



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
DIRECTOR

May 15, 2024

Elian Boshnjaku
Rockford Afc
5408 Mills Ridge Dr SW.
Wyoming, MI 49418

RE: Application #: AS410417984
Rockford Afc
1439 Townsend Trail NE
Rockford, MI 49341

Dear Mr. Boshnjaku:

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, MSW, 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 #: AS410417984

Licensee Name: Rockford Afc

Licensee Address: 1439 Townsend Trail NE
Rockford, MI 49341

Licensee Telephone #: (773) 526-8184

Administrator/Licensee Designee: Elian Boshnjaku, Designee

Name of Facility: Rockford Afc

Facility Address: 1439 Townsend Trail NE
Rockford, MI 49341

5Facility Telephone #: (773) 526-8184

Application Date: 10/19/2023

Capacity: 4

Program Type: DEVELOPMENTALLY DISABLED
MENTALLY ILL, AGED

II. METHODOLOGY

| | |
|------------|---|
| 10/19/2023 | On-Line Enrollment |
| 10/19/2023 | PSOR on Address Completed |
| 10/19/2023 | Contact - Document Sent forms sent and Incomplete Application |
| 11/07/2023 | Contact - Document Received 1326/RI030 Elian |
| 11/13/2023 | File Transferred To Field Office |
| 11/20/2023 | Application Incomplete Letter Sent |
| 12/20/2023 | Contact - Document Received Required documents for AFC application received. Required Classes, Floor Plan, Admission Policy, Discharge Policy, Discharge Policy, Program Statement, CPR & First Aid, TB test results, Employee Criminal Background check, network 180 application, Employee procedures, proposed staffing plan, furnace inspection, Staffing credentialing, Staffing Procedures, Sample Budget, Extinguishers check, and the applicant's medical form. |
| 04/17/2024 | Contact - Document Received Special Certification application. |
| 04/26/2024 | Inspection Completed On-site |
| 04/27/2024 | Contact - Document Received Received signed statement that he as 2 years of experience with DD and MI, Personnel Policy, Job descriptions, Organization chart, and Budget Form. |
| 05/01/2024 | Contact – Document Received Documents of Incorporation 10/16/2023. |
| 05/10/2024 | Contact -Document Received from Ashley Harris who reported that the Administrator, Tiarra Lence, has been complete |

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

The home is a wood framed structure with a main level and a fully finished lower level with an attached two stall garage. The home is located within the city limits of Rockford, MI., in a residential neighborhood. Entry to the front of the home is a few steps on to a small entry porch. The main floor has a living room, dining room, kitchen, direct exit to the garage, a laundry room, and a full bathroom. There are two resident bedrooms on the main floor. The larger bedroom has its own bathroom. Off the dining room is a wooden porch. There is a staircase from the main floor to the lower level. The lower level has a family room, a small reading room, a bedroom, a full bathroom, a bedroom/office, a storage room and a utility room and a direct exit to the outside. The home is not wheelchair accessible. There are two means of exit off the main floor. The home uses public water and sewage. The lower level will be used by the live-in staff only and there will not be any residents living in the lower level.

This home has been previously licensed as an AFC home, License # AS410391727, called Ida Mae's Group Homes since 04/02/2018.

The gas, furnace and hot water heater are located in the lower level in a room with a 1-3/4 inch solid core door equipped with an automatic self-closing device in a fully stopped frame and positive latching hardware. The room is made of concrete blocks. At the bottom of the stairs from the main floor, there is a floor separation with 1-hour-fire-resistance rating with a 1-3/4 inch solid core door in a fully stopped frame, equipped with an automatic self-closing device and positive-latching hardware. 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 |
|-----------|---------------------------------|----------------------|---------------------|
| Bedroom 1 | 12' 7" x 10' 3" + 3' x 2' 3" | 135.69 | 2 |
| Bedroom 2 | 14' x 13' | 182 | 2 |

The living, dining, and sitting room areas measure a total of 440 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** residents. It is the licensee's responsibility not to exceed the facility's licensed capacity.

B. Program Description

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** male or female ambulatory 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 residents from Kent or other County-DHS, Kent or other County CMH, or private pay individuals as a referral source.

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 Rockford AFC LLC, Inc., which is a "Domestic Limited Liability Company", was established in Michigan, on 10/16/2023. The applicant submitted a financial "For Profit Corporation" 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 Rockford AFC LLC, Inc. have submitted documentation appointing Elian Boshnjaku, as Licensee Designee for this facility and Tierra Lence 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-4 bed facility is adequate and includes a minimum of 1 staff –to- 4 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 not 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 residents' 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 six-month temporary license to this adult foster care small group home capacity 4.



Arlene Smith
Licensing Consultant

Date: 5/15/24

Approved By:

Jerry Hendrick

Jerry Hendrick
Area Manager

Date: 5/15/24

III. RECOMMENDATION

Arlene B. Smith 05/

Arlene Smith Date
Licensing Consultant

Approved By:

Jerry Hendrick Date
Area Manager

