



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: The Woodbourne Center, Inc.

Licensing Agency: DHS

Contracting Agency(s): DHS and DJS

Name of Chief Administrator: Chaya Caine

Email: ccaine@woodbourne.org

License Type: Treatment Foster Care

Type of Inspection: Quarterly Inspection

Name and Address of CPA Office	License Capacity	DHS Contract Limit	Census by Placing Agency	License#/ Exp. date	Date of site Inspection
The Woodbourne Center, Inc. 1301 Woodbourne Avenue Baltimore, MD 21239	unlimited	68	DHS 27 DJS 1	#00391 4/11/2019	10-23-18

Inspection Summary

Number of Records Reviewed: Youth 0 Staff 9 Foster Parent 0 Adoptive Parent NA

Number of Interviews: Youth 0 Staff 3 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
07.05.01.09 A (1)	1 out of 9 staff did not have a State or Federal background investigation record
07.05.01.09 A (2)	1 out of 9 staff did not have a CPS clearance.
07.05.01.13 B (5)	1 out of 9 staff did not have professional credentials.
07.05.01.14 C	1 out of 9 staff did not have educational documentation.
07.05.01.13 A (1)	2 out of 9 staff did not have a job description.
07.05.01.16 A	3 out of 9 staff did not have a written plan for orientation.
07.05.01.13 A (9)	1 out of 9 staff did not have a confidentiality statement.
07.05.01.12 B (1 &2) a	4 out of 9 staff did not have signed abuse and neglect prior to appointment to agency.
07.05.01.13 A (5) & 07.05.01.13 B (6)	2 out of 9 staff did not have an annual performance evaluation.
07.05.01.13 C (1)	4 out of 9 staff did not have updated medical documentation.
07.05.01.13 C (2)	2 out of 9 staff did not have updated TB test.
07.05.01.10 E	4 out of 9 staff did not have vehicle insurance information.
07.05.01.16 B (3)	Chief Administrator did not have the required 10 hours of training.
07.02.21.05 C	5 out of 9 staff did not have documentation of at least 30 hours of annual training.

Corrective Action Plan: Yes No

If yes, date of CAP: 10-23-18

Any Violations During Mid or Re-Licensure Periods: Yes ___ No ___ N/A X
If Yes See Report (s) Date(s):

Complaint Outcome: NA

Current Status of License: Approved

Licensing

Coordinator: Tina Bullock **Date:** 11/21/18 **Email:** tina.bullock@maryland.gov

Program Manager: Richard Berger **Date:** 11/21/18 **Email:** richard.berger@maryland.gov