



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
OFFICE OF CHILDREN AND ADULT LICENSING

MARIANNE UDOW
DIRECTOR

April 25, 2005

Carol Glaza
Sheffield Bay
4471 Sheffield Place
Bay City, MI 48706

RE: License #: AH090236892
Sheffield Bay
4471 Sheffield Place
Bay City, MI 48706

Dear Ms. Glaza:

Attached is the Addendum to the Original Licensing Study Report for the above referenced facility.

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,

Andrea Krausmann, Licensing Staff
Office of Children and Adult Licensing
Suite 301
16000 Hall Road
Clinton Township, MI 48038
(586) 412-6828

enclosure

**MICHIGAN DEPARTMENT OF HUMAN SERVICES
OFFICE OF CHILDREN AND ADULT LICENSING
ADDENDUM TO ORIGINAL LICENSING STUDY REPORT**

I. IDENTIFYING INFORMATION

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| License #: | AH090236892 |
| Licensee Name: | Sheffield Bay LLc |
| Licensee Address: | 4471 Sheffield Place Bay City, MI 48706 |
| Licensee Telephone #: | |
| Authorized Representative/ Administrator/Licensee Designee: | Carol Glaza, Authorized Repr. Carol Glaza, Designee |
| Name of Facility: | Sheffield Bay |
| Facility Address: | 4471 Sheffield Place Bay City, MI |
| Facility Telephone #: | 989-684-6800 |
| Capacity: | 86 |
| Program Type: | Aged |

II. Purpose of Addendum

The purpose of this addendum is to increase the licensed capacity of Sheffield Bay 4471 Sheffield Place, Bay City MI from 57 licensed beds to 86 beds.

III. Methodology

11/02/04 – A construction manager contacted this licensing staff regarding an addition being built onto Sheffield Bay to increase the capacity of the facility.

11/09/04 – This licensing staff contacted the authorized representative and confirmed the facility's request to increase the capacity at the facility. The authorized representative was informed that an application addendum and revised floor plan would need to be submitted.

11/22/04 – A revised floor plan and an application addendum was received in the Office of Children and Adult Licensing requesting an increase in capacity from 57 licensed beds to 86 licensed beds was received by the Office of Children and Adult Licensing.

12/16/04 - A permit for construction was issued by the Michigan Department of Community Health Facilities Engineering Section Division of Health Facilities and Services.

01/13/05 – An Office of Fire Safety inspection report indicating final approval was completed.

01/19/05 – The Health Facilities Engineering Section inspection report of Sheffield Bay's project #01-109P01 was completed with an occupancy approval date 1/19/05.

01/20/05 and 01/21/05 – An unannounced on-site licensing renewal inspection was conducted along with an inspection tour of the newly constructed area by this licensing staff.

2/11/05 – Licensing study renewal report was sent.

04/07/05 – Copy of a letter from Health Facilities Engineering Section Re: BHS ID #099011 and HFES project #04-185 indicates, "We are in receipt of the response letter dated March 31, 2005, along with the approval letters from the local authority and the Office of Fire Safety, addressing our Opening Survey letter dated December 21, 2005[sic]. We have accepted the submitted documents and, therefore, consider this project complete and the file for this project closed at this office."

04/25/05 – Technical assistance meeting conducted at the facility by this licensing staff. Corrective action plan for licensing study renewal report was submitted and approved. This licensing staff verified completion of the continuous exhaust ventilation according to the corrective action plan.

IV. Description of Findings and Conclusions

Based upon approvals granted by Office of Fire Safety, Health Facilities Engineering Section and this licensing staff, it has been determined that the addition to Sheffield Bay to increase capacity to 86 licensed beds meets the requirement of the home for the aged rules.

V. Recommendation

It is recommended that the capacity of Sheffield Bay be increased from 57 to 86 licensed beds.

Licensing Staff _____ Date