



JOHN ENGLER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF CONSUMER & INDUSTRY SERVICES
LANSING

NOELLE A. CLARK
DIRECTOR

October 24, 2002

Thomas Zmolek
MOKA Non-Profit Services Corp
Suite 304
425 W. Western Avenue
Muskegon, MI 494401101

RE: Application #: AS700252511
Ferris Street Home
17189 Ferris Street
Grand Haven, MI 49417

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 Adult Foster Care license with a maximum capacity of 6 is being issued. The license is effective 11/01/2002 thru 04/30/2003.

Please review the enclosed documentation for accuracy and feel free to contact me with any questions. In the event that I am not available, please feel free to contact Charlene E. Cunningham, Area Manager, at (616) 356-0120.

Sincerely,

Keith Kohl, Licensing Consultant
Bureau of Family Services
Unit 13, 7th Floor
350 Ottawa, N.W.
Grand Rapids, MI 49503
(616) 356-0113

enclosure: Original Licensing Study Report

cc: Ottawa County CMH

**MICHIGAN DEPT. OF CONSUMER & INDUSTRY SERVICES
BUREAU OF FAMILY SERVICES
LICENSING STUDY REPORT**

I. IDENTIFYING INFORMATION

License #: AS700252511

Applicant Name: MOKA Non-Profit Services Corp

Applicant Address: Suite 304
425 W Western Avenue
Muskegon, MI 494401101

Applicant Telephone #: (269) 744-2434

Administrator/Licensee Designee: Thomas Zmolek, Designee

Name of Facility: Ferris Street Home

Facility Address: 17189 Ferris Street
Grand Haven, MI 49417

Facility Telephone #: (616) 850-0449

Application Date: 10/10/2002

Capacity: 6

Program Type: DEVELOPMENTALLY DISABLED

II. METHODOLOGY

09/05/2002	Inquiry
10/01/2002	Contact - Document Received application received
10/08/2002	Contact - Document Received fee receipt received
10/09/2002	Contact - Telephone call received licensee called to set up inspection date of new facility. Inspection set for 10/15/02
10/10/2002	Enrollment
10/15/2002	Inspection Completed-Fire Safety : B
10/15/2002	Inspection Completed-Env. Health : A
10/15/2002	Inspection Completed On-site
10/15/2002	Inspection Completed-BFS Sub. Compliance
10/23/2002	Corrective Action Plan Received
10/24/2002	Corrective Action Plan Approved
10/24/2002	Inspection Completed-BFS Full Compliance
10/24/2002	Inspection Completed-Fire Safety : A follow-up inspection to verify the installation of two wider doors, heat detector in kitchen area, and removal of gate in egress area.

III. SUMMARY OF FINDINGS:

A. Physical description of facility

1. Environmental:

- a. Property Ownership—Documentation is in the file showing the MOKA Corporation purchased this house on 04/06/2000.
- b. Description of Structure—This is a ranch style home with a walkout basement. It's attached garage has been converted into bedrooms. The main floor consists of six bedrooms, two and a half baths, kitchen, foray,

living room and laundry room. The basement has two more bedrooms, a bathroom, kitchen, living room and storage area. The home is wheelchair accessible and is equipped with a hardwired interconnected smoke detection system with battery back-up.

- c. Square Footage of Bedrooms and Living Area—The smallest of the bedrooms is 117 square feet and the largest bedroom is 288 square feet. Each of the residents will have their own bedroom. All the bedrooms meet the square footage requirements for one person. The living room alone contains over 400 square feet, exceeding requirements for six residents and two staff.

2. Sanitation:

This home has city water and a private septic system. An environmental health referral was not made because Ottawa County environmental health approved and supervised the installation of an entire new septic system on 10-12-00. Proof of the new system is in the file.

3. Fire Safety:

Based on new policy, the fire safety inspection was completed by this consultant. All cited areas were corrected by the Licensee prior to a license being issued.

4. Zoning and Excessive Concentration:

This is a six bed facility, therefore zoning approval is not needed.

B. Program Description

1. Administrative Structure and Capability:

- a. Description of Organizational Structure—MOKA is a large non-profit corporation owning and operating over twenty Adult Foster Care facilities in four counties. The executive director is Thomas Zmolek. He is also the Licensee Designee. The regional manager for the Ottawa County area is Jack VanderStelt. The home manager and administrator for this facility is Beth Vargo. The executive director reports to a board of directors.
- b. Good Moral Character—The record clearance forms and references do not indicate a problem in this area.
- c. Financial Stability and Capability—The corporation is in good standing. The financial statements, budget for this facility, and application material indicate compliance with applicable rules.

d. Disclosure of Ownership Interest—A commercial promissory note is in the file verifying that this property is owned by the MOKA corporation.

2. Qualifications and Competencies:

a. Training—Mr. Zmolek was executive director of MOKA prior to the promulgation of the new licensing rules. He does meet the qualifications for both the licensee designee and the administrator. Mr.Zmolek designates the home managers to receive the 16 hours of training annually. The home manager, Beth Vargo is fully trained and verification is in the file.

b. Health—Medical information forms in the file indicate compliance in this area.

3. Program Information:

a. Admission/Discharge—The MOKA corporation has filed an admission policy for this facility. The provider prefers to care for developmentally disabled adults over the age of 18. They can accommodate both men and women. This is a smoke free facility. Private pay and SSI residents are accepted, however, they must be contracted through Ottawa County CMH. Discharge criteria are outlined in a discharge policy and in the CMH contracts.

b. Transportation—The MOKA corporation will furnish a van to transport residents. Emergency transportation will be provided through county emergency vehicles or relatives of the residents.

c. Recreation—Activities will include outings, games, videos, TV, walking and other exercise outlets as feasible for each resident.

4. Facility and Employee Records:

a. Facility Records—A review of the application and support documents such as the admission, discharge and refund policy, the program statement, the routine procedures and the emergency preparedness plan, indicate compliance with applicable rules.

b. Staff Policy, Training, and Records—A review of the personnel policies, job description and training plan indicate compliance in these areas. Also because this home has applied for a special certification, the corporation knows staff training is essential.

c. The consultant has reviewed the licensee's procedure for assessing Good Moral Character. The licensee has a procedure in place to make this assessment of the staff hired to work in the facility. The licensee uses the following:

- Reference Checks
- Criminal Record Checks
- Employee Application
- Other-- Recipient Rights checks

5. Resident Care, Services, and Records:

- a. Resident Rights—Resident Rights pamphlets have been provided to the MOKA corporation by both Licensing and Ottawa County CMH. They are to be distributed to each resident at admission and reviewed with the residents on a regular basis.
- b. Resident Records—The Licensee has been provided all necessary record forms to permit compliance in this area. The Licensee understands that they must use the Bureau’s health care appraisal, care agreement, resident funds forms, and incident report forms. The use of our assessment plan has also been highly encouraged.
- c. Additional Rule Related Issues (R400.14303 thru R400.14319) will be evaluated at the time of license renewal. The MOKA corporation is very knowledgeable of rules regarding resident care and supervision.

A. Rule/Statutory Violations

Violations were cited after the original physical plant and fire safety inspections. A second inspection verified the violations had been corrected. Necessary paperwork was submitted by the Licensee Designee. The MOKA corporation corporate file at this office contains numerous documents and eliminated the need for re-submission of some of the corporate paperwork necessary to issue an original license.

IV. CONCLUSIONS

This study is based upon Act 218 of the Public Acts of 1979, as amended, and the Administrative Rules governing the operation of an Adult Foster Care Small Group Facility. Included in this inspection was a review of policies and procedures regarding residential care, resident programming and administrative management, as well as fire and environmental safety requirements. The findings of the on-site inspections and a review of corporate and facility documents, indicate that this facility is in compliance with Act 218 and the Administrative Rules.

