bedroom)	21' 6" X 23' 1"	496	1
6 (One bedroom)	21' 6" X 23' 1"	496	1
7 (One bedroom deluxe)	17' 11" X 32" 0"	573	1
8 (Studio)	16' 0" X 17' 11"	286	1
9 (Studio)	16' 0" X 17' 11"	286	1
10 (Studio)	16' 0" X 17' 11"	286	1

11 (Studio ADA accessible)	15' 0" X 17' 11"	269	1
12 (Studio)	16' 0" X 17' 11"	286	1
13 (One bedroom deluxe)	17' 11" X 32" 0"	573	1
14 (One bedroom)	21' 6" X 23' 1"	496	1
15 (One bedroom)	21' 6" X 23' 1"	496	1
16 (One bedroom)	21' 6" X 23' 1"	496	1
17 (One bedroom)	21' 9" X 23' 1"	496	1
18 (One bedroom deluxe)	18' 2" X 32' 1"	581	1
19 (Studio)	15' 10" X 18' 2"	288	1
20 (Studio)	15' 10" X 18' 2"	288	1

The indoor living and dining areas measure a total of 709 square feet of living space. This exceeds the minimum of 35 square feet per occupant requirement.

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 intends to provide 24-hour supervision, protection and personal care to twenty male and/or female residents who are aged or physically handicapped. The applicant indicated the facility mission is to provide our residents, families, and friends with the absolute best experience in every interaction, every minute, of each and every day. This property will be a licensed Adult Foster Care (AFC) community providing personal care, supervision and/or protection to elderly adults and physically handicapped adults. The residents who live in the facility will receive quality services to meet their spiritual, emotional, mental and physical needs. The applicant stated all residents will be treated with dignity and respect, while ensuring their health and safety, well-being, and personal needs are met. The applicant intends to provide protection from harm, humiliation, and intimidation as well as safeguard from social, moral, financial, and personal exploitation. The applicant indicated the facility activity program promotes creativity and sharing positive experiences through a diverse selection of daily programs led by facility wellness staff. The applicant stated they strive to meet each resident's needs/wishes and encourage participation through planning daily activities and events. The applicant promotes individuality and choice through menu selection, activity planning and customizable daily schedules. The applicant stated an assessment

will be performed prior to admission to evaluate the specific needs of each individual. The applicant will also have each individual have a Health Care Appraisal completed by their physician. A determination is made as to whether the applicant can meet the needs of the individual based on the information gathered. The applicant stated based on the information gathered from the assessment, the Health Care Appraisal completed by the physician, and interviews with the individual and family members, a Personal Care Plan will be developed for each resident to address any identified need. Personal Care Plans will be created to promote independence, self-sufficiency, and tailored to meet the specific needs of each resident. Services provided will include:

- Room & board
- Laundry and Housekeeping Services
- Meals, snacks, potable drinking water
- 24-hour supervision
- Personal care services
- Activities supporting independence and cognitive recognition

Assisted and supervised personal care will be available, to include but not limited to:

- Assistance with grooming
- Mealtime support
- Toileting
- Bathing/dressing/transferring
- Escort services
- Medication management
- Appointment coordination

The applicant stated they will assist and continually support each resident's ability to remain as independent as possible. All resident rooms are equipped with amenities to allow residents full access to the common areas of the community, while also providing safety in the event of an emergency. To encourage a stimulating and fulfilling social environment, the Life Enrichment team develops and provides a monthly calendar of events for the residents. These events promote physical, social, intellectual, emotional, spiritual, and purposeful programs for the residents to enjoy and experience. The applicant indicated community-based health care professionals will be utilized to meet the changing health care needs of the residents. The applicant will provide information related to in-home health care professionals that are available to service residents within the facility. These services include, but are not limited to physicians, occupational and physical therapists, laboratory services, podiatrists, etc. The applicant stated criminal background checks will be completed on visiting health care professionals and staff arranged by the applicant to provide services to the residents.

The applicant said staff members will be trained in the topics of reporting requirements, first-aid, CPR, personal Care, supervision, protection, resident rights, safety and fire prevention, nutrition, and prevention and containment of communicable diseases, as

well as other areas specific to the residents served or as needed. The applicant stated staff members will be trained using a combination of approved curriculum, dementia

The applicant stated to keep resident members happy, healthy, and informed, the applicant will offer several additional services and amenities:

- Each apartment has a pull cord in the bathroom and bedroom.
- The community is equipped with handrails and grab bars in the common areas and apartments.
- A resident laundry room is available for those wishing to do their own laundry.
- There is a beauty/barber shop on the premises, services provided by an outside vendor.
- Resident, family and friend support groups/meetings.
- Courtyards are gated for safety and security.
- Coordination of 3rd party providers for additional health care services.

The applicant intends to accept residents with private sources of payment.

If needed by residents, behavior interventions and specialized interventions will be identified in the assessment plans. These interventions shall be implemented only by staff trained in the intervention techniques.

In addition to the above program elements, it is the intent of the applicant(s) to utilize local community resources for recreational activities including a hospital, movie theater, amphitheater, performing arts center, library, shops and stores, restaurants, and the Barry County Transit Authority.

C. Applicant and Administrator Qualifications

The applicant is Senior Living Woodlawn, L.L.C., a “Domestic Limited Liability Company”, established in Michigan on 9/4/2020. 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 members of Senior Living Woodlawn, L.L.C. have submitted documentation appointing Carol DelRaso as licensee designee for this facility and Allison Wakeman as the administrator of the facility.

Criminal history background checks of the licensee designee and administrator were completed and they were determined to be of good moral character to provide licensed adult foster care. The licensee designee and administrator submitted statements from a physician documenting their good health and current negative tuberculosis test results. Ms. DelRaso’s physician signed a statement on 10/31/22 and Ms. Wakeman’s physician signed a statement on 10/11/22. Ms. DelRaso had a negative TB test on 4/22/22 and Ms. Wakeman on 9/20/22.

The applicant and administrator have provided documentation to satisfy the qualifications and training requirements identified in the group home administrative rules. The appointed licensee designee Carol DelRaso provided documentation to indicate that she has experience working with residents who are aged and/or physically handicapped. Specifically, Ms. DelRaso reported experience managing the overall functions of an AFC facility, contacting, hiring, interviewing and supervising direct care staff members, managing the facility budget, maintaining compliance with licensing rules, assessing new residents, developing service plans, and scheduling event calendars. Ms. DelRaso has been a certified assisted living director through the Michigan Coalition of Assisted Living since 2014. Ms. DelRaso has a bachelor's degree in the science of sustainable business. The appointed administrator Allison Wakeman provided documentation that she has been working as the current executive director under the previous owner for the past two years during which time she has ensured that the facility is compliant with licensing rules and statutes. Ms. Wakeman has experience hiring, training, supporting and supervising direct care staff members, managing an annual budget, coordinating the resident admission process, and ensuring standards of care are met by completing rounds at the facility. Ms. Wakeman also has several years of experience providing direct, hands – on assistance to residents. Ms. Wakeman has a Juris Doctor degree from Western Michigan University Thomas M. Cooley Law School.

The staffing pattern for the original license of this twenty-bed facility is adequate and includes a minimum of two staff for twenty residents per shift. The applicant acknowledged that the staff to resident ratio may need to be decreased in order to provide the level of supervision or personal care required by the residents due to changes in their behavioral, physical, or medical needs. The applicant has indicated direct care staff will be awake during sleeping hours.

The applicant acknowledged an understanding of the qualifications, suitability, and training 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. The applicant acknowledged the requirement for obtaining criminal record checks of employees and contractors who have regular, ongoing “direct access” to residents or resident information or both utilizing the Michigan Long Term Care Partnership website (www.miltcpartnership.org) and the related documents required to demonstrate compliance.

The applicant acknowledged an understanding of the administrative rules regarding medication procedures and assured that only those direct care staff that have received medication training and have been determined competent by the licensee designee will 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 acknowledged the responsibility to obtain all required good moral character, medical, and training documentation and signatures that are to be completed prior to each direct care staff or volunteer working directly with residents. In addition, the applicant acknowledged the responsibility to maintain all required documentation in each employee's record for each licensee or licensee designee, administrator, and direct care staff or volunteer and follow the retention schedule for those documents contained within each employee's record.

The applicant acknowledged an understanding of the administrative rules regarding the admission criteria and procedural requirements for accepting a resident into the adult foster care home. The applicant acknowledged the responsibility to obtain the required written assessment plan, resident care agreement, and health care appraisal 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 updating and completing those forms and obtaining new signatures for each resident on an annual basis.

The applicant acknowledged the responsibility to maintain a current resident record on file in the home for each resident and follow the retention schedule for all of the documents that are required to be maintained within each resident's file.

The applicant acknowledged an understanding of the administrative rules regarding the handling of resident funds and valuables and intends to comply. The applicant acknowledged that a separate *Resident Funds Part II BCAL-2319* form will be created for each resident in order to document the date and amount of the adult foster care service fee paid each month and all residents' personal money transactions that have been agreed to be managed by the applicant.

The applicant acknowledged an understanding of the administrative rules requiring that each resident be informed of their resident rights and provided with a copy of those rights. The applicant indicated the intent to respect and safeguard these resident rights.

The applicant acknowledged an understanding of the administrative rules regarding the requirements for written and verbal reporting of incidents and accidents and the responsibility to conduct an immediate investigation of the cause.

The applicant acknowledged the responsibility to provide a written discharge notice to the appropriate parties when a 30-day or less than 30-day discharge is requested.

The applicant acknowledged that residents with mobility impairments may only reside on the main floor of the facility.

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 six-month temporary license to this adult foster care large group home with a capacity of twenty.

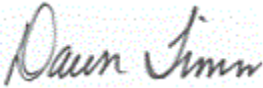


01/17/2023

Leslie Herrguth
Licensing Consultant

Date

Approved By:



01/23/2023

Dawn N. Timm
Area Manager

Date