



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: San Mar Children’s Home, Inc.

Licensing Agency: DHR

Contracting Agency(s): DHR

Name of Chief Administrator: Ellen Savoy

Email: ESavoy@sanmarhome.org.

License Type: Child Placement Agency

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
8504 Mapleville Road Boonsboro, Maryland 21713	unlimited	50	35	#00198 2/1/2017	11/23/2015

Inspection Summary

Number of Records Reviewed: Youth 5 Staff 0 Foster Parent 6 Adoptive Parent NA

Number of Interviews: Youth 0 Staff 0 Foster Parent 0

CPA Office Inspection: Approved

Number of ILP Apartments Inspected: NA

Number of Foster Homes Inspected: 0

COMAR Violation: Yes No

If Yes, list Cited Violation(s) below:

Violation(s)	Findings
07.02.21.08 A(5)	One out of five youth records did not have documentation of a minimum of a twice a month visit
07.05.02.18 D 07.02.21.10 D(3)	One out of five youth records had documentation tracking a youths progress (progress notes)
07.05.02.11 E(7)(a)	One out of six foster parent records did not have documentation of following up on federal criminal history
07.05.02.11 E(8)	One out of six foster parent records did not have documentation for obtaining child support clearances

Corrective Action Plan: Yes No

If yes, date of CAP: 11/23/2015

Complaint Outcome: NA

Current Status of License: Continued

Licensing

Coordinator: Roxanne M. Epps **Date:** 12/7/2015 **Email:** roxanne.epps@maryland.gov.

Program Manager: Richard Berger **Date:** 12/7/2015 **Email:** richard.berger@maryland.gov