



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



JENNIFER M. GRANHOLM
GOVERNOR

ISMAEL AHMED
DIRECTOR

January 13, 2010

Melissa Bentley
Bentley Manor Inc
2099 W. Wilson Rd
Clio, MI 48420

RE: Application #: AM250291561
Bentley Assisted Living
6252 W Mt Morris Rd
Mt Morris, MI 48458

Dear Ms. Bentley:

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,

James Clark, Licensing Consultant
Bureau of Children and Adult Licensing
2320 W. Pierson Rd.
Flint, MI 48504
(810) 787-7034

enclosure

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

I. IDENTIFYING INFORMATION

License #:	AM250291561
Applicant Name:	Bentley Manor Inc
Applicant Address:	2099 W. Wilson Rd Clio, MI 48420
Applicant Telephone #:	(810) 686-4858
Administrator:	Melissa Bentley
Licensee Designee:	Melissa Bentley
Name of Facility:	Bentley Assisted Living
Facility Address:	6252 W Mt Morris Rd Mt Morris, MI 48458
Facility Telephone #:	
Application Date:	07/16/2007
Capacity:	12
Program Type:	MENTALLY ILL DEVELOPMENTALLY DISABLED AGED

II. METHODOLOGY

07/16/2007	Enrollment
07/18/2007	Application Incomplete Letter Sent 1326 for Melissa Bentley
07/25/2007	Contact - Document Received 1326 for Melissa
07/27/2007	Application Complete/On-site Needed
07/27/2007	Inspection Report Requested - Fire Change of Ownership
07/27/2007	Inspection Report Requested - Health
07/27/2007	File Transferred To Field Office Flint
08/03/2007	Application Incomplete Letter Sent
08/23/2007	Inspection Completed-Env. Health : A
01/02/2008	Comment Transferred from Tom Bauer
01/03/2008	Application Incomplete Letter Sent
06/13/2008	Contact - Document Sent Lack of progress letter
06/17/2008	Contact - Telephone call received Still interested.
07/08/2009	Inspection Completed On-site
01/07/2010	Inspection Completed On-site
01/13/2010	Inspection completed- BFS Full Compliance

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

This evaluation is based upon the requirements of P.A. 218 of the Michigan Public Acts of 1979, as amended, and the Administrative Rules and Regulations applicable

to the licensure of small group facilities (1-6), licensed or proposed to be licensed after 5/24/1994.

A. Physical Description of Facility

The Bentley Assisted Living home is a ranch-style home in a residential area in Mt. Morris. The home is located two miles west of I-75 on the north side of Mt. Morris Rd.. The home is in close proximity to many resources that include shopping, churches, and recreational facilities. Medical services are available through McLaren Hospital. The Bentley Assisted Living home is serviced by private well and septic systems. Emergency medical services are available through the City of Mt. Morris police and fire departments. Parking is available in the paved driveway at both the front and rear of the house.

The Bentley Assisted Living home will be managed under Bentley Manor, Inc. A copy of a warranty deed and a letter were submitted identifying Melissa and Robert Bentley as the property owners who are leasing the house to Bentley Manor Inc. to use the property for a licensed adult foster care home

The home has eight bedrooms, a kitchen, a dining room, living room, family room and a sitting room. The home has four bathrooms. The home has a first-floor laundry room; and a basement which is where the heating plant is located.

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

Bedroom	Room Dimensions	Square Footage	Capacity
Upper Southeast	10' X 10'5"	105	1
Upper Southwest	10' X 10.5'	105	1
Upper Northwest	13' X 13'	169	2
Center Southeast	10'1" X 12'11"	130	1
Center Southwest	12'X 12.5'	150	2
Center North	12' X 14'	168	2
Lower Southwest	12.5' X 11'	138	2
Lower Southeast	12.5' X 8.5'	106	1

TOTAL CAPACITY: 12 RESIDENTS

The living space in the home is as follows:

Room	Dimensions	Square footage
Dining room	19' X 12'	228

Living Room	14' X 18'	198
Sitting Room	12' X 11'	132
Office	14' X 16'	224*
Total living space available is 558 sq. ft.		

* = not counted in the total living space

This exceeds the minimum of 35 square feet per resident requirement.

At the time of the final inspection on 01/07/2010, the kitchen and bathroom areas were inspected and found to be in substantial compliance with rules pertaining to sanitation. Poisons and caustics will be stored in a locked storage cabinet in the garage, away from food preparation areas. The home has adequate food storage capacity. The refrigerator was equipped with thermometers to monitor the temperature of food storage. The home was also found to meet the minimum requirements regarding food service (R 400.14402) and maintenance of premises (R 400.14403).

The home was inspected and given full approval by the Genesee County Health Department on 08/23/2007 and 11/20/2008.

Fire Safety

The Bentley Assisted Living home has an integrated hard-wired smoke detection system and a residential sprinkler system. The home was inspected and approved by the Bureau of Fire Safety on 12/16/2009.

The facility's emergency procedures were found posted with written instructions to be followed in case of fire or a medical emergency. Evacuation routes were seen posted in the facility, with emergency telephone numbers identified in close proximity to the telephone. The applicant understands the requirements of the Bureau of Children and Adult Licensing relating to the maintenance of fire drill records.

The applicant has identified that it is the corporation's intent to conduct fire drills as required at least once each quarter during day time, evening and sleep hours and to maintain a record of these drills.

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 R400.14502, R 400.14503 and R 400.14504.

The home has a fireplace that is located in the front living room area, but the applicant has covered the fireplace opening and secured it with a lock to ensure that it will not be used.

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 in the least restrictive environment possible to **twelve** (12) male and female ambulatory adults who have a diagnosis of a developmental disability, mental illness or aged. 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.

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, and the responsible agency.

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

The applicant is **Bentley Manor**, Inc., which is "Non Profit Corporation" established in Michigan on 01/21/1988. The corporation was originally named D. L. Spooner, Limited. It was purchased by Melissa and Robert Bentley and on 03/14/1994 the name was changed to Bentley Manor, Inc. The Bentley organization currently runs 13 AFC facilities in Genesee County.

The applicant submitted a financial statement and established an annual budget projecting expenses and income to demonstrate the financial capability to operate this adult foster care facility.

The Board of Directors of **Bentley Manor, Inc.** has submitted documentation appointing **Melissa Bentley** as Licensee Designee and Administrator for this facility.

A licensing record clearance request was completed with no lein convictions recorded for the applicant (**or** licensee designee) and the administrator. The applicant (**or** licensee designee) and administrator submitted a medical clearance request with

statements from a physician documenting their good health and current TB-tine negative results.

Ms. Bentley has provided documentation to satisfy the qualifications and training requirements identified in the administrative group home rules.

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

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

