



# New Enrollment Audit POC Training

*2020-21 Start of School Training Series*

Monday, July 20, 2020

OSSE Office of Enrollment and Residency



# 2020-21 Start of School

*Overview & Announcements*



Visit the **Start of School webpage** to learn more about our five priorities for strengthening the 2020-21 start of school, important dates and deadlines, and helpful resources and tools.

[osse.dc.gov/startofschool](https://osse.dc.gov/startofschool)



2020-21 START OF SCHOOL DATES & DEADLINES

2020-21 START OF SCHOOL RESOURCES & TOOLS

Monday	Tuesday	Wednesday	Thursday
<b>July 20</b> <a href="#">New Data Manager Orientation</a> <a href="#">New Enrollment Audit POC Orientation</a> <a href="#">Returning Enrollment Audit POC Refresher</a>	<b>July 21</b> <a href="#">New Special Education POC Orientation</a> <a href="#">New Transportation POC Orientation + TOTE 2.0</a> <a href="#">Re-entry Strategies and Tools to Support ELs: Part 1</a>	<b>July 22</b> <a href="#">SEDS Train-the-Trainer: Eligibility Process</a> <a href="#">SEDS Train-the-Trainer IEP Process</a> <a href="#">TOTE 2.0 Training</a> <a href="#">SLED Training for New Users</a>	<b>July 23</b> <a href="#">SEDS Train-the-Trainer: Related Service Provision Documentation</a>
<b>July 27</b> <a href="#">SLED Training for New Users</a>	<b>July 28</b> <a href="#">Re-entry Strategies and Tools to Support ELs: Part 2</a> <a href="#">LEA Feed Management</a>	<b>July 29</b> <a href="#">Serving Students with Disabilities Remotely: Part 1</a> <a href="#">TOTE 2.0 Training</a>	<b>July 30</b> <a href="#">LEA Data Discussion for Data Managers</a>
<b>Aug. 3</b>	<b>Aug. 4</b>	<b>Aug. 5</b> <a href="#">Re-entry Strategies and Tools to Support ELs: Part 3</a> <a href="#">Serving Students with Disabilities Remotely: Part 2</a> <a href="#">TOTE 2.0 Training</a>	<b>Aug. 6</b>
		<b>Aug. 12</b> <a href="#">Serving Students with Disabilities Remotely: Part 3</a> <a href="#">TOTE 2.0 Training</a>	<b>Aug. 13</b> <a href="#">Kid Talk Event</a> <a href="#">LEA Data Discussion for Data Managers</a> <a href="#">Re-entry Strategies and Tools to Support ELs: Part 4</a>
		<b>Aug. 19</b> <a href="#">Special Ed POC &amp; Transportation POC Webinar</a>	<b>Aug. 20</b>

# SY2020-21 Start of School Summer Training Calendar

Additional details for each training can be found within the [OSSE Training Registration System](#) and on the [OSSE Start of School Website](#)

## 2020 Kid Talk: Thursday, Aug. 13, 2020 (Virtual)

- Extension of the [Bridge to High School \(B2HS\) Data Exchange Program](#)
- Middle school & high school staff come together to discuss the academic and social emotional needs of **incoming 9<sup>th</sup> graders.**
  - **INVITED:** Counselors, special education coordinators, English learner coordinators, student support staff, school leaders.
  - Allows the receiving high school to **plan for specific student needs** before the school year begins.
- **To RSVP:** Contact Janae Eason at (202) 251-7392 or [Janae.Eason@dc.gov](mailto:Janae.Eason@dc.gov).





# Navigating the Enrollment Audit

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Office of the Enrollment and Residency (OER)

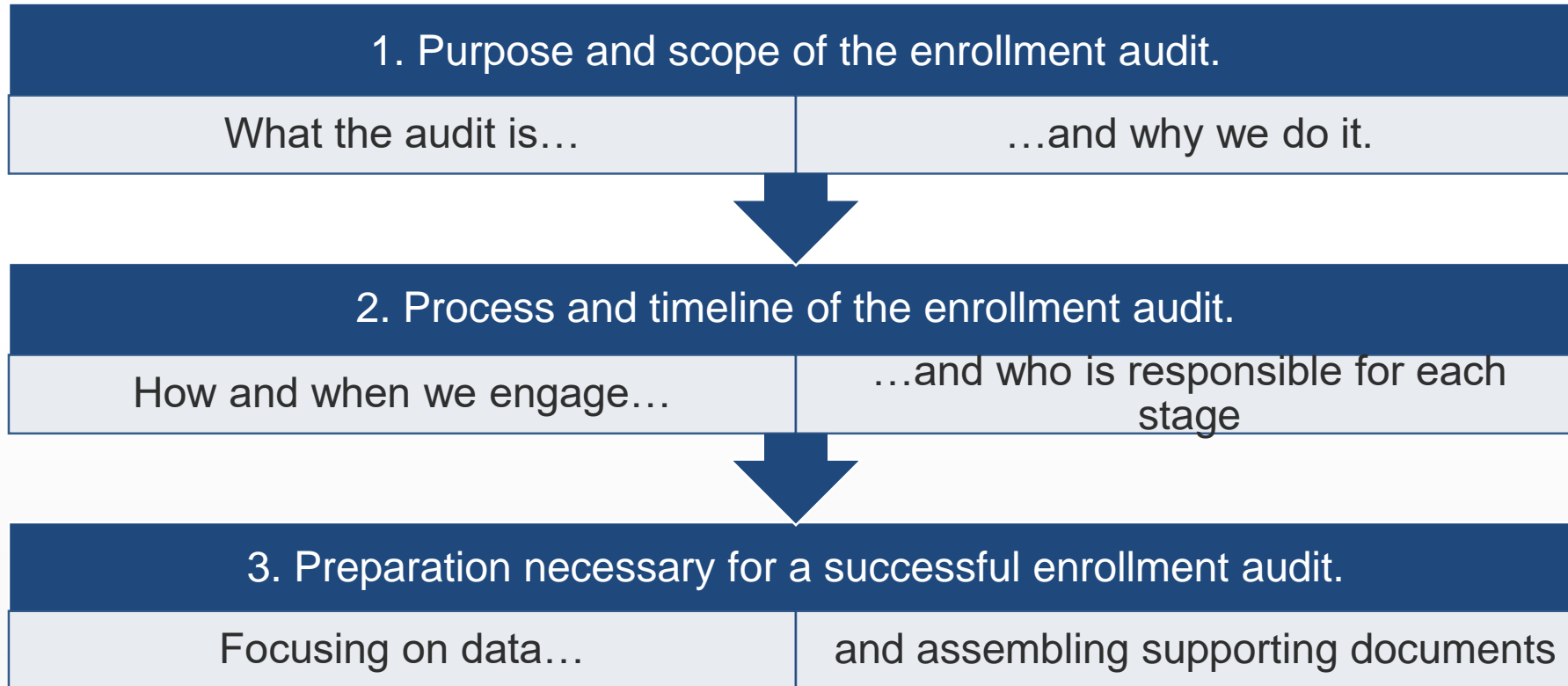
Diamond Bynum, Statewide Enrollment Audit Manager  
(SEAM)

# Session Agenda

Time	Activity
5 minutes	Opening + Objectives
5 minutes	Purpose and Scope
5 minutes	Enrollment Audit Process + COVID-19
45 minutes	Enrollment Audit Phases
5 minutes	Support Systems
10 minutes	Q + A
5 minutes	Closing + Next Steps

# Session Objectives

By the end of this session, participants will understand the:





# What's New for the Enrollment Audit POC?

- **E-file for Remote Auditor Review**

For the 2020-21 school year enrollment audit fieldwork phase, LEAs can select the traditional option of an in-person review of physical documents or the submission of an e-file.

- **Expanded Use of OSSE Residency Verification Tools**

A new policy update allowed OSSE to expand the use of these tools (described in detail in section 2.4(k) of the OER Handbook) to verify residency to these previously excluded populations: newly enrolling students, pre-K 3 students, and pre-K 4 students will not be part of the sample if they are OSSE Residency Verified.

- **Updated Standards For Auditors**

OSSE updated the standards for auditors to ensure – within statutory requirements – fewer document rejections.

# 4 Things Enrollment Audit POC Should Know

- 1. The objective is to accurately determine enrollment of all student funded by the District.
- 2. The enrollment audit is used to allocate per student funding via the Uniform per Student Funding Formula.
- 3. Two components of the audit, are to verify residency of students enrolled in public schools, and an audit of students with Individualized Education Programs (IEPs), known as Child Count.
- 4. The enrollment audit for the 2020-21 school year launches on Oct. 5, 2020

# Enrollment Process Guidance Updates (COVID-19)

Since March, OSSE has taken several actions to support LEAs and enrolling persons that face difficulties with the residency verification process due to COVID-19:

1. Expanded the use of electronic document submission, allowing enrolling persons and LEAs to social distance
2. Expanded the use of OSSE Residency Verification tools, resulting in fewer documentation that needs to be collected by the LEA from enrolling persons
3. Made parallel adjustments to DC DMV document expiration dates so that enrolling persons can use expired documents that they are currently unable to update
4. Added Unemployment Insurance benefits as a valid supporting document to aid enrolling persons that are no longer able to use a paystub due to unemployment
5. Released remote home visit guidance to support LEAs enrolling students with no available residency documentation
6. Allowed for the use of a lease proof of payment explanation letter so that persons paying a different rent amount than what is stipulated on the lease





# Purpose and Scope

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# Enrollment Audit Purpose

## Why does OSSE conduct an enrollment audit?

- D.C. Official Code §38-1804.02<sup>1</sup>, requires OSSE to annually collect enrollment counts for resident students attending all District of Columbia public schools (DCPS, DCPCS and CBOs) whose tuition or education in schools or programs is paid for with District funds, as of Oct. 5 of each school year.
- OSSE is also required to identify any material weaknesses in the enrollment systems, procedures, or methodology at the LEA level.

<sup>1</sup> D.C. Official Code §38-1804.02(b) – Not later than October 15 of each year, the Office of the State Superintendent of Education shall collect the following from local education agencies: (1) The number of students, including nonresident students and students with special needs, enrolled in each grade from kindergarten through grade 12 of the District of Columbia public schools and in public charter schools, and the number of students whose tuition for enrollment in other schools is paid for with funds available to the District of Columbia public schools (3) the number of students, including nonresident students, enrolled in preschool and prekindergarten in the District of Columbia public schools and in public charter schools; (5) the number of full time equivalent adult students enrolled in adult, community, continuing, and vocational education programs in the District of Columbia public schools; (7) The number of students, including nonresident students, enrolled in nongrade level programs in District of Columbia public and in public charter schools; and (9) the number of enrolled students who have dropped out since the date of the previous report.

# Enrollment Audit Purpose

## What is the purpose of the enrollment audit?

- To administer public education **funding equitably** using the Uniform Per Student Funding Formula (UPSFF);
- To calculate the **number of students** enrolled in DC public schools (DCPS, DCPCS and CBOs) whose tuition or education in schools or programs is paid for with District funds; and,
- **To validate residency** for students enrolled in DC public schools and public charter schools (DCPS, DCPCS and CBOs).

# How is the Enrollment Audit Conducted?

## How does OSSE conduct the enrollment audit?

- OSSE contracts auditors to visit each public and public charter school in the District
- Reviews the residency documentation for each student enrolled by Oct. 5
- Provides funding to local education agencies (LEA) based on the confirmed number of District residents

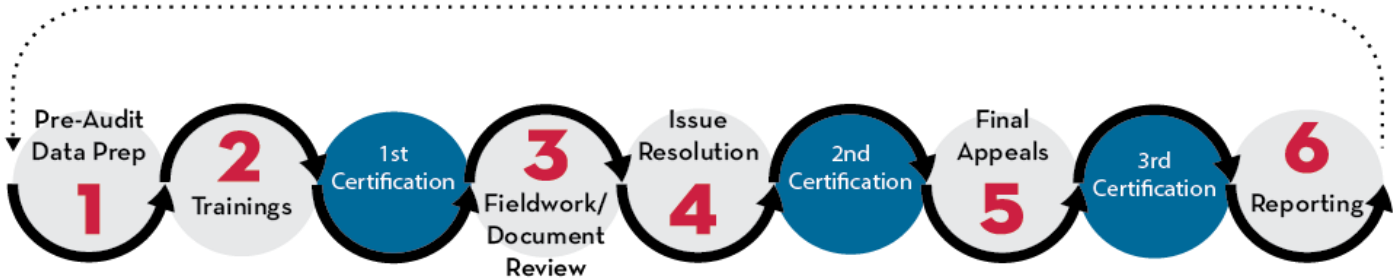


# Enrollment Audit Process

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# Enrollment Audit Process



Phase	Tasks
1. Pre-Audit Prep	LEA ensures demographic and enrollment data are error-free
2. Trainings/Data Freeze	LEAs confirms all students enrolled in SIS by 4 p.m.
3. Fieldwork	OSSE auditors review residency documentation for each school
4. Issue Resolution	LEA’s reconcile discrepancies found during auditor review
5. Final Appeals	Final opportunity for LEAs to confirm District residency for students
6. Reporting	OSSE publishes the final enrollment audit report with audited enrollment for the school year





# Phase 1: Pre-Audit Data Prep

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# Pre-Audit Data Preparation



- LEAs make certain all students are **both Stage 5 enrolled and entered in SIS**
- Secure space for OSSE auditors on the **scheduled on-site visit date**
- Prepare and **organize residency documentation** for all student enrolled and attending as of Oct. 5

# Stages of Enrollment



# Identify Space for In-person Audit

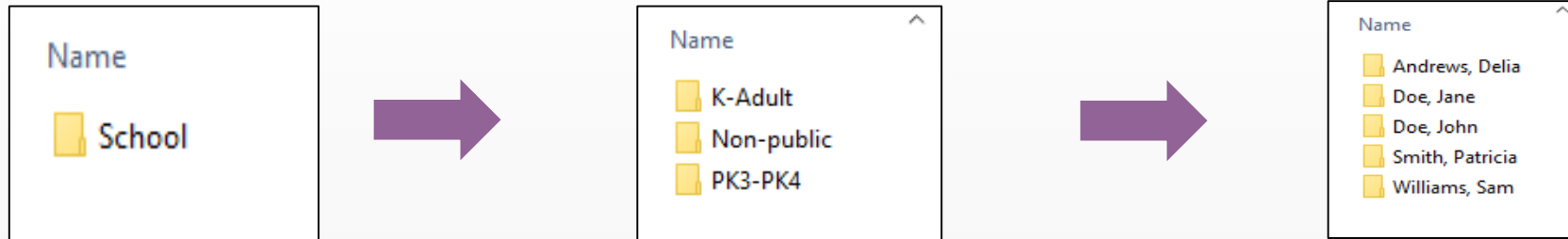
- ✓ Please ensure that the space identified is large enough to accommodate the size of the assigned OSSE audit team (approximately three auditors per 100 students in the initial sample size).
- ✓ Identified space must be Wi-Fi accessible.
- ✓ Ensure the availability of contingency space based on the number of additional audit team members that will be required in the event that the on-site review transitions into a 100 percent review of supporting residency documents for the potential sample population.
- ✓ LEAs must identify the site at which school location OSSE auditors can review the residency documentation for students with disabilities attending a non-public school.

# Binder Preparation

- There must be separate binders for the pre-K 3 & pre-K 4 population; K-Adult students; and non-public students. (3 binders)
- Place all enrolled students residency forms **alphabetically by last name** in binders. There must be **at least three binders** for each school.
- Organize the DCRV for each student with the **supporting documentation immediately following** the DCRV. Do not staple any of the documents.

# E-File Preparation

1. Organize the DCRV form and all applicable residency verification forms and supporting residency documentation (i.e., OPC Form) into 15 GB (max) .pdf files.
2. Files should be created and loaded into the Enrollment Audit BOX folder in the following order:
  - School
  - Enrollment Audit Population (K-Adult, PK3-PK4, and Non-public)
  - Student last name, student first name



## E-File Preparation Cont.

3. If a school's Enrollment Audit Population folder exceeds the file size limits, break the group in half, alphabetically (e.g., A-M, N-Z)
4. In each student folder, the supporting residency documentation should immediately follow the DCRV form for that student.
5. Submit final e-files by Oct. 15, 2020 – LEAs will have access to the folders up through this date to change as needed.

While e-files are due on Oct. 15, LEAs will still be assigned an “auditor review” day that initiates the phases of issue resolution. Details on these dates will be released with the larger fieldwork schedule.





# Phase 2: Trainings

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# Trainings

OSSE offers trainings starting before the enrollment season to the data freeze to prepare LEAs for a successful enrollment audit.

	Training Type
March 2020	Residency Verification
July 2020	Enrollment Audit & Child Count
Aug/Sept 2020	Enrollment Audit and Child Count Application
Sept/Oct 2020	Head of School Certification Training



# First Certification

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# Data Freeze and First Certification



For SY2020-21, the **data freeze takes place on Monday, Oct. 5, 4:00 p.m.**

The Head of School is must **certify the enrollment on Friday, Oct. 9, between 9:00 a.m. and 5:00 p.m.**

Between data freeze and certification, LEAs must:

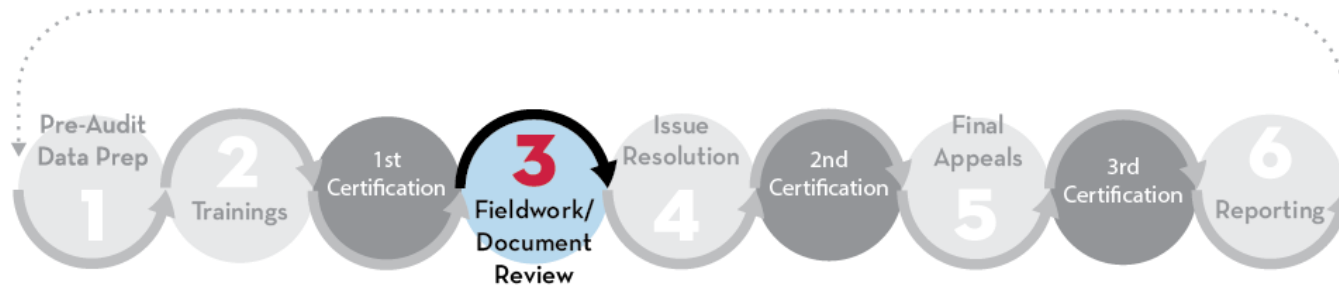
- Review all data in the Enrollment Audit and Child Count Application
- Confirm all students attending the school are Stage 5 enrolled and accounted for on the roster
- If a student is attending and not reflected on the roster, submit an OST ticket no later than Oct. 8 with the name, USI, and DOB of the student.



## Phase 3: Fieldwork/ Document Review

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# Fieldwork / Document Review



- OSSE sends the scheduled fieldwork date to the LEA for each school site in late August.
- Auditors visit the school to review the residency documents of all enrolled students or conduct a remote enrollment audit.

# Residency Documentation Overview

The key component of both the fieldwork and issue resolution phases of the annual enrollment audit is residency documentation. In each of the phases, OSSE auditors are reviewing documentation to **ensure the required student residency documentation is complete, legible and valid.**

All enrolled students who are District residents must have on file a:

- DCRV (with applicable supporting residency forms) and
- Residency supporting documentation (unless identified as OSSE Residency Verified)

# Residency Sampling

During the fieldwork/on-site document review, OSSE auditors review the residency documentation for all enrolled students.

Auditors review:

- 100 percent of the DCRVs for every enrolled students.
- A 20 percent random residency sample of the supporting residency document of enrolled students (K-Adult) who are not OSSE Residency Verified.
- 100 percent supporting residency document of enrolled students (PK3-PK4) who are not OSSE Residency Verified
- 100 percent supporting residency document of students in non-public placements



# Random Sample Size & Composition

- The initial random sample size for residency supporting documents review is 20 percent.
- **OSSE Residency Verified Students are** excluded from the initial random sample. These are students who are identified as:
  - Receiving SNAP, TANF and/or Medicaid benefits
  - Wards of the District
  - McKinney-Vento (MKV)
  - Verified using DC Office of Tax and Revenue (OTR) validation system
- **If 5 percent or 2 students (whichever is greater) of the initial random sample size fails** to have accurate residency supporting documents, OSSE auditors will move to an immediate 100 percent review of the potential sample population.

# Residency Sampling – Key Terms

## OSSE Residency Verified Students

Students enrolled at a school who were identified as residents using intra-agency agreements between DHS and OTR; and students who are part of the MKV or CFSA student population and are listed in the SY20-21 OSSE Subsidy Residency Qlik Application

## Potential Sample Population

The number of enrolled students in a school which OSSE auditors requests documents to review for residency supporting documentation

## Initial Random Sample Size

The number of students which auditors will review residency supporting documentation

## Fail Rate

The number of students schools who could potentially fail the residency supporting documentation sample prior to moving to a full review of the potential sample population

# Random Sample Size & Composition

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  - Receiving SNAP, TANF and/or Medicaid benefits
  - Wards of the District
  - McKinney-Vento (MKV)
  - Verified using DC Office of Tax and Revenue (OTR) validation system
- If **5 percent or 2 students (whichever is greater) of the initial random sample size fails** to have accurate residency supporting documents, OSSE auditors will move to an immediate 100 percent review of the potential sample population.

# Initial Sample Example

## OSSE School of Education

<b>Total Unaudited Enrollment</b> ( <i>certified on October 9</i> ):	<b>200</b>
<b>OSSE verifies residency directly for :</b>	
Qlik – OSSE Subsidy Residency	15 students
McKinney-Vento	10 students
Wards of the District	2 students
Office of Tax and Revenue Verified	5 students
<b>Total OSSE Verified</b>	<b>32 students</b>
<b>Sample Population = total unaudited enrollment minus OSSE Residency Verified</b>	
Total unaudited enrollment	200 students
OSSE Residency Verified	32 students
<b>Potential Sample Population</b>	<b>168 students</b>
<b>Sample Size = 20% of Potential Sample Population</b> (168)	<b>34 students</b>



# Fail Rate Example

## OSSE School of Education

Remember, if **5 percent or 2 students (whichever is greater) of the initial random sample size fails** to have accurate residency supporting documents, OSSE auditors will move to an immediate 100 percent review of the potential sample population.

<b>Total Unaudited Enrollment</b> ( <i>certified on October 11</i> ):	<b>200</b>
<b>Total OSSE Verified</b>	<b>32 students</b>
<b>Potential Sample Population</b>	<b>168 students</b>
<b>Sample Size</b>	<b>34 students</b>
<b>Initial Sample Fail Rate = <math>34 * 0.05</math></b>	<b>1.7 students</b>

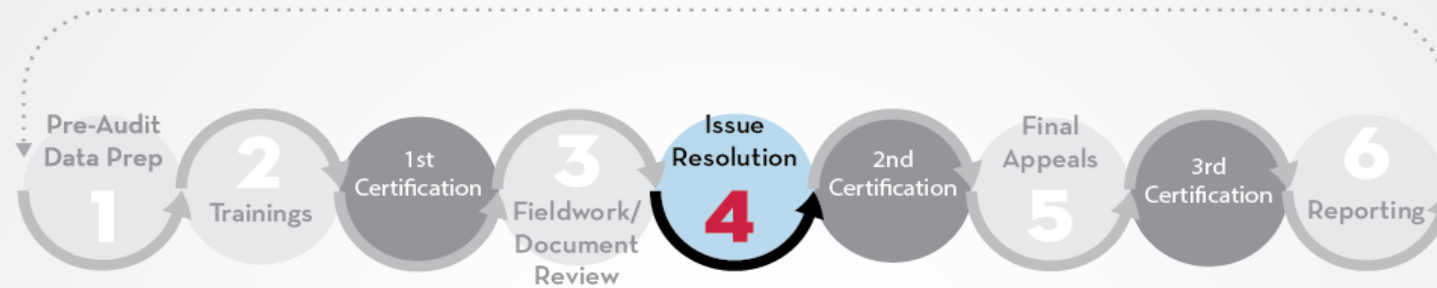
In this example, the initial fail rate is less than 2; so, if 2 students in the initial sample size fail, OSSE Auditors move immediately to reviewing residency supporting documentation for 100 percent of the potential sample population.



## Phase 4: Issue Resolution

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# Issue Resolution



- Schools can view the results from the review date **three business days after the start date.**
- Schools must respond to any rejected residency decisions within **five business days of receiving results.**

If a school does not attempt to resolve the findings during issue resolution, the student page will lock and the LEA will not participate in final appeals – the LEA does not receive funding for that student.

# Issue Resolution Response Timeline

The response due dates are posted in the EACCA towards the bottom of the screen titled, Audit Workflow Dates. Additionally, when each LEA receives the scheduled fieldwork date, OSSE identifies the response due dates for LEAs.

- On-site review date plus **3 business days** = Auditors response posted in the EACCA
- On-site review date plus **8 business days** = Final day for LEA to respond to all auditor decisions
- On-site review date plus **10 business days** = Auditors review second round of responses posted in EACCA



# Issue Resolution Response Timeline

The response due dates are posted in the EACCA towards the bottom of the screen titled, **Audit Workflow Dates**. Additionally, when each LEA receives the scheduled fieldwork date, OSSE identifies the response due dates for LEAs.

Issue Resolution Stage	Timeline	Example 1	Example 2
On-site review date	Start date	Monday, Nov. 2	Tuesday, Oct. 27
Auditors response posted in EACCA	+3 business days	Thursday, Nov. 5	Friday, Oct. 30
Final day for LEA to respond to all auditor decisions	+8 business days	Friday, Nov. 13 <sup>1</sup>	Friday, Nov. 6
Auditors review second round of responses posted in EACCA	+10 business days	Wednesday, Nov. 18	Thursday, Nov. 12
Final appeal submissions		Friday, Dec 4	Friday, Dec 4

<sup>1</sup>Wednesday, Nov. 11 was not included in the 8 day or 10-day count – Veterans Holiday



# Second Certification

# Second Certification

The second certification finalizes the child count numbers for student's with disabilities and confirms the demographics of the LEA/school population. It is **not** a certification of residency status.

It is completed by the Head of School on Friday, Nov. 13, between 9:00 a.m. and 5:00 p.m.

To certify accurate demographic information, LEAs must submit all OST tickets by Friday, Oct. 30 and update information in source systems no later than Thursday, Nov. 12, 4:00 p.m.



# Phase 5: Final Appeals

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# Final Appeals



- LEAs must submit all requests with supporting residency documentation for final appeals by 11:59 p.m. on **Dec. 4**.
- OSSE will review the residency documentation prior to scheduling an appeal; if accepted/approved, a final appeal will not be scheduled
- LEAs will be notified if OSSE will hear the requested final appeals no later than **Dec. 8**.

# Final Appeals

To complete a final appeal the LEA must have:

- Participated in the issue resolution phase through the submission of corrected documentation; and
- Uploaded residency documentation at the time of final appeal request

If an LEA does not participate in issue resolution to resolve the residency finding:

- The student record is locked in the EACCA;
- the student is considered an unverified resident; and
- The LEA does not receive UPSFF funding for the student



# Third Certification

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# Final Certification

The final certification is completed by the Head of School on **Wednesday, Dec. 16, 2020, between 9 a.m. and 5 p.m.**

This certification determines the final audited enrollment for the school year.





# Phase 6: Reporting

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# Reporting



- OSSE creates and publishes a final report.
- The final report identifies final certified enrollment count.



# Unverified Residents

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## Resolving Unverified Residents

At the conclusion of the Enrollment Audit, an LEA may have unverified residents – students for which the LEA does not receive UPSFF and are not enrolled non-residents with tuition agreements.

Starting in the 2020-21 school year, the LEA will be required to resolve the documentation issues for these unverified residents.

Specific guidance and procedures can be found in the EACC Handbook.



# Support Systems

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# Communication & Support

## Additional Communication

- Data questions or technical assistance for applications and data systems during enrollment audit must be submitted via the OSSE Support Tool
- Enrollment Audit Policy:
  - Questions regarding fieldwork date
  - Residency document review
  - Binder setup
  - Sample population size
- Questions regarding EA policy can be addressed by the EA Team at [osse.enrollmentaudit@dc.gov](mailto:osse.enrollmentaudit@dc.gov)
- Diamond Bynum, Statewide Enrollment Audit Manager, [diamond.bynum@dc.gov](mailto:diamond.bynum@dc.gov)
- Aaron Parrott, Director of Enrollment and Residency, [aaron.parrott@dc.gov](mailto:aaron.parrott@dc.gov)



# Resources & Documents

## Additional Support

- [Enrollment Audit and Child Count Handbook](#)
- OSSE Support Tool (OST)
- OSSE 2020-21 School Year LEA Data Collection Template
- Unified Data Error Guide
- Entry and Exit Code Guide



# Q & A

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**Thank You!**

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