



Office of the Inspector General (OIG)
Quality Assurance Unit – Education Audit Team

Green Ridge Youth Center School Audit

Audit Date(s): November 19, 2024

Location: Green Ridge Youth Center
10700 Fifteen Mile Creek Road
Flintstone, MD 21530

School Principal: Jeremy Graham
Superintendent: John Hare

QA Education Audit Team: Ty Blackwell, Lead QA Specialist
Chasity Leffall, QA Specialist
Landon Saunders, QA Specialist

Kevin Hoefs

Kevin Hoefs
Director of Quality Assurance

1.8.25

Date



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ENTRANCE CONFERENCE:

On November 19, 2024, an Entrance Conference was conducted by Chasity Leffall, QA Specialist. In attendance was Jeremy Graham, Principal and Ms. Jennifer Heavener, Office Secretary. The QA Specialist discussed the audit process and addressed any questions.

REVIEW PROCESS:

- The school was notified 10 business days prior to the actual start of the audit. This timeframe allowed the school to gather the students files and collect requested information

- Audited the records and information for all students enrolled in the school from July 1, 2024 to November 8, 2024.

EXIT CONFERENCE

On November 19, 2024 an exit conference was conducted with Jeremy Graham, Principal and Ms. Jennifer Heavener, Office Secretary. Preliminary findings of the audit were discussed and Principal Graham and Ms. Jennifer Heavener was provided with areas of non-compliance identified by the audit team.

NO.	Standard	Data Source	Findings
Assessment and Records			
AR-1	Students will receive an educational assessment upon admission to the facility within 5 business days	File review	Students received the initial assessment in detention schools.
AR-2	Students will be reassessed at the 90 day mark to determine gains in reading and mathematics	File review	<p>Summer Semester: Nine students were admitted during the Summer semester audited period. 5 out of 9 were reassessed at the 90 day mark.</p> <p>1st Quarter: Twenty-five students that were admitted during the audited period. 23 out of 25 were reassessed at the 90 day mark.</p> <p>Note:</p> <ul style="list-style-type: none"> • Four students exited prior to their 90 day assessment mark in the summer. • Two students exited prior to their 90 day assessment mark in the first quarter.
AR-3	Students will be reassessed in 90 day increments to measure reading and math gains	File review	<p>Summer: There were 5 students during the summer audited period that were reassessed at the 90 day assessment mark.</p> <p>Note: Four students exited prior to their 90 day assessment mark in the Summer.</p>

NO.	Standard	Data Source	Findings
			<p>1st Quarter: There were 23 students during the summer audited period that were reassessed at the 90 day assessment mark.</p> <p>Note: Two students exited prior to their 90 day assessment mark in the first quarter.</p>
AR-4	Student records are requested upon facility admission from the LEA within 1 JSEP school day	File review	<p>Summer: A review of the 9 files of students admitted to the school during the Summer semester audit period indicated that 9 of 9 records (100%) were requested from the LEA within the first JSEP school day.</p> <p>1st Quarter: A review of the 25 files of students admitted to the school during the 1st quarter audit period indicted that 24 of 25 records (96%) were requested from the LEA within the first JSEP school day.</p>
AR-5	Student records are received from the LEA within 2 school days of request	File review	<p>Summer: A review of the 9 files of students admitted to the school during the Summer semester audit period indicated that 7 of 9 records (77%) were received from the LEA within 2 days of the request.</p> <p>1st Quarter: A review of the 25 files of students admitted to the school during the 1st Quarter audit period indicated that 20 of 25 records (80%) were received from the LEA within 2 days of the request</p>
AR-6	Record review and credit audit is completed and reviewed with the student within 3 JSEP school days of records being received	<ul style="list-style-type: none"> • File review • Review of Individual Learning Plans 	<p>Summer: A review of the 9 files and ILPS of students admitted to the school during the Summer semester audit period indicated that 8 of 9 records (88%) were reviewed with the student within 3 JSEP school days of records being received</p> <p>1st Quarter: A review of the 25 files and ILPS of students admitted to the school during the 1st Quarter audit period indicated that 25 of 25 records (100 %) were reviewed with the student within 3</p>

NO.	Standard	Data Source	Findings
			<p>JSEP school days of records being received.</p> <p>Notes: One student exited early during the summer semester</p>
Schedule of instruction and Attendance			
SA-1	The education program operates at least 220 school days and a minimum of 1,320 school hours during a 12-month period.	<ul style="list-style-type: none"> • Review of School calendar • Review of facility cameras 	<p>A review of school calendar indicated that the education program is scheduled to provide instruction that exceeds the 220 days and 1,320 hours minimum for instruction.</p> <p>Summer: During the audited period, the school was scheduled for 40 days during the Summer semester. 240 school hours. A review of the facility cameras indicated the school met for the prescribed days and hours.</p> <p>1st Quarter: During the audited period, the school was scheduled for 45 days during the first quarter. 270 school hours. A review of the facility cameras indicated the school met for the prescribed days and hours.</p>
S-2	There is a written calendar that states the specific days and total number of days for educational programs.	Review of School calendar	<p>The written calendar indicated that the school was scheduled for a total of 40 days for the Summer semester.</p> <p>The written calendar indicated that the school was scheduled for a total of 45 days for the 1st quarter</p>
SA-3	There is a written schedule for each school that states the beginning and end of the 6-hour school day and the	<ul style="list-style-type: none"> • Review of School schedule • Review of the Facility Schedule 	A review of the school schedule indicated that there was a schedule outlining a six hour school day. The school schedule indicated that school began at 8:00 AM and ended for lunch and a break at 11:35 AM for every class. The second half of the

NO.	Standard	Data Source	Findings
	specific time periods during the school day when the areas of instruction are implemented.		school starting at 1:10 PM. With the school day ending at 3:35 PM.
SA-4	Unit based instruction is provided at a minimum of 6 hours per week to students who are unable to attend the School because of illness or injury.	<ul style="list-style-type: none"> • Review of facility cameras • Review of logbooks • Interview with the school principal 	Unit based instruction was provided to students unable to attend the school because of illness or injury.
SA-5	Students attend class on-time without delay due to residential staffing	<ul style="list-style-type: none"> • Camera Review • Logbook Review • Attendance records 	Students were not late to school during the audited period due to residential staffing.
SA-6	Students attend class on-time without delay due to safety/security issues	<ul style="list-style-type: none"> • Camera Review • Logbook Review • Attendance records 	A review of facility cameras did not indicate that school was delayed due to safety/security issues during this audited period.
SA-7	Students attend class on-time without delay due to education staff shortages	<ul style="list-style-type: none"> • Camera Review • Logbook Review • Attendance records 	A review of facility cameras did not indicate any instances of lateness due to shortages of the educational staff. There was a teacher to receive each class that came to the classrooms.
Special Education Instruction and Related Services			
IEP			
SE-A-1	The number of students identified as needing/receiving IEP services	<ul style="list-style-type: none"> • MD Online IEP • File Review • Interview with staff 	Summer: There were 2 students admitted during the Summer audited period that were identified as needed/receiving IEP services during the audited period

NO.	Standard	Data Source	Findings
			<p>1st Quarter: There were 6 students admitted during the First quarter audited period that were identified as needed/receiving IEP services during the audited period.</p> <p>Note: There were 15 students that were identified as needed/receiving IEP services during the audited period who were admitted prior to the Summer and first quarter.</p>
SE-A-2	The percentage of IEPs that are current (received from LEA)	<ul style="list-style-type: none"> • MD Online IEP • File Review • Interview with staff 	<p>Summer: During the Summer audit period 2 IEPs were received from LEAs. Two of 2 (100%) IEPs were current.</p> <p>1st Quarter: During the First quarter audit period 6 IEPs were received from LEAs. Six of 6 (100%) IEPs were current.</p> <p>Note: There were 15 students whose IEPs were also reviewed during the Summer and first quarter audit. The 15 students IEP's were current. Three students were released during the Summer semester. Four students were released during the first quarter</p>
SE-A-3	The number of IEPs that are out of compliance upon JSEP school enrollment	<ul style="list-style-type: none"> • MD Online IEP • File Review • Interview with staff 	<p>Summer: During the summer audit period 2 IEPs were received from LEA. None of the IEPs were out of compliance.</p> <p>1st Quarter: During the first quarter audit period 6 IEPs were received from LEA. None of the IEPs were out of compliance.</p>
SE-A-4	The number of youth who have had an initial IEP meeting within 20 days	<ul style="list-style-type: none"> • MD Online IEP • File Review • Interview with staff 	<p>Summer: During the summer audited period 2 out of 2 students had initial IEP meetings with 20 days of admission.</p> <p>1st Quarter: During the first quarter 6 out of 6 students had initial IEP meetings with 20 days of admission.</p>

NO.	Standard	Data Source	Findings
SE-A-5	Youth receive instruction as outlined by the IEP	<ul style="list-style-type: none"> MD Online IEP File Review Interview with staff 	<p>Summer: A review of 2 IEPs and student files indicated that 2 youth were receiving instruction as outlined in their IEPs during the summer semester.</p> <p>1st Quarter: A review of 6 IEPs and student files indicated that 6 youth were receiving instruction as outlined in their IEPs during first semester.</p> <p>Note: A review of twenty-three IEPs and student files indicated that youth were receiving instruction as outlines in their IEPs during the summer and 1st semester.</p>
IEP Implementation			
SE-B-1	Youth receive related services as outlined by the IEP	<ul style="list-style-type: none"> MD Online IEP File Review 	<p>Summer: A review of IEPs indicated that 2 students were to receive related services. IEP documentation showed that 1 of the 2 students (50 %) received related services as outline in their IEPs in the summer semester.</p> <p>1st Quarter: A review of IEPs indicated that 6 students were to receive related services. IEP documentation showed that 6 of the 6 students (100%) received related services as outline in their IEPs in the first semester.</p> <p>Note: A review of twenty-three IEPs and student files indicated that 22 of 23 youth were receiving related services as outlines in their IEPs during the summer and 1st semester.</p>
SE-B-2	Youth are provided supplementary aides as outlined by the IEP	<ul style="list-style-type: none"> MD Online IEP File Review 	<p>Summer: A review of IEPs indicated that 2 out of 2 students received supplementary aid during the summer semester.</p> <p>1st Quarter: A review of the IEPs indicated that 6 out of 6 students received</p>

NO.	Standard	Data Source	Findings
			<p>supplementary aid during the 1st semester.</p> <p>Note: A review of the IEPs indicated that 22 out of 23 students received supplementary aides as outlined by their IEPs in the summer and 1st semester.</p>
IEP Documentation			
SE-C-1	IEPs are current and are reviewed at least annually while in continuous custody/care	<ul style="list-style-type: none"> MD Online IEP File Review 	<p>A review of IEPs admitted during summer semester indicated that 2 of 2 IEPs were current.</p> <p>A review of IEPs admitted during 1st semester indicated that 6 of 6 IEPs were current.</p> <p>Note: In regards to the 1st semester two students had not had their IEP meetings for review since arrival. They were still within the time timeframe to schedule them.</p>
Evaluations			
SE-D-1	Students are evaluated at least triennially.	<ul style="list-style-type: none"> MD Online IEP File Review 	<p>A review of Special Education files indicated that IEPs admitted during summer semester indicated that 2 of 2 IEPs were current.</p> <p>A review of IEPs admitted during 1st semester indicated that 6 of 6 IEPs were current.</p> <p>Note: A review of the IEPs indicated that 23 out of 23 students IEPs were current during the time of review for the summer and 1st semester.</p>
Child Find			
SE-E-1	Procedures are implemented to identify students who are currently	<ul style="list-style-type: none"> MD Online IEP File Review 	A review of Child Find procedures indicate a process for identifying students admitted to the school who required special

NO.	Standard	Data Source	Findings
	identified as students who require special education services		education services. During the audited period no students were identified.
SE-E-2	Procedures are implemented to identify students who may be in need of special education services.	<ul style="list-style-type: none"> MD Online IEP File Review Interview with staff 	A review of Child Find procedures indicate a process for identify students who may be in need of special education. During the audited period no students were identified.
SE-E-3	The number of students identified who qualify for special education services not previously identified	<ul style="list-style-type: none"> MD Online IEP File Review Interview with staff 	A review of Child Find procedures outline a process to identify previously unidentified students who may qualify for special education services. During the audited period no students were identified.
Teacher Certification			
TC-1	All Education staff have valid certifications	Review information from the Superintendent and DJS HR Certification Manager	A review of certifications indicated that at the time of the audit one teacher did not hold a current certificate
Instruction			
I-1	Instruction is provided to students to achieve credit requirements and assessments necessary to progress towards the standards for graduation from a public high school in Maryland	<ul style="list-style-type: none"> File review Review of Monthly Reports Interview with the principal 	A review of grade reports and transcripts shows the students earned credits and assessments allowing the students to progress toward graduations.
I-2a	The number of core credits issued towards graduation requirements versus	<ul style="list-style-type: none"> Powerschool File review 	During the audited period for the summer and first quarter 6.5 were attempted and 6.5 credits were issued towards graduation requirements

NO.	Standard	Data Source	Findings
	attempted during the semester		
I-2b	The number of elective credits issued towards graduation requirements versus attempted during the semester	<ul style="list-style-type: none"> • Powerschool • File review 	During the audited period 55.5 elective credits were attempted and 55.5 credits were issued towards graduation
I-3	The number of students who completed their course of study and were issued a MD High School Diploma	<ul style="list-style-type: none"> • Powerschool • File review 	<p>Three student obtained their GED during the 1st quarter.</p> <p>No students obtained their GED during the summer session.</p>
I-4	The number of students who obtained GED waiver	<ul style="list-style-type: none"> • Powerschool • File review 	<p>A review of student files, Powerschool and documentation provided by the Principal indicated that three student obtained a GED waiver during the 1st quarter audit.</p> <p>No students obtained GED waivers during the summer session</p>
I-5	The program offers students preparation courses for the GED examination	<ul style="list-style-type: none"> • Review of education policy and procedures • Interview with Principal 	A review of the program shows that the school does provided GED preparation courses.
I-6	The number of GED sections passed per student versus The number attempted	<ul style="list-style-type: none"> • File review • Review of Monthly Reports • Interview with the principal 	<p>The number of GED sections passed per student versus the number attempted during the 1st quarter was 12 out of 13 (92%)</p> <p>No GED sections were reported as passed during the summer session</p>
I-7	The number of GEDs obtained	<ul style="list-style-type: none"> • File review • Review of Monthly Reports 	A review of student files and information provided by the principal indicated that three student obtained their GED during the 1 st quarter.

NO.	Standard	Data Source	Findings
		<ul style="list-style-type: none"> • Interview with the principal 	No GED were reported as being obtained during the summer session
I-8	The program offers vocational education programs	Review of school schedule and class offerings	<p>A review of program materials indicate that the school offered the following vocational programs:</p> <ul style="list-style-type: none"> • Career Research & Development I • Career Development, Preparation, & Transition II • Foundations of Computer Sciences • Foundations of Technology & Engineering • Introduction to Construction • Foundation Topics in the Construction Trades • Cabling Technology
I-9	The number of youth enrolled in vocational program	<ul style="list-style-type: none"> • File review • Review of Monthly Reports • Interview with the principal 	A review of student files information provided by the principal indicated that no students were enrolled in vocational courses during the audited
I-10	The number of youth obtaining certification versus attempt	<ul style="list-style-type: none"> • File review • Review of Monthly Reports • Interview with the principal 	A review of student files provided by the principal indicated that no youth obtained certifications during the time of the auditing period.
I-11	The percentage of youth passing their courses upon discharge and return to the community	<ul style="list-style-type: none"> • File review • Review of Monthly Reports • Interview with the principal 	<p>Information for this standard was provided for the entire JSEP system. A review of the data indicated that 98 % of credits were being passed upon discharge and return to the community for the summer session</p> <p>Information for this standard was provided for the entire JSEP system. A review of the data indicated that 96 % of credits were</p>

NO.	Standard	Data Source	Findings
			being passed upon discharge and return to the community for the 1 st semester.
Post-Secondary Education			
PE-1	The program offers students with diplomas or GED to take college courses	<ul style="list-style-type: none"> • Review of Monthly Reports • Interview with the principal 	<p>Program information provided by the principal indicated that the school offers the following college options:</p> <ul style="list-style-type: none"> • Garrett Community College • Frederick Community College • Accuplacer Preparation and Testing
PE-2	Course offerings are a minimum of 2.5 hours per school day	<ul style="list-style-type: none"> • Review of Monthly Reports • Interview with the principal 	A review of a list of post-secondary options provided by the JSEP School Performance Manager indicates that there are a combination of offerings from local colleges and online certification classes to provide at least 2.5 hours of classes per day.
PE-3	The number of students enrolled in credit bearing college courses	<ul style="list-style-type: none"> • Review of Monthly Reports • Interview with the principal 	An interview with the school principal indicated that no student were enrolled in college credits while in the placement.
PE-4	The number of college credits obtained while in placement versus those attempted	<ul style="list-style-type: none"> • Review of Monthly Reports • Interview with the principal 	An interview with the school principal indicated that none of the students received college credits while in the placement
Re-Entry			
RE-1	The number of students who had a re-entry/transition meeting (Committed Only)	<ul style="list-style-type: none"> • Review of the Re-entry Committed or Detention Youth Log • Review of ASSIST • Student file review 	<p>Summer: Eleven students were documented as being released from the program during the summer audit period.</p> <p>Four students had a re-entry meeting during the summer audit period. Seven students did not have a meeting.</p> <p>1st Quarter: Twelve students were documented as being released from the program during the 1st quarter.</p>

NO.	Standard	Data Source	Findings
			Six students had a re-entry meeting during the first quarter. Six students did not have a re-entry meeting during the first quarter
RE-2	The number of students whose re-entry meeting was held prior to release from commitment. (Committed Only)	<ul style="list-style-type: none"> Review of the Re-entry Committed or Detention Youth Log Review of ASSIST Student file review 	<p>Summer: A review of the Re-Entry Committed Youth Log indicated that five student's re-entry meeting was held prior to their release from commitment.</p> <p>1st Quarter: A review of the Re-Entry Committed Youth Log indicated that six student's re-entry meeting was held prior to their release from commitment.</p> <p>Note: One student during the first quarter had their meeting after they were released.</p>
RE-3	The number of eligible students who returned to their "home school" within their LEA	<ul style="list-style-type: none"> Review of the Re-entry Committed or Detention Youth Log Review of ASSIST Student file review 	<p>Summer: A review of the Re-Entry Committed Youth Log indicated that five student were eligible to return to their "home school" within their LEA for the summer semester.</p> <p>1st Quarter: A review of the Re-Entry Committed Youth Log indicated that six student were eligible to return to their "home school" within their LEA for the first quarter</p> <p>Note:</p> <ul style="list-style-type: none"> Six students did not have aftercare education documented for the summer semester Three students did not have aftercare education documented for the first quarter One students received their Diploma

NO.	Standard	Data Source	Findings
			<ul style="list-style-type: none"> One student passed their GED
RE-4	The number of students enrolled in an alternative educational placement	<ul style="list-style-type: none"> Review of the Re-entry Committed or Detention Youth Log Review of ASSIST Student file review 	<p>A review of the Re-entry Committed Youth Log indicated that one student was documented as being enrolled in an alternative educational placement for the first quarter.</p> <p>Note: Summer: Six students did not have an aftercare education plan documented for the summer semester.</p> <p>First quarter: Three students did not have an aftercare education plan documented for the first semester.</p>
RE-5	The number of students who remained engaged with their LEA 90 days post release	<ul style="list-style-type: none"> Review of the Re-entry Committed or Detention Youth Log Review of ASSIST Student file review 	None of the students had been released for a period of 90 days.
RE-6	The number of credits obtained when transfer occurred mid-quarter or mid-semester	<ul style="list-style-type: none"> Review of the Re-entry Committed or Detention Youth Log Review of ASSIST Student file review 	<p>A review of the Re-entry Committed Youth Log indicated that twenty-three students were released during the time of the audit. Forty total credits were obtained when transfer occurred for the summer and first quarter</p> <p>Credits were not documented for eighteen students.</p>