



JENNIFER M. GRANHOLM
GOVERNOR

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



MARIANNE UDOW
DIRECTOR

Timothy Smick
Harbor Chase of Sterling Heights, Inc.
Suite 304
1701 Hwy A1A
Vero Beach, FL 32963

August 16, 2004

RE: Application #: AL500263218
Harbor Chase of Sterling Heights II
13400 19 Mile Road
Sterling Heights, MI 48313

Dear Mr. Smick:

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 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 (586) 412-6802.

Sincerely,

Karen LaForest, Licensing Consultant
Office of Children and Adult Licensing
Suite 301
16000 Hall Road
Clinton Township, MI 48038
(586) 412-6835

enclosure

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

I. IDENTIFYING INFORMATION

License #:	AL500263218
Applicant Name:	Harbor Chase of Sterling Heights, Inc.
Applicant Address:	Suite 304 1701 Hwy A1A Vero Beach, FL 32963
Applicant Telephone #:	(772) 492-5005
Administrator/Licensee Designee:	Timothy Smick, Designee
Name of Facility:	Harbor Chase of Sterling Heights I I
Facility Address:	13400 19 Mile Road Sterling Heights, MI 48313
Facility Telephone #:	(586) 254-5719 12/10/2003
Application Date:	
Capacity:	20
Program Type:	AGED ALZHEIMERS PHYSICALLY HANDICAPPED

II. METHODOLOGY

12/02/2003	Enrollment
12/04/2003	Inspection Report Requested - Health
12/23/2003	Inspection Completed-Env. Health: A
02/10/2004	Inspection Report Requested - Fire
03/09/2004	Inspection Completed On-site Preliminary inspection conducted this date. Consultant reviewed nine employee records, conducted a physical plant inspection and measured rooms. Reviewed the paperwork requirements with the administrator that is still needed.
04/29/2004	Inspection Completed-BFS Full Compliance
08/04/2004	Contact-Document sent Consultant e-mailed fire safety inspector to inquire on the status of Harbor Chase of Sterling Heights II approval status.
08/09/2004	Contact-Document received Fire safety inspector stated he issued approval. Consultant e-mailed back and requested a copy of the report.
08/11/2004	Contact-Document received Consultant received fax from fire safety inspector of approval of facility so that license issuance can proceed.

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

Harbor Chase of Sterling Heights II is an existing twenty-bed facility in a complex of four twenty-bed buildings, located at 13400 19 Mile Road, Sterling Heights, MI. 48313. The facility consists of twenty (20) bedrooms with individual bathrooms and a small living area in each unit. There is a large common spacious living area, a large dining room and kitchen area, beauty shop and office by front entrance foyer. The building was constructed in 1997 and this is a change of licensee from Courtyard Manor of Sterling Heights, Inc. to Harbor Chase of Sterling Heights, Inc. The building is one level and exterior construction is brick and vinyl with the approximate square footage of 11,000 square feet.

The facility will utilize the local municipality's public water and sewage system. The consultant inspected the premises on March 9, 2004 and determined that the facility is in compliance with licensing rules and regulations. The Macomb County Environmental Health Department inspected the facility on December 23, 2003 and determined

substantial compliance with regards to environmental health issues. The fire marshal from the Office of Fire Safety inspected the facility on August 9, 2004 and issued an approval rating.

Ms. Stepanenko of Harbor Chase of Sterling Heights, Inc. stated the bedroom sizes are as follows: Bedrooms have the following measurements: Bedroom 1 is 27'1 ½" x 11' 10 ¼" or 302.12 square feet; Bedroom 2 is 27'1" x 11'11 ½" or 323.88 square feet; Bedroom 3 is 27' ¼" x 11'10" or 299.92 square feet; Bedroom 4 is 27' ¼" x 11' 10" or 299.92 square feet; Bedroom 5 is 27' ¼" x 11' 10' ¼" or 299.92; Bedroom 6 is 27 ½" x 11' 10" or 319.88 square feet; Bedroom 7 is 28' x 11' 9 ¼" or 331.80 square feet; 27' x 11'10" or 319.41 square feet; Bedroom 8 is 28' x 11' 10 ½" or 311.92 square feet; Bedroom 9 is 27' x 11'10" or 319.41 square feet; Bedroom 10 is 25' 10 ½" x 11' 10" or 297.41 square feet; Bedroom 11 is 26'11" x 11'10" or 318.46 square feet; Bedroom 12 is 27' ¼" x 11' 10 ½" or 320.73 square feet; Bedroom 13 is 28' x 11'10" or 331.24 square feet; Bedroom 14 is 27' x 11'10" or 319.41 square feet; Bedroom 15 is 27' ½" x 11' 9" or 317.72 square feet; Bedroom 16 is 28' x 11' 10" or 331.24 square feet; Bedroom 17 is 27 ½" x 11'11" or 322.32 square feet; Bedroom 18 is 26'5" x 11' 10" or 312.55 square feet; Bedroom 19 is 26'5" x 11'10" or 312.55 square feet, and Bedroom 20 is 27'5" x 11'11" or 326.85 square feet. One resident will occupy each bedroom. Based upon the following square footage calculations, the facility is able to accommodate twenty (20) elderly residents and meets compliance with Rule 400.15409 (2), a minimum of 80 square feet for single occupancy. The dining room measured 24' x 30'2" or 724.08 square feet. The common living area measured 29'2" x 38'3" or 1115.75 square feet totaling 1839.83 square feet, meeting compliance standards of Rule 400.15405 (1), the required 700 square feet for twenty residents.

The facility is nicely decorated, well maintained and extremely clean. All furniture, kitchen equipment, dishes, silverware, washers and dryers, bedroom furnishings (bed, couches, dressers, mirrors, etc.) are in place. Each resident has individual bath towels and washcloths available for use.

Medications are locked and externals and internals are kept separate. Poisonous and caustic materials are locked away from residents and from food preparation areas. Handrails and nonskid strips are in each resident's bathtub. Soap and hand towels were located in each of the bathrooms.

Kitchen sanitation and fire safety issues can be referenced in the environmental health report and the fire safety report, respectively.

B. Program Description

Harbor Chase of Sterling Heights, Inc. submitted a licensing application and accompanying materials on December 2, 2003 for an original license issuance. The application indicates it will accept both males and females, ambulatory and

nonambulatory, ages 55 and older that are aged and have physical handicaps and/or Alzheimer's disease. Proposed capacity is twenty (20) residents.

The following corporate documents have been submitted to licensing: Board of Directors list; Corporate By-Laws; Certificate of Incorporation; Federal Tax Identification Number; Articles of Incorporation; Licensee Designee (Timothy Smick) appointed to act on behalf of the corporation in writing; corporate financial documents; and an organizational chart. Job descriptions and personnel policies/human resource handbook are also on file. Corporate policies and procedures are extensive and on file. Ownership changed on March 31, 2004 to Harbor Chase of Sterling Heights, Inc. from Courtyard Manor of Sterling Heights, Inc and an operating agreement was developed in writing.

Mr. Timothy Smick is the licensee designee for the corporation. Ms. Melody Stepanenko is the appointed administrator who oversees the day-to-day operation of Harbor Chase of Sterling Heights I, II, III, and IV. Ms. Stepanenko has extensive educational background and experience with the elderly population. Ms. Stepanenko provided evidence of her qualifications and training to act as the administrator. She also is in good physical and mental health evident by a medical clearance dated December 10, 2003 and negative tuberculin testing dated May 1, 2003. Ms. Stepanenko has had a criminal history check completed on December 22, 2003 confirming she is of good moral character.

Harbor Chase of Sterling Heights, Inc. provided this consultant with facility records including an admission and discharge policy; program statement with attachment for dementia guidelines; grievance policy; standard and routine procedures; fire, severe weather, and medical emergency procedures; house rules; staff training curriculum to be utilized (toolbox training); fee schedule; medication procedures; human resource handbook; job descriptions; and schematic evacuation fire plan with designated fire exits. The facility has posted emergency telephone numbers by the telephone, as well as emergency repair numbers and the designated person in the absence of the administrator. The proposed facility budget was also submitted. All residents are privately placed and there is no contract with a responsible agency.

On March 9, 2004 the consultant reviewed all nine (9) employee files. All nine files were complete and contained the following information: completed employment applications with work experience and education, name, address and social security number; copies of driver's licenses that verify ages of employees; reference checks; criminal history checks verifying good moral character; signature of receipt of job description and personnel policies; medical documentation signed by the physician verifying employees are in good health and negative tuberculin testing; and verification of training as required in Administrative Rule 400.15204 (3) (a) through (g).

The consultant reviewed with Ms. Stepanenko the required resident forms that are maintained including the resident register, fire drills, resident care agreements, resident assessment plans, physician contact logs (or equivalent forms); resident information

and identification forms, resident health care appraisals; resident fund forms Part I and Part II; resident medication form, weight records, and the resident accident and incident reports. Ms. Stepanenko has an understanding of these forms and prior to the expiration of the temporary license, the consultant will review resident records to ensure rule compliance.

C. Rule/Statutory Violations

There was no administrative rule violations noted during the consultant's onsite inspection.

IV. RECOMMENDATION

It is recommended that a temporary license be issued to the applicant, Harbor Chase of Sterling Heights, Inc. for the facility known as Harbor Chase of Sterling Heights II, license #AL500263218, located at 13400 19 Mile Road, Sterling Heights, MI. The temporary license is effective for six (6) months from the issuance date.

_____ Karen LaForest Licensing Consultant	_____ Date
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Approved By:

_____ Candyce Crompton Area Manager	_____ Date
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