



New ISD Auditor Training

Barbette Lane – Wexford-Missaukee ISD
MPAAA Fall Conference
September 13, 2010



Agenda

- Desk Audit Preparation
- Desk Audit
- Field Audit Preparation
- Field Audit
- Audit Wrap Up
- Narratives
- Graduation/Dropout Review
- Comments/Questions

Key Materials

- **Pupil Accounting Manual -**
http://www.michigan.gov/mde/0,1607,7-140-6530_6605-22360--,00.html
- **Pupil Auditing Manual –**
http://www.michigan.gov/mde/0,1607,7-140-6530_9091_48553---,00.html
- **Michigan Pupil Accounting and Attendance Association (MPAAA) –** mpaaa.org
- **Other resources:**
 - Center for Educational Performance and Information (CEPI) – www.michigan.gov/cepi
 - Michigan Student Data System (MSDS) –
http://www.michigan.gov/cepi/0,1607,7-113-986_50502---,00.html
 - Michigan Department of Education (MDE) –
www.michigan.gov/mde
 - Other ISD Auditors

Desk Audit Preparation

- **Training**
 - Hold monthly meetings???
 - Training/workshop to explain upcoming audits
- **Make sure you have access to MSDS as an Auditor**
 - http://www.michigan.gov/documents/cepi/MSDS_security_agreement_260258_7.pdf
- **Assist in preparing locals**
 - MSDS uploads
 - Reports (next slide screenshot of staging reports)
 - Certifying

MSDS -Data Staging Area Staging Reports

Select a report:

- 12th Grade Graduate Summary
- Adult Ed Alpha List
- Alpha List (Pupil Membership)
- Alpha List (Pupil Membership) with FTE > 0
- Alpha List for Download
- Exit Status Count
- Gender/Race/Ethnicity Count
- General Collection Summary Report
- Grade or Setting with Age Data
- Missing Student Report ←
- Primary Disability Count
- Program Participation Count
- Residency Status Count
- Staging FTE Summary Report
- Staging Summary
- Student Attendance Summary
- Student Count by FTE Status
- Student Count per Grade or Setting

Select a report:

Select a format:

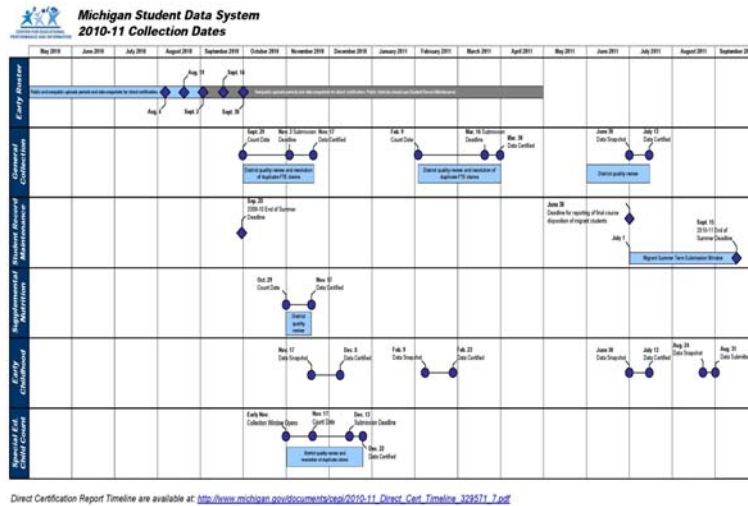
One Report I require all my districts to run and I also run. This report shows students that you reported last count and not current count.

Desk Audit Preparation

- Establish Timelines with Local Districts (Appendix A)
 - When data must be uploaded into MSDS
 - When data must be certified in MSDS
 - When documentation is due to you for audits

MSDS Timelines

Appendix A



Desk Audit

- General information (Page 10)
- Every LEA/PSA, every count
- Statement of Independence (Page 64) (Appendix B)
 - Complete Annually
 - If conflict, delegate/supervise
 - ISD program must be independent
- Required documentation
 - Separate packet for each level (Appendix C)
 - More thorough
 - LEA/PSA knows what to expect
 - Something missing – request for office or at field audit

Statement of Independence

Appendix B

Appendix D

STATEMENT OF INDEPENDENCE

Auditor Name		
I certify that with all local districts, I have:	Check if Independent	List Exceptions
<ul style="list-style-type: none"> Not been previously employed or contracted (within two years) No personal or financial interest No relatives currently employed 		
With respect to the programs operated by the ISD, I certify that:		
<ul style="list-style-type: none"> I am organizationally independent I am objective 		
Explain exceptions and their resolutions:		
I ATTEST THAT THE ABOVE INFORMATION IS FACTUAL:		
Auditor's Signature:	Date:	
IN THE CASE OF EXCEPTIONS, I AGREE WITH THE ABOVE RESOLUTION:		
Auditor's Supervisor's Signature:	Date:	

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Required Documentation List

Appendix C

PUPIL ACCOUNTING REQUIRED DOCUMENTATION CHECKLIST

HIGH SCHOOL

- * Buildings must verify accuracy and completion of all forms prior to submitting to the auditor
- * All Forms MUST be Signed and Dated
- * All items listed below MUST have a tab included in your Pupil Accounting Notebook

District Name & Building: _____ School Year: _____

September Count _____ February Count _____

One Alphabetized Membership List - From Student Management System, NOT SISCO. (THIS MUST BE PRINTED ON COUNT DAY AND MUST CONTAIN EVERYTHING LISTED BELOW ON ONE SHEET)

- District and Building Name
- Pupil's Name
- Pupil's Address
- Pupil's Date of Birth
- Pupil's Current Grade
- Student Identification Number
- Residency status and resident district code
- FTE Claim in *General Education and Special Education*. Using Two (2) Decimal Places
 - Head Count and FTE Total By Page
 - Head Count and FTE Grand Total at the end of each Grade Level
- Official Signature and Date Verified on each Grade Level

- With Certificate Verified
- Board Approved List of Classes
- Cooperative Agreement - THIS IS FOR SECTION 105C SPECIAL EDUCATION STUDENTS ONLY
- CTC Student List (COOPERATIVE EDUCATION PROGRAM)
- District/Building Attendance Policies (Include electronic attendance policy)
- Drop & Add Record
- Ethnicity Report (THIS MUST BE PRINTED ON COUNT DAY FROM STUDENT MANAGEMENT SYSTEM)
- Gender Report (THIS MUST BE PRINTED ON COUNT DAY FROM STUDENT MANAGEMENT SYSTEM)
- Graduation Requirements
- High School Course Day Absence List
- Home-Based Education (Suspension & Expulsions)
- Homebound / Hospitalized Education (Medical)
- Independent Study List
- Local District Planning Report (One completed for entire district/Each notebook must contain a copy)
- Master Schedule of Teachers (including room numbers, class times, lunch breaks)
- Non Public Shared Time Students and Home Schooled Student List
- Part Time Pupil List
- Post Reports (Daily Enrollment)
- Proof of 75% Attendance
- Post Headcount Report
- Reduced Scheduled Pupil List (Must include Approved Request Application)
- Scheduled Clock Hours Teacher Professional Development
- Scheduled Daily Clock Hours of Instruction (Must include Lunch Hour)
- Scheduled Days of Instruction (Attached District/Program Calendar)
- Schools of Choice Application
- Schools of Choice Student List (Section 105 & 105c)
- Sat Time Waiver List (Including Master Attendance Sheets)
- Signed Teacher Attendance Records
- Special Education - Worksheets A & B
- Special Education Transition Services
- Split Scheduled Pupil List
- Student Locator OR Student Schedules (THIS MUST BE PRINTED ON COUNT DAY)
- Suspension & Expulsion Log
- Virtual High School & Charter Learning Student List
- Work-Based Learning (CTC) List (Training Agreement, Training Plan, Timesheets)

Desk Audit (continued)

- Alpha List (Appendix D)
 - From LEA/PSA software and MSDS
 - Compare Student Information System (SIS) Alpha List to MSDS List
 - MSDS Alpha List
 - Review age (MSDS will calculate)
 - Compare FTE totals to DS-406 I
 - Pop II - Absent (noted on separate list/alpha)
 - Pop III (notes on separate list/alpha)
 - FTE not greater than 1.00

Alpha List Appendix D

06/25/2010
MSDs#s

MSDS Audit Report
Wis brod-Missaukee ISD
This report does not include Adult Education

Count Date: 06/30/10
Page 1

Dep	Last Name	First Name	MI	Address	Zip	Student ID	Birthdate	Sex	Grade	Residency	GE FTE	552 FTE	553 FTE	Tot FTE
						49655	11/21/2004	F	30	R14	ExE	0.00	0.00	0.00
						49655	03/07/2009	M	30	R14	ExE	0.00	0.00	0.00
						49653	03/09/2008	F	30	R14	ExE	0.00	0.00	0.00
						49601	11/09/2004	M	30	R14	ExE	0.00	0.00	0.00
						49653	03/12/2004	F	30	R14	ExE	0.00	0.00	0.00
						49653	02/07/2005	M	30	R14	ExE	0.00	0.00	0.00
						49601	05/28/2009	M	30	R14	ExE	0.00	0.00	0.00
						49655	01/12/2004	M	30	R14	ExE	0.00	0.00	0.00
						49655	05/24/2006	F	30	R14	ExE	0.00	0.00	0.00
						49651	11/21/2006	M	30	R14	ExE	0.00	0.00	0.00
						49651	10/15/2005	F	30	R14	ExE	0.00	0.00	0.00
						49651	06/04/2005	F	30	R14	ExE	0.00	0.00	0.00
						49601	07/24/2004	M	30	R14	ExE	0.00	0.00	0.00
						49651	07/22/2007	M	30	R14	ExE	0.00	0.00	0.00
						49651	01/15/2005	M	30	R14	ExE	0.00	0.00	0.00
						49653	06/19/2006	F	30	R14	ExE	0.00	0.00	0.00
						49653	06/19/2005	M	30	R14	ExE	0.00	0.00	0.00
						49601	07/23/2008	M	30	R14	ExE	0.00	0.00	0.00
						49601	10/14/2004	F	30	R14	ExE	0.00	0.00	0.00
						49653	03/29/2004	M	30	R14	ExE	0.00	0.00	0.00
						49601	07/29/2005	M	30	R14	ExE	0.00	0.00	0.00
						49653	12/18/2005	F	30	R14	ExE	0.00	0.00	0.00
						49601	02/05/2009	F	30	R14	ExE	0.00	0.00	0.00
						49601	02/25/2008	M	30	R14	ExE	0.00	0.00	0.00
						49655	12/31/2003	F	30	R14	ExE	0.00	0.00	0.00
						49601	01/20/2005	M	30	R14	ExE	0.00	0.00	0.00
						49655	07/18/2004	M	30	R14	ExE	0.00	0.00	0.00
						49601	12/25/2005	M	30	R14	ExE	0.00	0.00	0.00
						49655	12/09/2003	F	30	R14	ExE	0.00	0.00	0.00
						49601	07/25/2006	F	30	R14	0.00	0.00	0.00	
						49601	05/13/2008	M	30	R14	0.00	0.00	0.00	
						49653	11/24/2004	F	30	R14	ExE	0.00	0.00	0.00
						49601	01/30/2005	M	30	R14	0.00	0.00	0.00	

Desk Audit (continued)

- Alpha list additional items (page 11)
 - Highlight FTE less than 1.00
 - Highlight Special Education
 - Highlight Residency
 - Highlight Pop II for sample
 - Highlight Pop III for sample
- UIC/MSDS (page 11)
 - Run UIC Conflict Detection Report under Audit FTE
 - Send letter (to ISD Auditor and Local LEA)
 - Attach list of FTE conflicts (Appendix E)

FTE Conflict detention

Appendix E

The screenshot shows the 'FTE Conflict' report interface. The report title is 'FTE Conflict' and it indicates that the data reflects updates made through August 24, 2010. The report is filtered for the 'Spring 2010 General Collection 2009-2010' and a specific district. The table below shows the results of the conflict detection.

UIC	Name	Claimed By	GenEd	SPED2	SPED3	FTE	GradeOrSetting	Resident District	Status	Adjust	Claim
			1.00	0.00	0.00	1.00	02	83060	Certified		
			1.00	0.00	0.00	1.00	02	39140	Certified		
			1.00	0.00	0.00	1.00	08	85560	Certified		
			0.00	1.00	0.00	1.00	08	67020	Certified		

Desk Audit (continued)

- **Additional K-12 information** (page 12)
 - Verify alternative education (16-19 yr old programs)
 - Section 24 (Gen. Ed/Sp. Ed)(Pupil Accounting Manual 4-6 (K))
- **Residency** (page 12)
 - Verify residency figures on DS-4061
- **Schools of Choice**
- **Evaluate results**
 - Large number of errors

Desk Audit (continued)

- **Calendar** (page 7)
 - Review days (no minimum but stay tuned and can not be less days than 2009-2010 school year)
 - Review daily clock hours (1,098 minimum)
 - Review Professional Development (38 hr. max.)
 - (Pro-rated hours for K programs that are not full day everyday)
- **Planned and Actual Days & Clock Hour Reports**
 - <http://www.michigan.gov/mde/0,1607,7-140--66897--,00.html>
 - DS4168B - April 15
 - DS4168 - July 15
 - 75% Attendance Report

Field Audit Planning

- Preparation
- Pupil Auditing Manual, forms & guidelines
- Audit rotation (Appendix G) (page 6)
 - High Schools every 2 years
 - Middle Schools every 4 years
 - Elementary Schools every 4 years
 - May be more often depending on risk assessment

Audit Rotation Sample Form

Appendix G

Audit Schedule Cycle for 2006-2011											
Building:	Sept 06	Feb 07	Sept 07	Feb 08	Sept 08	Feb 09	Sept 09	Feb 10	Sept 10	Feb 11	Comments
Mt. Morris											
Mt. Morris Alt. Ed.	X		X				X				Higher Risk
Mt. Morris H.S.	X		X					X			New Staff 07
Mt. Morris Jr. H.S.	X			X			X				New Staff 07
Central Elem.	X					X			X		No longer K-12th Fall 09
Montague Elem.	X				X					X	
Moore Elem.	X				X					X	
Pinhurst Elem.	X					X			X		
Northridge Academy	X		X	X	X	X	X	X	X		
Richfield PSA	X		X	X	X	X	X	X	X		
Swartz Creek											
Swartz Creek Academy (Alt.)	X				X					X	
Swartz Creek H.S.	X			X			X				
Swartz Creek Middle School	X		X					X			New Staff 07
Dieck Elem.	X					X			X		
Elme Road Elem.	X				X					X	
Gaines Elem.	X					X			X		
Morish Elem.	X				X						
Syring Elem.	X		X					X			
Westwood Heights											
Hamady Comm. H.S.	X		X			X		X			New Staff 07
Hamady Middle School	X		X			X		X			New Staff 07
McDonough Elem.	X		X			X		X			New School
Woodland Park Academy	X			X	X	X	X	X		X	
Field audits scheduled per count			53	40	52	45	48	41	44	39	362

Field audit requirements per MDE

- ◆ High School must be field audited once every 2 yrs.
- ◆ Middle School and Elementary must be field audited once every 4 yrs.

Local Educating Agencies
 Public School Academies
 Closed or not audited for FTE

hwMDE_Reports/Auditors/Audit Schedules/Audit Cycle Schedules/4/28/10

Field Audit Preparation

- Notification of Audit
 - Send notice to Pupil Accounting Contact
 - Specify date and time
 - List buildings
 - Provide list needed for audit not collected at the desk audit
 - Official attendance record (Include Attendance Books/Electronic Attendance ABC's)
 - Proof of residency
 - Pop III support documentation

Field Audit Risk Assessment

- Complete a Building Risk Assessment (Page 8) (Appendix H)
- Determine sample size for each population percent of students based on Risk Assessment
- Determine student selection
- Complete field audit Sample Summary & Analysis Form (Page 45) (Appendix I)
- Round each sample up to the next whole number of students

Building Risk Assessment Form

Appendix H

BUILDING RISK ASSESSMENT FORM – FOR ISD FIELD USE

District: _____ Building: _____
 School Year: _____ Count: _____ Fall _____ Spring _____
 Completed by: _____ Audit Date: _____

Instructions: This form may be used to document the assessment of risk of those buildings/programs that will be field audited. Generally, the higher potential for errors, the higher the risk that the pupil membership counts is not accurate. Consider the risk factors listed below (High [H], Moderate [M], Low [L]), and place a check in the space beside the factors that significantly influence the risk for the audit area.

	Risk Factor			Comments
	H	M	L	
1. The results of the prior field and desk audits. (Error rates over 5% are high risk.)				
2. The effectiveness of district count procedures and controls (Detailed procedures generally provide a lower risk.)				
3. The experience of district personnel assigned to process pupil count data (per Local District Planning Form). (Experienced staff generally provides a lower risk.)				
4. The frequency of pupil absenteeism noted during the count period. (High absenteeism generally reflects a higher risk.)				
5. The number of non-conventional pupils attending the building. (Larger population of non-conventional pupils reflects a higher risk.)				

Based on the forgoing considerations, the risk for this building is assessed as follows:

Building Risk Assessment	Overall Risk Assessment		
	High	Moderate	Low
Pop I – Conventional pupils present on count day			
Pop II – Conventional pupils absent on all or part of county day			
Pop III – Non-conventional pupils			

Building Risk Assessment – Percentages	High	Moderate	Low
Pop I – Conventional pupils present on count day	15%	10%	2%
Pop II – Conventional pupils absent on all or part of count day	20%	15%	10%
Pop III – Non-Conventional pupils	20%	15%	10%

Sample Summary & Analysis

Appendix I

Summary and Analysis

SAMPLE SUMMARY AND ANALYSIS

Sample	BUILDING I				BUILDING II				BUILDING III			
	Total Pup	% Error	Pop I	% Error	Total Pup	% Error	Pop I	% Error	Total Pup	% Error	Pop I	% Error
Sample 1	40	0%	20	0%	40	0%	20	0%	40	0%	20	0%
Sample 2	40	0%	20	0%	40	0%	20	0%	40	0%	20	0%
Sample 3	40	0%	20	0%	40	0%	20	0%	40	0%	20	0%
Sample 4	40	0%	20	0%	40	0%	20	0%	40	0%	20	0%
Sample 5	40	0%	20	0%	40	0%	20	0%	40	0%	20	0%
Sample 6	40	0%	20	0%	40	0%	20	0%	40	0%	20	0%
Sample 7	40	0%	20	0%	40	0%	20	0%	40	0%	20	0%
Sample 8	40	0%	20	0%	40	0%	20	0%	40	0%	20	0%
Sample 9	40	0%	20	0%	40	0%	20	0%	40	0%	20	0%
Sample 10	40	0%	20	0%	40	0%	20	0%	40	0%	20	0%

- Explanation of example:
- 10% x 400 population = 40 pupils
 - 3 errors divided by 40 sample = 7.5% error rate
 - 20% x 400 = 100 minus 40 = 60 pupils
 - 2 errors in expansion and 3 errors = 5 cumulative errors
 - 5 divided by 100 total sample = 5% error rate
 - Because the error rate is 5%, a second expansion is needed
 - 40% x 400 = 160 minus 100 = 60 pupils
 - 0 errors in expansion = 7 errors = 5 cumulative errors
 - 5 divided by 160 total sample = 3.1% error rate
 - Because the error rate is less than 5%, a third expansion is not needed.

Sample Summary and Analysis

Page 2
 Each sample was selected in the following manner:
 Population I:
 Population II:
 Population III:

POP III CATEGORIES IN BUILDING/PROGRAM	COUNTY	SAMPLE SIZE	# ERRORS	% ERRORS
Alternative Education (including Special Education, Learning Labs & Seal Time Waters)				
Cooperative Education (including Special Education & Career and Technical/Vocational Education)				
Home Based				
Homebased/Hybrid/Blended				
Non Public and Home Schooled				
Part-Time				
Postsecondary Enrollment				
Early College, High School or Middle College Programs				
Revised Schedule				
Subsets of District				
Special Education or Early Childhood				
Special Education Transition				
Suspended/Expelled				
Virtual High School and Distance Learning				
Work-Based Education				
Experiential Learning				

Field Audit Sample

- Identify populations of students
 - A student can only be included in one population
 - Pop I – Present Students
 - Pop II – Absent Students
 - Pop III – Students that participate in CTC, STW, Dual Enrollment, etc.
 - A student can be in more than one Pop III category
- Pull your sample – at least one student from each Pop category

Field Audit

- Condensed Building Field Audit Program
(Pages 39-44) (Appendix J)
 - Review attendance Printouts/books
 - Verify attendance for all sampled students
 - Verify proof of residency
 - Verify date of enrollment
 - Verify age

CONDENSED BUILDING FIELD AUDIT PROGRAM

District: _____
 Building: _____ Count Day: _____

This audit program is intended to be used in reference with the Building Field Audit Procedures, Section 4. The objective of the field audit is to determine that the FTEs have been properly documented and claimed for state school aid.

BUILDING-WIDE PROCEDURES	Number of Errors	Performed By
1. Determine that the building adheres to district count procedures as identified on the local district planning form, and obtain the appropriate documentation.		
2. Assess risk for the building according to Section 1 and 3.		
3. Determine that the district has a procedure to determine 75% attendance and that the district accurately implemented the procedure.		

PUPIL SPECIFIC AUDIT PROCEDURES	No. of Errors	Performed by
ALL PUPILS		
Residency (N/A for PSAs)		
Present on count date (Population I & III)		
10/30-day rule (Population II)		
Enrollment		
FTE computations		
POPULATION III		
A. ALTERNATIVE EDUCATION PUPILS		
General		
• No high school diploma or GED		
• 16 years old if with adult participants		
Special Education		
• Pupil less than age 26		
• No high school diploma or GED		
• Pupil sixteen years old if with adult participants		
Learning Labs		
• Sign-in sheets and teacher attendance records support minimum hours		
• No greater FTE than traditional setting		
• Sixteen years old if with adult participants		
Seat Time Waivers		
• Earning credit toward a diploma or GED		
• Scheduled courses evaluated		
• Certificated teacher designated as mentor		
• Count day attendance confirmed and documented		
• FTE calculation		

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Condensed Building Field Audit

Appendix J

Field Audit – Pop III

- Follow guidelines on audit form
 - Verify supporting documentation
 - Applications
 - Timesheets
 - Billing/Payment Records
 - Complete each Pop III category
 - Ask for support documentation that has not been provided

Field Audit Results

- Determine error rate for each Population
 - If error rate is over 5%, must expand to 25%, 40%, 55% and then 75% (page 20-22)
 - If expanded sample error rate is over 5% must go to next expansion – 100% expansion may be required
 - If building error rate is greater than 5% but less than 10%, it is the auditor's judgment whether to audit other like buildings or schedule the building for an audit for the next pupil membership count
 - If error rate is greater than 10% must audit like buildings/programs

Field Audit Wrap Up

- Conduct an exit interview with appropriate building staff
 - Areas of the audit requiring improvement
 - Specific findings and associated FTE adjustment required (Page 52-61) (Appendix K)
- Appeal process (page 49)
- Narrative report
 - Electronic through MSDS
 - Once submitted you don't need to do anything else
- If final overall error rate is over 10% **must** notify MDE

Graduation/Dropout Review Cont.

- MSDS

- Grad Cohort

- Cohort Student List (lists all students in Cohort)

- Cohort Year
 - Select Entity

- Cohort Summary

- Select Cohort Year
 - Choose Subgroup Field
 - Choose Display
 - Student Counts
 - Percentages
 - Report Format
 - *Select Entity

Center for Educational Performance and Information - Michigan Student Data System

Cohort Summary Report

Entity:

Cohort Year: 2010

Description: Cohort Summary Report

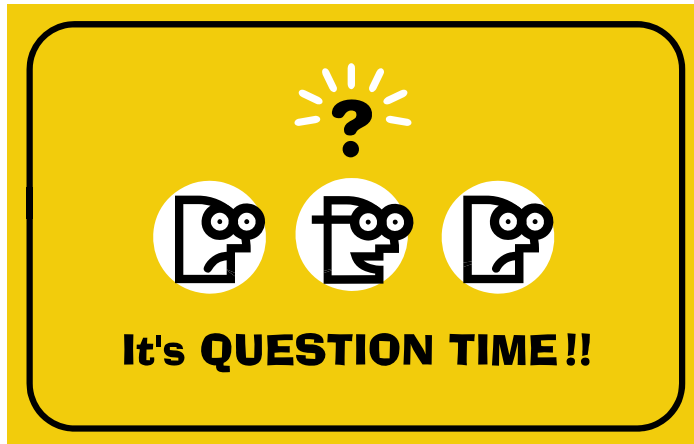
Cohort Status	Student Count
Dropout	40
Exempt	19
Missing Expected Record (MER)	10
Off-Track Continuing	27
On-Track Graduated	222
Other Completers	1
Total	319

Graduation/Dropout Review Cont.

- Timelines – moving away from winter

- Corrections by local district must be completed by 9/28/2010
 - Audits completed by 12/17/2010
 - 12/20/2010 Preliminary rates created in GAD
 - 1/14/2011 Preliminary rates available for review in GAD
 - 1/28/2011 rates finalized, reported to USED

Comments/Questions



Contact Information

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