



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

MARLON I. BROWN, DPA  
DIRECTOR

August 13, 2024

Lisa Sikes  
Norton Shores Care Operations, LLC  
1435 COIT AVE. NE  
GRAND RAPIDS, MI 49505

RE: Application #: AL610418574  
Harbor Homes Assisted Living 1  
2649-A Vulcan St.  
Norton Shores, MI 49444

Dear Mrs. Sikes:

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 20 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 (616) 356-0183.

Sincerely,

A handwritten signature in cursive script, appearing to read "Toya Zylstra".

Toya Zylstra, Licensing Consultant  
Bureau of Community and Health Systems  
Unit 13, 7th Floor  
350 Ottawa, N.W.  
Grand Rapids, MI 49503  
(616) 333-9702

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	AL610418574
<b>Licensee Name:</b>	Norton Shores Care Operations, LLC
<b>Licensee Address:</b>	1435 COIT AVE. NE GRAND RAPIDS, MI 49505
<b>Licensee Telephone #:</b>	(231) 600-7188
<b>Administrator/Licensee Designee:</b>	Lisa Sikes, Designee
<b>Name of Facility:</b>	Harbor Homes Assisted Living 1
<b>Facility Address:</b>	2649-A Vulcan St. Norton Shores, MI 49444
<b>Facility Telephone #:</b>	(231) 600-7188
<b>Application Date:</b>	06/10/2024
<b>Capacity:</b>	20
<b>Program Type:</b>	PHYSICALLY HANDICAPPED DEVELOPMENTALLY DISABLED MENTALLY ILL AGED

## II. METHODOLOGY

11/28/2023	Inspection Completed-Fire Safety : A see AL610414382
06/10/2024	On-Line Enrollment
06/12/2024	PSOR on Address Completed
06/12/2024	Contact - Document Sent letter sent
06/12/2024	Inspection Completed-Env. Health : A see AL610414382
07/11/2024	Inspection Completed On-site
07/11/2024	Inspection Completed-BCAL Full Compliance
07/11/2024	Inspection Completed-Env. Health : A
07/11/2024	Exit Conference
07/30/2024	File Transferred To Field Office
07/30/2024	Application Complete/On-site Needed

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

### A. Physical Description of Facility

This building is a new build, ranch style layout facility in the City of Norton Shores, the building has 5 resident rooms on the east side of the building and another 5 resident rooms on the west side of the building. There is a guest/staff bathroom with a sink and toilet located next to the administrator's office just inside the entrance of the facility. The facility has five total public bathrooms of which four have bathrooms contain a shower, sink, and toilet while one bathroom contains a shower and a sink. As you walk into the building, you enter a sitting area with a fireplace, on the other side of the fireplace is resident dining and off the resident dining room is an all-season living area. There is a large, open kitchen that spans the length of the dining and sitting rooms. The facility is wheelchair accessible with 2 approved means of egress that exit level to the ground outside. The facility utilizes public water and sewer systems.

The gas furnace and hot water heater are located on the northeast hall in a mechanical room with a 1-3/4-inch solid core door equipped with an automatic self-closing device and positive latching hardware. The facility is equipped with interconnected, hardwire smoke detection system, with battery backup, which was installed by a licensed

electrician and is fully operational. The facility is equipped with an approved pull station alarm system and a sprinkler system installed throughout.

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

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
West 110	9.42X15.50+9.42X7.08 Minus10/wardrobe	203	2
West 109	13.33X6.25+13.08X10.25 Minus10/wardrobe	207	2
West 108	13.33X5.92+10.33X13.17 Minus10/wardrobe	205	2
West 107	13.33X5.92+13.08X10.17 Minus 10/wardrobe	202	2
West 106	5.92X13.33+10.75X13.08 Minus10/wardrobe	210	2
East 105	6.25X13.33+10.66X13.08 Minus10/wardrobe	212	2
East 104	13.33X6.25+10.50X13.08 Minus10/wardrobe	210	2
East 103	6.33X13.33+13.08X10.58 Minus10/wardrobe	212	2
East 102	13.33X6.33+13.08X10.50	212	2
East 101	9.50X15.50+7.08X9.66 Minus10/wardrobe	206	2

The living, dining, and sitting room areas measure a total of 958 square feet of living space. This exceeds the minimum of 35 square feet per occupant requirement.

Based on the above information, it is concluded that this facility can accommodate **twenty** 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 **twenty** male or female adults aged 50 and over, whose diagnosis is aged, physically handicapped, mentally impaired, and/or developmentally disabled, 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.

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 Norton Shores Care Operations LLC, which is a "Domestic Limited Liability Company", was established in Michigan, on 09/22/2023. 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.

Lisa Sikes is the Licensee Designee and Christine Barton is the Administrator for this home. Medical and Record Clearance requests for Ms. Sikes and Ms. Barton were completed with no restrictions noted on either. TB-tine results were negative.

Ms. Sikes and Ms. Barton 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 20-bed facility is 2-staff- to-20 residents during all shifts. The applicant has indicated that direct care staff will 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)), Identogo, and the related documents required to be maintained in each employee’s 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 Ms. Sikes, can administer medication to residents. In addition, the applicant has indicated that resident medication will be stored in a locked medication cart 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 themselves and direct care staff or volunteers and the retention schedule for all of the documents contained within their and 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 of 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 of 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 was in compliance with the licensing act and applicable administrative rules at the time of licensure.

#### **IV. RECOMMENDATION**

I recommend issuance of a temporary license to this AFC adult large group home (capacity 20).



08/13/2024

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Toya Zylstra  
Licensing Consultant

Date

Approved By:



08/13/2024

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Jerry Hendrick  
Area Manager

Date