



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

August 20, 2020

Robert Rusnac  
Green Hill Manor  
21940 Crescent Ct  
Farmington Hills, MI 48335

RE: Application #: AS630402169  
**Green Hill Manor**  
**21940 Crescent Ct**  
**Farmington Hills, MI 48335**

Dear Mr. Rusnac:

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 (248) 975-5053.

Sincerely,

A handwritten signature in cursive script that reads "Frodet Dawisha".

Frodet Dawisha, Licensing Consultant  
Bureau of Community and Health Systems  
4th Floor, Suite 4B  
51111 Woodward Avenue  
Pontiac, MI 48342  
(248) 303-6348

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	AS630402169
<b>Licensee Name:</b>	Green Hill Manor
<b>Licensee Address:</b>	21940 Crescent Ct Farmington Hills, MI 48335
<b>Licensee Telephone #:</b>	(313) 799-7889
<b>Licensee Designee:</b>	Robert Rusnac
<b>Administrator</b>	Adriana Bobic
<b>Name of Facility:</b>	Green Hill Manor
<b>Facility Address:</b>	21940 Crescent Ct Farmington Hills, MI 48335
<b>Facility Telephone #:</b>	(313) 799-7889
<b>Application Date:</b>	10/29/2019
<b>Capacity:</b>	6
<b>Program Type:</b>	AGED

## II. METHODOLOGY

10/29/2019	On-Line Enrollment
10/29/2019	On-Line Application Incomplete Letter Sent AFC100 for Adriana & Ileana, 1326 & RI030 for Robert
10/30/2019	Contact - Document Sent AFC100, RI030 & 1326
11/12/2019	Contact - Document Received 1326 & RI030 for Robert, AFC100 for Ileana & Adriana
11/18/2019	Contact - Document Received Licensing file received from Central office
11/25/2019	Application Incomplete Letter Sent
08/03/2020	Application Complete On-site/Needed
08/03/2020	Inspection Completed – On-site
08/03/2020	Inspection Completed-BCAL Full Compliance

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

This evaluation is based upon the requirements of P.A. 218 of the Michigan Public Acts of 1979, as amended, and the Administrative Rules governing operation of small group adult foster care facilities with an approved capacity of 1-12 residents, licensed or proposed to be licensed after 05/24/1994.

### A. Physical Description of Facility

Green Hill Manor is a large ranch located in the City of Farmington Hills, Michigan in Oakland County. The neighborhood is characterized with similar structures on large parcels of land. The facility is located within two miles of convenient neighborhood shopping outlets and strip malls in the area. The home has four bedrooms. In addition to the bedrooms, the home has a kitchen, dining room, living room and a game room. There are two and a half bathrooms to accommodate the residents and staff. Green Hill Manor is served by city water and public sewer system.

The furnace and hot water heater are located in the basement, with adequate fire safety enclosure. A 1¾-inch solid core door with an automatic self-closing device and positive latching hardware is located at the top of the basement leading to the main floor for adequate fire separation. 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.

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

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
1	13.01 x 11.04	148	2
2	13.01 x 11.04	148	2
3	16.09 x 14.03	239	2
4	11.10 x 18.08	221	Live-in staff

**Total capacity: 6**

The indoor living, dining and multi-purpose areas measure a total of **653** 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 **six (6)** residents. It is the licensee's responsibility not to exceed the facility's licensed capacity.

## **B. Program Description**

Mr. Rusnac intends to provide 24-hour supervision, protection, and personal care to six male and/or female residents who are aged or related conditions. The program will include social interaction, personal adjustment, and public safety. Mr. Rusnac intends to accept residents with private sources for payment.

In addition to the above program elements, it is the intent of the applicant to utilize local community resources for recreational activities. These resources provide an environment to enhance the quality of life of residents. Mr. Rusnac intends to utilize Visiting Physician Associates.

## **C. Applicant and Administrator Qualifications**

Mr. Rusnac has sufficient financial resources to provide for the adequate care of the residents as evidenced by the projected income from caring for AFC residents along with outside employment. Mr. Rusnac is a full-time manager of radiation oncology at Henry Ford Health System located in Detroit, MI.

The applicant is Green Hill Manor, L.L.C., a "Domestic Limited Liability Company", established in Michigan on 09/03/2019. Mr. Rusnac submitted an annual budget projecting expenses and income to demonstrate the financial capability to operate this adult foster care facility.

The members of Green Hill Manor, L.L.C. have submitted documentation appointing Robert Rusnac as licensee designee and Adriana Bobic the administrator of the facility.

Criminal history background check of Mr. Rusnac and Ms. Bobic were completed, and both were determined to be of good moral character to provide licensed adult foster

care. Mr. Rusnac and Ms. Bobic submitted statements from a physician documenting their good health and current negative tuberculosis test results.

Mr. Rusnac and Ms. Bobic have provided documentation to satisfy the qualifications and training requirements identified in the group home administrative rules. Mr. Rusnac currently works hands on with patients who are over 65 years old. His current employment consists of examining wounds/injuries, monitoring, and documenting vital signs and mental health states. Prior to moving to Michigan, Mr. Rusnac lived at an AFC facility for two years in Washington State providing direct care services to the aged population.

Ms. Bobic was a licensee for an AFC home from 1993-1996 providing direct care to residents within this population. She is also a certified nursing assistant with an associate degree in Business Management.

The staffing pattern for the original license of this 6-bed facility is adequate and includes a minimum of 2 staff for 6 residents per morning and afternoon shift and 1 staff during midnight shift. There will be live-in staff at this facility. Mr. Rusnac acknowledged that the staff to resident ratio may need to be decreased 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. Mr. Rusnac has indicated that direct care staff will be awake during sleeping hours.

Mr. Rusnac and Ms. Bobic 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.

Mr. Rusnac and Ms. Bobic acknowledged an understanding of the responsibility to assess the good moral character of employees. Mr. Rusnac and Ms. Bobic acknowledge 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.

Mr. Rusnac and Ms. Bobic 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 will administer medication to residents. In addition, Mr. Rusnac and Ms. Bobic have indicated that resident medication will be stored in a locked cabinet and that daily medication logs will be maintained on each resident receiving medication.

Mr. Rusnac and Ms. Bobic 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, Mr. Rusnac and Ms. Bobic 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.

Mr. Rusnac and Ms. Bobic acknowledged an understanding of the administrative rules regarding the admission criteria and procedural requirements for accepting a resident into the adult foster care home.

Mr. Rusnac and Ms. Bobic 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.

Mr. Rusnac and Ms. Bobic 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.

Mr. Rusnac and Ms. Bobic acknowledged an understanding of the administrative rules regarding the handling of resident funds and valuables and intends to comply. Mr. Rusnac and Ms. Bobic 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 residents personal money transactions that have been agreed to be managed by the applicant.

Mr. Rusnac and Ms. Bobic 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. Mr. Rusnac and Ms. Bobic indicated the intent to respect and safeguard these resident rights.

Mr. Rusnac and Ms. Bobic 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.

Mr. Rusnac and Ms. Bobic 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.

Mr. Rusnac and Ms. Bobic aacknowledged 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 AFC small group home capacity of 6.



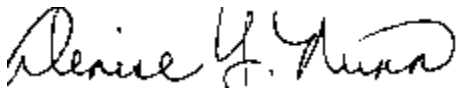
08/20/2020

---

Frodet Dawisha  
Licensing Consultant

Date

Approved By:



08/20/2020

---

Denise Y. Nunn  
Area Manager

Date