

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>ABE TECHNOLOGY COORDINATION</b>
<b>DATE:</b>	<b>January 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>
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. Class Profile Spreadsheet for local use updated to reflect six years b. Professional Development updates made 4. User passwords not being e-mailed appropriately ... passwords being e-mailed by Louise directly to Users	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 5. Misc. Calls / E-mails	WV Adult Basic Education (ABE) Instructors / Administrators Statewide	
AEMIS FAQ/Requests This Month		

<b>AREA: MISCELLANEOUS</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Updated year-end reports to OVAE (Office of Vocational and Adult Education)	WVABE Statewide	

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>ADULT BASIC EDUCATION &amp; SPOKES</b>
<b>DATE:</b>	<b>January 2011</b>
<b>STAFF:</b>	<b>SHAWN COOK</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>Returned old tests and inventoried new.</li> <li>Assisted ABE instructors with registering students for the GED exam.</li> </ul>	Braxton, Mercer, Raleigh, Summers, Webster Counties	<ul style="list-style-type: none"> <li>GED examination administered to 132 full and 75 partial examinees year to date.</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>Attended partner meetings.</li> <li>Continued pre-service to new instructor in Summers County.</li> <li>Provided instructional materials to classes in Greenbrier County.</li> <li>Continued work to renovate the Pineville Spokes and ABE classroom (5 days).</li> <li>Worked with all ABE programs to inventory and evaluate ABE technology equipment. Submitted grant application.</li> <li>Working with George Towers of Concord University to facilitate college programs at ABE sites.</li> </ul>	CCS, OIEP, Braxton, Greenbrier, Nicholas, Pocahontas, Summers, Webster, Wyoming & Braxton.	<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> <li>The Pineville classroom will be a showcase classroom.</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>Contracted with four new substitutes.</li> <li>Continue work with program improvement plan for Wyoming &amp; McDowell SPOKES.</li> <li>Received technology grant for \$147,000. Worked with Mercer County to purchase interactive whiteboards and laptops.</li> </ul>	Programs in all counties	<ul style="list-style-type: none"> <li>Under RESA direction 9 full time and 1 part-time Spokes classes conducted.</li> <li>Conducted walk-throughs: 32 total for the year.</li> </ul>

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>ADOLESCENT HEALTH INITIATIVE</b>
<b>DATE:</b>	<b>January 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>
1/11/11 Informed 25 members of the Wyoming County FRN about the Girls on the Run Program and the Youth Triathlon	Wyoming	Recruited six community members to serve on the Wyoming County Steering Committee
1/20/11 Informed 9 members of the Summers County Substance Abuse Prevention Task Force about the Girls on the Run Program and the Youth Triathlon	Summers	Recruited six community members to serve on the Summers County Steering Committee
1/28/11 Informed members of the RESA-1 Regional Council about Girls on the Run	Region 1	Obtained Council approval to pursue Girls on the Run Affiliate Council Status
1/29/11 Informed 20 parents of the YMCA Kids Triathlon participants about Developmental Assessts.	Region 1	Distributed information to the parents of the triathletes
01/04/11 Informed the viewers of WVVA television Channel 6 about the Adverse Childhood Experience Study.	Region 1	I was interviewed by WVVA television reporters at the Public Policy Forum at Tamarack.

<b>AREA: LEADERSHIP AND COLLABORATION</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
01/12, 19, 26/11 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.
01/04/11 Attended the Public Policy Forum to identify needs of local children and families	Region 1	The needs of abused children, and the growing epidemic of prescription drug abuse were discussed.
01/29/11 Assisted with YMCA of Southern WV Kids Triathlon. Supervised 5 Raleigh County high school students/volunteers and assisted 20-30 youth triathletes.	Region 1	
1/11/11 Facilitated the Raleigh County Family Violence Task Force Meeting.	Region 1	Helped the Task Force identify goals and objectives for grant 2011-2011 and identify and discuss issues in the systemic response to domestic violence.
1/10, 1/24, 1/20, and 1/28/10 Attended Just for Kids, Inc. Executive Committee meetings and Finance Committee meetings	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.
1/20/11 Facilitated the Summers County Substance Abuse Prevention Partnership meeting	Summers	I assisted this group is focusing on funding conducting substance abuse prevention events.

<b>AREA: LEADERSHIP AND COLLABORATION CONT.</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
1/11/11 Attended the Wyoming County Family Resource Network meeting	Wyoming	Participated in the meeting.
1/24/11 Attended the Monroe County Teaming for Learning in the Community meeting	Monroe	Participated in the meeting and worked with the Parent Involvement Subcommittee to further plan Family Fun Days
1/31/11 Attended the Mercer County Expanded School Based Mental Health Work Group meeting	Mercer	Participated in the meeting and assisted the group with identifying possible 2 <sup>nd</sup> tier prevention strategies.
1/25/11 Attended the Adolescent Health Initiative Coordinators meeting	Region 1	Attended meeting, shared progress and highlights of Region 1 projects, networked with other AHIC.

**Other: Just like December, inclement weather limited my activities this month also. I was originally scheduled to participate in 6 other events that were cancelled due to weather. I spent a considerable amount of time putting together the Girls on the Run application to become an Affiliate Council and hope to have it completed and submitted by March. I have also been working on professional development and wellness for various Raleigh County educators and hope to kick this off on February 7<sup>th</sup>. The Five Promises Grant that I submitted for the YMCA of Southern WV Get Up, Get Active Youth Movement was awarded (\$1000 for activities in 2011).**

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>COORDINATED SCHOOL PUBLIC HEALTH</b>
<b>DATE:</b>	<b>January 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>
Development and delivery of Health and Wellness Wednesdays activities in collaboration with 21 <sup>st</sup> Century After-School Program @ Beckley Stratton MS	Raleigh County	Scheduled to deliver health and wellness content every Wednesday throughout school year
Implemented Bully Prevention program with Adolescent Health Initiative Coordinator, Celi Van Dyke at Summers Middle School	Summers County	Students seemed to enjoy program and were asked to submit reflections on their own bullying experience
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)
Delivered Tobacco Policy signs to requested schools	McDowell, Mercer, Monroe, Raleigh, Summers, and Wyoming Counties	I am awaiting the arrival of window clings for distribution
Planned and schedule YRBS and YTS in the 7 schools randomly chosen within RESA 1	McDowell, Mercer, Monroe, Raleigh, and Summers Counties	Surveys will take place in late February and early March
Attended the Electronic Health Data training meeting at RESA 3	McDowell, Mercer, Monroe, Raleigh, and Summers Counties	Wyoming County is not participating.
Worked with homeroom mothers at Bradley Elementary to promote healthier parties	Raleigh County	Valentine's Day party will include only activities, no food
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.

<b>AREA: LEADERSHIP and COLLABORATION</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Attended County and School Wellness Council meetings	Mercer, Summers, Monroe counties	Wyoming county's wellness meeting was cancelled due to inclement weather
Collaborated with School Climate consultants with S3 grant schools	Summers County	McDowell County was rescheduled due to inclement weather and I could not attend due to scheduling conflict.
Worked with Get Up, Get Active Youth Movement to develop kids' triathlon series. Promoted in 7 schools.	Raleigh County	Second kids' triathlon was held for January 29. More youth participated than the previous event. We will continue to promote in more schools
Participated in school cafeteria visits with Director of Child Nutrition	Raleigh County	Met with Wellness coaches at each school and presented them with <i>Let's Party</i> books
Met with Dianna Parks, McDowell County FSD to develop	McDowell County	Schools are looking into joining Alliance for a Healthier Generation

<b>AREA: LEADERSHIP and COLLABORATION cont.</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Scheduled and planned Electronic Health Data trainings	McDowell, Mercer, Monroe, Raleigh, and Summers Counties	Wyoming county is not participating. One training will be held on February 21 at RESA 1 and another on February 24 in Mercer County
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
Planned staff health promotion fair at Beckley Stratton Middle School and worked with health teacher to improve lesson plans to include all CSOs in just 9 weeks	Raleigh County	Health Fair was scheduled for February 1 but is being rescheduled due to inclement weather.
Attended Monroe County's TLC meeting	Monroe County	TLC is a group of community organizations networking to better provide for Monroe County's citizens. Group includes DHHR and FRN directors

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>MEDICAID</b>
<b>DATE:</b>	<b>JANUARY 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	73,977.84
	Mercer	315,147.34
	Monroe	46,583.37
	Raleigh	143,997.82
	Summers	37,167.91
	Wyoming	52,600.56

<b>AREA: MEDICAID</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Technical Assistance	McDowell, Mercer, Monroe	Transmitted billing files and ran remittances.
	Raleigh	Transmitted billing files, ran remittances, provided batch reports and TA1 reports.
	Summers, Wyoming	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	All Counties	Attended RESA-I Regional Council Meeting

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

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

<b>AREA: FIRE STARTED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Basic Pump Operations Confined Space Technician Fire Officer Leadership 2 Fire Officer 1 & 2 Rural Water Movement	Greenbrier Greenbrier Raleigh Nicholas Greenbrier	Anthony Creek Fire Department Fairlea Fire Department Lester Fire Department Summersville Fire Department Anthony Creek Fire Department

<b>AREA: FIRE COMPLETED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Basic Pump Operations Confined Space Rescue Firefighter 1 Hazardous Materials Awareness Leadership 1 Rural Water Movement	Greenbrier Greenbrier Greenbrier Greenbrier Raleigh Greenbrier	Anthony Creek Fire Department (11) Fairlea Fire Department (20) Alderson Fire Department (11) Alderson Fire Department (11) Lester Fire Department (17) Anthony Creek Fire Department (11)

<b>AREA: EMS STARTED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Basic EMT CPR CPR CPR CPR EMT Mining First Aid	Raleigh Raleigh Raleigh Raleigh Summers Raleigh Summers	Jan Care Ambulance Jan Care Ambulance MSHA/Beckley Mountaineer Mine Summers Workforce MSHA/Beckley Summers Workforce

<b>AREA: EMS COMPLETED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Basic EMT Basic EMT CPR CPR CPR CPR CPR CPR First Aid First Aid	McDowell Raleigh McDowell McDowell Pocahontas Raleigh Raleigh Summers Pocahontas Summers	McDowell 911/Welch (25) Jan Care Ambulance (11) McDowell 911/Welch (25) XMV Mining (124) Frost Fire Department (6) Jan Care Ambulance (11) Mountaineer Mine (2) Summers County Spokes (5) Frost Fire Department (6) Summers County Spokes (5)

<b>AREA: SCHOOL IN-SERVICE</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>ACTIVITIES</b>
CPR First Aid	Raleigh Raleigh	Transportation (5) Transportation (5)



<b>AREA: OTHER PUBLIC SERVICE TRAINING</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
G-108 Mass Care Management	Raleigh	Emergency Management Personnel (29)
National Incident Management System/ NIMS ICS – 300	Fayette	Mt Olive Correctional Facility (46)
National Incident Management System/ NIMS ICS – 400	Fayette	Mt. Olive Correctional Facility (31)
National Incident Management System/ NIMS ICS – 300	Webster	Webster Springs (17)
National Incident Management System/ NIMS ICS – 400	Webster	Webster Springs (16)

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

<b>AREA: TRAINING</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
School Improvement	School improvement specialists and RESA support staff	School Improvement Specialists and RESA support staff participated in one day of collaboration and networking.
No professional development provided in January.		Due to inclement weather

<b>AREA: PROGRAM AND PROJECTS</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
RESA/OSP Staff meeting	All RESA SE Directors	The regular monthly meeting was held on January 5 <sup>th</sup> in Dunbar. The agenda included discussion on: RESAs role in monitoring, professional development initiatives, RTI check-up workshops. Melissa Gholson and Pat Dillon presented APTA data analysis and development of present levels of performance using a new WVEIS tool that links CSO standards between grade levels.
CASE	RESA 1	The OSP staff meeting agenda was cancelled.  The January meeting was canceled due to inclement weather.
Research and independent study		Due to the number of snow days and delays in January, it was difficult to collaborate with districts. The activities and projects this month included professional journal reviews, professional reading: <u>Switch</u> and <u>Make it Stick</u> by Dan and Chip Heath, revision of substitute teaching training, and consultation on a National Institute of Disability Research grant application to bring additional funding to the 21 <sup>st</sup> CCLC programs in Raleigh and Summers Counties.

<b>STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>TECHNOLOGY SERVICES</b>
<b>DATE:</b>	<b>January 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>
Eleven field technicians responding to work orders and assistance requests.	Entire RESA 1 service area	The team of 11 field technicians responded to 1178 work orders and assistance requests throughout the service area. The technicians addressed 73 server issues 42 network issues 8 WVEIS issues 6 data circuit issue 6 router issues 977 workstation issues 66 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. Research default user issues in Windows 7 with all techs. Testing windows enabler.

<b>AREA: INFRASTRUCTURE SUPPORT</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Bandwidth upgrade consultation	Wyoming County	Additional discussions with county technicians and vendor concerning equipment to be used at NOC. Equipment for NOC has been ordered and configuration information has been gathered from vendor and state network engineer. Activation is pending.
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 state network engineer. Guidance in router configuration for bonded T1 circuits requested. Materials have been procured and are to be installed the first of next month.
Summers County Bandwidth upgrade	Summers County	Evaluation of low tech solution to blocked signal issue. Discussion with technician on other potential solutions.
Monroe County Bandwidth Upgrade	Monroe County	Activated fiber connections at Mountain View and BOE. Issued TCR disconnects for existing T1 circuits.

<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. Requested additional documentation and corrections to anomalous entries.
Procure Email accounts	Entire RESA 1 service area	Procured email accounts for SPOKES personnel.

<b>AREA: Special Projects</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Virtual Meeting/Distance Learning	Entire RESA 1 service area	Testing of connections and equipment for requested service for RTI program, Webster County Professional Development, and RESA 1 Regional Council Meetings. Polycom VSX unit replaced with spare. The after school program at Beckley Stratton has also requested assistance in utilizing the Polycom equipment.
3D video for after school program	Beckley Stratton Middle	Discussion with instructor in requirements to utilize 3D capabilities of new equipment.
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.
Work order system upgrade	Entire RESA-1 service area	Met with vendor that is working with RESA 3 on a potential upgrade to the work order system that we currently use, to help insure that any changes and upgrades would reflect the way our RESA delivers services and accounts for time.
RESA 1 phone system revamp	Entire RESA 1 service area	Updated phone system to reflect changes in programs and personnel
SPOKES multimedia consultation	Entire RESA 1 service area	Researched equipment for SPOKES purchase...projectors, scanners, whiteboard, etc.

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>WVEIS</b>
<b>DATE:</b>	<b>January 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.

<b>AREA: IN-HOUSE DATA PROCESSING CONT.</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
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.
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 User Assignments for 2010-2011 School Year. Assisted Schools with fifth month Enrollment Report.	MCDOWELL	Assisted schools with issues involving Web-Based WVEIS and issues with online IEP Teacher access.
Set up New Users as requested. Set up User Assignments for 2010-2011 School Year. Assisted Schools with fifth month Enrollment Report.	RALEIGH	Assisted schools with current year scheduling and issues involving Web-Based WVEIS. Assisted with issues with online IEP Teacher access.
Set up New Users as requested. Set up User Assignments for 2010-2011 School Year. Assisted Schools with fifth month Enrollment Report.	MONROE	Assisted schools with current year scheduling and issues involving Web-Based WVEIS. Assisted with issues with online IEP Teacher access.
Set up New Users as requested. Set up User Assignments for 2010-2011 School Year. Assisted Schools with fifth month Enrollment Report.	SUMMERS	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 2010-2011 School Year. Assisted Schools with fifth 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 2010-2011 School Year. Assisted Schools with fifth 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.
Deena attended training at RESA 3 for the new Health Application.		

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>WV WORKS ASSESSMENT SPECIALIST</b>
<b>DATE:</b>	<b>January 2011</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 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 13 counties in timely, efficient manner.  Administered Emotional Health Inventory and Learning Needs Screening in all 13 counties.  Administered Workkeys Assessment in 3 counties.

<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	