



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:** Neighbor to Family, Inc.

**Licensing Agency:** DHS

**Contracting Agency(s):** DHS

**Name of Chief Administrator:** Donna McCarter

**Email:** [Donna.mccarter@ntf.org](mailto:Donna.mccarter@ntf.org)

**License Type:** Treatment Foster Care

**Type of Inspection:** Mid-Licensure

Name and Address of CPA Office	License Capacity	DHR Contract Limit	Census by Placing Agency	License#/ Exp. date	Date of site Inspection
Neighbor to Family Inc, 5740 Executive Drive Suite 208 Baltimore, MD 21228	unlimited	50	30	00284 12/4/18	12-19-17 & 12-22-17

**Inspection Summary**

**Number of Records Reviewed:** Youth 6 Staff 5 Foster Parent 5 Adoptive Parent N/A

**Number of Interviews:** Youth 6 Staff 5 Foster Parent 3

**CPA Office Inspection:** Approved

**Number of ILP Apartments Inspected:** N/A      **Number of Foster Homes Inspected:** 2

**Current COMAR Violation:** Yes  No

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

Violation(s)	Findings
07.02.21.04 A	Case load ratio may not be greater than one case manager to ten children.

**Corrective Action Plan:** Yes  No   
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**If yes, date of CAP:**  
**12-19-17**

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

**If Yes See Report (s) Date(s):** 9-26-17  
 (Submission of CAP Pending)

**Complaint Outcome:** None

**Current Status of License:** Continued

**Licensing**

**Coordinator:** Michelle Goines      **Date:** 1/10/18      **Email:** [michelle.goines@maryland.gov](mailto:michelle.goines@maryland.gov)

**Program Manager:** Richard Berger      **Date:** 1/10/18      **Email:** [richard.berger@maryland.gov](mailto:richard.berger@maryland.gov)