



# 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): July 12, 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*

Kevin Hoefs  
Director of Quality Assurance

8.1.24

---

Date



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

---

**Cheltenham Youth Detention Center School Audit**

Audit Date(s): July 12, 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

**ENTRANCE CONFERENCE:**

On July 12, 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 April 15, 2024 until June 20, 2024.

## EXIT CONFERENCE

On July 12, 2024 an exit conference was conducted with Mr. Aaron Hippolyte. Preliminary findings of the audit were discussed with Mr. Hippolyte.

NO.	Standard	Data Source	Findings
<b>Assessment and Records</b>			
AR-1	Students will receive an educational assessment upon admission to the facility within 5 business days	File review	<p>A review of the 62 files of students admitted to the school during the audit period indicated that 32 of 62 (52%) students received an educational assessment upon admission within 5 business days.</p> <p>Note:</p> <ul style="list-style-type: none"><li>• Four students exited early from Quarantine.</li><li>• Four students refused</li><li>• Three still within time of assessment time</li><li>• One student still in quarantine</li><li>• Eighteen students were not within the 5 business days.</li></ul>
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	A review of the 62 files of students admitted to the school during the audit period indicated that 57 of 62 records (92%) were requested from the LEA within the first JSEP school day.
AR-5	Student records are received from the	File review	A review of the 60 files of students admitted to the school during the audit

NO.	Standard	Data Source	Findings
	LEA within 2 school days of request		<p>period indicated that 47 of 62 records (78%) were received from the LEA within 2 days of the request</p> <p>Note:</p> <ul style="list-style-type: none"> <li>Two records were never received</li> </ul>
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"> <li>File review</li> <li>Review of Individual Learning Plans</li> </ul>	<p>A review of the 62 files and ILPs of students admitted to the school during the audit period indicated that 18 of 62 records were reviewed with the student within 3 JSEP school days of records being received</p> <p>Note:</p> <ul style="list-style-type: none"> <li>Four students exited prior to starting school.</li> <li>Seven students refused to participate for the ILP assessment.</li> <li>Two students were on school break when they entered</li> <li>One student still within time to receive ILP.</li> <li>One record date was not received. However, ILP was completed within 3 days of admission date.</li> <li>One student still in quarantine</li> </ul>
<b>Schedule of instruction and Attendance</b>			
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"> <li>Review of School calendar</li> <li>Review of facility cameras</li> </ul>	<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. During the audited period, the school was scheduled for 47 days during the third quarter. 282 school hours. A review of the facility cameras indicated the school met for the prescribed days and hours.</p>

<b>NO.</b>	<b>Standard</b>	<b>Data Source</b>	<b>Findings</b>
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 47 days for the fourth 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"> <li>• Review of School schedule</li> <li>• Review of the Facility Schedule</li> </ul>	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 facility 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"> <li>• Review of facility cameras</li> <li>• Review of logbooks</li> <li>• Interview with the school principal</li> </ul>	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"> <li>• Camera Review</li> <li>• Logbook Review</li> <li>• Attendance records</li> </ul>	Students were late to school for thirty-seven separate dates 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"> <li>• Camera Review</li> <li>• Logbook Review</li> <li>• Attendance records</li> </ul>	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	<ul style="list-style-type: none"> <li>• Camera Review</li> </ul>	A review of facility cameras did not indicate any instances of lateness due to shortages of the educational staff. There

NO.	Standard	Data Source	Findings
	education staff shortages	<ul style="list-style-type: none"> <li>Logbook Review</li> <li>Attendance records</li> </ul>	was a teacher to receive each class that came to the classrooms.
<b>Special Education Instruction and Related Services</b>			
<b>IEP</b>			
SE-A-1	The number of students identified as needing/receiving IEP services	<ul style="list-style-type: none"> <li>MD Online IEP</li> <li>File Review</li> <li>Interview with staff</li> </ul>	There were 23 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"> <li>MD Online IEP</li> <li>File Review</li> <li>Interview with staff</li> </ul>	During the audit period 23 IEPs were received from LEAs. Twenty-three of 23 (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"> <li>MD Online IEP</li> <li>File Review</li> <li>Interview with staff</li> </ul>	During the audit period no students IEP was out of compliance.
SE-A-4	The number of youth who have had an initial IEP meeting within 20 days	<ul style="list-style-type: none"> <li>MD Online IEP</li> <li>File Review</li> <li>Interview with staff</li> </ul>	<p>During the audited period 13 of 23 (57%) students had initial IEP meetings within 20 days of admission.</p> <p>Note: Included in the 23 total IEPs that were reviewed, 6 students exited prior to their meetings. 4 students meetings were scheduled to be held after the audit dates that were reviewed.</p>
SE-A-5	Youth receive instruction as outlined by the IEP	<ul style="list-style-type: none"> <li>MD Online IEP</li> <li>File Review</li> <li>Interview with staff</li> </ul>	A review of 23 IEPs and student files indicated that 12 youth were receiving instruction as outlined in their IEPs. 6 students were released prior to their IEP meeting. 4 students meetings were scheduled to be held after the audit dates that were reviewed.
<b>IEP Implementation</b>			

NO.	Standard	Data Source	Findings
SE-B-1	Youth receive related services as outlined by the IEP	<ul style="list-style-type: none"> <li>MD Online IEP</li> <li>File Review</li> </ul>	<p>A review of 23 IEPs and student files indicated the 7 youth were receiving related services as outlined in their IEPs. Six students were released prior to IEP meeting. Four students meetings were scheduled to be held after the audit dates that were reviewed.</p> <p>Note: Two students' related services included receiving speech therapy. The facility reported that a Speech Therapist was not available during the time of this audit. The Speech Therapist started meeting with students in July.</p>
SE-B-2	Youth are provided supplementary aids as outlined by the IEP	<ul style="list-style-type: none"> <li>MD Online IEP</li> <li>File Review</li> </ul>	<p>A review of 23 IEPs and student files indicated the 13 youth were receiving supplementary aids as outlined in their IEPs. Six students were released prior to IEP meeting. Four students meetings were scheduled to be held after the audit dates that were reviewed.</p>
<b>IEP Documentation</b>			
SE-C-1	IEPs are current and are reviewed at least annually while in continuous custody/care	<ul style="list-style-type: none"> <li>MD Online IEP</li> <li>File Review</li> </ul>	<p>A review of IEPs indicated that 23 of 23 IEPs were current.</p>
<b>Evaluations</b>			
SE-D-1	Students are evaluated at least triennially.	<ul style="list-style-type: none"> <li>MD Online IEP</li> <li>File Review</li> </ul>	<p>A review of Special Education files indicated that 21 of 23 evaluations were up to date</p> <p>Note: Two students meetings were scheduled to be held after the audit dates that were reviewed.</p>
<b>Child Find</b>			
SE-E-1	Procedures are implemented to identify students who are currently identified as students	<ul style="list-style-type: none"> <li>MD Online IEP</li> <li>File Review</li> </ul>	<p>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</p>

NO.	Standard	Data Source	Findings
	who require 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"> <li>MD Online IEP</li> <li>File Review</li> <li>Interview with staff</li> </ul>	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"> <li>MD Online IEP</li> <li>File Review</li> <li>Interview with staff</li> </ul>	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.
<b>Teacher Certification</b>			
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 all of the teachers held current certificates.
<b>Instruction</b>			
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"> <li>File review</li> <li>Review of Monthly Reports</li> <li>Interview with the principal</li> </ul>	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"> <li>Powerschool</li> <li>File review</li> </ul>	Of the 566.5 core credits attempted, 50.5 were issued towards graduation requirements
I-2b	The number of elective credits issued towards graduation	<ul style="list-style-type: none"> <li>Powerschool</li> <li>File review</li> </ul>	Of the 162.25 elective credits attempted, 29.25 credits were issued towards graduation requirements



NO.	Standard	Data Source	Findings
	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"> <li>• Powerschool</li> <li>• File review</li> </ul>	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"> <li>• Powerschool</li> <li>• File review</li> </ul>	A review of student files and Powerschool indicated that three 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"> <li>• Review of education policy and procedures</li> <li>• Interview with Principal</li> </ul>	A review of the program indicates 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"> <li>• File review</li> <li>• Review of Monthly Reports</li> <li>• Interview with the principal</li> </ul>	The number of GED sections passed per student versus the number attempted during the audited period was 3 out of 6 (50%)
I-7	The number of GEDs obtained	<ul style="list-style-type: none"> <li>• File review</li> <li>• Review of Monthly Reports</li> <li>• Interview with the principal</li> </ul>	A review of student files and information provided the principal indicated that no GED was 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"> <li>• CPR/ FA</li> <li>• Flagger</li> <li>• Servsafe</li> <li>• CRD</li> <li>• Driver's Permit (Learners)</li> <li>• Google IT certification</li> <li>• Python Coding certification</li> </ul>

NO.	Standard	Data Source	Findings
I-9	The number of youth enrolled in vocational program	<ul style="list-style-type: none"> <li>File review</li> <li>Review of Monthly Reports</li> <li>Interview with the principal</li> </ul>	A review of student files information provided by the principal indicated that 137 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"> <li>File review</li> <li>Review of Monthly Reports</li> <li>Interview with the principal</li> </ul>	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 discharge and return to the community	<ul style="list-style-type: none"> <li>File review</li> <li>Review of Monthly Reports</li> <li>Interview with the principal</li> </ul>	Information for this standard was provided for the entire JSEP system. A review of the data indicated that 28 % of credits were being passed upon discharge and return to the community.
<b>Post-Secondary Education</b>			
PE-1	The program offers students with diplomas or GED to take college courses	<ul style="list-style-type: none"> <li>Review of Monthly Reports</li> <li>Interview with the principal</li> </ul>	Program information provided by the principal indicated that the school offers the following college options: <ul style="list-style-type: none"> <li>Vocational Certifications</li> <li>Credit and Non-Credit classes through Frederick Community College</li> <li>Accuplacer Training</li> </ul>
PE-2	Course offerings are a minimum of 2.5 hours per school day	<ul style="list-style-type: none"> <li>Review of Monthly Reports</li> <li>Interview with the principal</li> </ul>	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"> <li>Review of Monthly Reports</li> <li>Interview with the principal</li> </ul>	An interview with the school principal indicated that three students were enrolled in college credits while in the placement

NO.	Standard	Data Source	Findings
PE-4	The number of college credits obtained while in placement versus those attempted	<ul style="list-style-type: none"> <li>Review of Monthly Reports</li> <li>Interview with the principal</li> </ul>	An interview with the school principal indicated that no students obtained college credits during this audited period.
<b>Re-Entry</b>			
RE-1	The number of students who had a re-entry/transition meeting (Committed Only)	<ul style="list-style-type: none"> <li>Review of the Re-entry Committed or Detention Youth Log</li> <li>Review of ASSIST</li> <li>Student file review</li> </ul>	N/A
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"> <li>Review of the Re-entry Committed or Detention Youth Log</li> <li>Review of ASSIST</li> <li>Student file review</li> </ul>	N/A
RE-3	The number of eligible students who returned to their “home school” within their LEA	<ul style="list-style-type: none"> <li>Review of the Re-entry Committed or Detention Youth Log</li> <li>Review of ASSIST</li> <li>Student file review</li> </ul>	N/A
RE-4	The number of students enrolled in an alternative educational placement	<ul style="list-style-type: none"> <li>Review of the Re-entry Committed or Detention Youth Log</li> <li>Review of ASSIST</li> <li>Student file review</li> </ul>	N/A

<b>NO.</b>	<b>Standard</b>	<b>Data Source</b>	<b>Findings</b>
RE-5	The number of students who remained engaged with their LEA 90 days post release	<ul style="list-style-type: none"> <li>• Review of the Re-entry Committed or Detention Youth Log</li> <li>• Review of ASSIST</li> <li>• Student file review</li> </ul>	N/A
RE-6	The number of credits obtained when transfer occurred mid-quarter or mid-semester	<ul style="list-style-type: none"> <li>• Review of the Re-entry Committed or Detention Youth Log</li> <li>• Review of ASSIST</li> <li>• Student file review</li> </ul>	N/A