



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, 2025

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

Kevin Hoefs
Director of Quality Assurance

3.25.25

Date

ENTRANCE CONFERENCE:

February 27, 2025 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 November 14, 2024 to January 31, 2025

EXIT CONFERENCE:

On February 27, 2025 an Exit Conference was held. Ty Blackwell provided preliminary findings to Ms. Snyder on February 28, 2025

FINDINGS

NO.	Standard	Data Source	Findings
Assessment and Records			
AR-1	Students will receive an educational assessment upon admission to school within 5 school days of being physically present in the school building	File review	Students received the initial assessment in detention schools.
AR-2	Students will be reassessed 90 school days after the initial educational assessment to determine gains in reading and mathematics	File review	There were 24 students that were reassessed at the 90 day mark.

NO.	Standard	Data Source	Findings
AR-3	Students will be reassessed in 90 day increments to measure reading and math gains	File review	There was no students that were 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 24 files of students admitted to the school during the audit period indicated that 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 24 files of students admitted to the school during the audit period indicated that 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 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 24 files and ILPs of students admitted to the school during the audit period indicated that 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.
SA-2	There is a written calendar that states the specific days	Review of School calendar	The written calendar indicated that during the audited period there were 47 days scheduled for the second quarter.

NO.	Standard	Data Source	Findings
	and total number of days for educational programs.		
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 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.
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 12 instances of units being late for the due to residential staffing
SA-6	Students attend class on-time without delay due	<ul style="list-style-type: none"> • Camera Review • Logbook Review 	A review of cameras indicated that there were 7 instance of units being late for the due to safety and security issues.

NO.	Standard	Data Source	Findings
	to safety/security issues	<ul style="list-style-type: none"> Attendance records 	
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 	On December 5, 2024 the facility report that students did not attend school because of a lack of teachers. In response, the principal reported, "On December 5, 2024, asynchronous learning was provided to students. There was liberal leave called all day and there were not enough teachers to hold school as usual but we did provide instructional materials for students to have an asynchronous learning day."
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 	Of the 18 students with IEPs, 6 students were 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 100% of IEPs received from the LEAs were current
SE-A-3	The percentage 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 0% of the IEPs were out of compliance.
SE-A-4	The percentage of students who have had an initial review meeting within 45 school days	<ul style="list-style-type: none"> MD Online IEP File Review Interview with staff 	During the audited 100% of students had initial IEPs review meetings within 45 days

NO.	Standard	Data Source	Findings
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 all students 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 9 students were to receive related services. IEP documentation showed that all students received their services
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 all 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 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	<ul style="list-style-type: none"> • Powerschool • File review 	During the audited period 98.5 core credits were attempted. All of the attempted credits were issued

NO.	Standard	Data Source	Findings
	attempted during the semester		
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 24 credits were attempted. The school issued all of the attempted credits.
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 2 students MD High School Diplomas 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 2 youth received 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 	<p>The number of GED sections passed versus the number attempted during the audited period was:</p> <p>Math -2/2 Reading Language Arts-2/2 Science-2/2 Social 2/2</p>
I-7	The number of GEDs obtained	<ul style="list-style-type: none"> • File review 	During the audited period one student earned GED

NO.	Standard	Data Source	Findings
		<ul style="list-style-type: none"> • Review of Monthly Reports • Interview with the principal 	
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 • 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 33 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 9 of 9 students that attempted certifications earned the certifications during the audited period
I-11	The percentage of youth passing their courses upon	<ul style="list-style-type: none"> • File review 	A review of the data indicated that 94% of classes attempted during the 2 nd Quarter of the 2024/2025 school year were passed

NO.	Standard	Data Source	Findings
	discharge and return to the community	<ul style="list-style-type: none"> Review of Monthly Reports Interview with the principal 	
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.
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 audited period four students were enrolled in at Garrett Community college from October 23, 2024 to December 6, 2024. Each student was taking six credits, for a total of 24 credits. Two of the students were released prior to the completion of the college semester and did not receive credits. The remain two students both earned six college credits, for a total of 24 credits.
Re-Entry			

NO.	Standard	Data Source	Findings
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 	During the 2 nd quarter 9 students were released from the program. Of those students, three students had diplomas and were not returning to a school program. Four of the remaining six 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 if the Re-entry Committed Youth Log indicated that four of the students' reentry meetings were held prior to their release during the 2 nd quarter.
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 	A review if the Re-entry Committed Youth Log indicated that during the 2 nd quarter 3 out of 6 students returned to their home schools. (There was no information provide for 3 of the students).
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 no students were enrolled into an alternative educational placement. (There was no information provide for 3 of the students).

NO.	Standard	Data Source	Findings
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 that were released during the audited period met the 30 day mark.
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 	The log indicated that there was a total of 11.5 credits transferred.