

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

AREA: ADULT EDUCATION MANAGEMENT INFORMATION SYSTEM (AEMIS)		
ACTIVITIES	POPULATION SERVED	COMMENTS
<p><i>Continued development of "Adult Basic Education Management Information System (AEMIS)"</i></p> <p><b>1. General maintenance of error messages</b></p> <p><b>2. Server software / hardware improvements</b></p> <p><b>a. In process of researching need for updating server, as well as SQL and ColdFusion software</b></p> <p><b>i. Strictly Business provided hardware and software requirements for AEMIS</b></p> <p><b>ii. RESA Technicians provided educational pricing for server and software; information forwarded for WVDOE for review</b></p> <p><b>3. Programming updates for PY '12 sent to Strictly Business</b></p> <p><b>4. PY '12 Rollover</b></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 2. Student Deletions 3. Class Deletions 4. Misc. Calls / E-mails 5. Duplicate Students</p>	<p>WV Adult Basic Education (ABE) Instructors / Administrators Statewide</p>	
<p>AEMIS FAQ/Requests This Month</p> <p>1. Duplicate Enrollments 2. End-of-Year Procedures 3. PY '12 400</p>	<p>WV Adult Basic Education (ABE) Instructors / Administrators Statewide</p>	

AREA: Professional Development Provided		
ACTIVITIES	POPULATION SERVED	COMMENTS
<p>AEMIS Technical Assistance Data Managers</p>	<p>WVABE Statewide</p>	<p>Community Technical Education Conference 10 Participants July 26, 2011</p>
<p>AEMIS Program Year 2012 Updates</p>	<p>WVABE Statewide</p>	<p>Community Technical Education Conference 30 Participants July 25, 2011</p>

<b>AREA: Professional Development Attended</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Defensive Driving Course	N/A	July 11, 2011
Community Technical Education Conference / Charleston	WVABE Statewide	July 25-26, 2011

<b>AREA: Miscellaneous</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
AEMIS User's Guide	WVABE Statewide	Updated

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>ADULT BASIC EDUCATION &amp; SPOKES</b>
<b>DATE:</b>	<b>July 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>
<p>Administer the GED Exam (Peter Minogue).</p> <p>Submitted security memo, agreements, contracts and orders to ACE as required annually.</p> <p>Verified diploma obtainment for examinees.</p> <p>Worked with instructors to update examinee records.</p> <p>Assisted ABE instructors with registering students for the GED exam.</p>	<p>Braxton, Mercer, Raleigh, Summers, Webster Counties</p>	<ul style="list-style-type: none"> <li>GED examination administered to 30 full and 12 partial examinees year to date.</li> </ul>

<b>AREA: ABE</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<p>Participated in strategic planning with assistant director Barry Kelly.</p> <p>Technical assistance to ABE classes Substituted for teacher in Braxton program</p> <p>Assisted with Webster and Wyoming graduation. Participated in 1 advisory council meetings.</p> <p>Participated in mandated state staff meeting.</p> <p>Reviewed class profile data with all counties.</p> <p>Participated in National Career Awareness Webinar as part of Summers County Pilot project.</p> <p>Attended (mandated) state conference and worked with colleagues in developing annual updates workshop.</p> <p>Coordinated Smartboard training.</p> <p>Delivered annual updates workshop.</p>	<p>CCS, OIEP, Braxton, Greenbrier, Nicholas, Pocahontas, Summers, Webster, Wyoming &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>
<p>Monitoring</p> <p>Assembled and installed equipment in McDowell, Greenbrier and Fayette programs.</p> <p>Strategic planning for FY 12 with Monroe DHHR and state coordinator David Hollingsworth.</p> <p>Coordinated quarterly staff meeting.</p>	<p>Programs in all counties</p>	<ul style="list-style-type: none"> <li>• Under RESA direction 1 full time and 1 part-time Spokes classes conducted.</li> <li>• Conducted walk-throughs: 2 total for the year.</li> </ul>

<b>AREA: RESA</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<p>Participated in purchasing card and defensive driving training.</p>	<p>Participated in purchasing card and defensive driving training.</p>	<p>Participated in purchasing card and defensive driving training.</p>

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>ADOLESCENT HEALTH INITIATIVE</b>
<b>DATE:</b>	<b>July 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>
7/6 Zumba fitness class with 15 adult community members and 6 children	McDowell	Developed assets: constructive use of time, positive values, positive identity
7/12-15 successfully completed CPI Nonviolent Crisis Intervention Training of Trainers	RESA 1	
7/18-7/20 successfully completed Girls on the Run Council Director Training	RESA 1	
7/28 attended the Childhood Obesity Summit	RESA 1	
7/11 successfully completed the Defensive Driving Course	RESA 1	
6/29 successfully completed CPR/AED and First Aid training	RESA 1	

**Other: This month I have been attending trainings and/or taking time off. I have also spent time working with the other Adolescent Health Coordinators to plan the Youth Hospitality Event in Charleston. I also worked with the Raleigh County Family Violence Task Force and Summers County Substance Abuse Partnership to help ensure that their monthly meetings continued in my absence.**

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>COORDINATED SCHOOL PUBLIC HEALTH</b>
<b>DATE:</b>	<b>July 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>
Attended the 4-day Health and Physical Education Leadership Academy in Flatwoods, WV	McDowell, Mercer, Monroe, Raleigh, Summers, and Wyoming Counties	Full academy completed
Attended the School Nutrition Association Annual National Conference in Nashville, TN	McDowell, Mercer, Monroe, Raleigh, Summers, and Wyoming Counties	Brought home many great ideas and products to share with local nutrition directors
Attended the WV Obesity Summit in Charleston, WV	McDowell, Mercer, Monroe, Raleigh, Summers, and Wyoming Counties	Assisted with the development of the state obesity plan

<b>AREA: LEADERSHIP and COLLABORATION</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Worked with Mick Bates, President Bodyworks, to develop pilot program for staff wellness. Program began third week in July.	Raleigh County	We are going to use Bradley Elementary staff as our pilot group for a summer get-fit series. We will look at furthering program following first group's completion
Developed and held professional development course for elementary teachers to learn to better incorporate wellness into core subject areas	McDowell, Mercer, Monroe, Raleigh, Summers, and Wyoming Counties	Course was offered June 23 and July 28. The course is worth 3 PD credit hours from Concord University. Over 50 teachers participated in the two trainings. Evaluations were all positive.

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>MEDICAID</b>
<b>DATE:</b>	<b>JULY 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	
	Mercer	
	Monroe	
	Raleigh	321,161.47
	Summers	
	Wyoming	87,964.16

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

<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>July 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>
Hazardous Materials Instructor In-service NIMS Incident Command ICS – 300 NIMS Incident Command ICS – 400 Vehicle Rescue Awareness Vehicle Rescue Operations	Raleigh Braxton Braxton Webster Webster	RESA 1 Instructors  Frametown Fire Department Frametown Fire Department Erbacon Fire Department Erbacon Fire Department

<b>AREA: FIRE COMPLETED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Fire Officer Training Hazardous Materials Instructor In-service NIMS Incident Command ICS – 300 NIMS Incident Command ICS – 400 Vehicle Rescue Awareness Vehicle Rescue Operations	Monroe Raleigh Braxton Braxton Webster Webster	Linside Fire Department (6) RESA 1 Instructors (21)  Frametown Fire Department (11)  Frametown Fire Department (10) Erbacon Fire Department (12) Erbacon Fire Department (12)

<b>AREA: EMS STARTED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Basic EMT CPR CPR CPR CPR EMT Mining EMT Mining EMT Mining Recertification First Aid	Raleigh Fayette McDowell Raleigh Raleigh McDowell Raleigh Raleigh Fayette	Jan Care Ambulance Gauley River Fire Department Welch Jan Care Ambulance MSHA/Beckley Welch MSHA/Beckley MSHA/Beckley Gauley River Fire Department

<b>AREA: EMS COMPLETED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Basic EMT CPR CPR EMT Mining Recertification First Aid	Raleigh Fayette Raleigh Raleigh Fayette	Jan Care Ambulance (22) Gauley River Fire Department (10) Jan Care Ambulance (22) MSHA/Beckley (18) Gauley River Fire Department (10)

<b>AREA: OTHER</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>ACTIVITIES</b>
Defensive Driving (3 Classes) Emergency Vehicle Driving NIMS Incident Command ICS - 300	RESA 1 Pocahontas McDowell	RESA Employees (39) Pocahontas Memorial Hospital (14) McDowell 911 Center (11)

<b>AREA: SCHOOL IN-SERVICE</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
CPR CPR (2 Classes) First Aid First Aid (2 Classes)	Fayette Board Raleigh Board Fayette Board Raleigh Board	Transportation Transportation (8) Transportation Transportation (8)

<b>AREA: MEETINGS</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
CEDAR LAKES West Virginia Department of Education WVDE/State Fire Marshall	Public Service Training Public Service Training Public Service Training	Coordinators Meeting Discuss National Fire Certification Discuss National Fire Certification

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>SPECIAL EDUCATION</b>
<b>DATE:</b>	<b>July 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>
Online Substitute Teacher Recertification	Option 4 substitutes from region 1	Substitute certification/recertification course is posted online at the RESA 1 Moodle site. This course will include four Star Legacy Modules from the IRIS Center, Vanderbilt University. The course content will include Literacy Strategies, Math Strategies, Behavior and Classroom management. Additionally, a final face to face session will include Tips for Substitute Teachers, Laws and Policies, Technology for instruction and a written exam for accountability purposes.
RESA 1 Mathematics Academy	RESA 1 Special Ed Teachers (42 teachers, presenters and facilitators)	Carnegie Learning Group presented five days of content instruction on ratios and proportions. The intent of the academy was to enhance content knowledge for special education teachers. Two days of follow-up will be offered in October and March, 2012. Graduate hours are available from MUGC leading toward an endorsement for Highly Qualified Special Education Teacher.
T-1% Academy	Statewide teachers of the low incident students with disabilities. (11 teachers and administrators from RESA 1 participated)	Emphasis of the academy focused on the use of technology for students taking the Alternate Performance Task Assessment. In 2014-15, the summative assessment for this population will be based on the Essential Elements of the CSOs through Dynamic Learning Maps. This assessment will be totally online and will require that students have the necessary skills to use technology. It is therefore essential that they begin learning how to use this technology.

<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 July 6-7. Directors presented updates of current activities.
Purchasing Card Training	RESA 1 staff	Phillip Jarrell presented the policy and rules and regulation for using new purchasing cards.
Defensive Driving for Government Employees	RESA 1 staff	Sandy Hawley presented the required training for RESA 1 employees.

<b>STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>TECHNOLOGY SERVICES</b>
<b>DATE:</b>	<b>July 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 1197 work orders and assistance requests throughout the service area. The technicians addressed 23 server issues 41 network issues 10 WVEIS issues 1 data circuit issues 118 router issues 797 workstation issues 207 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.

<b>AREA: INFRASTRUCTURE SUPPORT</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Wireless access upgrade	RESA 1	Installed commercial grade wireless access points in the conference room, court room and lab to replace low end units. Installed supporting hardware in rack.
Network Storage Upgrade	RESA 1	Upgrade NAS installed. Users have new backup software installed & configured.
AEMIS Server upgrade project	AEMIS service area	Procured updated quotes for server and software. Ordered server.
BTOP Router Installations	Entire RESA 1 service area	Began installations this month. Testing configuration on 2 trial installations.

<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.
Posting for Mercer county technician	Mercer County	Posted position on web site, local papers and online job service sites.

<b>AREA: Special Projects</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Moodle Server	Entire RESA 1 Service area	Support for users and new technologies in learning management system.
SPOKES Upgrades	RESA 1 SPOKES service area	Visiting SPOKES locations to install/replace/repair technology.

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>WVEIS</b>
<b>DATE:</b>	<b>July 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 User Menus	All Counties	Printed mailing labels for various Raleigh County Schools.

<b>AREA: IN-HOUSE DATA PROCESSING cont.</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
EMS, FMS, WHS, HMS, FAS Processing	All Counties All Counties	Assigned menus to users as required.  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 2011-2012 School Year.	MCDOWELL	Assisted with Gear-up issues.
Set up New Users as requested. Set up User Assignments for 2011-2012 School Year.	RALEIGH	Assisted middle schools and high schools with 2011-2012 Student Scheduling.
Set up New Users as requested. Set up User Assignments for 2011-2012 School Year.	MONROE	Assisted Mountain View with 20011-2012 scheduling.
Set up New Users as requested. Set up User Assignments for 2011-2012 School Year.	SUMMERS	
Set up New Users as requested. Set up User Assignments for 2011-2012 School Year.	WYOMING	Conducted WVEIS 'WOW' Training in RESA 1 Lab and training on scheduling.
Set up New Users as requested. Set up User Assignments for 2011-2012 School Year.	MERCER	Assisted Pikeview HS with 2011-2012 Scheduling in RESA 1 Lab.



<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>WV WORKS ASSESSMENT SPECIALIST</b>
<b>DATE:</b>	<b>July 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>
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 three 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.  Attended trainings at WVAE Conference regarding EHI, LNS, WorkKeys Assessments, met with DHHR partners	WVDE	

