



# OFFICE OF LICENSING AND MONITORING

## Child Placement Agency Report Summary

### Information

Provider Organization	<b>The Woodbourne Center, Inc.</b>
Name of Chief Administrator	Katherine Heinz, Interim Director
Email of Chief Administrator	<a href="mailto:kheinz@woodbourne.org">kheinz@woodbourne.org</a>

### CPA Office Information

Name/Address	License Capacity	Total DHS Contract Limit	DHS Census	DJS Census	Other Census	License # Exp Date	Date of Site Inspection
1301 Woodbourne Avenue Baltimore, MD 21239	unlimited	<b>68</b>	23	1	N/A	4/11/2021	1/13/2020

Contracting Agency(s)	Maryland Department Human Services (DHS) & Maryland Department Juvenile Services (DJS).
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### Licensing Information

Licensing Agency	<b>Maryland Department of Human Services</b>
License Type	<b>Treatment Foster Care</b>
Type of Inspection	<b>Quarterly Inspection</b>
Current Status of License	<b>ACTIVE</b>

## COMAR Citations

	CPA Site	COMAR Citation	Comment
This Provider was cited for the listed COMAR violations which <b>DO NOT</b> present imminent safety risks for children based on impact, scope, and frequency.	Baltimore, MD	07.05.02.15 A	1 out of 9 youth records did not an assessment of needs in child case record.
	Baltimore, MD	07.02.21.08 A (1)	3 out of 9 youth records did not have an initial treatment plan.
	Baltimore, MD	07.02.21.08 A (2)	4 out of 9 youth records did not have a continuing treatment plan.
	Baltimore, MD	07.02.21.10 D (3)	6 out of 9 youth records did not have foster parent progress notes.
	Baltimore, MD	07.02.21.08 A (3) (5)	4 out of 9 youth records did not have monitoring visit notes.
	Baltimore, MD	07.02.21.07 A (2) (d)	1 out of 9 youth records did not have a psychological or psychiatric evaluation.
	Baltimore, MD	07.05.01.09 D (1)	1 out of 8 personnel records did not have the required employment references.
	Baltimore, MD	07.05.01.14. C	1 out of 8 personnel records did not have documentation of education.
	Baltimore, MD	07.05.01.13. A (1)	2 out of 8 personnel records did not have a job description.
	Baltimore, MD	07.05.01.17. D (1)	1 out of 8 personnel records did not have a written plan describing job functions.
	Baltimore, MD	07.05.01.17. D (4)	1 out of 8 personnel records did not have a plan for orientation and training.
	Baltimore, MD	07.05.01.16. A	1 out of 8 personnel records did not have a written plan for the orientation, continuing training, and development.
	Baltimore, MD	07.05.01.13 A (9)	2 out of 8 personnel records did not have did not have confidentiality statements.
	Baltimore, MD	07.05.01.12 B	1 out of 8 personnel records did not have a signed child abuse statement.
	Baltimore, MD	07.05.01.13 C (1)	3 out of 8 personnel records did not have medical examinations.
	Baltimore, MD	07.05.01.13 C (2)	2 out of 8 personnel records did not have a clearance for tuberculosis.
	Baltimore, MD	07.05.01.10 E	6 out of 8 personnel records did not have vehicle insurance documentation.
	Baltimore, MD	07.02.21.05 (A & B)	2 out of 8 personnel records did not have pre-service training hours.
	Baltimore, MD	07.05.02.17 A (1) & (7)	4 out of 9 youth records did not have physical examination.

	Baltimore, MD	07.05.02.17 A (2) &(7)	7 out of 9 youth records did not have a dental or eye examination.
	Baltimore, MD	07.05.01.09. A (1)	1 out of 8 personnel records did not have a state or federal criminal background clearance.
	Baltimore, MD	07.05.01.09. A (2)	1 out of 8 personnel records did not have a CPS clearance.

### Office of Licensing and Monitoring Staff Information

Name	Role	Email	Date
Tina Bullock	Licensing Coordinator	<a href="mailto:tina.bullock@maryland.gov">tina.bullock@maryland.gov</a>	2/21/2020
Richard Berger	Program Manager	<a href="mailto:richard.berger@maryland.gov">richard.berger@maryland.gov</a>	2/21/2020