

**IN THE MATTER OF**  
**LATOYA FORBES, LBSW**

**Respondent**

**License Number: 31284**

**BEFORE THE MARYLAND**  
**STATE BOARD OF**  
**SOCIAL WORK EXAMINERS**

**Case Number: 2025-3784**

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**CONSENT ORDER**

On April 14, 2026, the Maryland State Board of Social Work Examiners (the “Board”) charged **LATOYA FORBES, LBSW** (the “Respondent”), License Number 31284, with violating the Maryland Social Workers Practice Act (the “Act”), Md. Code Ann., Health Occ. (“Health Occ.”) §§ 19-101 *et seq.* (2021 Repl. Vol. & 2025 Supp.).

Specifically, the Board charged the Respondent with violating the following provisions of the Act and Md. Code Regs. (“COMAR”) 10.42.03 *et seq.*:

**Health Occ. § 19-311. Grounds for license denials, discipline**

Subject to the hearing provisions of § 19-312 of this subtitle, the Board may deny a license to any applicant, fine a licensee, reprimand any licensee, place any licensee on probation, or suspend or revoke a license if the applicant or licensee:

- (4) Commits any act of gross negligence, incompetence, or misconduct in the practice of social work;
- (5) Engages in a course of conduct that is inconsistent with generally accepted professional standards in the practice of social work;
- (6) Violates any provision of this title or regulations governing the practice of social work adopted and published by the Board; [and]
- (20) Fails to maintain adequate patient records[.]

**COMAR 10.42.03.03 Responsibilities to Clients.**

A. The licensee shall:

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- (3) Notify the client promptly and seek the transfer, referral, or continuation of service in relation to the client's need or preference if the licensee anticipates the termination or interruption of service;
- (4) Prepare and disseminate to an identified colleague or record custodian a written plan for the transfer of clients and files in the event of the licensee's incapacitation, death, or termination of service; and
- (5) Maintain documentation in the client's record which:
  - (b) Accurately reflects the services provided, including treatment plans, treatment goals, and contact notes;
  - (c) Indicates the time and date the services were provided;
  - (e) Is sufficient and timely to facilitate the delivery and continuity of future services; [and]
  - (f) Is reasonably accessible for the period required in Health General Article § 4-403, Annotated Code of Maryland, after termination of services[.]

**COMAR 10.42.03.06 Standards of Practice.**

A. Professional Competence. The licensee shall:

- (7) Document and maintain appropriate and accurate records of professional service, supervision, and research work[.]

On June 11, 2026, a virtual Case Resolution Conference ("CRC") was held before a committee of Board members to determine whether it would be possible to resolve the pending charges with a consent order in lieu of a contested evidentiary hearing. The Respondent was in attendance, as was the assigned Assistant Attorney General representing the State. At the conclusion of the CRC, the Respondent agreed to the resolution of this matter by way of a public consent order consisting of the Findings of Fact, Conclusions of Law, and Order terms and conditions contained herein.

## **FINDINGS OF FACT**

### **I. Respondent's Licensure and Employment**

1. At all times relevant to these charges, the Respondent was licensed to practice as a licensed bachelor social worker ("LBSW") in the State of Maryland. The Respondent was initially licensed as an LBSW in Maryland on or about March 28, 2024, under license no. 31284. The Respondent's license is currently active with an expiration date of October 31, 2026, subject to renewal.

2. On or about October 28, 2024, the Maryland branch of a national nonprofit organization that offers youth mentoring services (the "Nonprofit Organization")<sup>1</sup> hired the Respondent as a "Clinical Coordinator," a position that necessarily involves the practice of social work.<sup>2</sup>

3. On June 30, 2025, the Respondent resigned from the Nonprofit Organization by sending a text message to her supervisor at the time ("Supervisor 2") in which she stated, *inter alia*, "I am resigning today. I will drop off the paperwork and property."

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<sup>1</sup> For confidentiality and privacy purposes, the names of individuals and facilities involved in this case are not disclosed in this document.

<sup>2</sup> Documents from the Nonprofit Organization include the following statements: "The Clinical Coordinator is responsible for assessing the ongoing need for therapeutic services at a client's current level of care, coordinates services provided to clients, and ensures the quality of care delivered. May provide therapeutic services to clients;" "To perform [the job of Clinical Coordinator] successfully, an individual must be able to satisfactorily perform each essential function listed below: Provides case management and counseling services to an assigned client caseload[;] Assesses referred clients and leads development of service plan in conjunction with treatment team[;] Creates, coordinates and evaluates service plans [...] based on assessed client needs[; and] Maintains current and complete client and reporting records in accordance with corporate and regulatory standards."

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**II. The Complaint**

4. On or about August 5, 2025, Supervisor 2 submitted a complaint (the “Complaint”) to the Board in which she reported that the Respondent did not notify clients of her resignation and failed to provide all of her client notes for the month of June to the Nonprofit Organization despite repeated requests from Nonprofit Organization staff.

5. Upon receipt of the Complaint, the Board initiated an investigation of the Respondent.

**III. Board Investigation**

6. In furtherance of its investigation, the Board obtained records from the Nonprofit Organization and interviewed the Respondent, Supervisor 2, and the Respondent’s initial direct supervisor (“Supervisor 1”).

7. The Board’s investigation revealed that the Respondent failed to complete and timely submit adequate documentation for each of the client visits she conducted in June 2025 and failed to arrange for the proper transfer of her clients to other providers before or after her resignation.

8. During an under-oath interview with an investigator employed by the Board (the “Investigator”) on November 21, 2025, Supervisor 2 stated that:

- a. She was the Respondent’s clinical supervisor during the last few months of the Respondent’s employment with the Nonprofit Organization;
- b. As a clinical coordinator or social worker with the Nonprofit Organization, the Respondent managed a caseload of eight to ten clients in foster homes and “her job was case management and clinical support to the youth and the foster families”;

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- c. The Respondent appeared to be “doing a good job” “up until the end” when “there were quite a few call-outs” starting in the middle of May 2025 or so;
- d. The Respondent “declined any communication” after texting her on the morning of June 30, 2025 that she was resigning immediately;
- e. Approximately three days after resigning, the Respondent brought in her work computer and some client records, but several “June home visit notes” were missing;
- f. In her role, the Respondent was required to visit each of her clients three times each month and to submit notes for each client visit by the following Monday;
- g. For June 2025, the Nonprofit Organization should have received a minimum of two visit notes for each of the Respondent’s clients, **but the Respondent provided no notes for two of her clients and only one note each for six of her other clients;**
- h. She and her supervisor (the “State Director”) attempted to contact the Respondent about the missing visit notes, and the Respondent “declined to speak with us”;
- i. The Respondent’s abrupt resignation and failure to produce the required documentation “created a gap” for staff who assumed the Respondent’s cases and did not “have a full picture of [clients’] [...] full clinical needs there in the last month”; and
- j. A foster parent of one of the Respondent’s clients informed her that the Respondent had not notified her of her resignation.

9. During an under-oath interview with the Investigator on December 21, 2025,

Supervisor 1 stated that:

- a. She was the Respondent’s clinical supervisor from October 2024 until the spring of 2025;
- b. During the time that she supervised the Respondent, the Respondent had approximately six to eight clients, and most of the clients were between the ages of six and twelve;

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- c. The Respondent's notes were "actually good" "for the most part," but were not always submitted on time;
- d. The Respondent was initially reliable in terms of attendance and punctuality, but then began calling out frequently;
- e. The Respondent resigned suddenly with no prior notice to leadership, was subsequently unresponsive to leadership's repeated attempts to reach her, and "[s]taff were very upset because of the state of the charts and the way that things were left for them to fix";
- f. After the Respondent left, staff "found that a lot of things weren't done that should have been done" in terms of documentation, including some case notes and ISPs (treatment plans) for clients.

10. On December 30, 2025, the Investigator conducted an under-oath interview with the Respondent, who stated that:

- a. Ten clients were assigned to her during the month of June 2025;
- b. She was mandated to meet with each client three times each month, and she "had to have a note for each client visit";
- c. She conducted "roughly about 20" home visits with clients in June 2025;
- d. She did not submit the clinical note for one particular client because she needed "guidance on how to do those notes," but otherwise "submitted everything [she] had" in terms of clinical notes for June 2025 visits;
- e. Delays in supervision sometimes prevented her from completing required tasks such as clinical documentation;
- f. Her caseload interfered with her ability to complete timely clinical documentation;
- g. Prior to resigning, she told foster parents and clients that she expected to resign in June or July, but she did not make arrangements to transfer her clients to other providers;
- h. She resigned from the Nonprofit Organization on June 30, 2025 by sending a text message to Supervisor 2;

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- i. She did not respond to Supervisor 2's calls and text messages after she resigned, and, other than turning in equipment and some paperwork, she did not follow up with the agency at all.

**CONCLUSIONS OF LAW**

Based on the foregoing Findings of Fact, the Board concludes as a matter of law that the Respondent's conduct, as described above, in whole or in part, constitutes violations of Health Occ. § 19-311 (4) (commits any act of gross negligence, incompetence, or misconduct in the practice of social work); Health Occ. § 19-311 (5) (engages in a course of conduct that is inconsistent with generally accepted professional standards in the practice of social work); Health Occ. § 19-311 (6) (violates any provision of this title or regulations governing the practice of social work adopted and published by the Board; *to wit*: COMAR 10.42.03.03 (A)(3), (A)(4), and/or (A)(5), and/or COMAR 10.42.03.06 (A)(7)); and/or Health Occ. § 19-311 (20) (fails to maintain adequate patient records).

**ORDER**

Based on the foregoing Findings of Fact, Conclusions of Law, and the agreement of the parties, it is, by a majority vote of the Board, hereby:

**ORDERED** that the Respondent, **LATOYA FORBES, LBSW**, is **REPRIMANDED**; and it is further

**ORDERED** that the license to practice social work in the State of Maryland held by the Respondent, license number 31284, is placed on **PROBATION** for a minimum period of **TWO (2) YEARS**, during which time the Respondent must comply with the following terms and conditions:

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1. Within 180 days of the effective date of this Order, the Respondent shall pay a fine in the amount of **Five Hundred Dollars (\$500)** payable to the Maryland State Board of Social Work Examiners;
2. In the event that the Respondent gains employment as a social worker or in any position that involves the practice of social work, the Respondent's practice shall be supervised by a **Board-approved supervisor** and comply with the following terms and conditions:
  - a. Within 30 days of gaining employment as a social worker or in any position that involves the practice of social work, the Respondent shall provide the Board with the name and contact information of the Respondent's employer;
  - b. Within 30 days of gaining employment as a social worker or in any position that involves the practice of social work, the Respondent shall provide the Board with the name and contact information of the individual whom the Respondent is proposing that the Board approve as a supervisor, as well as written confirmation from the proposed supervisor confirming that he or she reviewed this Consent Order, has no current or prior personal or professional relationship with the Respondent, and accepts the supervisory role upon approval by the Board;
  - c. The Respondent shall meet with the Board-approved supervisor at least once per month for random chart review and discussion at the Respondent's expense. The Respondent shall provide the Board-approved supervisor with full access to the Respondent's case files and documentation. It shall be the Respondent's responsibility to ensure that the Board-approved supervisor: (i) reviews the records of at least ten patients per month, to be randomly selected by the supervisor, and (ii) timely provides the Board with quarterly reports detailing the quality of the Respondent's practice and recordkeeping, and any deficiencies, concerns, or needed improvements;
  - d. The Board has the sole authority to implement or approve any changes in the supervision;
  - e. The Respondent shall abide by the Board-approved supervisor's recommendations. A negative report from the Board-approved supervisor or any failure to comply with the supervisor's recommendations constitutes a violation of probation and a violation of this Order;

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- f. In the event that the Board-approved supervisor ceases to provide supervision for any reason, the Respondent shall immediately notify the Board and shall work with the Board to find a suitable replacement; and it is further

**ORDERED** that after two (2) years from the effective date of this Order, the Respondent may submit a written petition to the Board requesting termination of probation, which the Board may grant in its discretion if the Respondent has fully and satisfactorily complied with the terms and conditions of this Order and there are no pending complaints against the Respondent; and it is further

**ORDERED** that the Respondent shall not serve as a Board-approved supervisor, an ethics tutor, an evaluator for the Board, or a Board-authorized sponsor, presenter, and/or trainer of social work continuing education learning activities for a period of five (5) years from the termination of probation; and it is further

**ORDERED** that the Respondent shall at all times cooperate with the Board, including its agents and employees, in the monitoring, supervision, and investigation of the Respondent's compliance with the terms and conditions of this Order; and it is further

**ORDERED** that the Respondent shall at all times comply with the Maryland Social Work Practice Act and practice in accordance with the laws and regulations governing the practice of social work in Maryland; and it is further

**ORDERED** that the Respondent's failure to comply fully and satisfactorily with any term or condition of this Consent Order shall constitute a violation of this Order, a violation of a Board Order under Health Occ. § 19-311(19), and/or a violation of probation under COMAR 10.42.04.08; and it is further

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**ORDERED** that if the Board has reason to believe that the Respondent has failed to comply with any term or condition of this Order, the Respondent shall be given notice and an opportunity for a hearing before the Board takes additional disciplinary action. If the Board determines that there is a genuine dispute as to a material fact, the Respondent shall be given the opportunity for an evidentiary hearing. If the Board determines there is no genuine dispute as to a material fact, the Respondent shall be given the opportunity for a show cause hearing before the Board; and it is further

**ORDERED** that if the Board determines, after providing the Respondent notice and an opportunity for a hearing, that the Respondent has failed to comply with any term or condition of this Order, the Board may take additional disciplinary action against the Respondent, including reprimanding the Respondent, extending the length of probation, imposing additional conditions, imposing a civil monetary fine, suspending or revoking the Respondent's license, and/or imposing any sanction or taking any other action the Board considers appropriate and may take by law; and it is further

**ORDERED** that the Respondent is responsible for all costs associated with fulfilling the terms of this Order; and it is further

**ORDERED** that the effective date of this Order is the date that it is signed by the Board; and it is further

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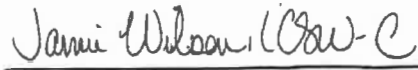
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**ORDERED** that this Consent Order is a Final Order of the Maryland Board of Social Work Examiners and, as such, is a **PUBLIC DOCUMENT** pursuant to Md. Code Ann., Gen. Prov. §§ 4-101 *et seq.* and Md. Code Ann., Health Occ. § 1-607.

September 8, 2026

\_\_\_\_\_  
Date



\_\_\_\_\_  
Jamie Wilson, LCSW-C  
Board Chair,  
Maryland State Board of Social Work Examiners

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**CONSENT**

1. By signing this Consent, I hereby affirm the findings of fact contained herein and agree to be bound by the foregoing Consent Order and its terms and conditions.
2. By this Consent, I waive my right to a formal evidentiary hearing on the Charges, and I voluntarily submit to the foregoing Consent Order as a resolution of this matter. By signing this Consent, I waive any right to appeal or otherwise contest the factual findings, legal determinations, or terms and conditions contained in this Consent Order.
3. I acknowledge the legal authority and the jurisdiction of the Board to enter and enforce this public Consent Order.
4. I acknowledge the validity of this Order as if entered after an evidentiary hearing in which I would have had the right to counsel, to testify, to call witnesses, to confront witnesses, and to all other substantial and procedural protections provided by law, which I waive by signing this Consent Order.
5. I sign this Consent Order freely and voluntarily, after having had the opportunity to consult with counsel. I fully understand the language, meaning, and effect of this Consent Order, and I agree to comply with the Order's terms and conditions.

8/28/26  
Date

Latoya Forbes  
Latoya Forbes

**STATE OF MARYLAND** Pennsylvania  
**CITY/COUNTY OF** Blair

**I HEREBY CERTIFY** that on this 28 day of August, 2026, before me, a Notary Public of the State of Maryland and City/County aforesaid, personally appeared LATOYA FORBES, and made an oath in due form of law that the foregoing Consent was his voluntary act and deed.

**AS WITNESS, my hand and Notary Seal.**

Commonwealth of Pennsylvania - Notary Seal  
Rebecca L. Manna, Notary Public  
Blair County  
My commission expires June 19, 2027  
Commission number 1199403  
Member, Pennsylvania Association of Notaries

Rebecca L. Manna  
**Notary Public**  
My Commission Expires: June 19, 2027