



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY
OFFICE OF CHILDREN AND ADULT LICENSING



MUSETTE A. MICHAEL
INTERIM DIRECTOR

January 5, 2004

David Ballenberger
Rose Hill Center Inc
5130 Rose Hill Blvd
Holly, MI 48442

RE: Application #: AS630256367
Rose Hill 4
5130 Rose Hill Blvd
Holly, MI 48442

Dear Mr. Ballenberger:

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 5 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,

Ruth McMahon, Licensing Consultant
Office of Children and Adult Licensing
Suite 358
41000 Woodward
Bloomfield Hills, MI 48304
(248) 975-5084

enclosure

**MICHIGAN FAMILY INDEPENDENCE AGENCY
OFFICE OF CHILDREN AND ADULT LICENSING
LICENSING STUDY REPORT**

I. IDENTIFYING INFORMATION

License #: AS630256367

Applicant Name: Rose Hill Center Inc

Applicant Address: 5130 Rose Hill Blvd
Holly, MI 48442

Applicant Telephone #: (248) 634-5530

Administrator/Licensee Designee: David Ballenberger, Designee

Name of Facility: Rose Hill 4

Facility Address: 5130 Rose Hill Blvd
Holly, MI 48442

Facility Telephone #: (248) 634-5530
03/10/2003

Application Date:

Capacity: 5

Program Type: MENTALLY ILL

II. METHODOLOGY

03/10/2003	Enrollment
03/11/2003	Contact - Document Sent Request for clearances for wife and employee
04/10/2003	Inspection Report Requested - Health
04/22/2003	Inspection Completed-Env. Health : A
07/17/2003	Comment application rec'd from Lansing
08/08/2003	Inspection Completed On-site
11/21/2003	Inspection Completed On-site
11/21/2003	Inspection Completed-BFS Sub. Compliance
12/29/2003	Corrective Action Plan Received
12/30/2003	Corrective Action Plan Approved
01/05/2004	Inspection Completed-BFS Full Compliance An inspection was not completed, based upon the CAP the home is now in full compliance

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

1) Environmental Conditions

Rose Hill 4 is located at 5130 Rose Hill Boulevard, Holly, MI 48442. Rose Hill 4 is located in a rural setting about four miles from Holly, Michigan. Rose Hill Inc. owns the property.

Rose Hill 4 is located at the entrance to Rose Hill Center, which is on about three hundred and seventy two acres of land. The property has three lakes, an Education and Therapy Center with classrooms, a library, exercise room, computer room and gymnasium. The home is a part of a community; three other licensed homes are located on the property, Rose Hill 1, Rose Hill 2 and Rose Hill 3. A garage is located on the side of the house; the garage is used for storage for the community, and is not part

of Rose Hill 4. The home is a large two-story home, with an attic, and a basement. The basement contains the furnace and hot water heater. The laundry room is located in the basement. The basement is not approved for regular resident use. The attic is not approved for resident use, and has a lock on the door.

The main floor has an enclosed porch at the rear of the home, a kitchen, a family room, and living room, a large porch located off the living room. There is a half bath located in the hallway. The second floor contains 3 bedrooms and one full bathroom.

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

BEDROOM	DIMENSIONS	SQ. FOOTAGE	OCCUPANCY
South.	13'x3" x 11'11" ..	157.9sq feet	1
Northwest	21'11" x 6'9" + 12'9" x6'2'	226.6sq feet...	2
North	14'3" x 14'8" 208.9sq feet	3	
			====
			Total Occupancy: 5

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 5 adults, as requested in the application.

The living space for the home was measured and is listed below:

The home has a living room that measures, a dining area that measures 290.7 sq feet, and family room that measures 174.9 sq feet. The proposed capacity for the home is five. The home has a total of 465.6 square feet of living space. 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 home has one full bathroom on the second floor and a half bath on the first floor. The bathroom area was 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 observed that the facility was not equipped with all required furnishings, linens, cooking and eating utensils at the final

inspection. A letter was received from the administrator December 29, 2003 stating dishes; linens and food had been placed in the home.

Based on the above information and observations, I found the facility to be in substantial compliance with Bureau requirements regarding environmental conditions.

The Rose Hill 4 has private water and sewage system as part of the licensing process, a conducted an environmental inspection was completed by the Oakland County Health Department on April 22, 2003 and deems the facility to be in substantial compliance with applicable rules. The kitchen and bathroom areas were evaluated, and were found to be adequately equipped and in clean condition. 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 will be located in the basement.

2. Fire Safety

The building 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 system is fully monitored and has a battery back up system. The home also has fire extinguishers located on the first floor, second floor, and in the basement, which meet the requirements of R 400.14506. The home has 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 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 R400.14504.

The home has two separate and independent means of egress to the outside as required by R400.14507. 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 and proper door width.

A gas forced air furnace heats the facility. Furnace inspection for review at the time of the final inspection. The furnace and the gas hot water heater are located in the basement. The Applicant is aware that water temperature should be monitored on a regular basis. I also found the electrical service 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. The Applicant understands the Bureau requirements relating to the maintenance of fire drill records with the Applicant. The Applicant has indicated that it is the corporation's intent to conduct fire drills during the day, afternoon, and sleep hours on a quarterly basis, 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 Bureau for review and inclusion in the licensing record. The document is acceptable as written. The facility will offer a program for mentally ill male adults who are 18 years or older. Most of the residents will transition from one of Rose Hills's other programs. The home is not equipped to serve people who require wheelchair use. According to the program statement, the program and support services provided to the residents of Rose Hill 4 will assist the residents to develop the skills and knowledge to possibly move to a lesser restrictive environment. Facility objectives are listed as:

- a) Residents will help prepare the meals, do their own laundry, and assist with routine housekeeping
- b) Daily living skills such as, personal hygiene, food preparation, budgeting, will be taught, reviewed, and practiced.
- c) Emphasize the development of personal friendships and where possible, the re-establishment of important family relations.
- d) Training in social skills, illness management, and substance abuse prevention are also components.
- e) Each resident will participate on one of the daily work teams available at Rose Hill, Farming, Horticulture, Grounds, Housekeeping and Kitchen and Food Preparation. or in a community program that more effectively meets his needs

While meeting those objectives the home will provide 24-hour room, board, supervision, personal care, protection, transportation, training, guidance, recreation, and social skill development.

2) Required Information

On 3-10-2003, the Bureau received a license application and application fee from Mr. David Ballenberger, acting on behalf of Rose Hill Center Inc., to operate a small group

AFC facility at the above referenced address in Holly, Michigan. The corporation is a domestic non-profit corporation. Rose Hill Inc. filed its Articles of Incorporation on October 18, 1989. . The purpose of the corporation is to establish and provide treatment, education, and rehabilitation for the benefit of mentally impaired adults.

As part of the application process the applicant submitted admissions, discharge policies for the Rose Hill Center Inc. The documents are acceptable as written. Also included in the Bureau files is a proposed staffing pattern, a floor plan, and current financial documents. The corporate personnel policies, routine procedures, and job descriptions are on file with the department.

The administrative structure for Rose Hill Center Inc., is as follows:

Board of Directors, President, Executive Director, Licensee Designee, Administrator, Clinical Director, Social Work Director, Manager of the Farm, Manager of the Kitchen, Coordinator of the Garden/ Grounds, Housekeeping Coordinator, Job Coaches, House Managers, and support staff.

On August 12, 1996 the Board of Directors authorized Mr. David Ballenberger to act on behalf of the corporation in Licensing matters. Mr. David Ballenberger will also, serve as administrator for Rose Hill 4.

A Records Clearance Request has been processed for Mr. David Ballenberger. Based upon his background, experience, and the Record Clearance Report, I find that he's of good moral character, sound judgment, and is suitable to provide care to dependent adults. A current Medical Statement for Mr. David Ballenberger is contained in the record. The statement indicates that he is in good physical and emotional health, and there is no reason why he 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 Bureau.

As referenced above Mr. David Ballenberger submitted, on behalf of Rose Hill Center Inc., financial information as part of the new application process. The applicant submitted a current budget for the home.

3) Qualifications and Competencies

The licensee designee, Mr. David Ballenberger, has been involved in providing Adult Foster Care services for many years. The corporation currently holds licenses for three Adult Foster Care facilities in Oakland County. Based on his previous experience, Mr.. Ballenberger has demonstrated that he has the administrative and management expertise to run an Adult Foster Care facility. Based on personal contact and materials submitted I conclude that Mr. Ballenberger has demonstrated his competency as required by the rule R 400.14201.

At the time of the final inspection, there were no changes to report in information previously submitted in this application for a license. On 1-6-2004, a fax was received requesting the name of the home be changed from Horton House to Rose Hill 4. A facility named Horton House already exists in Genesee County. The Applicant is aware

of Bureau 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 Bureau requirements pertaining to posting of the license as outlined under rule R400.14103 (4), and has indicated that it is the intent of the corporation to maintain compliance with this requirement.

Based on the above information, I have determined that Mr. David Ballenberger 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.

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 time out 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 Bureau review.

As mentioned above, the applicant submitted copies of the proposed admission and discharge policies to the Bureau 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 Rose Hill 4, should contact Rose Hill Care Inc. Rose Hill 4 has a contract with Person centered Network, Carelinks, and Gateway. As soon as the license is approved, Rose Hill Inc, will apply for special certification for Rose Hill 4. Mr. Bellanger understands that the facility will conduct it's 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 Rose Hill Center Inc.'s personnel policies contained in the administrative file at Rose Hill 4. I have determined that they do not conflict with statutory or administrative rule requirements. The job descriptions for Rose Hill 4 were also reviewed as part of the licensing process. Current employee files were not

reviewed at final inspection. The Licensee Designee has ample previous experience in complying with administrative rules governing the hiring, training, and record keeping for employees.

a) Facility Records in General (Rule R400.14209)

The resident care agreement proposed for use in this facility is the current Bureau resident care agreement. The applicant understands Bureau requirements pertaining to maintaining a resident register, as required under rule R400.14210. The applicant understands the Bureau requirements for record keeping.

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. The Applicant understands 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 understands that a licensed physician must order any special diets implemented in the home,

b) Employee Records (rules R400.14204 and R400.14208)

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 corporation also verifies age and checks 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 Bureau review.

5) Resident Care, Services, and Records

The applicant understands Bureau requirements pertaining to resident records as specified in rule R400.14316. The applicant also understands Bureau requirements pertaining to resident rights and prohibited practices as outlined under rules R400.14304 and R400.14308.

The applicant also understands Bureau 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. I determined that the facility was in substantial compliance with Bureau 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.

The applicant also understands 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, regarding emergency and regular transportation.

In conclusion, the applicant and facility, by virtue of observation, interview, and review of program documentation, is found to be in substantial compliance with Bureau requirements relating to resident care, services, and records. A more complete evaluation of resident services will be made at the 90-day interval and again at the time of license renewal.

Based on the information presented above, I conclude that the Applicant, Rose Hill Center Inc., meets the minimum requirements of the pre-licensing administrative rules and statutory requirements for small group adult foster care facilities with an approved capacity of 1-12 residents, licensed or proposed to be licensed after 5/24/94. All rule violations cited at the final inspection have been corrected. A letter was received on December 29,2003 verifying the corrections.

IV. RECOMMENDATION

I recommend issuance of a temporary license to this AFC adult small group home (capacity 5).

Ruth McMahon
Licensing Consultant

Date

Approved By:

Barbara Smalley
Area Manager

Date