



2019 Start of School Summit

Tuesday, June 11, 2019

Kellogg Conference Hotel at Gallaudet University

#OSSEStartofSchool



Navigating the Enrollment Audit

Office of the Enrollment and Residency

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Start of School Summit Agenda

Time	Activity
8:30 – 9:00 a.m.	Check-in + Registration
9:00 – 9:20 a.m.	Summit Opening
9:20 – 9:30 a.m.	Break + Transition
9:30 – 11:00 a.m.	LEA POC Breakout Session #1
11:00 – 11:15 a.m.	Break + Transition
11:15 a.m. – 12:30 p.m.	LEA POC Breakout Session #1
12:30 – 1:30 p.m.	LEA Team Working Lunch + OSSE Resource Fair
1:30 – 2:45 p.m.	LEA POC Breakout Session #3
2:45 – 3:00 p.m.	Break + Transition
3:00 – 4:00pm	OSSE Staff Office Hours



Session Agenda

Time	Activity
5 minutes	Opening + Objectives
5 minutes	Purpose and Scope
5 minutes	Enrollment Audit Process
45 minutes	Enrollment Audit Phases
10 minutes	Duplicatively Enrolled Students
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:

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



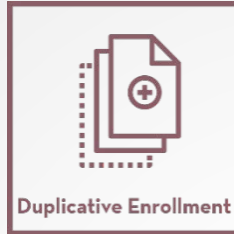
2019 Start of School Campaign Priorities



Data Connectivity



Data Troubleshooting



Duplicative Enrollment



Early Information for Special Populations



Enrollment Audit



Title Funding



Transportation



Enrollment Audit

Audience

- Enrollment Audit POCs

Goal

- Continue improving the transparency and ease of the annual enrollment audit

How We'll Get There

- Earlier release of the Enrollment Audit and Child Count Handbook (May 2019)
- Enhancements to the Enrollment Audit and Child Count application to improve usability

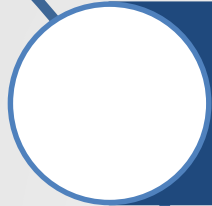


What's New for the Enrollment Audit POC?

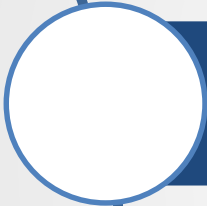
- **Full review of nonpublic students' residency documentation**
To reduce the burden of sampling a small population, OSSE will review both the DCRV and residency supporting documentation for this student population
- **Introduction of a new duplicative enrollment policy and process**
In August, OSSE is launching a new duplicative enrollment application to automatically determine enrollment status for students enrolled in PK through 12
- **Key enhancements to the Enrollment Audit and Child Count Application**
OSSE listens to your feedback and has made key updates to the application



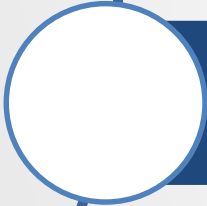
4 Things Enrollment Audit POC Should Know



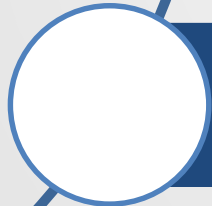
The objective of the audit is to accurately determine enrollment of all students funded by the District.



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



The audit serves to verify residency of enrolled students in public schools. Child Count, an audit of students with Individualized Education Plans (IEPs), occurs concurrently with the audit.



The enrollment audit for the 2019-20 school year launches on Oct. 7



Purpose and Scope



Enrollment Audit Purpose

Why does OSSE conduct an enrollment audit?

- Per [D.C. Official Code §38-1804.02](#), OSSE is required to annually collect enrollment counts for resident students attending all District of Columbia public schools (including public schools and public charter schools) whose tuition or education in schools or programs is paid for with District funds, as of Oct. 5 of each school year.



Enrollment Audit Purpose

What is the purpose of the enrollment audit?

- **To validate residency** for students enrolled in DC public schools and public charter schools (DCPS, DCPCS, and CBOs).
- To administer public education funding **equitably using the Uniform Per Student Funding Formula (UPSFF) for confirmed students who are District residents** and enrolled in DC public schools (DC public schools and public charter schools).



How is the Enrollment Audit Conducted?

How does OSSE conduct the enrollment audit?

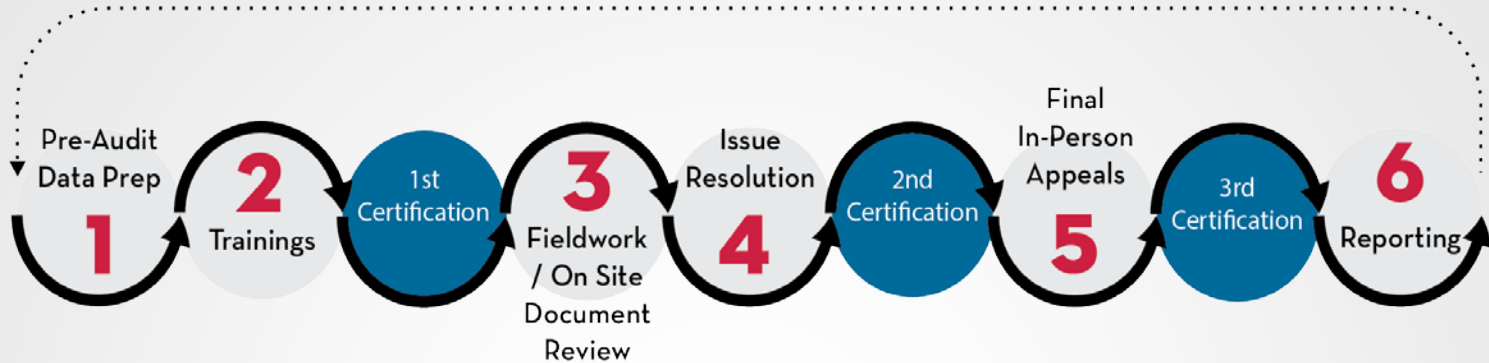
- OSSE contracts auditors to visit each public and public charter school in the District
- Reviews the residency documentation for each student enrolled as of Oct. 7
- Provides funding to local education agencies (LEA) based on the confirmed number of District residents



Enrollment Audit Process



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 5 p.m.
3. Fieldwork	OSSE auditors review residency documentation on school sites
4. Issue Resolution	LEA's reconcile discrepancies found during on-site 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 on-site visit date**
- Prepare and **organize residency binders** for all student enrolled and attending as of Oct. 7



Stages of Enrollment





Identify Space

- ✓ 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

- Schools must prepare three separate binders for the below listed populations at each school:
 - the Pre-K3 & Pre-K4 population;
 - the K-Adult student population;
 - the non-public student population.
- Place all enrolled students residency forms **alphabetically by last name** in binders.
- Organize the DCRV for each student with the **supporting documentation immediately following** the DCRV. Do not staple any of the documents.



First Certification



Data Freeze and First Certification



For school year 2019-2020, the **data freeze takes place on Monday, Oct. 7** because Oct. 5 is a Saturday in 2019. The **Head of School is required to certify the enrollment on Friday, Oct. 11.**

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. 10 with the name, USI, and DOB of the student.



Knowledge Check

Review the Pre-Audit Data Prep and First Certification sections of the Enrollment Audit short story. Fill in the blanks for the missing items to make the story accurate.



Phase 2: Trainings



Trainings

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

Date	Training Type
March 2019	Enrollment & Residency
June 2019	Enrollment Audit & Child Count
Aug./Sept. 2019	Enrollment Audit and Child Count Application
Sept./Oct. 2019	Head of School Certification Training



Phase 3:
Fieldwork/On-Site
Document Review



Fieldwork/On-Site Document Review



- OSSE sends the scheduled fieldwork date to the LEA for each school site in early August.
- Auditors visit each school to review the residency documents of all enrolled students.



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 student.
- **A 20 percent random residency sample of the supporting residency document** of enrolled students who are not OSSE Residency Verified.
- 100 percent of supporting residency documentation for non-public students enrolled at the LEA



Residency Sampling – Key Terms

OSSE Residency Verified Students

Students enrolled at a school who were identified as residents using intra-agency agreements between DHS or OTR; and students who are part of the MKV or CFSA student population

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

- 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.



Initial Sample Example

OSSE School of Education

Total Unaudited Enrollment (*certified on October 11*): **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 = *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)* **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.

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

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.



Fieldwork Knowledge Check

To complete the “Fieldwork” section of the enrollment audit short story, write in the student population as 378 students, with an OSSE Residency Verified population of 110 students.

Using this information, find the school’s:

- potential sample population
- 20% sample size
- 5% fail rate

Also, determine the date the school will receive the OSSE auditor results in the EACCA.



Phase 4:

Issue Resolution



Issue Resolution



- Schools can view the results from the on-site review **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 during final appeals.



Issue Resolution Response Timeline

The response due dates are posted in the EACCA toward 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 three 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. 4	Friday, Nov. 15
Auditors response posted in EACCA	+3 business days	Wednesday, Nov. 6	Tuesday, Nov 19
Final day for LEA to respond to all auditor decisions	+8 business days	Thursday, Nov. 14	Tuesday, Nov 26
Auditors review second round of responses posted in EACCA	+10 business days	Monday, Nov 18	Tuesday, Dec 3
Final In-person appeal submissions		Friday, Dec 6	Friday, Dec 6



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 Form 1 (with applicable forms) and
- Residency supporting documentation (unless identified as OSSE Residency Verified)



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 completed by the Head of School on Friday, Nov. 15.

To certify accurate demographic information, LEAs must submit all OST tickets by Friday, Nov. 1 and update information in source systems no later than Thursday, Nov. 14.



Issue Resolution Knowledge Check

In the Issue Resolution section of the short story, use the school's fieldwork date of Tuesday, Oct. 29.

Using this date, determine the following:

- Date school can view the auditor results from fieldwork
- LEA due date to respond to fieldwork findings
- Auditor due date to post responses during issue resolution



Phase 5:

Final In-Person Appeals



Final In-Person Appeals



- LEAs must submit all requests with supporting residency documentation for final in-person appeals by 5 p.m. on **Dec. 6**.
- OSSE will review the residency documentation prior to scheduling an in-person appeal; if accepted/approved, a final appeal will not be scheduled
- LEAs will be notified if OSSE will hear the requested final in-person appeals no later than **Dec. 10**.



Final In-Person Appeals

To complete a final in-person appeal LEAs/schools must have:

- Completed the issue resolution phase, and
- Upload residency documentation at the time of request

If an LEAs/schools did not complete use the issue resolution phase to resolve the residency finding:

- The student record is locked in the EACCA, and
- The student is considered an unverified resident



Third Certification



Final Certification

The final certification is completed by the Head of School on Wednesday, Dec. 18. This certification determines the final audited enrollment for the school year.



The enrollment audit short story is almost complete. Fill in the blanks for the final appeal and final certification sections of the story.



Phase 6:
Reporting



Reporting



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



Duplicatively Enrolled Students



Duplicatively Enrolled Students

OSSE created a **new year round duplicative enrollment policy**. The policy combines the duplicative hierarchy structure of the enrollment audit and the deduplication process for assessment and end of the year enrollment determinations. The new duplicative process will be supported by a new application, outside of the EACCA.

The deduplication resolution process will not make enrollment determinations for:

- Any enrollment in stage 4 or below
- Duplicative enrollments with CBOs
- Duplicative enrollments with Adult LEAs
- Duplicative enrollments at the same school within the same LEA



Support Systems



Communication & Support

Additional Communication

- Additional questions or assistance 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



Resources & Documents

Additional Support

- [Enrollment Audit and Child Count Handbook](#)
- OSSE Support Tool (OST)
- [OSSE 2019-20 School Year LEA Data Collection Template](#)
- [Unified Data Error \(UDE\) Guide](#)
- [Entry and Exit Code Guide](#)



Q & A



Following Up

For additional assistance, please reach out to

- Terasita Edwards
Terasita.Edwards@dc.gov
- OSSE Enrollment Audit Team
OSSE.Enrollmentaudit@dc.gov

Or visit

- Start of School – Enrollment Audit
<https://osse.dc.gov/node/1259501>
- Additional Enrollment Audit Trainings
<https://octo.quickbase.com/db/bj339wdcr>

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Appendix



Residency Verification Forms

SY19-20 Form Name	Form Overview	Form Changes for SY19-20
DC Residency Verification form	<p>Required of all District students enrolling in school for SY19-20.</p> <p>Requires school official signature.</p>	<p>Revised and updated to capture accurate and more useful information while clarifying the process for parents.</p> <p>Form updated through partnership with the Mayor's office.</p>
Other Primary Caregiver Form	<p>For persons other than parent or legal guardian enrolling student. This form is required to confirm student is under the care of the enrolling adult.</p> <p>Requires school official signature.</p>	<p>This is required for any enrolling person that identifies as an other primary caregiver.</p> <p>It defines the characteristics of an other primary caregiver.</p>
Other Primary Caregiver Attestation	<p>Used as documentation to verify other primary caregiver status. Not completed by the OPC.</p>	<p>For use only in instances for a professional confirming other primary caregiver status.</p>



Residency Verification Forms

SY19-20 Form Name	Form Overview	Form Changes for SY19-20
Sworn Statement of Residency	<p>For use when enrolling person is a minor enrolling a minor or an adult student living with an adult parent.</p> <p>This form allows the adult parent to sign a statement confirming the minor parent or the adult student resides with them at their District home.</p>	<p>New form for SY19-20.</p>
Home Visit Consent and Verification form	<p>For use by enrolling parent/guardian/other primary caregiver or adult student consenting to have a school representative visit the home to verify District residency.</p> <p>Requires school official signature.</p>	<p>Updated to align with new format.</p> <p>Also provides guidance on how to complete a home visitation.</p>



Residency Forms by Enrolling Person

Enrolling Person	Residency Forms Required
Adult Student	DCRV, Residency supporting documentation (unless verified through interagency agreement)
Adult Student residing w/parent	DCRV, Sworn Statement, Supporting Docs of residency for parent (unless verified through interagency agreement)
Minor Parent residing w/parent	DCRV, Sworn Statement, Supporting Docs of residency for parent (unless verified through interagency agreement)
Other Primary Caregiver	DCRV, Other Primary Caregiver form, Residency supporting documentation (unless verified through interagency agreement), and documentation verifying Other Primary Caregiver status
Parent, Guardian, Custodian	DCRV, Residency supporting documentation (unless verified through interagency agreement)



Residency Supporting Documentation

In addition to collecting the DCRVs, enrolling families are required to provide the appropriate supporting documentation as part of the verification for District residency.

Every document should have the address and name of the person enrolling the student and match the information on the DCRV.

One Residency-Supporting Document Required

- Valid paystub with only DC withholdings
- Current document of DC Government financial assistance
- Certified copy of D40 for most recent tax year
- Current military housing orders
- Embassy letter

Two Residency-Supporting Documents Required

- Current DC Government issued identification
- Current DC motor vehicle registration
- Valid lease of rental agreement with *separate* proof of payment
- Valid utility bill (electricity, gas or water utility bills only) with *separate* proof of payment