



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



JENNIFER M. GRANHOLM  
GOVERNOR

MARIANNE UDOW  
DIRECTOR

January 5, 2007

Brenda Roberts  
Retirement Living Management of Cadillac  
1845 Birmingham SE  
Lowell, MI 49331

RE: Application #: AM830281261  
Green Acres of Cadillac II  
237 Pearl Street  
Cadillac, MI 49601

Dear Ms. Roberts:

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 12 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 (231) 922-5309.

Sincerely,

Marcia S. Elowsky, Licensing Consultant  
Office of Children and Adult Licensing  
Suite 11  
701 S. Elmwood  
Traverse City, MI 49684  
(231) 922-5472

Enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	AM830281261
<b>Applicant Name:</b>	Retirement Living Management of Cadillac
<b>Applicant Address:</b>	1845 Birmingham SE Lowell, MI 49331
<b>Applicant Telephone #:</b>	(616) 897-8000
<b>Licensee Designee:</b>	Brenda Roberts
<b>Administrator:</b>	Tara O'Brien
<b>Name of Facility:</b>	Green Acres of Cadillac II
<b>Facility Address:</b>	237 Pearl Street Cadillac, MI 49601
<b>Facility Telephone #:</b>	(231) 775-5300
<b>Application Date:</b>	12/15/2005
<b>Capacity:</b>	12
<b>Program Type:</b>	AGED ALZHEIMERS PHYSICALLY HANDICAPPED

## II. METHODOLOGY

12/15/2005	Enrollment
12/20/2005	Inspection Report Requested - Health
12/21/2005	Application Incomplete Letter Sent
04/28/2006	Application Incomplete Letter Sent
06/08/2006	Contact - Document Received supporting documents
06/26/2006	Inspection Report Requested - Fire
07/13/2006	Application Complete/OFS Needed
08/02/2006	Inspection Completed-Fire Safety: D
08/03/2006	Inspection Completed On-site
08/09/2006	Inspection Completed-Environmental Health: A
10/19/2006	Inspection Completed-Fire Safety: A
10/19/2006	Inspection Completed-BFS Full Compliance

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

### A. Physical Description of Facility

This is a newly constructed single story structure, located at the south end of Cadillac. The facility consists of 12 individual units to include a living room, kitchen, bedroom and full bathroom. The heat plant is located in the basement and is fueled by natural gas. The facility has been approved as barrier-free.

Ten units have bedrooms that have approximately 93 ½ square feet and living space that measures 186 square feet.

Two units have bedrooms that have approximately 117 ½ square feet and living space that measures 236 ½ square feet.

The remainder of this medium group home consists of a large dining room/activity room, a commercial style kitchen, beauty shop, two bathrooms, laundry room and an office.

The facility has sufficient space to accommodate 12 residents. It is the applicant's responsibility not to exceed the facility's licensed resident capacity.

This consultant completed an on-site inspection on August 3, 2006, and determined the facility to be in full compliance with applicable rules relating to physical plant.

The District Health Department conducted an environmental health inspection on August 9, 2006. The Sanitarian determined the facility to be in substantial compliance with applicable rules. The facility utilizes a municipal water supply system and municipal sewage disposal system.

The Bureau of Fire Services conducted fire safety inspections on August 2, 2006 and October 19, 2006. This facility is equipped with a fire alarm system and a sprinkler system, which was installed by a licensed contractor. The heat plant is located in the basement and the door providing floor separation has received fire-rating approval. The fire safety inspector has determined the facility to be in substantial compliance with applicable rules fire safety rules.

## **B. Program Description**

Admission and discharge policies, program statement, refund policy, personnel policies, and standard procedures for the facility were reviewed and accepted as written. The applicant intends to provide 24-hour supervision, protection and personal care to twelve (12) male or female elderly consumers. The program will include services for those suffering from early stages of Alzheimer's or Dementia, including basic care, nutrition, mental and physically stimulating activities and daily living. A personal behavior support plan will be designed and implemented for each resident's social and behavioral developmental needs.

Transportation is available for routine medical and dental appointments. The facility will make provision for a variety of leisure and recreational equipment. It is the intent of this facility to utilize local community resources.

## **C. Applicant and Administrator Qualifications**

The applicant is Retirement Living Management of Cadillac, L.L.C., which is a "Domestic Limited Liability Company." The applicant submitted a financial statement and established an annual budget projecting expenses and income to demonstrate the financial capability to operate this adult foster care facility.

The Board of Directors of Retirement Living Management of Cadillac, L.L.C. has submitted documentation appointing Brenda Roberts as Licensee Designee for this facility and Tara O'Brien as the Administrator of the facility.

A licensing record clearance request was completed with no lein convictions recorded for the licensee designee and the administrator. The licensee designee and administrator submitted a medical clearance request with statements from a physician documenting their good health and current TB-tine negative results.

The applicant has provided documentation to satisfy the qualifications and training requirements for the licensee designee and administrator as identified in the administrative group home rules.

The staffing pattern for the original license of this 12-bed facility is adequate and includes a minimum of 1 staff-to-12 residents per shift with 1 additional staff scheduled during meal preparation. The licensee has indicated that all staff shall be awake during resident sleeping hours.

The licensee designee acknowledges an understanding of the training and qualification requirements for direct care staff prior to each person working in the facility in that capacity or being considered as part of the staff –to- resident ratio.

The licensee designee acknowledged an understanding of the responsibility to assess the good moral character of employees and contractors who have regular, ongoing, “direct access” to residents or the resident information or both. The licensing consultant provided technical assistance on the process for obtaining criminal record checks utilizing the Michigan Long Term Care Partnership website ([www.mltcpartnership.org](http://www.mltcpartnership.org)), Identix, and the related documents required to be maintained in each employees record to demonstrate compliance.

The licensee designee acknowledges an understanding of the administrative rules regarding medication procedures and that only those direct care staff that have received medication training and have been determined competent by the licensee, can administer medication to residents. In addition, the applicant has indicated that resident medication will be stored in a locked cabinet and that daily medication logs will be maintained on each resident receiving medication.

The licensee designee acknowledges their responsibility to obtain all required documentation and signatures that are to be completed prior to each direct care staff or volunteer working with residents. In addition, the applicant acknowledges their responsibility to maintain a current employee record on file in the home for the licensee, administrator, and direct care staff or volunteer and the retention schedule for all of the documents contained within each employee’s file.

The licensee designee acknowledges an understanding of the administrative rules regarding informing each resident of their resident rights and providing them with a copy of those rights. The applicant indicated that it is their intent to achieve and maintain compliance with these requirements.

The licensee designee acknowledges an understanding of the administrative rules regarding the written and verbal reporting of incidents and accidents and the responsibility to conduct an immediate investigation of the cause. The applicant has indicated their intention to achieve and maintain compliance with the reporting and investigation of each incident and accident involving a resident, employee, and/or visitor.

The licensee designee acknowledges an understanding of the administrative rules regarding the handling of resident funds and valuables and intends to comply.

The licensee designee acknowledges their responsibility to obtain all of the required forms and signatures that are to be completed prior to, or at the time of each resident's admission to the home as well as the required forms and signatures to be completed for each resident on an annual basis. In addition, the applicant acknowledges their responsibility to maintain a current resident record on file in the home for each resident and the retention schedule for all of the documents contained within each resident's file.

**D. Rule/Statutory Violations**

None.

**IV. RECOMMENDATION**

I recommend issuance of a temporary license to this AFC adult medium group home (capacity 7-12).

*Marcia S. Elowsky*

01/05/2007

\_\_\_\_\_  
Marcia S. Elowsky  
Licensing Consultant

\_\_\_\_\_  
Date

Approved By:



01/05/2007

\_\_\_\_\_  
Christopher J. Hibbler  
Area Manager

\_\_\_\_\_  
Date