



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

Backbone Mountain Youth Center School Audit

Audit Date(s): July 16, 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

8.1.24

Date



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ENTRANCE CONFERENCE:

On July 16, 2024 an Entrance Conference was conducted by Ty Blackwell, Lead QA Specialist. In attendance was Ms. Snyder, 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 school to gather the students files and collect requested information
- Audited the records and information for all students enrolled in the school from April 15, 2024 to June 20, 2024.

EXIT CONFERENCE:

On July 16, 2024. Blackwell provided preliminary findings to Ms. Snyder.

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 24 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 2 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 21 files of students admitted to the school during the audit period indicated that 21 of 21 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 21 files of students admitted to the school during the audit period indicated that 21 of 21 records (100%) were received from the LEA within 2 days of the request
AR-6	Record review and credit audit is completed and reviewed with the	<ul style="list-style-type: none">• File review• Review of Individual	A review of the 21 files and ILPs of students admitted to the school during the audit period indicated that 21 of 21 records (100%) were reviewed with the student

NO.	Standard	Data Source	Findings
	student within 3 JSEP school days of records being received	Learning Plans	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 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	<ul style="list-style-type: none"> • Review of facility cameras • Review of logbooks 	Unit based instruction was provided to students unable to attend the school because of illness or injury.

NO.	Standard	Data Source	Findings
	unable to attend the School because of illness or injury.	<ul style="list-style-type: none"> • 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 	A review of cameras indicated that there were 6 instances of units being late for the 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 there was one instance of units being late for the due to 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 5 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 5 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 5 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	<ul style="list-style-type: none"> • MD Online IEP 	During the audited period 4 out of 5 students had initial IEP meetings with 20

NO.	Standard	Data Source	Findings
	an initial IEP meeting within 20 days	<ul style="list-style-type: none"> • File Review • Interview with staff 	days of admission. One student did not receive speech/language service. (This student was reported to have been exited from special education on 6/13/24)
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 IEPs and student files indicated that 8 of the 8 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 were to receive related services. IEP documentation showed that one student did not receive speech/language services. That was reported to have been exited from special education 12 days after being admitted to the school.
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 all 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 8 of 8 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 8 of 8 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.

NO.	Standard	Data Source	Findings
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.
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 all education staff held valid certifications.
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 240 core credits were attempted. Eighty-two of the credits were issued
I-2b	The number of elective credits issued towards	<ul style="list-style-type: none"> • Powerschool • File review 	During the audited period 76.5 credits were attempted. The school issued 21.5 of the attempted credits.

NO.	Standard	Data Source	Findings
	graduation requirements versus attempted during the semester		
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 two 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 five 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.
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 	The number of GED sections passed per student versus the number attempted during the audited period was 20 of 31.
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 II

NO.	Standard	Data Source	Findings
			<ul style="list-style-type: none"> • Foundations of Technical Education • Foundations of Computer Science • Computer Applications • C-Tech • OSHA 10 • Learner's Permit • Flaggers
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 28 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 3 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 88 of classes attempted 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 students are provided classes offered through Garrett College and Anne Arundel Community College.

NO.	Standard	Data Source	Findings
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 	There were 4 students enrolled in credit bearing college courses.
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 	During the audit period students were enrolled in 21 total credits at Garrett College for the term beginning March 27, 2024 until June 10, 2024. All twenty-one of the credits were obtained.
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 	Nine students were released from the program during the audited period. Of those students, one student had a GED and were not returning to a school program. The remaining eight students had re-entry meetings.
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 three of the students' reentry meetings were held prior to their release.
RE-3	The number of eligible students who returned to	<ul style="list-style-type: none"> • Review of the Re-entry Committed 	A review of the Re-entry Committed Youth Log indicated that 7 of the 9 students returned to their home schools.

NO.	Standard	Data Source	Findings
	their “home school” within their LEA	<ul style="list-style-type: none"> • or Detention Youth Log • Review of ASSIST • 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 if the Re-entry Committed Youth Log indicated that 2 students were enrolled into GED programs.
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 if the Re-entry Committed Youth Log indicated that one student left with 9.5 credits being accepted from the students’ returning placement.