

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

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 <i>a. In process of updating maintenance contract on server</i> <i>b. In process of updating SQL and ColdFusion software</i> 3. Programming updates as needed <i>a. Student Achievement Report being reviewed to reflect actual "body count" in AEMIS vs NRS or WVABE standards</i> <i>b. Student ethnicities were not being collected on a small population of students; issue being reviewed</i> 4. <i>User passwords are now being automatically forwarded by AEMIS; issue has been resolved</i>	WV Adult Basic Education (ABE) Instructors / Administrators Statewide	Continued development of "Adult Basic Education Management Information System (AEMIS)" 5. General maintenance of error messages 6. Server software / hardware improvements <i>a. In process of updating maintenance contract on server</i> <i>b. In process of updating SQL and ColdFusion software</i> 7. Programming updates as needed <i>a. Student Achievement Report being reviewed to reflect actual "body count" in AEMIS vs NRS or WVABE standards</i> <i>b. Student ethnicities were not being collected on a small population of students; issue being reviewed</i> 8. <i>User passwords are now being automatically forwarded by AEMIS; issue has been resolved</i>
Provide Technical Assistance to WVABE Instructors statewide upon request 1. Student Data Entry 2. Student Enrollment Deletions 3. Student Deletions 4. Class Deletions 5. Misc. Calls / E-mails	WV Adult Basic Education (ABE) Instructors / Administrators Statewide	Provide Technical Assistance to WVABE Instructors statewide upon request 6. Student Data Entry 7. Student Enrollment Deletions 8. Student Deletions 9. Class Deletions 10. Misc. Calls / E-mails
AEMIS FAQ/Requests This Month		AEMIS FAQ/Requests This Month
1. Duplicate SSNs 2. <i>Passwords are now automatically being sent by AEMIS; issue resolved</i>	WV Adult Basic Education (ABE) Instructors / Administrators Statewide	3. Duplicate SSNs 4. <i>Passwords are now automatically being sent by AEMIS; issue resolved</i>

AREA: PROFESSIONAL DEVELOPMENT ATTENDED		
ACTIVITIES	POPULATION SERVED	COMMENTS
WVABE State and Regional Coordinator Staff Meeting	WVABE Statewide	February 10-11, 2011 Wyngate Inn, Bridgeport
Turning Technologies Demonstration	WVABE Statewide	February 17, 2011 RESA 1

AREA: MISCELLANEOUS		
ACTIVITIES	POPULATION SERVED	COMMENTS
Professional Development Meeting	WVABE Statewide	February 4, 2011 RESA 1 Discussed updates to AEMIS4U and NRS4U for Program Year 2012
"AEMIS User's Guide" Review	WVABE Statewide	February 25, 2011 Fayette Plateau Institute of Technology Reviewed updates/corrections to "AEMIS User's Guide" with Mary Lynn Flint, Fayette County ABE Coordinator
LINCS Partner Call	WVABE Statewide	February 8, 2011 Discussed: <ul style="list-style-type: none"> • Upcoming "National LINCS Partner Conference • Professional Development opportunities for partnering states

RESA-I STATUS REPORT	
PROGRAM:	ADULT BASIC EDUCATION & SPOKES
DATE:	February 2011
STAFF:	SHAWN COOK
FUNDING SOURCE:	STATE / FEDERAL

AREA: GED		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> Administer the GED Exam (peter Minogue). Verified diploma obtainment for examinees. Worked with instructors to update examinee records. Assisted ABE instructors with registering students for the GED exam. 	Braxton, Mercer, Raleigh, Summers, Webster Counties	<ul style="list-style-type: none"> GED examination administered to 162 full and 89 partial examinees year to date.

AREA: ABE		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> ABE classes Technical Assistance Attended partner meetings. Attended state staff meetings (2 days) Continued mentoring to new instructors in Summers and McDowell Counties. Working with all ABE programs in RESA 1 & 4, obtained technology grant totaling \$ 197,559 Continuing work with George Towers of Concord University to facilitate college programs at ABE sites. 	CCS, OIEP, Braxton, Greenbrier, Nicholas, Pocahontas, Summers, Webster, Wyoming & Braxton.	<ul style="list-style-type: none"> Under RESA direction 1 full time and three part-time ABE classes conducted. Provided technical assistance and supervision to identified programs. Technology Awards <ul style="list-style-type: none"> Braxton 13, 510 CCS 15,410 Fayette 43,018 FRN 9,506 Greenbrier 18,720 Mercer 30, 820 McDowell 7,385 Monroe 4, 810 Pocahontas 6,690 Raleigh 14, 510 Summers 11,120 Webster 6,650 Wyoming 15,410

AREA: SPOKES		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> Monitoring Contracted with two new substitutes. Continue work with program improvement plan for Wyoming & McDowell SPOKES. Worked with purchasing director to administer technology grant. 	Programs in all counties	<ul style="list-style-type: none"> Under RESA direction 9 full time and 1 part-time Spokes classes conducted. Conducted walk-throughs: 36 total for the year.

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

AREA: EDUCATION AND AWARENESS		
ACTIVITIES	POPULATION SERVED	COMMENTS
2/7/11 Informed 8 members of the Wyoming County BOE about the Girls on the Run Program	Wyoming	Working to implement a GOTR program in a Wyoming County School in 2011-2012.
2/09/11 Informed 9 members of the Summers County BOE about the Girls on the Run Program	Summers	Working to implement a GOTR program in a Summers County School in 2011-12.
2/15/11 Informed 22 Wyoming County Principals about Girls on the Run Program	Wyoming	Hoped to arouse interest in this program.
2/4, 2/11, 2/18, 2/25 Participated in Read Aloud at Lester ES with 55 students	Raleigh	Read aloud to 4 th and 5 th grade students
2/16 and 2/23 Conducted group exercise with 4 special needs students at Beckley Stratton MS	Raleigh	
2/7, 2/14, 2/24, 2/28 conducted professional development with 60 Raleigh County Board of Education staff and adolescents	Raleigh	
2/12/11 Informed 3 parents about Assets	Raleigh	Informed 3 parents in the NASA/SEMA Parent Café about Asset Building

AREA: LEADERSHIP AND COLLABORATION		
ACTIVITIES	POPULATION SERVED	COMMENTS
02/16/11 Attended Sustainable Pathways Webinar with YMCA Planning Team	Region 1	This group hopes to offer activities for youth and wants to develop a financial plan to achieve that goal.
02/02/11 Facilitated the Board and Membership meetings of the WV Child Advocacy Network	Statewide	This network provides technical assistance and support to the Child Advocacy Centers in WV. CAC's serve criminally abused children
02/09/11 Facilitated the YMCA Get Up, Get Active Youth Movement Planning Meeting	Region 1	This group is planning Healthy Kids Day, Indoor Youth Triathlons, and Track and Field Events.
2/22/11 Met with United Way Director and School Wellness Specialist	Region 1	Discussed possible collaborations and United Way programs that will assist youth.
2/14, 2/4, 2/17, 2/28 Attended Just for Kids, Inc. Executive Committee meetings, Finance Committee meetings, and Board of Director's meeting	Raleigh, Wyoming	This group is involved in the governance and development of a program that helps sexually abuse children and offers child sexual abuse prevention programs.
2/17/11 Facilitated the Summers County Substance Abuse Prevention Partnership meeting	Summers	This group is focusing on funding and conducting substance abuse prevention events.

AREA: LEADERSHIP AND COLLABORATION CONT.		
ACTIVITIES	POPULATION SERVED	COMMENTS
2/10/11 Attended the Mercer County Expanded School Based Mental Health Work TA session	Mercer	Participated in the TA session and reported back to the group.

Other: This month I worked with at least six different community asset teams in Region 1. I conducted asset building activities with 60 adolescents and provided professional development to 62 adults. I also informed 39 adults about the Girls on the Run Program which will be an additional opportunity to build assets with youth when the program is implemented. I helped the YMCA Get Up Get Active Youth Movement publicize their upcoming Indoor Youth Triathlon and continue to work with the School Wellness Specialist to provide bullying information to the students in our region. I completed two, delinquent, Quarterly Financial reports and submitted them to the appropriate WV DHHR personnel. I took one day off this month due to illness.

RESA-I STATUS REPORT	
PROGRAM:	COORDINATED SCHOOL PUBLIC HEALTH
DATE:	February 2011
STAFF:	Emily Meadows
FUNDING SOURCE:	WVDE Office of Healthy Schools

AREA: EDUCATION AND AWARENESS		
ACTIVITIES	POPULATION SERVED	COMMENTS
Development and delivery of Health and Wellness Wednesdays activities in collaboration with 21 st Century After-School Program @ Beckley Stratton MS	Raleigh County	Scheduled to deliver health and wellness content every Wednesday throughout school year
Completed Health and PE Leadership Academy assignments as prescribed by Office of Healthy Schools	McDowell, Mercer, Monroe, Raleigh, Summers, and Wyoming Counties	All assignments completed through March Academy (plus some). Prepared for March Academy meeting.
Distributed and collected YRBS and YTS surveys in 4 of the 7 schools randomly chosen within RESA 1	McDowell, Mercer, and Raleigh counties	Remaining 3 schools are being surveyed during the first week of March
Attended RSWS Face-to-Face meeting held at RESA 3	McDowell, Mercer, Monroe, Raleigh, Summers, and Wyoming Counties	
Presented nutritional information to Early Head Start parents	Monroe County	Invited to present more information in April or May
Furthered the development of the new RESA 1 wellness website that will include our RESA 1 school wellness resource guide	McDowell, Mercer, Monroe, Raleigh, Summers, and Wyoming Counties	Resources continue to change. It was suggested by the Regional School Wellness Council that the guide be online.

AREA: LEADERSHIP and COLLABORATION		
ACTIVITIES	POPULATION SERVED	COMMENTS
Attended County and School Wellness Council meetings	Wyoming, Summers, and Raleigh Counties	Wyoming- County wellness council Raleigh- Bradley Elementary council Summers- Jumping Branch Elementary
Planned and held Raleigh County Wellness Coaches Seminar	Raleigh County	Discussed CSPHP and School Wellness initiative, HEAP, FitnessGram, Alliance for a Healthier Generation inventories and action plans, and unveiled the new RCS wellness website
Collaborated with School Climate consultants with S3 grant schools	Summers and McDowell Counties	Attended trainings for the grant in both counties because they have different specialists.
Worked with Get Up, Get Active Youth Movement to develop kids' triathlon series and Healthy Kids Day.	Raleigh County	Final kids' triathlon will be held on March 19. Healthy Kids Day will be held in April on a Saturday and will promote track and field events for youth.
Held Electronic Health Data trainings for all counties	McDowell, Mercer, Monroe, Raleigh, and Summers Counties	Wyoming county is not participating. However, multiple parties from ALL counties were invited to attend. One training was held on February 21 at RESA 1 and another on February 24 in Mercer County.

AREA: LEADERSHIP and COLLABORATION cont.		
ACTIVITIES	POPULATION SERVED	COMMENTS
Worked with Jumping Branch Elementary to write WV on the Move grant and Alliance for a Healthier Generation award	Summers County	Working directly with Dr. Patricia Harvey, principal JBE

RESA-I STATUS REPORT	
PROGRAM:	MEDICAID
DATE:	FEBRUARY 2011
STAFF:	JAMIE BAILEY
FUNDING SOURCE:	LOCAL / STATE

AREA: MEDICAID BILLING		
ACTIVITIES	POPULATION SERVED	COMMENTS
Billed Medicaid	McDowell Mercer Monroe Raleigh Summers Wyoming	48,364.80 130,469.49 19,218.70 74,086.84 37,770.99

AREA: MEDICAID		
ACTIVITIES	POPULATION SERVED	COMMENTS
Technical Assistance	McDowell, Mercer, Monroe Raleigh Summers Wyoming	Transmitted billing files and ran remittances. Transmitted billing files, ran remittances, provided batch reports and TA1 reports. Transmitted billing files and ran remittances. Transmitted billing files and ran remittances.

AREA: MEDICAID		
ACTIVITIES	POPULATION SERVED	COMMENTS
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	All Counties	Attended RESA-I Regional Council Meeting

AREA: SPECIAL EDUCATION		
ACTIVITIES	POPULATION SERVED	COMMENTS
Susan Barnes	Special Education	Made copies, faxed, mailed packets

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

AREA: FIRE STARTED		
ACTIVITIES	POPULATION SERVED	COMMENTS
Firefighter 1	Fayette	Fayette County Firefighters
Firefighter 1	Raleigh	Bradley-Prosperity Fire Department
Firefighter 2	Raleigh	Trap Hill Fire Department
Fire Officer 1	Braxton	Gassaway Fire Department
Hazardous Materials Awareness	Fayette	Fayette County Firefighters
Hazardous Materials Awareness	Raleigh	Bradley-Prosperity Fire Department

AREA: FIRE COMPLETED		
ACTIVITIES	POPULATION SERVED	COMMENTS

AREA: EMS STARTED		
ACTIVITIES	POPULATION SERVED	COMMENTS
Basic EMT	Nicholas	Craigsville Area
CPR	Fayette	Fayette County Firefighters
CPR	Greenbrier	Green Valley Coal Company
CPR	McDowell	General Public
CPR	McDowell	McDowell Spokes
CPR	Nicholas	Craigsville Area
CPR	Nicholas	Fola Coal Company
CPR	Raleigh	Bradley-Prosperity Fire Department
EMT Mining	Greenbrier	Green Valley Coal Company
EMT Mining	Nicholas	Fola Coal Company
First Aid	Fayette	Fayette County Firefighters
First Aid	McDowell	General Public
First Aid	McDowell	McDowell Spokes
First Aid	Raleigh	Bradley-Prosperity Fire Department

AREA: EMS COMPLETED		
ACTIVITIES	POPULATION SERVED	COMMENTS
CPR	Fayette	St. Andrews Day Care (3)
CPR	McDowell	General Public (9)
CPR	McDowell	McDowell Spokes (3)
CPR	Nicholas	Fola Coal Company (13)
CPR	Raleigh	MSHA/Beckley (16)
EMT Mining	Nicholas	Fola Coal Company (13)
EMT Mining	Raleigh	MSHA/Beckley (16)
First Aid	Fayette	St. Andrews Day Care (3)
First Aid	McDowell	General Public (9)
First Aid	McDowell	McDowell Spokes (3)

AREA: SCHOOL IN-SERVICE		
ACTIVITIES	POPULATION SERVED	ACTIVITIES
AED Training CPR (2 Classes) CPR First Aid (2 Classes) First Aid	Wyoming Fayette Raleigh Fayette Raleigh	Pineville Elementary/Pineville Middle/ Wyoming East High School Service Personnel (16) Transportation (5) Service Personnel (16) Transportation (5)

AREA: MEETINGS		
ACTIVITIES	POPULATION SERVED	COMMENTS
Bridgeport, February 3 – 4 State Fire Commission, February 10 – 11 Charleston	Public Service Training RESA 1	Coordinators Meeting Represent Firefighters

RESA-I STATUS REPORT	
PROGRAM:	SPECIAL EDUCATION
DATE:	February 2011
STAFF:	SUSAN W. BARNES
FUNDING SOURCE:	STATE / FEDERAL

AREA: TRAINING		
ACTIVITIES	POPULATION SERVED	COMMENTS
School Improvement	School improvement specialists and RESA support staff	School Improvement Specialists and RESA support staff participated in three days of collaboration and networking. One beneficial outcome from this meeting was the creation of a trifold brochure for South Side Pre-K – 8 school in McDowell Co. to inform all stakeholders of their strategic plan, goals, objectives and progress monitoring.

AREA: PROGRAM AND PROJECTS		
ACTIVITIES	POPULATION SERVED	COMMENTS
RESA/OSP Staff meeting	All RESA SE Directors	The regular monthly meeting was held on February 3 in Charleston. The agenda included discussion on: RESAs role in monitoring, professional development initiatives, RTI check-up workshops. Pat Homberg provided copies of the State Performance Plan and Annual Progress Report Action/implementation plan. RESAs will compare these two documents for relevancy to our roles as liaisons with districts.
CASE	RESA 1	County Administrators of Special Education (CASE) and lead speech language pathologists convened for our regular monthly meeting. Guest presenter was Kathy Knighton who introduced the guidance document and rationale for some of the content to improve speech therapy services and efficiency to students in WV.
Research and independent study	RESA 1	Progress is continuing on the new format for delivering substitute recertification training in an online format. A dedicated server has been established and the team is ready to complete the research and upload necessary content and documentation. Target date is April 1.

STATUS REPORT	
PROGRAM:	TECHNOLOGY SERVICES
DATE:	February 2011
STAFF:	JOHN D. WATSON
FUNDING SOURCE:	STATE / LOCAL

AREA: REPAIR AND INSTALLATION SERVICES		
ACTIVITIES	POPULATION SERVED	COMMENTS
Eleven field technicians responding to work orders and assistance requests.	Entire RESA 1 service area	The team of 11 field technicians responded to 1250 work orders and assistance requests throughout the service area. The technicians addressed 51 server issues 19 network issues 14 WVEIS issues 15 data circuit issue 47 router issues 1008 workstation issues 96 printer and miscellaneous issues

AREA: TRAINING		
ACTIVITIES	POPULATION SERVED	COMMENTS
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. Download Windows 7 SP1 and distribute to techs.

AREA: INFRASTRUCTURE SUPPORT		
ACTIVITIES	POPULATION SERVED	COMMENTS
Bandwidth upgrade consultation	Wyoming County	Equipment ordered, configured and installed. Ninety percent of county has been activated on this new network. Communication continues between vendors and county to bring the last facilities on line.
Bandwidth upgrade	McDowell County	Worked with state network engineer and vendor technicians to activate increased bandwidth connections for the remainder of schools in the county. Circuit type technical clarification and comparison from vendor forwarded to county administration. Materials have been in the routers to facilitate new connections. Several conference calls to clarify issues have been hosted by vendors and some progress is being made.
Summers County Bandwidth upgrade	Summers County	Evaluation of low tech solution to blocked signal issue. Discussion with technician on other potential solutions. Currently looking at cable installation
Monroe County Bandwidth Upgrade	Monroe County	Monitoring for stability. Turnup is complete.

AREA: PERSONNEL		
ACTIVITIES	POPULATION SERVED	COMMENTS
Technician accountability.	Entire RESA 1 service area	Continued improved tracking and verification procedures for timesheet related issues. Requested additional documentation and corrections to anomalous entries.
Procure Email accounts	Entire RESA 1 service area	Procured email accounts for SPOKES personnel.

AREA: Special Projects		
ACTIVITIES	POPULATION SERVED	COMMENTS
TLS billing conflict	RESA 1	Working with vendor to resolve outstanding charges on disconnected circuits.
Promero POS	Wyoming County Schools	Prepared new workstations for the installation of new POS software by remote connection with vendor. Each site visited and network connections checked.
FTP access for WVEIS	Entire RESA-1 service area	Discussion and trial implementation of FTP server for exchange of information to and from WVEIS for operator Tyree. Still waiting on trial transfers from vendor.
Purchase Order parts vendor	Wyoming County	Researched vendor possibilities for procurement of Lenovo parts via county PO.
RESA 1 phone system revamp	Entire RESA 1 service area	Updated phone system to reflect changes in programs and personnel. Corrected omissions from last month. Reconfigured scripting to eliminate need to listen to message.
RESA 4 database sample request	Entire RESA 4 service area	Provided a copy of the database we use for tech services and samples of web interfaces for county contacts, sysops, technicians, etc to RESA 4 Technology Director.

RESA-I STATUS REPORT	
PROGRAM:	WVEIS
DATE:	February 2011
STAFF:	DEENA TYREE / SUSIE HANDY
FUNDING SOURCE:	STATE

AREA: WVEIS		
ACTIVITIES	POPULATION SERVED	COMMENTS
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.

AREA: USER/PHONE SUPPORT		
ACTIVITIES	POPULATION SERVED	COMMENTS
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.

AREA: IN-HOUSE DATA PROCESSING		
ACTIVITIES	POPULATION SERVED	COMMENTS
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.
User Menus	All Counties	Assigned menus to users as required.

AREA: IN-HOUSE DATA PROCESSING CONT.		
ACTIVITIES	POPULATION SERVED	COMMENTS
Database Maintenance and Development	All Counties	Printed grade verification sheets, mailing labels, teacher rosters, student schedule cards and rolodex cards for various Raleigh County Schools. Printed 1SA Transcript Labels for all Raleigh County Schools.
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.

AREA: WVEIS		
ACTIVITIES	POPULATION SERVED	COMMENTS
Set up New Users as requested. Set up User Assignments for 2011-2012 School Year. Assisted Schools with sixth month Enrollment Report.	MCDOWELL	Assisted schools with issues involving Web-Based WVEIS and issues with online IEP Teacher access. Conducted New User WVEIS Training Session at McDowell County Board Office.
Set up New Users as requested. Set up User Assignments for 2011-2012 School Year. Assisted Schools with sixth month Enrollment Report.	RALEIGH	Assisted schools with current year scheduling and issues involving Web-Based WVEIS. Assisted with issues with online IEP Teacher access. Conducted training session for School Nurses on iTunes WVEIS Health Application.
Set up New Users as requested. Set up User Assignments for 2011-2012 School Year. Assisted Schools with sixth month Enrollment Report.	MONROE	Assisted schools with current year scheduling and issues involving Web-Based WVEIS. Assisted with issues with online IEP Teacher access. Conducted training with school nurse on iTunes WVEIS Health Application.
Set up New Users as requested. Set up User Assignments for 2011-2012 School Year. Assisted Schools with sixth month Enrollment Report.	SUMMERS	Assisted schools with current year scheduling issues. Assisted with issues with online IEP Teacher access. Conducted training with school nurse on iTunes WVEIS Health Application.
Set up New Users as requested. Set up User Assignments for 2011-2012 School Year. Assisted Schools with sixth month Enrollment Report.	WYOMING	Assisted schools with current year scheduling issues. Assisted with issues with online IEP Teacher access.
Set up New Users as requested. Set up User Assignments for 2011-2012 School Year. Assisted Schools with sixth month Enrollment Report.	MERCER	Assisted schools with current year scheduling issues and issues involving Web-Based WVEIS. Assisted with issues with online IEP Teacher access. Conducted training session at Pikeview High School for secretaries on WVEIS 'WOW'. Conducted new user training session in RESA 1 Lab. Conducted training with school nurses on iTunes WVEIS Health Application at Mercer County BOE Office.

RESA-I STATUS REPORT	
PROGRAM:	WV WORKS ASSESSMENT SPECIALIST
DATE:	February 2011
STAFF:	SAMUEL SMITH
FUNDING SOURCE:	FEDERAL

AREA: TESTING		
ACTIVITIES	POPULATION SERVED	COMMENTS
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 all 13 counties in timely, efficient manner. Administered Emotional Health Inventory and Learning Needs Screening in all 13 counties. Administered Workkeys Assessment in five counties.

AREA: COORDINATION		
ACTIVITIES	POPULATION SERVED	COMMENTS
Accumulated statistical data from counties; prepared monthly reports and transmitted to State Department of Education. Attended trainings at WVAE Conference regarding EHI, LNS, WorkKeys Assessments, met with DHHR partners	WVDE	