



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

MARLON I. BROWN, DPA  
DIRECTOR

August 1, 2024

Matthew Sufnar  
Encore McHenry  
Suite 710  
230 West Monroe  
Chicago, IL 60606

RE: Application #: AL630417060  
**The Courtyard at Auburn Hills 4**  
**3033 N. Squirrel Rd.**  
**Auburn Hills, MI 48326**

Dear Mr. Sufnar:

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 20 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 "Cindy Berry".

Cindy Berry, Licensing Consultant  
Bureau of Community and Health Systems  
3026 West Grand Blvd  
Cadillac Place, Ste 9-100  
Detroit, MI 48202  
(248) 860-4475

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	AL630417060
<b>Applicant Name:</b>	Encore McHenry
<b>Applicant Address:</b>	Suite 710 230 West Monroe Chicago, IL 60606
<b>Applicant Telephone #:</b>	(312) 623-0884
<b>Administrator/Licensee Designee:</b>	Matthew Sufnar
<b>Name of Facility:</b>	The Courtyard at Auburn Hills 4
<b>Facility Address:</b>	3033 N. Squirrel Rd. Auburn Hills, MI 48326
<b>Facility Telephone #:</b>	(312) 623-0884
<b>Application Date:</b>	07/10/2023
<b>Capacity:</b>	20
<b>Program Type:</b>	PHYSICALLY HANDICAPPED ALZHEIMERS AGED

## II. METHODOLOGY

07/10/2023	Enrollment
07/13/2023	PSOR on Address Completed
07/13/2023	Application Incomplete Letter Sent 1326/fps/Ri030, FPS, IRS letter
10/09/2023	Application Incomplete Letter Sent
10/25/2023	Contact - Document Received Received requested documents.
10/25/2023	Application Complete/On-site Needed
11/16/2023	PSOR on Address Completed No hits
05/28/2024	Inspection Completed On-site
05/28/2024	Inspection Completed-BCAL Full Compliance

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

### A. Physical Description of Facility

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 large group adult foster care facilities with an approved capacity of 13-20 residents, licensed or proposed to be licensed after 5/24/1994.

This is a change of ownership from Randall Residence of Auburn Hills, LLC (AL630402686). Courtyard at Auburn Hills 4 is located at 3033 N. Squirrel Road, Auburn Hills, MI 48326 and is owned by Tupelo Real Estate Investment, Inc - a Delaware Corporation, which is a subsidiary of LTC Properties, Inc. with proof of ownership is contained in the facility file. The licensee, Encore McHenry, LLC submitted a copy of the lease agreement for the facility which designates Encore Senior Living as the lessee.

Courtyard at Auburn Hills 4 is a single story, barrier free designed structure, located in a suburban area of Auburn Hills, Michigan. The building is of wood and/or metal frame construction built on a concrete slab with exterior brick and vinyl siding. The facility contains a large entry foyer, living/great room, dining room, laundry room, office, mechanical room, two full bathes, a kitchen and 19 bedrooms with each containing a full bathroom and sitting area.

The facility is heated by four gas-fired boilers, with baseboard heating radiators. The gas fired boilers are contained in an approved enclosure that is equipped with a 1-hour fire rated door that has an automatic self-closing device and positive latching hardware and is located on the main floor of the building. The facility is also equipped with an interconnected, hardwired smoke detection system with battery back-up, which was installed by a licensed electrician and is fully operational. Central air conditioning is provided to all common areas of the facility with some resident rooms containing small window air conditioning units.

Courtyard at Auburn Hills 4 utilizes public water and sewage services with garbage disposal supplied through the City of Auburn Hills. The Office of Fire Safety conducted a fire safety inspection on 7/16/2024 and full approval was given. A copy of the fire safety inspection report is contained in the facility file. The facility has several fire extinguishers located throughout the building, including areas near flame and heat producing equipment. The facility has more than two means of egress that are barrier free and wheelchair accessible.

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

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
1	29.4 x 11.6	341	1
2	29.4 x 11.6	341	1
3	29.4 x 11.6	341	1
4	29.4 x 11.6	341	1
5	29.4 x 11.6	341	1
6	29.4 x 11.6	341	1
7	29.4 x 11.6	341	1
8	29.4 x 11.6	341	1
9	29.4 x 11.6	341	1
10	26 x 13.8	350	1
11	23.2 x 13.9	322	1
12	29.4 x 11.6	341	1
13	29.4 x 11.6	341	1
14	29.4 x 11.6	341	1
15	29.4 x 11.6	341	2
16	29.4 x 11.6	341	1
17	29.4 x 11.6	341	1
18	29.4 x 11.6	341	1
19	29.4 x 11.6	341	1

**Total capacity: 20**

The indoor living and dining areas measure a total of 1343 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 20 residents. It is the licensee's responsibility not to exceed the facility's licensed capacity.

## **B. Program Description**

Encore McHenry intends to provide 24-hour supervision, protection and personal care to male and female residents who are aged, physically handicapped or who have Alzheimer's Disease or other cognitive related conditions. The program will provide social, recreational, and religious activities for the residents within the residence and community. Residents are involved in choosing activities through resident council meetings. Individualized care will be provided to meet the needs and preferences of each resident while maintaining their dignity.

If needed by residents, behavior interventions and specialized interventions will be identified in the assessment plans. These interventions shall be implemented only by staff trained in the intervention techniques.

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

Encore McHenry, LLC is a "Domestic Limited Liability Company," established in Illinois on 3/21/2023. Encore McHenry, LLC submitted a financial statement and annual budget projecting expenses and income to demonstrate financial capability to operate this adult foster care facility.

Encore McHenry, LLC have submitted documentation appointing Matthew Sufnar as the licensee designee and administrator for this facility.

A criminal history background check of Matthew Sufnar was completed, and he was determined to be of good moral character to provide licensed adult foster care. Mr. Sufnar submitted a statement from a physician documenting his good health and current negative tuberculosis test results.

Mr. Sufnar provided documentation to satisfy the qualifications and training requirements identified in the group home administrative rules. Mr. Sufnar obtained a medical assistant certificate from Ross Medical Institute in April 2007, graduated as a Certified Red Cross Instructor in C.P.R., First Aid, and Blood Borne Pathogens, and has a certificate of completion in National Assisted Living Manager Gold Seal. Mr. Sufnar has served as the licensee designee and administrator for Harbor Chase/Randall Residence of Sterling Heights since April 2019 and has been appointed by Encore McHenry, LLC to remain in both positions.

The staffing pattern for the original license of this 20-bed facility is adequate and includes a minimum of 2 staff for 20 residents per shift. Encore McHenry, LLC acknowledged that the staff to resident ratio may need to be increased to provide the level of supervision or personal care required by the residents due to changes in their 5

behavioral, physical, or medical needs. Encore McHenry, LLC has indicated that direct care staff will be awake during sleeping hours.

Matthew Sufnar 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.

Matthew Sufnar acknowledged an understanding of the responsibility to assess the good moral character of employees. Encore McHenry, LLC acknowledged 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.

Matthew Sufnar 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 or licensee designee will 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.

Matthew Sufnar 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, Encore McHenry, LLC 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.

Matthew Sufnar acknowledged an understanding of the administrative rules regarding the admission criteria and procedural requirements for accepting a resident into the adult foster care home.

Matthew Sufnar acknowledged 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.

Matthew Sufnar acknowledged the responsibility to maintain a current resident record on file in the home for each resident and follow the retention schedule for all the documents that are required to be maintained within each resident’s file.

Matthew Sufnar acknowledged an understanding of the administrative rules regarding the handling of resident funds and valuables and intends to comply. Encore McHenry, LLC acknowledged that a separate Resident Funds Part II BCAL-2319 form will be 6

created for each resident to document the date and amount of the adult foster care service fee paid each month and all the residents' personal money transactions that have been agreed to be managed by the applicant.

Matthew Sufnar 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. Matthew Sufnar indicated the intent to respect and safeguard these resident rights.

Matthew Sufnar 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.

Matthew Sufnar 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.

Matthew Sufnar acknowledged 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 adult foster care large group home with a capacity of 20.



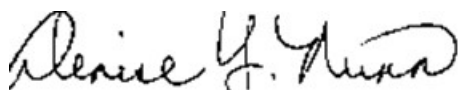
07/17/2024

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Cindy Berry  
Licensing Consultant

Date

Approved By:



08/01/2024

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Denise Y. Nunn  
Area Manager

Date