



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:** Quarterly

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	32	#00284 12/4/18	11-1-18

**Inspection Summary**

**Number of Records Reviewed:** Youth 4 Staff 3 Foster Parent 4 Adoptive Parent NA

**Number of Interviews:** Youth 0 Staff 0 Foster Parent 0

**CPA Office Inspection:** Approved

**Number of ILP Apartments Inspected:** N/A

**Number of Foster Homes Inspected:** 0

**Current COMAR Violation:** Yes X No \_\_\_\_\_

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

Violation(s)	Findings
07.05.02.18 D (2)	2 of 4 youth records did not have birth certificates
07.05.02.05 B	1 of 4 parent records did not have the application and consent forms

**Corrective Action Plan:** Yes \_\_\_\_\_ No X

**If yes, date of CAP:**

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

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

**Complaint Outcome:**

**Current Status of License:** Continued

**Licensing**

**Coordinator:** Andre Thomas

**Date:** 11/27/18

**Email:** [andre.thomas@maryland.gov](mailto:andre.thomas@maryland.gov)

**Program Manager:** Richard Berger

**Date:** 11/27/18

**Email:** [richard.berger@maryland.gov](mailto:richard.berger@maryland.gov)