Maryland Department of Human Resources
Office of Licensing and Monitoring
311 W. Saratoga Street
Baltimore, Maryland 21201
Office: 410.767.7871 Fax: 410.333.8408

CHILD PLACEMENT AGENCY REPORT

Provider Organization: Arc of Northern Chesapeake Region, Inc.

Licensing Agency: DHR   **Contracting Agency(s):**   DHR

Name of Chief Administrator: Joel Lightfoot   **Email:**   jlightfoot@arcncr.org

License Type: Child Placement Agency   **Type of Inspection:**   Quarterly

Name and Address of CPA Office	License Capacity	DHR Contract Limit	Census by Placing Agency	License#/ Exp. date	Date of site Inspection
4513 Philadelphia Road Aberdeen, MD 21001	unlimited	36	23	#00186 12/18/2016	9/14,15&16, 2015

Inspection Summary

Number of Records Reviewed: **Youth**   0   **Staff**   4   **Foster Parent**   5   **Adoptive Parent**   NA

Number of Interviews: **Youth**   1   **Staff**   3   **Foster Parent**   3

CPA Office Inspection: Approved

Number of ILP Apartments Inspected: NA   **Number of Foster Homes Inspected:**   0

COMAR Violation: **Yes**   X   **No** ____
If Yes, list Cited Violation(s) below:

Violation(s)	Findings
07.05.01.13 A(1)	One out of four personnel records did not have a copy of the job description
07.05.01.13 A(4)	One out of four personnel records did not have documentation of receiving orientation
07.05.01.13 A(9)	One out of four personnel records did not have a signed copy of the confidentiality statement
07.05.01.12 B	One out of four personnel records did not have a signed copy of the child abuse statement
07.05.01.13 C(1)	Two out of four personnel records did not have updated medical examinations
07.05.01.13 C(2)	Three out of four personnel records had documentation of current TB screening
07.02.21.05 A	Three out of four personnel records had documentation of pre-service training

Corrective Action Plan: **Yes**   X   **No** ____   **If yes, date of CAP:**   **9/16/2015**

Complaint Outcome: NA

Current Status of License: Continued

Licensing
Coordinator: Roxanne M. Epps   **Date:**   9/13/2015   **Email:**   roxanne.epps@maryland.gov

Program Manager: Richard Berger   **Date**   9/13/2015   **Email:**   richard.berger@maryland.gov