2021-22 Start of School Summit

Enrollment Audit-New EA POCs

Wednesday, July 28, 2021
Navigating the Enrollment Audit

Office of the Enrollment and Residency
Diamond Bynum, Statewide Enrollment Audit Manager (SEAM)
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<td>Purpose and Scope</td>
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<td>5 minutes</td>
<td>Enrollment Audit Process + COVID-19</td>
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Session Objectives

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

1. Purpose and scope of the enrollment audit.
   - What the audit is...  
   - ...and why we do it.

2. Process and timeline of the enrollment audit.
   - How and when we engage...  
   - ...and who is responsible for each stage

3. Preparation necessary for a successful enrollment audit.
   - Focusing on data...  
   - and assembling supporting documents
2021-22 Start of School Campaign Priorities

**Audience**
- New Enrollment Audit POCs

**Goals**
- Continue improving the transparency and ease of the annual enrollment audit
- Provide the necessary resources to navigate the audit
- Understand new updates to the enrollment audit

**How We’ll Get There**
- Enhancements to the Enrollment Audit and Child Count application to improve usability
- Correspondence with updates about enrollment audit
- Internal and External Working groups to receive input from partners
- Submission of documentation electronically
What’s New for the Enrollment Audit POC?

- **E-file for Remote Auditor Review Date**
  For the 2021-22 school year enrollment audit fieldwork phase, local education agencies (LEAs) will have an e-file date closer to their initial documentation review date.

- **Expanded Use of OSSE Residency Verification (RV) Tools**
  The OSSE RV group now includes My School DC students enrolled in the My School DC Centralized Waitlist Management System - or Stage 3 enrolled.

- **BOX Training**
  A BOX training segment has been into the EACCA training in order to help LEAs navigate the e-file binder method. Additionally, an e-file/BOX guidance document will be distributed to support LEAs in creating files, uploading and troubleshooting in BOX.
4 Things Enrollment Audit POCs Should Know

The objective is to accurately determine enrollment of all students funded by the District.

The enrollment audit is used to allocate per student funding via the Uniform per Student Funding Formula (UPSFF).

Two components of the audit, are to verify residency of students enrolled in public schools, and an audit of students with Individualized Education Plans, known as Child Count.

The enrollment audit for the 2021-22 school year launches on Oct. 5.
The following COVID-19 guidance updates are still in place while we all attempt to return to school, work and life overall with a sense of normalcy:

1. Remote home visit guidance to support LEAs enrolling students with no available residency documentation

**DMV UPDATE:**
Extension of Expiration Dates on DC Department of Motor Vehicle (DMV) Documents - Updated
As part of the District’s response to COVID-19, the DC Department of Motor Vehicles (DMV) extended the expiration date for all documents that expired on or after March 1, 2020. In DMV guidance released on June 10, 2021, DC driver licenses and ID cards that expired after March 1, 2020, will no longer be valid as of Sept. 9, 2021. DMV registrations are no longer valid if expired.

All other previous COVID-19 policies have been implemented in the residency guidance for the 21-22 SY.

COVID-19 related OSSE Guidance Documents can be found on the OSSE website.
Purpose and Scope
Why does OSSE conduct an enrollment audit?

- D.C. Official Code §38-1804.02¹, requires OSSE to annually collect enrollment counts for resident students attending all District of Columbia public and public charter schools (DCPS, PCS 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.

¹ 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.
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 and public charter schools (DCPS, PCS 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 and public charter schools (DCPS, PCS and CBOs).
How does OSSE conduct the enrollment audit?

- OSSE contracts auditors to visit each public and public charter school in the District or reviews documentation remotely.
- Reviews the residency documentation for each student enrolled by Oct. 5
- Provides funding to LEA based on the confirmed number of District residents
Enrollment Audit Process
Enrollment Audit Process

<table>
<thead>
<tr>
<th>Phase</th>
<th>Tasks</th>
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<tbody>
<tr>
<td>1. Pre-Audit Data Prep</td>
<td>LEA ensures demographic and enrollment data are error-free</td>
</tr>
<tr>
<td>2. Trainings/Data Freeze</td>
<td>LEAs confirms all students enrolled in SIS by 4 p.m.</td>
</tr>
<tr>
<td>3. Initial Documentation Review</td>
<td>OSSE auditors review residency documentation for each school</td>
</tr>
<tr>
<td>4. Issue Resolution</td>
<td>LEAs reconcile discrepancies found during initial documentation review</td>
</tr>
<tr>
<td>5. Final Appeals</td>
<td>Final opportunity for LEAs to confirm District residency for students</td>
</tr>
<tr>
<td>6. Reporting</td>
<td>OSSE publishes the final enrollment audit report with audited enrollment for the school year</td>
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Phase 1: Pre-Audit Data Prep
LEAs make certain all students are **both Stage 5 enrolled and entered in SIS**

Secure space for OSSE auditors on the **scheduled initial documentation review date if physical binder**

Alternatively, prepare **e-file folder structures** in accordance with the EACC Handbook if opt-in to e-file biner

Prepare and **organize residency documentation** for all student enrolled and attending as of Oct. 5
Stages of Enrollment

1. Stage One
   Application to Attend

2. Stage Two
   Notification of Available Slot

3. Stage Three
   Acceptance of Available Slot

4. Stage Four
   Registration in SIS

5. Stage Five
   Receipt of Educational Services
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 if 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.

✓ Identify and provide any COVID-19 protocols in place for auditors
Binder Preparation

• There must be separate binders for the Pre-K 3 & Pre-K 4 population; K-Adult students; and non-public students.

• 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.
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 and Non-Public
   – Enrollment Audit Population (K-Adult and PK3-PK4)
   – Student last name, student first name
3. Break groups into sub-categories, alphabetically (Ex. 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 date provided in the workflow schedule in the EACCA – LEAs will have access to the folders up through this date to change as needed.

LEAs will still be assigned an “initial documentation review” day that initiates the phases of issue resolution. Details on these dates will be released with the workflow schedule in the EACCA.
Phase 2: Trainings
OSSE offers trainings starting before the enrollment season to the data freeze to prepare LEAs for a successful enrollment audit.

<table>
<thead>
<tr>
<th>Training Type</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residency Verification</td>
<td>March 2021</td>
</tr>
<tr>
<td>Enrollment Audit &amp; Child Count</td>
<td>July 2021</td>
</tr>
<tr>
<td>Enrollment Audit and Child Count Application/BOX</td>
<td>Aug./Sept. 2021</td>
</tr>
<tr>
<td>Head of School Certification Training</td>
<td>Sept./Oct. 2021</td>
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</table>
First Certification
For 2021-22 SY, the **data freeze takes place on Tuesday, Oct. 5, 4 p.m.**

The Head of School is must **certify the enrollment on Tuesday, Oct. 12, between 9 a.m. and 5 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. 11 with the name, USI, and DOB of the student.
Phase 3: Initial Documentation Review
• LEAs should check the EACCA for their audit workflow schedules, which will be available in **early September**.

• Auditors visit the school to review the residency documents of all enrolled students or conduct a remote enrollment audit.

• LEAs with multiple school sites can opt into having their **review at one central site**, i.e. their central headquarters.
Residency Documentation Overview

The key component of both the initial documentation review 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 initial documentation review, OSSE auditors review the residency documentation for all enrolled students.

Auditors review:

• **100 percent of the DCRVs** for every enrolled student.

• A **20 percent random residency sample of the supporting residency document of enrolled students** (K-Adult) who are not OSSE Residency Verified.

• A **20 percent random residency sample of the supporting residency document of enrolled students** (PK3-PK4) who are not OSSE Residency Verified.

• 100 percent of the supporting residency document of students in non-public placements.
Residency Sampling – Key Terms

**OSSE Residency Verified (OSSE RV) Students**
Students enrolled at a school who were identified as residents using intra-agency agreements between Department of Human Services (DHS) and Office of Tax and Revenue (OTR); and students who are part of the McKinney-Vento (MKV) or Child and Family Services Agency (CFSA) student population and are listed in the SY2021-22 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 scope review of the potential sample population
Random Sample Size & Composition

• The initial random sample size for residency supporting documents review is 20 percent.

• **OSSE Residency Verified (OSSE RV) 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.
## Initial Sample Example

### OSSE School of Education

<table>
<thead>
<tr>
<th>Total Unaudited Enrollment <em>(certified on October 12)</em>:</th>
<th>200</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSSE verifies residency directly for:</td>
<td></td>
</tr>
<tr>
<td>Qlik – OSSE Subsidy Residency</td>
<td>15  students</td>
</tr>
<tr>
<td>McKinney-Vento</td>
<td>10  students</td>
</tr>
<tr>
<td>Wards of the District</td>
<td>2   students</td>
</tr>
<tr>
<td>Office of Tax and Revenue Verified</td>
<td>5   students</td>
</tr>
<tr>
<td>Total OSSE Verified</td>
<td>32  students</td>
</tr>
</tbody>
</table>

### Sample Population = total unaudited enrollment minus OSSE Residency Verified

| Total unaudited enrollment                        | 200 students |
| OSSE Residency Verified                           | 32 students  |
| Potential Sample Population                       | 168 students |

### Sample Size = 20% of Potential Sample Population (168)

| Sample Size = 20% of Potential Sample Population (168) | 34 students |
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.

<table>
<thead>
<tr>
<th>Total Unaudited Enrollment (certified on October 12):</th>
<th>200</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total OSSE Verified</td>
<td>32 students</td>
</tr>
<tr>
<td>Potential Sample Population</td>
<td>168 students</td>
</tr>
<tr>
<td>Sample Size</td>
<td>34 students</td>
</tr>
<tr>
<td>Initial Sample Fail Rate = 34 * 0.05</td>
<td>1.7 students</td>
</tr>
</tbody>
</table>

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
With the growing use of e-file by LEAs for the initial document review, the issue resolution timeline will not follow the strict business day counts used in prior enrollment audits.

The auditor review time may be different depending on LEA enrollment size and the enrollment sizes of other LEAs scheduled on the same day.

However, LEAs will continue to have **five business days** during issue resolution to respond to all auditor determinations from the initial document review phase.

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 for that student– LEA does not receive funding for that student.
Audit Workflow Dates

The response due dates are posted in the EACCA towards the bottom of the screen titled, **Audit Workflow Dates**.

1 Holidays are not included
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 or UPSFF enrollment.

- It is completed by the Head of School on Monday, **Nov. 15**, between 9 a.m. and 5 p.m.
- All OST tickets must be submitted by Oct. 29 for Child Count and Demographic data corrections.
Phase 5: Final Appeals
• LEAs must submit all requests with supporting residency documentation for final appeals by 11:59 p.m. on Dec. 3.

• OSSE will review the residency documentation prior to scheduling a final 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. 6-7.
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
The final certification is completed by the Head of School on Thursday, **Dec. 16**, between 9 am and 5 p.m.

This certification determines the final audited enrollment for the school year.
Phase 6: Reporting
OSSE creates and publishes a final report. 
The final report identifies final certified enrollment count.
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.

Specific guidance and procedures can be found in the EACC Handbook.
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 initial documentation review date
  – Residency document review
  – Binder setup
  – Sample population size
  – E-file

• Questions regarding EA policy can be addressed by the EA Team at osse.enrollmentaudit@dc.gov.
Resources & Documents

Additional Support

- [Enrollment Audit and Child Count Handbook](#)
- [OSSE Support Tool (OST)](#)
- [OSSE 2021-22 School Year LEA Data Collection Template](#)
- Unified Data Error Guide
- [Entry and Exit Code Guide](#)
Thank you!