



RICK SNYDER
GOVERNOR

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



NICK LYON
INTERIM DIRECTOR

March 6, 2015

Erin Gust
Dignitas, Incorporated
PO Box 3460
Farmington Hills, MI 48333

RE: Application #: AS630349201
Dignitas Inc./Orchard Lake House 3
24467 Orchard Lake Road
Farmington Hills, MI 48336

Dear Ms. Gust:

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 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 (248) 975-5053.

Sincerely,

John Pochas, Licensing Consultant
Bureau of Children and Adult Licensing
4th Floor, Suite 4B
51111 Woodward Avenue
Pontiac, MI 48342
(248) 860-3822

enclosure

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

I. IDENTIFYING INFORMATION

License #:	AS630349201
Applicant Name:	Dignitas, Incorporated
Applicant Address:	24505 Orchard Lake Road Farmington Hills, MI 48336
Applicant Telephone #:	(248) 442-1170
Administrator/Licensee Designee:	Erin Gust
Name of Facility:	Dignitas Inc./Orchard Lake House 3
Facility Address:	24467 Orchard Lake Road Farmington Hills, MI 48336
Facility Telephone #:	(248) 442-1170
Application Date:	09/19/2013
Capacity:	6
Program Type:	PHYSICALLY HANDICAPPED TRAUMATICALLY BRAIN INJURED

II. METHODOLOGY

09/19/2013	Enrollment
09/27/2013	Application Complete/On-site Needed
09/27/2013	Contact - Document Sent Act & Rules.
09/27/2013	File Transferred To Field Office Pontiac.
10/02/2013	Contact - Document Received Received licensing file from Central Office.
10/08/2013	Application Incomplete Letter Sent Electronic
12/12/2014	Inspection Completed- BCAL
02/27/2015	Inspection Completed-BCAL Full Compliance Final
03/03/2015	Recommend License Issuance
03/03/2015	LSR Generated

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

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.

1) Environmental Conditions

Dignitas, Inc/Orchard Lake House 3 is located at 24467 Orchard Lake Road, Farmington Hills, Michigan 48336. The home is situated to the south of 11 Mile Road on Orchard Lake Road, in Oakland County, Michigan. Dignitas Inc. is the owner of record for the property. Proof of ownership is contained in the facility file.

Dignitas, Inc/Orchard Lake House 3 is a newly constructed brick-sided ranch situated on a crawl space cinderblock foundation. The home is in a suburban area of mixed construction style homes. The interior of the home is comfortable, clean, and nicely decorated.

The main entrance opens into a foyer with a large living room to the left with the kitchen and dining rooms adjacent to the living room. The general area is spacious and open in design. Resident bedrooms are divided along a large and open hallway leading from the foyer area. The home has a unique design feature, in that three bedrooms are self contained rooms with individual kitchen facilities. These rooms are designed for the purpose of “transitional apartments”. Two gas-fired furnaces are located in the crawl. Floor separation is provided by standard construction floor joists and sub floor material and flooring. A separate laundry rooms, containing a washer and dryer, is located near to the living room area. All bedrooms have their own full bath.

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

<u>BEDROOM</u>	<u>DIMENSIONS</u>	<u>SQ. FOOTAGE</u>	<u>OCCUPANCY</u>
Bedroom # 1 NE	18' x 21'	378	1
Bedroom # 2 SE	18' x 21'	378	1
Bedroom # 3 N	18' x 21'	378	1
Bedroom # 4 S	18' x 21'	378	1
Bedroom # 5 NW	18' x 21'	378	1
Bedroom # 6 SW	18' x 21'	378	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 27' x 22', and a kitchen/dining area that measures 23' x 20'. 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.

Dignitas, Inc./Orchard Lake House 3 has public water and sewage services. Garbage disposal service is provided through Waste Management. The kitchen and bathroom areas were evaluated, and were 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 in a separate room off of the living room 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

Dignitas, Inc./Orchard Lake House 3 has a fully integrated hard wired smoke detection system to meet the requirements of R 400.14505. The smoke heads are placed as required by the rule. The home also has fire extinguishers located on each side of 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 bedrooms of the home also have the proper means of egress as required by R 400.14508. 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 R 400.14504.

A gas forced air system heats the facility. The home has two furnaces which were recently installed and the applicant supplied a copy of the report for review at the time of the final inspection. The furnaces are located in the crawl space on the far west side. The applicant was advised that water temperature should be monitored on a regular basis. The water temperature was tested at the final inspection and found to be in compliance with the rule R 400.14401(2). I also 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 Farmington Hills. The applicant understands the Departmental requirements relating to the maintenance of fire drill records with the applicant. The applicant has indicated that it is the applicant'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.

B. Program Description

1) Program Statement

The applicant 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 who sustained a traumatic brain injury. The home is equipped to serve people who require wheelchair use. According to the program statement, the goal of the program is to maximize the functioning of each resident's capability and condition. Self care and daily living skills will be promoted through ongoing guidance in areas of dressing, grooming, kitchen use, home management, meal preparation, house cleaning, home maintenance, laundry, budgeting, banking and use of community resources. The specific program to be provided to the residents is results oriented and consists of preadmission screening, admission evaluation, goal attainment, discharge and follow up. The facility has the unique feature of having 3 self contained "apartments" to be used for "transitional training" for independent living. All transportation will be provided to facilitate that residents assessment plan requirements.

2) Required Information

On 09/23/13, the Department received a license application and application fee from Ms. Erin Gust, acting on behalf of Dignitas Inc., to operate a small group AFC facility at the above referenced address in Farmington Hills, Michigan. The filing endorsement from the Michigan Department of Commerce has a filing date of March 10, 1998. The applicant is seeking to operate a program for Adult Foster Care homes and elder care facilities.

As part of the application process the applicant submitted admission, discharge policies for the Dignitas, Inc/Orchard Lake House 3. 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 applicant 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 Dignitas Inc. is as follows:

Administrator:	Erin Gust
Clinical Director:	Krisanne George
Operations Coordinator:	Stephanie Guzak
Quality Assurance:	Pamela Owens

A Records Clearance Request has been processed for Ms. Erin Gust. Based upon the information from the Record Clearance Report, I find that she is of good moral character, sound judgment, and is suitable to provide care to dependent adults. A current Licensing Medical Clearance form for Ms. Gust 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. The licensing file also contains a written statement from Dignitas Inc. naming Ms. Gust as the applicant designee.

As referenced above, Ms. Gust submitted, on behalf of Dignitas Inc., financial information as part of the new application process. The applicant submitted a current balance sheet as well as a projected budget. Based on the information presented, I have determined that the applicant corporation has demonstrated a stable financial position and possesses the financial capability to operate an adult foster care facility at the above referenced location.

3) Qualifications and Competencies

The applicant Ms. Erin Gust, has been involved in providing Adult Foster Care services to traumatic brain injured individuals for over 20 years and has been administrator for Dignitas since 1998. Ms. Gust has Bachelor degrees in biology and behavioral psychology. Ms. Gust currently administers the following other AFC homes in Oakland under Dignitas Inc.:

AS630084211	Berryhill
AS630080727	Newburgh House
AS630091852	Somerset House
AS630261979	Orchard Lake House
AS630315897	Orchard Lake House 2

Based on such previous experience, Ms. Gust 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. Gust has demonstrated her competency as required by the rule R 400.14201.

At the time of the final inspection, Ms. Gust indicated that there were no changes to report in information previously submitted in this application for a license. The applicant 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 applicant 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. Gust 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 Applicant.

As required by the rule R400.14202, the home has a designated administrator. Ms. Erin Gust will act as administrator for Dignitas, Inc/Orchard Lake House 3 . Based on the information submitted and information reviewed in the home at the time of the final inspection, Ms. Gust meets the requirements of the rules and is qualified based on her background and training to act as administrator for Dignitas, Inc/Orchard Lake House 3.

The applicant 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 Dignitas, Inc/Orchard Lake House 3, should contact Ms. Gust at the facility. The applicant 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.

4) Facility and Employee Records

I have reviewed Dignitas, Inc.'s personnel policies and determined that they do not conflict with statutory or administrative rule requirements. The job descriptions for Dignitas, Inc. /Orchard Lake House 3 were reviewed and submitted to the department. They are acceptable as written. I have also discussed with the applicant 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 applicant (R 400.14734b). I have reviewed the process that the home will follow and find it meets the intent of the administrative rules. The applicant 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 applicant and the applicant 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.Gust 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 applicant 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 applicant's previous experience, the applicant is well aware of the requirements for staff qualifications and training and intends to comply with the rules. The applicant 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 applicant will also verify age and check references before a person is offered employment. The applicant 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/

applicant understand and intend 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 Applicant. The Applicant has indicated that it is the home's intent to comply with these requirements. During the course of the pre-licensing investigation, I advised the applicant of Departmental requirements pertaining to resident rights and prohibited practices as outlined under rules R400.14304 and R400.14308. The applicant attests that it is the intent of the home 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 applicant has again indicated that it is their 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/ applicant at the time of the final inspection. The applicant was provided with copies of the Department forms Resident Funds and Valuables Parts II & I. The applicant 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.

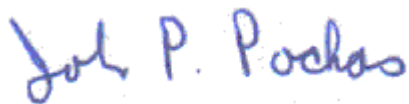
The applicant stated that they have an understanding of the rule R400.14317 relating to resident recreation and intends to comply through an activity schedule for the home which will expose the residents to a variety of community based recreation and leisure time activities.

The applicant is aware of the requirements of rules R400.14318 and R400.14319, and assures me that the applicant 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).

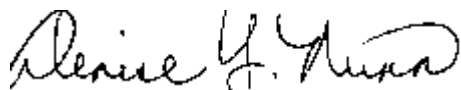


03/06/2015

John Pochas
Licensing Consultant

Date

Approved By:



03/06/2015

Denise Y. Nunn
Area Manager

Date