



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

June 24, 2016

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

RE: Application #: AS610381457
Forest Trail
3088 S. Hilton Park Rd.
Fruitport, MI 49415

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 4 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,

A handwritten signature in cursive script that reads "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 #: AS610381457

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

Name of Facility: Forest Trail

Facility Address: 3088 S. Hilton Park Rd.
Fruitport, MI 49415

Facility Telephone #: (231) 777-1385

Application Date: 02/10/2016

Capacity: 4

Program Type: MENTALLY ILL
DEVELOPMENTALLY DISABLED

II. METHODOLOGY

02/10/2016	Enrollment
02/17/2016	Inspection Report Requested - Health 1025389
02/17/2016	Contact - Document Sent Rule & ACT Books
02/17/2016	Application Incomplete Letter Sent 1326 for Eric Rettig (Administrator)
05/24/2016	Inspection Completed-Env. Health : A
06/02/2016	Contact - Document Received 1326 for Salvatore Maniscalco (per consultant - administrator is changing from Eric Rettig to Salvatore Maniscalco)
06/06/2016	File Transferred To Field Office Grand Rapids
06/23/2016	Inspection Completed On-site
06/23/2016	Inspection Completed-BCAL Full Compliance

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

The home is of new construction and beautifully decorated. It is a ranch style home with wood framed construction and is located in a subdivision of Sullivan Township with a Fruitport address but is located just outside of the city of Muskegon. This is a new subdivision and new homes are being built. The back of the home faces a wooded lot. The home has a front porch with a two car attached garage along with a single car attached garage. The main floor has a large entry way, a great room, a kitchen, a walk in pantry, an office, a laundry room, three full baths plus one ½ bath, four single resident bedrooms, a sun room and a dining room with an attached enclosed, unheated porch. The home was built for wheelchair accessibility with low gradual inclines with the required rations or one inch per one foot, to the main floor which includes two means of entrance and egress. There is an additional exit off the porch off the back of the home and to the single stall garage. The lower level of the home will not be used by residents but it has a direct access to the outside of the home. The home will utilize private water and septic system. This system was inspected by the Muskegon County Health Department and approved on 05/19/2016.

The gas furnace and tank-less on-demand water heater are located in the lower level of the home with a 1-3/4 inch solid core door equipped with an automatic self-closing devise and positive latching hardware located at the top of the stairs. 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 1/2" x 11' 7 1/2"	158.1828	1
#2	13' 8" x 11' 2" plus 2' x 5'	162.5822	1
#3	9' 4" x 11' 4"	105.7099	1
#4	9' 4" x 11' 4"	105.7099	1

The living, dining, and sitting room areas measure a total of 909.9617 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 four (4) residents. It is the licensee's responsibility not to exceed the facility's licensed capacity.

B. Program Description

This home replaces MOKA's Annette Street Home, which has been licensed as a small group home since 09/26/1980. The current residents of the Annette Street Home will be moving into the new home, Forest Trail. 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 four (4) male or female adults whose diagnosis is developmentally disabled and/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 residents from Muskegon County CMH/HealthWest. They would consider referrals from Muskegon County DHHS as well as other DHHS offices. They would consider a private pay individual.

The applicant has applied for a Special Certification for developmental disabled and/or mentally impaired 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” and 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 Corporation Inc. have submitted documentation appointing Thomas Zmolek as Licensee Designee for this facility and Salvatore A. Maniscalco as the Administrator of the facility.

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

The licensee designee and 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 four (4) bed facility is adequate and includes a minimum of two (2) staff –to- four (4) residents per first and second shifts. 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 one (1) direct care staff on third shift will be awake during sleeping hours.

The applicant acknowledged 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 acknowledges 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 4).

Arlene B. Smith

06/24/2016

Arlene B. Smith
Licensing Consultant

Date

Approved By:

Jerry Hendrick

06/24/2016

Jerry Hendrick
Area Manager

Date