



JENNIFER M. GRANHOLM  
GOVERNOR

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



MARIANNE UDOW  
DIRECTOR

January 25, 2005

Elizabeth Kurczewski  
Quest Inc  
Suite 200  
32231 Schoolcraft Rd  
Livonia, MI 48150

RE: Application #: AS630271574  
Bell Coney  
1476 Bell Coney  
Wixom, MI 48393

Dear Ms. Kurczewski:

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 5 is issued.

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**

**License #:** AS630271574

**Applicant Name:** Quest Inc

**Applicant Address:** Suite 200  
32231 Schoolcraft Rd  
Livonia, MI 48150

**Applicant Telephone #:** (734) 458-8140

**Administrator/Licensee Designee:** Patricia Danyko, Administrator  
Elizabeth Kurczewski, Designee

**Name of Facility:** Bell Coney

**Facility Address:** 1476 Bell Coney  
Wixom, MI 48393

**Facility Telephone #:** (248) 960-9657  
11/10/2004

**Application Date:**

**Capacity:** 5

**Program Type:** DEVELOPMENTALLY DISABLED  
PHYSICALLY HANDICAPPED



## II. METHODOLOGY

11/10/2004	Enrollment
11/16/2004	File transferred to field office
11/18/2004	Comment; original packet received from Lansing
12/10/2004	Inspection completed on-site
12/10/2004	Inspection complete-BFS Sub. Compliance
12/14/2004	Application Incomplete Letter Sent
12/14/2004	Confirming letter sent
01/21/2005	Final Inspection- Full Compliance
01/25/2005	Recommend License Issuance
01/21/2005	LSR Generated
01/21/2005	LSR Sent

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

### A. Physical Description of Facility

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 small group adult foster care facilities with an approved capacity of 1-12 residents, licensed or proposed to be licensed after 5/24/94.

#### 1) Environmental Conditions

Bell Coney is located at 1476 Bell Coney, Wixom, Michigan 48393. The home is situated north of Potter Road (32 Mile Road) and west of Beck Road, in Oakland County, Michigan. Marvin L. Vanck, 5722 LeBaron Court, East Lansing, MI 48823, is the owner of record for the property. Proof of ownership is contained in the facility file.

Bell Coney is a brick and aluminum sided ranch of the "Manschesky" former AIS design home without basement and attached 2 car garage. The home is in a semi-rural area of

varied construction homes. The home is landscaped. The interior of the home is comfortable, clean, and nicely decorated.

The main entrance opens into a living room and a family room and dining area straight ahead. The kitchen is to the right of the dining area. To the left of the living room and family room areas, are four bedroom and two full baths. A laundry room with washer and dryer is located adjacent to the kitchen, which opens out to the garage. A gas-fired furnace is located in an enclosed furnace room off the garage area, which also contains the water heater. The enclosed room has a metal fire rated door with self – closing device. The enclosed furnace room was equipped with proper fresh air ventilation.

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	15'8"X 11'	174	2
Bedroom # 2	17'4" X10'9"	169	1
Bedroom # 3	17'8".X 10'9"	194	1
Bedroom # 4	15'7".X 10'9"	171	1
<b>Total Occupancy: 5</b>			

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 5 adults, as requested in the application.

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

The home has a large living room that measures 12'10" X 11'2", a dining area that measures 16 X 9'8", a family room that measures 12'10" X23'7", and a kitchen that measures 11'8" X 11'8". The proposed capacity for the home is 5. 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 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 Departmental requirements regarding environmental conditions.

Bell Coney has public water and sewage services. Garbage disposal is supplied through the private company, Waste Management Inc. The kitchen and bathroom areas were evaluated, and were found to be adequately equipped and in clean condition. All necessary appliances were present at the time of final inspection. 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 a separate room adjacent to the garage. The washer and dryer were properly installed and the dryer vent was made of acceptable non-combustible material.

## **2. Fire Safety**

Bell Coney has a fully integrated hard wired smoke detection system installed to meet the requirements of R 400.14505. The smoke heads are placed as required by the rule. The home has heat heads in the furnace room and kitchen area. The home also has several fire extinguishers located on the main floor, which meet the requirements of R 400.14506. The home has more than two means of egress 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 lath 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.

A gas forced air system heats the facility. The furnace was recently inspected and the licensee supplied a copy of the report for review at the time of the final inspection. The furnace and the gas hot water heater are located in a room adjacent to the garage. The licensee was advised that water temperature should be monitored on a regular basis. The water temperature was tested at the final inspection and found to be in compliance with the rule R 400.14401(2). I also found the electrical service (circuit breaker panel) 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 Addison Township. 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 licensee'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

## **B. Program Description**

### **1) Program Statement**

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 a program and services for male and female adults with Developmental Disabilities. According to the program statement, the goal of the program is to maximize the functioning of each resident's capability and condition. Self care and daily living skills will be promoted through on-going guidance in the areas of dressing, grooming, nutrition, supervision, protection and use of community resources. All transportation will be provided to facilitate that residents assessment plan requirements.

### **2) Required Information**

On 11/18/04, the Department received a license application and application fee from Ms.Elizabeth Kurczewski, acting on behalf of Quest Inc., to operate a small group AFC facility at the above referenced address in Wixom, Michigan. The filing endorsement from the Department of Consumer and Industry Services has a filing date of 3/06/2000. The applicant is seeking to operate a program for developmentally disabled men and women.

As part of the application process the licensee submitted admission, discharge policies for the Bell Coney home. 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 home and are available for review.

The administrative structure for Quest Inc is as follows:

President: Steven Boisvenu  
Vice President of Human Resources: Janice Allen  
Vice President of Operations: Betty Kurczewski  
Area Supervisors  
Direct Care Staff

A Records Clearance Request has been processed for Ms. Kurczewski. Based upon the information from 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 Licensing Medical Clearance form for Ms. Kurczewski 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 Department. The licensing file also contains a written statement from Quest Inc. naming Ms. Kurczewski, the licensee designee.

As referenced above Ms. Kurczewski submitted, on behalf of Quest Inc., 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, Ms. Elizabeth Kurczewski, has been involved in providing Adult Foster Care services to developmentally disabled individuals for over 15 years. Ms. Kurczewski previously operated Human Services In., and currently administers the following AFC homes in Oakland, Wayne, Washtenaw and Macomb counties under Quest Inc.:

AS500262920	Nicholson
AS630066923	Perry Lake
AS810013410	Pontiac Trail
AS630012402	Dequindre Group Home
AS500015318	Fisher Estates Clf
AS820014227	Notre Dame Group Home
AS820015751	Pardee Home
AS820014301	Kinloch Home
AS820014530	Leroy AIS Home
AS820013831	Orchard Group Home
AS820073252	Ann Arbor Trail
AS820013731	Barbara Home
AS820013540	Waltz AFC
AS820013538	Renton Home
AS820014541	Sutton



AS820014532	Milburn Home
AS820091565	Glengary Clf
AS820014294	South Gibraltar
AS630249065	Durson Home (AIS)
AS630248072	Trelawney Home
AS820247241	Schley
AS820247711	Dover
AS820239006	Fort Road
AS820014555	Horsemill
AS820013501	Montebello Afc
AS820014035	Troy Group Home
AS820014032	Belair Home
AS820076055	Gulley II
AS500012000	Weyer Afc
AS630240931	Brewer

Based on such extensive previous experience, Ms. Kurczewski has demonstrated that she has the administrative and management expertise to run the Adult Foster Care facility. Based on personal contact and materials submitted I conclude that Ms. Kurczewski has demonstrated her competency as required by the rule R 400.14201.

At the time of the final inspection, Ms. Kurczewski 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 the intent of the corporation 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 Ms. Kurczewski is in substantial compliance with rule R400.14103 regarding required information and reporting changes, and rules R400.14201, R400.14202, and R400.14205 regarding qualifications and health of the Licensee.

As required by the rule R400.14202, the home has a designated administrator. Ms. Patricia Danyko will act as administrator for the Bell Coney Home. Based on the information submitted and information reviewed in the home at the time of the final inspection, Ms. Patricia Danyko meets the requirements of the rules and is qualified based on her background and training to act as administrator for Bell Coney.

The licensee 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 seclusion 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 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 Bell Coney, should contact Ms.Elizabeth Kurczewski at the Licensees office. 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 R400.14302 pertaining to admission and discharge.

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

I have reviewed Quest Inc's personnel policies contained in the licensing file and at the facility. I have determined that they do not conflict with statutory or administrative rule requirements. The job descriptions for Bell Coney were reviewed and were submitted to the department. They are acceptable as written. I have also discussed with the licensee the good moral character requirements as related to the hiring of staff, including the requirements of PA 59, which amends PA 218. I have reviewed the process that the corporation follows and find it meets the intent of the administrative rules. The licensee is well aware of the requirements for employee records based on current experience in Adult Foster Care.

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

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 R400.14210 have been discussed with the licensee and the licensee indicates that it is the intent of the licensee to comply with this requirement. Copies of required Department forms were also given to the home administrator during the course of the pre-licensing period. The applicant indicated that she understands the Department requirements for record keeping.

Home menus have been discussed and the applicant/home administrator understands the requirements set forth in rule R400.14313; and has indicated that the home will

meet the requirement with respect to nutrition and menus as stated in the rule. Ms. Patricia Danyko, 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 R400.14204 and R400.14208)**

Based on the licensee's previous experience, the licensee is well aware of the requirements for staff qualifications and training and intends to comply with the rules. The licensee 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 will also verify age, check references and conduct police clearances 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; in addition staff training through contract agencies as necessary is arranged. 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 administrator understands and intends to comply with the requirements of rules R400.14204 and R400.14208.

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

Departmental requirements pertaining to resident records as specified in rule R400.14316 were discussed with the administrator. The administrator has indicated that it is the corporation's intent to comply with these requirements. During the course of the pre licensing investigation, I advised the licensee designee of Departmental requirements pertaining to resident rights and prohibited practices as outlined under rules R400.14304 and R400.14308. The licensee attests that it is the intent of the corporation to achieve and maintain compliance with these requirements. The licensee has 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 R400.14311 and the requirements for safeguarding and distributing of prescription medication as outlined in rule R400.14312. The licensee has again indicated that it is her 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 R400.14311, resident medication as stipulated in rule R400.14312, and resident rights as outlined in rule R400.14304.

I discussed the rules pertaining to the handling of resident funds with the administrator/ licensee designee at the time of the final inspection. The licensee was 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 she has an understanding of the rule 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 administrator is aware of the requirements of rules R400.14318 and R400.14319, and assures me that the licensee 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 time of license renewal.

#### IV. RECOMMENDATION

I recommend issuance of a temporary license to operate a small adult foster care home, located at 1476 Bell Coney Road, Wixom, MI 48393

\_\_\_\_\_ Date  
John Pochas  
Licensing Consultant

Approved By:

\_\_\_\_\_ Date  
Barbara Smalley  
Area Manager