



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



JENNIFER M. GRANHOLM
GOVERNOR

MARIANNE UDOW
DIRECTOR

September 19, 2006

Bradley Kotula
North-Oakland Residential Services Inc
P. O. Box 216
Oxford, MI 48371

RE: Application #: AS630283823
Horseshoe East Home
1649 Ray Road
Oxford, MI 48371

Dear Mr. Kotula:

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 (248) 975-5051.

Sincerely,

Sharon A. King, Licensing Consultant
Office of Children and Adult Licensing
Suite 358
41000 Woodward
Bloomfield Hills, MI 48304
(248) 975-5086

Enclosure

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

I. IDENTIFYING INFORMATION

License #: AS630283823

Applicant Name: North-Oakland Residential Services Inc

Applicant Address: P.O. Box 216
Oxford, MI 48371

Applicant Telephone #: (248) 969-2392

Administrator/Licensee Designee: Bradley Kotula, Designee

Name of Facility: Horseshoe East Home

Facility Address: 1649 Ray Road
Oxford, MI 48371

Facility Telephone #:

Application Date: 05/23/2006

Capacity: 6

Program Type: DEVELOPMENTALLY DISABLED

II. METHODOLOGY

05/23/2006	Enrollment
05/25/2006	Inspection Report Requested - Health
05/31/2006	Inspection Completed-Env. Health : A
07/05/2006	Contact - Telephone call made Called applicant re: application documents needed.
07/05/2006	Application Incomplete Letter Sent
07/05/2006	Contact - Telephone call made Called Environmental Health re: inspection.
08/21/2006	Contact - Telephone call made Called applicant in response to a voice mail message he had left. Scheduled an initial on-site for 8/29/2006.
08/29/2006	Inspection Completed On-site
08/29/2006	Inspection Completed-BFS Sub. Compliance
08/29/2006	Contact - Document Sent Special Certification application packet sent in U.S. mail.
08/29/2006	Contact - Telephone call made Called applicant re: confirming letter being faxed and sent in U.S. mail with special cert. app.
09/15/2006	Contact – Telephone call made Called licensee office to schedule a final inspection.
09/18/2006	Contact – Telephone call made Called licensee designee Bradley Kotula to confirm a final inspection for 09/19/2006.
09/19/2006	Inspection Completed On-site
09/19/2006	Inspection Complted-BFS Full Compliance

DESCRIPTION OF FINDINGS & CONCLUSIONS

This evaluation is based upon the requirements of P.A. 218 of the Michigan Public Acts of 1979, as amended, and the Administrative Rules and Regulations applicable to the licensure of small group facilities (1-6), licensed or proposed to be licensed after 5/24/1994.

A. Physical Description of Facility

The Horseshoe East Home is a barrier-free, brick and vinyl-covered ranch style home located in a rural area of Oxford Township at 1649 Ray Road in Oxford, MI. 48371. The home is in close proximity to many resources that include shopping, churches, and recreational facilities that include parks, theatres, and activity centers. Medical services are available through Pontiac Osteopathic Hospital (POH). An emergency POH clinic is available in Oxford. Emergency medical services are provided through the Oxford Fire Department.

The home has an attached two-car garage with ample parking available in an extended and extra-wide driveway at the front of the house.

The Horseshoe East Home will be managed under North-Oakland Residential Services, Inc. This corporation has provided the licensing unit with a copy of a warranty deed and a copy of a lease that identifies the home's owners as Timothy P. and Susan D. Trimble who have maintained their lease agreement with the State of Michigan to extend through June 14, 2007.

The home has three bedrooms, a kitchen with a dinette, a family room, a front living room, two full bathrooms, a laundry room and a staff office room. The home is constructed on a cement slab with the heating plant contained in a one-hour enclosure that is accessible only from the outside of the building at the back of the house.

At a preliminary inspection, the three bedrooms were measured as follows:

ROOM/LOCATION	DIMENSIONS	AREA/SQ.FT.	CAPACITY
Bedroom #1 South East:	16'5 X 11'	180.62	2
Bedroom #2 South West:	17' X 11'1"	188.36	2
Bedroom #3 North West:	16'11" X 11'1"	187.47	2
		TOTAL CAPACITY:	6

The living, dinette and family rooms offer a combined 608 square feet of living space. The family room offers 208.8 square feet, the kitchen dinette offers 176 square feet and the living room offers 223.8 square feet. The combined living space offers well over the required 35 square feet of living space per resident.

This home property had previously been licensed as the Oxford CLF home that closed its license on 05/02/2006. This home had been designed and built to complete barrier-free specifications. It is a facility that is therefore approved to accommodate non-ambulatory, wheelchair-bound residents.

1. Sanitation

The Horseshoe East Home has a private water and sewage disposal system. The private well and septic tanks were inspected and approved by the Oakland County Health Department on 05/31/2006.

Poisons and caustics are stored and safeguarded in non-resident areas and in non-food storage and preparation areas. The home has adequate food storage capacity with a pantry closet in the kitchen. The refrigerator/freezer are equipped with thermometers to monitor the temperature of the food storage. Water temperature was tested at the time of final inspection and was read at 110 degrees that is 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).

2. Fire Safety

The Horseshoe East Home 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 is also equipped with sprinkler system; and both systems were professionally inspected on 04/04/2006 to ensure that they were operational.

The home has fire extinguishers located on the first floor at both ends of the house; one is in the kitchen at the front east side of the house and another is at the back door outside of the bedrooms at the north west end of the house. Additional fire extinguishers are located in the garage and in the separate heating room. The fire extinguishers meet the requirements of R 400.14506.

The home has three means of egress from the main floor and all the exit doors meet the requirements of rules R 400.14507. The bedroom and bathroom doors also meet the requirements of R 400.14507 with doors that are equipped with positive-latching, non-locking-against-egress hardware.

The facility's emergency procedures were found posted with written instructions to be followed in case of fire or a medical emergency. Evacuation routes were seen posted in the facility with emergency telephone numbers identified in close proximity to the telephone. The applicant understands the requirements of the Office of Children and Adult Licensing relating to the maintenance of fire drill records. The applicant has identified that it is the corporation's intent to conduct fire drills as required at least once each quarter during day time, afternoon and sleep hours and to maintain a record of these drills.

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 R400.14502, R 400.14503 and R 400.14504.

A gas forced air furnace heats the facility. The applicant supplied a copy of a receipt from Smither & Associates, Inc. to confirm that the furnace, air conditioner and hot water heater were inspected on 07/18/2006 and all were found to be safe and operating properly. The furnace and the gas hot water heater are located in a separate one-hour, fire-rated room that is only accessible from the outside at the back of the house. A tempering valve was installed on the hot water tank to regulate and maintain a safe water temperature.

At the final inspection on 09/19/2006, 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. Fire safety requirements for special certification were also met with an assured and hard-wired smoke detection system with back-up batteries and smoke detectors located in all required areas of the home.

B. Administrative/Program/Resident Care /Records

1. Program Description

The applicant 's program statement for the Horseshoe East Home is the same that was in effect for the original licensed Horseshoe Circle Home. This Program Statement was submitted to the Office of Children & Adult Licensing for review and inclusion in the licensing record. The document is acceptable as written. The facility will offer a program that provides 24-hour supervision, protection and personal care assistance to adult developmentally disabled men and women between 18 and 70 years of age. According to the program statement, the program elements and services provided will include basic self-care training, social education training,

tutorial and special skills training, adult daily life activities, work activities, personal adjustment and/or behavioral management, opportunities to participate in a sheltered workshop and transportation. With its barrier-free design, this home is equipped to service individuals who rely on wheelchairs for mobility.

The Horseshoe East Home is contracted with MORC, Inc. MORC will therefore provide case management services and develop individual plans of care for the Horseshoe East Home residents. The Horseshoe East Home staff will monitor and oversee the residents' plans of service. Recipient Rights services will be provided through the Office of Recipient Rights. Individuals who are interested in placement in the Horseshoe East Home should contact MORC, Inc.

As a contracted facility, NORS will submit an application to obtain Special Certification to service the developmentally disabled population at the Horseshoe East Home.

The licensee has previous experience with administrative rules governing resident care, resident rights and resident records. These were again reviewed with the licensee designee to assure conformity.

2. Applicant

The applicant is North-Oakland Residential Services, Inc. (NORS), a nonprofit, Michigan based corporation that was incorporated on 05/29/1980. On 05/23/2006, the AFC licensing division received a completed AFC license application signed by Bradley J. Kotula, licensee designee and administrator, acting on behalf of North-Oakland Residential Services, Inc. (NORS) to operate an adult foster care small group home (1-6), at 1649 Ray Road in the village of Oxford in Oxford Township. The applicant proposes to provide care to six (6) adults, male and/or female, who are developmentally disabled.

A copy of Articles of Incorporation and Amendments to the Articles of Incorporation as well as the corporate by-laws are on file with the licensing division. The documents show that North-Oakland Residential Services, Inc. (NORS) is a non-governmental, Michigan domestic non-profit corporation that was originally established on 05/29/1980 with NORS merging with Good Neighbors, Inc. on 07/01/2000.

An organizational chart has been submitted showing the administrative structure for the licensed AFC homes that include a Board of Directors, Executive Director, a Financial Director and two Program Managers.

The applicant submitted financial documents verifying the corporation's financial stability. The corporation operates a total of seventeen (17) licensed homes that are contracted with MORC, Inc. for the care of the developmentally disabled. Fourteen (14) homes are located in Oakland County and three (3) are in Macomb County.

As part of the application process, a current revenue and expense trend report was submitted to establish financial capability and stability. This report is a budget for the Horseshoe Circle Home (AFC License # AS630012437) that is actually being replaced with the Horseshoe East home. Based on the information submitted, the applicant corporation demonstrates financial capability and stability to operate the new Horseshoe East Home adult foster care facility. Once the Horseshoe East Home is licensed, the license for the original Horseshoe Circle Home will be closed.

3. Licensee Designee/Administrator

Bradley J. Kotula has been acting as an MORC-trained licensee designee and administrator for NORS since he first incorporated NORS in 1980. Mr. Kotula continues to obtain at least sixteen hours of professional training annually; and he annually provides verification that he remains in good physical and mental health and is free from communicable tuberculosis. As verification of Mr. Kotula's good moral character, an updated Licensing Clearance was conducted on Mr. Kotula on 05/25/2006 with an approved clearance granted on 06/05/2006.

The Board of Directors has designated Bradley J. Kotula as the licensee designee and administrator for NORS. The Program Manager Roger Covill is designated to assume the licensee/administrator responsibilities in Mr. Kotula's absence. The Financial Director Tim Joy is designated to assist Mr. Covill in this respect.

As the appointed licensee designee and administrator, Mr. Kotula has appointed Program Manager Roger Covill as his responsible person in his absence. Mr. Kotula has also designated Financial Director Tim as an alternative responsible person to assist Mr. Covill.

4. Staffing plan, Proposed Ratios, Staff Training and Competencies

NORS has proposed a staffing pattern for at least two staff persons to at all times be available to service 6 residents. Two additional staff persons are scheduled to be on duty between 2 PM and 3 PM during the weekdays from Monday through Friday when residents are being transported home from day programs. Staffing is scheduled as follows: 7AM-3PM; 2PM-11PM; and 11PM-7AM weekdays; and 7AM-3PM; 3PM-11PM and 11PM-7AM on weekends.

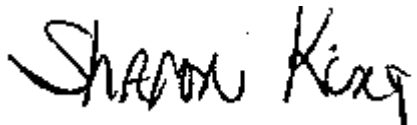
The licensee has previous experience with administrative rules governing the hiring and training of employees and maintenance of employee records. These were again reviewed with the licensee designee to assure conformity.

Technical assistance was provided to the applicant on Act and administrative rule requirements related to assessing the good moral character of any person who provides care to residents. The applicant provided a description of the process used to determine good moral character. Further, the applicant was informed of the prohibition against hiring persons with specified criminal convictions as identified in Section 34a and 34b of PA 218, as amended.

III. RECOMMENDATION

This licensing consultant recommends that the department issue a temporary license to this adult foster care small group home facility known as the Horseshoe East Home with a capacity of six developmentally disabled adults.

This consultant also recommends issuance of temporary Special Certification to the Horseshoe East Home for the developmentally disabled. The temporary license and certification will be in effect for a six (6) month period. Another licensing renewal study will be conducted after six months.



09/19/2006

Date

Licensing Consultant

Approved By:



09/19/2006

Date

Area Manager