



STATE OF MICHIGAN  
DEPARTMENT OF CONSUMER & INDUSTRY SERVICES  
LANSING

JOHN ENGLER  
GOVERNOR

NOELLE A. CLARK  
DIRECTOR

September 10, 2002

Clark Retirement Community Inc.  
1551 Franklin SE  
Grand Rapids, MI 49506

RE: Application #: AL410238272  
Oxford Manor East  
2457 Forest Hill Ave. SE  
Kentwood, MI 49546

Dear Clark Retirement Community Inc.:

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 effective 9-10-2002.

Please review the enclosed documentation for accuracy and feel free to contact me with any questions. In the event that I am not available, please feel free to contact Charlene E. Cunningham, Area Manager, at (616) 356-0120.

Sincerely,

Connie Yolles, Licensing Consultant  
Bureau of Regulatory Services  
Unit 13, 7th Floor  
350 Ottawa, N.W.  
Grand Rapids, MI 49503  
(616) 356-0118

enclosure

**MICHIGAN DEPT. OF CONSUMER & INDUSTRY SERVICES  
BUREAU OF REGULATORY SERVICES  
ADULT FOSTER CARE LICENSING DIVISION  
LICENSING STUDY REPORT**

**I. IDENTIFYING INFORMATION**

**License #:** AL410238272

**Applicant Name:** Clark Retirement Community Inc.

**Applicant Address:** 1551 Franklin SE  
Grand Rapids, MI 49506

**Applicant Telephone #:** (616) 452-1568

**Administrator/Licensee Designee:** Marcia Van Solkema, Administrator

**Name of Facility:** Oxford Manor East

**Facility Address:** 2457 Forest Hill Ave. SE  
Kentwood, MI 49546

**Facility Telephone #:** (616) 952-2970

**Application Date:** 07/06/2001

**Capacity:** 20

**Program Type:** AGED

## II. METHODOLOGY

05/21/2001	Inquiry
06/12/2001	Contact - Document Received Fee
06/13/2001	Contact - Document Received Application
07/06/2001	Enrollment
07/06/2001	Inspection Report Requested - Fire
07/06/2001	Inspection Report Requested - Health
07/09/2001	Inspection Completed On-site
07/10/2001	Contact - Document Sent Addendum for physical plant
08/27/2001	Inspection Completed-Environmental Health: A
09/17/2001	Technical Assistance
10/07/2001	Contact - Document Sent Variance for 201(10) denied
12/05/2001	Inspection Completed-Fire Safety: A
04/17/2002	Contact - Telephone call made to licensee for update on fire safety
04/17/2002	Inspection Completed On-site
09/09/2002	Inspection Completed-Heating Approved
09/09/2002	Inspection Completed-BRS Full Compliance

### III. DESCRIPTION OF FINDINGS & CONCLUSIONS

#### A. Physical Description of Facility

##### 1. Environmental:

- a. Property Ownership - The file contains a copy of the lease/proof of ownership. Verification of the right to occupy is on file.
- b. Description of Structure – The home is barrier free and part of a twin twenty facility. There is another twenty bed facility that shares a common wall with this facility. There is a large bedroom and bath room for each resident. There are adequate common areas for relaxing and dining in the facility.
- c. Square Footage of Bedrooms and Living Space - Documentation of file verifies compliance with space requirements.

##### 2. Sanitation:

On 8-27-01 an environmental health inspection was completed. The report indicated this facility is in compliance with rules pertaining to environmental safety.

##### 3. Fire Safety:

On 9-12-01, 12-5-01 and 9-6-02 a fire safety inspection was completed. The final report indicated this facility is in compliance with rules pertaining to fire safety.

#### B. Program Description

##### 1. Administrative Structure and Capability:

- a. Description of Organizational Structure – Clark Retirement Community is the licensee. The primary caregiver(s) are the administrator and the staff hired by the corporation.

The Staffing Pattern is: one caregiver for eight residents.

The structure is: a Corporation run by a Board of Directors. The Executive Director is responsible for the overall operation of the facilities run by the Corporation. The Administrator of the facilities is responsible for the daily operation of the facilities and reports to the Executive Director.

- b. Good Moral Character - The Licensing Record Clearance Requests (BRS-1326) indicate the Good Moral Character of the Corporate Director and the Administrator.. Other documentation includes Three positive references for the Director in the licensing file and references for the administrator were reviewed at the facility.
- c. Financial Stability and Capability - A review of the application and support documents such as the Financial Statement indicate compliance with the applicable rules regarding financial capability of the licensee.
- d. Disclosure of Ownership Interest - The following person(s) has ownership interest in this operation: Clark Retirement Community.

2. Qualifications and Competencies:

- a. Training - An Applicant/Administrator Competency Worksheet has been completed and is on file in the record.
- b. Health - A review of the application and support documents, such as the medical information forms, indicate compliance.

3. Program Information:

- a. Admission/Discharge – Clark Retirement Community has filed an Admission Policy with the Department. The provider prefers to care for the Aged and those with Alzheimers. Residents must be ambulatory and between the ages of 55 and 105. Smokers are accepted. Residents using wheelchairs can be accommodated. Private Pay persons and SSI recipients are accepted. Short-term care is available. Discharge criteria is according to the stated discharge procedutes given to residents at admission and are in agreement with Adult Foster Care Rules.
- b. Transportation - The following arrangements have been made to assure the availability of transportation services:

The residents are transported by family, friends and Ambucab, as necessary.

- c. Recreation - Resident social/recreational activities include: TV and radio and organized activities run by the facility staff.

4. Facility and Employee Records:

- a. Facility Records - A review of the application and support documents, such as the Admission/Discharge Policy, Refund Policy, Program Statement, Standard and Routine Procedures, Emergency Preparedness Plans, etc., indicate compliance with the applicable rules.

- b. Staff Policy, Training, and Records - A review of the Personnel Policy, Job Descriptions, Training Plan, and Employee Records Worksheet indicates compliance with the applicable rules.

- c. The consultant has reviewed the licensee's procedure for assessing Good Moral Character. The licensee has a procedure in place to make this assessment of the staff hired to work in the facility. The licensee uses the following:

- Reference Checks
- Criminal Record Checks
- Employee Application
- Other –

5. Resident Care, Services, and Records:

- a. Resident Rights - Resident Rights Pamphlets have been provided to the Administrator who is issuing and reviewing them with each admission.

- b. The licensee has been provided all necessary Resident Record forms to permit compliance.

**C. Rule/Statutory Violations**

All rule non-compliances cited during the original inspection have been corrected. The administrative rules are currently in compliance.

