



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



JENNIFER M. GRANHOLM
GOVERNOR

ISMAEL AHMED
DIRECTOR

April 29, 2008

Margarito and Gina Martinez
2222 Loree Rd
Applegate, MI 48401

RE: Application #: AL760287996
Martinez Manor
5565 E. Peck Rd
Crosswell, MI 48422

Dear Mr. and Mrs. Martinez:

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 **15** 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,

Karen LaForest, Licensing Consultant
Bureau of Children and Adult Licensing
39531 Garfield
Clinton Township, MI 48038
(586) 228-2682

enclosure

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

I. IDENTIFYING INFORMATION

License #:	AL760287996
Applicant Name:	Gina and Margarito Martinez
Applicant Address:	2222 Loree Rd Applegate, MI 48401
Applicant Telephone #:	(810) 633-9227
Administrator/Licensee Designee:	N/A
Name of Facility:	Martinez Manor
Facility Address:	5565 E. Peck Rd Crosswell, MI 48422
Facility Telephone #:	(810) 679-0226
Application Date:	01/11/2007
Capacity:	15
Program Type:	MENTALLY ILL DEVELOPMENTALLY DISABLED AGED PHYSICALLY HANDICAPPED

II. METHODOLOGY

01/11/2007	Enrollment
01/12/2007	Application Incomplete Letter Sent 1326 for Gina/AKA
01/16/2007	Inspection Report Requested - Fire
01/16/2007	Inspection Report Requested - Health
02/06/2007	Application Complete/On-site Needed
02/21/2007	Inspection Completed-Env. Health : A
05/01/2007	Application Incomplete Letter Sent
01/23/2008	Inspection Completed On-site Preliminary Inspection conducted.
02/08/2008	Contact - Document Received Applicant sent employee paper work not in the file and CAP for Fire safety disapproval.
02/21/2008	Contact-Document Sent E-mailed Office of Fire Safety, Cindy Redburn, to inform her the applicant had completed all corrections and is ready for a re- inspection.
02/28/2008	Inspection Report Requested-Health Consultant sent referral to have the facility re-inspected since the previous environmental health care inspection report is over a year old.
02/29/2008	Contact-Document Sent Mailed medical clearance records and license clearance records to Gina and Margarito Martinez to be updated-over a year old.
03/27/2008	Contact-Document received Received both Mr. and Mrs. Martinez's medical clearance updates dated 3/24/2008.
04/08/2008	Contact-Document received Received license record clearances on Mr. And Mrs. Martinez processed 4/4/2008.
04/21/2008	Contact-Document Received Consultant received fire safety report with full approval on this date via e-mail. Report was completed on 4/16/2008.

04/28/2008	Contact-Telephone call made Contacted Sanilac Environmental health to request they fax the Environmental Health Report to licensing.
04/29/2008	Contact-Document received Environmental Health faxed report with A rating.
04/29/2008	Inspection completed-BFS Full Compliance

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

Martinez Manor is a large ranch style home approximately 5,000 square feet located on 5565 Peck Road in Croswell, MI. The home contains eight bedrooms, seven bathrooms, a large recreational room, a large dining room, two living rooms, a kitchen, office, laundry room and basement. There is also a private living quarter for live in staff. The home has public water and sewage through the city of Croswell in Sanilac County. An environmental health care inspection was completed on February 21, 2007 indicating full compliance, however it is over a year and a new referral was completed on February 28, 2008. On April 25, 2008 the Sanilac County environmental health department completed their inspection and indicated full compliance. A fire safety inspection was completed on April 16, 2008 and full compliance was issued with regards to fire safety regulations for large group homes.

The consultant conducted an inspection on January 23, 2008. The facility was noted to be in full compliance with the licensing rules for large group homes. The facility currently has a management operating agreement between Mr. And Mrs. Martinez and the currently licensee, Sanilac County Nonprofit Housing Corporation, license number AL760084926. The reason for this new application is a change of licensee.

Gina and Margarito Martinez are joint applicants and licensees. Both were present at the onsite inspection. Measurements were taken of the bedrooms and as follows:

West Wing:

Southeast bedroom	17'7" x 12'10"	225.55 sq. ft.	2 residents
Southwest bedroom	12'11" x 16'7"	214.21 sq. ft.	2 residents
Northeast bedroom	17'4" x 13'2"	228.24 sq. ft.	2 residents
Northwest bedroom	13'2" x 16'7"	218.36 sq. ft.	2 residents

North Wing:

Southeast bedroom	15'6" x 13'2"	204.14 sq. ft.	2 residents
Southwest bedroom	15'9" x 13'2"	207.43 sq. ft.	2 residents
Northeast bedroom	16'8" x 13'2"	219.41 sq. ft.	2 residents
Northwest bedroom	16'8" x 13'2"	219.41 sq. ft.	1 resident

The facility can accommodate fifteen residents in accordance with Rule 400.15409 (2) and (3).

Measurements of the indoor living space were taken and are as follows: dining room measured 17'4" x 16'6" or 285.95 square feet; the small living room measured 19'7" x 14'2" or 277.45 square feet; the large living room measured 21' x 29'9" or 624.75 square feet; and the recreational room measured 31'3" x 24'10" or 775.94 square feet. The total square footage of indoor living space is 1964.09 square feet, adequate to meet the needs of 15 residents (a required 560 square feet including one live-in staff).

At the final inspection, the home was equipped with a refrigerator and stove/oven. Thermometers were located in the freezer and refrigerator. The home had dishes, pots and pans, eating utensils, cups and glasses, bake ware and small appliances. There were washers and dryers in the laundry room. Bedrooms all contained chairs, dressers, mirrors, beds, and closets. Both living rooms contained living room furniture and televisions. The kitchen had a waste receptacle with a lid. Poisons and caustics will be locked up, away from residents and food preparation areas. Bathrooms contained handrails and nonskid surfacing in the bathtub/shower areas. There were adequate linens, bath towels, hand towels and washcloths available for residents. Medications will be locked and separate in a cupboard by internals and externals for each resident.

The Office of Fire Safety conducted a final inspection on April 16, 2008. Full approval was issued to the home. An electrical inspection was done on April 11, 2007 by the Sanilac County Department of Construction that did not note any electrical problems. Precision Temperature North completed a heating and cooling inspection on April 10, 2007 that the furnace and the water heater were operating safely.

The Sanilac County Environmental Health Department conducted an inspection on April 25, 2008 and issued substantial compliance with applicable rules.

B. Program Description

Gina and Margarito Martinez submitted licensing application materials on January 11, 2007 for an original license. The application stated that the licensees would accept both

males and females, who are mentally ill, developmentally disabled, aged and/or physically handicapped. They will accept individuals who are 18 years and older. Proposed capacity is 15 residents. This is a change of licensee application.

The following documents have been submitted: organization chart, annual credit report on licensees, job descriptions, personnel policies and procedures, designated person in the absence of the licensees, and the purchase agreement and the warranty deed.

Gina and Margarito are co-licensees who are authorized to conduct business and make decisions in behalf of the facility. Mr. and Mrs. Martinez both have several years of experience and also have a licensed family home. Mr. And Mrs. Martinez provided this consultant with evidence they are in good physical and mental health from their physician dated March 24, 2008. Mr. And Mrs. Martinez had negative tuberculin testing done February 23, 2006. Criminal history checks were done on April 4, 2008, confirming Mr. And Mrs. Martinez are of good moral character. Both applicants submitted evidence of training qualifying them as licensees in accordance with Rule 400.15201 (3)(a) through (i).

During the final inspection, Ms. Martinez made available the following facility records: Facility Program Statement; Admission and Discharge Policies; Personnel Policies and Procedures; Job Descriptions; Emergency Preparedness Plans; Floor Plan; Standard and Routine Procedures; Proposed Staffing Schedule; Designated Person in the Absence of the Licensees; Furnace and Electrical Inspections; House Rules; and Resident Register.

At the final inspection, five employee records were reviewed. Employee records were in compliance including the following: A completed and signed job application; educational and work experience; signed job descriptions and personnel policies; two references checks on each employee; initial physicals and TB testing with results; driver's license, which verified age of employee; and long term background workforce agreement form completed. Employees also have evidence of training in reporting requirements, resident rights, CPR, First Aid, personal care, protection and supervision training, prevention and containment of communicable diseases, fire and safety prevention, nutrition, resident rights, and medication training.

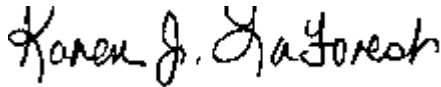
At the final inspection, this consultant reviewed with Mrs. Martinez the required resident records for licensing. The following documents were reviewed: Resident health care appraisals; resident weight records; resident medication forms; resident health care chronological; resident incident and accident reports; resident assessment forms; resident care agreements; resident information and identification forms; resident funds and valuable forms Part I and II; resident fire drills; resident register and resident grievance procedure. The consultant will review all of these documents and resident records prior to the expiration of the temporary license to ensure compliance with Rule 400.15316.

C. Rule/Statutory Violations

There were no rule violations noted at the final inspection.

IV. RECOMMENDATION

The facility has been determined to be in full compliance with the applicable administrative licensing rules for large group homes (13-20) and the licensing statute, Public Act 218 of 1979, as amended. This is based upon the onsite inspection conducted by the licensing consultant, the environmental inspection conducted by Sanilac County, and the fire safety inspection conducted by the Office of Fire Safety. The licensees also agree to comply with the Administrative Rules for Large Group homes. Therefore, it is recommended that a temporary license be issued to the facility identified as Martinez Manor located at 5565 E. Peck Road in Croswell, Michigan, 48422, license #AL760287996.

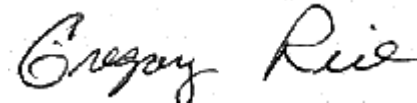


4/29/2008

Karen LaForest
Licensing Consultant

Date

Approved By:



4/30/2008

Gregory Rice
Area Manager

Date