



Maryland

DEPARTMENT OF
JUVENILE SERVICES

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

Cheltenham Youth Detention Center School Audit

Audit Date(s): February 20, 2024

Location: Cheltenham Youth Detention Center
11003 Frank Tippet Rd
Cheltenham, MD 20623

School Principal: Aaron Hippolyte
Superintendent: Christian Munoz

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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11003 Frank Tippet Rd
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Superintendent: Zereena Velez

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ENTRANCE CONFERENCE:

On February 20, 2024 an Entrance Conference was conducted by Ty Blackwell, Lead QA Specialist. In attendance was Mr. Aaron Hippolyte, Principal. 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 gather the student files and collect requested information
- Audited the records and information for all students enrolled in the school from November 15, 2023 to January 30, 2024

EXIT CONFERENCE

On February 20, 2024 an exit conference was conducted with Mr. Aaron Hippolyte. Preliminary findings of the audit were discussed with Mr. Hippolyte and Ms. Wilkerson.

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	The school provide Star reports for 37 students. Three reports were completed within 5 days of the students' admission dates.
AR-2	Students will be reassessed at the 90 day mark to determine gains in reading and mathematics	File review	There were no students during the audited period that reached the 90 day assessment mark.
AR-3	Students will be reassessed in 90 day increments to measure reading and math gains	File review	There were no students during the audited period that reached the 90 day assessment mark.
AR-4	Student records are requested upon facility admission from the LEA within 1 JSEP school day	File review	<p>A review of the 42 files of students admitted to the school during the audit period indicated that 20 of 42 records (48%) were requested from the LEA within the first JSEP school day.</p> <p>Three records did not have request dates. Note that one student of the three was discharged seven days late.</p>
AR-5	Student records are received from the LEA within 2 school days of request	File review	<p>A review of the 42 files of students admitted to the school during the audit period indicated that 21 of 42 records (50%) were received from the LEA within 2 days of the request.</p> <p>One student's records were not requested due to a short stay. Three other students were unable to be counted because other dates were unavailable.</p>
AR-6	Record review and credit audit is completed and reviewed with the student within 3	<ul style="list-style-type: none"> • File review • Review of Individual Learning Plans 	A review of the 42 files and ILPs of students admitted to the school during the audit period indicated that 3 of 42 records were reviewed with the student

NO.	Standard	Data Source	Findings
	JSEP school days of records being received		within 3 JSEP school days 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 the school was scheduled for a total of 46 days for the second quarter.
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 	A review of the school schedule indicated that there was a schedule outlining a six hour school day. The facility schedule indicated that school began at 8:15am. The faculty schedule indicated that lunch is at 11:15. The second half of school starts at 12:50pm. The school day ends at 3:50pm.
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.

NO.	Standard	Data Source	Findings
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 late to school during the audited period thirty-nine days 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 cameras indicated that school was delayed or cancelled due to inclement weather and teacher shortage on six separate days.
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-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 15 IEPs were received from LEAs. Fourteen of 15 (93%) IEPs 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 14 of 15 IEP's were out of compliance upon JSEP school enrollment.
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 	During the audited period 8 of 15 (53%) students had initial IEP meetings within 20 days of admission meeting are still within the time.
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 15 IEPs and student files indicated that 15 out of 15 students were receiving instruction as outlined in their IEPs.
IEP Implementation			

NO.	Standard	Data Source	Findings
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 15 IEPs and student files indicated the three students were receiving 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 15 IEPs and student files indicated the 6 students were receiving supplementary aids as outlined in their IEPs..
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 14 of 15 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 that 14 of 15 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 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	A review of certifications indicated that 9 of 10 teachers hold valid certifications.

NO.	Standard	Data Source	Findings
		and DJS HR Certification Manager	One teacher's certification expired on June 30, 2023.
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 show that 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 attempted during the semester	<ul style="list-style-type: none"> • Powerschool • File review 	One hundred and three of 130 core credits were issued towards graduation requirements (79.2%)
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 	Twenty-eight of 41 elective credits were issued towards graduation requirements (68.3%)
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 no students were issued a Maryland High School diploma during the audited period
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 no students 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 indicates that the school does provided GED preparation courses.

NO.	Standard	Data Source	Findings
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 	During the audited period 6 of 10 sections were passed for the GED examination.
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 that no GEDs were 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"> • 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 124 students were enrolled in vocational programs during the audited period
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 records and the Certificate databases indicated that no students obtained or attempted a vocational certification during the audited period.
I-11	The percentage of youth passing their courses upon	<ul style="list-style-type: none"> • File review • Review of Monthly Reports 	Information for this standard was provided for the entire JSEP system. A review of the data indicated that 38.5% of credits were

NO.	Standard	Data Source	Findings
	discharge and return to the community	<ul style="list-style-type: none"> • Interview with the principal 	being passed upon discharge and return to the community.
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 the school offers the following college options: <ul style="list-style-type: none"> • Vocational Certifications • Credit and Non-Credit classes through Frederick Community College • Accuplacer Training
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 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 six students 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 3 students obtained college credits during this audited period.
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 	N/A
RE-2	The number of students whose re-entry meeting was held prior to release	<ul style="list-style-type: none"> • Review of the Re-entry Committed or Detention Youth Log 	N/A

NO.	Standard	Data Source	Findings
	from commitment. (Committed Only)	<ul style="list-style-type: none"> • Review of ASSIST • Student file review 	
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 	N/A
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 	N/A
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 	N/A
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 	N/A

