



Maryland

DEPARTMENT OF
JUVENILE SERVICES

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

Backbone Mountain Youth Center School Audit

Audit Date(s): February 27, 2024

Location: Backbone Mountain Youth Center
124 Camp 4 Road
Swanton, MD 21561

School Principal: Joni Snyder
Superintendent: Todd Foote

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

Kevin Hoefs

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Director of Quality Assurance

3.12.24

Date



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ENTRANCE CONFERENCE:

On February 27, 2024, an Entrance Conference was conducted by Ty Blackwell, Lead QA Specialist with the education staff. The QA Audit Team 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 November 15, 2023 until January 30, 2024.

EXIT CONFERENCE:

In February 29, 2024 Mr. Blackwell provided preliminary findings to Ms. Snyder via email.

FINDINGS

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	There were 20 students that were reassessed at the 90 day mark.
AR-3	Students will be reassessed in 90 day increments to measure reading and math gains	File review	There was 1 student that was reassessed at the 180 day mark.
AR-4	Student records are requested upon facility admission from the LEA within 1 JSEP school day	File review	A review of the 13 files of students admitted to the school during the audit period indicated that 13 of 13 records (100%) were requested from the LEA within the first JSEP school day.
AR-5	Student records are received from the LEA within 2 school days of request	File review	A review of the 13 files of students admitted to the school during the audit period indicated that 11 of 13 records (85%) were received from the LEA within 2 days of the request
AR-6	Record review and credit audit is completed and reviewed with the student within 3 JSEP school days	<ul style="list-style-type: none"> • File review • Review of Individual Learning Plans 	A review of the 13 files and ILPs of students admitted to the school during the audit period indicated that 13 of 13 records (100%) were reviewed with the student within 3 JSEP school days of records being received

NO.	Standard	Data Source	Findings
	of records being received		
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 	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. During the audited period, the school was scheduled for 46 days for the second quarter, with a total of 276 school hours. A review of the facility cameras indicated the school met for the prescribed days and hours.
SA-2	There is a written calendar that states the specific days and total number of days for educational programs.	Review of School calendar	The written calendar indicated that 46 school days were scheduled during the audited period. According to logbooks and camera review, school was held on each of those days.
SA-3	There is a written schedule for each school that states the beginning and end of the 6-hour school day and the specific time periods during the school day when the areas of instruction are implemented.	<ul style="list-style-type: none"> • Review of School schedule • Review of the Facility Schedule 	There is a written calendar for the school year. A review of the schedule indicated that school is scheduled for 6 hours per day.
SA-4	Unit based instruction is provided at a minimum of 6 hours per week to students who are unable to attend the	<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.

NO.	Standard	Data Source	Findings
	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 	A review of cameras indicated that there were 13 instances of units being late for the due to residential staffing or safety and security issues.
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 cameras indicated that there was one instance of units being late for the due to residential staffing or safety and security issues.
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 	There were no days when school was reported late for teacher shortages
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 	There were 4 students admitted during the audited period that were identified as needing/receiving IEP services during the audited period.
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 	During the audit period 4 IEPs were received from the LEAs. All of the IEPs (100%) were current
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 	During the audit period 4 IEPs were received from the LEAs. None of the IEPs was out of compliance (0%).
SE-A-4	The number of youth who have had an initial IEP	<ul style="list-style-type: none"> • MD Online IEP • File Review 	During the audited period 4 out of 4 students had initial IEP meetings with 20 days of admission.

NO.	Standard	Data Source	Findings
	meeting within 20 days	<ul style="list-style-type: none"> • Interview with staff 	
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 	A review of 4 IEPs and student files indicated that 4 of the 4 youth were receiving instruction as outlined in their IEPs
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 	A review of IEPs indicated that 2 were to receive related services. IEP documentation showed that all students received related services as outlined in their IEPs.
SE-B-2	Youth are provided supplementary aids as outlined by the IEP	<ul style="list-style-type: none"> • MD Online IEP • File Review 	A review of IEPs indicated that no students were to receive supplementary aids.
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 	A review of IEPs indicated that 4 of 4 IEPs were current.
Evaluations			
SE-D-1	Students are evaluated at least triennially.	<ul style="list-style-type: none"> • MD Online IEP • File Review 	A review of Special Education files indicated all 4 of 4 youths' evaluations were up to date.
Child Find			
SE-E-1	Procedures are implemented to identify students who are currently identified as students who require special education services	<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 education services. A review of student records found no students who were receiving special education services prior to admission that were not identified by the school.
SE-E-2	Procedures are implemented to identify students who may be in need	<ul style="list-style-type: none"> • MD Online IEP • File Review 	A review of Child Find procedures indicate a process for identify students who may be in need of special education.

NO.	Standard	Data Source	Findings
	of special education services.	<ul style="list-style-type: none"> • Interview with staff 	
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 one student's services were initiated..
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 19 of 20 education staff members hold current valid certifications. One educator's Teacher SPC certification expired 12/31/23.
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 the students earned credits and assessments allow the students to progress toward graduations.
I-2a	The number of core credits issued towards graduation requirements versus attempted during the semester	<ul style="list-style-type: none"> • Powerschool • File review 	During the audited period 82 core credits were attempted. All of the 82 credits were issued
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 33.5 credits were attempted. The school issued 32 of the attempted credits.

NO.	Standard	Data Source	Findings
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 	A review of student files indicated that 3 students received MD High School Diplomas while enrolled at the school
I-4	The number of students who obtained GED waiver	<ul style="list-style-type: none"> • Powerschool • File review 	A review of student files and Powerschool indicated that two youth obtained GED waivers during the audited period.
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 that the school does provided GED preparation courses. Eighteen students were enrolled in GED courses during the audited period.
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 	A review of information provided by indicated that 19 of 31 attempted GED sections were passed.
I-7	The number of GEDs obtained	<ul style="list-style-type: none"> • File review • Review of Monthly Reports • Interview with the principal 	A review of student files and information provided the principal indicated there were 3 GEDs obtained during the audited period
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"> • CRD I • Foundations of Computer Science • CTE 6 • C-Tech • OSHA 10

NO.	Standard	Data Source	Findings
			<ul style="list-style-type: none"> • Learner's Permit
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 26 students were enrolled in vocational programs
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 	Information provided by the principal indicated that 24 students earned certifications during the audited 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 	A review of the data indicated that 72% of youth courses were passing upon discharge.
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 	Program information provided by the principal indicated that students are provided virtual classes offered through Frederick Community College (FCC) and in-person classes through Garrett College (GCC).
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 Superintendent 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	<ul style="list-style-type: none"> • Review of Monthly Reports 	There were 8 students enrolled in credit bearing college courses.

NO.	Standard	Data Source	Findings
	credit bearing college courses	<ul style="list-style-type: none"> • Interview with the principal 	
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 	<p>During the audit period students were enrolled in 12 total credits at Garrett College for the term beginning October 23, 2023 until December 8, 2023. Nine of the credits were obtained. (One student was released before finishing a 3 credit course.)</p> <p>During the audited period there were six students enrolled classes through Garrett College for the term beginning December 13, 2024 and ending March 11, 2024</p>
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>Twelve students were released from the program during the audited period. Of those students, two had diplomas and were not returning to a school program.</p> <p>A review if the Re-entry Committed Youth Log indicated that 10 of the remaining 10 students had re-retry/transition meetings.</p>
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>A review if the Re-entry Committed Youth Log indicated that 10 students had re-entry meetings prior to their release from commitment</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>A review if the Re-entry Committed Youth Log indicated that 6 students were returned to their ‘home school’ within their LEA. Four students had no information reported.</p>

NO.	Standard	Data Source	Findings
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 did not indicate that any students were enrolled in an alternative education placement. Three students were enrolled in virtual learning programs.</p> <p>There were 4 students that had no information provided about their education placement.</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 	No information was reported regarding engagement with the LEA after 90 days of release.
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 	A review of the Re-entry Committed Youth Log indicated that 4 students transferred mid-quarter or mid semester. In total, 53.5 credits were obtained.