**CHILD PLACEMENT AGENCY REPORT**

**Provider Organization:** San Mar Children’s Home, Inc.  

**Licensing Agency:** DHR  

**Contracting Agency(s):** DHR  

**Name of Chief Administrator:** Ellen Savoy  

**Email:** ESavoy@sanmarhome.org.  

**License Type:** Child Placement Agency  

**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>8504 Mapleville Road</td>
<td>unlimited</td>
<td>50</td>
<td>35</td>
<td>#00198 2/1/2017</td>
<td>11/23/2015</td>
</tr>
</tbody>
</table>

**Inspection Summary**

**Number of Records Reviewed:**  
- Youth: 5  
- Staff: 0  
- Foster Parent: 6  
- Adoptive Parent: NA

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

**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:

<table>
<thead>
<tr>
<th>Violation(s)</th>
<th>Findings</th>
</tr>
</thead>
<tbody>
<tr>
<td>07.02.21.08 A(5)</td>
<td>One out of five youth records did not have documentation of a minimum of a twice a month visit</td>
</tr>
<tr>
<td>07.05.02.18 D</td>
<td>One out of five youth records had documentation tracking a youths progress (progress notes)</td>
</tr>
<tr>
<td>07.02.21.10 D(3)</td>
<td>One out of six foster parent records did not have documentation of following up on federal criminal history</td>
</tr>
<tr>
<td>07.05.02.11 E(7)(a)</td>
<td>One out of six foster parent records did not have documentation for obtaining child support clearances</td>
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</tbody>
</table>

**Corrective Action Plan:** Yes X No 

If yes, date of CAP: 11/23/2015

**Complaint Outcome:** NA

**Current Status of License:** Continued

**Licensing Coordinator:** Roxanne M. Epps  

**Date:** 12/7/2015  

**Email:** roxanne.epps@maryland.gov.

**Program Manager:** Richard Berger  

**Date:** 12/7/2015  

**Email:** richard.berger@maryland.gov