



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



JENNIFER M. GRANHOLM
GOVERNOR

MARIANNE UDOW
DIRECTOR

December 18, 2006

Melissa Bentley
Bentley Manor Inc
2099 W. Wilson Rd
Clio, MI 48420

RE: Application #: AS250287277
Bentley Manor #9
4041 Barker St.
Clio, MI 48420

Dear Ms. Bentley:

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 (989) 835-7241.

Sincerely,

Thomas F. Bauer

Tom Bauer, Licensing Consultant
Office of Children and Adult Licensing
2320 W. Pierson Rd.
Flint, MI 48504
(810) 787-7033

Enclosure

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

I. IDENTIFYING INFORMATION

License #:	AS250287277
Applicant Name:	Bentley Manor Inc
Applicant Address:	2099 W. Wilson Rd Clio, MI 48420
Applicant Telephone #:	(810) 686-4858
Administrator/Licensee Designee:	Melissa Bentley, Designee
Name of Facility:	Bentley Manor #9
Facility Address:	4041 Barker St. Clio, MI 48420
Facility Telephone #:	(810) 564-3459
Application Date:	11/21/2006
Capacity:	6
Program Type:	MENTALLY ILL DEVELOPMENTALLY DISABLED AGED PHYSICALLY HANDICAPPED

II. METHODOLOGY

11/21/2006	Enrollment
12/04/2006	File Transferred To Field Office Flint
12/06/2006	Inspection Completed On-site
12/07/2006	Contact - Document Sent Initial inspection findings letter.
12/18/2006	Inspection Completed-BFS Full Compliance Final inspection

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

Physical Plant

The Bentley Manor #9 is a large brick colonial style home located in a well-developed neighborhood in Clio. The home has an attached garage and a spacious paved driveway, which will accommodate several cars. The home sits on a spacious lot with nice size backyard that backs up to a wooded area.

The front entrance leads to a foyer from which one can go to all areas of the home. To the right is a large living room, formal dining L shaped room. The room to the immediate left of the foyer is a bedroom, which will be used by the live-in staff person. The stairway to the second floor is off the foyer. As one proceeds straight from the front entrance, a hallway leads to the kitchen/breakfast nook area, which has a patio door that opens to a large deck and backyard. To the left, as one enters the breakfast nook area, is a family room area. The home has a first floor laundry room. The furnace and hot water heater are located in the basement. Residents will not use the basement area.

The upstairs area contains three resident bedrooms and two full bathrooms. I measured resident bedrooms at the time of the initial inspection and recorded the following dimensions.

BEDROOM	DIMENSIONS	SQ. FOOTAGE	OCCUPANCY
Southeast	13'3" X 11' 2"	139	2
Master Bedroom	14'9" X 12' 3"	180	2
South west	12'3" X 11' 4"	139	2
		TOTAL OCCUPANCY	6

Compliance with Rule R400.14410, Bedroom furnishings, was demonstrated at the time of the final inspection. The bedrooms were properly furnished, clean, and neat and met all applicable rules relating to environmental and fire safety requirements.

The living space for the home is listed below:

The home has a living room/dining area that measures 24' 8" X 12' 6" which provides 308 sq feet of living area. The home also has a family room, which measures 23 X 12 or 276 sq. feet. The living area is large enough to accommodate 6 residents as proposed on the application.

Fire Safety

The home has a fully integrated hard wired smoke detection system. The smoke heads are placed as required by the rule. The system was tested at the time of the final inspection. The home has fire extinguishers on each floor, which meets the requirements of R 400.14506. The bedrooms of the home have the proper means of egress as required by R 400.14508. The interior of the home is of standard lathe 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 initial 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 and bathroom doors have conforming hardware and proper door width.

B. Applicant and household information/Corporate info or Individual:

The applicant, Bentley Manor Inc., is an experienced Adult Foster Care provider. Bentley Manor currently has eight licensed Adult Foster Care facilities located in Genesee County. All the homes are in good standing and hold regular licenses.

1) Applicant, Licensee Designee, Administrator – Qualifications, Experience, GMC, Competency:

Bentley Manor Inc. submitted a written statement naming Ms. Melissa Bentley the Licensee Designee for the corporation, and administrator for the home. Ms. Bentley has extensive background and training in the area of Adult Foster Care dating back to 1995. The Licensee Designee's good moral character was also assessed as part of the licensing process. Based on the information submitted, Ms. Bentley possesses the educational background, experience, and training required by R 400.14201 and 202 to act as Licensee Designee and Administrator for the Bentley Manor #9.

2) Staffing Plan, Proposed Ratios:

The applicant submitted a proposed staffing pattern for inclusion in the home file. The staffing plan meets the requirements of R 400.14206 requiring sufficient staff for the supervision, protection, and personal cared needs of the proposed population. The staff to resident ratio will be 1:6.

3) Records & Record Keeping:

As part of the application process the applicant submitted a program statement, admissions and discharge policy, refund policy and staffing pattern for review and inclusion in the home file. Personnel policies and procedures were reviewed at the time of the initial inspection. Based on conversations with the applicant, and technical assistance given, and the experience of the applicant, I conclude that the applicant is aware of the rule requirements that pertain to records and record keeping.

The applicant has current knowledge of the statutory requirements of Public Acts 28 & 29 of 2006 pertaining to the hiring of or contracting with persons who provide direct care services to residents.

I have determined that Bentley Manor Inc. is in substantial compliance with rule R400.14103 regarding required information and reporting changes. The applicant has policies and procedures in place to meet the requirements of rules R400.14204 and R400.14205 regarding qualifications, training, good moral character, and health of employees. The applicant has an established procedure for staff training for its current homes. The applicant is aware of the requirements of rule R400.14315, The handling of Resident Funds, and has procedures in place to comply with the requirements of the rule. The applicant possesses knowledge pertaining to Public Act 218 and administrative rule requirements related to home records, resident and employee record keeping including the handling of resident funds.

In conclusion, the applicant and facility, by virtue of observation, interview, and review of program documentation, are found to be in substantial compliance with initial licensing requirements relating to General Provisions, Program Requirements, Environmental Conditions, and Fire Safety. A more complete evaluation of Resident Care, Services, and Records will be made at the time of license renewal.

Based on the information presented above, I conclude that the applicant, Bentley Manor Inc., meets the minimum requirements of the licensing administrative rules for small group adult foster care facilities with an approved capacity of 1-12 residents, licensed or proposed to be licensed after 5/24/94.

IV. RECOMMENDATION

I recommend issuance of a temporary license to this AFC adult small group home (capacity 1-6).

Thomas F. Bauer 12/18/2006
Tom Bauer Date
Licensing Consultant

Approved By:

Jack R. Failla 12/18/06
Jack R. Failla Date
Area Manager