

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

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><i>1. General maintenance of error messages</i></p> <p><i>2. Server software / hardware improvements</i></p> <p><i>a. In process of researching need for updating server, as well as SQL and ColdFusion software</i></p> <p><i>i. Strictly Business provided hardware and software requirements for AEMIS</i></p> <p><i>ii. RESA Technicians provided educational pricing for server and software; information forwarded for WVDOE for review</i></p> <p><i>3. Student Achievement Report Updated</i></p> <p><i>4. End-of-Year Procedures Posted</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>5.</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. End-of-Year Procedures</p> <p>3. Missing GED Achievements</p>	<p>WV Adult Basic Education (ABE) Instructors / Administrators Statewide</p>	

AREA: Professional Development Provided		
ACTIVITIES	POPULATION SERVED	COMMENTS
<p>AEMIS Data Manager Training</p>	<p>RESA 3</p>	<p>May 19, 2011 Christina Harper, Presenter 6 Participants</p>

AREA: MISCELLANEOUS		
ACTIVITIES	POPULATION SERVED	COMMENTS
AEMIS User's Guide Mtg w/ Marsha Mullins Mtg w/ Barry Kelly and Mendy Marshall	WVABE Statewide WVABE Kanawha County WVABE Statewide	Updating for 2012 May 26, 2011 Discuss Kanawha County AEMIS May 26, 2011 Discuss AEMIS Updates for 2012 and Budget

RESA-I STATUS REPORT	
PROGRAM:	ADULT BASIC EDUCATION & SPOKES
DATE:	May 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 360 full and 185 partial examinees year to date.

AREA: ABE		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> • ABE classes • Technical Assistance • Assisted with Fayette, Mercer and Raleigh graduations. • Continued mentoring to new instructors in Summers and McDowell Counties. • Participated in 1 advisory council meetings. • Provided two staff development workshops, delivering year end close out procedures. • Reviewed class profile data with Braxton, McDowell, CCS, Raleigh, Webster and Pocahontas Counties. 	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.

AREA: SPOKES		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> • Monitoring • Assisted with computer installations in three labs • Worked with purchasing agent to review and renew leases. 	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: 56 total for the year.

AREA: SPOKES		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> • Conducted annual evaluations. 	RESA	

RESA-I STATUS REPORT	
PROGRAM:	ADOLESCENT HEALTH INITIATIVE
DATE:	May 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
5/2, 5/5, 5/9, 5/12, 5/16, 5/23, 5/26 professional development with 46 Raleigh County BOE employees	Raleigh	Workshops to develop assets: constructive use of time, positive values, positive identity
5/3/11 Zumba fitness class with 100 Park Middle School students	Raleigh	Built assets: constructive use of time, positive values, positive identity
5/4/11 National Day to Prevent Teen Pregnancy activities with 334 students at James Monroe HS	Monroe	Built assets: positive values, positive identity, empowerment, support, constructive use of time
5/6, 5/13, 5/20, 5/27 Read Aloud with 55 students at Lester Elementary School	Raleigh	Built assets: commitment to learning, support, constructive use of time

AREA: LEADERSHIP AND COLLABORATION		
ACTIVITIES	POPULATION SERVED	COMMENTS
5/11 facilitated Summers County Substance Abuse Partnership	Summers	Assisted this group in developing a more formal structure and building capacity so that Summers County youth can be exposed to Substance Abuse prevention efforts.
5/6, 5/12, 5/16, 5/17, 5/23, and 5/25 assisted with drafting Raleigh County Schools Bullying policy	Raleigh	Worked with a committee that included Pupil Services personnel, student representatives, principals, and other County Board of Education personnel
5/11, 5/16, 5/27 attended Just for Kids meetings	Region 1	As a member of the Board of Directors assisted this organization with sustainability and governance so they can continue to serve abused children
5/24/11 met with Mrs. Best at Glen Fork Elementary School to discuss Girls on the Run	Wyoming	Mrs. Best was going to serve as a volunteer coach for the program but is not going to be able to now
5/26/11 met with YMCA of Southern WV personnel to discuss possible funding and income for youth activities in 2011-2012	Region 1	Continue to facilitate this group so that youth in Region 1 will have access to affordable, fun, activities
5/31/11 attended Expanded School Based Mental Health site review for Mercer School	Mercer	Continue to serve on the Planning Task Force so that students at Mercer School might get access to more mental health services
5/31/11 facilitated YMCA of Southern WV Get Up, Get Active Youth Movement Planning Team meeting	Region 1	

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

Other: This month I worked with at least 11 different community asset teams in Region 1. I conducted asset building activities with 489 adolescents and provided professional development or information about assets to 46 adults. On 5/5/11 my first employee evaluation was conducted and I received “exemplary” and “satisfactory” ratings in all categories (I did not receive any ratings of “needs improvement” or “unsatisfactory”). I also took one day off this month. I continued to get paperwork processed for the Girls on the Run program in Wyoming County and will be seeking another coach to attend training with me in July. I spent time preparing for a professional development workshop with Mercer Schools (Building Assets in Schools) but unfortunately the school had to cancel and re-schedule the workshop. Working with Raleigh County Schools to develop their Bullying Policy has been a highlight and I look forward to helping them re-draft their Student Handbook in the weeks to come and hope to continue to collaborate with them as they seek to implement the bullying policy. I also spent time preparing my grant and budget for next year.

RESA-I STATUS REPORT	
PROGRAM:	COORDINATED SCHOOL PUBLIC HEALTH
DATE:	May 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. Working with director for additional planning for next school year.
Completed Health and PE Leadership Academy assignments as prescribed by Office of Healthy Schools	McDowell, Mercer, Monroe, Raleigh, Summers, and Wyoming Counties	Next academy meeting is July 17-20
Assisted with the promotion of Raleigh County Schools' summer feeding program	Raleigh County	Attended training and promoted RSWS for summer programming
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.
Presented to James Monroe High School Students on teen pregnancy prevention	Monroe County	National Day to Prevent Teenage Pregnancy; served on planning committee
Provided tobacco policy signs for schools in need	Wyoming County	Oceana Middle School received metal sign and window clings

AREA: LEADERSHIP and COLLABORATION		
ACTIVITIES	POPULATION SERVED	COMMENTS
Attended County Wellness Council meetings	McDowell, Monroe, Wyoming, and Mercer Counties	Counties will be holding 5K Run/Walks for Wellness as a fundraiser for their local wellness councils and wellness activities in the schools
Worked with Dianna Parks, FSD to hold McDowell County's first wellness meeting	McDowell County	Helped facilitate and plan agenda.
Collaborated with School Climate consultants with S3 grant schools	Summers and McDowell Counties	Still trying to get involved with Mercer
Met with McDowell County Schools officials and WVDE Office of Healthy Schools to develop a plan to promote family planning services in school-based health centers	McDowell County	We will be meeting over the summer to work to improve services offered by fall
Attended FRN meeting	Wyoming and Monroe Counties	Wyo- Focus on relationship building Mon- TLC meeting
Worked with Mick Bates, President Bodyworks, to develop pilot program for staff wellness	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

AREA: LEADERSHIP and COLLABORATION cont.		
ACTIVITIES	POPULATION SERVED	COMMENTS
Collaborated with Dr. Campbell at Concord University to develop 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 will be offered at least two times over summer to any elementary school teacher wishing to take the course. It will be offered for \$99. The course is worth 3 PD credit hours. June 21- 19 registered (accepting 25) June 23 and July 28 now open for registration
Attended RSWS face-to-face meetings	McDowell, Mercer, Monroe, Raleigh, Summers, and Wyoming Counties	Numerous topics and great information to be shared.

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

AREA: MEDICAID BILLING		
ACTIVITIES	POPULATION SERVED	COMMENTS
Billed Medicaid	McDowell Mercer Monroe Raleigh Summers Wyoming	223,067.26 199,363.96 30,709.93 221,600.29 59,816.19 46,773.46

AREA: MEDICAID		
ACTIVITIES	POPULATION SERVED	COMMENTS
Technical Assistance	McDowell Mercer Monroe Raleigh Summers Wyoming	Assisted JoAnn Lane with provider enrollment and questions concerning billing authorization. Transmitted billing files and ran remittances. Transmitted billing files and ran remittances. 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.

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:	May 2011
STAFF:	RICK RICE/SANDY HAWLEY
FUNDING SOURCE:	STATE

AREA: FIRE STARTED		
ACTIVITIES	POPULATION SERVED	COMMENTS
Fire Officer 2 Hazardous Materials Awareness Hazardous Materials Technician Large Diameter Hose National Incident Management ICS –300 National Incident Management ICS - 400 Pump Operations Vehicle Rescue Awareness Vehicle Rescue Operations	Mercer Pocahontas Mercer Greenbrier Fayette Mercer Mercer	Princeton Fire Department Durbin Fire Department Princeton Fire Department Quinwood Fire Department Craigsville Fire Department Craigsville Fire Department Fayetteville Fire Department Green Valley Fire Department Green Valley fire Department

AREA: FIRE COMPLETED		
ACTIVITIES	POPULATION SERVED	COMMENTS
Hazardous Materials Awareness Hazardous Materials Awareness Hazardous Materials Awareness Hazardous Materials Technician Large Diameter Hose National Incident Management ICS –300 National Incident Management ICS - 400 Vehicle Rescue Awareness Vehicle Rescue Operations	Braxton Greenbrier Pocahontas Mercer Greenbrier Nicholas Nicholas Mercer Mercer	Frametown Fire Department (21) White Sulphur Fire Department (14) Durbin Fire department (8) Princeton Fire Department (16) Quinwood Fire Department (15) Craigsville Fire Department (16) Craigsville Fire Department (13) Green Valley Fire Department (18) Green Valley fire Department (17)

AREA: EMS STARTED		
ACTIVITIES	POPULATION SERVED	COMMENTS
CPR CPR CPR CPR CPR CPR/AED EMT Mining First Aid First Aid First Aid First Responder	Braxton Fayette McDowell Mercer Nicholas Raleigh Fayette Braxton McDowell Mercer McDowell	Braxton County Spokes Kingston Mining McDowell County Spokes Princeton Tattoo Birch River Raleigh County Commission Kingston Mining Braxton County Spokes McDowell County Spokes Princeton Tattoo McDowell County 911

AREA: EMS COMPLETED		
ACTIVITIES	POPULATION SERVED	COMMENTS
Basic EMT	Mercer	Princeton (29)
CPR	Braxton	Braxton County Spokes (11)
CPR	Fayette	Empire Mining (18)
CPR	Fayette	Fayette County Fire Fighters (26)
CPR	McDowell	McDowell Spokes (5)
CPR	McDowell	McDowell County (19)
CPR	Mercer	Princeton (29)
CPR	Mercer	Princeton Tattoo (5)
CPR	Nicholas	Nicholas Spokes (11)
CPR	Nicholas	Birch River (2)
CPR	Pocahontas	Marlinton 911 (13)
CPR	Raleigh	Performance Coal (21)
CPR/AED	Raleigh	Raleigh County commission (35)
EMT Mining	McDowell	McDowell County (19)
EMT Mining	Fayette	Empire Mining (18)
EMT Mining	Raleigh	Performance Coal (21)
First Aid	Braxton	Braxton County Spokes (11)
First Aid	Fayette	Fayette County fire fighters (26)
First Aid	McDowell	McDowell spokes (5)
First Aid	Mercer	Princeton Tattoo (5)
First Aid	Nicholas	Nicholas Spokes (11)

AREA: SCHOOL IN-SERVICE		
ACTIVITIES	POPULATION SERVED	ACTIVITIES
CPR (2 Classes)	Raleigh	Maintenance Department (21)
CPR	Raleigh	Transportation (3)
CPR	Summers	Service Personnel (8)
First Aid (2 Classes)	Raleigh	Maintenance Department (21)
First Aid	Raleigh	Transportation (3)
First Aid	Summers	Service Personnel (8)

AREA: OTHER PUBLIC SERVICE TRAINING		
ACTIVITIES	POPULATION SERVED	COMMENTS
Hazardous Materials for Healthcare (2 Classes)	Pocahontas	Pocahontas Memorial Hospital (37)
National Incident Management ICS - 400	Braxton	Braxton County Health Department (18)
National Incident Management ICS -300	Braxton	Burnsville Community (14)
National Incident Management ICS - 400	Braxton	Burnsville Community (12)

AREA: MEETINGS		
ACTIVITIES	POPULATION SERVED	COMMENTS
Instructor Methodology Course	Public Service Training	Develop New Instructors

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

AREA: TRAINING		
ACTIVITIES	POPULATION SERVED	COMMENTS
Online Substitute Teacher Recertification	Option 4 substitutes from region 1	Recertification course is coming to a close. Most students have completed the course. Those who started late or had technical difficulties are submitting their final assignments.
Literacy Academy	Statewide Special Ed Teachers	Development and training facilitation has been completed. RESA 1 teachers (25-50) will be trained the week of June 13, 2011. Jane Meador, RTI Specialist and Susan Barnes, Director of Special Education will conduct the training for special education teachers of grades 5-9.
Team Autism	Teachers of children with autism	The stakeholders meeting was held at Tamarack to address statewide needs of teachers and families of this rapidly growing area of special education
RTI Principals Forum	Administrators K-8 (35)	In collaboration with Monroe Co. Schools and RESA 1 RTI Specialist and Special Education Director, a forum is was held to allow principals to share their successes and problems with implementation of RTI in the areas of progress monitoring, accountability, scheduling and staffing. Response from participants was highly favorable for this format.

AREA: PROGRAM AND PROJECTS		
ACTIVITIES	POPULATION SERVED	COMMENTS
RESA/OSP Staff meeting	All RESA SE Directors	The regular monthly meeting was held on May 4 and 5. Directors presented updates of current activities. Pat Homberg, OSP executive director, Ellen Oderman and Mary Pat Ferral attended for an update on summer literacy and math academies. The OSP staff meeting focused on the State Performance Plan, Annual Progress Report, workplans and goals for 2011-2012.

STATUS REPORT	
PROGRAM:	TECHNOLOGY SERVICES
DATE:	May 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 2222 work orders and assistance requests throughout the service area. The technicians addressed 49 server issues 16 network issues 12 WVEIS issues 4 data circuit issues 25 router issues 2048 workstation issues 84 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.
WVNET VMWare training information	Entire RESA 1 service area	Made technicians and county contacts aware of efforts by WVNET to coordinate a training opportunity for VMWare training.
VMWare Training Boot Camp	Entire RESA 1 service area	At the request of counties in our service area, procured quotes for VMWare boot camp locally. Negotiate with counties and vendor, schedule training. Prepare Lab, add 2 nd monitor to workstations.

AREA: INFRASTRUCTURE SUPPORT		
ACTIVITIES	POPULATION SERVED	COMMENTS
Bandwidth upgrade	Wyoming County	Discussion with county contact for possible sources of Frontier involvement in installing routers and fiber in schools. BTOP seems to be the funding source.
BTOP Router Installations	Entire RESA 1 service area	Working with state technician to develop configurations. Configuring routers, procuring mounting hardware from local vendor. Procured updated forms for documentation of installation.

AREA: INFRASTRUCTURE SUPPORT CONT.		
ACTIVITIES	POPULATION SERVED	COMMENTS
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. Several circuits are waiting on a backbone to circuit be completed before activation can be attempted. Worked with state engineer to prepare for activation when backbone is complete. Vendor reports circuit for Phoenix Center has been delayed due to equipment and provisioning issues. Further discussions with other parties within vendor system have yielded varying reasons for delays with expected completion being pushed back to October, yet the county reports billing has begun. Other office reports failed installation attempt since there is no RESA 1 office at the school.
Summers County Bandwidth upgrade	Summers County	Placed county administrative offices back on T1 data circuit due to instability of wireless solution to connect to fiber circuit.

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.
Technician evaluations and goal setting meetings	Entire RESA 1 service area	All Technicians were evaluated, and goals for personal and professional development for the upcoming year were finalized and activities for reaching those goals were developed.

AREA: Special Projects		
ACTIVITIES	POPULATION SERVED	COMMENTS
Moodle Server	Entire RESA 1 Service area	The substitute recertification program is live. Support for users and new technologies in learning management system.
SPOKES Upgrades	Wyoming County Schools	Visiting SPOKES locations to install/replace/repair technology.

RESA-I STATUS REPORT	
PROGRAM:	WVEIS
DATE:	May 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.
Database Maintenance and Development	All Counties	Printed mailing labels, student schedule cards and grade verification sheets for various Raleigh County Schools.

AREA: IN-HOUSE DATA PROCESSING CONT.		
ACTIVITIES	POPULATION SERVED	COMMENTS
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.

AREA: WVEIS		
ACTIVITIES	POPULATION SERVED	COMMENTS
Set up New Users as requested. Set up User Assignments for 2011-2012 School Year. Assisted Schools with ninth month Enrollment Report.	MCDOWELL	Assisted schools with issues involving Web-Based WVEIS and issues with online IEP Teacher access. Conducted 2 nd session for 2011-2012 Student Scheduling at McDowell County BOE.
Set up New Users as requested. Set up User Assignments for 2011-2012 School Year. Assisted Schools with ninth month Enrollment Report.	RALEIGH	Assisted schools with issues involving Web-Based WVEIS and issues with online IEP Teacher access. Conducted training sessions for 2011-2012 Student Scheduling in RESA 1 Lab.
Set up New Users as requested. Set up User Assignments for 2011-2012 School Year. Assisted Schools with ninth month Enrollment Report.	MONROE	Assisted schools with issues involving Web-Based WVEIS and issues with online IEP Teacher access. Conducted next year scheduling sessions with Peterstown Elementary, Peterstown Middle and Mountain View Middle Schools for 2011-2012.
Set up New Users as requested. Set up User Assignments for 2011-2012 School Year. Assisted Schools with ninth month Enrollment Report.	SUMMERS	Assisted with issues with online IEP Teacher access. Assisted SCHS with next year scheduling issues.
Set up New Users as requested. Set up User Assignments for 2011-2012 School Year. Assisted Schools with ninth month Enrollment Report.	WYOMING	Assisted with issues with online IEP Teacher access. Assisted Wyoming East and Westside High Schools with next year scheduling issues.
Set up New Users as requested. Set up User Assignments for 2011-2012 School Year. Assisted Schools with ninth month Enrollment Report.	MERCER	Assisted schools with issues involving Web-Based WVEIS and with issues with online IEP Teacher access. Conducted next year scheduling session for 2011-2012 at Mercer Elementary School and worked with Pikeview Middle School in RESA 1 Lab for 2011-2012 Scheduling.

RESA-I STATUS REPORT	
PROGRAM:	WV WORKS ASSESSMENT SPECIALIST
DATE:	May 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 four 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	