



JENNIFER M. GRANHOLM
GOVERNOR

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



MARIANNE UDOW
DIRECTOR

November 15, 2004

Priscilla Murrell
Radclift, Inc
23530 Radclift
Oak Park, MI 48237

RE: Application #: AS630256456
Hazel House
17115 Melrose
Southfield, MI 48075

Dear Mrs. Murrell:

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 and special certification 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 (248) 975-5053.

Sincerely,

Ruth McMahon, Licensing Consultant
Office of Children and Adult Licensing
Suite 358
41000 Woodward
Bloomfield Hills, MI 48304
(248) 975-5084

enclosure

cc: MORC

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

I. IDENTIFYING INFORMATION

License #:	AS630256456
Applicant Name:	Radclift, Inc
Applicant Address:	23530 Radclift Oak Park, MI 48237
Applicant Telephone #:	248-967-0476
Administrator/Licensee Designee:	Priscilla Murrell, Designee
Name of Facility:	Hazel House
Facility Address:	17115 Melrose Southfield, MI 48075
Facility Telephone #:	(248) 569-9197
Application Date:	03/25/2003
Capacity:	6
Program Type:	DEVELOPMENTALLY DISABLED MENTALLY ILL

II.

II METHODOLOGY

03/25/2003	Enrollment
04/18/2003	Comment Transferred for onsite visit
04/24/2003	Comment Original application received from Lansing
06/05/2003	Inspection Completed On-site
09/25/2003	Inspection Completed On-site
02/24/2004	Comment Special Certification application mailed
03/03/2004	Inspection Completed On-site
07/02/2004	Inspection Completed On-site
09/02/2004	Contact - Document Received
09/27/2004	Contact - Document Received
11/16/2004	Recommend License Issuance

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

The Hazel House is located at 17115 Melrose, Southfield, MI 48075. Melrose Street is located south of Nine Mile Road and west of Greenfield in Oakland County. Radcliff Inc holds a lease on the property, which was executed on January 1, 2003 with the owner of record, Priscilla Murrell from Oak Park, MI. . A copy of the lease was submitted by the applicant and is contained in the home file.

On 9-27-2004, a Certificate of Occupancy, from the City of Southfield for the property located at 17115 Melrose, Southfield.

The Hazel House originally was a small bungalow, which was remodeled extensively to provide living quarters for Mrs. Murrell, a great room and an additional bedroom on the first floor and a deck.. The home is two story and sits on a small lot. . The home is part of a well-established subdivision, which features a variety of home styles... The home has an attached garage with parking available in the street as well in the paved driveway. The interior of the home is spacious, comfortable, clean, and well maintained.

The home has a basement, which contains the furnace and hot water heater. The basement is not approved for regular resident use. The laundry room is located in the basement. .

The main floor common areas are made up of a living room, dining room, a great room a kitchen, office and two full baths. A deck is located on the back of the great room. The first floor contains three resident bedroom and a guest room.. The second floor contains Mrs. Murrells private living quarters.

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

BEDROOM	DIMENSIONS	SQ. FOOTAGE	OCCUPANCY
Southeast	14'9" x 10'10"	159sq ft	2
Middle	8'3" x 12'10' +1'3" x 4'2"+ 7'2"x 2 + 2'x3"	131.1sq ft.	2
NorthEast	12'10 x 10'4"	132.5sqft	2

*

Compliance with rule R400.14409 (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 6 adults, as requested in the application.

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

The home has a living room that measures 18' x 13'5" = 241.5sq feet, a dining area that measures 13'6" x 21'6 = 290.5 square feet and a great room 24'2" x 13'8" = 330.1 square feet. The proposed capacity for the home is six. The home has a total of 862.1 feet of living space. 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

The home has two full bathrooms on the first floor. One is located in the Northeast bedroom resident bedroom. The bathroom areas are 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 paper 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 the requirements regarding environmental conditions.

The Hazel House has public water and sewage services. 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 clean. The home also has fire extinguishers located on the first floor, second floor, and in the basement, which meet the requirements of R 400.14506. The home has two means of egress from the first floor. The second floor has two means of egress. 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 400.14401(2). The home also met the minimum requirements regarding food service (R 400.14402) and maintenance of premises (R 400.14403). Laundry facilities are located in the basement. The washer and dryer were properly installed and the dryer vent was made of acceptable non-combustible material.

The building has a fully integrated hard wired smoke detection system to meet the requirements of R 400.14505. The smoke heads are placed as required by the rule. The system is fully monitored and has a battery back up system. The home from the main floor and the exit doors all meet the requirements of rules R 400.14507 and R 400.14509. The bedrooms of the home also have the proper means of egress as required by R 400.14508. The interior of the home is of standard lathe and plaster finish or equivalent in all occupied areas. The home meets the environmental and interior finish requirements of rules R 400.14502, R 400.14503, and R400.14504.

The home has two separate and independent means of egress to the outside as required by R400.14507. 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 and proper door width.

A gas forced air furnace heats the facility. The Applicant supplied a copy of a recent furnace inspection for review at the time of the final inspection. The furnace and the gas hot water heater are located in the basement. The Applicant is aware that water temperature should be monitored on a regular basis. 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, 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 Northville. The Applicant understands the Licensing requirements relating to the maintenance of fire drill records with the Applicant. The Applicant has indicated that it is the corporation's intent to conduct fire drills during the day, afternoon, and sleep hours on a quarterly basis, 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

1) Program Statement

- a) The Applicant submitted a copy of the program statement for review and inclusion in the licensing record. The document is acceptable as written. The facility will offer a program for developmentally disabled male or female adults who are 24 years or older, non-smokers and who attend a day program. The home is not equipped to serve people who require wheelchair use. According to the program statement, the program and support services provided to the residents of Hazel House will assist the residents to develop the skills and knowledge to possibly move to a lesser restrictive environment.
- b) The program will be a least restricted environment and provide assistance in daily living skills and personal hygiene. The program will also, provide a clean, healthy and safe environment free from exploitation.

While meeting those objectives the home will provide 24-hour room, board, supervision, personal care, protection, transportation, training, guidance, recreation, and social skills and development

2) Required Information

On 4-18,2003, a license application and application fee was received from Mrs. Murrell. acting on behalf of Radclift Inc., to operate a small group AFC facility at the above referenced address in Southfield, Michigan. The applicant corporation is a domestic non-profit corporation with tax-exempt status. The filing endorsement from the Department of Consumer and Industry Services has a filing date of June 3,2002. The applicant corporation is seeking to operate a program for adult men and women who are developmentally disabled.

As part of the application process the applicant submitted admissions, discharge policies for Radclift Inc. The documents are acceptable as written. Also included in the files are a proposed staffing pattern, a current lease, a floor plan with room use and size specifications, and current financial documents. As part of the licensing process, the

Applicant presented the corporate personnel policies, routine procedures, and job descriptions for review. The documents are kept in the home and are available for review.

The administrative structure for Radcliff Inc., is as follows:

Board of Directors:

Mrs. Priscilla Murrell, President

David Edwards, Vice President

Patricia Holmes, Brenda Lester, Adrienne Watkind, Gene Harris and June Bonner, members of the Board.

A Records Clearance Request has been processed for Mrs. Murrell. Based upon her background, experience, and the Record Clearance Report, I find that she is of good moral character, sound judgment, and is suitable to provide care to dependent adults. A current Medical Clearance for Mrs. Murrell is contained in the record. The form indicates that she is in good physical and emotional health, and there is no reason why she 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 licensee designee, Mrs. Murrell, has been involved in providing Adult Foster Care services for many years. The corporation currently holds a license for one Adult Foster Care facility in Oakland County. Based on her previous experience, Mrs. Murrell has demonstrated that she has the administrative and management expertise to run an Adult Foster Care facility.

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

As required by the rule R400.14202, the home has a designated administrator. Mrs. Murrell will act as administrator for Radcliff Inc. Based on the information submitted, background, and experience, she meets the requirements of the rule and is qualified to act as administrator for Radcliff.Inc.

The Applicant understands that in accordance with rules R 400.14307, R 400.14308, and R 400.14309 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 review.

As mentioned above, the applicant submitted copies of the proposed admission and discharge policies for review, and inclusion in the licensing record. I have reviewed the documents and determine 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 400.14206.

Individuals, who are interested in placement into the Hazel House, should contact Macomb Oakland Inc. The Applicant 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 R400.14302 pertaining to admission and discharge.

Facility and Employee Records

I have reviewed Radcliff Inc.'s personnel policies contained in the administrative file I have determined that they do not conflict with statutory or administrative rule requirements. The job descriptions for Hazel House were also reviewed as part of the licensing process. Current employee files were not reviewed at final inspection. The Licensee has ample previous experience in complying with administrative rules governing the hiring, training, and record keeping for employees.

a) Facility Records in General (Rule R400.14209)

The resident care agreement proposed for use in this facility is the current resident care agreement. The applicant understands the requirements pertaining maintaining a resident register, as required under rule R400.14210. The applicant understands the Licensing requirements for record keeping.

The Applicant understands the requirements set forth in rule R400.14313; and has indicated that the home will meet the requirement with respect to nutrition and menus as stated in the rule. The Applicant understands 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 Applicant was also understands that a licensed physician must order any special diets implemented in the home,

b) Employee Records (rules R400.14204 and R400.14208)

The Applicant is well aware of the requirements for staff qualifications and training and intends to comply with the rules. The Applicant 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 corporation also verifies age and checks references before a person is offered employment. The Applicant 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. The Applicant sends prospective employees through training required by the responsible agency, Macomb Oakland Inc. Evidence of staff training will be maintained in the employee records for future review.

5) Resident Care, Services, and Records

The applicant understands the requirements pertaining to resident records as specified in rule R400.14316. The applicant also understands the licensing requirements pertaining to resident rights and prohibited practices as outlined under rules R400.14304 and R400.14308.

The applicant also understands the licensing requirements pertaining to incident and accident reports, as outlined under rule R400.14311 and the requirements for safeguarding and distributing of prescription medication as outlined in rule R400.14312. I determined that the facility was in substantial compliance with the licensing requirements pertaining to investigating and reporting as stipulated in rule R400.14311, resident medication as stipulated in rule R400.14312, and resident rights as outlined in rule R400.14304.

The applicant also understands R400.14317 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 applicant is aware of the requirements of rules R400.14318 and R400.14319, regarding emergency and regular transportation.

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

Based on the information presented above, I conclude that the Applicant, Radcliff Inc., meets the minimum requirements of the pre-licensing administrative rules and statutory requirements for small group adult foster care facilities with an approved capacity of 1-12 residents, licensed or proposed to be licensed after 5/24/94.

