



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



JENNIFER M. GRANHOLM  
GOVERNOR

MARIANNE UDOW  
DIRECTOR

February 6, 2006

Risa Britten  
Jewish Apartments & Services  
15100 W. Ten Mile Rd.  
Oak Park, MI 48237

RE: Application #: AL630276748  
Jewish Apt. & Ser. - Coville I  
15100 W. Ten Mile Rd.  
Oak Park, MI 48237

Dear Ms. Britten:

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 14 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,

Genevieve Lopez, Licensing Consultant  
Office of Children and Adult Licensing  
Suite 358  
41000 Woodward  
Bloomfield Hills, MI 48304  
(248) 975-5069

enclosure

cc: OCCMHA

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

**I. IDENTIFYING INFORMATION**

**License #:** AL630276748

**Applicant Name:** Jewish Apartments & Services

**Applicant Address:** 15100 W. Ten Mile Rd.  
Oak Park, MI 48237

**Applicant Telephone #:** (248) 967-4240

**Administrator/Licensee Designee:** Risa Britten, Designee

**Name of Facility:** Jewish Apt. & Ser. - Coville I

**Facility Address:** 15100 W. Ten Mile Rd.  
Oak Park, MI 48237

**Facility Telephone #:** (248) 592-1106  
06/14/2005

**Application Date:**

**Capacity:** 14

**Program Type:** AGED

## II. METHODOLOGY

06/14/2005	Enrollment
06/16/2005	Application Incomplete Letter Sent re: rec. cl. for Risa & Susan
06/16/2005	Inspection Report Requested - Health
06/27/2005	Contact - Document Received 1326's for Suan & Risa
07/14/2005	Inspection Completed-Env. Health : A
07/22/2005	Application Complete/On-site Needed rec'd. rec. cl.s
08/09/2005	Application Incomplete Letter Sent
08/12/2005	Inspection Completed On-site
10/11/2005	Inspection Completed On-site
02/06/2006	Comment Email sent and received from M.Dingman
02/06/2006	Inspection Completed-Fire Safety : A

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

This evaluation is based upon the requirements of P.A. of the Michigan Public Acts of 1979, as amended, and the Administrative Rules and Regulations applicable to the licensure of large group facilities with an approved capacity of 13-20, licensed or proposed to be licensed after 5/24/1994.

In accordance with department policy, the proper authorities conducted a plan review, fire safety and environmental inspections. Two onsite inspections were also conducted during the licensing process.

The following is a report of the findings of the original licensing evaluation for the Jewish Apartments & Services Coville I:

### A. Physical Description of Facility

The proposed facility is located on the second floor of a 15-story apartment building serving an aged population. The facility is currently licensed as a medium group home with a capacity of 12. The intent is to convert two of the large single occupancy units to

double occupancy units for married couples. Jewish Federation is the owner of records and proof of ownership is contained in the record. The owners submitted a copy of the Section 8 HAP contract for projects with HUD insured and Hud-held mortgages.

The second floor was completely remodeled into an adult foster care facility in 2002 and subsequently licensed as a medium group home with a capacity of 12. The facility contains twelve individual units varying in size and layout. Each unit contains a full bath, “kitchenette” with a sink, microwave and small refrigerator, living area and bedroom. All meals are prepared for the residents in the main community kitchen in the facility and residents eat in the dining area. Each unit has control over the heating and cooling of the unit. Heat is electrical. The resident units are located around the perimeter of the facility. The center of the facility contains the common areas of a kitchen, dining area, T.V. lounge, reading lounge, a laundry room, staff bathroom, office and electrical room. A central hot water tank is located at the top of the building, which supplies hot water for the facility. Extensive, well-landscaped grounds surround the facility.

Resident units were reviewed but not measured. The following room dimension were obtained from the blue prints (in the file) that were also submitted and approved by the Bureau of Construction Codes and Fire Safety:

<b>UNIT</b>	<b>DIMENSIONS</b>	<b>SQ.FT.</b>	<b>CAPACITY</b>
#1	13' X 11'6"	149.5	1
#2	17' X 11'	187	1
#3	10' X 14'	140	1
#4*	26' X 11'	286	2
#5	12' X 12'	144	1
#6	14'6" X 12'6"	181.3	1
#7	14'6" X 12'6"	181.3	1
#8	12'9" X 12'3"	156.2	1
#9*	26'9" X 11'3"	297	2
#10	13'11" X 12'9"	177.3	1
#11	11'6" X 15'9"	181	1
#12	11' X 9'3"	101.8	1

\* Units #4 and #9 are intended for double occupancy of couples

TOTAL CAPACITY=14

The following are the living space measurements obtained from the architect’s blue prints:

<b>LOCATION</b>	<b>DIMENSIONS</b>	<b>SQ.FT.</b>
TV Lounge	16' x 20'	320

Dining Area	16'5" x 8'	131
Reading Lounge	16' x 20'9"	<u>332</u>
		783

A total of 490 square feet is required to meet the 35 square feet per occupant requirement. The facility contains 783 square feet, which computes to 55.9 square feet per occupant exceeding the licensing requirement.

Prospective residents prefer to bring their own furnishings and linens. The applicant has provided a written statement assuring that unit furnishings will meet the licensing requirements in terms of suitability and condition. This statement also acknowledges the licensee's responsibility to furnish the units if someone opts not to bring his own furniture.

The Bureau of Construction Codes and Fire Safety reviewed and approved the architectural plans in 2002. M. Dingman was contacted regarding the necessity of resubmitting the original blueprints since the review in 2002 was of a 13-20 facility. He stated that the approval remained for the change of category since it had been reviewed with those standards in mind. (E-mail response in file) Subsequent fire safety inspections occurred. The facility has a fully integrated smoke and sprinkler systems. Several fire extinguishers are located throughout the facility. The home has two enclosed means of egress from the second floor leading directly to ground level. Consequently, since the facility is above ground level, any one considered must be mobile and be able to navigate stairs.

The facility has public water and sewage systems. Sarah Ropp, Oakland County sanitarian, conducted an environmental health inspection on 7/14/05. She determined the facility to be in substantial compliance with applicable rules.

Zoning approval was received from Kevin J. Kulkowski, City Planner, on behalf of the City of Oak Park. He wrote on 9/2/05 that the proposed use of the second floor for as a Large Group Adult Care (13-20 person capacity) for assisted living "is allowable in this zoning district."

### **Program Description**

#### **1. Population & Admission Criteria**

The applicant submitted an admission/discharge policy and program statement that complied with licensing requirements.

According to both documents, the proposed population will be elderly of both genders over 62. Due to the location of the facility on the second floor, residents must be ambulatory and able to evacuate the facility by the stairways.

According to the discharge policy, residents who develop uncontrolled incontinence unresponsive to toileting schedules or medication, problematic behavior or develop impaired mobility will be considered for discharge.

The program statement indicates that a variety of supportive services are available to residents to ensure that they function as independently as possible. Choice is a very important part of the Coville program providing residents with the freedom of choice to decide what services and in what activities they will participate. A variety of recreational/socialization/educational activities are available to the residents through the Jewish Community Center located near the facility. Specialized care plans are developed by the applicant's service coordinators and include the resident, the designated representative and if applicable, the resident's physician.

At the time of the final inspection, the facility already had twelve residents in placement.

## 2. Applicant

The applicant, Jewish Apartments & Services, a domestic, nonprofit corporation will be operating the facility. Federation Apartments Inc filed Articles of Incorporation with the State of Michigan on October 16, 1969. A certificate of Assumed Name was filed on August 28, 1998 for Jewish Apartments & Services Inc. a subsidiary of the applicant is JCare, Inc that handles staff and personnel issues. Corporate documents were submitted such as the current list of the board of directors and the organization chart.

The applicant operates two other large group homes for the elderly located in the same site. The applicant's financial stability and capability was demonstrated by the submission of such financial documents as the budget and financial statements.

## 3. Licensee Designee/Administrator

Risa Britten submitted all necessary documents as licensee designee including medical and licensing record clearances as did the administrator, Susan Mulka. Both individuals have extensive experience working with the proposed population and have been involved in the administering programs for residential care for the elderly since 2003. Ms. Mulka has a B.S. from Madonna with majors in gerontology and psychology. The information submitted during the licensing process demonstrates compliance with the licensing requirements related to education, experience with the designated population, competencies, good moral character and health.

## 4. Staffing Plan, Proposed Ratios, Staff Training and Competencies

The facility will be operated on a shift rotation basis with eight staff. The applicant submitted a staffing plan that indicates that there will be 3:14 staffing ratio from 8:30 am to 4 pm. 2:14 from 4:30 pm to 7:30 pm and 1:14 from 7:30 pm to 8:30 am. Staff records were reviewed and several were already experienced having worked in the other two adult foster care facilities in the building. There are two chefs whose primary

responsibility is to prepare meals but who also assist with direct care duties when not preparing and serving meals.

The administrator is aware that direct care staffing levels are subject to change based on resident care needs. The admission criteria reflect the intent to admit only those residents who do not need intensive supervision or extensive personal care assistance. She is also aware that new staff prior to the assumption of duties must be competent in the areas required by R 440.15204 (3).

The applicant was provided technical assistance on the statutory requirements (Section 34a of PA 218), pertaining to the hiring or contracting of persons who provide care to residents.

Technical assistance was provided to the applicant on Act and administrative rule requirements related to assessing the good moral character of all staff of this facility.

#### 5. Records & Record Keeping

Corporate, facility and staff records were reviewed including emergency/fire procedures, evacuation plan, personnel policies, program statement, admission/discharge policy and staff training.

Technical assistance was provided to the applicant on Act and administrative rule requirements related to home, resident and employee record keeping. Several forms were provided.

The applicant is found to be in compliance with the licensing act and applicable administrative rules.

**IV. RECOMMENDATION**

Based on the findings, it is recommend that a temporary license be issued. The terms of the license will enable Jewish Apartments & Services Inc to operate an adult foster care large group home (13-20) for 14 resident who are aged but ambulatory. The terms of the license will be for a six-month period effective 02/07/2006.

*Genevieve Lopez*

Genevieve Lopez  
Licensing Consultant

2/6/2006

Date

Approved By:

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

\_\_\_\_\_  
Date