



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



JENNIFER M. GRANHOLM  
GOVERNOR

ISMAEL AHMED  
DIRECTOR

March 25, 2010

Louis Andriotti  
LifeHouse Crystal Manor Operations LLC  
2305 East Paris Avenue  
Grand Rapids, MI 49546

RE: Application #: AL410302934  
Crystal Springs Nantucket  
1175 68th Street S.E.  
Grand Rapids, MI 49508

Dear Mr. Andriotti:

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 20 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 (616) 356-0662.

Sincerely,

Edna E. Albert, Licensing Consultant  
Bureau of Children and Adult Licensing  
Unit 13, 7th Floor  
350 Ottawa, N.W.  
Grand Rapids, MI 49503  
(616) 356-0662

enclosure

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

**I. IDENTIFYING INFORMATION**

**License #:** AL410302934

**Applicant Name:** Lifehouse Crystal Manor Operations LLC

**Applicant Address:** 2305 East Paris Avenue  
Grand Rapids, MI 49546

**Applicant Telephone #:** (616) 464-6122

**Administrator** Andrea Ott

**Licensee Designee:** Louis Andriotti, Designee

**Name of Facility:** Crystal Springs Nantucket

**Facility Address:** 1175 68th Street S.E.  
Grand Rapids, MI 49508

**Facility Telephone #:** (616) 281-8054

**Application Date:** 06/08/2009

**Capacity:** 20

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

## II. METHODOLOGY

03/30/2009	Contact - Document Received Plan Review Disapproved
06/08/2009	Enrollment
06/18/2009	Inspection Report Requested – Health 1015961
06/18/2009	Inspection Report Requested - Fire
06/18/2009	Contact - Document Sent Rule & ACT Books
06/18/2009	File Transferred To Field Office Grand Rapids
06/23/2009	Comment application received in Grand Rapids
07/13/2009	Application Incomplete Letter Sent
07/20/2009	Inspection Completed On-site
08/26/2009	Inspection Completed-Environmental Health : A
09/15/2009	Inspection Completed On-site
10/06/2009	Contact - Document Received Plan Review approved contingent
10/14/2009	Contact - Document Received BFS approved contingent
10/20/2009	Application Incomplete Letter Sent 1326's for licensee designee
10/28/2009	Contact - Document Received Record clearance for licensee designee
01/27/2010	Inspection Completed On-site
01/28/2010	Inspection Completed-Fire Safety : D
02/02/2010	Inspection Completed On-site
02/17/2010	Inspection Completed-Fire Safety : A
03/18/2010	Inspection Completed On-site

### III. DESCRIPTION OF FINDINGS & CONCLUSIONS

#### A. Physical Description of Facility

This facility is part of a campus of four facilities owned by the LifeHouse Crystal Manor Operations LLC. The campus consists of two twin twenty bed facilities. The four facilities are located on a large tree lined lot with a pond that is located on the property.

The facility is located on a large tree lined lot in a residential neighborhood. A pond is located on the property. This facility is a single story brick structure that contains twenty (20) resident bedrooms and has not previously been licensed. Each bedroom has an attached bathroom. Twelve bedrooms are equipped with full bathrooms. Eight bedrooms are equipped with half bathrooms. Four of the bathrooms are barrier free. The facility contains a full handicap accessible bathroom located off the corridor. Adequate bathing facilities are available to accommodations the needs of the residents. The main floor of the facility also contains a living room, dining room, full kitchen, staff office, laundry room, a full handicap accessible bathroom, and a utility room. The facility is wheelchair accessible as there are two approved means of egress from the main floor. Public water and septic systems are utilized by this facility.

This facility receives hot water and heat from a gas boiler and hot water heater located in the adjacent building. The facility is equipped with an approved pull station alarm system and a sprinkled system installed throughout.

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

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
1	15.08 x 15.58 -5.58 x 5.66	203	1
2	15.08 x 15.58 -5.58 x 5.66	203	1
3	15.08 x 15.58 -5.58 x 5.66	203	1
4	15.08 x 15.58 -5.58 x 5.66	203	1
5	15.08 x 15.58 -5.58 x 5.66	203	1
6	15.08 x 15.58 -5.58 x 5.66	203	1
7	15.08 x 15.58 -5.58 x 5.66	203	1
8	15.08 x 15.58 -5.58 x 5.66	203	1
9	15.08 x 15.58 -5.58 x 5.66	203	1

10	15.08 x 15.58 -5.58 x 5.66	203	1
11	15.08 x 15.58 -5.58 x 5.66	203	1
12	15.08 x 15.58 -5.58 x 5.66	203	1
13	15.08 x 15.58 -5.58 x 5.66	203	1
14	15.08 x 15.58 -5.58 x 5.66	203	1
15	15.08 x 15.58 -5.58 x 5.66	203	1
16	15.08 x 15.58 -5.58 x 5.66	203	1
17	15.08 x 15.58 -5.58 x 5.66	203	1
18	15.08 x 15.58 -5.58 x 5.66	203	1
19	15.08 x 15.58 -5.58 x 5.66	203	1
20	15.08 x 15.58 -5.58 x 5.66	203	1

The living, dining, and sitting room areas measure a total of 896 square feet of living space. This exceeds the minimum of 35 square feet per occupant requirement.

Based on the above information, it is concluded that this facility can accommodate twenty (**20**) residents. It is the licensee's responsibility not to exceed the facility's licensed capacity.

### **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 twenty (20) male or female ambulatory or non-ambulatory adults whose diagnosis is aged or mentally impaired, 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. The applicant intends to accept private pay individuals.

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 has sufficient financial resources to provide for the adequate care of the residents as evidenced by a review of the applicant's credit report and the budget statement submitted to operate the adult foster care facility. The applicant also has cash in savings and income from the applicant's spouse who has outside employment.

The applicant is LifeHouse Crystal Manor Operations, L.L.C., which is a "Domestic Limited Liability Company", was established in Michigan, on 12/29/2005. 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 members of LifeHouse Crystal Manor Operations L.L.C. have submitted documentation appointing Lou Andriotti as Licensee Designee for this facility and Andrea Ott as the Administrator of the facility.

A licensing record clearance request was completed with no LEIN convictions recorded for the licensee designee and the administrator. The licensee designee and administrator submitted a medical clearance request with statements from a physician documenting their good health and current TB-tine negative results.

The licensee designee and administrator 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 20 bed facility is adequate and includes a minimum of 3 staff –to- 20 residents per daytime shift. And 1 staff-to – 20 residents on the sleeping shift. The applicant acknowledges that the staff –to- resident ratio will change to reflect any increase in the level of supervision or personal care required by the residents. The applicant has indicated that direct care staff will be awake during sleeping hours.

The applicant acknowledged that at no time will this facility rely on "roaming" staff or other staff that are on duty and working at another facility to be considered part of this facility's staff –to- resident ratio or expected to assist in providing supervision, protection, or personal care to the resident population.

The applicant acknowledges an understanding of the qualifications, suitability, and training 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 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](http://www.miltcpartnership.org)) and the related documents required to be maintained in each employee’s 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 good moral character, medical, and training documentation and signatures that are to be completed prior to each direct care staff or volunteer working directly with residents. In addition, the applicant acknowledges their responsibility to maintain all required documentation in each employee’s record for each licensee or licensee designee, administrator, and direct care staff or volunteer and follow the retention schedule for those documents contained within each employee’s record.

The applicant acknowledges an understanding of the administrative rules regarding the admission criteria and procedural requirements for accepting a resident into the home for adult foster care.

The applicant acknowledges their responsibility to obtain the required written assessment, written assessment plan, resident care agreement, and health care appraisal 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 updating and completing those forms and obtaining new signatures for each resident on an annual basis.

The applicant acknowledges their responsibility to maintain a current resident record on file in the home for each resident and follow the retention schedule for all of the documents that are required to be maintained within each resident’s file.

The applicant acknowledges an understanding of the administrative rules regarding the handling of resident funds and valuables and intends to comply. The applicant acknowledges that a separate *Resident Funds Part II BCAL-2319* form will be created for each resident in order to document the date and amount of the adult foster care service fee paid each month and all of the resident’s personal money transactions that have been agreed to be managed by the applicant.

