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GOVERNOR

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY
OFFICE OF CHILDREN AND ADULT LICENSING



MARIANNE UDOW
DIRECTOR

June 22, 2004

Erin Whalen Gust
Dignitas Inc
Ste. 1275
28411 Northwestern
Southfield, MI 48034

RE: Application #: AS630261979
Orchard Lake House
24505 Orchard Lake Rd
Farmington Hills, MI 48334

Dear Ms. Whalen Gust:

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 feel free to contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please feel free to contact the local office at (248) 975-5053.

Sincerely,

John Pochas, Licensing Consultant
Office of Children and Adult Licensing
Suite 358
41000 Woodward
Bloomfield Hills, MI 48304
(248) 975-5085

enclosure

**MICHIGAN FAMILY INDEPENDENCE AGENCY
OFFICE OF CHILDREN AND ADULT LICENSING
LICENSING STUDY REPORT**

I. IDENTIFYING INFORMATION

License #: AS630261979

Applicant Name: Dignitas Inc

Applicant Address: Ste. 1275
28411 Northwestern
Southfield, MI 48034

Applicant Telephone #: (248) 350-8323

Administrator/Licensee Designee: Erin Whalen Gust, Designee

Name of Facility: Orchard Lake House

Facility Address: 24505 Orchard Lake Rd
Farmington Hills, MI 48334

Facility Telephone #: (248) 350-8323
10/24/2003

Application Date:

Capacity: 6

Program Type: TRAUMATIC BRAIN INJURED

II. METHODOLOGY

10/24/2003	Enrollment
10/29/2003	Comment Application rec'd from Lansing
03/23/2004	Inspection Completed On-site

04/15/2004	Inspection Completed On-site
06/03/2004	Inspection Completed-BFS Full Compliance
06/04/2004	Recommend License Issuance

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

This evaluation is based upon the requirements of P.A. 218 of the Michigan Public Acts of 1979, as amended, and the Administrative Rules governing operation of small group adult foster care facilities with an approved capacity of 1-12 residents, licensed or proposed to be licensed after 5/24/94.

The following is a report of findings of the pre-licensing evaluation for the Orchard Lake House.

A. Physical Description of Facility

1) Environmental Conditions

The Orchard Lake House is located at 24505 Orchard Lake Road, Farmington Hills, Michigan 48334. The home is situated on the west side of Orchard Lake Road between 10 and 11 Mile Roads, in Oakland County, Michigan. Dignitas Holding Co., by Joseph C. Smith, its President, is the owner of record for the property located at 245505 Orchard Lake Road. Proof of Ownership is contained in the facility file.

The Orchard Lake House is a spacious newly constructed brick ranch with an attached garage and walk out basement. The homes in the area are a mix of older and some new construction of varied design types. The home sits on a semi-wooded lot that was recently landscaped. The interior of the home is stylish, comfortable, clean, and newly decorated, with such features as wood paneling in living room and paneled bedroom doors. The home does have a very large finished basement with means of egress and is planned for use with resident activities.

The main entrance opens into a large and open great room with a series of 4 bedrooms to the left, separated by a hallway. Each bedroom shares a common full bathroom. Passing through the great room, leads to a large kitchen to the right and dining room to the left. Moving to the right of the kitchen area leads to 2 more bedrooms. Immediately to the right of the main entrance is a utility room, which is itself adjacent to a "training apartment". This rather unique setup is fully furnished and is to be used for training in independent living just prior to discharge from the home. A gas-fired furnace is located

in the basement and a solid core wood door with self – closing device, at basement steps provides floor separation.

Resident bedrooms were measured at the time of initial inspection and were found to be of the following dimensions and accommodation capability:

<u>BEDROOM</u>	<u>DIMENSIONS</u>	<u>SQ. FOOTAGE</u>	<u>OCCUPANCY</u>
Bedroom # 1	9.6 X 14.1	135.3	1
Bedroom # 2	9.10 X14.1	128.3	1
Bedroom # 3	12.11X 16.3	197.3	1
Bedroom # 4	12.1 X11.11	134.4	1
Bedroom # 5	12.1 X11.11	134.4	1
Bedroom # 6	12.1 X 16.3	197.2	1
Total Occupancy:			6

Compliance with rule R400.14409 (6) was demonstrated at the time of final inspection.

Based upon the above information, this facility has the square footage necessary to accommodate up to 6 adults, as requested in the application.

The living space for the home was measured and is listed below:

The home has a great room that measures 22.10 X 18.3, a dining area that measures 11.11 X 14.1, and a kitchen that measures 11.11 X 14.1. The proposed capacity for the home is 6. Based upon the above measurements, there will be more than the required 35 square feet per resident minimal living space available for the residents of the home.

The bedrooms were properly furnished, clean, and neat. Each bedroom has an easily operable window with screen, a mirror for grooming and a chair. The bedrooms all have adequate closet space for the storage of clothing and personal belongings. The bedrooms also have adequate lighting to provide for the needs of the staff and residents. The shower and bathtub area is equipped with required non-skid surfacing and handrails, to assure resident safety in the maintenance of personal hygiene. The bathrooms were equipped with soap and paper towels for hand washing. I also observed that the facility was equipped with all required furnishings, linens, cooking and eating utensils.

Based on the above information and observations, I found the facility to be in substantial compliance with Departmental requirements regarding environmental conditions.

The Orchard Lake House has public water and sewage services. Garbage disposal is supplied through the city of Farmington Hills. As part of the licensing process, the licensing consultant conducted an environmental inspection and deems the facility to be in substantial compliance with applicable rules. The kitchen and bathroom areas were evaluated, and were found to be adequately equipped and in clean condition. All new

appliances were present at the time of final inspection. Poisons and caustics will be stored in a secured area not used for food storage or preparation. The home has adequate food storage capacity. The refrigerator was equipped with thermometers to monitor the temperature of food storage. Water temperature was tested at the time of final inspection and found to be within the acceptable range as defined by rule R 400.14401(2). The home also met the minimum requirements regarding food service (R 400.14402) and maintenance of premises (R 400.14403). Laundry facilities are located in a separate room on the main floor to the right of the main entrance. The washer and dryer were properly installed and the dryer vent was made of acceptable non-combustible material.

2. Fire Safety

The licensee installed a fully integrated hard wired smoke detection system to meet the requirements of R 400.14505. The smoke heads are placed as required by the rule. The home has heat heads in the furnace room and kitchen area. The home also has several fire extinguishers located on the main floor, which meet the requirements of R 400.14506. The home has more than two means of egress from the main floor and the exit doors all meet the requirements of rules R 400.14507 and R 400.14509. The bedrooms of the home also have the proper means of egress as required by R 400.14508. The interior of the home is of standard lathe and plaster finish or equivalent in all occupied areas. The home meets the environmental and interior finish requirements of rules R 400.14502, R 400.14503, and R400.14504.

The home has two separate and independent means of egress to the outside as required by R400.14507. The means of egress were measured at the time of final inspection and meet the 30-inch minimum width requirement of the rule. The required exit doors are equipped with positive latching non-locking against egress hardware. All the bedroom doors have conforming hardware.

A gas forced air system heats the facility. The furnace is new and the licensee supplied a copy of a purchase receipt for review at the time of the final inspection. The furnace and the gas hot water heater are located in the basement. The licensee was advised that water temperature should be monitored on a regular basis. The water temperature was tested at the final inspection and found to be in compliance with the rule R 400.14401(2). I also found the electrical service (circuit breaker panel) to be adequate and in safe condition at the time of final inspection. The home was found to be in compliance with rules relating to interior finish, smoke detection equipment, fire extinguishers, means of egress, both generally and for bedrooms, heating equipment, flame producing equipment; enclosures, and electrical service.

I reviewed the facility's emergency procedures, which contain written instructions to be followed in case of fire, and medical emergency. Evacuation routes were also posted in the facility, with emergency telephone numbers posted in proximity to the telephone. The home had its emergency preparedness plans posted as required. The home has

emergency medical services available through the city of Farmington Hills. The licensee understands the Departmental requirements relating to the maintenance of fire drill records with the licensee. The licensee has indicated that it is the corporation's intent to conduct fire drills at least on a monthly basis, one per shift per quarter, as well as to maintain a record of these fire drills, and resident performance during such drills.

Based upon the above observations and information, I found this facility to be in substantial compliance with administrative rules pertaining to emergency preparedness and fire safety.

B. Program Description

1) Program Statement

The licensee submitted a copy of the program statement to the Department for review and inclusion in the licensing record. The document is acceptable as written. The facility will offer a program and services for individuals who sustained a traumatic brain injured male and female adults. The home is equipped to serve people who require wheelchair use. According to the program statement, the goal of the program is to maximize the functioning of each resident's capability and condition. Self care and daily living skills will be promoted through on-going guidance in the areas of dressing, grooming, kitchen use, home management, meal preparation, house cleaning, home maintenance, laundry, budgeting, banking and the use of community resources. The specific program to be provided to the residents is results oriented and consist of pre-admission screening, admission evaluation, goal attainment, discharge and follow-up. All transportation will be provided to facilitate that residents assessment plan requirements.

2) Required Information

On 10/28/03, the Department received a license application and application fee from Ms. Erin Whalen Gust, acting on behalf of Dignitas Inc., to operate a small group AFC facility at the above referenced address in Farmington Hills, Michigan. The applicant corporation is a domestic for Profit Corporation. The filing endorsement from the Department of Consumer and Industry Services has a filing date of 3/10/98. The applicant corporation is seeking to operate a program for traumatically brain injured men and women. The home can accommodate individuals who rely on a wheelchair for mobility.

As part of the application process Dignitas Inc. submitted admissions, discharge policies for the Orchard Lake Home. The documents are acceptable as written. Also included in the Department files are a proposed staffing pattern, a current organizational chart, a proposed budget, a floor plan with room use and size specifications, and current

financial documents. As part of the licensing process, the licensee presented the corporate personnel policies, routine procedures, and job descriptions for review during the final inspection. The documents are kept in the home and are available for review.

The administrative structure for Dignitas Inc., is as follows:

Administrator: Erin Gust
Chief Financial Officer: Sean Whalen
Assistant Administrator: Krisanne George
Senior Manager: Tony White
Direct Care Staff

A Records Clearance Request has been processed for Ms. Erin Gust. Based upon the information from the Record Clearance Report, I find that she is of good moral character, sound judgment, and is suitable to provide care to dependent adults. A current Licensing Medical Clearance form for Ms. Erin Gust is contained in the record. The form indicates that she is in good physical and emotional health, and there is no reason why she should not be involved in the operation of this facility, and the provision of adult foster care. A current negative TB test is also on file with the Department. The licensing file also contains a written statement from Dignitas Inc. naming Ms. Gust, the licensee designee.

As referenced above Ms. Erin Gust submitted, on behalf of Dignitas Inc., financial information as part of the new application process. The applicant submitted a current balance sheet as well as a projected budget. Based on the information presented, I have determined that the applicant corporation has demonstrated a stable financial position and possesses the financial capability to operate an adult foster care facility at the above referenced location.

3) Qualifications and Competencies

The licensee designee, Ms. Erin Gust, has been involved in providing Adult Foster Care services to Traumatically brain injured individuals since 1992 and has been administrator for the Dignitas corporation since 1998, which holds the license on three other Adult Foster Care facilities – Berryhill House (AS630084211), Newburgh House (AS820080727) and Somerset House (AS630091852). Ms. Gust has Bachelor degrees in biology and behavioral psychology. Based on her previous experience, Ms. Gust has demonstrated that she has the administrative and management expertise to run the Adult Foster Care facility. Based on personal contact and materials submitted, which included a Record Clearance dated 6/21/04, I conclude that Ms. Gust has demonstrated her competency and good moral character, as required by the rule R 400.14201.

At the time of the final inspection, Ms. Gust indicated that there were no changes to report in information previously submitted in this application for a license. The licensee was advised of Departmental requirements relating to changes in information, as outlined under administrative rule R400.14103 (5), and has indicated that it is the intent

of the corporation to assure continued compliance with this rule. The licensee was also reminded of Departmental requirements pertaining to posting of the license as outlined under rule R400.14103 (4), and has indicated that it is the intent of the corporation to maintain compliance with this requirement.

Based on the above information, I have determined that Ms. Gust is in substantial compliance with rule R400.14103 regarding required information and reporting changes, and rules R400.14201, R400.14202, and R400.14205 regarding qualifications and health of the Licensee.

As required by the rule R400.14202, the home has a designated administrator. Ms. Erin Gust will act as administrator for the Orchard Lake Home. Based on the information submitted and information reviewed in the home at the time of the final inspection, Ms. Gust meets the requirements of the rules and is qualified based on her background and training to act as administrator for Orchard Lake Home.

The licensee understands that in accordance with rules R 400.14307, R 400.14308, and R 400.14309 regarding behavior intervention and crisis intervention, individual intervention programs will only be used at the least restrictive level necessary as defined in the individual plan of service. Only trained staff shall implement such programs. Facility staff will not utilize seclusion or restraints. Documentation of the implementation of any behavior management program will be maintained in the facility and will be available at all times for Departmental review.

As mentioned above, the applicant submitted copies of the proposed admission and discharge policies to the Department for review, and inclusion in the licensing record. I have reviewed the documents and determine that they do not conflict in content or intent with current rules and are therefore acceptable as written. A copy of the proposed staffing pattern is contained in the licensing file. The proposed staffing pattern appears to meet the care requirements of the proposed population described in the home's program statement and the minimum requirements of rule R 400.14206.

Individuals, who are interested in placement into the Orchard Lake Home, should contact Ms. Gust at the facility. The licensee also understands that the facility will conduct it's own evaluation and written assessment of any individual who is referred for placement. The purpose of this assessment is to judge whether the individual fits the criteria established in the home's program statement and is compatible with the current residents. A resident care agreement and a current health appraisal are also required at the time of admission. Based upon the above information, the facility is found to be in substantial compliance with requirements of rule R400.14302 pertaining to admission and discharge.

4) Facility and Employee Records

I have reviewed Dignitas Inc's personnel policies contained in the administrative file at Orchard Lake House. I have determined that they do not conflict with statutory or

administrative rule requirements. The job descriptions for Dignitas Inc. were reviewed at the final inspection. They are acceptable as written. I have also discussed with the licensee the good moral character requirements as related to the hiring of staff. I have reviewed the process that the corporation follows and find it meets the intent of the administrative rules. The licensee is well aware of the requirements for employee records based on previous experience in Adult Foster Care.

a) Facility Records in General (Rule R400.14209)

The resident care agreement proposed for use in this facility is the current Department resident care agreement. Departmental requirements pertaining to maintaining a resident register, as required under rule R400.14210 have been discussed with the licensee and the licensee indicates that it is the intent of the corporation to comply with this requirement. Copies of required Department forms were also given to the home administrator during the course of the pre-licensing period. The applicant indicated that she understands the Department requirements for record keeping.

Home menus have been discussed and the applicant/home administrator understands the requirements set forth in rule R400.14313; and has indicated that the home will meet the requirement with respect to nutrition and menus as stated in the rule. Ms. Erin Just has been advised that all working menus are to be dated, prepared in advance, and that any changes or substitutions may be reflected on the working menus. Menu records are to be maintained in the facility for a period of one year. The licensee was also advised that a licensed physician must order any special diets implemented in the home.

b) Employee Records (rules R400.14204 and R400.14208)

Based on the licensee's previous experience, the licensee is well aware of the requirements for staff qualifications and training and intends to comply with the rules. The licensee understands that all employees must submit to a pre-employment physical, which includes a TB tine test. The results of the test are obtained before employment begins. The corporation also verifies age and checks references before a person is offered employment. The licensee provides an orientation and training of its own relating to reporting requirements, emergency procedures, prohibited practices, resident rights, and personal care, protection, and supervision required in adult foster care. Each employee must complete certified training in First Aid and CPR. Evidence of staff training will be maintained in the employee records for future Departmental review. Based upon our conversation at the time of inspection, the administrator understands and intends to comply with the requirements of rules R400.14204 and R400.14208.

5) Resident Care, Services, and Records

Departmental requirements pertaining to resident records as specified in rule R400.14316 were discussed with the administrator. The administrator has indicated

that it is the corporation's intent to comply with these requirements. During the course of the pre licensing investigation, I advised the licensee designee of Departmental requirements pertaining to resident rights and prohibited practices as outlined under rules R400.14304 and R400.14308. The licensee attests that it is the intent of the corporation to achieve and maintain compliance with these requirements. The licensee has been supplied with a supply of the required Department forms as well as copies of the resident rights pamphlet for distribution to staff, residents, and families.

Also discussed, were Departmental requirements pertaining to incident and accident reports, as outlined under rule R400.14311 and the requirements for safeguarding and distributing of prescription medication as outlined in rule R400.14312. The licensee has again indicated that it is his intent to achieve and maintain compliance with these requirements. I determined that the facility was in substantial compliance with Departmental requirements pertaining to investigating and reporting as stipulated in rule R400.14311, resident medication as stipulated in rule R400.14312, and resident rights as outlined in rule R400.14304.

I discussed the rules pertaining to the handling of resident funds with the administrator/ licensee designee at the time of the final inspection. The licensee was provided with copies of the Department forms Resident Funds and Valuables Parts II & I. The licensee is aware that these are required forms and an alternate form cannot be used unless the Department approves the form. Compliance will be evaluated at the time of renewal.

The applicant stated that she has an understanding of the rule R400.14317 relating to resident recreation and intends to comply through an activity schedule for the home which will expose the residents to a variety of community based recreation and leisure time activities.

The administrator is aware of the requirements of rules R400.14318 and R400.14319, and assures me that the licensee will comply with the requirements of the rules regarding emergency and regular transportation.

In conclusion, the facility, by virtue of observation, interview, and review of program documentation, is found to be in substantial compliance with Departmental requirements relating to resident care, services, and records. A more complete evaluation of resident services will be made at the time of license renewal.

