



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

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

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

Program Manager: Richard Berger **Date:** 1/10/18 **Email:** richard.berger@maryland.gov