



Maryland Department of Human Resources
 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: Lutheran Social Services of the National Capital Area

Licensing Agency: DHR

Contracting Agency(s): CFSA

Name of Chief Administrator: Kichelle Coleman

Email: colemank@lssnca.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
Lutheran Social Services 2503 Belair Drive Bowie, MD 20715	unlimited	0	CFSA 57	# 00200/ 6/15/17	3/16 & 3/23/16

Inspection Summary

Number of Records Reviewed: Youth 5 Staff 9 Foster Parent 1 Adoptive Parent N/A

Number of Interviews: Youth 0 Staff 5 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
07.02.21.08 A (1)	1/5 client records didn't document timely 30 day treatment plans
07.02.21.10 D (3)	1/5 client records didn't document foster parent progress notes
07.05.02.17 A (3)	1/5 client record didn't document immunizations
07.05.02.18 D (2)	2/5 client records didn't document birth certificates.
07.05.01.09 A (1) & (2)	1/9 staff record documented CPS clearance received after date of hire
07.05.01.13 A (1)	1/9 staff record didn't document job description
07.02.21.05 C	3/9 staff records didn't document annual training hours
07.05.01.13 B (6)	1/9 staff record didn't document annual performance evaluation
07.02.21.05 B	2/9 staff records didn't document foster parent pre-service training

Corrective Action Plan: Yes No

If yes, date of CAP: 3/23/16

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

If Yes See Report (s) Date(s): N/A

Complaint Outcome: N/aA

Current Status of License: Continued

Licensing

Coordinator: Lisa Beeman **Date:** 3/30/2016 **Email:** Lisa.beeman@maryland.gov

Program Manager: Richard Berger **Date:** 3/30/2016 **Email:** richard.berger@maryland.gov