

RESA-I STATUS REPORT	
<b>PROGRAM:</b>	<b>WV ABE Technology Coordination</b>
<b>DATE:</b>	<b>January, 2009</b>
<b>STAFF:</b>	<b>Louise Miller</b>
<b>FUNDING SOURCE:</b>	<b>State and Federal</b>

AREA:		Adult Education Management Information System (AEMIS)	
ACTIVITIES	POPULATION SERVED	COMMENTS	
Continued development of “Adult Basic Education Management Information System (AEMIS)” 1. General maintenance of error messages 2. Server software / hardware improvements 3. Programming updates as needed a. Desktop Monitoring Reports b. Table 5 Obtain Employment c. Work-based Project Learners d. Proxy Hour Calculations i. Monthly Report ii. Table 4, 4A, 4C iii. Log Attendance	WV Adult Basic Education (ABE) Instructors / Administrators Statewide	Contract with <i>Strictly Business</i> , to maintain and continue development	
Provide Technical Assistance to WVABE Instructors statewide upon request 1. Student Data Entry 2. Student Enrollment Deletions 3. Student Deletions 4. Class Deletions Misc. Calls / E-mails	WV Adult Basic Education (ABE) Instructors / Administrators Statewide		
AEMIS FAQ/Requests This Month 1. Student enrollment and student deletions 2. Class deletions 3. Duplicate SSNs 4. Student deletions User Passwords	WV Adult Basic Education (ABE) Instructors / Administrators Statewide		
AEMIS Misc Activities – Louise Miller 1. Monitor and update Duplicate Student report 2. ABE 300A report causing issues – in process of being reprogrammed due to addition of proxy hours New Report development – “Desk Monitoring”	WV Adult Basic Education (ABE) Instructors / Administrators Statewide		

AREA:		Professional Development Provided	
ACTIVITIES	POPULATION SERVED	COMMENTS	
None			

<b>AREA:</b>	<b>Professional Development Attended</b>	
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
WVABE State / Regional Staff Meeting	WV Adult Basic Education (ABE) State / Regional Administrators	RESA V January 21 – 22, 2009

<b>AREA:</b>	<b>Misc.</b>	
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Final proofing of “Management 100 Online”	WVABE Statewide	E-learning Course
LINCS Partner Conference Call	WVABE Statewide	January 14, 2009

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Adolescent Health Initiative</b>
<b>DATE:</b>	<b>January monthly Report</b>
<b>STAFF:</b>	<b>Barbara McFadden, Adolescent Health Coor.</b>
<b>FUNDING SOURCE:</b>	<b>Office of Maternal Child and Family Health</b>

<b>AREA:</b>		<b>Education and Awareness</b>
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Working to create a new work-shop on the book, <u>Sparks: How Parents Can Ignite the Hidden Strengths of Teenagers</u>	Statewide & Region 1	I am offering this workshop at the WV Social Work Conference May 1 <sup>st</sup> . I am available to offer it when requested throughout Region 1.
Professional Learning Community study group with principals and teachers in Raleigh County using the book <u>Sparks: How Parents Can Ignite the Hidden Strengths of Teenagers</u>	Raleigh County and Region 1	Susan Barnes and I are co-leading this “pilot” discussion group about the book with the following objectives: Exploring ways of . . (1) Igniting the hidden strengths of young people in our schools, communities, and neighborhoods.  (2) Increasing parent involvement and creating welcoming environments in schools.  (3) Expanding and implementing positive supports for children and adolescents to increase academic achievement, promote school attendance, & reduce disciplinary infractions.

<b>AREA:</b>		<b>Leadership and Collaboration</b>
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Facilitated meeting of the Raleigh Co. Family Violence Task Force: Our purpose is to improve our response to violence against women and create healthier living environments for children.	Raleigh County	I send reminders, develop the agenda with a victim advocate, lead the meetings, take and send minutes. In January we reviewed our 2008 goals and created new goals for 2009.
The STOP Grant will pay for staff including a victim advocate, law enforcement officer and Asst. Prosecutor. The Family Violence Task Force oversees activities.	Raleigh County	I am responsible for collecting data and writing the grant. This took a great deal of my time this month. We are asking \$85,134 this year.
Attended two planning meetings for the multicultural symposium.	Raleigh and Mercer Counties	I was asked to be moderator for this event that will take place on the MSU campus.
Sent reminders for Force for Opportunity meeting that was canceled due to schools being closed the day it was scheduled. Spent time re-scheduling and sent new reminders. I facilitate meetings, take and send minutes.	Summers County	Originally organized by Mayor Matthews, this is a group of caring citizens who envision a beautiful serene Summers County where families thrive, there are plenty of good jobs and where healthy living is a priority for everyone.

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>WV Works Assessment Specialist</b>
<b>DATE:</b>	<b>January 2009</b>
<b>STAFF:</b>	<b>Samuel Smith</b>
<b>FUNDING SOURCE:</b>	<b>Federal</b>

<b>AREA: Testing</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Boone County Fayette County Greenbrier County Logan County McDowell County Mercer County Mingo County Monroe County Nicholas County Raleigh County Summers County Webster County Wyoming County  All clients administered the EHI Screen. All clients administered the LNS Screen.	DHHR Clients, WV Works Dept.	Administered Test of basic skills in Reading, Math and Language at all levels. (Test of Adult Basic Education)  Scored, processed, and returned results to WV Works Supervisors in all 14 counties in timely, efficient manner.  Began training for Workkeys Assessment, trained with David Hollingsworth.  Initiated cooperative relationship in several new counties, building rapport during transition period, implementing updated standards.

<b>AREA: Coordination</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Accumulated statistical data from counties; prepared monthly reports and transmitted to State Department of Education.	WVDE	

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Technology Services</b>
<b>DATE:</b>	<b>January, 2009</b>
<b>STAFF:</b>	<b>John D. Watson</b>
<b>FUNDING SOURCE:</b>	<b>State and Local</b>

<b>AREA: Repair and Installation Services</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Eight field technicians responding to work orders and assistance requests	Entire RESA-I service area	The team of 8 field technicians responded to 967 work orders and assistance requests throughout the service area. The technicians addressed 48 server issues 30 network issues 8 WVEIS issues 6 data circuit issues 8 router issues 768 workstation issues 104 printer and miscellaneous issues

<b>AREA: Training</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
RESA-I on Polycom Video equipment	Entire RESA-I service area	Basic connection and utilization procedures for video conferencing equipment provided to RESA-I science coordinator
E Gov website training	Raleigh County	Two representatives from RESA-I technical services department attended a video conference based training on the procedures for posting a web site on the E gov Sharepoint website

<b>AREA: Infrastructure Support</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Communications with Verizon Engineer	Entire RESA-I service area	Follow ups to last month's meeting. Details on circuit options. Lack of options and impact on Erate funding concerns for some counties need to be addressed.
Request for Erate impact information	McDowell County	Requested information from State Erate coordinator on the impact of changing connection method for our data circuits.
Update data circuits	Raleigh County	Multilink Frame Relay circuit ordered for Woodrow Wilson High School. Equipment upgrade installed and circuit activated.

<b>AREA: Infrastructure Support cont.</b>		
Relocation of data circuits	Summers County	Issued request to Verizon for relocation of data circuit at Talcott Elementary.
Upgrade data circuits	Raleigh County	Multilink frame relay upgrades ordered for 3 High and 1 Middle school.
Upgrade data circuits	Monroe County	Multilink frame relay circuits ordered for 1 High and 1 Middle School
Problem Escalation	Wyoming, Raleigh, and McDowell counties	Problem documentation and escalation process started for problem circuits at Burlington Beckley Center, Herndon, and Fall River.
VPN activation and trouble shooting	Entire RESA-I service area	Multiple resets, new accounts, reactivations and password changes for Virtual Private Network Connections to State network.

<b>AREA: Personnel</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Discussions for hiring additional technician	Raleigh County	Worked with new county Network Administrator to determine options for procuring additional technical assistance. Reviewed candidates from posting. Discussed options for hiring additional technician(s). Posted position, screened candidates, and scheduled interviews. Created evaluation materials for use in interview process.
Meeting with TEKSystems representative	Entire RESA-I service area	Discussions concerning extra/temporary assistance, expert time procurement, temporary to hire options, etc. available from vendor.

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>MEDICAID</b>
<b>DATE:</b>	<b>JANUARY 2009</b>
<b>STAFF:</b>	<b>JAMIE BAILEY</b>
<b>FUNDING SOURCE:</b>	<b>LOCAL / STATE</b>

<b>AREA: Medicaid Billing</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Billed Medicaid	McDowell	253,265.39
Billed Medicaid	Mercer	115,763.23
Billed Medicaid	Monroe	12,235.01
Billed Medicaid	Raleigh	94,889.97
Billed Medicaid	Summers	53,665.24
Billed Medicaid	Wyoming	21,818.35

<b>AREA: Medicaid</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Technical Assistance	McDowell	Assisted JoAnn Lane with questions concerning reimbursement payments.
	Mercer	Transmitted billing files and ran remittances.
	Monroe	Emailed Joann Lusk about provider enrollment. Transmitted billing files and ran remittances
		Assisted Nan Wells with student billing errors. Transmitted billing files and ran remittances.
	Raleigh	Assisted Beverly Winter, Brenda Jones and Joyce Carnes with questions concerning reimbursements payment, and re-billing of medicaid claims for FY08. Contacted Beth, and Katrina Layman (Unisys) about remittance reports, and student claims. Transmitted billing and ran remittances.
	Summers	Called, left message for Karen Eagle concerning provider enrollment.
		Transmitted billing and ran remittances

<b>AREA: Medicaid</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Technical Assistance	Wyoming	Assisted Ashley Lilly-Queen with provider enrollment. Transmitted billing files and ran remittances.
	All Counties	Spoke with Vickie Mohnacky concerning provider enrollment, reimbursements, student claims, and WVEIS.  Spoke with Amanda Adkins numerous times about provider enrollment.  Prepared a Time and Effort Report for Medicaid and Special Education.  Prepared Reimbursement and Transmittal Reports for all six counties.  Prepared Professional Development Service Report.
Meetings	Raleigh	Met with Beverly Winters, Brenda Jones, Joyce Carnes to discuss and review updates with medicaid billing files, remittances, billing errors, and re-billing past medicaid claims.

<b>AREA: Medicaid</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Susan Barnes	Special Education	Created an information data sheet for all principals in RESA-I region. The sheet included principal, school, phone number, and email address. Made copies for Special Education and Jane Meador, RTI Specialist.  Copied Invoices and forms sent to Phillip Jarrell.  Copied and mailed purchase orders Created labels, files, ran copies for workshops, and mailed packets.

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>PUBLIC SERVICE TRAINING</b>
<b>DATE:</b>	<b>JANUARY 1 – 31, 2009</b>
<b>STAFF:</b>	<b>RICK RICE/SANDY HAWLEY</b>
<b>FUNDING SOURCE:</b>	<b>STATE</b>

<b>AREA:</b>	<b>FIRE STARTED</b>	
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
FIREFIGHTER 1	GREENBRIER	WILLIAMSBURG FIRE
FIREFIGHTER 1	COUNTY	DEPARTMENT
FIREFIGHTER 1	MERCER COUNTY	PRINCETON FIRE DEPARTMENT
FIREFIGHTER 1	MONROE COUNTY	LINSIDE FIRE DEPARTMENT
FIREFIGHTER 1	NICHOLAS COUNTY	SUMMERSVILLE FIRE
FIREFIGHTER 2	RALEIGH COUNTY	DEPARTMENT
FIRE OFFICER 1	MONROE	RHODELL FIRE DEPARTMENT
FIRE OFFICER 1	GREENBRIER	UNION FIRE DEPARTMENT
ROPE RESCUE/HIGH ANGLE	COUNTY	LEWISBURG FIRE
AWARENESS	GREENBRIER	DEPARTMENT
(4 CLASSES)	COUNTY	QUINWOOD FIRE DEPARTMENT
VEHICLE RESCUE OPERATIONS	BRAXTON	WEYERHAEUSER
(2 CLASSES)		CORPORATION
	MERCER	PRINCETON RESCUE SQUAD

<b>AREA:</b>	<b>EMS STARTED</b>	
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
BASIC EMT	GREENBRIER	WHITE SULPHUR RESCUE
BASIC EMT	COUNTY	SQUAD
CPR	RALEIGH	JAN CARE
CPR	BRAXTON	AMBULANCE/BECKLEY
CPR	FAYETTE	FLATWOODS F.D.
CPR	FAYETTE	MONTGOMERY
CPR	FAYETTE	NATIONAL PARK SERVICE
CPR	NICHOLAS	ST. ANDREWS DAY CARE
CPE	NICHOLAS	NEW HOPE LIFE CENTER
CPR	RALEIGH	SUMMERSVILLE FIRE
CPR	RALEIGH	DEPARTMENT
EMT MINING	RALEIGH	LESTER FIRE DEPARTMENT
EMT MINING	FAYETTE	MSHA/BECKLEY
FIRST AID	RALEIGH	SOUTHERN REGIONAL JAIL
FIRST AID	BRAXTON	MONTGOMERY
FIRST AID	FAYETTE	MSHA/BECKLEY
FIRST AID	NICHOLAS	FLATWOODS F.D.
FIRST AID	NICHOLAS	ST. ANDREWS DAY CARE
FIRST RESPONDER	RALEIGH	NEW HOPE LIFE CENTER
	FAYETTE	SUMMERSVILLE FIRE
		DEPARTMENT
		LESTER FIRE DEPARTMENT
		NATIONAL PARK SERVICE

<b>AREA:</b>	<b>EMS COMPLETED</b>	
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
BASIC EMT BASIC EMT CPR CPR CPR CPR EMT MINING EMT MINING EMT MINING RECERTIFICATION FIRST AID FIRST AID FIRST RESPONDER	RALEIGH RALEIGH FAYETTE NICHOLAS NICHOLAS RALEIGH NICHOLAS RALEIGH RALEIGH NICHOLAS NICHOLAS FAYETTE	MSHA/BECKLEY (22) JAN CARE/BECKLEY (5) NATIONAL PARK SERVICE (7) NEW HOPE LIFE CENTER (10) SUMMERSVILLE FIRE DEPARTMENT (13) SOUTHERN REGIONAL JAIL (3) NICHOLAS ENERGY (6) MSHA/BECKLEY (15) SOUTHERN SAFETY (9) NEW HOPE LIFE CENTER (4) SUMMERSVILLE FIRE DEPARTMENT (9) NATIONAL PARK SERVICE (7)

<b>AREA:</b>	<b>OTHER PUBLIC SERVICE TRAINING</b>	
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
NIMS INCIDENT COMMAND SYSTEM 300	RALEIGH	CIVIL AIR PATROL

<b>AREA:</b>	<b>BOARD OF EDUCATION</b>	
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
CPR FIRST AID	RALEIGH BOARD RALEIGH BOARD	TRANSPORTATION DEPARTMENT TRANSPORTATION DEPARTMENT

<b>AREA:</b>	<b>BOARD OF EDUCATION</b>	
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
PUBLIC SERVICE TRAINING COORDINATORS MEETING JANUARY 13 – 14, 2009.	PUBLIC SERVICE TRAINING STAFF	CLARKSBURG, WV
ESCAPEe CONFERENCE MEETING PIPESTEM STATE PARK JANUARY 29, 2009	ESCAPEe STAFF AND PIPESTEM EMPLOYEES	PIPESTEM STATE PARK

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Special Education</b>
<b>DATE:</b>	<b>January 30, 2009</b>
<b>STAFF:</b>	<b>Susan W. Barnes</b>
<b>FUNDING SOURCE:</b>	<b>State and Federal</b>

<b>AREA: Training</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Online IEP	Statewide	Work continues on the development of a video training tool to be used by district IEP trainers. Projected completion date: first week of February.
SETLA: Special Education Teachers Leadership Academy	Statewide	Details, agenda and assignments for the July SETLA have been made. Development of the training materials will continue through June. Programmatic level teams of 6 trainers will develop the content. Again I will serve on the Middle School Team.
Standards Based IEP	Statewide	Preliminary discussion with program and compliance departments of the Office of Special Programs was held subsequent to the lunch discussion of RESA I personnel on Dec. 11. A smaller committee has been established to review questions for an online survey to determine the level of understanding and depth of knowledge of sp ed teachers. The survey will be ready for review by the end of February. Training based on the results will begin by the end of March and will continue for the next 24 months.

<b>AREA: Program</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
RESA /OSP Staff Meetings	Statewide	The regular monthly two day meeting with RESA Special Education Directors and the Executive Director of the Office of Special Programs was held the third week of January. The primary focus of our work between now and July will be the second Special Education Teachers Leadership Academy (SETLA). Again this year about 300 sp. ed. teacher leader teams will meet in Charleston to plan the work of closing the achievement gap for students with disabilities.
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Response to Intervention Specialist for RESA I	Regional	Initial visits and introductions to counties were scheduled. Adjustments had to be made due to inclement weather. Plans are progressing for mid-year survey analysis and a PLC meeting for elementary principals.
Gateway Project	Statewide	The WV Medicaid Infrastructure Grant (MIG) supports the initiative of a large group of stakeholders in a number of special interest groups. I serve on the data collection workgroup. Our purpose is to collect data from multiple sources to determine employment and service needs of persons with disabilities to increase employment , salary and benefits upon exit from public school. This is a monthly meeting.
Technical Assistance	Monroe Co.	TA requests received regarded: IEP services and changes; participation on the county self assessment committee.

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Professional Development</b>
<b>DATE:</b>	<b>January 2009</b>
<b>STAFF:</b>	<b>Linda Ballard-Price</b>
<b>FUNDING SOURCE:</b>	<b>State &amp; Federal</b>

<b>AREA: CPD /RESA-I New Teacher Café</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Coordinated the site facilities, registration, equipment and catering service for full day Professional Development on Saturday, December 13, 2008 with the assistance of Lisa Matherly, Professional Development Secretary.	RESA-I Teachers  Twenty Educators Attended the Full Day Professional Development	Professional Development session was an overview of Charlotte Danielson's <i>Enhancing Professional Practice: A Framework For Teaching</i> . Twenty components were clustered into four domains of teaching responsibilities: Planning and Preparation, The Classroom Environment, Instruction and Professional Responsibilities. Each teacher received a copy of Charlotte Danielson's Second Edition textbook for future reference.

<b>AREA: RESA-I National Board Certified Teacher Training</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Provided facilities, educational materials and support to the site facilitators for full day training to enhance the training for RESA-I to have the most effective teachers in our classrooms regionally.	RESA-I Teachers  Seven Teachers	Sixty-three West Virginia teachers earned National Board Certification in 2008. RESA-I is offering professional development to enhance the highest credential in the teaching profession for 2009.

<b>AREA: West Virginia Department of Education Art Teams</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Coordinated with Keith A. Butcher, Executive Director RESA-I for the RESA-I report: <i>Determining Future of WV ARTS TEAMS for Julia Lee, WVDE Art Coordinator.</i>	RESA- I Art Teachers  Dance Music Theatre Visual Arts Community/Parents	Report focused on the following outline topics: What should the state focus on for the upcoming school year? What will be the direction of the RESA art teams? What resources does each RESA have to maintain an arts team? RESA resources and assistance from artist, educators, and community? What will the action steps look like for 2009-2010 art teams?

AREA:	Principal Technology Professional Development Training	
ACTIVITIES	POPULATION SERVED	COMMENTS
Coordinating Technology Enhancement Training for the RESA-I Principals who attended the 2008-2009 West Virginia Institute for 21 <sup>st</sup> Century Leadership at RESA-I.	RESA-I Principals who attended the 2008-2009 West Virginia Institute for 21 <sup>st</sup> Century Leadership	Full Day Professional Development will be provided by Donna Peduto, Coordinator WVDE Principal Institute for Technology at RESA-I.

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>WVEIS</b>
<b>DATE:</b>	<b>January 2009</b>
<b>STAFF:</b>	<b>Deena Tyree / Susie Handy</b>
<b>FUNDING SOURCE:</b>	<b>State</b>

<b>AREA: WVEIS</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Backup/Extra System Saves	All Counties	30 Daily Saves all critical data Extra FMS and EMS saves and restores Entire System saved monthly Saves performed at Consolidation Site (RESA III)
Initializing Cartridges and Diskettes	All Counties	For use on AS400 for backup. Cartridges are at Consolidation Site (RESA III)
Program Updates/Upgrades	All Counties	All software changes and updates loaded at Consolidation Site (RESA III)
Equipment Failures	RESA-I	None to report
Devices/Configurations	All Counties	Devices configured as needed for new installations or problems in all counties
Phone Communication Failures	All Counties	GTE failures in Mercer, McDowell and Raleigh
System Jobs/Tasks	All Counties	Control Language Programming, Library and Program Maintenance. Library reorganization completed for all counties. Reorganized/cleaned up save files in preparation for AS400 System Maintenance performed at RESA-III

**NARRATIVE: Daily Backups, Program Updates, Monthly Saves and AS400 Maintenance.**

<b>AREA: USER/PHONE SUPPORT</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Assisted All Schools on-line to WVEIS concerning all phases of software support.	All Counties	Designed various reports for all applications
Assisted all counties on-line with EMS, HMS, FMS, FAS and WHS.	All Counties	Assisted counties with Self-Backups, Queries, IQ.

<b>AREA: IN-HOUSE DATA PROCESSING</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Query Design	All Counties	Designed FMS, EMS, HMS and SMS Queries for all counties on-line. Implementing IQ software and security.
Database Maintenance and Development	All Counties	Printed mailing labels, Teacher Rosters, and Rolodex Cards for various Raleigh County Schools. Printed Third Six Weeks Report Cards, 1SA Transcript Labels and Grade Verification Sheets for Raleigh County Schools. Printed Driver's, Ed. Certification Cards for High Schools.
User Menus	All Counties	Assigned menus to users as required.
EMS, FMS, WHS, HMS, FAS Processing	All Counties	Direct Deposit generated for Mercer County and Raleigh County, transmitted via Internet for Mercer and to BB&T for Raleigh. EMS Retirement submitted electronically for Raleigh Count to the Retirement Board. Bank Reconciliation completed for RESA, Raleigh, McDowell, Summers, Mercer, Monroe and Wyoming Counties.

**NARRATIVE: Assisted Users by phone, in person, system messages and emails.**

<b>AREA: WVEIS</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Assigned 2008-2009 menus for various users. Assisted schools with Fifth Month Enrollment issues and Pre-Slug Submission.	McDOWELL	Worked with Barbara Miller on Scheduling issues.
	RALEIGH	Worked with Food Service on Billing and Past Due Reports
	MONROE	Worked with Lyn Guy on various issues within the county
	SUMMERS	Worked with Terri Kirkham on 1 <sup>st</sup> Semester Issues
	WYOMING	
	MERCER	Worked with Libby Prevett on various 1 <sup>st</sup> Semester Grading Issues.

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Tobacco Prevention</b>
<b>DATE:</b>	<b>January, 2009</b>
<b>STAFF:</b>	<b>Lori McGraw</b>
<b>FUNDING SOURCE:</b>	<b>State</b>

<b>AREA: Program</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Youth Risk behavior survey/ Youth Tobacco Survey	RESA-I/ WV Tobacco Prevention Program	Contact 11 schools selected by random selection to be surveyed as part of WVDE/ WVDHHR to collect Risk behavior data on WV youth.
WV Tobacco Coalition Conference	RESA-I/ WV Tobacco Prevention Program	Attended one day of two day conference at Charleston Marriot. Used as Educational and networking opportunity.

<b>AREA: RAZE</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Technical assistance	RESA-I RAZE	Offered RAZE crew support through phone calls, e-mail and personal visits upon request.
WVU Basketball	WV / RESA-I Tobacco Prevention Program	Arranged for RESA-I RAZE members to attend and participate in tobacco prevention/ promotional activities. Games are scheduled for Feb. 7 and Feb 21.
Through with Chew Week	WV / RESA-I Tobacco Prevention Program	Began preparation for statewide commotion to take place in Feb. All RAZE crews will conduct same activities on same day in order to raise awareness of the harms of spit tobacco use.

<b>AREA: TAC</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
TAC meeting	WV Tobacco Prevention Program	Meeting held via conference call for members of the WV RAZE Teen Advisory Council and RAZE adult network. Upcoming RAZE events discussed with focus on TAC's input for decisions and ideas.
Technical assistance	WV Tobacco Prevention Program	Offered support to TAC members through phone calls, e-mail and personal visits upon request.

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Adult Basic Education &amp; SPOKES</b>
<b>DATE:</b>	<b>January 2009</b>
<b>STAFF:</b>	<b>Shawn Cook</b>
<b>FUNDING SOURCE:</b>	<b>State &amp; Federal</b>

<b>AREA: GED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"> <li>Administer the GED Exam</li> <li>Hire and train GED examiners.</li> <li>Collected and inventoried GED exams for secure return to GEDTS.</li> </ul>	Mercer, Monroe, Pocahontas, Raleigh and Summers Counties	<ul style="list-style-type: none"> <li>GED examination administered to 24 examinees.</li> <li>Exam was also delivered to one participant requiring special accommodations.</li> </ul>

<b>AREA: ABE</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"> <li>ABE classes</li> <li>Technical Assistance</li> <li>Audit workgroup</li> </ul>	Pocahontas, Webster & Braxton.	<ul style="list-style-type: none"> <li>ABE classes conducted.</li> <li>Provided technical assistance and supervision to identified programs.</li> <li>Working with Braxton Economic Development Authority to offer Medical Transcriptionist program.</li> <li>Worked with state staff to develop new monitoring process.</li> </ul>

<b>AREA: SPOKES</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"> <li>Staff Development.</li> <li>Substitute instructor recruitment and training.</li> <li>Classroom instruction</li> <li>Monitoring</li> </ul>	Programs in all counties	<p>Conducted quarterly staff development for Spokes instructors, including substitutes.</p> <p>Contracted and trained with five new substitute instructors.</p> <p>Conducted two days of classroom instruction.</p> <p>Developed procedure manual for substitute instructors.</p> <p>Conducted two days of program monitoring.</p>

<b>AREA: RESA</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"> <li>Partnership building</li> <li>State Staff Meeting</li> </ul>	Pocahontas	Worked with Snowshoe Center partners to offer computer literacy programs in Pocahontas County.

RESA-I STATUS REPORT	
<b>PROGRAM:</b>	<b>Mathematics and Science Partnership</b>
<b>DATE:</b>	<b>January 2009</b>
<b>STAFF:</b>	<b>Kerry Richmond</b>
<b>FUNDING SOURCE:</b>	<b>Local/State</b>

AREA: Math and Science		
ACTIVITIES	POPULATION SERVED	COMMENTS
Coordinating the STEMulating Student Achievement in Science and Mathematics Project Activities	RESA-I	<p>Continuous communication with the teachers involved in the project.</p> <p>Meetings with Keith Butcher and Linda Ballard-Price on decisions regarding the project.</p> <p>Evaluating data returned from the teacher assessments to determine areas of weakness that need to be addressed through professional development.</p> <p>Evaluating end of 1<sup>st</sup> semester student assessments to determine if performance and knowledge have improved.</p>

AREA: Math and Science		
ACTIVITIES	POPULATION SERVED	COMMENTS
Conducted classroom visits of teachers and monthly meetings with teachers involved in the project.	RESA-I	I conducted visits to the classrooms of the teachers in the experimental group. I observed and assisted the teachers and students with classroom activities and asked them if they had any questions, concerns, or needs from me. Teachers presented on assigned chapter(s) of Differentiating Instruction Using Technology by Amy Benjamin book study and are incorporating strategies from the text into their classrooms.

AREA: Math and Science		
ACTIVITIES	POPULATION SERVED	COMMENTS
<p>WIKI set-up on WVDE web site</p> <p>Please take time to visit:</p> <p><a href="http://wiki.k12.wv.us/mathscience/doku.php?id=stemulating:start">http://wiki.k12.wv.us/mathscience/doku.php?id=stemulating:start</a></p>	RESA-I	A WIKI has been set up on the WVDE website for the STEMulating Student Achievement in Science and Mathematics project. Questions are being posted monthly that the teachers have to respond to as well as any important information I need to convey to them.

<b>AREA: Math and Science</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Blog set up for MSP Project on Blogger	RESA-I	A blog has been set up on Blogger for the STEMulating Student Achievement in Mathematics and Science Project. This blog is used for communication between teachers and myself and well as between the teachers. Please take time to visit: <a href="http://resa1msp.blogspot.com/">http://resa1msp.blogspot.com/</a>

<b>AREA: Math and Science</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
WVDE Webtop Community	RESA-I	A WEBTOP Community has been set up for the RESA-I MSP. Please feel free to visit.