



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

SHELLY EDGERTON  
DIRECTOR

September 17, 2018

Lela Shank  
Country House Care, L.L.C.  
1395 Seneca Street  
Adrian, MI 49221

RE: Application #: AM460389110  
**Maple City Assisted Living**  
**518 State Street**  
**Adrian, MI 49221**

Dear Ms. Shank:

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 11 is issued.

Please review the enclosed documentation for accuracy and contact me with any questions. If I am not available, and you need to speak to someone immediately, please contact the local office at (313) 456-0380.

Sincerely,

A handwritten signature in blue ink that reads "Jeffrey J. Bozsik".

Jeffrey J. Bozsik, Licensing Consultant  
Bureau of Community and Health Systems  
22 Center Street  
Ypsilanti, MI 48198  
(734) 417-4277

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
BUREAU OF COMMUNITY AND HEALTH SYSTEMS  
LICENSING STUDY REPORT**

**I. IDENTIFYING INFORMATION**

<b>License Application #:</b>	AM460389110
<b>Applicant Name:</b>	Country House Care, L.L.C.
<b>Applicant Address:</b>	1395 Seneca Street Adrian, MI 49221
<b>Applicant Telephone #:</b>	(517) 436-3397
<b>Administrator/Licensee Designee:</b>	Lela Shank, Designee
<b>Name of Facility:</b>	Maple City Assisted Living
<b>Facility Address:</b>	518 State Street Adrian, MI 49221
<b>Facility Telephone #:</b>	(517) 442-2161 06/26/2017
<b>Application Date:</b>	
<b>Capacity:</b>	11
<b>Program Type:</b>	DEVELOPMENTALLY DISABLED MENTALLY ILL AGED

## II. METHODOLOGY

06/15/2016	Inspection Completed-Env. Health : A AM460008925; ok per consultant
06/15/2016	Inspection Completed-Fire Safety : A
06/26/2017	Enrollment Online enrollment
06/28/2017	Contact - Document Sent Rule & Act booklets
06/28/2017	Application Incomplete Letter Sent App; rec cl for LD & Admin)
07/03/2017	Contact - Document Received App & rec cl for Lela (LD & Admin)
07/10/2017	Application Incomplete Letter Sent
09/14/2018	Inspection Completed-Fire Safety : A BFS inspector issued emailed approval.
09/14/2018	Inspection Completed-BCAL Full Compliance
09/14/2018	Inspection Completed-Env. Health : A

### III. DESCRIPTION OF FINDINGS & CONCLUSIONS

#### A. Physical Description of Facility

The facility is in a residential historic district in Adrian, MI. The facility consists of two floors and a full basement. There are 3 bedrooms on the first floor and 3 bedrooms on the second floor. There are 2 bathrooms on the first floor and one on the second floor. The facility is not wheelchair accessible.

The furnace and hot water heater are in the basement with a 1-3/4 inch solid core door equipped with an automatic self-closing device and positive latching hardware located at top/bottom of stairs. The facility's fire safety has been inspected and approved by the BFS inspector.

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

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
1 <sup>st</sup> floor: SE	10'6"x8'8"	91	1
NE	12'x11'6"	138	2
NW	13'x11'6"	150	2
2 <sup>nd</sup> floor: NE	12'x12'6"	150	2
SW	13'x11'6"	150	2
SE	15'x8'8"	130	2

The living, dining, and sitting room areas measure a total of 462 square feet of living space. This exceeds the minimum of 35 square feet per resident requirement.

Based on the above information, it is concluded that this facility can accommodate eleven (11) residents. It is the licensee's responsibility not to exceed the facility's licensed capacity.

#### B. Program Description

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 eleven (11) male or female ambulatory adults whose diagnosis is developmentally disabled or mentally impaired, in the least restrictive environment possible. The program will include social interaction skills, personal hygiene, personal adjustment skills, and public safety skills. A personal behavior support plan will be designed and implemented for

each resident's social and behavioral developmental needs. Residents will be referred from private sources.

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.

The licensee will provide all transportation for program and medical needs. 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**

The applicant is Country House Care, L.L.C., which is a "Domestic Limited Liability Company", was established in Michigan, on 6/3/2013. 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 Board of Directors of Country House Care, L.L.C. has submitted documentation appointing Lela Shank as Licensee Designee for this facility and as the Administrator of the facility.

A licensing record clearance request was completed with no lien convictions recorded for the licensee designee and the administrator. The licensee designee and administrator submitted a medical clearance request with statements from a physician documenting their good health and current TB-tine negative results.

The licensee designee and administrator 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 11-bed facility is adequate and includes a minimum of 1 staff –to- 11 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 –to- resident ratio.

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 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 an immediate investigation of the cause. The applicant has indicated their intention to achieve and maintain compliance with the reporting and investigation of each incident and accident involving a resident, employee, and/or visitor.

The applicant acknowledges an understanding of the administrative rules regarding the handling of resident funds and valuables and intends to comply.

The applicant acknowledges their responsibility to obtain all the required forms and signatures that are to be completed prior to, or at the time of each resident's admission to the home as well as the required forms and signatures to be completed for each resident on an annual basis. In addition, the applicant acknowledges their responsibility to maintain a current resident record on file in the home for each resident and the retention schedule for all the documents contained within each resident's file.

The applicant acknowledges their responsibility to provide a written discharge notice to the appropriate parties when a 30-day or less than 30-day discharge is requested.

#### **D. Rule/Statutory Violations**

The applicant followed the licensing act and applicable administrative rules at the time of licensure.

**VI. RECOMMENDATION**

I recommend issuance of a temporary license to this adult foster care small group home (capacity 1 - 11).



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Jeffrey J. Bozsik  
Licensing Consultant

Date: 9/14/18

Approved By:



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Ardra Hunter  
Area Manager

Date: 9/17/18