



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



JENNIFER M. GRANHOLM  
GOVERNOR

ISMAEL AHMED  
DIRECTOR

April 9, 2008

Janette Shallal  
Kadima Jewish Support Services For Adults with MI  
15999 W Twelve Mile Rd  
Southfield, MI 48076

RE: Application #: AS630293956  
Pitt Home  
32735 Olde Franklin  
Farmington, MI 48334

Dear Ms. Shallal:

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) 975-5053.

Sincerely,

Genevieve Lopez, Licensing Consultant  
Bureau of Children and Adult Licensing  
Suite 1000  
28 N. Saginaw  
Pontiac, MI 48342  
(248) 975-5069

enclosure

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

**I. IDENTIFYING INFORMATION**

**License #:** AS630293956

**Applicant Name:** Kadima Jewish Support Services For Adults with MI

**Applicant Address:** 15999 W Twelve Mile Rd  
Southfield, MI 48076

**Applicant Telephone #:** (248) 559-8235

**Administrator/Licensee Designee:** Janette Shallal, Designee

**Name of Facility:** Pitt Home

**Facility Address:** 32735 Olde Franklin  
Farmington, MI 48334

**Facility Telephone #:** (248) 737-9050

**Application Date:** 11/26/2007

**Capacity:** 6

**Program Type:** MENTALLY ILL

## II. METHODOLOGY

02/15/2007	Inspection Completed On-site
11/26/2007	Enrollment I rec'd application on 12/6/07
12/07/2007	Application Incomplete Letter Sent Incomplete 1326 for Ms. Shallal
12/21/2007	Application Complete/On-site Needed
02/20/2008	Application Incomplete Letter Sent
03/31/2008	Inspection Completed-BFS Full Compliance

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

The following findings are based upon P.A. 218 of the Michigan Public Acts of 1979, as amended, and the administrative rules governing operation of AFC small group homes.

The licensing evaluation consisted of two on-site inspections and a review of all supplementary material submitted.

### A. Physical Description of Facility

#### 1. Physical Plant

The structure is a ranch style home located in the City of Farmington Hills in a subdivision of similar existing single-family dwellings. Recreational, educational and medical resources are located in the surrounding communities of West Bloomfield and Birmingham.

The property owner is the corporation, Kadima Jewish Support Services for Adults with MI.

The home contains a kitchen, dining room, family room, three bedrooms and one and a half baths. A deck is located outside of the dining area. The basement contains the furnace, water heater and laundry facilities. There is an attached two car garage.

The following are the living space measurements:

<u>ROOM/LOCATION</u>	<u>DIMENSIONS</u>	<u>AREA/SQ. FT.</u>
Dining Room	22'3" x 18'8" - 10.4 x 7	415.2 <u>-72.3</u> 342.9
Living Room	21' x 13'5"	281.8

The home must minimally afford 35 square feet of indoor living area per occupant. According to the bedroom measurements below, there is sufficient space for a capacity of six. There will be no live in staff. Therefore, six (6) occupants require a total of 210 square feet. According to the measurements, the home has 624.7 square feet of living space, providing 104.1 square feet per occupant, which is more than adequate.

The following are the bedroom measurements:

<u>ROOM/LOC.</u>	<u>DIMENSIONS</u>	<u>AREA/SQ. FT.</u>	<u>CAPACITY</u>
B #1	13'6" x 10'9"	145.1	2
B #2	11' x 13'11" -2.3 x 8.3	153.1 <u>-18.6</u> 134.5	2
B #3	14'11" x 14' -3.4 x 10.6	208 <u>-35</u> 173	2

**NOT TO EXCEED: 6**

Linens and bedding are in place, as well as all furnishings.

2. Environmental/Sanitation

The proposed facility has municipal sewage and water systems. The furnishings and housekeeping standards meet licensing requirements. Garbage cans with tight fitting lids are in place. Thermometers are in both units of the refrigerator. Bathrooms are adequately supplied with paper towels, hand soap and toilet paper.

3. Fire and General Safety

An automatic, interconnected fire alarm system with battery backup is installed. Fire extinguishers are mounted on each level. All hardware has been changed to single motion, non-locking against egress. A floor separation has been constructed between the first floor and the basement by installing a 13/4 solid core wood door at the top of the basement stairs with a pneumatic self-closing device. Evacuation routes have been posted.

A secured location has been identified for medications and caustics. Handrails and nonskid strips are installed in the bath area.

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

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

A review of the admission policy and program statement indicate that the applicant will be providing services to a population 18 or over that has a history of mental illness. Easter Seals, CNS (Community Network Services) or TTI (Training & Treatment Innovations Inc) will be referring prospective residents. Residents may also have chronic physical conditions. Anyone who has exhibited suicidal or homicidal ideation up to six months prior to referral will not be considered for placement, nor will anyone with a history of fire setting.

### **2. Applicant**

The applicant is a nonprofit domestic corporation incorporated May 14, 1984. The purpose of the corporation is “to provide residential care facilities in independent community circumstances of a non-institutional nature and care, supervision, services and counseling for adults with mental disabilities, emotional impairments...or other like conditions.”

The corporate documents such as the certificate of incorporation, by-laws, organizational structure, personnel policies and job descriptions were provided for review.

Financial documents were submitted to demonstrate financial and administrative capability and stability.

### **3. Licensee Designee/Administrator**

Janette Shallal is the licensee designee and administrator. Her resume indicated that she has been the applicant's executive director and administrator since 1993. She had previous management/administrative experience with Jewish Family Service of Oakland County and Catholic Social Services of Wayne County. She has a BA and MSW, with completed course work towards a doctorate in clinical psychology. She has furthered her knowledge by obtaining 16 hours of annual administrator training.

A current medical and license clearance were obtained. The information submitted during the licensing process demonstrated compliance with the licensing requirements related to Ms. Shallal's education, experience with the designated population, good moral character, competencies and health.

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

The facility will be operated on a shift rotation basis with three shifts. The staffing ratio will be 2:6 on days and afternoons and 1:6 on the midnight shift. Ms. Shallal is aware

that staffing ratios are determined by resident needs. The records of the seven identified staff were reviewed. They were experienced and were fully trained.

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

#### 5. Records and Record Keeping

The area of record keeping will be evaluated within six months, at the time of the renewal inspection.

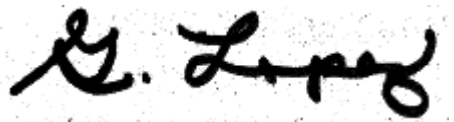
Technical assistance was provided to the applicant on Act and administrative rule requirements related to home, resident and employee record keeping, including the handling and accounting of resident funds.

#### **B. Rule/Statutory Violations**

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 small group home for six residents who have a history of mental illness.



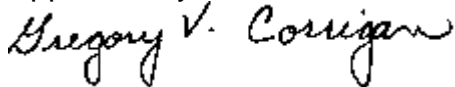
04/07/2008

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Genevieve Lopez  
Licensing Consultant

Date

Approved By:



04/09/2008

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Gregory V. Corrigan  
Area Manager

Date