



JENNIFER M. GRANHOLM  
GOVERNOR

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



MARIANNE UDOW  
DIRECTOR

October 25, 2004

Timothy Smick  
Harbor Chase of Auburn Hills, Inc.  
Suite 304  
1701 Hwy A1A  
Vero Beach, FL 32963

RE: Application #: AL630263214  
Harbor Chase of Auburn Hills II  
3033 N. Squirrel Road  
Auburn Hills, MI 48336

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 (248) 975-5053.

Sincerely,

John Pochas, Licensing Consultant  
Office of Children and Adult Licensing  
Suite 358  
41000 Woodward  
Bloomfield Hills, MI 48304  
(248) 975-5085

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	AL630263214
<b>Applicant Name:</b>	Harbor Chase of Auburn Hills, Inc.
<b>Applicant Address:</b>	Suite 304 1701 Hwy A1A Vero Beach, FL 32963
<b>Applicant Telephone #:</b>	772.492.5002
<b>Administrator/Licensee Designee:</b>	Timothy Smick, Designee
<b>Name of Facility:</b>	Harbor Chase of Auburn Hills II
<b>Facility Address:</b>	3033 N. Squirrel Road Auburn Hills, MI 48336
<b>Facility Telephone #:</b>	(248) 340-9296 11/26/2003
<b>Application Date:</b>	
<b>Capacity:</b>	20
<b>Program Type:</b>	AGED ALZHEIMERS PHYSICALLY HANDICAPPED

## **II. METHODOLOGY**

11/26/2003	Enrollment
12/04/2003	Contact - Document Sent Request 1326 for James Cubr (Administrator)
12/22/2003	Contact - Document Received Rec'd 1326 for James Cubr
12/30/2003	Comment Transferred for onsite inspection, entire LU file sent to Bloomfield Hills
01/06/2004	Comment Application rec'd from Lansing
01/26/2004	Inspection Report Requested - Health
02/17/2004	Inspection Completed-Env. Health: A
03/03/2004	Inspection Completed On-site
03/03/2004	Inspection Completed-BFS Sub. Compliance
03/11/2004	Inspection Report Requested - Fire
03/18/2004	Contact - Telephone call made Administrator called regarding documents needing revision; training information on licensee designee
03/22/2004	Contact - Document Sent Letter sent to administrator regarding outstanding items still needed.
03/25/2004	Contact - Document Received Administrator delivered documents and information requested previously.
10/19/2004	Inspection Completed- Fire Safety - A

## **III. DESCRIPTION OF FINDINGS & CONCLUSIONS**

This evaluation is based upon the requirements of P.A. 218 of the Michigan Public Acts of 1979, as amended, and the Administrative Rules governing operation of large group adult foster care facilities with an approved capacity of 13-20 residents, licensed or proposed to be licensed after 5/24/94.

The following is a report of findings of the pre-licensing evaluation for Harbor Chase of Auburn Hills II.

### **A. Physical Description of Facility**

The HarborChase of Auburn Hills II is located at 3033 N. Squirrel Road, Auburn Hills, Michigan 48326. The facility is located just North of University Drive and West of Squirrel Roads in Oakland County, Michigan. Westgate Properties of Auburn Hills, Ltd is the owner of record for the property located at 3033 N. Squirrel Road. Proof of Ownership is contained in the facility file. The licensee submitted a copy of a Lease for the facility, which designates HarborChase of Auburn Hills II as the lessee.

HarborChase of Auburn Hills II is a one story, barrier free design structure, located in a suburban area of Rochester Hills, Michigan. The building is of wood and/or metal frame construction built on a concrete slab, with exterior brick veneer and vinyl siding. The heating system consists of four gas-fired boilers, with baseboard heating radiators. Central air conditioning is provided to the dining room and all other common areas of the facility. Air conditioning is not provided in resident rooms. The gas fired boilers are located in an approved 1 hour rated fire enclosure, located on the main floor of the building and accessible from the interior. The interior of the home is comfortable, clean, and nicely designed, furnished and decorated. The interior of the building consists of- a large entry foyer, living/great room and dining areas, laundry/staff room, a mechanical room, housing gas – fired boilers and water heaters, a beauty shop, office and two full bathes which are available to either residents, staff or visitors. There are 19 resident sleeping and sitting rooms, each of which has it's own full bathe as well.

Resident bedrooms were measured at the time of initial inspection and were found to be of the following dimensions and accommodation capability:

<b><u>BEDROOM</u></b>	<b><u>DIMENSIONS</u></b>	<b><u>SQ. FOOTAGE</u></b>	<b><u>OCCUPANCY</u></b>
Bedroom # 1	29.4X11.6	341	1
Bedroom # 2	29.4X11.6	341	1
Bedroom # 3	29.4X11.6	341	1
Bedroom # 4	29.4X11.6	341	1
Bedroom # 5	28.3X11.6	328	1
Bedroom # 6	29.4X11.6	341	2
Bedroom # 7	29.4X11.6	341	1
Bedroom # 8	29.4X11.6	341	1
Bedroom # 9	29.4X11.6	341	1
Bedroom # 10	26X13.8	350	1
Bedroom # 11	23.2X13.9	322	1
Bedroom # 12	29.4X11.6	341	1
Bedroom # 13	29.4X11.6	341	1
Bedroom # 14	29.4X11.6	341	1

Bedroom # 15	29.4X11.6	341	1
Bedroom # 16	28.3X11.6	328	1
Bedroom # 17	29.4X11.6	341	1
Bedroom # 18	29.4X11.6	341	1
Bedroom # 19	29.4X11.6	341	1

Total: 20

Compliance with rule R400.15409 (6) was demonstrated at the time of final inspection.

Based upon the above information, this facility has the square footage necessary to accommodate up to 20 adults, as requested in the application.

The living space for the facility was measured and is listed below:

The facility has a living room that measures 40' X 30', a dining area that measures 13' X 11', and a kitchen that measures 13' X 11'. The proposed capacity for the home is 20. Based upon the above measurements, there will be more than the required 35 square feet per resident minimal living space available for the residents of the home.

The bedrooms were properly furnished, clean, and neat. Each bedroom has an easily operable window with screen, a mirror for grooming and a chair. The bedrooms all have adequate closet space for the storage of clothing and personal belongings. The bedrooms also have adequate lighting to provide for the needs of the staff and residents. The shower and bathtub area is equipped with required non-skid surfacing and handrails, to assure resident safety in the maintenance of personal hygiene. The bathrooms were equipped with soap and towels for hand washing. I also observed that the facility was equipped with all required furnishings, linens, cooking and eating utensils.

Based on the above information and observations, I found the facility to be in substantial compliance with Departmental requirements regarding environmental conditions.

HarborChase of Auburn Hills II has public water and sewage services. Garbage disposal is supplied through the city of Auburn Hills. As part of the licensing process, the licensing consultant conducted an environmental inspection and deems the facility to be in substantial compliance with applicable rules. The kitchen and bathroom areas were evaluated, and were found to be adequately equipped and in clean condition. Poisons and caustics will be stored in a secured area not used for food storage or preparation. The home has adequate food storage capacity. The refrigerator was equipped with thermometers to monitor the temperature of food storage. Water temperature was tested at the time of final inspection and found to be within the acceptable range as defined by rule R 40015401(2). The home also met the minimum requirements regarding food service (R 400.15402) and maintenance of premises (R 400.15403). Laundry facilities are located in a utility room on the main floor. The

washer and dryer were properly installed and the dryer vent was made of acceptable non-combustible material.

## **2. Fire Safety**

The Office of Fire Safety conducted a final fire safety inspection on 10/18/2004. Full approval was achieved. A copy of this fire safety report is included in the licensing file. The facility as noted above, has a ground floor level "mechanical Room" which houses four gas-fired boiler and two water heater units. The boiler units have been inspected and approved by Department of Labor on 1/28/03 and expires on 1/27/06, according to approval stickers observed on each of these four units. This room is an approved, 1-hour fire rated enclosure. Fire rated doors; self-closing devices and positive latching hardware were in good working condition at the time of inspection. The facility is equipped with a fire sprinkler system. This facility also utilizes a special door security system, which incorporates a 30 second delay in the release of door hardware, and trigger an audio alarm, when activated with entering a security code on an adjacent key pad. The system is interconnected with the facility's integrated smoke and fire detection system and is designed to disengage at any time the fire alarm system activates. In addition a perimeter security laser beam security system is in place. The home also has several fire extinguishers located at several points throughout the building, including areas near flame and heat producing equipment, which meet the requirements of applicable fire safety rules. The facility has more than two means of egress and the exit doors all meet the requirements of applicable fire safety rules. The interior of the home is of standard lathe and plaster finish or equivalent in all occupied areas.

The home has two separate and independent means of egress to the outside as required. The means of egress were measured at the time of final inspection and meet the 30-inch minimum width requirement of the rule. The required exit doors are equipped with positive latching non-locking against egress hardware. All the bedroom doors have conforming hardware.

I also found the electrical service to be adequate and in safe condition at the time of final inspection. The home was found to be in compliance with rules relating to interior finish, smoke detection equipment, fire extinguishers, means of egress, both generally and for bedrooms, heating equipment, flame producing equipment; enclosures, and electrical service.

I reviewed the facility's emergency procedures, which contain written instructions to be followed in case of fire, tornado and medical emergency. Evacuation routes were also posted in the facility, with emergency telephone numbers posted in proximity to the telephone. The home had its emergency preparedness plans posted as required. The home has emergency medical services available through the city of Auburn Hills. The licensee understands the Departmental requirements relating to the maintenance of fire drill records with the licensee. The licensee has indicated that it is the corporation's

intent to conduct fire drills at least on a monthly basis, one per shift per quarter, as well as to maintain a record of these fire drills, and resident performance during such drills.

Based upon the above observations and information, I found this facility to be in substantial compliance with administrative rules pertaining to emergency preparedness and fire safety.

## **B. Program Description**

The licensee submitted a copy of the program statement to the Department for review and inclusion in the licensing record. The document is acceptable as written. The facility will offer adult foster care services to an aged population with Alzheimer's disease, memory disorders, alert and physically handicapped male and female adults. According to the program statement, "It is our objective to provide the environment and caring guidance as to maintain or improve their present abilities in self care and social interaction". The program at HarborChase will provide assistance with personal care (bathing, dressing, grooming and incontinence, as well as supervision and assistance with medication. It is HarborChase's goal to provide such care as to ensure their residents a safe, protected home in which they may live their life with the rights, privacy and dignity they are entitled.

### **2) Required Information**

On 11/26/03, the Department received a license application and application fee from HarborChase of Auburn Hills, Inc., a Delaware corporation, to operate a large group AFC facility at the above referenced address in Auburn Hills, Michigan. Senior Living Holdings Inc owns the corporation. The Directors/Officers of HarborChase of Auburn Hills Inc. are:

Timothy S. Smick, Chairman & President  
Daniel L. Simmons, Vice President & Secretary  
Zachary A. Allis, Treasurer

The applicant is seeking to operate a specialized program for elderly ambulatory and/or non-ambulatory, male and /or female adults having Alzheimer's disease or memory disorders.

As part of the application process, the applicant submitted admissions, discharge policies for HarborChase of Auburn Hills, Inc. The documents are acceptable as written. Also included in the Department files are a proposed staffing pattern, a current organizational chart, a proposed budget, a floor plan with room use and size specifications, and current financial documents. As part of the licensing process, the licensee presented personnel policies, routine procedures, and job descriptions for review during the final inspection. The documents are kept in the facility and are available for review. A copy has been maintained in department licensing files.

A Licensing Records Clearance Request has been processed for Mr. Timothy S. Smick. Based upon the Record Clearance Report, I find that he is of good moral character, sound judgment, and is suitable to provide care to dependent adults. A current Licensing Medical Clearance form for Mr. Smick is also contained in the record. The form indicates that he is in good physical and emotional health, and there is no reason why he should not be involved in the operation of this facility, and the provision of adult foster care. A current negative TB test is also on file with the Department. A Licensing Records Clearance and Medical Clearance Reports were also processed for Mr. James Cubr, who is identified as the Administrator.

As referenced above, Mr. Smick submitted, financial information as part of the new application process. The applicant submitted a current balance sheet as well as a projected budget. Based on the information presented, I have determined that the applicant corporation has demonstrated a stable financial position and possesses the financial capability to operate an adult foster care facility at the above referenced location.

### **3) Qualifications and Competencies**

The licensee designee, Mr. Timothy S. Smick, has extensive experience at various levels of the long-term care continuum since 1974. Mr. Smick is licensed as a Nursing Home Administrator in the state of Maryland, has a Bachelor of Arts degree from Wheaton College, Illinois, and more recently, was the CEO of Sunrise Assisted Living Inc. In addition, Mr. Smick provided the department, with verification of training in all required subjects and has provided documentation of this. Based on his previous experience, Mr. Timothy S. Smick has demonstrated that he has the administrative and management expertise to run an Adult Foster Care facility. Based on personal contact and materials submitted I conclude that Mr. Smick has demonstrated his competency as required by the rule R 400.14201.

At the time of the final inspection, Mr. James Cubr, administrator, indicated that there were no changes to report in information previously submitted in this application for a license. The licensee was advised of Departmental requirements relating to changes in information, as outlined under administrative rule R400.14103 (5), and has indicated that it is their intent to assure continued compliance with this rule. The licensee was also reminded of Departmental requirements pertaining to posting of the license as outlined under rule R400.14103 (4), and has indicated that it is their intent to maintain compliance with this requirement.

Based on the above information, I have determined that Mr. Timothy S. Smick- licensee designee is in substantial compliance with rule R400.15103 regarding required information and reporting changes, and rules R400.15201, R400.15202, and R400.15205 regarding qualifications and health of the Licensee



As required by the rule R400.15202, the home has a designated administrator. Mr. James Cubr will act as administrator for HarborChase of Auburn Hills I. Based on the information submitted and information reviewed in the home at the time of the final inspection, Mr. James Cubr meets the requirements of the rules and is qualified based on his background and training to act as administrator for HarborChase of Auburn Hills II.

The licensee understands that in accordance with rules R 400.15307, R 400.15308, and R 400.15309 regarding behavior intervention and crisis intervention, individual intervention programs will only be used at the least restrictive level necessary as defined in the individual plan of service. Only trained staff shall implement such programs. Facility staff will not utilize time out or restraints. Documentation of the implementation of any behavior management program will be maintained in the facility and will be available at all times for Departmental review.

As mentioned above, the applicant submitted copies of the proposed admission and discharge policies to the Department for review, and inclusion in the licensing record. I have reviewed the documents and determined that they do not conflict in content or intent with current rules and are therefore acceptable as written. A copy of the proposed staffing pattern is contained in the licensing file. The proposed staffing pattern appears to meet the care requirements of the proposed population described in the home's program statement and the minimum requirements of rule R 400.15206.

Individuals, who are interested in placement into HarborChase of Auburn Hills II, should contact Mr. Cubr at the facility. The licensee also understands that the facility will conduct it's own evaluation and written assessment of any individual who is referred for placement. The purpose of this assessment is to judge whether the individual fits the criteria established in the home's program statement and is compatible with the current residents. A resident care agreement and a current health appraisal are also required at the time of admission. Based upon the above information, the facility is found to be in substantial compliance with requirements of rule R400.15302 pertaining to admission and discharge.

#### **4) Facility and Employee Records**

I have reviewed the personnel policies contained in the administrative file at HarborChase of Auburn Hills II. I have determined that they do not conflict with statutory or administrative rule requirements. The job descriptions for the home were reviewed at the final inspection. They are acceptable as written. I have also discussed with the licensee designee and administrator, the good moral character requirements as related to the hiring of staff. I have reviewed the process that the home follows and find it meets the intent of the administrative rules. The licensee designee and administrator were informed of and are aware of the requirements for employee records based on technical assistance provided.

#### **a) Facility Records in General (Rule R400.15209)**

The resident care agreement proposed for use in this facility is the current Department resident care agreement. Departmental requirements pertaining to maintaining a resident register, as required under rule R400.15210 have been discussed with the licensee designee and the licensee designee indicates that it is his intent to comply with this requirement. Copies of required Department forms were also given to the licensee designee and administrator during the course of the pre-licensing period. The applicant indicated that he understands the Department requirements for record keeping.

Home menus have been discussed and the applicant/home administrator understands the requirements set forth in rule R400.15313; and has indicated that the home will meet the requirement with respect to nutrition and menus as stated in the rule. Mr. Timothy S. Smick has been advised that all working menus are to be dated, prepared in advance, and that any changes or substitutions may be reflected on the working menus. Menu records are to be maintained in the facility for a period of one year. The licensee was also advised that a licensed physician must order any special diets implemented in the home.

#### **b) Employee Records (rules R400.15204 and R400.15208)**

Based on technical assistance provided the licensee designee and administrator, the licensee designee and administrator are well aware of the requirements for staff qualifications and training and intend to comply with the rules. The licensee designee understands that all employees must submit to a pre-employment physical, which includes a TB tine test. The results of the test are obtained before employment begins. The licensee designee and/or administrator will also verify age and check references before a person is offered employment. The licensee provides an orientation and training of its own relating to reporting requirements, emergency procedures, prohibited practices, resident rights, and personal care, protection, and supervision required in adult foster care. Each employee must complete certified training in First Aid and CPR. Evidence of staff training will be maintained in the employee records for future Departmental review. Based upon our conversation at the time of inspection, the licensee designee and administrator understands and intends to comply with the requirements of rules R400.15204 and R400.15208.

#### **5) Resident Care, Services, and Records**

Departmental requirements pertaining to resident records as specified in rule R400.15316 were discussed with the licensee designee and administrator. The licensee designee and administrator have indicated that it is their intent to comply with these requirements. During the course of the pre-licensing inspection, I advised the licensee designee and administrator of Departmental requirements pertaining to resident rights and prohibited practices as outlined under rules R400.15304 and R400.15308. The licensee designee attests that it is his intent to achieve and maintain compliance with these requirements. The licensee designee and administrator have

been supplied with a supply of the required Department forms as well as copies of the resident rights pamphlet for distribution to staff, residents, and families.

Also discussed, were Departmental requirements pertaining to incident and accident reports, as outlined under rule R400.15311 and the requirements for safeguarding and distributing of prescription medication as outlined in rule R400.15312. The licensee designee and administrator have again indicated that it is their intent to achieve and maintain compliance with these requirements. I determined that the facility was in substantial compliance with Departmental requirements pertaining to investigating and reporting as stipulated in rule R400.15311, resident medication as stipulated in rule R400.15312, and resident rights as outlined in rule R400.15304.

I discussed the rules pertaining to the handling of resident funds with the licensee designee and administrator at the time of the pre-licensing inspection. They were provided with copies of the Department forms Resident Funds and Valuables Parts II & I. The licensee is aware that these are required forms and an alternate form cannot be used unless the Department approves the form. Compliance will be evaluated at the time of renewal.

The applicant stated that he has an understanding of the rule R400.15317 relating to resident recreation and intends to comply through an activity schedule for the home which will expose the residents to a variety of community based recreation and leisure time activities.

The licensee designee and administrator are aware of the requirements of rules R400.15318 and R400.15319, and assure me that they will comply with the requirements of the rules regarding emergency and regular transportation.

In conclusion, the facility, by virtue of observation, interview, and review of program documentation, is found to be in substantial compliance with Departmental requirements relating to resident care, services, and records. A more complete evaluation of resident services will be made at the 90-day interval and again at the time of license renewal.

#### **IV. CONCLUSIONS**

Based on the information presented above, I conclude that the applicant, HarborChase of Auburn Hills Inc., meets the minimum requirements of the pre-licensing administrative rules and statutory requirements for large group adult foster care facilities with an approved capacity of 13-20 residents, licensed or proposed to be licensed after 5/24/94.

## V. RECOMMENDATION

I recommend issuance of a temporary license to operate a large adult foster care home, identified as Harbor Chase of Auburn Hills II, located at 3033 N. Squirrel Road, Auburn Hills, MI 48336.

_____ John Pochas Licensing Consultant	_____ Date
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Approved By:

_____ Barbara Smalley Area Manager	_____ Date
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