



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
DIRECTOR

January 28, 2026

Karen Goreta
Karen's Helping Hands
4425 High Street
Ecorse, MI 48229

RE: Application #: AS820419608
Cook Manor
15047 Cook
Southgate, MI 48195

Dear Ms. Goreta:

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 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 (313) 456-0439.

Sincerely,

A handwritten signature in blue ink that reads "Pandrea Robinson".

Pandrea Robinson, Licensing Consultant
Bureau of Community and Health Systems
Cadillac Pl. Ste 9-100
3026 W. Grand Blvd
Detroit, MI 48202
(313) 319-9682

enclosure

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

I. IDENTIFYING INFORMATION

License #:	AS820419608
Applicant Name:	Karen's Helping Hands
Applicant Address:	4425 High Street Ecorse, MI 48229
Applicant Telephone #:	(313) 282-6158
Administrator/Licensee Designee:	Karen Goreta
Name of Facility:	Cook Manor
Facility Address:	15047 Cook Southgate, MI 48195
Facility Telephone #:	(313) 633-5442
Application Date:	05/09/2025
Capacity:	5
Program Type:	DEVELOPMENTALLY DISABLED MENTALLY ILL AGED

II. METHODOLOGY

05/09/2025	Enrollment
05/28/2025	PSOR on Address Completed
05/28/2025	Application Incomplete Letter Sent 1326, IRS Letter
05/28/2025	Contact - Document Sent Forms sent
05/28/2025	Lic. Unit file referred for background check review
05/29/2025	Lic. Unit received background check file from review
07/22/2025	Contact - Document Received 1326, IRS Letter
07/24/2025	Application Incomplete Letter Sent
07/30/2025	Contact - Document Received Received requested policies/procedures.
07/30/2025	SC-Application Received - Original
09/04/2025	Contact - Document Sent Email sent to licensee designee requesting revisions to some of the policies/procedures and inquired about previously requested documents not received.
10/28/2025	Contact - Document Received Received requested documents.
11/13/2025	Contact - Document Sent Email sent to licensee designee, requesting revisions to policies/procedures due to rule changes.
12/05/2025	Contact - Document Received Received and reviewed requested revisions.
12/05/2025	Application Complete/On-site Needed
12/18/2025	Inspection Completed-BCAL Full Compliance

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

Cook Manor is located in the downriver community of Southgate in the county of Wayne. The home is a red brick and dark gray vinyl sided ranch style home. The home sits on a corner lot and has a fenced in yard. The home has a one-car detached garage with a cemented driveway that provides for ample parking. The home consists of three bedrooms and one full bathroom. The living and dining rooms measure a total of 235 square feet of space; this exceeds the minimum of 35 square feet per resident requirement.

The home is not licensed for residents who require the regular use of wheelchairs.

The furnace and hot water heater are located 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 bottom of stairs. The facility is equipped with interconnected, hardwire smoke detection system, with battery back up, which was installed by a licensed electrician and is fully operational. The smoke detection and electrical systems were inspected on 04/07/25 and found to be in good working conditions. The furnace and hot water tank were inspected on 10/02/25 and also found to be in good working condition.

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

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
1	13'0" x 9'10"	127 sq. ft.	1
2	12'11" x 11'3"	145 sq. ft.	2
3	24'1" x 9'2"	221 sq. ft.	2

Based on the above information, it is concluded that this facility can accommodate (5) 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, personal care in addition to room and board to (5) male or female ambulatory adults whose diagnosis is developmentally disabled, mentally ill and aged 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 necessary.

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 applicant 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 is Karen's Helping Hands, which is a Non Profit Corporation was established in Michigan, on 01/11/94. The licensee 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 Karen's Helping Hands has submitted documentation appointing Karen Goreta as Licensee Designee and Administrator for this facility.

A licensing record clearance request was completed with no lein 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 6-bed facility is adequate and includes a minimum of 1 staff –to- 5 residents per shift. All staff shall be awake during sleeping hours.

The licensee designee 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 licensee designee 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), MorphoTrust by Identogo (formerly Identix ®), and the related documents required to be maintained in each employees record to demonstrate compliance.

The licensee designee 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 licensee designee 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 licensee designee 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 licensee designee 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 of the documents contained within each employee's file.

The licensee designee 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 licensee designee indicated that it is their intent to achieve and maintain compliance with these requirements.

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

The licensee designee 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 licensee designee 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 licensee designee 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

Compliance with the licensing act and administrative rules related to the physical plant has been determined. Compliance with administrative rules related to quality of care will be assessed during the temporary license period.

IV. RECOMMENDATION

Choose one:

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



Pandrea Robinson
Licensing Consultant

01/28/2026
Date

Approved By:



01/28/2026

Ardra Hunter
Area Manager

Date