



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:** Re-licensure

Name and Address of CPA Office	License Capacity	DHS 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	28	00284 12/4/20	11-28-18

**Inspection Summary**

**Number of Records Reviewed:** Youth 6 Staff 5 Foster Parent 7 Adoptive Parent N/A

**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  No

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

Violation(s)	Findings
07.05.02.18 D (2)	2 of 6 youth records did not have birth certificates
07.05.02.05 B	1 of 7 parent records did not have the application and consent forms

**Corrective Action Plan:** Yes  No

**If yes, date of CAP:**

**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:** Relicensed

**Licensing**

**Coordinator:** André Thomas

**Date:** 1/7/19

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

**Program Manager:** Richard Berger

**Date:** 1/7/19

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