



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

September 17, 2018

Thomas Zmolek
MOKA Non-Profit Services Corp
Suite 201
715 Terrace St.
Muskegon, MI 49440

RE: Application #: AS610395835
Crescent AFC Home
472 W. Hile Rd.
Norton Shores, MI 49444

Dear Mr. Zmolek:

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 contact me with any questions. In the event that I am not available, and you need to speak to someone immediately, please contact the local office at (616) 356-0100.

Sincerely,

Arlene B. Smith

Arlene B. Smith, Licensing Consultant
Bureau of Community and Health Systems
Unit 13, 7th Floor
350 Ottawa, N.W.
Grand Rapids, MI 49503
(616) 916-4213

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF COMMUNITY AND HEALTH SYSTEMS
LICENSING STUDY REPORT**

I. IDENTIFYING INFORMATION

License Application #: AS610395835

Applicant Name: MOKA Non-Profit Services Corp

Applicant Address: Suite 201
715 Terrace St.
Muskegon, MI 49440

Applicant Telephone #: (231) 830-9376

Administrator/Licensee Designee: Thomas Zmolek, Designee/Administrator

Name of Facility: Crescent AFC Home

Facility Address: 472 W. Hile Rd.
Norton Shores, MI 49444

Facility Telephone #: (231) 894-4975

Application Date: 08/16/2018

Capacity: 6

Program Type: PHYSICALLY HANDICAPPED
DEVELOPMENTALLY DISABLED
MENTALLY ILL

II. METHODOLOGY

08/16/2018	Enrollment
08/16/2018	Contact - Document Sent Rule & ACT Books
08/16/2018	File Transferred To Field Office Grand Rapids
08/17/2018	SC-Application Received - Original
08/17/2018	Contact - Document Received Information from MOKA that including: copy of the application, Program Statement, Admission Policy, Discharge Policy Transition and Exit Criteria, Articles of Incorporation, Letter from the Board that Thomas Zmolek is the Licensee Designee, Service Contract between MOKA Corporation and HealthWest, City of Norton Shores Certificate of Occupancy, Warranty Deed, MOKA Organizational Chart, Budget, Floor Plan, a list of Managing Employees including names of Board of Directors.
08/20/2018	Comment I received the file this date 08/20/2018.
09/05/2018	Inspection Completed On-site
09/05/2018	Application Complete/On-site Needed
09/05/2018	Contact - Face to Face I met with Tony Maniscalco, Regional Director of Muskegon County for MOKA, Kenton Carter, Residential Coordinator, Arlene Hines, Administrator for Benston home, Tracy Thorns, Property Manager and Josh Canale, Property Director, and Jennifer Reinink the Designer. I met the Builder, from Raha Builders LLC as i was in the driveway leaving the home.
09/05/2018	Inspection Completed-BCAL Full Compliance

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

The home is newly constructed and beautifully decorated. It is a wood framed ranch style home located in the city of Norton Shores. The home has a front porch. There is an attached three stall garage, which was designed to accommodate a tall large van.

The home has a large entryway/foyer. A great room, a kitchen with two doors, a walk in pantry, an office, a medication room with a sink, a laundry room, a mud room entering from the garage, a staff room, three full baths and ½ bath, five resident bedrooms, (all single bedrooms except one bedroom which has two beds) a dining room, and a sun room and a non-heated covered porch off the back of the home. The home was built specifically for wheelchair accessibility without ramps. The main floor includes two means of entrance and egress. There is an additional exit off the porch which is located at the back of the home. The home has a basement which will not be used by residents. The home will utilize public water and sewage system.

The gas furnace and tankless hot water heater, which is mounted on the wall, are located in the full basement. The home has two stairs to the basement and they each have a 1-3/4-inch solid core door equipped with an automatic self-closing device and positive latching hardware located at top of the stairs. The second steps to the basement has a “porch concrete stoop.” The facility is equipped with interconnected, hardwire smoke detection system, with battery back-up, which was installed by a licensed electrician and is fully operational.

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

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
# 1	13' 8" x 11' 1" + 3' 1" x 2' 1"	156.51 Sq. feet	2
# 2	13' 8"x 11' 1"	151.35 Sq. feet	1
# 3	13' 8" x 11'	151.35 Sq. feet	1
# 4	11' x 11' 4"	124.63 Sq. feet	1
# 5	11' x 11' 4"	124.63 Sq. feet	1

The living, dining, and sitting room areas measure which include the sun porch, is a total of 957.52 square feet of living space. This exceeds the minimum of 35 square feet per occupant requirement.

Based on the above information, it is concluded that this facility can accommodate six residents. It is the licensee’s responsibility not to exceed the facility’s licensed capacity.

B. Program Description

The six bed, small group Adult Foster Care home is replacing the Licensed Benston Road Home, (License # AS10012201), which has been licensed since 10/13/1982, 36 years, originally opened by Licensing Consultant, Fred Slikkers.

The residents living in the Benston Road Home will be moving to the new Crescent AFC Home. 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 six (6) male or female ambulatory or handicapped adults whose diagnosis is developmentally disabled or mentally impaired, in the least restrictive environment possible. The program will include social interaction skills, personal hygiene, personal adjustment skills, and public safety skills. A personal behavior support plan will be designed and implemented for each resident's social and behavioral developmental needs. The applicant intends to accept individuals possibly from Muskegon County-Department of Health and Human Services. They will accept individuals from Muskegon County CMH, (Community Mental Health) now called HealthWest, as a referral source. They may accept private pay individuals.

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, and the responsible agency.

The licensee will provide all transportation for program and medical needs. 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 including public schools and libraries, local museums, shopping centers, and local parks.

C. Applicant and Administrator Qualifications

The applicant is MOKA, Non-Profit Services Corporation Inc. which is a "Non-Profit Corporation" which was established in Michigan, on 10/02/1978. 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 MOKA, Non-Profit Services Corporation Inc. have submitted documentation appointing Thomas Zmolek as Licensee Designee/Administrator of the facility.

A licensing record clearance request was completed with no LEIN convictions recorded for the licensee designee/administrator. The applicant 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 have provided documentation to satisfy the qualifications and training requirements identified in the administrative group home rules.

The staffing pattern for the original license of this five (5) bed facility is adequate and includes a minimum of 2 staff –to- 6 residents per shift. The applicant acknowledges that the staff –to- resident ratio will change to reflect any increase in the level of supervision, protection, or personal care required by the residents. The applicant has indicated that direct care staff will be awake during sleeping hours.

The applicant stated that at no time will this facility rely on “roaming” staff or other staff that are on duty and working at another facility to be considered part of this facility’s staff -to- resident ratio or expected to assist in providing supervision, protection, or personal care to the resident population.

The applicant acknowledges 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 applicant 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.miltcpartnership.org) and the related documents required to be maintained in each employee’s record to demonstrate compliance.

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

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 provide a written discharge notice to the appropriate parties when a 30-day or less than 30-day discharge is requested.

The applicant confirmed that residents with mobility impairments may only reside on the main floor of the facility.

D. Rule/Statutory Violations

The applicant was in compliance with the licensing act and applicable administrative rules at the time of licensure.

IV. RECOMMENDATION

I recommend issuance of a temporary license to this AFC adult small group home, capacity 6.

Arlene B. Smith

09/14/2018

Arlene B. Smith
Licensing Consultant

Date

Approved By:

Jerry Hendrick

09/17/2018

Jerry Hendrick
Area Manager

Date