



RICK SNYDER  
GOVERNOR

State of Michigan  
DEPARTMENT OF HUMAN SERVICES  
BUREAU OF CHILDREN AND ADULT LICENSING



MAURA D. CORRIGAN  
DIRECTOR

January 24, 2012

Jackie Vaughn  
White House Services, Inc.  
5466 Greenbriar Drive  
West Bloomfield, MI 48323

RE: Application #: AS630311938  
White House Services  
5466 Greenbriar Drive  
West Bloomfield, MI 48323

Dear Ms. Vaughn:

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 (248) 975-5053.

Sincerely,

John Pochas, Licensing Consultant  
Bureau of Children and Adult Licensing  
Suite 1000  
28 N. Saginaw  
Pontiac, MI 48342  
(248) 975-5085

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	AS630311938
<b>Applicant Name:</b>	White House Services, Inc.
<b>Applicant Address:</b>	5466 Greenbriar Drive West Bloomfield, MI 48323
<b>Applicant Telephone #:</b>	(248) 682-0773
<b>Administrator/Licensee Designee:</b>	Delores Reynolds, Administrator Jackie Vaughn, Designee
<b>Name of Facility:</b>	White House Services
<b>Facility Address:</b>	5466 Greenbriar Drive West Bloomfield, MI 48323
<b>Facility Telephone #:</b>	(248) 682-0773
<b>Application Date:</b>	01/11/2011
<b>Capacity:</b>	6
<b>Program Type:</b>	PHYSICALLY HANDICAPPED TRAUMATICALLY BRAIN INJURED

## II. METHODOLOGY

01/11/2011	Enrollment
01/19/2011	Contact - Document Sent Rule & ACT Books
01/19/2011	File Transferred To Field Office Pontiac
01/26/2011	Application Incomplete Letter Sent
03/22/2011	Contact - Document Received App material requested.
04/11/2011	Contact - Telephone call received Spoke with Ms. Reynolds about incomplete application letter. Intends to complete material in next few weeks.
05/10/2011	Contact - Document Received Application materials requested.
08/01/2011	Contact - Document Received Revised documents requested.
09/14/2011	Application Complete/On-site Needed
09/14/2011	Inspection Completed On-site
11/01/2011	Final Inspection
11/01/2011	Recommend License Issuance
11/01/2011	LSR Generated

## 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 governing operation of small group adult foster care facilities with an approved capacity of 1-12 residents, licensed or proposed to be licensed after 5/24/94.

## A. Physical Description of Facility

The White House is a ranch style brick sided modern designed home located in West Bloomfield, Michigan just north of Walnut Lake Road and West of Orchard Lake Road. The home's backyard is adjacent to the Shenandoah country club. The total home capacity measures approximately 5000 square feet.

The interior of the home is nicely decorated and well maintained. The home consists of a living room, dining room, library and kitchen area on the street level. Three large bedrooms are located to the left of the main foyer. The lower level consists of a large open recreational area with kitchen facilities as well as two bedrooms. A full bathroom is also located on this level. The licensee has a corporate office located on this level as well. The lower level has two independent means of egress.

The home has two gas forced air furnaces located in the lower level. A laundry room is located on the upper level adjacent to the kitchen contains the washer and dryer. The heating plants were newly inspected recently.

Resident bedrooms were measured at the time of initial inspection and were found to be of the following dimensions and accommodation capability:

<b><u>BEDROOM</u></b>	<b><u>DIMENSIONS</u></b>	<b><u>SQ. FOOTAGE</u></b>	<b><u>OCCUPANCY</u></b>
Bedroom # 1 (SE)	6'5" x 10'7"	176	2
Bedroom # 2 (NE)	10'2" x 11'5"	117	1
Bedroom # 3 (NW)	20' x 11'3"	246	1
Bedroom # 4 (SW)	11'9" x 12'	143	1
Bedroom # 5 (LSW)	11'2" x 14'	154	1

**Total Occupancy: 6**

Compliance with rule R400.14409 (6) was demonstrated at the time of final inspection.

Based upon the above information, this facility has the square footage necessary to accommodate up to 6 adults, as requested in the application.

The living space for the home was measured and is listed below:

The home has a large living room that measures 17' x 16', a dining area that measures 25' x 16', and a kitchen that measures 24' x 13'.and a library that measures 15'X 15'. The proposed capacity for the home is 6. Based upon the above measurements, there will be more than the required 35 square feet per resident minimal living space available for the residents of the home.

The bedrooms were properly furnished, clean and neat. Each bedroom has an easily operable window with screen, a mirror for grooming and a chair. The bedrooms all have adequate closet space for the storage of clothing and personal belongings. The

bedrooms also have adequate lighting to provide for the needs of the staff and residents. The shower and bathtub area is equipped with required non-skid surfacing and handrails to assure resident safety in the maintenance of personal hygiene. The bathrooms were equipped with soap and paper towels for hand washing. I also observed that the facility was equipped with all required furnishings, linens, cooking and eating utensils.

Based on the above information and observations, I found the facility to be in substantial compliance with Departmental requirements regarding environmental conditions.

White House Services has public water and sewage services. Garbage disposal is supplied through Richfield Waste Disposal Services. The kitchen and bathroom areas were evaluated and found to be adequately equipped and in clean condition. All necessary appliances were present at the time of final inspection. Poisons and caustics will be stored in a secured area not used for food storage or preparation. The home has adequate food storage capacity. The refrigerator was equipped with thermometers to monitor the temperature of food storage. Water temperature was tested at the time of final inspection and found to be within the acceptable range as defined by rule R 400.14401(2). The home also met the minimum requirements regarding food service (R 400.14402) and maintenance of premises (R 400.14403). Laundry facilities are located adjacent the kitchen area. The washer and dryer were properly installed and the dryer vent was made of acceptable non-combustible material.

Based on the above information and observations, I found the facility to be in substantial compliance with Departmental requirements regarding environmental conditions.

## **2. Fire Safety**

The licensee installed an interconnected smoke detection system monitored by ADT which meets the requirements of R 400.14505. The smoke heads are placed as required by the rule. The home has smoke detectors in the furnace and kitchen areas. The home also has fire extinguishers located on the main floor, which meet the requirements of R 400.14506. The home has more than two means of egress from the main floor, and the exit doors all meet the requirements of rules R 400.14507 and R 400.14509. The means of egress were measured at the time of final inspection and meet the 30-inch minimum width requirement of the rule. The required exit doors are equipped with positive latching non-locking against egress hardware. All the bedroom doors have conforming hardware. The interior of the home is of standard lathe and plaster finish or equivalent in all occupied areas. The home meets the environmental and interior finish requirements of rules R 400.14502, R 400.14503, and R400.14504.

Two gas forced air furnace system heats the facility. The furnaces are located in the lower level and where each enclosed with self closing fire door. The furnaces were recently inspected and the licensee supplied a copy of the report for review at the time of the final inspection. The licensee was advised that water temperature should be

monitored on a regular basis. I found the electrical service (circuit breaker panel) to be adequate and in safe condition at the time of final inspection. The home was found to be in compliance with rules relating to interior finish, smoke detection equipment, fire extinguishers, means of egress, both generally and for bedrooms, heating equipment, flame producing equipment enclosures, and electrical service.

I reviewed the facility's emergency procedures, which contain written instructions to be followed in case of fire and medical emergency. Evacuation routes were also posted in the facility, with emergency telephone numbers posted in proximity to the telephone. The home had its emergency preparedness plans posted as required. The home has emergency medical services available through the city of Southfield. The licensee understands the Departmental requirements relating to the maintenance of fire drill records with the licensee. The licensee has indicated that it is the licensee's intent to conduct fire drills at least on a monthly basis, one per shift per quarter, as well as to maintain a record of these fire drills, and resident performance during such drills.

Based upon the above observations and information, I found this facility to be in substantial compliance with administrative rules pertaining to emergency preparedness and fire safety.

### **3) Qualifications and Competencies**

The licensee designee, Ms. Jacquelyn D. Vaughn, has been involved in providing Adult Foster Care services to the elderly and traumatically brain injured since 2005. Ms. Vaughn is the current licensee of The White House (AF630279828).

Based on her previous experience, Ms. Vaughn has demonstrated that she has the administrative and management expertise to run the Adult Foster Care facility. Based on personal contact and materials submitted, I conclude that Ms. Vaughn has demonstrated competency as required by the rule R 400.14201.

At the time of the final inspection Ms. Vaughn indicated that there were no changes to report in information previously submitted in this application for a license. The licensee designee was advised of Departmental requirements relating to changes in information, as outlined under administrative rule R400.14103 (5), and has indicated that it is the intent of the corporation to assure continued compliance with this rule. The licensee was also reminded of Departmental requirements pertaining to posting of the license as outlined under rule R400.14103 (4), and has indicated that it is her intent to maintain compliance with this requirement.

Based on the above information, I have determined that Ms. Vaughn is in substantial compliance with rule R400.14103 regarding required information and reporting changes, and rules R400.14201, R400.14202, and R400.14205 regarding qualifications and health of the Licensee.

As required by the rule R400.14202, the home has a designated administrator. Ms. Dolores Reynolds will act as administrator for White House Services. Based on the information submitted and information reviewed in the home at the time of the final inspection, Ms. Reynolds meets the requirements of the rules and is qualified based on her background and training to act as administrator for White House Services.

The licensee understands that in accordance with rules R 400.14307, R 400.14308, and R 400.14309 regarding behavior intervention and crisis intervention, individual intervention programs will only be used at the least restrictive level necessary as defined in the individual plan of service. Only trained staff shall implement such programs. Facility staff will not utilize seclusion or restraints. Documentation of the implementation of any behavior management program will be maintained in the facility and will be available at all times for Departmental review.

As mentioned above, the applicant submitted copies of the proposed admission and discharge policies to the Department for review and inclusion in the licensing record. I have reviewed the documents and determine that they do not conflict in content or intent with current rules and are therefore acceptable as written. A copy of the proposed staffing pattern is contained in the licensing file. The proposed staffing pattern appears to meet the care requirements of the proposed population described in the home's program statement and the minimum requirements of rule R 400.14206.

Individuals who are interested in placement into the White House Services should contact Ms. Vaughn at the facility. The licensee designee also understands that the facility will conduct its own evaluation and written assessment of any individual who is referred for placement. The purpose of this assessment is to judge whether the individual fits the criteria established in the home's program statement and is compatible with the current residents. A resident care agreement and a current health appraisal are also required at the time of admission. Based upon the above information, the facility is found to be in substantial compliance with requirements of rule R400.14302 pertaining to admission and discharge.

## **B. Program Description**

### **1) Program Statement**

The licensee designee submitted a copy of the program statement to the Department for review and inclusion in the licensing record. The document is acceptable as written. The facility will offer a program and services for male and female adults with Traumatic Brain Injury or who are aged. According to the program statement, the home will have available an extensive list of service to maximize the functioning of each resident's capability and condition. Self-care and daily living skills will be promoted through on-going guidance in the areas of dressing, grooming, nutrition, supervision, protection and use of community resources. All transportation will be provided to facilitate that residents assessment plan requirements.

## **2) Required Information**

On 01/21/11, the Department received a license application and application fee from Ms. Jacquelyn D. Vaughn to operate a small group AFC facility at the above referenced address in West Bloomfield, Michigan.

As part of the application process the licensee submitted admission and discharge policies for White House Services. The documents are acceptable as written. Also included in the Department files are a proposed staffing pattern, a current organizational chart, a proposed budget, a floor plan with room use and size specifications, and current financial documents. As part of the licensing process, the licensee presented personnel policies, routine procedures, and job descriptions for review during the final inspection. The documents are kept in the home and are available for review.

The administrative structure for White House Services Inc. is as follows:

President:	Jacquelyn D. Vaughn
VP:	Delores Reynolds
Human Resources:	Jami Vaughn
General Manager:	Sandra Walton

A Records Clearance Request has been processed for Ms. Jacquelyn D. Vaughn. Based upon the information from the Record Clearance Report, I find that she is of good moral character, sound judgment, and are suitable to provide care to dependent adults. A current Licensing Medical Clearance form for Ms. Vaughn is contained in the record. The form indicates that she is in good physical and emotional health, and there is no reason why she should not be involved in the operation of this facility, and the provision of adult foster care. A current negative TB test is also on file with the Department.

As referenced above, Ms. Vaughn submitted a projected budget. Based on the information presented, I have determined that the applicant has demonstrated a stable financial position and possesses the financial capability to operate an adult foster care facility at the above referenced location.

## **4) Facility and Employee Records**

I have reviewed White House Services Inc.'s personnel policies and determined that they do not conflict with statutory or administrative rule requirements. The job descriptions for White House Services were reviewed and submitted to the department. They are acceptable as written. I have also discussed with the licensee designee the good moral character requirements as related to the hiring of staff. Particular attention was placed upon the new rule related to the determination of good moral character by the licensee (R 400.14734b). I have reviewed the process that the corporation follows and find it meets the intent of the administrative rules. The licensee is well aware of the requirements for employee records based on previous experience in Adult Foster Care.



#### **a) Facility Records in General (Rule R400.14209)**

The resident care agreement proposed for use in this facility is the current Department resident care agreement. Departmental requirements pertaining to maintaining a resident register, as required under rule R400.14210 have been discussed with the licensee and the licensee indicates that it is her intent to comply with this requirement. Copies of required Department forms were also given to the applicant during the course of the pre-licensing period. The applicant indicated that she understands the Department requirements for record keeping.

Home menus have been discussed and the applicant understands the requirements set forth in rule R400.14313 and has indicated that the home will meet the requirement with respect to nutrition and menus as stated in the rule. Ms. Vaughn has been advised that all working menus are to be dated, prepared in advance, and that any changes or substitutions may be reflected on the working menus. Menu records are to be maintained in the facility for a period of one year. The licensee designee was also advised that a licensed physician must order any special diets implemented in the home.

#### **b) Employee Records (Rules R400.14204 and R400.14208)**

Based on the licensee's previous experience, the licensee is well aware of the requirements for staff qualifications and training and intends to comply with the rules. The licensee understands that all employees must submit to a pre-employment physical, which includes a TB tine test. The results of the test are obtained before employment begins. The licensee will also verify age and check references before a person is offered employment. The licensee provides an orientation and training of its own relating to reporting requirements, emergency procedures, prohibited practices, resident rights, and personal care, protection, and supervision required in adult foster care. Each employee must complete certified training in First Aid and CPR. Evidence of staff training will be maintained in the employee records for future Departmental review. Based upon our conversation at the time of inspection, the administrator/ licensee designee understands and intends to comply with the requirements of rules R400.14204 and R400.14208.

#### **5) Resident Care, Services, and Records**

Departmental requirements pertaining to resident records as specified in rule R400.14316 were discussed with the Licensee designee. The Licensee has indicated that it is the corporation's intent to comply with these requirements. During the course of the pre-licensing investigation, I advised the licensee designee of Departmental requirements pertaining to resident rights and prohibited practices as outlined under rules R400.14304 and R400.14308. The licensee attests that it is the intent of the corporation to achieve and maintain compliance with these requirements.

Also discussed were Departmental requirements pertaining to incident and accident reports, as outlined under rule R400.14311 and the requirements for safeguarding and distributing of prescription medication as outlined in rule R400.14312. The licensee has again indicated that it is her intent to achieve and maintain compliance with these requirements. I determined that the facility was in substantial compliance with Departmental requirements pertaining to investigating and reporting as stipulated in rule R400.14311, resident medication as stipulated in rule R400.14312, and resident rights as outlined in rule R400.14304.

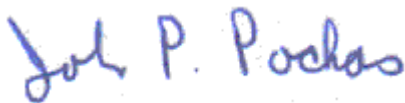
I discussed the rules pertaining to the handling of resident funds with the administrator/licensee designee at the time of the final inspection. The licensee was provided with copies of the Department forms Resident Funds and Valuables Parts II & I. The licensee is aware that these are required forms and an alternate form cannot be used unless the Department approves the form. Compliance will be evaluated at the time of renewal.

The licensee designee is aware of the requirements of rules R400.14318 and R400.14319, and assures me that the licensee will comply with the requirements of the rules regarding emergency and regular transportation.

In conclusion, the facility, by virtue of observation, interview, and review of program documentation, is found to be in substantial compliance with Departmental requirements relating to resident care, services, and records. A more complete evaluation of resident services will be made at the time of license renewal

#### IV. RECOMMENDATION

I recommend issuance of a temporary license to this AFC adult small group home (capacity 1-6).




1/24/2012

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John Pochas  
Licensing Consultant

Date

Approved By:



1/24/2012

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Denise Y. Nunn  
Area Manager

Date