



JENNIFER M. GRANHOLM  
GOVERNOR

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



MARIANNE UDOW  
DIRECTOR

January 25, 2005

Kim Lich  
Kim's Monaco, Inc.  
251-2 Southfield Dr.  
Adrian, MI 49221

RE: Application #: AS460271298  
Liberty Place  
3014 Marvin Dr.  
Adrian, MI 49221

Dear Ms. Lich:

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 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 (517) 780-7159.

Sincerely,

Dennis R Kaufman, Licensing Consultant  
Office of Children and Adult Licensing  
301 E. Louis Glick Hwy  
Jackson, MI 49201  
(517) 780-7907

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	AS460271298
<b>Applicant Name:</b>	Kim's Monaco, Inc.
<b>Applicant Address:</b>	251-2 Southfield Dr. Adrian, MI 49221
<b>Applicant Telephone #:</b>	517-266-7012
<b>Administrator/Licensee Designee:</b>	Kim Lich, Designee
<b>Name of Facility:</b>	Liberty Place
<b>Facility Address:</b>	3014 Marvin Dr. Adrian, MI 49221
<b>Facility Telephone #:</b>	(517) 265-9354
<b>Application Date:</b>	10/29/2004
<b>Capacity:</b>	6
<b>Program Type:</b>	AGED

## II. METHODOLOGY

10/29/2004	Enrollment
11/02/2004	Inspection Report Requested - Health
11/02/2004	File Transferred To Field Office Jackson
11/04/2004	Application Incomplete Letter Sent
11/15/2004	Contact - Document Received Licensee designee submitted information requested, additional information to be reviewed in facility at time of initial inspection.
11/15/2004	Contact - Document Sent Licensee designee submitted public health inspection approvals that had recently been conducted at facility, therefore, no PH inspection is required and correspondence sent to Lenawee PH noting same.
11/16/2004	Inspection Completed On-site
11/16/2004	Inspection Completed-BFS Sub. Compliance
01/10/2005	Inspection Completed On-site 2nd inspection conducted.
01/24/2005	Inspection Completed-BFS Full Compliance

This investigation included a review of the application forms and supporting documents including the admission, discharge, and refund policies, corporate documents, program statement, personnel policies and procedures, job descriptions, employee records, organizational chart, routine and emergency numbers, written emergency plan and emergency repair numbers, processed licensing record and medical clearance, applicant financial reports, and on-site licensing inspections.

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

### A. Physical Description of Facility

#### 1. Environmental:

This facility is a newly built facility located in a residential neighborhood outside of the City of Adrian. The facility is a 3-bedroom ranch style home, vinyl sided, with attached garage and paved driveway.

The front door opens to a large living room and immediately off the living room is a large dining room. The dining room contains the secondary exit off the back of the house. A large kitchen is located off the dining room and contains all new appliances. Beyond the kitchen is a doorway to the garage as well as a large room containing the washer and dryer.

The three bedrooms and bathrooms are located on the other end of the facility immediately off the living room. Each bedroom has two beds and each bedroom has a very large walk-in closet. Each bedroom has been nicely decorated and contains all required furnishings. One of the resident bedrooms is larger and has a separate full bathroom. There is another full bathroom for other residents use, located off the hallway by the bedrooms.

The bedroom locations and dimensions are as follows:

Northeast Bedroom:	10' x 13'	= 130 sq. ft. (2 residents)
Northwest Bedroom:	10' 1" x 13'	= 131 sq. ft (2 residents)
Southwest Bedroom:	13' 8" x 12' 9"	= 174 sq. ft (2 residents)

The dining room and the living room dimensions exceed the minimum square footage required for 6 residents.

The facility has a full basement where the gas fired furnace and water heater are located. The basement is not finished, has no secondary exit and will not be used for any resident activity. The facility is air conditioned by a central air conditioning unit located outside of the facility.

## 2. Sanitation

The facility is serviced by a public sewer system and has a private water well system. Lenawee County Public Health has approved both the sewer and water system.

Garbage service is provided by a private vendor and is picked up once a week.

## 3. Fire Safety:

A new forced-air gas furnace, installed by a licensed contractor, heats the facility. The hot water heater is also new and is gas fired. Both the furnace and hot water heater is located in the basement.

The facility has a hard-wired interconnected smoke alarm system and was operational when tested. There are approved fire extinguishers in the basement and the main floor of the facility.

## **B. Program Description**

### 1. Administrative Structure & Capability:

The applicant is a For Profit Corporation, having been formally incorporated on 7/29/04, and is located at 115 E. Maumee in the City of Adrian. All required corporate documentation has been provided and reviewed. Ms. Kim Lich is the corporation's president and also serves as the licensee designee and administrator. A criminal record clearance has been completed on Ms. Lich.

### 2. Qualifications and Competencies:

Ms. Lich has a high school diploma and since October of 2000 has worked in various positions in residential settings serving the aged and handicapped. Also, she has provided in-home care services for eight months to a homebound elderly woman with medical problems. Since March of this year she has taken into her home her grandmother whom has Alzheimer's disease. Ms. Lich is fully trained in all required areas and meets criteria for licensee designee and facility administrator.

### 3. Program Information:

The facility will provide personal care, supervision, and protection, in addition to room and board for 55 year old and older adults. The facility is not wheelchair accessible, therefore is not capable of servicing adults with this need.

Resident medications will be stored in a locked cabinet in the kitchen.

Emergency medical services will be provided by local hospitals and emergency transportation services by the local township ambulance services.

### 4. Facility and Employee Records:

The applicant has supplied copies of personnel policies, job descriptions, and standard procedures. An initial staff scheduled indicated that there would be three shifts per day with one staff per shift.

Emergency plans for medical emergencies, fire, facility repairs, and severe weather have been submitted, reviewed, and found acceptable.

The "good moral character" of each employee is assessed pursuant to the individual employee's response to certain questions pertaining to a conviction or arrest history as contained on the signed employee application. Also, the applicant will conduct employee clearances with the Michigan State Police.

