



RICK SNYDER  
GOVERNOR

State of Michigan  
DEPARTMENT OF HUMAN SERVICES  
BUREAU OF CHILDREN AND ADULT LICENSING



MAURA D. CORRIGAN  
DIRECTOR

July 2, 2014

Michael Navoy  
AJM Care Services, LLC  
12786 Superior  
Southgate, MI 48195

RE: Application #: AS820356221  
Allen Park Community Living Center  
19330 Champaign  
Allen Park, MI 48101

Dear Mr. Navoy:

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 4 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 (313) 456-0380.

Sincerely,

Karen Davis, Licensing Consultant  
Bureau of Children and Adult Licensing  
Cadillac Pl. Ste 11-350  
3026 W. Grand Blvd  
Detroit, MI 48202  
(313) 296-5412

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	AS820356221
<b>Licensee Name:</b>	AJM Care Services, LLC
<b>Licensee designee Address:</b>	12786 Superior Southgate, MI 48195
<b>Licensee designee Telephone #:</b>	(734) 934-7202
<b>Administrator/Licensee Designee:</b>	Analyn Navoy/Michael Navoy
<b>Name of Facility:</b>	Allen Park Community Living Center
<b>Facility Address:</b>	19330 Champaign Allen Park, MI 48101
<b>Facility Telephone #:</b>	(734) 934-7202
<b>Application Date:</b>	01/27/2014
<b>Capacity:</b>	4
<b>Program Type:</b>	AGED ALZHEIMERS

## **II. METHODOLOGY**

01/27/2014	Enrollment
01/27/2014	Application Complete/On-site Needed
02/10/2014	Application Incomplete Letter Sent
05/08/2014	Inspection Completed On-site
06/10/2014	PSOR on Address Completed
06/12/2014	Follow –up Inspection Completed On-site
06/12/2014	Inspection Completed-BCAL Full Compliance

## **III. DESCRIPTION OF FINDINGS & CONCLUSIONS**

### **A. Physical Description of Facility**

The facility is a brick ranch built in 1954 located in a residential area across from a city park. The address of the facility is 19330 Champaign, Allen Park MI 48101. The home sits on a corner lot and has a two car attached garage with a driveway. The home has two bedrooms and one full bath with shower and tub. The home has a large connecting living and dining area with gas fireplace. Licensee designee Michael Navoy wrote a letter stating the fireplace will not be used. The kitchen is off dining area. The home has a basement that will not be used by the residents because it does not have a walk out egress. The licensee designee Michael Navoy will eventually reside in the basement once an egress window is installed and he obtains approval from the city of Allen Park zoning board. The home is not wheelchair accessible and cannot accommodate wheelchairs. There are two means of egress the front door and back door that leads to a fenced in yard.

The fire door that leads to the basement is a 1-3/4 inch solid core door with an automatic self-closing device and positive latching hardware. The gas furnace and water heater is located in the basement. The home is also equipped with central air conditioning. The home utilizes public water and sewage disposal system.

The facility is equipped with an interconnected, hardwired smoke detection system with battery back-up which was installed by a licensed electrician and is fully operational and was tested during the on-site inspection on 05/08/2014.

Resident bedrooms were measured during the on-site inspection and have the following dimensions:

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
Bedroom 1	13' x 11'2"	151	2
Bedroom 2	11'1"x 11'5"	147	2

The indoor living and dining areas measure a total of **302** square feet of living space. This exceeds the minimum of 35 square feet per occupant requirement.

Based on the above information, this facility can accommodate **(4)** residents. It is the licensee's responsibility not to exceed the facility's licensed capacity.

## **B. Program Description**

The licensee designee Michael Navoy(s) intends to provide 24-hour supervision, protection and personal care to **(4)** male and female residents who are aged or who have Alzheimer's disease or related conditions. The program will include social interaction; training to develop personal hygiene, personal adjustment, public safety and independent living skills resident must pay for their own transportation. The licensee designee Michael Navoy intends to accept residents with private sources for payment. Allen Park Community Living Center program statement states:

"The mission of the Allen Park Community Living Center is to provide a safe, comfortable and stimulating environment for those suffering from dementia and Alzheimer's disease. We focus on maintaining or improving social skills, cognitive skills, mobility, and activities of daily living, psychological well-being and self-direction."

"It is the goal of the APCLC to create an environment where our residents can be as independent as possible yet provide the assistance they require when needed. Our residents benefit from interacting with the compassionate staff and other residents and guests. They also benefit from the many activities planned."

**If needed by residents**, behavior interventions and specialized interventions will be identified in the assessment plans. These interventions shall be implemented only by staff trained in the intervention techniques.

In addition to the above program elements, it is the intent of the licensee designee Michael Navoy(s) to utilize local community resources for recreational activities including (the public schools and library, local museums, shopping centers, churches, etc.). These resources provide an environment to enhance the quality of life of residents.

### **C. licensee designee Michael Navoy and Administrator Qualifications**

The licensee designee Michael Navoy is AJM Care Services, L.L.C., a “Domestic Limited Liability Company”, established in Michigan on 08/22/2013. The licensee designee Michael Navoy 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 members of AJM Care Services, L.L.C. have submitted documentation appointing Michael Navoy as licensee designee for this facility and Analyn Navoy as the administrator of the facility.

Criminal history background checks of the licensee designee Michael Navoy and administrator Analyn Navoy were completed and they were determined to be of good moral character to provide licensed adult foster care. The licensee designee Michael Navoy and administrator Analyn Navoy submitted statements from a physician documenting their good health and current negative tuberculosis test results.

The licensee designee Michael Navoy and administrator Analyn Navoy have provided documentation to satisfy the qualifications, experience, and training requirements identified in the group home administrative rules R.400.14201/R.400.15201. Mr. Navoy has been taking care of his mother who is elderly, fragile, and partially deaf. He also has been caring for his aunt who is diagnosed with Alzheimer’s disease for the past four years. The administrator Analyn Navoy is licensed since 2001 in the State of Michigan as a Nurse Aide. She is currently employed at Oakwood Hospital as a Nurse Aide. She is also employed at the Exceed Home Health System and Academy Home Care, Inc as a Certified Home Health Aide. The licensee designee Michael Navoy and administrator Analyn Navoy have completed basic Adult Foster Care training at the Direct Care Training & Resource Center, Inc.

The staffing pattern for the original license of this 4 bed facility is adequate and includes a minimum of 1 staff for 4 residents per shift. The Michael Navoy acknowledged that the staff to resident ratio may need to be increased in order to provide the level of supervision or personal care required by the residents due to changes in their behavioral, physical, or medical needs. The licensee designee Michael Navoy has indicated that direct care staff will be awake during sleeping hours.

The licensee designee Michael Navoy acknowledged an understanding of the qualifications, suitability, and training 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 Michael Navoy acknowledged an understanding of the responsibility to assess the good moral character of employees. The licensee designee Michael Navoy acknowledge(s) the requirement for obtaining criminal record checks of employees and contractors who have regular, ongoing “direct access” to residents or resident information or both utilizing the Michigan Long Term Care Partnership website ([www.miltcpartnership.org](http://www.miltcpartnership.org)) and the related documents required to demonstrate compliance.

The licensee designee Michael Navoy acknowledged an understanding of the administrative rules regarding medication procedures and assured that only those direct care staff that have received medication training and have been determined competent by the licensee designee Michael Navoy, will administer medication to residents. In addition, the licensee designee Michael Navoy 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 Michael Navoy acknowledged the responsibility to obtain all required good moral character, medical, and training documentation and signatures that are to be completed prior to each direct care staff or volunteer working directly with residents. In addition, the licensee designee Michael Navoy acknowledged the responsibility to maintain all required documentation in each employee’s record for each licensee or licensee designee, administrator, and direct care staff or volunteer and follow the retention schedule for those documents contained within each employee’s record.

The licensee designee Michael Navoy acknowledged an understanding of the administrative rules regarding the admission criteria and procedural requirements for accepting a resident into the adult foster care home.

The licensee designee Michael Navoy acknowledge the responsibility to obtain the required written assessment, written assessment plan, resident care agreement, and health care appraisal 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 updating and completing those forms and obtaining new signatures for each resident on an annual basis.

The licensee designee Michael Navoy acknowledged the responsibility to maintain a current resident record on file in the home for each resident and follow the retention schedule for all of the documents that are required to be maintained within each resident’s file.

The licensee designee Michael Navoy acknowledged an understanding of the administrative rules regarding the handling of resident funds and valuables and intends to comply. The licensee designee Michael Navoy acknowledged that a separate *Resident Funds Part II BCAL-2319* form will be created for each resident in order to document the date and amount of the adult foster care service fee paid each month and all of the resident's personal money transactions that have been agreed to be managed by the licensee designee Michael Navoy.

The licensee designee Michael Navoy acknowledged an understanding of the administrative rules requiring that each resident be informed of their resident rights and provided with a copy of those rights. The licensee designee Michael Navoy indicated the intent to respect and safeguard these resident rights.

The licensee designee Michael Navoy acknowledged an understanding of the administrative rules regarding the requirements for written and verbal reporting of incidents and accidents and the responsibility to conduct an immediate investigation of the cause.

The licensee designee Michael Navoy acknowledged the responsibility to provide a written discharge notice to the appropriate parties when a 30-day or less than 30-day discharge is requested.

The licensee designee Michael Navoy acknowledged that residents with mobility impairments may only reside on the main floor of the facility.

#### **D. Rule/Statutory Violations**

Compliance with the licensing act and administrative rules related to the physical plant has been determined. Compliance with administrative rules related to quality of care will be assessed during the temporary license period.

#### IV. RECOMMENDATION

I recommend issuance of a six-month temporary license to this adult foster care group home with a capacity of four (4).



07/02/14

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Karen Davis  
Licensing Consultant

Date

Approved By:



07/02/14

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Ardra Hunter  
Area Manager

Date