



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



JENNIFER M. GRANHOLM  
GOVERNOR

ISMAEL AHMED  
DIRECTOR

September 12, 2007

Deborah Pettyplace  
Central State Community Services, Inc.  
2603 W Wackerly Rd Suite 201  
Midland, MI 48640

RE: Application #: AS250291671  
Vassar Road Home  
3220 Vassar Road  
Burton, MI 48519-1672

Dear Ms. Pettyplace:

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 and special certification 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 (989) 835-7241.

Sincerely,

*Thomas F. Bauer*

Tom Bauer, Licensing Consultant  
Bureau of Children and Adult Licensing  
2320 W. Pierson Rd.  
Flint, MI 48504  
(810) 787-7033

Enclosure

**MICHIGAN DEPARTMENT OF HUMAN SERVICES  
BUREAU OF CHILDREN AND ADULT LICENSING  
LICENSING STUDY REPORT**

**I. IDENTIFYING INFORMATION**

**License #:** AS250291671

**Applicant Name:** Central State Community Services, Inc.

**Applicant Address:** Suite 201  
2603 W Wackerly Rd  
Midland, MI 48640

**Applicant Telephone #:** (989) 631-6691

**Administrator/Licensee Designee:** Deborah Pettyplace, Designee

**Name of Facility:** Vassar Road Home

**Facility Address:** 3220 Vassar Road  
Burton, MI 48519-1672

**Facility Telephone #:** (989) 631-8760  
07/18/2007

**Application Date:**

**Capacity:** 6

**Program Type:** MENTALLY ILL  
DEVELOPMENTALLY DISABLED  
AGED  
PHYSICALLY HANDICAPPED

## II. METHODOLOGY

07/18/2007	Enrollment
07/24/2007	Application Incomplete Letter Sent 1326 for Catherine Roberts
07/25/2007	Contact - Document Received 1326 for Catherine
07/27/2007	Application Complete/On-site Needed
07/27/2007	Inspection Report Requested - Health
07/31/2007	SC-Application Received - Original
08/14/2007	Inspection Completed On-site Initial inspection
08/15/2007	Application Incomplete Letter Sent Findings letter from initial inspection
08/30/2007	Inspection Completed-Env. Health: A
09/10/2007	Inspection Completed On-site Final inspection
09/10/2007	Inspection Completed-BFS Full Compliance

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

### A. Physical Description of Facility

The Vassar Road Home is a ranch style home located at 3220 Vassar Road in Burton. The home is a previously licensed facility that is being taken over by Central State Community Services Inc. Central State Community Services Inc. is an experienced Adult Foster Care provider, and currently holds 20 licenses for Adult Foster Care homes in the State of Michigan. The Vassar Road Home is a former AIS/MR facility. The home sits on a nice size lot, and has a large driveway that can accommodate parking for several cars. The applicant will be moving the residents of the Elm house to this home at the end of September 2007. The Elm house will be closing as the lease is expiring and will not be renewed.

The home is made up of a living room, which one enters from the front entrance, a large combination family room dining area, kitchen, and office area next to the kitchen, and four bedrooms. One of the bedrooms off the living room has been converted to a multi-

purpose room. Laundry facilities are located in a separate room off the kitchen. The home has two full size bathrooms, which are designed to accommodate non-ambulatory individuals. The furnace and hot water heater are located in a fire rated room, which is accessed from the garage. The furnace was inspected for safety on 8/23/2007.

I measured resident bedrooms at the time of the initial inspection and recorder the following dimensions.

<b>BEDROOM</b>	<b>DIMENSIONS</b>	<b>SQ. FOOTAGE</b>	<b>OCCUPANCY</b>
Bedroom 1	14' 8" X 11	161	2
Bedroom 2	14' 8" X 11	161	2
Bedroom 3	14' 8" X 11	161	2
		<b>TOTAL</b>	<b>6</b>

The living space for the home is listed below:

The home has a living room area that measures 16' X 12. This provides 192 sq feet of living area. The dining/family area measures 22' 6" X 15. The combined square footage available is 529 square feet. The home has enough living area to accommodate 6 residents as proposed on the application.

## **2. Fire Safety**

The home has a fully integrated hard wired smoke detection system with battery backup, which meets the requirements of R 400.14505 as well as Special Certification requirements. The smoke protection and sprinkler system were inspected on 8/5/2007. The smoke heads are placed as required by the rule. The home has fire extinguishers, which meets the requirements of R 400.14506. The bedrooms of the home 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 three separate and independent means of egress to the outside as required by R400.14507. The means of egress were measured at the time of initial 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 and bathroom doors have conforming hardware and proper door width. The home exits are at grade and were built to accommodate individuals who require the use of wheelchairs.

## **B. Administration/Program/Resident Care/Records**

### **1) Population to be served and Admission criteria:**

The Applicant, Central State Community Services Inc., submitted a copy of the program statement to the Office of Children and Adult Licensing for review and inclusion in the licensing record. The document is acceptable as written. The facility will offer services to both men and women 18 years or older who are mentally ill, developmentally disabled. In addition to 24-hour supervision, personal care, and protection, the program will provide specialized services as identified in the individual plan of service developed in cooperation with the Responsible Agency, Genesee County Community Mental Health Department, under special certification guidelines

**Applicant and household information/Corporate info or Individual:**

The applicant, Central State Community Services Inc., is an experienced Adult Foster Care provider. The corporation currently holds licenses on 20 small and medium Adult Foster Care homes in Michigan.

**2) Applicant, Licensee Designee, Administrator – Qualifications, Experience, GMC, Competency:**

Central State Community Services Inc. submitted a written statement naming Ms. Debra Pettyplace the Licensee Designee for the corporation. Ms. Pettyplace is the Licensee Designee for all the other corporation licenses. The Licensee Designee's good moral character was assessed as part of the licensing process. Ms. Pettyplace possesses the educational background, experience, and training required by R 400.14201 and 202 to act as Licensee Designee.

Ms. Catherine Roberts has been designated as the home administrator. Ms. Roberts is currently the designated administrator of four other Adult Foster Care homes in the area. She possesses the background and experience to act as administrator for Vassar Road home.

**3) Staffing Plan, Proposed Ratios:**

The applicant submitted a proposed staffing pattern for inclusion in the home file. The staffing plan meets the requirements of R 400.14206 requiring sufficient staff for the supervision, protection, and personal cared needs of the proposed population. The staff to resident ratio will be 1:3. Program supervisory individuals will also be available on an as needed basis.

**4) Records & Record Keeping:**

As part of the application process the applicant submitted a program statement, admissions and discharge policy, refund policy and staffing pattern for review and inclusion in the home file. Personnel policies and procedures are available in the home for review. Based on conversations with the applicant, technical assistance given, and the experience of the applicant, I conclude that the applicant is aware of the rule requirements that pertain to records and record keeping.

As part of the licensing process, I have determined that Central State Community Services Inc. is in substantial compliance with rule R400.14103 regarding required information and reporting changes. The applicant has policies and procedures in place to meet the requirements of rules R400.14204 and R400.14205 regarding qualifications, training, good moral character, and health of employees. The applicant has an established procedure for staff training for its current homes. The applicant will be entering into contractual agreements with Genesee County Community Mental Health Board to provide specialized services. The applicant is aware of the requirements of rule R400.14315, The Handling of Resident Funds, and has procedures in place to comply with the requirements of the rule.

In conclusion, the applicant and facility, by virtue of observation, interview, and review of program documentation, are found to be in substantial compliance with initial licensing requirements relating to General Provisions, Program Requirements, Environmental Conditions, and Fire Safety. A more complete evaluation of Resident Care, Services, and Records will be made at the time of license renewal.

Based on the information presented above, I conclude that the Applicant, Central State Community Services Inc., meets the minimum requirements of the licensing administrative rules for small group adult foster care facilities with an approved capacity of 1-12 residents, licensed or proposed to be licensed after 5/24/94.

#### IV. RECOMMENDATION

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



9/11/2007

Tom Bauer  
Licensing Consultant

Date

Approved By:



09/12/2007

Barbara Smalley  
Area Manager

Date