



2021-22 Start of School Summit

Enrollment Audit- Returning EA POCs

Wednesday, July 28, 2021



Navigating the Enrollment Audit

Office of the Enrollment and Residency (OER)

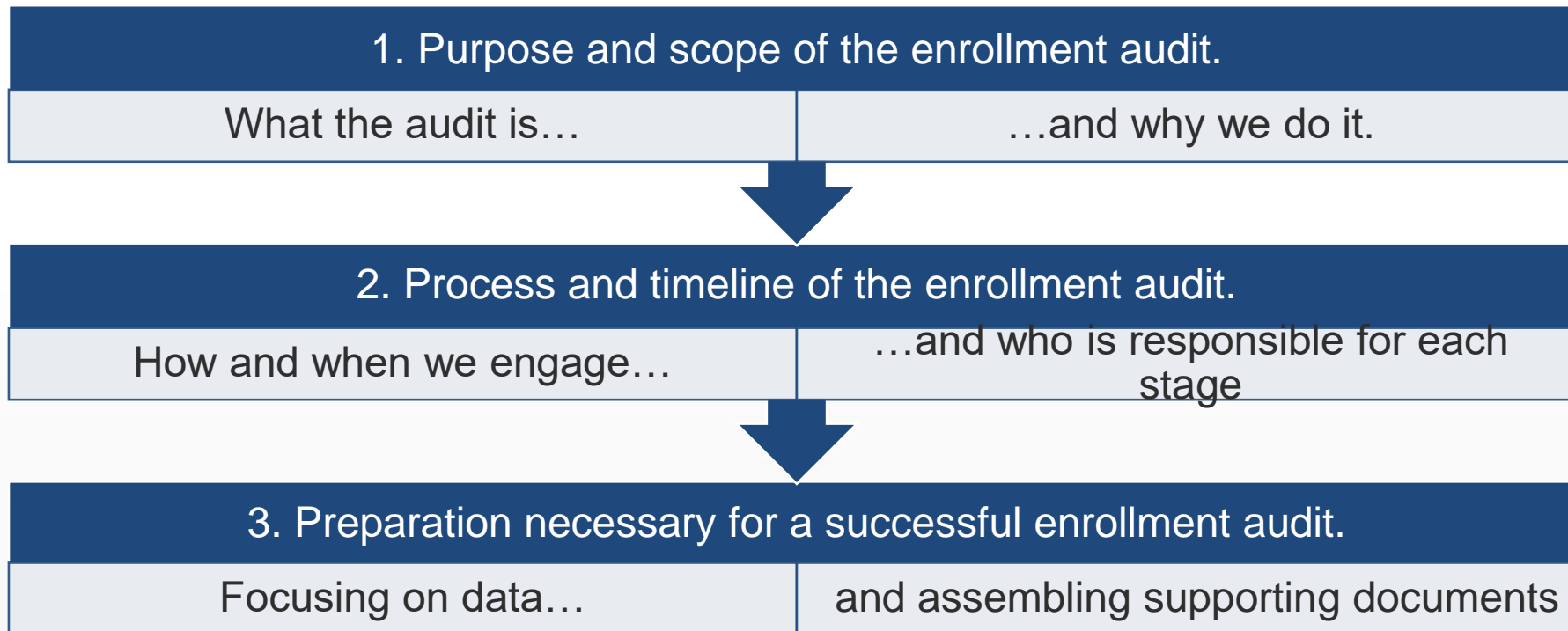
Diamond Bynum, Statewide Enrollment Audit Manager (SEAM)

Session Agenda

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

Session Objectives

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



2021-22 Start of School Campaign Priorities

Audience

- Returning 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**

For the 2021-22 school year enrollment audit fieldwork phase, 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 that are 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

- 1 The objective is to accurately determine enrollment of all students funded by the District.
- 2 The enrollment audit is used to allocate per student funding via the Uniform per Student Funding Formula (UPSFF).
- 3 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.
- 4 The enrollment audit for the 2021-22 school year launches on Oct. 5

Enrollment Process Guidance Updates (COVID-19)

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 Documents (DMV) - 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

Enrollment Audit Purpose

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.

Enrollment Audit Purpose

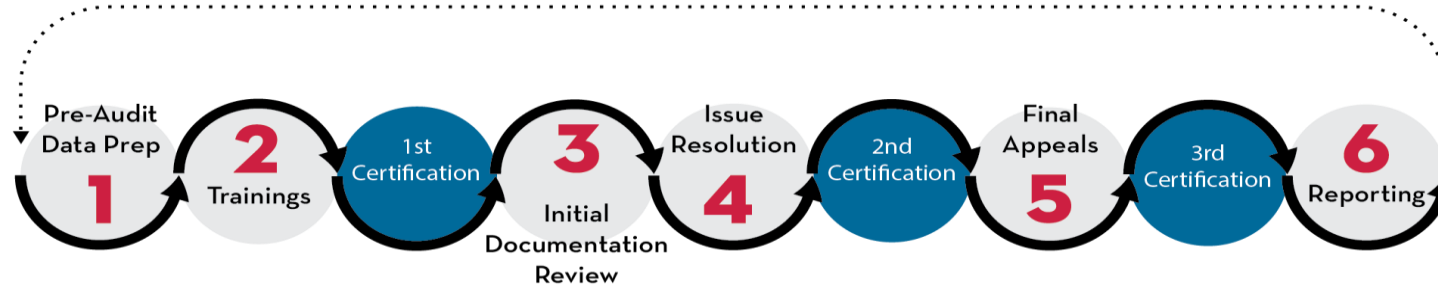
What is the purpose of the enrollment audit?

- To administer public education **funding equitably** using the Uniform Per Student Funding Formula (UPSFF);
- To calculate the **number of students** enrolled in DC public 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).



Enrollment Audit Process

Enrollment Audit Process



Phase	Tasks
1. Pre-Audit Data 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. Initial Documentation Review	OSSE auditors review residency documentation for each school
4. Issue Resolution	LEAs reconcile discrepancies found during initial documentation 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

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 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

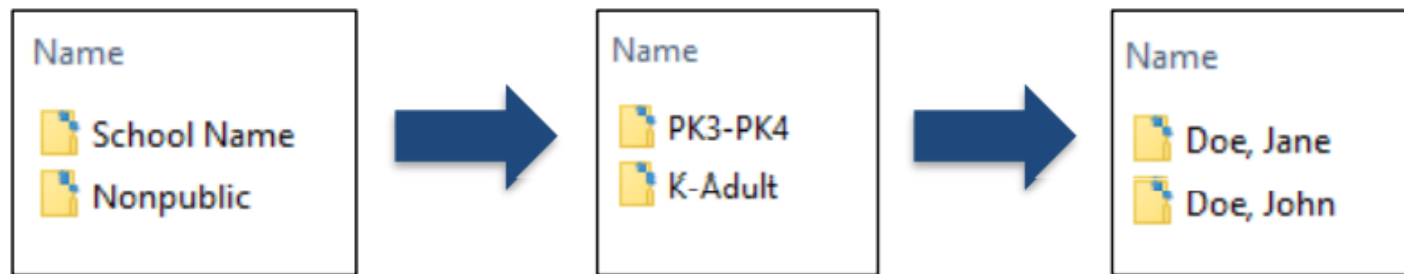


Binder Preparation

- There must be separate binders for the Pre-K 3 & Pre-K 4 population; K-Adult students; and non-public students.
- Place all enrolled student's 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 and Non-Public
 - Enrollment Audit Population (K-Adult and PK3-PK4)
 - Student last name, student first name



E-File Preparation Cont.

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

Trainings



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

	Training Type
March 2021	Residency Verification
July 2021	Enrollment Audit & Child Count
Aug./Sept. 2021	Enrollment Audit and Child Count Application/BOX
Sept./Oct. 2021	Head of School Certification Training



First Certification

Data Freeze and First Certification



For the 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

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 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

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

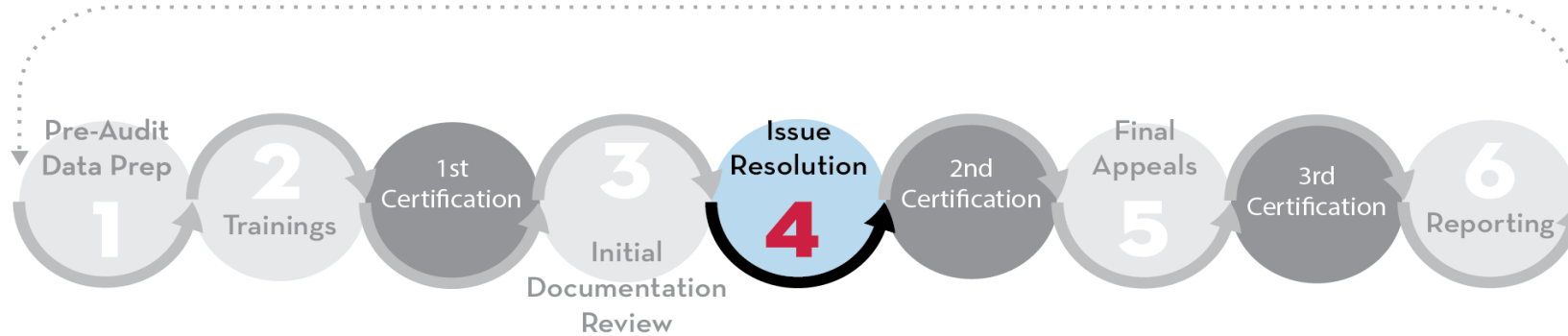
OSSE School of Education

Total Unaudited Enrollment <i>(certified on October 12):</i>	200
OSSE verifies residency directly for :	
Qlik – OSSE Subsidy Residency	15 students
McKinney-Vento	10 students
Wards of the District	2 students
Office of Tax and Revenue Verified	5 students
Total OSSE Verified	32 students
Sample Population = <i>total unaudited enrollment minus OSSE Residency Verified</i>	
Total unaudited enrollment	200 students
OSSE Residency Verified	32 students
Potential Sample Population	168 students
Sample Size = <i>20% of Potential Sample Population (168)</i>	34 students
Initial Sample Fail Rate = $34 * 0.05$	
	1.7 students



Phase 4: Issue Resolution

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**.

Audit Workflow Dates

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School Name	e-file Deadline	Initial Documentation Review Start Date	Initial Documentation Review End Date	Issue Resolution Start Date	Issue Resolution End Date
Academy of Hope Adult PCS	April 8th 2021, 4:04:00 am	June 23rd 2021, 12:00:00 am	June 24th 2021, 11:59:59 pm	June 25th 2021, 12:00:00 am	July 6th 2021, 11:59:59 pm
Accotink Academy Therapeutic Day School		June 23rd 2021, 12:00:00 am	June 24th 2021, 11:59:59 pm	June 25th 2021, 12:00:00 am	July 6th 2021, 11:59:59 pm

¹Holidays are not included





Second Certification

Second Certification



- The second certification finalizes the *Child Count* numbers for students with disabilities and confirms the demographics of the LEA/school populations. 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

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

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

Reporting



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



Unverified Residents

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.



Support Systems

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](#)



Q&A



| Thank you!