



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

Green Ridge Youth Center School Audit

Audit Date(s): February 27, 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

3.12.24

Date



Maryland

DEPARTMENT OF
JUVENILE SERVICES

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ENTRANCE CONFERENCE:

On February 27, 2024, an Entrance Conference was conducted by Chasity Leffall, QA Specialist. In attendance was Mr. Jeremy Graham, Principal. 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 November 15, 2023 to January 30, 2024.

EXIT CONFERENCE

On February 27, 2024 an exit conference was conducted with Mr. Jeremy Graham, Principal. Preliminary findings of the audit were discussed and Mr. Jeremy Graham 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	Fourteen students that were admitted during the audited period were reassessed, three out of the fourteen 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 were 3 students during the audited period that were reassessed at the 90 day assessment mark.
AR-4	Student records are requested upon facility admission from the LEA within 1 JSEP school day	File review	A review of the 14 files of students admitted to the school during the audit period indicated that 13 of 14 records (92%) 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 14 files of students admitted to the school during the audit period indicated that 13 of 14 records (92%) were received from the LEA within 2 days of the request

NO.	Standard	Data Source	Findings
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 	A review of the 14 files and ILPs of students admitted to the school during the audit period indicated that 14 of 14 records (100%) were reviewed with the student 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 during the second quarter. 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 school schedule indicated that school began at 8:15 AM and ended for lunch and a break at 11:15 AM for every class. The second half of the school starting at 12:50 PM. With the school day ending at 3:50 PM.
SA-4	Unit based instruction is provided at a	<ul style="list-style-type: none"> • Review of facility cameras 	Unit based instruction was provided to students unable to attend the school because of illness or injury.

NO.	Standard	Data Source	Findings
	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 logbooks • Interview with the school principal 	
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 sixteen 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 facility cameras indicated that school was delayed due to safety/security issues on two days due to inclement weather that effected teachers being available.
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 	There were 6 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 6 IEPs were received from LEAs. Six of 6 (100%) 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 6 IEPs were received from LEA. None of the IEPs were out of compliance.

NO.	Standard	Data Source	Findings
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 6 out of 6 students had initial IEP meetings with 20 days of admission.
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 6 IEPs and student files indicated that 6 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 6 students were to receive related services. IEP documentation showed that 6 of the 6 students (100%) received related services as outlined in their IEPs.
SE-B-2	Youth are provided supplementary aides as outlined by the IEP	<ul style="list-style-type: none"> • MD Online IEP • File Review 	A review of IEPs indicated that 6 out of 6 students received supplementary aid.
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 6 of 6 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 6 of 6 evaluations were updated.
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	<ul style="list-style-type: none"> • MD Online IEP 	A review of Child Find procedures indicate a process for identify students who may be in need of special education. During the

NO.	Standard	Data Source	Findings
	who may be in need of special education services.	<ul style="list-style-type: none"> • File Review • Interview with staff 	audited period no student was 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 student was identified.
Teacher Certification			
TC-1	All Education staff have valid certifications	Review information from the Superintendent and DJS HR Certification Manager	<p>A review of certifications indicated that 7 of 8 teachers hold valid certifications.</p> <p>One educator's paper work was submitted to MSDE for re-certification.</p>
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 attempted during the semester	<ul style="list-style-type: none"> • Powerschool • File review 	During the audited period 87 credits were attempted and 85 were issued towards graduation requirements (97.7%)
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 35.5 elective credits were attempted and 35 credits were issued towards graduation (98.6%)

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 	One student obtained their GED during this auditing 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, Powerschool and documentation provided by the Principal indicated that no student obtained a GED waiver during the auditing 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 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 	During the audited period one students sat for the GED examination and passed. Two of four 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 by the principal indicated that two student obtained their GED 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

NO.	Standard	Data Source	Findings
			<ul style="list-style-type: none"> • 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 41 students were enrolled in 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 eight youth attempted and obtained certifications during the auditing period (100%)
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 data indicated that 65% of attempted courses were passed.
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"> • 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.

NO.	Standard	Data Source	Findings
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>Seventeen students were documented as being released from the program during the audited period.</p> <p>Out of the total of 17 students, 14 students were released with re-entry date being documented. Three students were released without a re-entry date being documented. Seven student’s information was not provided in regard to their education plan in the community.</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 	A review of the Re-entry Committed Youth Log indicated that Fourteen student’s re-entry meeting was held prior to their release from commitment. Three student’s re-entry date was not documented.
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 	A review of the Re-Entry Committed Youth Log indicated that Nine students were eligible to return to their “home school” within their LEA.

NO.	Standard	Data Source	Findings
		<ul style="list-style-type: none"> • Student file review 	
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 	A review of the Re-entry Committed Youth Log indicated that one student was not eligible to return to their “home school within their LEA.
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 11 students transferred during the time of the audit. The students transferred a total of 73 credits.</p> <p>Credits were not documented for ten students.</p>