



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:** The Martin Pollak Project, Inc.

**Licensing Agency:** DHS

**Contracting Agency(s):** DHS

**Name of Chief Administrator:** Richard Norman

**Email:** [rnorman@mppi.org](mailto:rnorman@mppi.org)

**License Type:** TFC

**Type of Inspection:** Quarterly

Name and Address of CPA Office	License Capacity	DHS Contract Limit	Census by Placing Agency	License#/ Exp. date	Date of site Inspection
The Martin Pollak Project, Inc. 3701 Eastern Avenue Baltimore, MD 21224	Unlimited	80	38	#00046 06/25/2018	10/02/2018

**Inspection Summary**

**Number of Records Reviewed:** Youth 6 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:** 0

**Number of Foster Homes Inspected:** NA

**Current COMAR Violation:** Yes  No

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

Violation(s)	Findings
07.02.21.07	Missing referral information in 3/6 records.
07.02.21.08 A	Missing monitoring visits in 2/6 records.
07.02.21.10 D(3)	Missing foster parent progress notes in 1/11 records.
07.05.02.17 A(3)	Missing immunization record in 8/11 records.
07.05.02.18 D(6)	Missing medical history in 1/6 records
07.05.02.17 A(1)	Missing physical exam in 1/6 records.
07.05.02.10 A	Missing current and completed home health assessments in 2/6 records.
07.05.02.10 B	Missing up to date fire inspection in 1/6 records.
07.05.02.06	Missing current medical in 1/6 records.
07.05.02.06 A(1)(a&b)	Missing current medical in 1/6 records.
07.02.21.10 C	Missing current medical in 1/6 records.

**Corrective Action Plan:** Yes  No

**If yes, date of CAP:** 10/15/2018

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

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

**Complaint Outcome:** NA

**Current Status of License:** Continued

**Licensing**

**Coordinator:** Sherlema Ferguson **Date:** 10/20/18 **Email:** [sherlema.ferguson@maryland.gov](mailto:sherlema.ferguson@maryland.gov)

**Program Manager:** Richard Berger **Date:** 10/20/18 **Email:** [richard.berger@maryland.gov](mailto:richard.berger@maryland.gov)