



JENNIFER M. GRANHOLM  
GOVERNOR

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



MARIANNE UDOW  
DIRECTOR

February 10, 2005

Shannon Jones  
New Hudson Manor Inc.  
58250 Pontiac Trail  
New Hudson, MI 48165

RE: Application #: AS630271338  
New Hudson Manor  
58250 Pontiac Trail  
New Hudson, MI 48165

Dear Mrs. Jones:

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 3 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,

Ruth McMahon, Licensing Consultant  
Office of Children and Adult Licensing  
Suite 358  
41000 Woodward  
Bloomfield Hills, MI 48304  
(248) 975-5084

enclosure

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

**I. IDENTIFYING INFORMATION**

**License #:** AS630271338

**Applicant Name:** New Hudson Manor Inc.

**Applicant Address:** 58250 Pontiac Trail  
New Hudson, MI 48165

**Applicant Telephone #:** 248 446-8770

**Administrator/Licensee Designee:** Shannon Jones, Designee

**Name of Facility:** New Hudson Manor

**Facility Address:** 58250 Pontiac Trail  
New Hudson, MI 48165

**Facility Telephone #:** (248) 446-8770

**Application Date:** 10/28/2004

**Capacity:** 3

**Program Type:** AGED  
ALZHEIMERS

## II METHODOLOGY

10/15/2004	Inspection Completed On-site New Hudson Manor, LLC originally applied for a license for this address. At the final inspection on 10-15-2004, the administrator decided to change from an LLC to a corporation.
10/28/2004	Enrollment
11/08/2004	Contact - Document Received Corrective action plan received. from the on-site inspection
11/08/2004	Inspection Completed-BFS Full Compliance
11/09/2004	Comment Application rec'd from Lansing
1-05-2005	Recommend license issuance
1-19-2005	Contact telephone call made to Oakland County Health Department, reference water supply The request was not received.. The request was faxed.
2-08-2005	Environmental Health Inspection Repot received.

## II. DESCRIPTION OF FINDINGS & CONCLUSIONS

### A. Physical Description of Facility

New Hudson Manor is located at 58250 Pontiac Trail, New Hudson Michigan 48165. New Hudson Manor. is located several miles south of Milford Road in Oakland County. The home is owned by Shannon Jones and Marguerite Prieskorn. The lease is between the owners and the New Hudson Manor Inc. until 2034. A copy of the lease was submitted by the applicant and is contained in the home file.

New Hudson Manor is a ranch style house with an attached garage, which sits on a spacious corner lot. The home is in a rural area, and the houses are spaced apart. The homes are new and older style homes and farms.. The interior of the home is clean, comfortable, clean, and maintained. The home does not have a basement.

The home has a combination living room/ dining room, kitchen, family room, two residents bedroom and a staff bedroom. There are two full baths, one is designated for

the residents, the other is located in the hallway by the staff bedroom. A patio is situated outside off the kitchen, for residents use when the weather permits

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

<b>BEDROOM</b>	<b>DIMENSIONS</b>	<b>SQ. FOOTAGE</b>	<b>OCCUPANCY</b>
<b>Southwest</b>	<b>10'3" x 15'9"</b>	<b>170.5 sq feet</b>	<b>2</b>
<b>Southeast</b>	<b>10'4 x 9'7"</b>	<b>99 sq ft</b>	<b>1</b>

\*The Northeast bedroom is not licensed for residents but is for the live in staff .

Based upon the above information, this facility has the square footage necessary to accommodate up to 3 residents, as requested in the application.

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

The home has a living room, that measures 13'6" x 11'3" equals 151.8 square feet, a dining area that measures 11'3 x 12'3" equals 137.9 sq feet, a family room that measures 15'6" x 11'7" equals 179.4 square feet. The proposed capacity for the home is three residents and a live in staff. The home has a total of 469.1 square feet of living space. 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 home has two full bathrooms. The bathroom areas are 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. Poisons and caustics will be stored in a secured area not used for food storage or preparation. The home has adequate food storage The refrigerator was equipped with thermometers to monitor the temperature

New Hudson Manor has private water and public sewage services. 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. An Environmental Health Inspection was conducted on 1-26-2005 and full approval was given. Water temperature was tested at the time of final inspection and found to be within the acceptable range as defined by rule R 40014401). Laundry facilities are located in a separate room right off the living room The washer and dryer were properly installed and the dryer vent was made of acceptable non-combustible material

## **2. Fire Safety**

The building has a fully integrated hard wired smoke detection system. 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 and proper door width.

A gas forced air furnace heats the facility. The Applicant supplied a copy of a recent furnace inspection for review at the time of the final inspection. The furnace is located in a room off the family room. The hot water heater is located off the laundry room.. The Applicant is aware that water temperatures should be monitored on a regular basis. I also found the electrical service 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.

## **Program Statement**

The Applicant submitted a copy of the program statement to the Bureau for review and inclusion in the licensing record. The document is acceptable as written. The facility will offer a program for three adults who are 50 years or older who require a twenty-four hour supervised living program. The program will focus on recreating normal every day life patterns for those aged (50yrs.+) individuals with Alzheimer's/ Dementia or any other mental/physical ailment, who cannot live on their own and who are private pay, in a home-like atmosphere. The home is equipped to serve people who require wheelchair use. According to the program statement, New Hudson Manor. will assist the residents to strive to reach his/her maximum potential while living as independently as possible.

While meeting those objectives the home will provide 24-hour room, board, supervision, personal care, protection, training, guidance, recreation, and social skill development.

Home programming will include a family doctor, podiatrist, and a beautician or the residents can choose their own.

## **2) Required Information**

On 11/05-2003, a license application and application fee was received from Mrs. Jones, acting on behalf of New Hudson Manor LLC. to operate a small group AFC facility at the

above referenced address in New Hudson , Michigan. At the time of the final inspection, Mrs. Jones acting on behalf of the LLC decided to change the licensee from an LLC to a corporation. On October 29,2004, a license fee and application was received in the name of New Hudson Manor Inc, The applicant corporation is a domestic profit corporation. The filing endorsement from the Department of Labor and Economic Growth and Development and has a a filing date of 10/21/2004. The applicant corporation is seeking to operate a program for adults with Alzheimer's and Dementia..

As part of the application process the applicant submitted an admission, and discharge policies for New Hudson Manor Inc. The documents are acceptable as written. Also included are a proposed staffing pattern, a current lease, a floor plan with room use and size specifications, and current financial documents. As part of the licensing process, the Applicant presented the corporate personnel policies, routine procedures, and job descriptions for review. The documents are kept in the home and are available for review.

The administrative structure for New Hudson Manor Inc., is as follows:

Board of Directors:

Shannon Marie Jones, President

Marguerite Ann Prieskorn, vice President

A Records Clearance Request has been processed for Ms. Jones and Ms Prieskorn. Based upon her background, experience, and the Record Clearance Report, I find that They is of good moral character, sound judgment, and are suitable to provide care to dependent adults. A current Licensing Medical Clearance form is contained in the record. The form indicates that they are in good physical and emotional health, and there is no reason why they 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.

As referenced above Ms. Jones submitted, on behalf of New Hudson Manor Inc., financial information as part of the new application process. The applicant submitted a current balance sheet as well as a current expense report for the home. 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. Jones, has been involved in providing Adult Foster Care services for many years. The corporation does not have any other foster care facilities. Based on her previous experience, Mrs. Jones has demonstrated that she has the administrative and management expertise to run an Adult Foster Care facility. Based on personal contact and materials submitted I conclude that Ms. Jones has demonstrated her competency as required by the rule R 400.14201.

At the time of the final inspection, there were no changes to report in information previously submitted in this application for a license. The Applicant is aware of 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 Applicant was also reminded of the 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. Jones 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 Applicant

As required by the rule R400.14202, the home has a designated administrator. Ms. Prieskorn. She will act as administrator for the new Hudson Manor Inc.. Based on the information submitted, background, and experience, Ms. Prieskorn meets the requirements of the rule and is qualified to act as administrator for new Hudson Manor Inc. Copies of her training are contained in the licensing file..

Individuals, who are interested in placement into the new Hudson Manor, should contact the administrator Mrs. Prieskorn or her representative. 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 New Hudson Manor Inc.'s personnel policies contained in the administrative file. I have determined that they do not conflict with statutory or administrative rule requirements. The job descriptions for New Hudson Manor Inc. were also reviewed as part of the licensing process. Current employee files were not reviewed at final inspection.

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

The Resident Care Agreement proposed for use in this facility is the current Office of Children and Adult Licensing resident care agreement. The applicant understands the requirements pertaining to maintaining a resident register, as required under rule R400.14210. The applicant understands the requirements for record keeping.

The Applicant 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. The Applicant understands 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 Applicant was also understands that a licensed physician must order any special diets implemented in the home,

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

The Applicant is well aware of the requirements for staff qualifications and training and intends to comply with the rules. The Applicant 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 Applicant 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 review.

#### **5) Resident Care, Services, and Records**

The applicant understands the requirements pertaining to resident records as specified in rule R400.14316. The applicant also understands the requirements pertaining to resident rights and prohibited practices as outlined under rules R400.14304 and R400.14308.

The applicant also understands the 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. I determined that the facility was in substantial compliance with the 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.

The applicant also understands 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 applicant is aware of the requirements of rules R400.14318 and R400.14319, regarding emergency and regular transportation.

In conclusion, the applicant and facility, by virtue of observation, interview, and review of program documentation, is found to be in substantial compliance with requirements



relating to resident care, services, and records. A more complete evaluation of resident services will be made at the time of license renewal.

**III. RECOMMENDATION**

I recommend issuance of a temporary license to this AFC adult small group home (capacity 3).

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Ruth McMahon  
Licensing Consultant

Date

Approved By:

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Barbara Smalley  
Area Manager

Date