



JENNIFER M. GRANHOLM
GOVERNOR

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



MARIANNE UDOW
DIRECTOR

September 8, 2004

Timothy Smick
HarborChase of Sterling Heights, Inc.
1440 Highway A1A
Vero Beach, FL 32963

RE: Application #: AL500263225
HarborChase of Sterling Heights IV
13400 19 Mile Road
Sterling Heights, MI 48313

Dear Mr Smick:

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 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

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| License #: | AL500263225 |
| Applicant Name: | HarborChase of Sterling Heights, Inc. |
| Applicant Address: | 1440 Highway AIA Vero Beach, FL 32963 |
| Applicant Telephone #: | (772) 492-5005 |
| Administrator/Licensee Designee: | Timothy Smick, Designee |
| Name of Facility: | HarborChase of Sterling Heights IV |
| Facility Address: | 13400 19 Mile Road Sterling Heights, MI 48313 |
| Facility Telephone #: | (586) 254-5719 12/02/2003 |
| Application Date: | |
| Capacity: | 20 |
| Program Type: | AGED ALZHEIMERS PHYSICALLY HANDICAPPED |

II. METHODOLOGY

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| 12/02/2003 | Enrollment |
| 12/04/2003 | Inspection Report Requested - Health |
| 12/23/2003 | Inspection Completed-Env. Health : A |
| 02/10/2004 | Inspection Report Requested - Fire |
| 03/09/2004 | Inspection Completed Full Compliance Consultant reviewed employee records, facility records and inspected physical plant. Also measured bedroom sizes and living space. |
| 08/09/2004 | Inspection Completed-Fire Safety: A |

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

Harbor Chase of Sterling Heights IV is an existing twenty-bed facility in a complex of four twenty-bed buildings, located at 13400 19 Mile Road, Sterling Heights, MI. 48313. The facility consists of twenty (20) bedrooms with individual bathrooms and a small living area in each unit. There is a large common spacious living area, a large dining room and kitchen area, beauty shop and office by front entrance foyer. The building was constructed in 1997 and this is a change of licensee from Courtyard Manor of Sterling Heights, Inc. to Harbor Chase of Sterling Heights, Inc. The building is one level and exterior construction is brick and vinyl with the approximate square footage of 11,000 square feet.

The facility will utilize the local municipality's public water and sewage system. The consultant inspected the premises on March 9, 2004 and determined that the facility is in compliance with licensing rules and regulations. The Macomb County Environmental Health Department inspected the facility on December 23, 2003 and determined substantial compliance with regards to environmental health issues. The fire marshal from the Office of Fire Safety inspected the facility on August 9, 2004 and issued an approval rating.

Ms. Stepanenko of Harbor Chase of Sterling Heights, Inc. stated the bedroom sizes are as follows: Bedrooms measured as follows: Bedroom 1 measured 253.25 square feet, Bedroom 2 measured 252.29 square feet, Bedroom 3 measured 272.67 square feet, Bedroom 4 measured 272.65 square feet, Bedroom 5 measured 252.28 square feet, Bedroom 6 measured 251.68 square feet, Bedroom 7 measured 251.88 square feet, Bedroom 8 measured 252.93 square feet, Bedroom 9 measured 268.22 square feet, Bedroom 10 measured 252.28 square feet, Bedroom 11 measured 252.37 square feet, Bedroom 12 measured 251. 65 square feet, Bedroom 13 measured 252.26 square feet,

Bedroom 14 measured 268.25 square feet, Bedroom 15 measured 252.01 square feet, Bedroom 16 measured 251.68 square feet, Bedroom 17 measured 252.35 square feet, Bedroom 18 measured 251.56 square feet, Bedroom 19 measured 239.16 square feet and Bedroom 20 measured 272.05 square feet. One resident will occupy each bedroom. Based upon the following square footage calculations, the facility is able to accommodate twenty (20) elderly residents and meets compliance with Rule 400.15409 (2), a minimum of 80 square feet for single occupancy. The dining room measured 30'4" x 23'5" or 710.33 square feet. The common living area measured 38'3" x 34'5" or 1316.57 square feet totaling 2026.9 square feet, meeting compliance standards of Rule 400.15405 (1), the required 700 square feet for twenty residents.

The facility is nicely decorated, well maintained and extremely clean. All furniture, kitchen equipment, dishes, silverware, washers and dryers, bedroom furnishings (bed, couches, dressers, mirrors, etc.) are in place. Each resident has individual bath towels and washcloths available for use.

Medications are locked and externals and internals are kept separate. Poisonous and caustic materials are locked away from residents and from food preparation areas. Handrails and nonskid strips are in each resident's bathtub. Soap and hand towels were located in each of the bathrooms.

Kitchen sanitation and fire safety issues can be referenced in the environmental health report and the fire safety report, respectively.

B. Program Description

Harbor Chase of Sterling Heights, Inc. submitted a licensing application and accompanying materials on December 2, 2003 for an original license issuance. The application indicates it will accept both males and females, ambulatory, ages 55 and older that are aged and have physical handicaps and/or Alzheimer's disease. Proposed capacity is twenty (20) residents.

The following corporate documents have been submitted to licensing: Board of Directors list; Corporate By-Laws; Certificate of Incorporation; Federal Tax Identification Number; Articles of Incorporation; Licensee Designee (Timothy Smick) appointed to act on behalf of the corporation in writing; corporate financial documents; and an organizational chart. Job descriptions and personnel policies/human resource handbook are also on file. Corporate policies and procedures are extensive and on file. Ownership changed on March 31, 2004 to Harbor Chase of Sterling Heights, Inc. from Courtyard Manor of Sterling Heights, Inc and an operating agreement was developed in writing.

Mr. Timothy Smick is the licensee designee for the corporation. Ms. Melody Stephanenko is the appointed administrator who oversees the day-to-day operation of Harbor Chase of Sterling Heights I, II, III, and IV. Ms. Stephanenko has extensive

educational background and experience with the elderly population. Ms. Stepanenko provided evidence of her qualifications and training to act as the administrator. She also is in good physical and mental health evident by a medical clearance dated December 10, 2003 and negative tuberculin testing dated May 1, 2003. Ms. Stepanenko has had a criminal history check completed on December 22, 2003 confirming she is of good moral character.

Harbor Chase of Sterling Heights, Inc. provided this consultant with facility records including an admission and discharge policy; program statement; grievance policy; standard and routine procedures; fire, severe weather, and medical emergency procedures; house rules; staff training curriculum to be utilized (toolbox training); fee schedule; medication procedures; human resource handbook; job descriptions; and schematic evacuation fire plan with designated fire exits. The facility has posted emergency telephone numbers by the telephone, as well as emergency repair numbers and the designated person in the absence of the administrator. The proposed facility budget was also submitted. All residents are privately placed and there is no contract with a responsible agency.

On March 9, 2004 the consultant reviewed all eight (8) employee files. All eight files were complete and contained the following information: completed employment applications with work experience and education, name, address and social security number; copies of driver's licenses that verify ages of employees; reference checks; criminal history checks verifying good moral character; signature of receipt of job description and personnel policies; medical documentation signed by the physician verifying employees are in good health and negative tuberculin testing; and verification of training as required in Administrative Rule 400.15204 (3) (a) through (g).

The consultant reviewed with Ms. Stepanenko the required resident forms that are maintained including the resident register, fire drills, resident care agreements, resident assessment plans, physician contact logs (or equivalent forms); resident information and identification forms, resident health care appraisals; resident fund forms Part I and Part II; resident medication form, weight records, and the resident accident and incident reports. Ms. Stepanenko has an understanding of these forms and prior to the expiration of the temporary license, the consultant will review resident records to ensure rule compliance.

C. Rule/Statutory Violations

There was no administrative rule violations noted during the consultant's onsite inspection.

IV. RECOMMENDATION

It is recommended that a temporary license be issued to the applicant, Harbor

Chase of Sterling Heights, Inc. for the facility known as Harbor Chase of Sterling Heights IV, license #AL500263225, located at 13400 19 Mile Road, Sterling Heights, MI. The temporary license is effective for six (6) months from the issuance date.

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| Karen LaForest Licensing Consultant | Date |
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Approved By:

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| Candyce Crompton Area Manager | Date |
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