



RICK SNYDER  
GOVERNOR

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



MAURA D. CORRIGAN  
DIRECTOR

November 14, 2014

Deidre Wheatley  
D & D Senior Living, Inc.  
14184 22 Mile Road  
Shelby Twp., MI 48315

RE: Application #: AS500364160  
Shelby Manor 1  
14184 22 Mile Road  
Shelby Twp., MI 48315

Dear Mrs. Wheatley:

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,

Karen LaForest, Licensing Consultant  
Bureau of Children and Adult Licensing  
4th Floor, Suite 4B  
51111 Woodward Avenue  
Pontiac, MI 48342  
(586) 256-1665

enclosure

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

**I. IDENTIFYING INFORMATION**

**License #:** AS500364160

**Applicant Name:** D & D Senior Living, Inc.

**Applicant Address:** 14184 22 Mile Road  
Shelby Twp., MI 48315

**Applicant Telephone #:** (586) 405-9623

**Administrator/Licensee Designee:** Deidre Wheatley, Designee

**Name of Facility:** Shelby Manor 1

**Facility Address:** 14184 22 Mile Road  
Shelby Twp., MI 48315

**Facility Telephone #:** (586) 532-9461

**Application Date:** 07/31/2014

**Capacity:** 6

**Program Type:** AGED  
ALZHEIMERS  
PHYSICALLY HANDICAPPED

## II. METHODOLOGY

07/31/2014	Enrollment
08/05/2014	Contact - Document Sent Rules & Act booklets
09/25/2014	Contact - Document Received E-mail from Deidre to add Township to city
10/13/2014	Inspection Completed On-site
10/13/2014	Inspection Completed-BCAL Full Compliance

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

### A. Physical Description of Facility

Shelby Manor 1 is located at 14184 22 Mile Road in Shelby Township, Michigan. The home is a vinyl sided two story homes that are approximately 3200 square feet (including the private living quarters upstairs and basement). The main area where residents reside has two full bathrooms, five bedrooms, a kitchen with dining area, and living area. The facility is separated by a floor to ceiling firewall with a door leading to Shelby Manor 2. The fire wall separation was approved by the Bureau of Fire Safety fire inspector. The facility is barrier free in the front of the home (ramped) and off of the door wall (ramped). The home contains 655 square feet of usable indoor living space to accommodate six residents. The furnace is located in the basement.

Ms. Deidre Wheatley is both the licensee designee and administrator for the facility. Mrs. Wheatley was present at the inspection. Mrs. Wheatley indicated that the resident bedrooms will be utilized as follows:

- Southeast bedroom contains 87 square feet and will accommodate one resident.
- Southeast Central bedroom contains 87 square feet and will accommodate one resident.
- Central bedroom contains 87 square feet and will accommodate one resident.
- Northeast Central bedroom contains 87 square feet and will accommodate one resident.
- Northeast bedroom contains 87 square feet and will accommodate one resident.
- Northwest bedroom contains 176 square feet and will accommodate two residents.

The home has both public water and sewage through the township of Shelby. The facility water temperature was taken and the reading was 114 degrees, in compliance with Rule 400.14401 (2).

The home was nicely furnished with large lazy boy chairs in the living area, a large screen television, dining room table and chairs, bedrooms with a mirror, chairs, twin beds, dressers, closets and personal effects such as family photographs. Bathrooms contained grab bars and non-skid strips in the shower. The kitchen contained all the necessary dishes, appliances, silverware, drinking glasses, small appliances, required for food preparation. Poisons and caustics are located away from food preparation areas and are locked up. Medications are also locked up in the laundry room area.

A fire safety inspection was completed on October 13, 2014. The smoke detection system is interconnected through the electrical system, and when triggered, was audible in all areas of the home. All exit door locks are single motion, non-locking against egress. Fire extinguishers are mounted on all three floors of the home. Emergency telephone numbers are posted by the telephone and the schematic fire evacuation plan is posted by the front door. The licensee designee submitted written procedures for emergencies, including fire, severe weather and medical emergencies. Since this is an existing licensed home, the fire drills were reviewed and were noted to be in compliance with Rule 400.14318 (5). An electrical inspection was completed on September 5, 2014 by the Neighborhood Electrician Company that noted the electrical to be safe in the facility for the residents. A heating and cooling inspection was completed on September 9, 2014 by Service One of Michigan. The inspector indicated the furnace is brand new and in safe operating condition.

## **B. Program Description**

D & D Senior Living, Inc. submitted an original application for licensure on July 31, 2014 for a small group home. The application states it will accept both males and females, who are at least 65 years old, who are aged, physically handicapped, in wheelchairs and/or who have Alzheimer's. This is a change of licensee.

Mrs. Deidre Wheatley submitted personnel policies and job descriptions. She also submitted financial documents including a proposed budget for the home and the bank name (Huntington) who will provide finances for the corporation. Ms. Wheatley formed a new corporation, D & D Senior Living, Inc. on July 15, 2014 which is a domestic profit corporation through the State of Michigan, ID number 05888H. Mrs. Wheatley also submitted the corporate by-laws, articles of incorporation, organizational chart, list of corporate board members, and a letter stating who can act in licensing matters on behalf of the corporation. A letter was also submitted who can act in the absence of the administrator (designated person).

Mrs. Wheatley also submitted the following facility documents to licensing: Facility Program Statement; Admission and Discharge Policies; Fee and Refund Policies; Proof of Ownership and Lease Agreement; Personnel Policies and Job Descriptions; Standard and Routine Procedures; Staff Training Plan; Written Emergency Procedures for Fire, Medical and Severe Weather; Emergency Repair Numbers; Floor Plan with Measurements; Fire Evacuation Plan; Staffing Pattern; and Proposed Menus.

Mrs. Deidre Wheatley is the licensee designee and administrator for D & D Living, Inc. Ms. Wheatley submitted all her training as outlined in 400.14201 (3) (a) through (i). Mrs. Wheatley also has more than one year experience working with the elderly population. Mrs. Wheatley submitted evidence of her high school diploma. Both Mrs. Wheatley and Mr. Wheatley submitted fingerprints which indicated they have no criminal history. Mrs. Wheatley had a physical examination completed on October 8, 2014 which stated she has no medical restrictions and is able to perform essential functions. Her TB test was completed on October 8, 2014 and read on October 10, 2014 in which the results were negative.

At the final inspection on October 13, 2014, three of the six employee records were reviewed for compliance with Rule 400.14208 (1) (a) through (i). It was noted that all records contained the following information: employment application; copy of driver's license (which verifies age); initial and annual physicals and TB tests with results; two references; past employment and work experience; signed receipt of job description and personnel policies; date of hire; fingerprinting documentation; and training verification including the following: CPR and First Aid, Reporting Requirements, Resident Rights, Prevention and Containment of Communicable Diseases; Personal Care, Protection, and Supervision; Fire Safety; and Medication Administration.

Mrs. Wheatley was also informed that resident records must contain the following information and will be reviewed at the end of the temporary license: Resident Assessment Plan; Resident Care Agreement; Resident Information and Identification Record; Resident Health Care Appraisal; Resident Medication Records; Resident Weight Record; Resident Physician Contact Forms/Health Care Chronological; Resident Incident and Accident Reports; and Resident Funds and Valuables Part I and Part II. Mrs. Wheatley is also aware of a Resident Register to be maintained when residents are admitted and when they are discharged. Mrs. Wheatley was also informed that residents or their guardian/designated representatives have an opportunity to file a grievance with the department if they are dissatisfied with the services and care at Shelby Manor 1.

### **C. Rule/Statutory Violations**

The facility has been determined to be in full compliance with applicable administrative rules and the licensing statute based upon the onsite inspection conducted and the licensee's intent to comply with all administrative rules for small group homes (1-6) as well as the Licensing Act, Public Act 218 of 1979, as amended.

**IV. RECOMMENDATION**

I recommend issuance of a temporary license to this AFC small group home (1-6), license #AS500364160, known as Shelby Manor 1.

*Karen J. LaForest*

10/17/2014

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Karen LaForest  
Licensing Consultant

Date

Approved By:

*Denise Y. Nunn*

11/14/2014

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Denise Y. Nunn  
Area Manager

Date