



JENNIFER M. GRANHOLM  
GOVERNOR

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



ISMAEL AHMED  
DIRECTOR

April 20, 2010

Pamela Miller  
Sunset Manor  
725 Baldwin Street  
Jenison, MI 49428-7945

RE: License #: AH700236908  
Sunset Manor  
725 Baldwin Street  
Jenison, MI 49428-7945

Dear Ms. Miller:

Attached is the Addendum to the Original Licensing Study Report for the above referenced facility.

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)356-0100.

Sincerely,

Russell B. Misiak, Licensing Staff  
Bureau of Children and Adult Licensing  
Unit 13, 7th Floor  
350 Ottawa, N.W.  
Grand Rapids, MI 49503  
(616) 356-0126

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	AH700236908
<b>Licensee Name:</b>	Sunset Manor Inc.
<b>Licensee Address:</b>	725 Baldwin St. Jenison, MI 49428
<b>Licensee Telephone #:</b>	(616) 457-2770
<b>Administrator/ Authorized Representative:</b>	Pamela Miller
<b>Name of Facility:</b>	Sunset Manor
<b>Facility Address:</b>	725 Baldwin Street Jenison, MI 49428-7945
<b>Facility Telephone #:</b>	(616) 457-2770
<b>Capacity:</b>	188
<b>Program Type:</b>	AGED ALZHEIMERS

## **II. Purpose of Addendum**

The purpose of the addendum is to document the Home for the Aged (HFA) and unlicensed independent living areas of the campus and their connecting points.

## **III. Methodology**

An onsite inspection occurred at the facility on January 12, 2010, with Chad Tuttle, Executive Director of Sunset Manor, Inc.; Pamela Miller, Authorized Representative and Administrator of Sunset Manor; Betsy Montgomery, Area Manager; and myself.

## **III. Description of Findings and Conclusions**

Sunset Manor was originally licensed as an HFA in July 1973. Initially, it was a 102 bed single building dedicated solely for the purposes of HFA. In 1989, Sunset Manor Inc. constructed an unlicensed independent living facility known as Sunset Village. Sunset Village is directly connected to the original HFA building. Sunset Village connects to the HFA in four locations and allows direct access by anyone visiting the unlicensed areas. These connecting areas are located near HFA resident rooms numbered 158, 169, 181 and 292.

Sunset Village consists of apartments; a large common dining area; a public area identified as Main Street containing a general store, barber shop, pharmacy, and eatery; a pool; and several lounge areas. Sunset Village apartments are furnished with large living areas and a kitchenette. Each apartment is outfitted with an emergency call system. The call system service is contracted through a business separate from Sunset Manor, Inc. Sunset Manor staff do not respond to the call light system. The rental agreement for the independent living apartment includes one meal a day provided in either the eatery or the common dining area located within the unlicensed area of the building.

Sunset Manor, Inc. operates Sunset Home Services (SHS), a home health agency. SHS has an office located within Sunset Village in which customers may have appointments. Additionally, SHS has three offices located in the basement of the HFA. These offices are utilized by SHS staff for administrative purposes only. SHS services are provided to the greater Jenison area.

Located in the main office of the HFA is a room dedicated to a video camera surveillance system. This room is staffed 24 hours a day and monitors the main entrances of both the HFA and Sunset Village and the four connecting corridors between the HFA and Sunset Village to maintain awareness of who is entering or exiting the HFA.

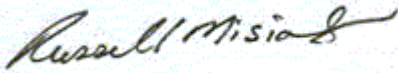
SHS does not provide personal care services to residents of Sunset Village.

Sunset Manor provides an organized program to provide for the safety, supervision

and protection of its residents. Sunset Manor assesses all HFA residents upon admission, at least annually thereafter, or as needed to determine if they are able to safely travel independently outside of the HFA and into Sunset Village. Residents who are unable to safely travel independently between the HFA and Sunset Village are escorted by staff or a personal escort when leaving the HFA. Residents leaving the HFA and Sunset Village are required to sign in and sign out at the HFA office near the main entrance. Residents leaving the HFA, but remaining within Sunset Village, are required to phone the HFA main office to notify the HFA of their intended location and expected time of return.

At every meal, a headcount is taken and HFA residents not present are accounted for by staff. This is accomplished by verifying their absence against records maintained at the office or confirming the HFA residents' intent to not attend that particular meal.

The Sunset Village staff in the most commonly used areas (Café, General Store, etc.) are trained to monitor the safety and well-being of HFA residents visiting these campus amenities.



4/20/10

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Russell B. Misiak  
Licensing Staff

Date

Approved:



4/20/10

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Betsy Montgomery  
Area Manager

Date