



JENNIFER M. GRANHOLM  
GOVERNOR

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



MARIANNE UDOW  
DIRECTOR

September 14, 2004

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

RE: Application #: AL500263224  
HarborChase of Sterling Heights III  
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,

Carol Trombley, Licensing Consultant  
Office of Children and Adult Licensing  
Suite 301  
16000 Hall Road  
Clinton Township, MI 48038  
(586) 412-6836

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	AL500263224
<b>Applicant Name:</b>	HarborChase of Sterling Heights, Inc.
<b>Applicant Address:</b>	1440 Highway AIA Vero Beach, FL 32963
<b>Applicant Telephone #:</b>	(772) 492-5005
<b>Administrator/Licensee Designee:</b>	Timothy Smick, Designee
<b>Name of Facility:</b>	HarborChase of Sterling Heights III
<b>Facility Address:</b>	13400 19 Mile Road Sterling Heights, MI 48313
<b>Facility Telephone #:</b>	(586) 254-5719 12/02/2003
<b>Application Date:</b>	
<b>Capacity:</b>	20
<b>Program Type:</b>	AGED ALZHEIMERS PHYSICALLY HANDICAPPED

## II. METHODOLOGY

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 OFS
03/03/2004	Inspection Completed On-site Preliminary Inspection
08/09/2004	Inspection Completed-Fire Safety : A
08/30/2004	Inspection Completed On-site A final inspection was conducted.
08/30/2004	Inspection Completed-BFS Full Compliance Final inspection

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

### A. Physical Description of Facility

#### Environmental

The above facility is an attractive ranch style building located near Nineteen Mile and Schoenherr Roads in the city of Sterling Heights. This facility is one of four facilities located on the property. This facility has twenty single resident bedrooms with individual bathrooms and a small living area in each unit. The facility has a large commercial kitchen that will be shared with Building IV. It has a separate dining area, large living room area, and two common/public restrooms (one has a wheelchair accessible shower) and a covered porch area in front of the building. There also are several storage rooms, a laundry room, a medication room, an employee break room, beauty shop and staff offices.

There are presently 20 residents living in the facility. Harbor Chase of Sterling Heights, Inc. is taking over the facility from Courtyard Manor of Sterling Heights, Inc.

The maximum capacity is restricted to twenty (20) residents. The facility can accommodate wheelchair residents. All entrances are at ground level.

The heating plant and hot water heater are in a mechanical room adjacent to the dining area.

There is no basement.

The facility is on a paved major thoroughfare with adequate paved parking and off street parking in front of the building.

There are public water and sewage systems.

The following bedroom dimensions are according to Rule 400.15409(2):

<u>Bedrooms</u>	<u>Square Footage</u>	<u>Capacity</u>
1	297	1
2	297	1
3	318	1
4	297	1
5	298	1
6	313	1
7	314	1
8	298	1
9	313	1
10	319	1
11	298	1
12	298	1
13	298	1
14	314	1
15	298	1
16	298	1
17	297	1
18	297	1
19	314	1

According to Rule 400.15405(1), the following areas were measured for square feet of living space:

<u>Living Space</u>	<u>Square Footage</u>
Living Room	216
Living Room	225
Living Room	459
Dining Room	709

The above measurements for the bedrooms and for the indoor living space are sufficient for the proposed capacity of twenty (20) residents.

#### Sanitation

The facility utilizes public water and sewage systems.

All garbage will be kept in a leak proof, nonabsorbent container with a tight fitting lid. Poisons, caustics and other dangerous materials will be stored and safeguarded in non-food preparation storage areas.

The Macomb County Health Department gave full approval to the facility.

The facility is beautifully decorated and is kept up very well.

Medications are locked and externals and internals are kept separate.

#### Fire Safety

The fire safety inspector from Lansing has given full approval. They will be inspecting the facility on a yearly basis.

### **B. Program Description**

Harbor Chase of Sterling Heights, Inc. submitted a licensing application and accompanying materials on 12-10-2003 for an original license issuance. The application indicated it will accept 20, both male and females, ambulatory, 55 and older that are aged, Alzheimer's and physically handicapped.

The following corporate documents have been submitted to licensing: Board of Directors list; Corporate By-Laws; Certificate of Incorporation; Federal Tax Identification #; 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 and procedures are also in the file.

Timothy Smick is the applicant and Melody Stepanenko is the appointed administrator who oversees daily operations.

A licensing record clearance has been received and processed for Mr. Smick and Mrs. Stepanenko, verifying their good moral character and suitability.

Both Mrs. Smick and Mrs. Stepanenko have submitted the materials to the department verifying they possess the qualifications for administrator as required by the administrative rules. A review of their professional background and employment history reveals they possess extensive experience in the field of residential care and the operation of adult foster care facilities.

A current medical clearance requests and releases have been received certifying that Mr. Smick and Mrs. Stepanenko are in good physical health and have no limitations for work with or around dependent adults. Results of the TB tests indicated that both of them are free from communicable tuberculosis.

Harbor Chase of Sterling Heights, Inc. provided this consultant with facility records including an admission and discharge policy; program statement; grievance policy; personnel policies and 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 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. Facility records were explained to Mrs. Stepanenko and a model facility file was given to her.

At final inspection, this consultant reviewed two resident files. All files had the necessary forms in them. A model resident file was given to Mrs. Stepanenko. Each form and requirements were explained to her 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. The forms and requirements were explained to Mrs. Stepanenko. Prior to the expiration of the temporary license, the consultant will review resident records to ensure rule compliance.

At the final inspection, three employee files were reviewed. All files had the necessary forms in them. Model employee file was given to Mrs. Stepanenko. All employee requirements were explained to her.

Initial supplies of forms were given to Mrs. Stepanenko. Sample of checklists that are used by consultants when they complete an inspection were given to Mrs. Stepanenko.

### **C. Rule/Statutory Violations**

At the final inspection, there were no rule violations noted by this consultant.

## **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 III, located at 13400 19 Mile Road, Sterling Heights, Mi. The temporary license is effective for twenty (20) aged, Alzheimer's and physically handicapped males or females, 55 years and up adults.

_____ Carol Trombley Licensing Consultant	_____ Date
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Approved By:

_____ Candyce Crompton Area Manager	_____ Date
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