



Maryland Department of Human Services
 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: 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

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

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:

Violation(s)	Findings
COMAR: 07.05.01.13 A (1)	One of four Personnel Records did not contain a Job Description.
COMAR: 07.05.01.16 A	One of four Personnel Records did not contain documentation for the Orientation.
COMAR: 07.05.01.13 b (6)	Three of four Personnel Records did not contain current annual performance evaluations.

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

