



RICK SNYDER  
GOVERNOR

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



MAURA D. CORRIGAN  
DIRECTOR

October 1, 2013

James Cubr  
Courtyard Manor of Swartz Creek, Inc.  
3275 Martin Rd Ste 127  
Commerce Twp, MI 48390

RE: Application #: AL250345337  
Courtyard Manor of Swartz Creek  
8240 Miller Road  
Swartz Creek, MI 48473

Dear Mr. Cubr:

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 contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please contact the local office at (810) 787-7031.

Sincerely,

Crecendra Brown, Licensing Consultant  
Bureau of Children and Adult Licensing  
4809 Clio Road  
Flint, MI 48504  
(810) 931-0965

Enclosure

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

**I. IDENTIFYING INFORMATION**

**License #:** AL250345337

**Applicant Name:** Courtyard Manor of Swartz Creek, Inc.

**Applicant Address:** 3275 Martin Rd Ste 127  
Commerce Twp, MI 48390

**Applicant Telephone #:** (248) 926-2920

**Administrator/Licensee Designee:** James Cubr, Designee

**Name of Facility:** Courtyard Manor of Swartz Creek

**Facility Address:** 8240 Miller Road  
Swartz Creek, MI 48473

**Facility Telephone #:** (810) 630-1063

**Application Date:** 07/29/2013

**Capacity:** 20

**Program Type:** DEVELOPMENTALLY DISABLED  
AGED  
ALZHEIMERS  
PHYSICALLY HANDICAPPED

## II. METHODOLOGY

07/29/2013	Enrollment
07/31/2013	Application Incomplete Letter Sent 1326 administrator, Jackie Casemore
08/09/2013	Application Complete/OFS Needed
08/09/2013	Inspection Report Requested - Fire
08/09/2013	Comment EHI requested for renewal of AL250254725
08/15/2013	Application Incomplete Letter Sent
08/15/2013	Contact - Telephone call made Licensee designee paperwork.
08/15/2013	Contact - Document Sent Missing paperwork.
09/04/2013	Inspection Completed-Env. Health : A
09/26/2013	Inspection Completed On-site
09/27/2013	Inspection Completed-Fire Safety : A
10/01/2013	Inspection Completed-BCAL Full Compliance

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

### A. Physical Description of Facility

Courtyard Manor of Swartz Creek is located at 8240 Miller Road, Swartz Creek in Genesee County. The physical plant is a one-level vinyl and brick-sided structure with no basement. It consists of a living room, dining room, kitchen, beauty shop, laundry room, and 19 resident bedrooms. There are two separate public restrooms and each resident's bedroom has their own walk-in shower and a closet. The driveway has adequate parking for staff and visitors. The facility is wheel-chair accessible.

The furnaces and hot water heater is located on the main floor in an 1-hour protected enclosure with a 1¾ inch solid core door equipped with an automatic self-closing device. The laundry room is located in the middle of the facility. The facility is equipped with interconnected, hardwire smoke detection system, with battery backup, which was installed by a licensed electrician and is fully operational.

The facility has a public water and sewer system. The facility is also connected to the municipal water supply. An environmental inspection by the Genesee County Health Department was conducted on 09/04/2013. The facility was determined to be in substantial compliance with all applicable licensing rules pertaining to environmental health.

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

Bedroom #	Total Square Footage	Total Resident Beds
Bedroom 1	177	1
Bedroom 2	177	1
Bedroom 3	177	1
Bedroom 4	177	1
Bedroom 5	177	1
Bedroom 6	177	1
Bedroom 7	177	1
Bedroom 8	177	1
Bedroom 9	177	1
Bedroom 10	177	1
Bedroom 11	177	1
Bedroom 12	177	1
Bedroom 13	177	1
Bedroom 14	177	1
Bedroom 15	177	1
Bedroom 16	177	1
Bedroom 17	177	1
Bedroom 18	177	1
Bedroom 19	197	2

The living, dining, and sitting room areas measure a total of 1861 square feet of living space. This exceeds the minimum of 35 square feet per resident requirement.

Compliance with Rule 400.14410, bedroom furnishings, was demonstrated at the time of the final inspection. The bedrooms were clean, neat and met all applicable rules relating to environmental and fire safety requirements.

The home has four separate and independent means of egress to the outside. The means of egress were measured at the time of the initial inspection and exceed the 30 inch minimum width requirement. The required exit doors are equipped with positive latching non-locking against egress hardware. All the bedroom and bathroom doors have conforming hardware and proper door width.

The bedrooms have the proper means of egress as required by R 400.15508. 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 400.15401, R 400.15402, R 400.15403, R 400.15405, R 400.15406 and R 400.15407.

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**

The applicant, Courtyard Manor of Swartz Creek, INC., submitted a copy of the required documentation. 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 adults whose diagnosis is aged and developmentally disabled in the least restrictive environment possible. The program will include social interaction skills, personal hygiene, personal adjustment skills, and public safety skills. An assessment 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.

Courtyard Manor of Swartz Creek, INC. will ensure that the resident's transportation and medical needs are met. Courtyard Manor of Swartz Creek, INC. has transportation available for residents to access community-based resources and services. 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**

On 07/29/2013, Courtyard Manor of Swartz Creek, INC. submitted an application to provide foster care services to twenty adults at 8240 Miller Road, Swartz Creek, Michigan.

The applicant, Courtyard Manor of Swartz Creek, INC., which is a "Domestic Profit Corporation", was established in Michigan, on 07/05/2013. The company is an experienced adult foster care provider, currently operating licensed adult foster care facilities in the State of Michigan. 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 applicant has a board of directors that oversee the company.

Courtyard Manor of Swartz Creek, INC. submitted a written statement naming James Cubr as the licensee designee and Jackie Casemore as the facility administrator. James Cubr and Jackie Casemore submitted a licensing record clearance request that was completed with no LEIN convictions recorded. Mr. Cubr and Ms. Casemore also submitted a medical clearance request with statements from a physician documenting their good health and current TB-test negative results. Mr. Cubr and Ms. Casemore 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 1 staff to 15 residents per shift. All staff shall be awake during sleeping hours.

The applicant acknowledges an understanding of the training and qualification requirements for direct care staff prior to each person working in the facility in that capacity or being considered as part of the staff 1 to 15 resident ratios.

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)), 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

