Maryland
DEPARTMENT OF
JUVENILE SERVICES

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

<u>Lower Eastern Shore Children's Center School Audit</u>

Audit Date(s):   July 13, 2023

Location: Lower Eastern Shore Children's Center
                        405 W Naylor Mill Rd
                        Salisbury, MD 21801

School Principal: Michael Grossman
Superintendent: Derrick Witherspoon

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

8.17.23
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ENTRANCE CONFERENCE:
On July 13, 2023, an Entrance Conference was conducted by Ty Blackwell, Lead QA Specialist. In attendance was Mr. , Special Education Coordinator. The QA Specialist discussed the audit process and addressed any questions.

REVIEW PROCESS:
- The school was notified 10 business days before the actual start of the audit. This timeframe allowed the school to gather the student files and collect the requested information
- Audited the records and information for all students enrolled in the school from April 1, 2023 to June 30, 2023.

EXIT CONFERENCE:
On July 17, 2023 an Exit Conference was held between Mr. Blackwell and Dr. Grossman. At the meeting preliminary findings were discussed. A list of non-compliant files and dates was provided to Dr. Grossman.

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	A review of STAR reports indicated that eight students received the assessment. All of the assessments were administered on May 24, 2023. None of the assessment were performed within 5 business days of admission.
AR-2	Students will be reassessed at the 90 day mark to determine gains in reading and mathematics	File review	There were no students that received a follow up assessment.
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 31 files of students admitted to the school during the audit period indicated that 31 of 31 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 31 files of students admitted to the school during the audit period indicated that 29 of 31 records (94%) 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	• File review • Review of Individual Learning Plans	A review of the 31 files and ILPs of students admitted to the school during the audit period indicated that 27 of 31 records (87%) were reviewed with the student

NO.	Standard	Data Source	Findings
	JSEP school days of records being received		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.	• 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 52 days and 312 school hours. A review of the facility cameras 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 52.0 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.	• Review of School schedule • Review of the Facility Schedule	A review of the school schedule indicated that there was a schedule outline a six hour school 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.	• 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.

NO.	Standard	Data Source	Findings
SA-5	Students attend class on-time without delay due to residential staffing	• Camera Review • Logbook Review • Attendance records	A review of cameras indicated that there were 8 incidents of units being late to school in the morning and 17 instances of units being late for the afternoon session due to residential staffing.
SA-6	Students attend class on-time without delay due to safety/security issues	• Camera Review • Logbook Review • Attendance records	There were no days when school was late for what the staff identified as safety concern.
SA-7	Students attend class on-time without delay due to education staff shortages	• 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	• MD Online IEP • File Review • Interview with staff	There were 13 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)	• MD Online IEP • File Review • Interview with staff	During the audit period 13 IEPs were received from the LEAs. All of the 13 IEPs (100%) were current
SE-A-3	The number of IEPs that are out of compliance upon JSEP school enrollment	• MD Online IEP • File Review • Interview with staff	During the audit period 13 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 an initial IEP meeting within 20 days	• MD Online IEP • File Review • Interview with staff	During the audited period 12 out of 13 students had initial IEP meetings with 20 days of admission. *One student was released prior to the 20 day mark

NO.	Standard	Data Source	Findings
SE-A-5	Youth receive instruction as outlined by the IEP	• MD Online IEP • File Review • Interview with staff	A review of 13 IEPs and student files indicated that the youth were receiving instruction as outlined in their IEPS
IEP Implementation			
SE-B-1	Youth receive related services as outlined by the IEP	• MD Online IEP • File Review	A review of IEPs indicated that 5 students were to receive related services. IEP documentation showed that all students received related services as outlined in their IEPs.
SE-B-2	Youth are provided supplementary aids as outlined by the IEP	• MD Online IEP • File Review	A review of IEPs indicated that 5 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	• 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.	• MD Online IEP • File Review	A review of Special Education files indicated that all 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	• MD Online IEP • File Review	A review of Child Find procedures indicate a process for identifying students admitted to the school who required special education services. A review of student records found no students who were receiving special education services prior to admission that were not identified by the school.
SE-E-2	Procedures are implemented to identify students who may be in need of special education services.	• 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. During the audited period no students were identified.
SE-E-3	The number of students identified who qualify for	• MD Online IEP • File Review	A review of Child Find procedures outline a process to identify previously unidentified students who may qualify for special

NO.	Standard	Data Source	Findings
	special education services not previously identified	• Interview with staff	education services. During the audited period no students were identified.
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 6 of 6 education staff members hold current 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	• File review • Review of Monthly Reports • Interview with the principal	A review of grade reports ad 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	• Powerschool • File review	Students were offered core credit classes: • Math: Algebra 1, Algebra 2, Geomerty and College Prep Math • ELA: English 9-12 • Science: Biology and Chemistry • Social Studies: American Government, US History and World History
I-2b	The number of elective credits issued towards graduation requirements versus attempted during the semester	• Powerschool • File review	Students were offered the follow elective credits classes: • Foundations of Computer Science • Entrepreneurship
I-3	The number of students who completed their course of study and were issued a MD	• Powerschool • File review	A review of student files did not indicated that any students received their MD High School Diploma while enrolled at the school

NO.	Standard	Data Source	Findings
	High School Diploma		
I-4	The number of students who obtained GED waiver	• Powerschool • File review	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	• Review of education policy and procedures • Interview with Principal	A review of the program that the school does provided GED preparation courses. Four students were enrolled courses during the audited period.
I-6	The number of GED sections passed per student versus The number attempted	• File review • Review of Monthly Reports • Interview with the principal	No students attempted the GED exam during the audited period.
I-7	The number of GEDs obtained	• File review • Review of Monthly Reports • Interview with the principal	A review of student files and information provided the principal indicated there were no GEDs obtained during the audited period
I-8	The program offers vocational education programs	Review of school schedule and class offerings	A review of program materials indicate that the school offered the following vocational programs: • OSHA 10 • ServSafe
I-9	The number of youth enrolled in vocational program	• File review • Review of Monthly Reports • Interview with the principal	A review of student files and information provided by the principal indicated that 17 students were enrolled in vocational programs during the audited period
I-10	The number of youth obtaining	• File review	A review of student files and information provided by the principal indicated that no

NO.	Standard	Data Source	Findings
	certification versus attempt	• Review of Monthly Reports • Interview with the principal	students had received vocational certifications.
I-11	The percentage of youth passing their courses upon discharge and return to the community	• File review • Review of Monthly Reports • Interview with the principal	A review of the data indicated that of 1245 classes attempted 1131 classes were passed (91%).
Post-Secondary Education			
PE-1	The program offers students with diplomas or GED to take college courses	• Review of Monthly Reports • Interview with the principal	Program information provided by the principal indicated that the school offers virtual classes through: Anne Arundel Community College Baltimore City Community College Frederick Community College, and Wor-Wic Community College
PE-2	Course offerings are a minimum of 2.5 hours per school day	• 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	• Review of Monthly Reports • Interview with the principal	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	• Review of Monthly Reports • Interview with the principal	There were no students taking college courses during the audit period.
Re-Entry			
RE-1	The number of students who had a re-entry/transition	• Review of the Re-entry	N/A

NO.	Standard	Data Source	Findings
	meeting (Committed Only)	Committed or Detention Youth Log • Review of ASSIST • Student file review	
RE-2	The number of students whose re-entry meeting was held prior to release from commitment. (Committed Only)	• Review of the Re-entry Committed or Detention Youth Log • Review of ASSIST • Student file review	N/A
RE-3	The number of eligible students who returned to their "home school" within their LEA	• Review of the Re-entry Committed or Detention Youth Log • Review of ASSIST • Student file review	N/A
RE-4	The number of students enrolled in an alternative educational placement	• Review of the Re-entry Committed or Detention Youth Log • Review of ASSIST • Student file review	N/A
RE-5	The number of students who remained engaged with their LEA 90 days post release	• Review of the Re-entry Committed or Detention Youth Log	N/A

NO.	Standard	Data Source	Findings
		• Review of ASSIST • Student file review	
RE-6	The number of credits obtained when transfer occurred mid-quarter or mid-semester	• Review of the Re-entry Committed or Detention Youth Log • Review of ASSIST • Student file review	N/A