



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

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**Green Ridge Youth Center School Audit**

Audit Date(s): November 28, 2023

Location: Green Ridge Youth Center  
10700 Fifteen Mile Creek Road  
Flintstone, MD 21530

School Principal: Jeremy Graham  
Superintendent: John Hare

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

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*Kevin Hoefs*

Kevin Hoefs  
Director of Quality Assurance

1.4.24

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Date



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**ENTRANCE CONFERENCE:**

On November 28, 2023, an Entrance Conference was conducted by Chasity Leffall, QA Specialist. In attendance was Mr. Jeremy Graham, Principal. The QA Specialist 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 June 1, 2023 to August 31, 2023 ( Summer) and September 5 to October 30, 2023 ( 1<sup>st</sup> Quarter)

**EXIT CONFERENCE**

On November 28, 2023 an exit conference was conducted with Mr. Jeremy Graham, Principal. Preliminary findings of the audit were discussed and Mr. Jeremy Graham was provided with areas of non-compliance identified by the audit team.

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	A review of 32 files indicated that 32 of 32 (100%) student received an educational assessment within 5 business days.
AR-2	Students will be reassessed at the 90 day mark to determine gains in reading and mathematics	File review	Twenty-nine students had reassessment dates.  Note that 3 students out of the 32 total files were discharged within their first month of placement. Those 3 students did not receive assessments.
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 32 files of students admitted to the school during the audit period indicated that 32 of 32 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 32 files of students admitted to the school during the audit period indicated that 29 of 32 records (90%) were received from the LEA within 2 days of the request

<b>NO.</b>	<b>Standard</b>	<b>Data Source</b>	<b>Findings</b>
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 32 files and ILPs of students admitted to the school during the audit period indicated that 32 of 32 records (100%) were reviewed with the student within 3 JSEP school days of records being received
<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>	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 40 days for the Summer session and 45 days for the Fall quarter for a total of 85 days. 510 school hours. A review of the facility cameras indicated the school met for the prescribed days and hours.
SA-2	There is a written calendar that states the specific days and total number of days for educational programs.	Review of School calendar	The written calendar indicated that the school was scheduled for 40 days for the Summer session and 45 days for the Fall quarter for a total of 85 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>	A review of the school schedule indicated that there was a schedule outlining a six hour school day. The school schedule indicated that school began at 8:15 AM and ended for lunch and a break at 11:15 AM for every class. The second half of the school starting at 12:50. With the school day ending at 3:50m.

<b>NO.</b>	<b>Standard</b>	<b>Data Source</b>	<b>Findings</b>
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>	<p>Students were late to school for twenty-four separate dates during the audited period.</p> <p>Note that the audit team did not receive documentation of the reason for lateness during the entire time of this audit. Therefore, the reason for lateness is unknown.</p>
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>	The audit team did not receive documentation of the reason for lateness during the entire time of this audit. Therefore, the reason for lateness is unknown.
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>	A review of facility cameras did not indicate any instances of lateness due to shortages of the educational staff. There 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 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)	<ul style="list-style-type: none"> <li>• MD Online IEP</li> <li>• File Review</li> </ul>	During the audit period 13 IEPs were received from LEAs. Thirteen of 13 (100%) IEPs were current

<b>NO.</b>	<b>Standard</b>	<b>Data Source</b>	<b>Findings</b>
		<ul style="list-style-type: none"> <li>• Interview with staff</li> </ul>	
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 13 IEPs were received from LEA. None of the IEPs were 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>	During the audited period 13 out of 13 students had initial IEP meetings with 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 13 IEPs and student files indicated the 13 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 13 students were to receive related services. IEP documentation showed that 13 of the 13 students (100%) received related services as outlined in their IEPs.
SE-B-2	Youth are provided supplementary aides 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 13 out of 13 students received supplementary aid.
<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 13 of 13 IEPs were 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 that 13 of 13 evaluations were updated.
<b>Child Find</b>			
SE-E-1	Procedures are implemented to identify students	<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

NO.	Standard	Data Source	Findings
	who are currently identified as students who require special education services		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 indicate a process for identify students who may be in need of special education. During the audited period no student was 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 student was identified.
<b>Teacher Certification</b>			
TC-1	All Education staff have valid certifications	Review information from the Superintendent and DJS HR Certification Manager	<p>A review of certifications indicated that 6 of 7 teachers hold valid certifications.</p> <p>One educator’s paper work was submitted to MSDE. However she does not have a valid certification.</p>
<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 shows 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	<ul style="list-style-type: none"> <li>• Powerschool</li> <li>• File review</li> </ul>	During the audited period 12.5 credits were attempted and 12.5 were issued towards graduation requirements

<b>NO.</b>	<b>Standard</b>	<b>Data Source</b>	<b>Findings</b>
	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"> <li>• Powerschool</li> <li>• File review</li> </ul>	During the audited period 66.5 elective credits were attempted and 66.5 credits were issues towards graduation (100%)
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>	No student obtained their GED during this auditing 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, Powerschool and documentation provided by the Principal indicated that three student obtained a GED waiver during the auditing 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.
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 one students sat for the GED examination and passed. Three of the four sections were passed.
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 by the principal indicated that no student obtained their GED during the audited period.



NO.	Standard	Data Source	Findings
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 Manager</li> <li>• ServSafe Food Handler</li> <li>• Flagger</li> <li>• OSHA 30</li> <li>• OSHA 10</li> <li>• CPR/First Aide</li> <li>• Job Readiness Series</li> <li>• Job Seeking</li> <li>• Job Seeking Series</li> <li>• Conover Work Place Readiness</li> <li>• Code.org</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>	<p>A review of student files information provided by the principal indicated the number of students enrolled in vocational courses during the audited period:</p> <p>(Summer) July/August: N/A</p> <p>September: Comp Sci -7 Construction: 16</p> <p>October: Comp Sci- 4 Construction: 16</p> <p>November: Comp Sci- 4 Construction: 20</p>
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>	<p>A review of student files provided by the principal indicated the number of youth obtaining certifications versus attempts during the time of the auditing period:</p> <p>Certifications:</p> <p>July</p>

NO.	Standard	Data Source	Findings
			<ul style="list-style-type: none"> <li>● Earned= 1</li> <li>● Attempted= 1</li> </ul> August <ul style="list-style-type: none"> <li>● Earned= 22</li> <li>● Attempted= 22</li> </ul> September <ul style="list-style-type: none"> <li>● Earned= 0</li> <li>● Attempted= 0</li> </ul> October <ul style="list-style-type: none"> <li>● Earned= 14</li> <li>● Attempted= 14</li> </ul> November <ul style="list-style-type: none"> <li>● Earned= 1</li> <li>● Attempted= 1</li> </ul>
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>	A review of data indicated that 100% of attempted courses were passed.
<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>● Garrett Community College</li> <li>● Frederick Community College</li> <li>● Accuplacer Preparation and Testing</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 no student 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 none of the students received college credits while in the placement
<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>	<p>Eleven students were documented as being released from the program during the audited period.</p> <p>Out of the total of 11 students, 7 students were released with re-entry date being documented. 4 student were released without a re-entry date being documented:</p> <ul style="list-style-type: none"> <li>• Three student returned to their ‘home school’ within their LEA.</li> <li>• Eight student’s information was not provided in regard to their education plan in the community.</li> </ul>
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>	A review of the Re-entry Committed Youth Log indicated that 7 student’s re-entry meeting was held prior to their release from commitment. Four student’s re-entry date was not documented.
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>	A review of the Re-Entry Committed Youth Log indicated that three students were eligible to return to their “home school” within their LEA.
RE-4	The number of students enrolled in an alternative	<ul style="list-style-type: none"> <li>• Review of the Re-entry Committed</li> </ul>	A review of the Re-entry Committed Youth Log indicated that no student was not eligible to return to their “home school

NO.	Standard	Data Source	Findings
	educational placement	<ul style="list-style-type: none"> <li>• or Detention Youth Log</li> <li>• Review of ASSIST</li> <li>• Student file review</li> </ul>	within their LEA. However, eight student's education aftercare plans were not documented.
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>	None of the students had been released for a period of 90 days.
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>	<p>A review of the Re-entry Committed Youth Log indicated that 11 students transferred during the time of the audit. The students transferred a total of 64.5 credits.</p> <p>Credits were not documented for five students.</p>