



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



JENNIFER M. GRANHOLM  
GOVERNOR

ISMAEL AHMED  
DIRECTOR

November 2, 2007

Louis Hill  
Hill's Support Services, Inc.  
P. O. Box 648  
Inkster, MI 48141

RE: Application #: AS820292182  
Oak Tree II  
608 Oak St.  
Wyandotte, MI 48192

Dear Mr. Hill:

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 (734) 665-4740.

Sincerely,

Vanita C. Bouldin, Licensing Consultant  
Bureau of Children and Adult Licensing  
2121 W. Stadium  
Ann Arbor, MI 48103

enclosure

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

**I. IDENTIFYING INFORMATION**

**License #:** AS820292182

**Applicant Name:** Hill's Support Services, Inc.

**Applicant Address:** P. O. Box 648  
Inkster, MI 48141

**Applicant Telephone #:**

**Administrator/Licensee Designee:** Louis Hill, Designee

**Name of Facility:** Oak Tree II

**Facility Address:** 608 Oak St.  
Wyandotte, MI 48192

**Facility Telephone #:** (313) 617-3317

**Application Date:** 08/14/2007

**Capacity:** 6

**Program Type:** MENTALLY ILL  
DEVELOPMENTALLY DISABLED

## II. METHODOLOGY

08/14/2007	Enrollment
08/17/2007	Application Incomplete Letter Sent re: \$40 more for fee
08/30/2007	Contact - Document Received \$40 more
09/11/2007	Application Complete/On-site Needed
10/15/2007	Application Incomplete Letter Sent
10/15/2007	Inspection Completed-BFS Sub. Compliance
10/16/2007	Application Incomplete Letter Sent
11/02/2007	Inspection Completed – BFS Full Compliance
11/02/2007	Recommend License Issuance
11/02/2007	LSR Sent

## III. Description of Findings & Conclusions

### A. Physical Plant

The Oak Tree II home is located in a residential area in Wyandotte, MI. The home is a double-story structure with a full basement and detached garage. The first floor of the home consists of a living room, dining room, kitchen, a full bathroom (employees only). The second floor consists of 1 full bathroom and three bedrooms.

The heat plant and hot water heater are located in the basement. The basement is separated from the rest of the house with fire rated door that is equipped with a self-closing device.

The home is equipped with hard-wired interconnected smoke alarm system that was installed by a licensed electrician and is fully operational. The home is in full compliance with fire safety rules.

The home cannot accommodate wheelchairs.

The home has public water and sewer and is in compliance with environmental health rules.

The living room, dining room and bedrooms were measured during the initial inspection and have the following dimensions.

Living room: 15.5 X 13.42 = 208 sq. ft.

Dining room:  $11.1 \times 10.5 = 117$  sq. ft.

### Resident bedrooms

Bedroom #1:  $11.5 \times 12.83 = 148$  sq. ft. ( 2 residents)

Bedroom #2:  $12.75 \times 11.5 = 147$  sq. ft. ( 2 residents)

Bedroom #3:  $11.33 \times 10.1 + 7.33 \times 8.5 = 176$  sq. ft. ( 2 residents)

The applicant has requested a license for six residents, and based on the above information can accommodate six residents.

## **B. Administration/Program/Resident Care/Records**

### **1. Population to be Served & Admission Criteria**

The applicant intends to provide 24-hour supervision, protection and personal care to **six (6)** ambulatory, male and female adults whose diagnosis is mentally ill or developmentally disabled. The program will include social interaction skills, personal hygiene, personal adjustment skills, public safety skills and transportation. A personal behavior support plan will be designed and implemented for each resident's individual needs.

If required, behavioral intervention and crisis intervention programs will be developed as identified in the assessment plan. These programs shall be implemented only by trained staff, and only with the prior approval of the resident, guardian, or the responsible person.

In addition to the above program elements, it is the intent of the applicant to utilize local community resources including the public schools and library, local museums, and shopping centers. These resources provide an environment to enhance the quality of life and increase the independence of each resident.

### **2. Applicant and Household**

#### **a. Corporation or Limited Liability Company**

Hills Support Services, Incorporated is the applicant. Hills Support Services, Incorporated non-profit company registered with the State of Michigan.

The corporate/organizational structure consists of the Executive Director, Administrator, Home Manager, Home Supervisor and Direct Care Staff. The Board of Directors has designated Louis Hill as the licensee designee and the administrator.

### **3. Applicant, Licensee Designee, Administrator-Qualifications, Experience, Competency, Financial Capability & Stability and Good Moral Character**

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

The licensee designee/administrator submitted financial information, and based on this information meets the requirements for financial stability and capability.

### **4. Staffing Plan, Proposed Ratios, Staff Training & Competencies**

The supervision of residents in this family home licensed for ( 6 ) residents will be the responsibility of the family home applicant 24 hours a day / 7 days a week with the responsible person on call to provide supervision in relief.

The applicant acknowledges an understanding of the training and qualifications requirements for the responsible person or volunteers and/or staff to provide a specialized program prior to each person working in the home in that capacity or providing care to residents in the home.

The applicant acknowledges an understanding of the administrative rules regarding medication procedures and that only those responsible persons or any additional staff or volunteers 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 applicant 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.

### **5. Records & Record Keeping**

The applicant acknowledges an understanding of the administrative rules regarding the admission criteria and procedural requirements for accepting a resident into the home for adult foster care.

The applicant acknowledges an understanding of the administrative rules regarding the discharge criteria and procedural requirements for issuing a 30-day discharge written notice to a resident as well as when a resident can be discharged before the issuance of a 30-day written discharge notice.

Evacuation and emergency plans are posted in the facility and the applicant is aware that fire drills must be conducted and recorded.

The following resident records were reviewed with the applicant:

- Resident Identification Form
- Resident care Agreement
- Health Care Appraisal
- Medication Record
- Monthly Weight Record
- Assessment Plan
- Funds & Valuables Record Part 1 & 2
- Incident/Accident Report

The applicant 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 applicant 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 applicant 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.

The applicant was provided technical assistance on the statutory requirements (Section 400.734b of PA 218) pertaining to the hiring or contracting of persons who provide direct service or have direct access to residents. The applicant has indicated that the requirements and procedures outlined in 400.734b (3) will be utilized as the process to identify criminal history when assessing good moral character.

Technical assistance was provided to the applicant on Act and administrative rule requirements related to home, resident and employee record keeping including the handling and accounting of resident funds.

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

#### IV. Recommendation

Based on the findings it is recommended that a temporary license be issued. The terms of the license will enable the licensee to operate an adult foster care home for residents diagnosed with mental illness or those developmentally disabled. The term of the license will be for a six-month period effective 11/02/2007.



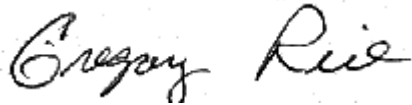
11/02/2007

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Vanita C. Bouldin  
Licensing Consultant

Date

Approved By:



11/02/2007

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Gregory Rice  
Area Manager

Date