



JOHN ENGLER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF CONSUMER & INDUSTRY SERVICES
LANSING

NOELLE A. CLARK
DIRECTOR

October 28, 2002

Tony Kilian
Independent Opportunities Of Michigan, Inc.
45199 Cass Avenue
Utica, MI 48317

RE: Application #: AS630252314
Lake Orion
1025 Orion Rd
Lake Orion, MI 48035

Dear Mr. Kilian:

Attached is the Original Licensing Study Report for the above referenced facility. The study has determined substantial compliance with applicable licensing statutes and all applicable administrative rules. Therefore, a temporary license and special certification with a maximum capacity of 6 is recommended.

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 Barbara Smalley, Area Manager, at (248) 975-5080.

Sincerely,

James Clark, Licensing Consultant
Bureau of Family Services
41000 Woodward, Suite 358E
Bloomfield Hills, MI 48304
(248) 975-5083

enclosure

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

I. IDENTIFYING INFORMATION

License #:	AS630252314
Applicant Name:	Independent Opportunities Of Michigan, Inc.
Applicant Address:	45199 Cass Avenue Utica, MI 48317
Applicant Telephone #:	(810) 739-2911
Administrator/Licensee Designee:	Tony Kilian, Designee
Name of Facility:	Lake Orion
Facility Address:	1025 Orion Rd Lake Orion, MI 48035
Facility Telephone #:	
Application Date:	10/02/2002
Capacity:	6
Program Type:	DEVELOPMENTALLY DISABLED PHYSICALLY HANDICAPPED

II. METHODOLOGY

10/01/2002	Inspection Completed On-site
10/01/2002	Inspection Completed-BFS Sub. Compliance
10/02/2002	Enrollment Takeover of a former AIS home
10/14/2002	SC-Application Received - Original
10/14/2002	Inspection Completed-Env. Health : A
10/14/2002	Inspection Completed-Fire Safety : A
10/18/2002	Inspection Completed On-site
10/21/2002	Contact - Document Sent
10/24/2002	Contact - Document Received
10/24/2002	Inspection Completed-BFS Full Compliance
10/28/2002	SC-Certification issued DD

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

The home is owned by Lyle Hotchkiss. The lease in this former AIS/MR home was written 1982 and will end in April, 2003. The lease was written between the owner of the property and the State of Michigan. A separate contract exists to service six (6) MORC (Macomb-Oakland Regional Center) clients.

The Lake Orion home (former Indianwood Home) is ranch styled residential structure with 2,184 square feet of living space with an attached garage of 477 square feet. The home consists of; a kitchen, family/dining room, living room, office, three bedrooms, 2 bathrooms, laundry room and a mechanical room. The home is located east of Lapeer Rd. at 1025 Orion Rd., in Orion Township.

Requirements for activity space are easily met by the space available in the family/dining room and living room with approximately 547 square feet of living space. The furnace and other mechanical items are located in the mechanical room which can only be entered by a door off the rear of the home.

Bedrooms were measured at the preliminary inspection and were found to be of the following dimensions and accommodation capability:

<u>ROOM/LOC.</u>	<u>DIMENSIONS</u>	<u>AREA/SQ. FT.</u>	<u>CAPACITY</u>
South	11' X 17"	187	2
Northwest	11' X 17"	187	2
Northeast	11' X 16"	176	2
TOTAL			6

Based upon the above information, it is concluded that this facility has the square footage necessary to accommodate up to six adults. At the final inspection it was noted that the facility will be equipped with all of the required furnishings, linens, cooking and eating utensils when the takeover occurred in late September, 2002, based upon a letter of agreement from the licensee. It is noted that Independent Opportunities of Michigan, Inc. has been operating the old Lake Orion Home (AS630014820) home for a total of six residents in Orion Township. At the time of final inspection, the facility was found to be in substantial compliance with departmental requirements relating to physical plant.

The home is equipped with 3 fire extinguishers with current certification. Hard-wired smoke detectors are located the first floor bedroom hall, living room, family room, entry hallway and mechanical room. Heat detectors are located in the attic, and garage. It has a full residential sprinkler system complete with holding tanks and booster pumps. The fire safety system has been inspected annually by the Office of Fire Safety. All of the fire safety requirements were met at the time of the inspection on October 18, 2002.

The home has a gas forced-air furnace and hot water heater located in the mechanical room. A steel door with a commercial closing device separates the mechanical room from the back yard of the home.

A corrective action plan was received on 10-24-02, which details the minor physical plant issues that are to be corrected within the specified timeframes, that plan is attached. The Oakland County Health Department last inspected this home on December 12, 2002. Health Department approval should be obtained prior to the first renewal of this license.

B. Program Description

On October 3, 2002, the Department received a license application from Independent Opportunities of Michigan, Inc. Tony Killian is the Executive Director of Independent Opportunities of Michigan, Inc.. The applicant corporation is seeking to operate a specialized program for up to six (6), developmentally disabled persons. A review of adult foster care licensing records indicates that Independent Opportunities of Michigan, Inc. is currently licensed to operate other small group homes in the State of Michigan.

These homes are:

Callens	AS500094612	Rondale	AS500011979
Bruce Hills	AS500011978	Nottingham	AS500011982
Pound AIS/MR	AS500014927	Pine Valley	AS500015465

Independent Opportunities of Michigan, Inc. a Michigan domestic Non-profit corporation, was duly registered with the Michigan Department of Commerce in September 1994. In December, 2000, a Certificate of Merger/Consolidation was filed with the department. This document merged two corporations, Independent Opportunities, Inc. & Independent Opportunities of Michigan, Inc. The current annual corporate budget is in excess of \$1,700,000.

The corporation was formed for the purpose of providing professional services and operating residential care facilities including adult foster care homes. Copies of articles and related documents of incorporation have been submitted to the Department, and are on file.

As part of the application process Independent Opportunities of Michigan, Inc. submitted updated admissions, discharge policies and a program statement for the for the Lake Orion Home . Also included were updated personnel policies, job descriptions, standard and routine procedures, a staffing pattern, a current organizational chart for the corporation, a proposed budget/contract from MORC, a copy of the lease agreement between the Owner and the State of Michigan, a floor plan with room use and size specifications, and current corporate financial documents.

I have reviewed the personnel policies and job descriptions submitted by the applicant corporation; and I have determined that they do not conflict with statutory or administrative rule requirements. A copy is contained in the licensing file.

The administrative structure for Independent Opportunities of Michigan, Inc. consists of the following positions:

Board of Directors
Executive Director
Director of Operations
Quality Assurance Director
Program Coordinator
House Managers
Assistant Managers
Direct Care Staff

Independent Opportunities of Michigan, Inc. has a continuation contract with MORC for four (6) persons at a per diem rate of \$117.64. This allows a standard staffing pattern of 260 hours per week.

The Board of Directors for Independent Opportunities of Michigan, Inc. consists of the following individuals:

Name	Title	Mailing Address	
Tony Killian:	President	3382 Quain Rd.	Emmett, MI 48022
Jerome Lewis	Secretary	5930 Maryland	Detroit, MI 48213
Tony Smith	Treasurer	53108 Jessica Lane	Chesterfield, MI 48051
Greg Sprau	Vice Pres.	36029 Friday	Richmond, MI 48062
Erich Aduretsch		4427 Red Oak	Waterford, MI 48329

Personal references are on file for Tony Killian, and these reference sources indicate that he is of good moral character, sound judgment, and present no reasons why he should not be involved in the operation of this facility. A Records Clearance Request has been processed for Mr. Tony Killian, and this report indicates that he has no criminal record. Medical records for Mr. Tony Killian, indicate that he is in good physical and emotional condition, and present no reason why he should not be involved in the operation of this facility, and the provision of adult foster care. The combination of references, record clearance, and physician's statement constitute compliance with the good morale character requirements.

Tony Killian has completed training consistent with the requirements in the Administrative Rules. He has also submitted copies of current CPR and First Aid cards.

The applicant corporation has submitted copies of personnel policies for review and inclusion in the licensing record, and it has been determined that they do not conflict with statutory or administrative rule requirements.

It is a requirement of the non-profit corporation, that all group home staff successfully complete the responsible agency training program, prior to unsupervised employment in the facility. This training program sponsored by MORC, consists of the following elements:

- a. Normalization module.
- b. Recipient Rights.
- c. Mental Health Codes
- d. Health Care Module, including prevention and containment of communicable diseases.
- e. Interpersonal communication.
- f. Program Development.
- g. Spontaneous Behavior Intervention.
- h. Occupational Therapy.
- i. First Aid & CPR training.
- j. Safety and fire prevention.

Evidence of staff training will be maintained in the employee records for departmental review. In addition to training offered at the responsible agency, in home training is offered by Independent Opportunities of Michigan, Inc.

The staffing pattern for the home is currently 360 hours per week or 9 F.T.E.'s. This allows for at least 2 staff on duty at all times. No untrained staff work alone in this home. All staff will be fully trained upon beginning employment. Staff screening at Independent Opportunities of Michigan, Inc. for good morale character includes collecting references, running police clearance checks, and interviewing past employers, when possible. Employee files will be reviewed within 6 months of issuance of a temporary license.

At the time of final inspection, Tony Killian gave indication that there were no changes to report, in information previously submitted in this application for licensure. Mr. Tony Killian was advised of departmental requirements relating to changes in information, as outlined under Rule R400.14103 (5), and has indicated that it is the intent of the corporation to assure continued compliance with this rule.

At the final inspection, I have determined that Independent Opportunities of Michigan, Inc. was in substantial compliance with departmental requirements relating to administrative structure and licensee, administrator and staff qualifications.

Copies of the admission and discharge policies have been submitted to the department for review and inclusion in the licensing record. The documents have been reviewed and are determined to be acceptable as written. At final inspection, a copy of the admission and discharge policies were found to be posted in a conspicuous area of the building, and were determined to be the same as those contained in the licensing record.

Individuals interested in placement into the Lake Orion Home should contact the placement review committee at MORC.

The facility will offer a program for 6 (six) adults with developmental disabilities who may also have a significant physical handicap. These individuals, by reason of the severity of their disability, are not currently appropriate for other existing community programs.

The admission policy indicates that residents who require continuous nursing care, are bed-ridden, or who have behavior problems which require isolation or restraint, will not be admitted to, or retained for care, in the Lake Orion home.

The facility was determined to be in substantial compliance with requirements of Rule 302 pertaining to admission and discharge.

A copy of the program statement has been submitted to the department for review and inclusion in the licensing record. The document is determined to be acceptable as written. The facility will be providing a specialized program for up to six, ambulatory males with developmentally disabilities.

The facility will offer the following program elements to residents:

- a. Basic self care and habilitative training as identified by the Interdisciplinary team for each resident.
- b. Adult activity, work activity, heltered workshop, or supported employment.
- c. Social/educational training as specified in the Individual Plan of Service.
- d. Transportation services.
- e. Health care services, including pharmaceutical, medical, and dental.

In addition to the above program elements, it is the intent of the facility to utilize local community resources including; schools, workshops, shopping and recreational facilities, to provide an environment for the faculty's residents which will permit them to achieve continued skill development and enjoy the maximum benefits of residential placement.

In accordance with Rules R40014307, R40014308, and R40014309 regarding behavior intervention and crisis intervention programs at the least restrictive level necessary as defined by the individual plan of service. These programs shall be implemented only by trained staff, and only with the prior approval of the responsible agency. Time out will not be utilized by facility staff and Gentle Teaching will be utilized by all staff.

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. This program will also be reviewed on a regular basis as required by appropriate authorities at MORC.

C. Record Keeping

At the final inspection, Tony Killian was reminded of departmental requirements pertaining to posting of the license as outlined under Rule R40014113 (3), and has indicated that it is the intent of the corporation to maintain compliance with this requirement.

The resident care agreement used in this facility is the same as the current department resident care record. Departmental requirements pertaining to maintaining a resident register, as required under Rule 210 have been discussed with Mr. Tony Killian, and he has indicated that it is the intent of the corporation to comply with this requirement.

Proposed daily work schedules are established and in use. The facility's staffing pattern has been reviewed and is determined to reflect the number and type of personnel which will be scheduled for direct care in the facility, and will meet the minimal requirements of the department. Actual work schedules are to be maintained in the facility for a period of not less than 90 days and shall be available for future departmental review.

Menus will be reviewed and must reflect an adequate balance of nutritional needs. Mr. Tony Killian has been advised that all working menus are to be dated, prepared in advance, and that any changes or substitutions are to be reflected on the working menus. Menu records are to be maintained in the facility for a period of one year.

Compliance with departmental requirements pertaining to facility records shall be checked during the term of the initial temporary license.

Resident Records

Departmental requirements pertaining to; assessment plans, health care appraisals, medical care, weight records, required resident identification, assessment plans and funds and valuables records will be reviewed during the term of the temporary license.

Resident Rights And Care

At final inspection Independent Opportunities of Michigan, Inc. was advised of departmental requirements pertaining to resident rights as outlined under Rule 304, and indicates that it is the intent of the corporation to achieve and maintain compliance with these requirements.

Also discussed, were departmental requirements pertaining to incident and accident reports, as outlined under Rule 311. The licensee has again indicated that it is the intent of the corporation to achieve and maintain compliance with these requirements.

Medication procedures have been reviewed and it has been determined that all resident medications are kept in a locked cabinet on the main floor. It is the intention of the provider to use the unit dose system for medication dispensation as used in other corporation-licensed homes. A written daily medication dispensation record is maintained in the facility.

The facility was determined to be in substantial compliance with departmental requirements pertaining to resident rights and care.

IV. RECOMMENDATION

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

_____	_____
James Clark	Date
Licensing Consultant	

Approved By:

_____	_____
Barbara Smalley	Date
Area Manager	