



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

January 29, 2018

Paul Wyman
Retirement Living Mgmt of Manistee
1845 Birmingham SE
Lowell, MI 49331

RE: Application #: AM510385374
Green Acres of Manistee II
1837 12th Street
Manistee, MI 49660

Dear Mr. Wyman:

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 12 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 (517) 284-9720.

Sincerely,

A handwritten signature in cursive script that reads "Julie Elkins".

Julie Elkins, Licensing Consultant
Bureau of Community and Health Systems
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909

enclosure

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

I. IDENTIFYING INFORMATION

License Application #:	AM510385374
Applicant Name:	Retirement Living Mgmt of Manistee
Applicant Address:	1845 Birmingham SE Lowell, MI 49331
Applicant Telephone #:	(616) 897-8000
Licensee Designee:	Paul Wyman
Administrator	Olivia Cook
Name of Facility:	Green Acres of Manistee II
Facility Address:	1837 12th Street Manistee, MI 49660
Facility Telephone #:	(231) 723-1000
Application Date:	10/25/2016
Capacity:	12
Program Type:	ALZHEIMERS AGED

II. METHODOLOGY

10/25/2016	Enrollment Online enrollment
10/26/2016	Contact - Document Sent Fire Safety String
10/26/2016	Contact - Document Sent Rule & Act booklets
11/04/2016	Application Incomplete Letter Sent
12/26/2017	Contact - Telephone call made left message for Paul Wyman, licensee designee.
12/28/2017	Contact - Telephone call made Administrator named on application no longer with company, left message for current administrator.
01/10/2018	Inspection Completed On-site & Environment Health Inspection
01/11/2018	Email to Olivia requesting documentation that was not available at the time of inspection.
01/12/2018	Email from Amber Fry about inspection of smoke detection system.
01/16/2018	Email to Amber Fry
01/22/2018	Email From Amber Fry written appointment of the administrator sent.
01/29/2018	Email from Olivia with her training hours attached.
01/29/2018	Inspection Completed- BCAL Full compliance- documents received

01/29/2018

Exit interview, phone call with Paul Wyman about his responsibilities as licensee designee.

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

Green Acres of Manistee II AFC is a large, newly constructed single story ranch-style facility located in the City of Manistee, Michigan. Restaurants, shopping, banks, post office, library, community pool, senior center, recreation center, beaches, and a variety of churches are available to residents in Manistee, Michigan. The facility is located in the southwest section of Manistee across from a residential subdivision and connects to Green Acres of Manistee. The facility provides ample parking for visitors and staff members. The facility is considered a memory care facility and has four different sizes/styles of bedrooms which include either carpet or laminate flooring. The facility has an enclosed patio that is accessible to the residents through an exit door with a 15 second delay-egress-lock-release mechanism which was approved by the fire marshal. The patio is approximately 8'x 6' which provides space for residents to enjoy fresh air and spend some time outdoors. All of the entrances and exits within the facility are equipped with a 15 second delay-egress-lock-release mechanism which was approved by the fire marshal. The facility has security cameras outdoors in the courtyard and in the dining area only. These cameras can be monitored by staff members from the medication room.

The main level of the facility has a roomy streetscape style with 12 private resident bedrooms all with private full bathrooms (shower only) and individual thermostats, a large main dining room, large activity room, a full resident bathroom with a barrier free shower and a jetted tub, kitchen, medication room, large laundry area and a public restroom. The facility has an unfinished basement which houses the heat plant as well as the water heater, however this area will not be utilized or accessible to residents. The facility is wheelchair accessible and has two entrance/exits at grade. One wheelchair accessible entrance/exit is located at the front of the facility and the other is located near the back side of the facility. Hallways and door widths inside of the facility are able to accommodate individuals who use wheelchairs to assist with mobility. Two of the private resident bedrooms also offer barrier free showers. The facility utilizes the local municipal water and sewage disposal systems.

The facility is equipped with a natural gas boiler which was inspected and found to be in good working condition on 9/19/2017. The boiler is located in the unfinished basement area and floor separation is established by a fire-rated, fully enclosed metal door located at the basement level equipped with an automatic self-closing device and positive latching hardware. The hot water heater is located in this area as well.

The facility is equipped with an interconnected, hardwired smoke detection system with battery back-up which was installed by a licensed electrician, and is fully operational. The facility is fully sprinkled and was inspected on 12/04/2017. The facility has been determined by the Bureau of Fire Services to be in compliance with the applicable fire safety administrative rules. The facility received a rating of full compliance on 10/10/2017.

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

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
201	22'9 x 18	409.5	1
202	22'9 x 18	409.5	1
203	18 x 21'5 ½	387	1
204	18 x 21'5 ½	387	1
205	18 x 21'5 ½	387	1
206	18 x 21'5 ½	387	1
207	20 x 23'8 ½	475	1
208	18 x 21'5 ½	387	1
209	20 x 23'8 ½	475	1
210	18 x 21'5 ½	387	1
211	23 x 22'8 ½	523.25	1
212	23 x 22'8 ½	523.25	1
Activity room	24 x 25'9	618	0
Dining room	24'7 x 25	614.58	0

The indoor living and dining areas measures over 6,000 square feet of living space. This exceeds the minimum of 35 square feet per occupant requirement.

Based on the above information, this facility can accommodate twelve residents. It is the licensee's responsibility not to exceed the facility's licensed capacity.

B. Program Description

The applicant Retirement Living Mgt of Manistee LLC submitted a document entitled "Services for Alzheimer's Disease & Dementia" requirements of ACT No. 218 of The Public Acts of 1979 as amended to meet the requirement to provide care to individuals diagnosed with Alzheimer's disease. Retirement Living Mgt of Manistee LLC intends to provide 24-hour supervision, protection and personal care to twelve male and/or female residents who may use a wheelchair and are aged or who have been diagnosed with Alzheimer's disease. This care will be provided within the environment of a memory care facility. The program will include opportunities to socialize with one another through devotion, guided relaxation and exercise, watching movies, crafts, bingo, playing games, watching television, enjoying the outdoors and community outings. The applicant intends to work with hospice services as deemed necessary by the resident

and their physician and family. Family and friends are strongly encouraged to visit as often as possible with their loved one. The applicant intends to accept referrals from the local Office on Aging, MI Choice Waiver Program, local county DHHS, Community Mental Health as well as residents with private sources for payment.

If needed by residents, behavior interventions and specialized interventions will be identified in the assessment plans. These interventions shall be implemented only by staff trained in the intervention techniques.

C. Rule/Statutory Violations

The applicant is Retirement Living Mgt of Manistee LLC, a "For Profit Corporation", established in Michigan on January 17, 2003. 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 has submitted documentation appointing Mr. Paul Wyman as licensee designee and Olivia Cook as the administrator for this facility. Mr. Wyman is the licensee designee for several other facilities throughout the state and has been successful in this role for a number of years. Ms. Cook is an Administrator for one other facility in Cadillac, Michigan.

Criminal history background checks for licensee designee Paul Wyman and administrator Olivia Cook were completed and both were determined to be of good moral character to provide licensed adult foster care. Mr. Wyman and Ms. Cook submitted a statement from a physician documenting good health and current negative tuberculosis test results. Mr. Wyman has been a licensee designee for adult foster care facilities for the past 16 years. Ms. Cook has been an administrator for another adult foster care facility for the past two years. Licensee designee Mr. Wyman and administrator Ms. Cook provided documentation to satisfy the qualifications and training requirements identified in the group home administrative rules.

The staffing pattern for the original license of this twelve bed facility is adequate and includes one staff for twelve residents. Mr. Wyman acknowledged that the staff-to-resident ratio may need to be increased in order to provide the level of supervision or personal care required by the residents due to changes in their behavioral, physical, or medical needs. Mr. Wyman has indicated that one direct care staff will be awake around the clock including during sleeping hours. The applicant acknowledged at no time will this facility rely on "roaming" staff or other staff that are on duty and working at another facility to be considered part this facilities staff to resident ratio or expected to assist in providing supervision, protection, or personal care to the resident population.

Mr. Wyman acknowledged an understanding of the qualifications, suitability, and training 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.

Mr. Wyman acknowledged an understanding of the responsibility to assess the good moral character of employees. The applicant acknowledges the requirement for obtaining criminal record checks of employees and contractors who have regular, ongoing “direct access” to residents or resident information or both utilizing the Michigan Long Term Care Partnership website (www.miltcpartnership.org) and the related documents required to demonstrate compliance.

Mr. Wyman acknowledged an understanding of the administrative rules regarding medication procedures and assured that only those direct care staff that have received medication training and have been determined competent by the licensee designee, Mr. Wyman will administer medication to residents. In addition, Mr. Wyman has indicated that resident medication will be stored in a locked room and that daily medication administration records (MARs) will be maintained on each resident whose medication is administered utilizing electronic MARs. Mr. Wyman is aware that if the electronic MARs cannot be accessed that handwritten records must be kept.

Mr. Wyman acknowledged the responsibility to obtain all required good moral character, medical, and training documentation and signatures that are to be completed prior to each direct care staff or volunteer working directly with residents. In addition Mr. Wyman acknowledged the responsibility to maintain all required documentation in each employee’s record for each licensee designee, administrator, and direct care staff or volunteer and follow the retention schedule for those documents contained within each employee’s record.

Mr. Wyman acknowledged an understanding of the administrative rules regarding the admission criteria and procedural requirements for accepting a resident into the adult foster care home.

Mr. Wyman acknowledged the responsibility to obtain the required written assessment plan, resident care agreement, and health care appraisal 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 updating and completing those forms and obtaining new signatures for each resident on an annual basis.

Mr. Wyman acknowledged the responsibility to maintain a current resident record on file in the home for each resident and follow the retention schedule for all of the documents that are required to be maintained within each resident’s file.

Mr. Wyman acknowledged an understanding of the administrative rules regarding the handling of resident funds and valuables and intends to comply. The applicant acknowledged that a separate *Resident Funds Part II BCAL-2319* form will be created for each resident in order to document the date and amount of the adult foster care service fee paid each month and all of the resident’s personal money transactions that have been agreed to be managed by the applicant.

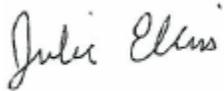
Mr. Wyman acknowledged an understanding of the administrative rules requiring that each resident be informed of their resident rights and provided with a copy of those rights. The applicant indicated the intent to respect and safeguard these resident rights.

Mr. Wyman acknowledged an understanding of the administrative rules regarding the requirements for written and verbal reporting of incidents and accidents and the responsibility to conduct an immediate investigation of the cause.

Mr. Wyman acknowledged the responsibility to provide a written discharge notice to the appropriate parties when a 30-day or less than 30-day discharge is requested.

IV. RECOMMENDATION

I recommend issuance of a temporary license to this AFC adult medium group home with a capacity of twelve residents.

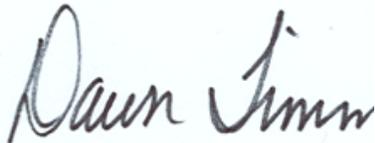


1/29/2018

Julie Elkins
Licensing Consultant

Date

Approved By:



01/29/2018

Dawn N. Timm
Area Manager

Date