



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: Wendy Kelly (Interim)

Email: Wkelly@arcncr.org

License Type: Treatment Foster Care

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	30	19	#00186 12/18/2018	3/27-28/2017

Inspection Summary

Number of Records Reviewed: Youth 10 Staff 4 Foster Parent 0 Adoptive Parent NA

Number of Interviews: Youth 0 Staff 0 Foster Parent 0

CPA Office Inspection: 3/28/2017

Number of ILP Apartments Inspected: NA

Number of Foster Homes Inspected: 0

COMAR Violation: Yes No

Violation(s)	Findings
07.05.01.13 B(1)	1/4 personnel records did not have an application for employment
07.05.01.09 D(1)	3/4 personnel records did not have the required reference checks
07.05.01.13 A(1)	2/4 personnel records did not have a job description
07.05.01.16 A	2/4 personnel records did not have documentation of receiving orientation
07.05.01.13 A(9)	2/4 personnel records did not have documentation of a confidentiality statement
07.05.01.12 B	2/4 personnel records did not have documentation of a child abuse statement
07.05.01.13 A(5)	2/4 personnel records did not have of a current performance evaluation
07.05.01.10 E	2/4 personnel records did not have of a current vehicle insurance documentation
07.05.01.17 D(1)	1/4 personnel records did not have documentation regarding student services

Corrective Action Plan: Yes No

If yes, date of CAP: 3/28/2017

Complaint Outcome: NA

Current Status of License: Continued

Licensing

Coordinator: Roxanne M. Epps **Date:** **Email:** roxanne.epps@maryland.gov

Program Manager: Richard Berger **Date:** **Email:** richard.berger@maryland.gov