



# Maryland

DEPARTMENT OF  
JUVENILE SERVICES

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

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### Baltimore City Juvenile Justice Center School Audit

Audit Date(s): July 20, 2023

Location: Baltimore City Juvenile Justice Center  
300 N Gay St  
Baltimore, MD 21202

School Principal: Jeffrey Robinson  
Superintendent: Walter Alston

QA Education Audit Team: Ty Blackwell, Lead QA Specialist  
Chasity Leffall, QA Specialist  
Landon Saunders, QA Specialist

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*Kevin Hoefs*

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Kevin Hoefs  
Director of Quality Assurance

8.17.23

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Date



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**ENTRANCE CONFERENCE:**

On July 20, 2023, an Entrance Conference was conducted by Ty Blackwell, Lead QA Specialist. In attendance was Mr. Jeffery Robinson, 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 1, 2023 to June 30, 2022

## EXIT CONFERENCE

On July 20, 2023 an exit conference was conducted with Mr. Robinson. Preliminary findings of the audit were discussed and Mr. Robinson was provided with areas of non-compliance identified by the audit team.

## FINDINGS

| 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                                                                                                    | The school provide a list of six students that received the assessment in June 5, 2023. None of the assessments were 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                                                                                                    | A review of the 72 files of students admitted to the school during the audit period indicated that 61 of 72 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 72 files of students admitted to the school during the audit period indicated that 61 of 72 records (85%) 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"> <li>• File review</li> <li>• Review of Individual Learning Plans</li> </ul> | A review of the 72 files and ILPs of students admitted to the school during the audit period indicated that 54 of 72 records (74%) were reviewed with the student within 3 JSEP school days of records being received |
| <b>Schedule of instruction and Attendance</b> |                                                                                                                               |                                                                                                                |                                                                                                                                                                                                                       |

| NO.  | Standard                                                                                                                                                                                                  | Data Source                                                                                                                                                 | Findings                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 52 days and 312 school hours.</p> <p>A review of cameras, School Tracking forms and interviews with the principal indicated that there were 39 instances of teachers teaching on the units because of lack of staffing.</p> |
| 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 52 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"> <li>• Review of School schedule</li> <li>• Review of the Facility Schedule</li> </ul>                                    | 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"> <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>                                   | A review of cameras indicated that there were 20 incidents of units being late to school for the AM session and 34 instances in the PM because of staffing issues.                                                                                                                                                                                                                                                                                             |

| <b>NO.</b>                                                | <b>Standard</b>                                                              | <b>Data Source</b>                                                                                                        | <b>Findings</b>                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 cameras indicated that there were 4 instances of units being late in the AM session due to safety/security issues                                                                                                                                                            |
| SA-7                                                      | Students attend class on-time without delay due to education staff shortages | <ul style="list-style-type: none"> <li>• Camera Review</li> <li>• Logbook Review</li> <li>• Attendance records</li> </ul> | There no instances when school was reported late for teacher shortages, but class was canceled on one occasion because a teacher had to leave.                                                                                                                                           |
| <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 25 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 25 IEPs were received from the LEAs. Twenty-four of the 25 IEPs (96%) 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 25 IEPs were received from the LEAs. One of the IEPs was out of compliance (4%).                                                                                                                                                                                 |
| 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>  | During the audited period 25 out of 25 students had initial IEP meetings within 20 days of admission.                                                                                                                                                                                    |
| 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 25 IEPs and student files indicated that the youth were receiving instruction as outlined in their IEPS                                                                                                                                                                      |
| <b>IEP Implementation</b>                                 |                                                                              |                                                                                                                           |                                                                                                                                                                                                                                                                                          |
| 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>                                  | A review of IEPs indicated that 14 students were to receive related services There was no related services documentation indicated that the student received the counseling outlined in his IEP, indicating that one student did not receive related services as outlined in their IEPs. |

| <b>NO.</b>                   | <b>Standard</b>                                                                                                                 | <b>Data Source</b>                                                                                                       | <b>Findings</b>                                                                                                                                                                                                                                                                                      |
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| 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>                                 | A review of IEPs indicated that 8 students were to receive supplementary aids.                                                                                                                                                                                                                       |
| <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>                                 | A review of IEPs indicated that 0 youths' IEPs were not current.                                                                                                                                                                                                                                     |
| <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>                                 | A review of Special Education files indicated 0 youths' evaluations were not up to date.                                                                                                                                                                                                             |
| <b>Child Find</b>            |                                                                                                                                 |                                                                                                                          |                                                                                                                                                                                                                                                                                                      |
| 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"> <li>• MD Online IEP</li> <li>• File Review</li> </ul>                                 | 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"> <li>• MD Online IEP</li> <li>• File Review</li> <li>• Interview with staff</li> </ul> | A review of Child Find procedures indicates a process for identifying students who may require 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 outlines 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 17 of 18 education staff members hold current valid certifications. One educator's Teacher SPC certification expired on June 30, 3023.                                                                                                                     |
| <b>Instruction</b>           |                                                                                                                                 |                                                                                                                          |                                                                                                                                                                                                                                                                                                      |
| I-1                          | Instruction is provided to students to achieve credit requirements and assessments                                              | <ul style="list-style-type: none"> <li>• File review</li> <li>• Review of Monthly Reports</li> </ul>                     | A review of grade reports and transcripts of the students' earned credits and assessments allows the students to progress toward graduation.                                                                                                                                                         |

| NO.  | Standard                                                                                                   | Data Source                                                                                                                                  | Findings                                                                                                                                                                                                                                                                                                      |
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|      | necessary to progress towards the standards for graduation from a public high school in Maryland           | <ul style="list-style-type: none"> <li>• Interview with the principal</li> </ul>                                                             |                                                                                                                                                                                                                                                                                                               |
| 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>                                                       | Students were offered core credit classes: <ul style="list-style-type: none"> <li>• Math: Algebra 1, Algebra 2, Geometry and College Prep Math</li> <li>• ELA: English 9-12</li> <li>• Science: Biology and Chemistry</li> <li>• Social Studies: American Government, US History and World History</li> </ul> |
| I-2b | The number of elective credits issued towards graduation requirements versus attempted during the semester | <ul style="list-style-type: none"> <li>• Powerschool</li> <li>• File review</li> </ul>                                                       | Students were offered the follow elective credits classes: <ul style="list-style-type: none"> <li>• Foundations of Computer Science</li> <li>• Entrepreneurship</li> </ul>                                                                                                                                    |
| 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 did not indicated that no students received their MD High School Diploma while enrolled at the school                                                                                                                                                                               |
| 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 no 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"> <li>• Review of education policy and procedures</li> <li>• Interview with Principal</li> </ul>            | A review of the program shows that the school does provided GED preparation courses. Six youth were enrolled in courses during the audited period.                                                                                                                                                            |
| 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> | During the audited period no students took the GED exam.                                                                                                                                                                                                                                                      |
| I-7  | The number of GEDs obtained                                                                                | <ul style="list-style-type: none"> <li>• File review</li> <li>• Review of Monthly Reports</li> </ul>                                         | A review of student files and information provided the principal indicated there were no GEDs obtained during the audited period                                                                                                                                                                              |

| NO.                             | Standard                                                                                 | Data Source                                                                                                                                  | Findings                                                                                                                                                                                                                                                                                                                             |
|---------------------------------|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                 |                                                                                          | <ul style="list-style-type: none"> <li>• Interview with the principal</li> </ul>                                                             |                                                                                                                                                                                                                                                                                                                                      |
| 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>• ServSafe Food Handler</li> <li>• ServSafe-Manager</li> <li>• OSHA 10</li> <li>• OSHA 30</li> <li>• CPR First Aid</li> <li>• Flagger</li> <li>• Conover Career Readiness</li> </ul> |
| 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 assistant principal indicated that 16 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 an interview with the assistant principal indicated no attempted certifications or obtained a vocational certification during the audited period.                                                                                                                                                    |
| I-11                            | The percentage of youth passing their courses upon discharge and return to the community | Grade count information provided by the superintendent                                                                                       | <p>Information for this standard was provided for the entire JSEP system.</p> <p>A review of the data indicated that of 491 classes attempted 553 classes were passed (89%).</p>                                                                                                                                                     |
| <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 assistant principal indicated that the school offers virtual classes through Frederick Community College                                                                                                                                                                                         |
| 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> </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                                                                                                                                                                  |

| NO.             | Standard                                                                                                  | Data Source                                                                                                                                                            | Findings                                                                                                                                          |
|-----------------|-----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
|                 |                                                                                                           | <ul style="list-style-type: none"> <li>• Interview with the principal</li> </ul>                                                                                       | 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>                                                  | There were no students taking college courses during the audit period.                                                                            |
| 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>                                                  | There were two students taking college courses during the audit period. Neither of the students' courses were completed at the time of the audit. |
| <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> </ul>                                                            | N/A                                                                                                                                               |

| <b>NO.</b> | <b>Standard</b>                                                                   | <b>Data Source</b>                                                                                                                                                     | <b>Findings</b> |
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|            |                                                                                   | <ul style="list-style-type: none"> <li>• Review of ASSIST</li> <li>• Student file review</li> </ul>                                                                    |                 |
| 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             |