

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>ABE TECHNOLOGY COORDINATION</b>
<b>DATE:</b>	<b>December 2011</b>
<b>STAFF:</b>	<b>LOUISE MILLER</b>
<b>FUNDING SOURCE:</b>	<b>STATE / FEDERAL</b>

<b>AREA: ADULT EDUCATION MANAGEMENT INFORMATION SYSTEM (AEMIS)</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<p><i>Continued development of "Adult Basic Education Management Information System (AEMIS)"</i></p> <p><i>1. General maintenance of error messages</i></p> <p><i>2. Server software / hardware improvements</i></p> <p style="padding-left: 20px;"><i>a. Server and UPS Installed</i></p> <p style="padding-left: 20px;"><i>b. Software Installed</i></p> <p style="padding-left: 20px;"><i>c. Electrical Work Completed</i></p> <p><i>3. Programming updates for PY '12 sent to Strictly Business</i></p> <p style="padding-left: 20px;"><i>a. Working on new platform</i></p> <p style="padding-left: 20px;"><i>b. Log Attendance Screen</i></p>	<p>WV Adult Basic Education (ABE) Instructors / Administrators Statewide</p>	<p>Contract with <i>Strictly Business</i>, to maintain and continue development</p>
<p>Provide Technical Assistance to WVABE Instructors statewide upon request</p> <p>1. Student Enrollment Deletions</p> <p>2. Student Deletions</p> <p>3. Class Deletions</p> <p>4. Misc. Calls / E-mails</p>	<p>WV Adult Basic Education (ABE) Instructors / Administrators Statewide</p>	
<p>AEMIS FAQ/Requests This Month</p> <p>1. Duplicate Enrollments</p> <p>2. Creation of PY '12 Classes</p>	<p>WV Adult Basic Education (ABE) Instructors / Administrators Statewide</p>	

<b>AREA: Professional Development Provided</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
None		

<b>AREA: Professional Development Attended</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
None		

<b>AREA: Miscellaneous</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Raleigh County ESL Class Site Visit	Raleigh County	12/21/11 ... 6pm
ABE Regional /State Staff Meeting	WVABE Statewide	12/15-16/11 Wyngate Inn, Clarksburg, WV

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>ADULT BASIC EDUCATION &amp; SPOKES</b>
<b>DATE:</b>	<b>December 2011</b>
<b>STAFF:</b>	<b>Shawn Cook, Nancy Shannon &amp; Peter Minogue</b>
<b>FUNDING SOURCE:</b>	<b>STATE / 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 (Peter Minogue).</li> <li>• Verified diploma obtainment for examinees.</li> <li>• Worked with instructors to update examinee records.</li> <li>• Assisted ABE instructors with registering students for the GED exam.</li> <li>• Initiated invoices to pay counties for GED exams administered.</li> <li>• Verified, coded and processed timesheets for examiners.</li> </ul>	<p>Braxton, Mercer, Nicholas, Raleigh, Summers, Webster Counties</p>	<ul style="list-style-type: none"> <li>• GED examination administered to 194 full and 87 partial examinees year to date.</li> <li>• Also one accommodations test session</li> </ul>

<b>AREA: ABE</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"> <li>• Program administration, including review of student information, leave, budgets and technical assistance to ABE classes.</li> <li>• Facilitated professional development and conducted TABE workshop.</li> <li>• Continued to work with Richwood family learning center regarding establishment of distance learning center.</li> <li>• Continued to work with new instructors at Catholic Charities.</li> <li>• Verified, coded and processed timesheets for instructors and substitutes. Monitored budgets, prepared requisitions in WEVIS, coded invoices for payment. Reviewed budgets and transaction reports.</li> <li>• Provided support to instructors with purchasing of supplies.</li> <li>• Facilitated ABE graduation in Pocahontas County.</li> </ul>	<p>CCS, OIEP, Braxton, Greenbrier, Nicholas, Pocahontas, Summers, Webster, Wyoming, Mercer &amp; Braxton.</p>	<ul style="list-style-type: none"> <li>• Under RESA direction 1 full time and three part-time ABE classes conducted.</li> <li>• Provided technical assistance and supervision to identified programs.</li> </ul>

<b>AREA: SPOKES</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"> <li>• Monitoring</li> <li>• Program administration, including review of student information, leave and budgets.</li> <li>• Pre-service for Spokes Sub instructor.</li> <li>• Aided 1 instructor with certification</li> <li>• Attended state staff meetings.</li> <li>• Verified, coded and processed timesheets for instructors and substitutes. Monitored budgets, prepared requisitions in WEVIS, &amp; coded invoices for payment.</li> <li>• Facilitated staff development.</li> <li>• Research cost effective supplies and facilitate purchases for all 12 counties within RESAs 1 &amp; 4.</li> <li>• Facilitated three student recognitions.</li> </ul>	Programs in all counties	<ul style="list-style-type: none"> <li>• Under RESA direction 9 full time and 2 part-time Spokes classes conducted.</li> <li>• Conducted walk-throughs: 32 total for the year.</li> </ul>

<b>AREA: RESA</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Participated in federal audit of Spokes program.		

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>ADOLESCENT HEALTH INITIATIVE</b>
<b>DATE:</b>	<b>December 2011</b>
<b>STAFF:</b>	<b>Celi Van Dyke, Adolescent Health Coordinator</b>
<b>FUNDING SOURCE:</b>	<b>Office of Maternal Child and Family Health</b>

<b>AREA: EDUCATION AND AWARENESS</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
12/1/11 Conducted Zumba fitness demonstration with 45 students at Beckley Stratton Middle School Afterschool program	Raleigh	Built assets: constructive use of time, positive values, and positive identity. Addressed: childhood obesity
12/7/11 Conducted Read Aloud with 50 students at Mabscott Elementary School	Raleigh	Built assets: reading for pleasure, constructive use of time, support, positive values
12/15/11 Conducted Zumba fitness demonstration with 10 students at Beckley Stratton Middle School	Raleigh	Built assets: constructive use of time, positive values, and positive identity. Addressed: childhood obesity

<b>AREA: LEADERSHIP AND COLLABORATION</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
12/6/11 Participated in Summers County Substance Partnership strategic planning process	Summers	Addressed assets: Positive values, constructive use of time, empowerment Addressed: substance abuse prevention
12/9/11 Attended Adolescent Health Initiative Coordinators meeting	Statewide	Networked with other Coordinators, discussed reporting requirements, learned about adolescent pregnancy prevention efforts
12/12/11, 12/20/11 Faciliated YMCA of Southern WV Get Up, Get Active Youth Movement planning meeting	Region 1	Addressed assets: positive values, constructive use of time Addressed: childhood obesity
12/13/11 Attended Wyoming County Family Resource Network meeting	Wyoming	Networked with Wyoming County professionals. This group consistently addresses: substance abuse prevention and injury prevention
12/20/11 Attended student production of "The Three Kings" at Beckley Stratton Middle School	Raleigh	Networked with Beckley Stratton educators and built assets with special needs students
12/21/11 Attended RESA 1 staff meeting	Region 1	Discussed policy updates, program highlights, and audits

**Other:** This month I conducted professional development on various topics with 105 youth Region 1. Additionally, I was directly involved with 4 different community asset building teams this month and indirectly involved with 2 others (assisted Mercer School expanding mental health team with grant, planned training for Raleigh County Family Violence Task Force, worked with Girls on the Run of Southern West Virginia). I wrote a Beckley Area Foundation Grant proposal for the YMCA Get Up, Get Active group, and re-submitted the Saucony Grant for re-consideration.

The ultimate highlight of this month was the full funding of the Innovation Zone Drop Out Prevention Grant. This grant will establish follow up program, afterschool enrichment, and community forums about drop out prevention at Independence Middle School.

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>COORDINATED SCHOOL PUBLIC HEALTH</b>
<b>DATE:</b>	<b>December 2011</b>
<b>STAFF:</b>	<b>Emily Meadows</b>
<b>FUNDING SOURCE:</b>	<b>WVDE Office of Healthy Schools</b>

<b>AREA: EDUCATION AND AWARENESS</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Held HEAP training for health education teachers	Raleigh County	New HEAP format was well received
Planned and held Regional School Wellness Council Meeting	McDowell, Mercer, Monroe, Raleigh, Summers, and Wyoming Counties	Mental health focus

<b>AREA: LEADERSHIP and COLLABORATION</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Attended County Wellness Council meeting	Summers County	
Attended the Get Up, Get Active Youth Movement planning meeting	Raleigh County	Fundraisers and developing community partnerships
Attended the Chefs-in-the-Schools planning meeting	Raleigh County	Program planned to begin on January 24
Attended the Community Connections and SADD/MADD Open House	McDowell, Mercer, Monroe, Raleigh, Summers, and Wyoming Counties	
Attended the RESA 4 Regional School Wellness Council Meeting	RESA 4	Assisting Cara, RSWS with her transition into new position
Attended the RESA 1 Annual Staff meeting and holiday luncheon	RESA 1	

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>MEDICAID</b>
<b>DATE:</b>	<b>DECEMBER 2011</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	5.44
	Mercer	140,222.46
	Monroe	27,440.32
	Raleigh	130,338.28
	Summers	7,442.61
	Wyoming	

<b>AREA: MEDICAID</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Technical Assistance	McDowell	Transmitted billing files and ran remittances.
	Mercer	Assisted Mark with questions concerning Medicaid billing and provider enrollment. Transmitted billing files and ran remittances.
	Monroe	Assisted with questions concerning Medicaid billing. Transmitted billing files and ran remittances.
	Raleigh	Transmitted billing files and ran remittances.
	Summers	Transmitted billing files and ran remittances.
	Wyoming	Assisted Terry Thorn with questions concerning provider enrollment. Transmitted billing files and ran remittances.

<b>AREA: MEDICAID</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Technical Assistance	All Counties	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/Training	All Counties	Assisted Susan Barnes / Vickie Mohnacky with Introduction to Medicaid Cost Base and School Base Health Services

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>PUBLIC SERVICE TRAINING</b>
<b>DATE:</b>	<b>December 2011</b>
<b>STAFF:</b>	<b>RICK RICE/SANDY HAWLEY</b>
<b>FUNDING SOURCE:</b>	<b>STATE</b>

<b>AREA: EMS STARTED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
CPR	Braxton	Sutton Fire Department
CPR	Fayette	Fayetteville Fire Department
CPR (2 Classes)	Raleigh	SGS/Sophia
CPR	Raleigh	Williams DDS
EMT Mining	Raleigh	MSHA/Beckley
EMT Mining Recertification	McDowell	Brooks Run Coal
EMT Mining Recertification	Nicholas	Alpha/green Valley
EMT Mining Recertification	Nicholas	Brooks Run Coal
EMT Mining Recertification	Raleigh	Brooks Run Coal
EMT Mining Recertification	Raleigh	MSHA/Beckley
EMT Mining Recertification	Raleigh	Mountaineer Mine
EMT Mining Recertification	Raleigh	RESA/Southern Safety
EMT Mining Recertification	Raleigh	Southern Safety
First Aid	Braxton	Sutton Fire Department
First Aid	Fayette	Fayetteville Fire Department
First Aid (2 Classes)	Raleigh	SGS/Sophia

<b>AREA: EMS COMPLETED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Basic EMT	Mercer	Princeton (27)
Basic EMT	Pocahontas	Green Bank (31)
Basic EMT	Raleigh	Best Ambulance (27)
Basic EMT Recertification	Mercer	Princeton Fire department (4)
Basic EMT Recertification	Pocahontas	Green Bank (8)
Basic EMT Recertification	Raleigh	MSHA/Beckley (18)
CPR	Fayette	Fayetteville Fire Department (14)
CPR	Mercer	Princeton (27)
CPR	Pocahontas	Green Bank (22)
CPR	Raleigh	MSHA/Beckley (13)
CPR	Raleigh	Best Ambulance (27)
CPR	Raleigh	Sophia (3)
CPR (2 Classes)	Raleigh	SGS Minerals (12)
CPR	Raleigh	Williams DDS (4)
EMT Mining	Raleigh	MSHA/Beckley (13)
EMT Mining Recertification	McDowell	Brooks Run Coal (18)
EMT Mining Recertification	Nicholas	Brooks Run Coal (9)
EMT Mining recertification	Nicholas	Alpha/Green Valley coal (41)
EMT Mining Recertification	Raleigh	Brooks Run Coal (7)
EMT Mining Recertification	Raleigh	MSHA/Beckley (82)
EMT Mining Recertification	Raleigh	Mountaineer Mine (29)
EMT Mining Recertification (2)	Raleigh	Southern Safety (119)
First Aid	Fayette	Fayetteville Fire Department (14)
First Aid	Raleigh	Sophia (2)
First Aid	Raleigh	SGS Minerals (12)



<b>AREA: SCHOOL IN-SERVICE</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
First Aid	Fayette	Service Personnel (13)
First Aid	Fayette	Transportation (85)
CPR	Fayette	Service Personnel (12)
CPR	Fayette	Transportation (85)
CPR/AED	Wyoming	Oceana Middle School (5)
CPR/AED	Wyoming	Berlin McKinney School (3)
CPR/AED	Wyoming	Westside High School (46)

<b>AREA: MEETINGS</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
WV State Fire Commission, 12/8-9/2011 Flatwoods, WV	RESA 1 & 4	Represent Firefighters
Public Service Training Coordinators/WVU Fire Service Extension, Flatwoods, WV	RESA 1 & 4	Discuss Firefighting Class Delivery
Public Service Training Coordinators, Charleston, WV	RESA 1 & 4	Discuss Public Service Training classes

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Program Development</b>
<b>DATE:</b>	<b>August 2011</b>
<b>STAFF:</b>	<b>Michelle Moore</b>
<b>FUNDING SOURCE:</b>	<b>State &amp; Federal</b>

<b>AREA: Substitute Training Class</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Contacted substitute candidates and answered questions/concerns about the upcoming Winter 2012 class	RESA 1 Substitute Teacher candidates 24 pre-registered at this time	Continue processing registrants until January 6, 2012.
12/14/11 Meeting with RESA 1 Personnel Directors/Coordinators	RESA 1 counties Substitute Teacher candidates	Reviewed RESA 1 Substitute Training Program, required observation forms (plan to develop a RESA 1-wide form for observations), and each county's process for 5202 substitutes.

<b>AREA: PRISM-WV</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Contacted Joey Wiseman, WVDE about promoting the PRISM-WV program through email to the Social Studies teachers in WV.	State Social Studies teachers	
12/6/11—PRISM-WV meeting with Dr. Bill O'Brien and Margaret Ramsey (3 <sup>rd</sup> Recruitment for PRISM-WV)	State Social Studies teachers	Concerns about teacher interest in the program and retention of teachers in the program.

<b>AREA: SES Tutors</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Frequent communication attempts, contacts, & meetings with Southside K-8, Welch Elementary, and Amanda Fragile, Title 1 Director to get SES tutors selected and tutoring services started.	McDowell County Schools	4 teachers agreed to be tutors at Southside K-8; still need 2 tutors for Welch Elementary.
12/16/11 Meeting with Tammy Vass, Monroe County Schools	Monroe County Schools	SES paperwork, additional tutor hired, coordinate & review current documentation (including invoices)
12/22/11 phone meeting with Amanda Fragile about the SES tutor program	McDowell County Schools	Documentation still needed from McDowell County Schools so tutoring services can begin (signed county agreement); possible 2 <sup>nd</sup> recruitment, and two tutors needed at Welch Elem.

<b>AREA:</b>	<b>21<sup>st</sup> Century Community Learning Center</b>	
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Weekly contact with Vickie Webb (site coordinator) for program updates and planning.	BEST CCLC Site Coordinator	Upcoming parent & staff training sessions, promoting program, and Advisory Council
12/8/11 21 <sup>st</sup> CCLC staff training w/Michelle Moore	BEST CCLC (11 teachers)	Interactive technology resources and tools (mimio) and setup LiveBinders
12/14/11 BEST CCLC Parent Workshop	BEST CCLC (3 parents)	Topics: Global 21, Learn 21, School Success, and Parent involvement.

<b>AREA:</b>	<b>SIG 1 &amp; SIG 2 Schools</b>	
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
12/7/11 River View High School, developing technology integrated lesson plans	River View High School, core teachers (16 teachers)	This will be a monthly series of Tech integration strategies and how to use tech tools
12/6/11 Collaborative Conversations for Mt. View HS and River View HS w/WVDE, School Improvement Specialists, and County School officials	McDowell County Schools	Reviewed school progress, goals, and plans for upcoming semester in regards to school culture, school climate, student engagement, and core instruction.
12/20/11 Collaborative Conversations for Sandy River Middle and Southside K-8 w/WVDE, School Improvement Specialists, and County School officials	McDowell County Schools	Reviewed school progress, goals, and plans for upcoming semester in regards to school culture, school climate, student engagement, parent involvement, and core instruction.
12/15/11 School Improvement Specialist meeting in Charleston, WV	McDowell County Schools	

<b>AREA:</b>	<b>Social Studies Fair</b>	
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
12/20/11 meeting with LaDawn Mitchem to coordinate plans for the RESA 1 Regional Social Studies Fair	RESA 1 County participants	

<b>AREA:</b>	<b>Miscellaneous</b>	
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
12/9/11 RESA 1 TIS Consortium meeting/professional development	RESA 1 Consortium members (16 teachers)	Topics/activities included: How to be an effective technology mentor to teachers, great tech resources for teachers, and tour of the NASA SEMAA Aerospace Educational Laboratory in Beckley (learned to operate three of the computer workstations)
12/21/11 Attended the RESA 1 Staff meeting & Training		

<b>STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>TECHNOLOGY SERVICES</b>
<b>DATE:</b>	<b>December 2011</b>
<b>STAFF:</b>	<b>JOHN D. WATSON</b>
<b>FUNDING SOURCE:</b>	<b>STATE / LOCAL</b>

<b>AREA: REPAIR AND INSTALLATION SERVICES</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Twelve field technicians responding to work orders and assistance requests.	Entire RESA 1 service area	The team of 12 field technicians responded to 1598 work orders and assistance requests throughout the service area. The technicians addressed 59 server issues 21 network issues 6 WVEIS issues 0 data circuit issues 43 router issues 1283 workstation issues 186 printer and miscellaneous issues

<b>AREA: TRAINING</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Provide training and support for technicians.	Entire RESA 1 service area	Onsite and remote support for technician projects, network issues, device configuration, etc. Best practice recommendations and advice. Prepared Flash drive with new versions of security software, training software, firmware, and utilities and distributed at training session.
Bridgeport Network Design Conference	Entire RESA 1 service area	Several RESA 1 technicians attended this State sponsored conference on infrastructure in the school systems. Received training on new version of Symantec security products.

<b>AREA: INFRASTRUCTURE SUPPORT</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
AEMIS Server upgrade project	AEMIS service area	Continued coordination with Developer to facilitate the upgrade to the new server.
BTOP Router Installations	Entire RESA 1 service area	As of the end of this month we are at better than 90% completion of the router installation phase of this project.
Warranty support for HP products	Entire RESA 1 service area	Open discussions for statewide RESA technician certification for warranty self maintainers program for HP products.

<b>AREA: INFRASTRUCTURE SUPPORT CONT.</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Development of implementation plan for encryption	RESA 1	Research and develop plan for compliance with privacy policy and implementation of encryption. Planning stage with posted policy on comment.

<b>AREA: PERSONNEL</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Technician accountability.	Entire RESA 1 service area	Continued improved tracking and verification procedures for timesheet related issues

<b>AREA: Special Projects</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
RESA work order reporting	RESA 1 service area	Discussions with other RESA Technology managers concerning the legislative reporting requirements. Polycom meeting with all RESA Technology supervisors.
SPOKES Upgrades	RESA 1 SPOKES service area	Visiting SPOKES locations to install/replace/repair technology. Waiting on power at Braxton location.
VoIP Implementation	Raleigh County	Met with county technology staff to begin discussion for implementation of Voice over IP using new BTOP routers. Requested information at the Bridgeport tech meeting.
Material preparation for audit	RESA 1	Prepared and delivered requested materials and documentation to auditor.
Reconfigure Network Operations Center	Raleigh County	Remove unneeded equipment and reconfigure network core. Segregate traffic from servers. Create Etherchannel port aggregation on two Cisco switches to deliver additional bandwidth to virtual machines and servers.

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>WVEIS</b>
<b>DATE:</b>	<b>December 2011</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>
Backups/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, 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 and Web-Based WVEIS.

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

<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 and Sequel software and security.
Database Maintenance and Development	All Counties	Printed mailing labels, rolodex cards, student schedules and teacher rosters for various Raleigh County 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 County to the Retirement Board. Bank Reconciliation completed for RESA, Raleigh, McDowell, Summers, Mercer, Monroe and Wyoming Counties.

<b>AREA: WVEIS</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Set up New Users as requested. Set up new User Assignments for 2011-2012 School Year. Assisted Users with WVEIS 'WOW' Issues.	MCDOWELL	Assisted schools with 2011-2012 Scheduling issues and enrollment issues.
Set up New Users as requested. Set up new User Assignments for 2011-2012 School Year. Assisted Users with WVEIS 'WOW' Issues.	RALEIGH	Assisted schools with 2011-2012 Student Scheduling issues. Conducted Training Session with WWHS Counselors and Assistant Principal on how to do scheduling for 2012-2013.
Set up New Users as requested. Set up new User Assignments for 2011-2012 School Year. Assisted Users with WVEIS 'WOW' Issues.	MONROE	Assisted James Monroe HS and Mountain View Elem/Middle School with scheduling issues for 2011-2012.
Set up New Users as requested. Set up new User Assignments for 2011-2012 School Year. Assisted Users with WVEIS 'WOW' Issues.	SUMMERS	Assisted schools with 2011-2012 Scheduling Issues and assisted Summers County High School with starting 2012-2013 scheduling.
Set up New Users as requested. Set up new User Assignments for 2011-2012 School Year. Assisted Users with WVEIS 'WOW' Issues.	WYOMING	Assisted schools with 2011-2012 Scheduling Issues.
Set up New Users as requested. Set up new User Assignments for 2011-2012 School Year. Assisted Users with WVEIS 'WOW' Issues.	MERCER	Assisted schools with 2011-2012 Scheduling Issues. Conducted WVEIS 'WOW' Training session in RESA 1 Lab.
Susie and Deena attended WVEIS Winter Conference in Charleston and WVEIS 'Brainstorming Session' at RESA 3 in Nitro.		

**RESA-I STATUS REPORT**

<b>PROGRAM:</b>	<b>WV WORKS ASSESSMENT SPECIALIST</b>
<b>DATE:</b>	<b>December 2011</b>
<b>STAFF:</b>	<b>SAMUEL SMITH</b>
<b>FUNDING SOURCE:</b>	<b>FEDERAL</b>

**AREA: TESTING**

<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Clay County Boone County Fayette County Greenbrier County Logan County McDowell County Mercer County Mingo County Monroe County Nicholas County Raleigh County Summers County Wyoming County	DHHR Clients, WV Works Dept., SPOKES students	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 12 counties in timely, efficient manner.  Administered Emotional Health Inventory and Learning Needs Screening in 13 counties.  Administered Workkeys Assessment in five counties.

**AREA: COORDINATION**

<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	