



STATE OF MICHIGAN
DEPARTMENT OF CONSUMER & INDUSTRY SERVICES
LANSING

JOHN ENGLER
GOVERNOR

NOELLE A. CLARK
DIRECTOR

November 14, 2002

Lana Harris
CMHB Of CEI Counties
812 E Jolly Road
Lansing, MI 48910

RE: Application #: AM230249434
Arch Road Home
1081 Arch Road
Eaton Rapids, MI 48827

Dear Ms. Harris:

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 none license with a maximum capacity of 12 is recommended.

Please review the enclosed documentation for accuracy and feel free to contact me with any questions. In the event that I am not available, please feel free to contact Betsy Montgomery, Area Manager, at (517) 780-7656.

Sincerely,

Dennis R Kaufman, Licensing Consultant
Bureau of Family Services
Suite 200
209 E Washington
Jackson, MI 49201
(517) 780-7161

enclosure

**MICHIGAN DEPT. OF CONSUMER & INDUSTRY SERVICES
BUREAU OF FAMILY SERVICES
LICENSING STUDY REPORT**

I. IDENTIFYING INFORMATION

License #: AM230249434

Applicant Name: CMHB Of CEI Counties

Applicant Address: 812 E Jolly Road
Lansing, MI 48910

Applicant Telephone #: (517) 374-8000

Administrator/Licensee Designee: Lana Harris, Designee

Name of Facility: Arch Road Home

Facility Address: 1081 Arch Road
Eaton Rapids, MI 48827

Facility Telephone #: (517) 663-6374

Application Date: 06/18/2002

Capacity: 12

Program Type: MENTALLY ILL

II. METHODOLOGY

06/17/2002	Contact - Telephone call made Consultant called administrator regarding application.
06/18/2002	Enrollment
06/28/2002	Contact - Document Sent Request to OFS for inspection of 12 bed home. Blueprints sent.
07/02/2002	Contact - Document Sent Requested environmental insp. Copy to ADM.
07/08/2002	Contact - Telephone call received Voice mail from Eaton Co. sanitarian - cannot inspect drainfields have not been completed.
09/04/2002	Contact - Telephone call made To county sanitarian.
09/04/2002	Contact - Document Sent To CMH regarding drainfield.
10/10/2002	Contact - Document Sent References for licensee designee.
11/06/2002	Inspection Completed-Fire Safety : A
11/06/2002	Inspection Completed-Env. Health : A
11/08/2002	Consultant conducted preliminary inspection.
11/13/02	Consultant conducted final on-site inspection.

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

B. Physical Plant

1. Environmental

The facility is newly constructed and is located in the country on a large, well landscaped yard and is located on a dirt road. The facility is one-story, constructed of brick exterior. The interior of the facility is very spacious and is well designed to house individuals whom may have physically handicapping conditions.

The driveway and parking areas of the facility are paved and there are sidewalks around 3 sides of the facility that lead to entry doors. There are no steps to enter or exit

the facility and thresholds are well designed for wheelchair access. There is a two car garage that will house the van for the facility and will not serve as an exit route for the facility. Immediately next to the garage is a smaller separate garage area that is designed to house lawn care equipment as well as flammable liquids. This small area has been designed to meet all fire safety codes for the storage of flammable liquids. Immediately around the corner from the smaller garage area is a cement patio that contains 4 air conditioning units as well as a large natural gas fired electric generator that is designed to run the facility in case of electrical power failure.

The front door of the facility opens to an entrance area that contains several chairs and a closet and is adjacent to the staff office. The staff office is well designed to allow staff to have good visual oversight of the main activity areas in the facility. Through the entrance area door is a very large dining area and immediately off the dining area is the kitchen. The kitchen is very well equipped with all new appliances, exhaust fans over the stoves, dish washer, and a very large separate food storage closet.

The facility has four very large, well furnished activity rooms that are well equipped with new furniture and several with televisions. One of these activity rooms has been designated as the smoking area for the facility and this room has an automatic exhaust system for air exchange. Each of these activity areas are separate from each other and are designed to allow the residents individual privacy. Also, these rooms have many windows that allows for much direct sunlight into the facility.

Immediately off the north and south sides of the main activity area are bedroom wings. Each wing has 6 individual bedrooms, each bedroom being well furnished with private closet in each. There are two full bathrooms in each wing, one of these being a larger bathroom that is designed to provide shower facilities for physically handicapped.

The facility has a basement, but is unavailable for resident use since it does not have an additional exit directly to the outside. The basement contains the facility heat plant, hot water heaters, fire suppression systems, and storage area for resident belongings.

Bedroom Dimensions:

North Wing- 6 Individual Bedrooms, each 11' 3" x 9' = 101 Sq. Ft
South Wing- 6 Individual Bedrooms, each 11' 3" x 9' = 101 Sq. Ft

Living Space Dimensions:

Activity Room #1 (South East) – 25' 4" x 16' = 405 Sq. Ft
Activity Room #2 (South West) - 18' x 14' 8" = 256 Sq. Ft
Activity Room #3 (North West) – 18' x 14' 8" = 256 Sq. Ft
Activity Room #4 (Main Room) - 37' 9" x 27' = 1019 Sq. Ft
Total Sq. Ft = 1936 Sq. Ft

2. Sanitation:

The facility is served by a private well and septic system. The water and septic systems were approved by the Barry-Eaton District Health Department.

Garbage service is provided weekly by a private garbage hauling company.

#3. Fire Safety:

The facility is heated by 4 forced-air, natural gas-fired furnaces. The hot water heaters are also gas fired. The furnaces and hot water heaters are located in the basement. Also in the basement are 6 large water tanks for the sprinkler fire suppression systems. The facility has a hard wired smoke alarm system. The facility was inspected and approved by the Office of Fire Safety.

B. Program Description

A. Quality of Care

1. Administrative Structure & Capability:

The applicant is a Michigan Mental Health Authority and obtained this legal status effective September 15, 2002.

According to Department records, the applicant currently has 12 adult foster care licensed facilities operating in Clinton, Eaton, and Ingham counties.

A criminal record clearance has been completed for Lana Harris, which indicates she is of "good moral character." Ms. Harris has been designated by the applicant to serve as both the licensee designee and the home administrator.

The applicant has submitted corporate financial statements and based upon these documents the applicant was found financially capable and stable.

2. Qualifications and Competencies:

Ms. Harris has been employed with the licensee for 20 years. Ms. Harris has spent these 20 years in the provision of residential services to the applicant. Ms. Harris is currently the administrator for three other licensed adult foster care homes operated by the applicant. Documents submitted by the applicant demonstrates that Ms. Harris has received extensive training in the past and also receives annual training in relevant areas.

3. Program Information:

The facility will provide personal care, supervision, and protection, in addition to room and board. Additionally, the applicant will provide specialized rehabilitation services including nursing, physician, recreational, occupational, physical therapy, and case management. These services are provided by the corporation's clinical service delivery system.

Transportation services to meet resident needs will be provided by the facility staff in vehicles operated by the licensee.

Resident medications are stored and locked in a cabinet in the staff office area. Resident medications and storage of medications will be reviewed on a monthly basis by the applicant's pharmacy department.

Emergency medical services will be provided by local hospitals and ambulance services will be provided by the Eaton Rapids township ambulance service.

4. Facility and Employee Records:

The applicant has submitted copies of personnel policies, job descriptions, and standard procedures. The staff schedule demonstrates that there will be a minimum of two direct care staff on duty at all times, however during the day time hours there may be as many as 5 staff working at the same time in the facility.

Emergency plans for medical emergencies, fire, facility repairs, and severe weather have been reviewed and found acceptable.

Resident records will be retained at the facility at all times. Employee records will be maintained at the main office. Employee records were reviewed and meet all requirements.

The "good moral character" of each employee is assessed pursuant to the individual employee's response to certain questions pertaining to a conviction or arrest history as contained in the signed employment application. The applicant also conducts a LEIN clearance regarding each employee. The results of the LEIN clearance are maintained at the main office.

The applicant is aware of the administrative rules regarding the licensee's handling of resident funds and will comply with those requirements.

5. Resident Rights:

The licensee is aware of their responsibility to comply with requirements for resident rights. Resident rights will be reviewed with each individual resident and/or designated representative.

