



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



JENNIFER M. GRANHOLM
GOVERNOR

ISMAEL AHMED
DIRECTOR

November 30, 2009

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

RE: Application #: AM620302482
Dallas
7003 S. Baldwin Road
Newaygo, MI 49337

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 12 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) 758-2717.

Sincerely,

Ronald R. Verhelle, Licensing Consultant
Bureau of Children and Adult Licensing
1919 Parkland Drive
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 #: AM620302482

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: Dallas

Facility Address: 7003 S. Baldwin Road
Newaygo, MI 49337

Facility Telephone #: (231) 924-4775

Application Date: 05/20/2009

Capacity: 12

Program Type: MENTALLY ILL
DEVELOPMENTALLY DISABLED
PHYSICALLY HANDICAPPED

II. METHODOLOGY

05/20/2009	Enrollment
06/04/2009	Inspection Completed-Environmental Health : A Full Compliance.
10/08/2009	Inspection Completed-On-site Substantial Compliance.
10/26/2009	Inspection Completed-Fire Safety : A Full Approval.
11/09/2009	Inspection Completed-On-site Full Compliance.

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

The property located at 7003 S. Baldwin, Newaygo, MI 49337, is owned by Newaygo County Mental Health and leased to Moore Apartment Non-Profit Housing Corporation. The premises located at the above address is situated in a rural area north of the City of Newaygo. There is ample parking space on the premises.

Dallas was previously licensed to HGA non-Profit Homes, Inc., but the current Newaygo County Mental Health contract was awarded to Moore Apartment Non-Profit Housing Corporation necessitating a new license. On June 19, 2009, Garfield Township indicated, "Dallas is grandfathered in and needs no permit until the time the use changes."

Dallas is a ranch styled home with an attached garage and walk-out basement. The upstairs or main floor of the home has an adequately sized dining area, large sunken living room, kitchen, utility room, office, foyer, three bathrooms, three semi-private bedrooms, and one private bedroom. The downstairs or basement of the home has a large sitting area, furnace room, enclosed hot water heater area, two semi-private bedrooms, and one private bedroom. Floor separation is achieved through the use of a one and three-quarter inch thick solid core wood door with an attached automatic self-closer. The facility is heated by a propane fueled boiler and separate furnace. The home is cooled with air-conditioning. The capacity of this home will enable twelve (12) developmentally disabled, mentally ill, and or physically handicapped residents to utilize four upstairs and three downstairs bedrooms. This home is not barrier free and wheelchair uses cannot be accepted. There is no space for live-in staff.

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

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
1	14' 3" x 11' 7"	165.015	2
2	13' 1" x 15' 6"	202.786	2
3	14' 4" x 11' 4"	162.358	1
4	19' 9" x 27' 6"	543.125	2
5	21' 6" x 15'	322.5	2
6	23' 4" x 15'	349.95	2
7	15' 6" x 20' 4"	315.115	1

The living, dining, and sitting room areas measure a total of 948.772 square feet of living space. This exceeds the minimum of 35 square feet per resident requirement.

Based on the above information, it is concluded that this facility can accommodate **twelve (12)** residents. It is the licensee's responsibility not to exceed the facility's licensed capacity.

The home's boiler, furnace, and hot water heater are located in areas that are constructed of material that has one-hour-fire-resistance rating. They are further protected by fire rated doors equipped with self-closing devices and positive latching door hardware. An interconnected smoke detection and alarm system has been installed and is hardwired to the home's electrical supply. Fire extinguishers and emergency evacuation routes have been posted throughout the home. The Bureau of Fire Services determined Dallas to be in full compliance with *the Fire Safety Rules for Adult Foster Care Medium Group Homes* on October 26, 2009.

Kitchen and laundry services are located within the home. The home utilizes private water and sewage systems. District Health Department No.10 - Newaygo County determined Dallas to be in full compliance with *the Environmental Health Rules for Adult Foster Care Medium Group Homes* on June 4, 2009.

This licensing consultant determined Dallas to be in full compliance with the *Maintenance of Premises Rules for Adult Foster Care Medium Group Home Rules* on November 9, 2009.

Emergency medical, social, educational, and recreational services are available within the cities of Newaygo and Fremont. 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 Dallas 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 twelve ambulatory male and female residents with developmental disabilities, mental illness, or 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 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 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. Dallas will make provision for a variety of leisure and recreational equipment. It is the intent of Dallas 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 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 twelve bed home is adequate and includes at least two staff to twelve residents during waking hours and at least one staff to twelve 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 her 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 medium group home (capacity 12).

Ronald R. Verhelle

November 30, 2009

Ronald R. Verhelle
Licensing Consultant

Date

Approved By:

Gregory Rice

November 30, 2009

Gregory Rice
Area Manager

Date