**Provider Organization:** Lutheran Social Services of the National Capital Area

**Licensing Agency:** DHS  
**Contracting Agency(s):** CFSA/URM Federal

**Name of Chief Administrator:** Kichelle Coleman  
**Email:** colemank@ssnca.org

**License Type:** Treatment Foster Care  
**Type of Inspection:** Quarterly

<table>
<thead>
<tr>
<th>Name and Address of CPA Office</th>
<th>License Capacity</th>
<th>DHR Contract Limit</th>
<th>Census by Placing Agency</th>
<th>License#/Exp. date</th>
<th>Date of site Inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lutheran Social Services of the National Capitol Area</td>
<td>Unlimited</td>
<td>0</td>
<td>20</td>
<td>#00200/6/15/19</td>
<td>11/19/18</td>
</tr>
</tbody>
</table>

**Inspection Summary**

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

**Number of Interviews:**  
Youth 0  
Staff 0  
Foster Parent 0

**CPA Office Inspection:** Approved

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

**Current COMAR Violation:** Yes ☑ No __

**If Yes, list Cited Violation(s) below:**

<table>
<thead>
<tr>
<th>Violation(s)</th>
<th>Findings</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMAR: 07.05.01.13 A (1)</td>
<td>One of four Personnel Records did not contain a Job Description.</td>
</tr>
<tr>
<td>COMAR: 07.05.01.16 A</td>
<td>One of four Personnel Records did not contain documentation for the Orientation.</td>
</tr>
<tr>
<td>COMAR: 07.05.01.13 b (6)</td>
<td>Three of four Personnel Records did not contain current annual performance evaluations.</td>
</tr>
</tbody>
</table>

**Corrective Action Plan:** Yes ☑ No __  
**If yes, date of CAP:** 11/30/2018

**Any Violations During Mid or Re-Licensure Periods:** Yes ☑ No ____ N/A______

**If Yes See Report (s) Date(s):** 7/25/2018

**Complaint Outcome:** N/A

**Current Status of License:** Continued

**Licensing Coordinator:** Mignon H. Atkins  
**Date:** 11/30/18  
**Email:** Mignon.atkins@maryland.gov

**Program Manager:** Andre’ Thomas  
**Date:** 11/30/18  
**Email:** Andre.Thomas@maryland.gov