



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 Family Services

Licensing Agency: DHS

Contracting Agency(s): CFSA

Name of Chief Administrator: Kichelle Coleman

Email: colemank@lssnca.org

License Type: Private Foster Care

Type of Inspection: Re-Licensure

Name and Address of CPA Office	License Capacity	DHS Contract Limit	Census by Placing Agency	License#/ Exp. date	Date of site Inspection
Lutheran Family Services 2503 Belair Drive Bowie, MD 20715	Unlimited	0	12	#00200 06/15/2019	05/20/2019

Inspection Summary

Number of Records Reviewed: Youth 8 Staff 6 Foster Parent 6 Adoptive Parent N/A

Number of Interviews: Youth 2 Staff 3 Foster Parent 3

CPA Office Inspection: Approved

Number of ILP Apartments Inspected: 0

Number of Foster Homes Inspected: 2

Current COMAR Violation: Yes No

If Yes, list Cited Violation(s) below:

Violation(s)	Findings
07.05.01.05 G(1)1-b	Renewal packet information was not submitted to OLM within 60 days.
07.05.02.06 A(1)	Missing updated PPD in 1/6 records.
07.05.022.12 D	Non-TFC Continued Training missing in 2 foster parent recors.
07.05.01.09	Criminal Background (Federal and State) missing in 2 records
07.05.01.13 A	Annual Performance Evaluation missing in 1 staff parent record.
07.05.01.10 E C	Vehicle Insurance missing in 2 staff records.
07.05.01.10 E C	Vehicle Insurance missing in 2 staff records.
07.02.21.05 C	Missing annual training in 2 staff records.

Corrective Action Plan: Yes No

If yes, date of CAP: 6/3/19

Any Violations During Mid or Re-Licensure Periods: Yes No

If Yes See Report (s) Date(s):

Complaint Outcome: N/A

Current Status of License: Continued

Licensing

Coordinator: Sherlema Ferguson **Date:** 6/13/19 **Email:** sherlema.ferguson@maryland.gov

Program Manager: Richard Berger **Date:** 6/13/19 **Email:** richard.berger@maryland.gov