



STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
OFFICE OF CHILDREN AND ADULT LICENSING



JENNIFER M. GRANHOLM
GOVERNOR

MARIANNE UDOW
DIRECTOR

October 12, 2005

Newport Care Center, Inc.
22977 Newport
Southfield, MI 48076

RE: Application #: AS630277652
Mulberry Care Center
24730 Mulberry Dr.
Southfield, MI 48034

Dear Newport Care Center, Inc.:

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 DEPARTMENT OF HUMAN SERVICES
OFFICE OF CHILDREN AND ADULT LICENSING
LICENSING STUDY REPORT**

I. IDENTIFYING INFORMATION

License #: AS630277652

Applicant Name: Newport Care Center, Inc.

Applicant Address: 30066 Ponds View
Franklin, MI 48025

Applicant Telephone #: (248) 539-9056

Administrator/Licensee Designee: Charlene McNeal, Administrator

Name of Facility: Mulberry Care Center

Facility Address: 24730 Mulberry Dr.
Southfield, MI 48034

Facility Telephone #: (248) 539-9056
07/25/2005

Application Date:

Capacity: 6

Program Type: TRAUMATICALLY BRAIN INJURED

II. METHODOLOGY

07/25/2005	Enrollment
07/28/2005	Application Incomplete Letter Sent re: record clearance for Charlene McNeal (designee)
09/08/2005	Application Complete/On-site Needed
10/03/2005	Inspection Completed-BFS Full Compliance
10/12/2005	Recommend License Issuance
10/12/2005	LSR Generated

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

a. Physical Description of Facility

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.

1) Environmental Conditions

Mulberry Care Center is located at 24730 Mulberry Drive, Southfield, Michigan 48034. The home is situated south of 10 Mile Road and west of Lahser Road, in Oakland County, Michigan. Charlene McNeal, 30066 Pondsview Drive, Franklin, Mi 48025, is the owner of record for the property. Proof of ownership is contained in the facility file.

Mulberry Care Center is a custom-built brick ranch with an unfinished basement and attached 2-car garage. The home is in a suburban area of similar constructed homes. The home is nicely landscaped with a newly laid concrete circular driveway. The interior of the home is remodeled and updated with marble countertops, hardwood flooring and new kitchen cabinets. The home is nicely decorated.

The main entrance opens into a marble floored open foyer. A spacious living room is located directly ahead with a family room immediately adjacent to it, on the right. The kitchen is to the right of the foyer area. To the left of the living room area, are three bedrooms and three full baths. A laundry room with washer and dryer is located in the basement, which also contains the gas-fired furnace and the water heater. Floor

separation is provided with a 13/4 “ solid core wood door with self – closing device at the top of the basement stairs.

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	17’5”X 13’9”	243	2
Bedroom # 2	13’10” X13’	170	2
Bedroom # 3	12’9” X 11’5”	148	2
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 large living room that measures 15’4” X 28’8”, a family room that measures 15’9” X17’2”, and a kitchen that measures 17’5” X 11’6”. 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.

Mulberry Care Center has public water and sewage services. Garbage disposal is supplied through the City of Southfield. The kitchen and bathroom areas were evaluated, and were found to be adequately equipped and in clean condition. All necessary 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

40014401(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 the basement. The washer and dryer were properly installed and the dryer vent was made of acceptable non-combustible material.

2. Fire Safety

Mulberry Care Center has a fully integrated hard wired smoke detection system installed to meet the requirements of R 400.14505. The smoke heads are placed as required by the rule. The home has smoke detector in the furnace room area 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 lath 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 was recently inspected and the licensee supplied a copy of the report 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 Southfield. 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 licensee'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.

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 male and female adults with traumatic brain injuries. According to the program statement, the goal of the program is to maximize the functioning of each resident's capability and condition in the spheres of activities of Daily Living Skills, Rehabilitation Programming and Community Reintegration Skills. All transportation will be provided to facilitate that residents assessment plan requirements.

2) Required Information

On 9/12/05, the Department received a license application and application fee from Ms.Charlene McNeal, acting on behalf of Newport Care Center Inc., to operate a small group AFC facility at the above referenced address in Southfield, Michigan. The filing endorsement from the Department of Commerce has a filing date of 8/03/1993. The applicant is seeking to operate an adult foster care program for adults.

As part of the application process the licensee submitted admission, discharge policies for the Mulberry Care Center. 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 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 Newport Care Center Inc is as follows:

President:	Artesia McNeal
Vice President:	Sandra Nabors
CEO/Treasurer/Secretary:	Charlene McNeal
Area Supervisors	
Direct Care Staff	

A Records Clearance Request has been processed for Ms.McNeal. 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.McNeal 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 Newport Care Center Inc. naming Ms. Dharini Olsen, as the licensee designee and Administrator.

As referenced above Ms. McNeal submitted, on behalf of Newport Center Care 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 applicant, Ms. Charlene Mcneal, has been involved in providing Adult Foster Care services to traumatic brain injured individuals for over 15 years. Ms. McNeal currently administers the following AFC homes in Oakland County:

AS630012783	Irvine Head Injury Home
AS630094857	Irvine Neuro Rehabilitation Center

Based on this previous experience, Ms. McNeal has demonstrated that she has the administrative and management expertise to run the Adult Foster Care facility. Based on personal contact and materials submitted I conclude that Ms. McNeal has demonstrated her competency as required by the rule R 400.14201.

At the time of the final inspection, Ms. McNeal 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 their intent to maintain compliance with this requirement.

Based on the above information, I have determined that Ms. McNeal 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. Dharini Olsen will act as administrator for the Mulberry Care Center. Based on the information submitted and information reviewed in the home at the time of the final inspection, Ms. Olsen meets the requirements of the rules and is qualified based on her background and training to act as administrator for Newport.

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 Mulberry Care Center, should contact Ms. Olsen at the facility. The Administrator 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 Newport Center Care Inc's personnel policies contained in the licensing file. I have determined that they do not conflict with statutory or administrative rule requirements. The job descriptions for Mulberry Care Center were reviewed and were submitted to the department. They are acceptable as written. I have also discussed with the licensee the good moral character requirements as related to the hiring of staff. Particular attention was placed upon the new rule related to the determination of good moral character by the licensee (R 400.14734a). 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 current 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 licensee 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 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. Olsen 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 licensee will also verify age, check references and conduct police clearances 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; in addition staff training through contract agencies as necessary is arranged. 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

