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GOVERNOR

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



MARIANNE UDOW
DIRECTOR

March 3, 2004

Bradley Kotula
North-Oakland Residential Services Inc
P. O. Box 216
Oxford, MI 48371

RE: Application #: AS500262873
Sass Home
50084 Sass Rd
New Baltimore, MI 48047

Dear Mr Kotula:

Attached is the Original Licensing Study Report for the above referenced facility. You have submitted an acceptable written corrective action plan covering the violations cited in the report. The study has determined substantial compliance with applicable licensing statutes and administrative rules. Therefore, a temporary license with a maximum capacity of 6 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 (586) 412-6802.

Sincerely,

Karen LaForest, Licensing Consultant
Office of Children and Adult Licensing
Suite 301
16000 Hall Road
Clinton Township, MI 48038
(586) 412-6835

enclosure

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

I. IDENTIFYING INFORMATION

License #:	AS500262873
Applicant Name:	North-Oakland Residential Services Inc
Applicant Address:	P.O. Box 216 Oxford, MI 48371
Applicant Telephone #:	(248) 651-9350
Administrator/Licensee Designee:	Bradley Kotula, Designee
Name of Facility:	Sass Home
Facility Address:	50084 Sass Rd New Baltimore, MI 48047
Facility Telephone #:	(586) 725-4076 10/03/2003
Application Date:	
Capacity:	6
Program Type:	DEVELOPMENTALLY DISABLED

II. METHODOLOGY

10/03/2003	Enrollment
11/20/2003	Contact - Document Sent Requested 1326 record clearance for Bradley Kotula-one on bits is more than 1 yr old
02/11/2004	Inspection Completed On-site
02/11/2004	Inspection Completed-BFS Sub. Compliance
02/26/2004	Corrective Action Plan Received
02/26/2004	Corrective Action Plan Approved

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

The Sass Home is a ranch style home with brick and vinyl trim located at 50084 Sass Road in New Baltimore, Michigan. The facility is barrier free in design and consists of three bedrooms, two full bathrooms, a family room, a living room, a kitchen and dining room, a laundry room, and an office. The home does not have a basement but does have an attached garage. The approximate size of this facility is 2395 square feet. The home was a former AIS home and is inspected annually by the Fire Marshal's office. The home has an interconnected smoke detection system and has sprinklers.

North Oakland Residential Services, Inc. submitted application materials and was enrolled on October 3, 2003. The reason for application is a change of licensee. The previous licensee, Horizon Residential Centers, Inc. withdrew their license to continue to operate this home. North Oakland Residential Services, Inc. operates fifteen (15) other licensed facilities, primarily located in Oakland County.

This consultant completed an onsite inspection on February 11, 2004 to determine compliance with physical plant and environmental rules, fire safety rules, and employee records review. During this inspection, the consultant measured living space and bedrooms. Measurements are as follows:

Bedroom	Measurement	Square Feet	# of Residents
Northwest	11'2" x 17'8"	197.26 sq. ft.	2
Southeast	11'1/2" x 16'11"	186.80 sq. ft.	2
Southwest	17'3" x 11'	190 sq. ft.	2

The family room measured 15'3" x 13'10" or 210.91 square feet and the living room measured 15'1" x 15'1" or 227.41 square feet and the dining room measured 12'1" x 15'3" or 184.22 square feet totaling 622.54 square feet, in compliance with Rule 400.1405 (1), 35 square feet of living space per occupant or 210 square feet.

During the onsite inspection, the facility was noted to be neat and cleaned and furnished nicely. The kitchen area was sanitary; the facility had adequate dishes, drinking cups, silverware, bake ware, pots and pans, etc. Bedrooms were nicely decorated with twin size beds, dressers, mirrors, closet and decorative wall hangings. There were adequate linens and bath towels.

The facility will use a van for transporting residents and the van contained a first aid kit for emergencies.

The home has public water and sewage.

Medications were locked and separated by internals and externals. Poisonous and caustics were also away from food preparation areas and locked up. Hand towels and soap were available in the kitchen and bathrooms. Thermometers were located in the freezer and refrigerator. Handrails and nonskid surfacing were located in the bathtub and shower areas. The kitchen waste receptacle had a cover

The home had emergency telephone numbers by the telephone and had an evacuation plan posted with arrows designating the primary and secondary exits. Emergency written procedures including fire, severe weather and medical were available in the facility. Smither and Associates contacted a furnace check on October 31, 2003 with no identified problems. The home staff understands fire drills must be conducted quarterly on each shift. The smoke detectors were triggered during the consultant's inspection and were fully operational and audible in bedrooms with closed doors. Fire extinguishers were mounted. The dryer had the proper venting. Interior finish was noted to be class "c" rated for smoke and fire (standard drywall). No fire hazards were noted during the inspection.

The consultant conducted an exterior inspection of the home and noted the following rule violations:

R 400.14403

Maintenance of premises.

(4) A roof, exterior walls, doors, skylights, and windows shall be weathertight and watertight and shall be kept in sound condition and good repair.

The exterior doors and the front door require sanding and painting and the exterior doors in the back must close to be weather tight. The overhead garage door requires a coat of paint. The exterior trim needs sanding and repainting and the siding on the Southside of the home needs to be refastened. The living room window on the interior

needs replacement, as does the southwest bedroom. Report when these corrections will be completed.

R 400.14403 Maintenance of premises.

(12) Sidewalks, fire escape routes, and entrances shall be kept reasonably free of hazards, such as ice, snow, and debris.

The cement on the walkway to the front door has a large crack and needs to be repaired or replaced. The driveway continually floods with water and some type of drainage system is needed to eliminate the pooling of water. Report when these corrections will be completed.

B. Program Description

North Oakland Residential Services, Inc. submitted licensing materials in October of 2003 for an original license to be issued. The application indicates the facility will accept developmentally disabled, physically handicapped adults, ages 18 to 70 years old, both female and male. The proposed capacity is six residents.

The following corporate documents have been submitted to licensing: Articles of Incorporation, Board of Directors, Personnel Policies, Organizational Chart, Licensee Designee appointed to act on behalf of the corporation in writing, financial statements for the corporation, the 2003 nonprofit corporation information update (certificate of good standing), several job description, lease agreement with the landlord and the contract with the responsible agency.

Mr. Bradley Kotula is the licensee designee authorized to conduct business transactions and make decisions on behalf of the corporation. At the final inspection, Mr. Kotula was determined to be qualified to act as the administrator for individuals with developmental disabilities. Mr. Kotula provided evidence he is in good physical and mental health via a medical clearance dated November 18, 2003. Negative tuberculin test was noted March 23, 2003. Mr. Kotula has extensive experience and training working with the population to be serviced. Mr. Kotula's criminal history check was completed and approved by Lansing on January 12, 2004.

The applicant provided the following facility records, which have been reviewed and approved:

-Program Statement

-Admission and Discharge Policies

-House Rules

- Job Descriptions
- Floor Plan with Measurements
- Standard and Routine Procedures
- Staffing Pattern
- Written Emergency Procedures including Fire, Severe Weather and Medical
- Personnel Policies and Procedures
- Resident Register
- Emergency Telephone Numbers posted by the telephone
- Schematic Evacuation Plan, Posted
- List of Emergency Repair numbers for Heating and Cooling, Gas, Plumbing, Electrical

The consultant reviewed eleven employee files and found that they contained all the necessary information including an application, driver's license, verification of receipt of job descriptions and personnel policies, references, initial physicals and annual health care reviews, tuberculosis testing with results, verification of employees' work experience and education, criminal history checks through the Michigan State Police, and all required training. All with the exception of one file were complete. The following rule violation was noted:

R 400.14208 Direct care staff and employee records.

(1) A licensee shall maintain a record for each employee. The record shall contain all of the following employee information:

(f) Verification of reference checks.

One employee required verification of reference checks. Obtain and report compliance, submit copies as evidence.

The consultant briefly reviewed the necessary documents to be contained in a resident file including assessment plans, resident care agreements, Resident Funds Part I and II, resident identification and information records, weight records, health care appraisals, physician contact logs/health care chronologicals, incident and accident reports, resident grievance and complaint procedure and medication records. The consultant will review resident records prior to the expiration of the temporary license to ensure compliance.

C. Rule/Statutory Violations

R 400.14208 Direct care staff and employee records.

- (1) A licensee shall maintain a record for each employee. The record shall contain all of the following employee information:
(f) Verification of reference checks.

One employee did not have reference checks. The corporation representative submitted on February 12, 2004.

VIOLATION ESTABLISHED

R 400.14403 Maintenance of premises.

- (12) Sidewalks, fire escape routes, and entrances shall be kept reasonably free of hazards, such as ice, snow, and debris.

The sidewalk crack and driveway with pooling water require correction. The licensee designee's plan of correction states that these will be corrected by May 1, 2004.

VIOLATION ESTABLISHED

R 400.14403 Maintenance of premises.

- (4) A roof, exterior walls, doors, skylights, and windows shall be weather tight and watertight and shall be kept in sound condition and good repair.

The door painting, the garage and trim painting, the door repair or replacement to be weather tight as well as the living room and bedroom windows, and the siding repair were cited and the plan of correction indicates these will be corrected by May 1, 2004.

VIOLATION ESTABLISHED

IV. RECOMMENDATION

An acceptable plan of correction was submitted on February 26, 2004. It is recommended that a temporary license be issued to North Oakland Residential Services, Inc. for a facility identified as Sass Home located at 50084 Sass Road,

New Baltimore, MI. 48047 License #AS500262873 for provide adult foster care for six developmentally disabled, physically handicapped, female or male adults. The temporary license is effective for six (6) months from the issuance date.

Karen LaForest Licensing Consultant	Date
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Approved By:

Candyce Crompton Area Manager	Date
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