



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



JENNIFER M. GRANHOLM  
GOVERNOR

ISMAEL AHMED  
DIRECTOR

May 2, 2008

Greg Kirkland  
Michigan Community Services, Inc.  
PO Box 317  
Swartz Creek, MI 48473

RE: Application #: AS090295290  
Beechwood  
3648 Bangor Road  
Bay City, MI 48706

Dear Mr. Kirkland:

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 (989) 758-1754.

Sincerely,

Mary T. Fischer, Licensing Consultant  
Bureau of Children and Adult Licensing  
1509 Washington, Ste A  
P.O. Box 1609  
Midland, MI 48641  
(989) 835-7739

enclosure

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

**I. IDENTIFYING INFORMATION**

**License #:** AS090295290

**Applicant Name:** Michigan Community Services, Inc.

**Applicant Address:** 5239 Morrish Rd.  
Swartz Creek, MI 48473

**Applicant Telephone #:** (810) 635-4407

**Administrator/Licensee Designee:** Greg Kirkland, Designee

**Name of Facility:** Beechwood

**Facility Address:** 3648 Bangor Road  
Bay City, MI 48706

**Facility Telephone #:** (989) 667-3682  
03/25/2008

**Application Date:**

**Capacity:** 6

**Program Type:** DEVELOPMENTALLY DISABLED

## II. METHODOLOGY

03/25/2008	Enrollment
03/27/2008	Application Incomplete Letter Sent re: record clearance for Administrator.
04/02/2008	Application Complete/On-site Needed received record clearance for Administrator.
04/17/2008	Inspection Completed On-site
05/02/2008	Inspection Completed-BFS Full Compliance

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

### A. Physical Description of Facility

Beechwood is a brick framed ranch style home built on a slab. The Beechwood home is situated within the city limits at 3648 Bangor Road, of Bay City, Michigan. It has a large yard and has city water and city sewer. The applicant has leased the property from Bay Arenac Community Living Facilities, Inc.

The Beechwood home is situated within three miles of local parks, museums, other recreational activities, shopping, hospitals, fire departments and city police.

The facility has two private bedrooms, two double occupancy bedrooms, two bathrooms, a kitchen/dining room, a living room, office, laundry room and storage room all on one floor. The living room is measured at 14' x 20' for a total of 280 square feet of living space. The kitchen/dining area is measured at 9' x 16' for a total of 144 square feet of space.

Bedroom #1 measures 10' x 8' for a total of 80 sq. ft. = 1 resident bed.  
Bedroom #2 measures 12' x 9' for a total of 108 sq. ft. = 1 resident bed.  
Bedroom #3 measures 12' x 13' for a total of 156 sq. ft. = 2 resident beds.  
Bedroom #4 measures 11' x 12' for a total of 132 sq. ft. = 2 resident beds.

The applicant will assure that the number of residents in the facility does not exceed the maximum capacity of 6 residents.

The applicant has acknowledged an understanding of the responsibility to maintain the facility and yard area in a healthy and safe condition for all residents and that housekeeping standards and home furnishings shall present a clean, comfortable and orderly appearance

The facility is equipped with a hardwired interconnected smoke detection system, with battery back up, which was installed by a licensed electrician and is fully operational.

Smoke detectors have been installed near sleeping areas, and near furnaces and other flame producing equipment. Fire extinguishers are installed in the facility. The applicant acknowledges an understanding of her responsibility to maintain smoke detectors and fire extinguishers, as identified by the manufacturer, and by rules for adult foster care group homes, and the NFPA 102, Life Safety Code, 1988.

The applicant has acknowledged an understanding of her responsibility to maintain furnaces, water heaters and other flame or heat producing equipment in a fixed and permanent manner in accordance with licensing rules and manufacture's instructions. The furnace, hot water heater and clothes dryer located on the first floor will continue to be enclosed in a room that is constructed of material which has a one hour fire resistance rating.

## **B. Program Description**

Admission and discharge policies, program statement, refund policy, personnel policies, and standard procedures for the facility were reviewed and accepted as written. The applicant intends to provide 24-hour supervision, protection and personal care to six (6) female ambulatory adults whose diagnosis is developmentally disabled and/or mentally ill, in the least restrictive environment possible. The program will include social interaction skills, personal hygiene, personal adjustment skills, and public safety skills. A personal behavior support plan will be designed and implemented for each resident's social and behavioral developmental needs. Residents will be referred from Bay Arenac Behavioral Health.

If required, behavioral intervention and crisis intervention programs will be developed as identified in the assessment plan. These programs shall be implemented only by trained staff, and only with the prior approval of the resident, guardian, or the responsible person.

The licensee will provide all transportation for program and medical needs. The facility will make provision for a variety of leisure and recreational equipment. It is the intent of this facility to utilize local community resources including public schools and libraries, local museums, shopping centers, and local parks.

## **C. Applicant and Administrator Qualifications**

A licensing record clearance request was completed with no lien convictions recorded for the licensee designee, Mr. Greg Kirkland and the administrator, Vicki Okoniewski. The licensee designee and administrator submitted medical clearance requests with statements from physicians documenting their good health and current TB-tine negative results.

Mr. Kirkland and Ms. Okoniewski have provided documentation to satisfy the qualifications and training requirements identified in the administrative group home rules.

The staffing pattern for the original license of this 6-bed facility is adequate and includes a minimum of 1 staff –to- 6 residents per shift. All staff shall be awake during sleeping hours.

The applicant acknowledges an understanding of the training and qualification requirements for direct care staff prior to each person working in the facility in that capacity or being considered as part of the staff –to- resident ratio.

The applicant acknowledges an understanding of the responsibility to assess the good moral character of each volunteer and employee of the facility. The applicant has expressed that FBI finger printing and the Michigan State Police lien system will be utilized as the process to identify criminal history when assessing good moral character.

The applicant acknowledges an understanding of the administrative rules regarding medication procedures and that only those direct care staff that have received medication training and have been determined competent by the licensee, can administer medication to residents. In addition, the applicant has indicated that resident medication will be stored in a locked cabinet and that daily medication logs will be maintained on each resident receiving medication.

The applicant acknowledges their responsibility to obtain all required documentation and signatures that are to be completed prior to each direct care staff or volunteer working with residents. In addition, the applicant acknowledges their responsibility to maintain a current employee record on file in the home for the licensee, administrator, and direct care staff or volunteer and the retention schedule for all of the documents contained within each employee's file.

The applicant acknowledges an understanding of the administrative rules regarding informing each resident of their resident rights and providing them with a copy of those rights. The applicant indicated that it is their intent to achieve and maintain compliance with these requirements.

The applicant acknowledges an understanding of the administrative rules regarding the written and verbal reporting of incidents and accidents and the responsibility to conduct an immediate investigation of the cause. The applicant has indicated their intention to achieve and maintain compliance with the reporting and investigation of each incident and accident involving a resident, employee, and/or visitor.

The applicant acknowledges an understanding of the administrative rules regarding the handling of resident funds and valuables and intends to comply.

The applicant acknowledges their responsibility to obtain all of the required forms and signatures that are to be completed prior to, or at the time of each resident's admission to the home as well as the required forms and signatures to be completed for each resident on an annual basis. In addition, the applicant acknowledges their responsibility

to maintain a current resident record on file in the home for each resident and the retention schedule for all of the documents contained within each resident's file.

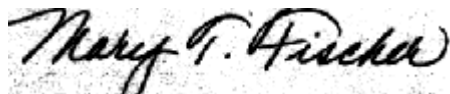
The applicant acknowledged an understanding of the responsibility to assess the good moral character of employees and contractors who have regular, ongoing, "direct access" to residents or the resident information or both. The licensing consultant provided technical assistance on the process for obtaining criminal record checks utilizing the Michigan Long Term Care Partnership website ([www.mltcpartnership.org](http://www.mltcpartnership.org)), Identix, and the related documents required to be maintained in each employees record to demonstrate compliance.

**D. Rule/Statutory Violations**

**NONE.**

**IV. RECOMMENDATION**

Based on the findings of this licensing investigation and submission of all required documents through the pre-licensing process, it is my recommendation to issue Michigan Community Services, Inc., a temporary license to operate a small group home. The terms of the license will enable them to provide female adults with personal care, supervision and protection to a maximum of six (6) residents at 3648 Bangor Road, Bay City, Mi 48706. The duration of the license will be for a six-month period.



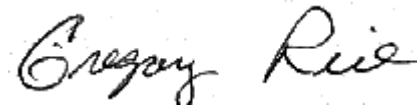
05/02/2008

---

Mary T. Fischer  
Licensing Consultant

Date

Approved By:



05/02/2008

---

Gregory Rice  
Area Manager

Date