



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	34	#00198 2/1/2017	5/19/2016

Inspection Summary

Number of Records Reviewed: Youth 0 Staff 4 Foster Parent 5 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 X No

If Yes, list Cited Violation(s) below:

Violation(s)	Findings
07.05.01.09 D(1)	Four out of four personnel records did not have the required number of reference checks.
07.05.01.10 E	One out of four personnel records did not have documentation of current vehicle insurance.
07.05.01.13 B(5)	One out of four personnel records provided documentation of licensure credentials.

Corrective Action Plan: Yes No X

If yes, date of CAP: 5/19/2016

Complaint Outcome: NA

Current Status of License: Continued

Licensing

Coordinator: Roxanne M. Epps **Date:** 5/26/2016 **Email:** roxanne.epps@maryland.gov.

Program Manager: Richard Berger **Date:** 5/26/2016 **Email:** richard.berger@maryland.gov