

RESA-I STATUS REPORT	
PROGRAM:	ABE TECHNOLOGY COORDINATION
DATE:	November 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 a. Server and UPS Installed b. Software Installed c. Electrical Work Completed 3. Programming updates for PY '12 sent to Strictly Business a. Hours Between Assessments b. Working on new platform	WV Adult Basic Education (ABE) Instructors / Administrators Statewide	Contract with Strictly Business, to maintain and continue development
Provide Technical Assistance to WVABE Instructors statewide upon request 1. Student Enrollment Deletions 2. Student Deletions 3. Class Deletions 4. Misc. Calls / E-mails 5. Created classes for PY'12	WV Adult Basic Education (ABE) Instructors / Administrators Statewide	
AEMIS FAQ/Requests This Month 1. Duplicate Enrollments 2. Creation of PY '12 Classes	WV Adult Basic Education (ABE) Instructors / Administrators Statewide	

AREA: Professional Development Provided		
ACTIVITIES	POPULATION SERVED	COMMENTS
AEMIS Technical Assistance Contact Training	RESA 6	11/15-16/11 WV Northern Community College Wheeling, WV

AREA: Professional Development Attended		
ACTIVITIES	POPULATION SERVED	COMMENTS
Instructional Practices Inventory Training	RESA 1	11/8/11 I was the only participant of 17 that was not working in the K-12 environment , and when asked of our knowledge of the IPI instrument on a range of 0 to 5, 5 being the highest, the lowest of the group was a 2, other than mine, which was a 0 ... I walked into this training with no knowledge of what an IPI was, therefore, I asked questions of the colleagues beside me and the presenter to obtain a clear understanding of my responsibility going into the classroom ... the presenter was very accommodating as were the colleagues around me ... I found the training very informative ... before leaving, the Trainer made a point to stop and thank me for my participation and assistance

AREA: Miscellaneous		
ACTIVITIES	POPULATION SERVED	COMMENTS
Fayette Institute of Technology	Fayette County	11/1/11 ... 6pm ABE Advisory Council Meeting
Fayette Institute of Technology	WVABE Statewide	11/7/11 AEMIS4U Outline Discussion - This workshop is to be placed online and Ms Flint (ABE Instructor / Coordinator, Fayette County) and Ms Tazewell have been working with me to develop an outline of the course. Ms Tazewell stopped by my office earlier to discuss the outline

RESA-I STATUS REPORT	
PROGRAM:	ADULT BASIC EDUCATION & SPOKES
DATE:	November 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. • Initiated invoices to pay counties for GED exams administered. • Verified, coded and processed timesheets for examiners. • Reviewed and made electronic records of Mercer County GED records. • Delivered GED exam on behalf of Nicholas examiner. 	<p>Braxton, Mercer, Nicholas, Raleigh, Summers, Webster Counties</p>	<ul style="list-style-type: none"> • GED examination administered to 164 full and 76 partial examinees year to date. • Also one accommodations test session

AREA: ABE		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> • Program administration, including review of student information, leave and budgets. • Technical assistance to ABE classes • Conducted three pre-services • Met with Wally Howerton of Richwood family learning center regarding establishment of distance learning center. • Met with new instructor in McDowell counties. • Verified, coded and processed timesheets for instructors and substitutes. • Monitored budgets, prepared requisitions in WEVIS, coded invoices for payment. • Reviewed budgets and transaction reports. • Provided support to instructors with purchasing of supplies. • Initiated computer literacy and ABE program in Hacker Valley. 	<p>CCS, OIEP, Braxton, Greenbrier, Nicholas, Pocahontas, Summers, Webster, Wyoming, Mercer & Braxton.</p>	<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: ABE cont.		
ACTIVITIES	POPULATION SERVED	COMMENTS
<p>Coastal Lumber Project</p> <ul style="list-style-type: none"> • Conducted three class sessions in Hacker Valley • Met with dislocated workers to explore training options under current benefits. 	Webster, Braxton, Nicholas, Pocahontas	Coastal Lumber has closed operations in six locations, resulting in lay-off of 230 men.

AREA: SPOKES		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> • Monitoring • Program administration, including review of student information, leave and budgets. • Participated in 2 partner meetings with Summers, • Pre-service for Spokes Sub instructor. • Aided 4 instructors with certification • Attended state staff meetings. • Continued development of curriculum for Spokes: life literacy • Verified, coded and processed timesheets for instructors and substitutes. • Monitored budgets, prepared requisitions in WEVIS, & coded invoices for payment. • Purchased Teknimedia products for Webster Springs SPOKES classroom. • Research cost effective supplies and facilitate purchases for all 12 counties within RESAs 1 & 4. 	Programs in all counties	<ul style="list-style-type: none"> • Under RESA direction 9 full time and 2 part-time Spokes classes conducted. • Conducted walk-throughs: 26 total for the year.

RESA-I STATUS REPORT	
PROGRAM:	ADOLESCENT HEALTH INITIATIVE
DATE:	November 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
11/8/11 attended the Instructional Practices Inventory training in Charleston, WV	Region 1	Participated in training to be able to rate student engagement. Certification is pending.
11/15/11 provided professional development to 14 members of the Raleigh County Family Violence Task Force	Region 1	Provided training on Roles and Responsibilities of STOP teams
11/15/11 provided professional development to 113 students at Montcalm HS	Mercer	Provided training, Challenging Youth to End Bullying with Regional School Wellness Specialist
11/16/11 provided professional development to 580 students at Princeton MS	Mercer	Provided training, Challenging Youth to End Bullying with Regional School Wellness Specialist
11/17/11 and 11/18/11 provided professional development to 225 students at Independence Middle School	Raleigh	Provided 40 minute Zumba fitness interactive demonstration
11/21/11 provided professional development to 77 WWHS students	Raleigh	Provided 50 minute Zumba fitness interactive demonstration

AREA: LEADERSHIP AND COLLABORATION		
ACTIVITIES	POPULATION SERVED	COMMENTS
11/1/11 attended a meeting at Black Knight County Club to assist with fundraiser for the YMCA	Region 1	
11/1/11 Mailed reminders and prepared agendas for Summers County Substance Abuse Partnership	Summers	
11/2/11 attended a meeting at the United Way Office to discuss dropout prevention efforts	Raleigh	
11/4/11 attended a meeting at the Raleigh County Courthouse to discuss Truancy Diversion	Region 1	
11/10/11 attended a grant meeting at IMS	Raleigh	
11/19/11 attended youth indoor triathlon at YMCA of Southern WV	Region 1	Unfortunately, no youth showed up to participate
11/22/11 attended Expanded School Based Mental Health Task Force meeting at Mercer County Career Connections	Mercer	This group is working on submitting a grant to fund additional personnel to implement mental health services at the school

AREA: LEADERSHIP AND COLLABORATION cont.		
ACTIVITIES	POPULATION SERVED	COMMENTS
11/22/11 attended Raleigh County Board of Education meeting	Raleigh	Presented IMS Innovation Grant for Dropout Prevention to Board for their support. Board voted to unanimously support the grant

Other: This month I conducted professional development on various topics with 955 youth and 14 adults in Region 1. Additionally, I was involved with 8 different community asset building teams this month. The number of asset building teams I worked with was lower than usual due to the amount of time spent preparing the Independence Middle School Innovation Zone Dropout Prevention Grant and the amount of time spent doing professional development with youth this month. The Innovation Grant is due December 1st and will hopefully be submitted by 11/30 at the latest. I received notice that the grant submitted to the Rite Aid Foundation on behalf of the YMCA was denied.

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

AREA: EDUCATION AND AWARENESS		
ACTIVITIES	POPULATION SERVED	COMMENTS
Attended WVCPD IPI training	McDowell, Mercer, Monroe, Raleigh, Summers, and Wyoming Counties	Training focused on student engagement
Attended the Summers County Substance Abuse Prevention Partnership meeting	Summers County	
Implemented Bully Prevention program with Adolescent Health Initiative Coordinator, Celi Van Dyke	Mercer County	113 students at Montcalm Middle School 580 students at Princeton Middle School
Presented to homeroom mothers at Bradley Elementary School on nutrition policies	Raleigh County	The presentation centered around school celebrations

AREA: LEADERSHIP and COLLABORATION		
ACTIVITIES	POPULATION SERVED	COMMENTS
Attended County Wellness Council meetings	Mercer and Raleigh Counties	
Attended RSWS Face-to-Face meeting @ RESA 3	McDowell, Mercer, Monroe, Raleigh, Summers, and Wyoming Counties	
Collaborated with Rose Cook, Raleigh County Schools FSD on the development of county goals for FY12	Raleigh County	Developed partnership with MSU Culinary Institute to establish a Chefs-in-the-Schools Pilot program that will begin in January 2012 Submitted OCN grant to assist with program implementation
Attended McDowell County Teen Pregnancy Prevention Task Force meeting	McDowell County	
Attended Mercer School's ESBMH meeting	Mercer County	

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

AREA: MEDICAID BILLING		
ACTIVITIES	POPULATION SERVED	COMMENTS
Billed Medicaid	McDowell	33,815.75
	Mercer	135,732.69
	Monroe	43,445.47
	Raleigh	159,265.07
	Summers	142.92
	Wyoming	44,350.03

AREA: MEDICAID		
ACTIVITIES	POPULATION SERVED	COMMENTS
Technical Assistance	McDowell	Transmitted billing files and ran remittances.
	Mercer	Assisted Mark with questions concerning Medicaid billing and provider enrollment. Transmitted billing files and ran remittances.
	Monroe	Assisted with questions concerning Medicaid billing. Transmitted billing files and ran remittances.
	Raleigh	Transmitted billing files and ran remittances.
	Summers	Transmitted billing files and ran remittances.
	Wyoming	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/Training	All Counties	Attended RESA-I Regional Council Meeting

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

AREA: FIRE STARTED		
ACTIVITIES	POPULATION SERVED	COMMENTS
Emergency Vehicle Driving	Raleigh	Beaver fire Department
Emergency Vehicle Driving	Raleigh	Bradley-Prosperity Fire Department

AREA: FIRE COMPLETED		
ACTIVITIES	POPULATION SERVED	COMMENTS
Emergency Vehicle Driving	Raleigh	Beaver Fire Department (16)
Emergency Vehicle Driving	Raleigh	Bradley-Prosperity Fire Department (10)
Firefighter 1	Wyoming	Pineville Fire Department (31)
Hazardous Materials	Wyoming	Pineville Fire Department (31)
Vehicle Rescue Awareness	Greenbrier	Rainelle Fire Department (19)
Vehicle Rescue Operations	Greenbrier	Rainelle Fire Department (13)

AREA: EMS STARTED		
ACTIVITIES	POPULATION SERVED	COMMENTS
CPR	Braxton	Gassaway Fire Department
CPR (2 Classes)	Mercer	Mercer Nursing Home
CPR	Raleigh	Marfork Coal Company
CPR	Raleigh	Raleigh County Airport
CPR	Summers	Summers Workforce
EMT Mining	Raleigh	Marfork Coal Company
EMT Mining Recertification	Fayette	Alpha/Pax
EMT Mining Recertification	Nicholas	Fola Coal Company
EMT Mining Recertification	Nicholas	Summersville
EMT Mining Recertification (2 Classes)	Raleigh	Brooks Run Coal Company
EMT Mining Recertification	Raleigh	MSHA/Beckley
EMT Mining Recertification (2 Classes)	Raleigh	Mountaineer Mine Service
EMT Mining Recertification	Raleigh	Southern Safety
First Aid	Braxton	Gassaway Fire Department
First Aid	Summers	Summers Workforce

AREA: EMS COMPLETED		
ACTIVITIES	POPULATION SERVED	COMMENTS
CPR	Nicholas	Craigsville (16)
CPR	Braxton	Weyerhaeuser (7)
CPR	Nicholas	Summersville (12)
CPR	McDowell	McDowell 911 (2)
CPR	McDowell	Welch (13)
EMT Mining	Mercer	Stat/Mercer Nursing (26)

AREA: EMS COMPLETED		
ACTIVITIES	POPULATION SERVED	COMMENTS
EMT Mining Recertification EMT Mining Recertification EMT Mining Recertification EMT Mining Recertification (2 Classes) EMT Mining Recertification EMT Mining Recertification (2 Classes) EMT Mining Recertification First Aid First Aid First Responder First Responder	Nicholas Raleigh Summers Wyoming Wyoming McDowell Fayette Nicholas Nicholas Raleigh Raleigh Raleigh Raleigh McDowell Summers Braxton Wyoming	Craigsville (12) Raleigh County Airport (10) Sumers Workforce (9) Oceana Dental Clinic (12) Southern WV Community College (5) Welch (13) Alpha/Pax (28) Summersville (30) Fola Coal Company (9) Brooks Run Coal Company (13) MSHA/Beckley (26) Mountaineer Mine Service (55) Southern Safety (56) McDowell 911 (2) Summers Workforce (9) Weyerhaeuser (3) Oceana Fire Department (12)

AREA: SCHOOL IN-SERVICE		
ACTIVITIES	POPULATION SERVED	COMMENTS
CPR CPR CPR First Aid First Aid First Aid	Fayette Mercer Raleigh Fayette Mercer Raleigh	Service Personnel (14) New Bus Drivers (5) Transportation (3) Service Personnel (14) New Bus Drivers (5) Transportation (3)

AREA: MEETINGS		
ACTIVITIES	POPULATION SERVED	COMMENTS
ASSETT Conference Public Service Training Coordinators	Canaan Valley Flatwoods	Instructor Up-Dates PST Coordinators Meeting

RESA-I STATUS REPORT	
PROGRAM:	Program Development
DATE:	August 2011
STAFF:	Michelle Moore
FUNDING SOURCE:	State & Federal

AREA: Substitute Training Class		
ACTIVITIES	POPULATION SERVED	COMMENTS
Provided technical assistance, enrollment & participant course notification, and facilitator assistance.	RESA 1 Substitute Teacher candidates (15 registered)	Additional Fall session
11/15/11 Final Face-to-Face training and Exam for the 2 nd session Fall 2011 Substitute Training Class	RESA 1 Substitute Teacher candidates 10 participants	
11/18/11 MAKE-UP session Final Face-to-Face training and Exam for the 2 nd session Fall 2011 Substitute Training Class	RESA 1 Substitute Teacher candidates 1 participant	

AREA: 21st Century Community Learning Center		
ACTIVITIES	POPULATION SERVED	COMMENTS
Weekly contact with Vickie Webb (site coordinator) for program updates and planning.	BEST CCLC Site Coordinator	Upcoming parent & staff training sessions, Out of School Time Conference in Charleston, promoting program, Advisory Council
Completed and submitted bi-monthly report/budget report to Benitez Jackson	BEST CCLC Site	
11/7/11 & 11/10/11 follow meeting/questions with Duane Rupert (Cayen Systems) for the CCLC Peer Review	21 st CCLC programs in all RESA 1 counties	Peer Review document provided by Cayen Systems; Continuous Improvement plan to be submitted
11/09/11 site visit, BEST Afterschool program	BEST CCLC site	Met with Vickie Webb, visited program activities, and spoke with students
11/29/11 meeting with Dee Taylor, WVSU NASA SEMAA program,	RESA 1 counties 21 st CCLC programs in all RESA 1 counties	Staffing (possible use of pre-service teachers) SEMAA for outreach activities and afterschool program, grant funding sources, professional development, linking parent workshops and family café.

AREA: SIG 1 & SIG 2 Schools		
ACTIVITIES	POPULATION SERVED	COMMENTS
11/03/11 River View High School, Thinkfinity training	River View High School, core teachers	This will be a monthly series of Tech integration strategies and how to use tech tools

AREA: SES Tutors		
ACTIVITIES	POPULATION SERVED	COMMENTS
11/14/11 delivered job postings for SES tutors to Southside k-8 and Welch Elem.	McDowell County Schools	Met with a teacher and principal about the program and recruitment of tutors

AREA:	PRISM-WV	
ACTIVITIES	POPULATION SERVED	COMMENTS
11/09/11 planning meeting with Margaret Ramsey (administrative secretary for PRISM-WV)	State Social Studies teachers	3 rd recruitment phase...develop and distribute satisfaction survey for current and past participants, address the need for program to be set up as Professional Development instead of College Course
11/28/11 Develop satisfaction survey	Current and past PRISM-WV participants	

AREA:	Social Studies Fair	
ACTIVITIES	POPULATION SERVED	COMMENTS
11/03/11 State Social Studies Fair Webinar, attended	RESA 1 counties	
11/14/11 facilitated meeting, County Social Studies Fair Coordinators	RESA 1 counties 2 participants	Raleigh County is planning to participate in the Social Studies Fair this year and is seeking a county fair coordinator (assisted with developing the job posting for the position).

AREA:	Miscellaneous	
ACTIVITIES	POPULATION SERVED	COMMENTS
11/04/11 meeting with Teresa Epperly (WVDE) and Sandy Shaw (teacher) to discuss beginning an NBCT support program for RESA 1 candidates.	RESA 1 Potential NBCT	Follow-up with Kelly Watts (RESA II), Chase Bank, Benedum grant, and other potential grant funding sources; target program to begin 12-13 school year.
11/03/11 Revised/updated RESA-wide PD survey	All RESAs	
11/07/11 meeting, PD Directors (phone meeting)		State PD Report Status, SSOS, Chief Instructional Leaders meeting, DOK memo
Phone/email contact with Kirk Gerdes, U.S. Dept. of Energy and Susan Barton, WVU Tech concerning the Regional Science Bowl (Cont); submitted press release to area newspaper, Raleigh County School Zone, and update to the RESA website; Follow-up contact to thank participating schools	RESA 1 Science Bowl Teams	Submitted final results from the RESA Science Bowl
11/08/11 attended IPI training in Charleston	RESA 1 counties	
11/10/11 attended Regional Council Meeting		Met with Dr. Cheryl Barnes about Masters in Teaching programs and teacher certifications for potential candidates (additional resource for Substitute Teacher Training Class)

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

AREA: REPAIR AND INSTALLATION SERVICES		
ACTIVITIES	POPULATION SERVED	COMMENTS
Twelve field technicians responding to work orders and assistance requests.	Entire RESA 1 service area	The team of 12 field technicians responded to 2001 work orders and assistance requests throughout the service area. The technicians addressed 47 server issues 10 network issues 9 WVEIS issues 7 data circuit issues 78 router issues 1473 workstation issues 377 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.
Provide Internship opportunity	RESA 1	Continued to support this internship and provide experience in varied areas of the information technology field

AREA: INFRASTRUCTURE SUPPORT		
ACTIVITIES	POPULATION SERVED	COMMENTS
AEMIS Server upgrade project	AEMIS service area	Continued coordination with Developer to facilitate the upgrade to the new server.
BTOP Router Installations	Entire RESA 1 service area	Installation of routers in several schools, preparation for installations continue in several counties
Billing Issues with data circuits	Entire RESA 1 service area	Reviewed invoices from Verizon for Frontier for several counties. Identified circuits and schools being billed. All invoices reviewed contain many errors, schools not in county, circuits shut down months ago, etc.

AREA: PERSONNEL		
ACTIVITIES	POPULATION SERVED	COMMENTS
Technician accountability.	Entire RESA 1 service area	Continued improved tracking and verification procedures for timesheet related issues. Resolved issues with duplicated or missing pay for several technicians.

AREA: Special Projects		
ACTIVITIES	POPULATION SERVED	COMMENTS
RESA work order reporting	RESA 1 service area	Discussions with other RESA Technology managers concerning the legislative reporting requirements
SPOKES Upgrades	RESA 1 SPOKES service area	Visiting SPOKES locations to install/replace/repair technology. Waiting on power at Braxton location.
Public Service Training Server	Entire RESA 1 service area	Working with program director to upgrade technology to allow transition to paperless storage of training records.
State sponsored Technology training	Entire RESA 1 service area	Prepared for upcoming training in December for statewide rollout of new antivirus.
RESA 1 Work Order database review	Entire RESA 1 service area	The current database work order system is due for a facelift/overhaul. Working with technicians at the state level to determine reporting requirements for revision restrictions.

RESA-I STATUS REPORT	
PROGRAM:	WVEIS
DATE:	November 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, rolodex cards, student schedules and teacher rosters for various Raleigh County Schools. Printed 2nd Six Weeks Report Cards for all 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.

AREA: WVEIS		
ACTIVITIES	POPULATION SERVED	COMMENTS
Set up New Users as requested. Set up new User Assignments for 2011-2012 School Year.	MCDOWELL	Assisted schools with 2011-2012 Scheduling issues and enrollment issues. Conducted WVEIS 'WOW' Training Session in RESA 1 Lab for County Nurse on Health Screen.
Set up New Users as requested. Set up new User Assignments for 2011-2012 School Year.	RALEIGH	Assisted schools with 2011-2012 Student Scheduling issues. Attended meeting with Emily Meadows and Sandy Trent regarding Highly Qualified Teacher Issues at Raleigh County Board Office.
Set up New Users as requested. Set up new User Assignments for 2011-2012 School Year.	MONROE	Assisted James Monroe HS and Mountain View Elem/Middle School with scheduling issues for 2011-2012.
Set up New Users as requested. Set up new User Assignments for 2011-2012 School Year.	SUMMERS	Assisted schools with 2011-2012 Scheduling Issues.
Set up New Users as requested. Set up new User Assignments for 2011-2012 School Year.	WYOMING	Assisted schools with 2011-2012 Scheduling Issues.
Set up New Users as requested. Set up new User Assignments for 2011-2012 School Year.	MERCER	Assisted schools with 2011-2012 Scheduling Issues. Conducted WVEIS 'WOW' Training session in RESA 1 Lab.

RESA-I STATUS REPORT	
PROGRAM:	WV WORKS ASSESSMENT SPECIALIST
DATE:	November 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 12 counties in timely, efficient manner. Administered Emotional Health Inventory and Learning Needs Screening in 13 counties. Administered Workkeys Assessment in five counties.

AREA: COORDINATION		
ACTIVITIES	POPULATION SERVED	COMMENTS
Accumulated statistical data from counties; prepared monthly reports and transmitted to State Department of Education.	WVDE	