



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



JENNIFER M. GRANHOLM
GOVERNOR

ISMAEL AHMED
DIRECTOR

June 5, 2009

Kathy Wilkes
Moore Apartment Non-Profit Housing Corporation
401 W. Jolly Road
Lansing, MI 48910

RE: Application #: AS620301609
The Masters Home
240 N. Webster
White Cloud, MI 49349

Dear Ms. Wilkes:

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) 758-1987.

Sincerely,

A handwritten signature in cursive script that reads "Ronald R. Verhelle".

Ronald R. Verhelle, Licensing Consultant
Bureau of Children and Adult Licensing
1475 S. Bamber Road
Mt. Pleasant, MI 48858-8010
(989) 772-8474

enclosure

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

I. IDENTIFYING INFORMATION

License #: AS620301609

Applicant Name: Moore Apartment Non-Profit Housing Corporation

Applicant Address: 401 W. Jolly Road
Lansing, MI 48910

Applicant Telephone #: (231) 398-0708

Administrator/Licensee Designee: Kathy Wilkes

Name of Facility: The Masters Home

Facility Address: 240 N. Webster
White Cloud, MI 49349

Facility Telephone #: (231) 689-0022

Application Date: 04/07/2009

Capacity: 6

Program Type: MENTALLY ILL
DEVELOPMENTALLY DISABLED
PHYSICALLY HANDICAPPED

II. METHODOLOGY

04/07/2009	Enrollment
04/28/2009	Inspection Completed - BCAL Substantial Compliance
05/.xx/2009	Inspection Completed - BCAL Full Compliance

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

The property located at 240 N. Webster St., White Cloud, MI 49349 is owned by the Newaygo County Mental Health Authority and leased to Moore Apartment Non-Profit Housing Corporation. The premises located at the above address is situated within the City Limits of Newaygo on the northeast side of town. There is ample parking space on the premises.

The Masters Home is new construction and features ranch styling with vinyl siding and wains coating. The Masters Home contains a large living and dining area, four seasons room, two large bathrooms of which contains a tub and the other a walk-in shower, four bedrooms, staff observation room, medication room, and full basement. The capacity of the home will enable six residents to utilize two private and two semi-private bedrooms. The Masters Home is heated with natural gas and air-conditioned. The Masters Home utilizes City water and sewage systems. The Masters Home is barrier free and wheelchair users can be accepted with assurances of appropriate staffing.

The Masters Home has one furnace located in the basement. The floor is separated by a 60 minute fire rated door with an automatic closing devise and positive latching door hardware. The Masters Home is equipped with an interconnected, hardwired smoke detection system with battery back up and is fully operational. The Masters Home is sprinkled.

Resident bedrooms were measured during the initial on-site inspection and have the following dimensions:

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
1	10' 6" x 16' 3"	170.625	1
2	10' 9" x 16' 3"	174.875	2
3	10' 9" x 16' 3"	174.875	2
4	10' 6" x 16' 3"	170.675	1

The dining/living room measures 24' 5" by 23' or 561.568 square feet of space. The four season's room measures 13' 9' by 14' 10" or 203.953 square feet of space. There is a total of 765.521 total square feet of combined living space or 127.586 square feet per occupant.

This licensing consultant determined The Masters Home to be in full compliance with the *Environmental Health Rules for Adult Foster Care Small Group Homes* on June 4, 2009.

This licensing consultant determined The Masters Home to be in full compliance with the *Fire Safety Rules for Adult Foster Care Home Small Group Homes* on June 4, 2009.

This licensing consultant determined The Masters Home to be in full compliance with the *Maintenance of Premises Rules for Adult Foster Care Small Group Homes* on June 4, 2009.

Emergency medical, social, educational, and recreational services are available within the cities of White Cloud, Fremont, and Newaygo. This would include hospitals, mental health clinics, aging services, community education programs, and recreational programs.

B. Program Description

Admission and discharge policies, program statement, refund policy, personnel policies, and standard procedures for The Masters Home were reviewed and accepted as written. The applicant's licensee designee, Kathy Wilkes, intends to provide twenty-four hour supervision, protection, and personal care to six ambulatory and or non-ambulatory male and female residents with developmental disabilities, mental illness, and physical handicap 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 development needs. Residents will be served by Newaygo County Mental Health Authority and perhaps other community organizations. If required, behavior 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 approval of the resident, guardian, and responsible agency.

Moore Apartment Non-Profit Housing Corporation will provide transportation for program and medical needs. The Masters Home will make provision for a variety of leisure and recreational equipment. It is the intent of The Masters Home to utilize local community resources including public schools and libraries, museums, shopping centers, and local parks.

C. Applicant and Administrator Qualifications

Moore Apartment Non-Profit Housing Corporation which is a non-profit corporation was established on October 1, 1979. Moore Apartment Non-Profit Housing Corporation submitted financial statements and an annual budget projecting expenses and income to demonstrate the financial capability of this adult foster care home.

The Board of Directors of Moore Apartment Non-Profit Housing Corporation has submitted documentation appointing Kathy Wilkes as licensee designee and administrator.

A licensing record clearance was completed with no lien convictions reported for Kathy Wilkes, licensee designee and administrator. Kathy Wilkes submitted a medical clearance request with statements from a physician documenting her good health and current TB -Tine negative results.

Kathy Wilkes has provided documentation to satisfy qualifications and training requirements in the *Licensing Rules for Adult Foster Care Small Group Homes*.

The proposed staffing pattern for the original license of this six bed home is adequate and includes a minimum of two staff to six residents during waking hours and at least one staff and more if necessary to six residents during sleeping hours. All staff shall remain awake and alert during sleeping hours.

Kathy Wilkes 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.miltcpartnership.org), L-1 Identity Solutions™ (formerly Identix®), and the related documents required to be maintained in each employees record to demonstrate compliance.

Kathy Wilkes acknowledged 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 Kathy Wilkes 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.

Kathy Wilkes acknowledged her 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, Kathy Wilkes acknowledged her 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.

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

Kathy Wilkes acknowledged 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. Kathy Wilkes has indicated her intention to achieve and maintain compliance with the reporting and investigation of each incident and accident involving a resident, employee, and/or visitor.

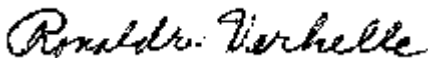
Kathy Wilkes acknowledged an understanding of the administrative rules regarding the handling of resident funds and valuables and intends to comply.

Kathy Wilkes acknowledged her 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, Kathy Wilkes acknowledged her 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.

Kathy Wilkes acknowledged her responsibility to provide a written discharge notice to the appropriate parties when a 30-day or less than 30-day discharge is requested.

IV. RECOMMENDATION

I recommend issuance of a temporary license to this adult foster care small group home (capacity 6).

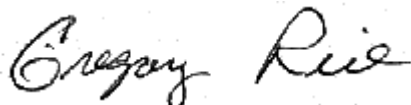


June 5, 2009

Ronald R. Verhelle
Licensing Consultant

Date

Approved By:



June 5, 2009

Gregory Rice

Date

Area Manager