

RESA-I STATUS REPORT	
PROGRAM:	ABE TECHNOLOGY COORDINATION
DATE:	April 2012
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. Programming updates for PY '12 sent to Strictly Business a. Errors as Reported	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 Creations 4. Misc. Calls / E-mails 5. 400A/B Errors 6. Duplicate Student Report 7. Necessary updates as a result of the new Platform 8. Technical Assistance as a result of the new Platform	WV Adult Basic Education (ABE) Instructors / Administrators Statewide	
AEMIS FAQ/Requests This Month 1. Technical Assistance as a result of the new Platform	WV Adult Basic Education (ABE) Instructors / Administrators Statewide	

AREA: Miscellaneous		
ACTIVITIES	POPULATION SERVED	COMMENTS
ABE Regional Coordinator Meeting	WVABE	RESA 5 - Reviewed * PPT for AEMIS PY'13 Updates * Student Intake Form for PY'13 * PY'12 Year-End Procedures

RESA-I STATUS REPORT	
PROGRAM:	ADULT BASIC EDUCATION & SPOKES
DATE:	April 2012
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. • Peter worked with the state task force for the transition to the new GED. 	<p>Braxton, Mercer, Nicholas, Raleigh, Summers, Webster Counties</p>	<ul style="list-style-type: none"> • GED examination administered to 580 examinees (370 partial examinees) year-to-date..

AREA: ABE		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> • Program administration, including review of student information, leave, budgets and technical assistance to ABE classes. • Continued work with Greenbrier ABE director to implement mentorship plan for instructor. • Facilitated 2 professional development workshops. • 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. • Worked with instructors from Braxton/Webster and Pocahontas Counties to review AEMIS. • Assisted counties with grant applications. 	<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
<ul style="list-style-type: none"> • Completed grant applications for RESA programs. • Attended Leveraging Degree Now workgroup, with goal of aiding transition of ABE students into college and post secondary training. • Facilitated participation in GED Academy pilot program. • Delivered equipment obtained through technology grant. 		

AREA: SPOKES		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> • Working in partnership with Raleigh ABE to locate more affordable location for ABE/Spokes program. • Monitoring • Program administration, including review of student information, leave and budgets. • Pre-service for Spokes Sub instructor. • Verified, coded and processed timesheets for instructors and substitutes. Monitored budgets, prepared requisitions in WEVIS, & coded invoices for payment. • Research cost effective supplies and facilitate purchases for all 12 counties within RESAs 1 & 4. <p>In addition, Instructor Sandra Adkins accomplished the following, above and beyond the scope of classroom responsibilities:</p> <ul style="list-style-type: none"> • BALC hosted first Healthy Relationship workshop in conjunction with T.H.I.N.K. and MissionWV. • Assisted Shalom Tazewell in preparing and presenting a Writing Workshop for ABE/GED Option instructors in Lewisburg - to become basis for new WRITING CORE workshop. 	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: 451 total for the year.

AREA: RESA		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> • Met with RESA 4 advisory council for program updates. • Attended mandatory state staff meetings. • Attended RESA 1 staff meeting. 	RESA 4	

RESA-I STATUS REPORT	
PROGRAM:	COORDINATED SCHOOL PUBLIC HEALTH
DATE:	April 2012
STAFF:	Emily Meadows
FUNDING SOURCE:	WVDE Office of Healthy Schools

AREA: EDUCATION AND AWARENESS		
ACTIVITIES	POPULATION SERVED	COMMENTS
Held the 3 rd Chefs-in-the-Schools event	Raleigh County	Independence High School- menu was fresh fruit and chicken waffles
Planned and facilitated Electronic Health Data training	McDowell, Mercer, Monroe, Raleigh, Summers, and Wyoming Counties	Make-up date set for May 11
Planned and facilitated community substance abuse event and panel discussion	Raleigh County	In collaboration with WVDHHR, Office of Healthy Schools, MSU, and local high schools

AREA: LEADERSHIP and COLLABORATION		
ACTIVITIES	POPULATION SERVED	COMMENTS
Attended County Wellness Council meeting	McDowell County	Celi Van Dyke and I presented on the topic of bullying
Participated in the Regional Substance Abuse Data and Planning team meeting	McDowell, Mercer, Monroe, Raleigh, Summers, and Wyoming Counties	Hosting next month's meeting
Presented RSWS update to RESA 1 Regional Council	McDowell, Mercer, Monroe, Raleigh, Summers, and Wyoming Counties	
Attended the Teaming Up For Learning Within the Community (TLC) meeting	Monroe County	
Attended the ESMH Advisory Team meeting	Mercer County	Conducted baseline IPI on 4/24/12

RESA-I STATUS REPORT	
PROGRAM:	MEDICAID
DATE:	April 2012
STAFF:	JAMIE BAILEY
FUNDING SOURCE:	LOCAL / STATE

AREA: MEDICAID BILLING		
ACTIVITIES	POPULATION SERVED	COMMENTS
Billed Medicaid	McDowell	40,088.00
	Mercer	80,671.47
	Monroe	19,159.08
	Raleigh	134,088.36
	Summers	396.45
	Wyoming	16,356.55

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	Transmitted billing files and ran remittances.
	Raleigh	Assisted Joyce Carnes with questions concerning provider enrollment. 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 Reimbursement and Transmittal Reports for all six counties.
		Prepared Professional Development / Service Report.
Meetings/Training		Attended RESA-I Regional Council Meeting

RESA-I STATUS REPORT	
PROGRAM:	PUBLIC SERVICE TRAINING
DATE:	April 2012
STAFF:	RICK RICE/SANDY HAWLEY
FUNDING SOURCE:	STATE

AREA: FIRE STARTED		
ACTIVITIES	POPULATION SERVED	COMMENTS
Fire Officer 1/2	Braxton	Gassaway Fire Department
Firefighter 1	McDowell	McDowell County Firefighters
Firefighter 1	Nicholas	Richwood fire Department
Firefighter 1 On-Line	Raleigh	REAS 1 & 4
Firefighter 2 On-Line	Raleigh	RESA 1 & 4
Hazardous Materials Awareness	McDowell	McDowell County Firefighters
Hazardous Materials Operations	Nicholas	Richwood fire Department
Hazardous Materials Operations	Raleigh	Rhodell Fire Department
Hazardous Materials Operation On-Line	Raleigh	REAS 1 & 4
Incident Management NIMS ICS-300	Greenbrier	Rainelle Fire Department

AREA: FIRE COMPLETED		
ACTIVITIES	POPULATION SERVED	COMMENTS
Firefighter 1	Greenbrier	Lewisburg Fire Department (24)
Firefighter 2	Monroe	Linside Fire Department (19)
Fire Officer 1	Webster	Hacker Valley Fire Department (15)
Fire Officer 2	Webster	Hacker Valley Fire Department (15)
RESA 1/On-Line Fire Officer 1	Raleigh	REAS 1 Firefighters (33)
RESA 1/On-Line Fire Officer 2	Raleigh	RESA 1 Firefighters (33)
Hazardous Materials Operations	Greenbrier	Lewisburg Fire Department (25)
Hazardous Materials Operations	Nicholas	Nicholas County Firefighters (25)
Hazardous Materials Operations	Raleigh	Bradley-Prosperity Fire Department (13)
Emergency Vehicle Driving	Wyoming	Wyoming County Fire Departments (5)
Hazardous Materials Awareness	Wyoming	Wyoming County Fire Departments (6)
HealthNet Landing Zone	Wyoming	Wyoming County Fire Departments (11)
Incident Command INC - 300	Greenbrier	Rainelle Fire Department (9)
National Incident Management System	Wyoming	Wyoming County Fire Departments (12)
Pump Operations	Wyoming	Wyoming County Fire Departments (7)

AREA: EMS STARTED		
ACTIVITIES	POPULATION SERVED	COMMENTS
Basic EMT	Mercer	Princeton
CPR	Greenbrier	West Virginia Mine Power
CPR	McDowell	Roderfield Fire Department
CPR	McDowell	McDowell County Firefighters
CPR	Mercer	Princeton
CPR	Nicholas	Richwood Fire Department
CPR	Raleigh	MSHA/Beckley
CPR	Raleigh	Rock and Roll construction
CPR	Summers	Summers County Spokes
CPR/AED	Wyoming	Wyoming East High School Students

EMT Mining	Raleigh	Rock and Roll Construction
AREA: EMS STARTED cont		
ACTIVITIES	POPULATION SERVED	COMMENTS
EMT Mining First Aid First Aid First Aid First Aid First Aid First Responder	Raleigh Greenbrier McDowell McDowell Nicholas Summers Fayette	MSHA/Beckley West Virginia Mine Power Roderfield Fire Department McDowell County Firefighters Richwood Fire Department Summers County Spokes Mt. Hope Fire Department

AREA: EMS COMPLETED		
ACTIVITIES	POPULATION SERVED	COMMENTS
Basic EMT Basic EMT Basic EMT Basic EMT CPR CPR CPR CPR CPR CPR CPR CPR CPR CPR CPR CPR CPR/AED EMT Mining EMT Mining EMT Mining First Aid First Aid First Aid First Aid	Braxton Greenbrier McDowell Raleigh Braxton Greenbrier Greenbrier McDowell McDowell McDowell McDowell McDowell Nicholas Raleigh Raleigh Summers Wyoming Wyoming McDowell Nicholas Raleigh Greenbrier McDowell Summers Wyoming	Weyerhaeuser (16) Fairlea (31) Welch (19) Jan Care Ambulance (16) Weyerhaeuser (16) Fairlea (31) West Virginia Mine Power (2) McDowell County (31) Roderfield Fire Department (7) Welch (19) Wideners Ambulance Service (7) Walter Energy (10) Jan Care Ambulance (16) Rock and Roll Construction (6) Summers County Spokes (8) Wyoming County Fire Departments (4) Wyoming East High School Students (93) McDowell County (31) Walter Energy (10) Rock and Roll Construction (6) West Virginia Mine Power (2) Roderfield Fire Department (7) Summers County Spokes (6) Wyoming County Fire Departments (4)

AREA: SCHOOL IN-SERVICE		
ACTIVITIES	POPULATION SERVED	COMMENTS
CPR First Aid Fire Extinguisher Training	Raleigh Board Raleigh Board Mercer Board	Transportation (1) Transportation (1) Service Personnel (63)

AREA: MEETINGS		
ACTIVITIES	POPULATION SERVED	COMMENTS
April 12/RESA 3 April 19-20/Charleston	RESA 1 EMS RESA 1 Firefighters	Office Of Emergency Medical Services WV State Fire Commission

RESA-I STATUS REPORT	
PROGRAM:	Program Development
DATE:	April 2012
STAFF:	Michelle Moore
FUNDING SOURCE:	State & Federal

AREA: Substitute Training Class		
ACTIVITIES	POPULATION SERVED	COMMENTS
4/3/12 Assisted Dr. Emily Meadows with Raleigh County's 3 rd day Substitute Training	Raleigh County Schools (18 participants)	
4/30/12 Met with Susan Barnes following Spring Substitute orientation	6 participants	Susan will facilitate the registration and contact with Spring Substitutes. Reviewed class setup and registration process, county contacts, and orientation training

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, promoting program, and Advisory Council
4/5/12 Site visit from WVDE, Marsha Bailes & Benitez Jackson		Program is on target with goals and Action plan; need to update partnership agreements and develop a sustainability plan.
4/26/12 CCLC Advisory Council Meeting	BEST CCLC (7) participants	updated current partnerships; upcoming after school events (includes community involvement; action plan goals reviewed; plan for visit from Congressman Rahall and discussion of the sustainability plan.

AREA: Instructional Practices Inventory (IPI)		
ACTIVITIES	POPULATION SERVED	COMMENTS
4/24/12 IPI Coding @ Fairdale Elementary (shadow school coders)	Raleigh County Schools	
4/25/12 IPI Coding (1/2 day) @ Beckley Elementary (shadow school coders)	Raleigh County Schools	

AREA: Workshops Conducted		
ACTIVITIES	POPULATION SERVED	COMMENTS
4/6/12 Common Core Overview, presented	Monroe County Teachers (150)	
4/30/12 Common Core Overview, presented	Mercer County Teachers, grades 3-5 (140)	

AREA:	SES Tutors	
ACTIVITIES	POPULATION SERVED	COMMENTS
4/5/12 Program updates and monthly paperwork	Monroe County Schools, McDowell County, and Mercer County	

AREA:	Miscellaneous	
ACTIVITIES	POPULATION SERVED	COMMENTS
Worked on MSP grant proposal & grant was submitted April 30th		
4/1/12 Update PD sessions/emails to CPD for State Master Plan 2011-2012		
4/3/12 Attended Technical Assistance Webinar for 2012 MSP from WVDE Grant with interested county representatives	RESA 1 Counties	RESA-1 will apply for the MSP grant to include services to all RESA-1 counties. Support from Raleigh, McDowell, Monroe, & Summers
4/4/12 MSP Grant meeting with Keith Butcher and Dr. Cheryl Barnes	RESA 1 Counties	Reviewed Grant application, guidelines, discussed webinar, planning for course development, summer institute, part-time coordinator, and evaluation.
4/5/12 Social Studies Fair debrief with LaDawn Mitchem		Reviewed Social Studies fair success, settle invoices and budget, and discussed plans for next year's fair. LaDawn will contact the Convention Center to secure date for next year's fair; Michelle will notify counties before school is out so the Regional Fair date can be added to their county calendars.
4/10-4/13 Attended Grant Writing Workshop at North Carolina State University		
4/20/12 Grant Conference call with steering committee		Dr. Brown, Dr. Barnes, Keith Butcher, Becky Allen

RESA-I STATUS REPORT	
PROGRAM:	Special Education
DATE:	April 2012
STAFF:	Robert “Greg” Bartlett
FUNDING SOURCE:	State and Federal

AREA: Education and Awareness		
ACTIVITIES	POPULATION SERVED	COMMENTS
RESA 1 Special Education Directors Meeting	All RESA 1 Counties	Discussed: Monroe County Monitoring, CPI Nonviolent Crisis Intervention, Instructional Practices Inventory, APTA Practice Tests, APTA Scoring, Summer Academies and T-1 Conference
Classroom behavior-professional development for Mount View teachers	Mount View faculty-McDowell County	Conducted professional development on Marzano authored strategies for classroom behavior management. With Keith Butcher
CPI Nonviolent Crisis Intervention Instructor- Initial Certification Training	RESA 1 Counties	Hosted CPI training for the initial certification of new instructors. CPI provided trainer.
CPI Nonviolent Crisis Intervention Instructors-Recertification Training	RESA 1 Counties	Hosted CPI training for the recertification of previously-trained instructors. CPI provided trainer.
Finalized information gathering form for WVDE requested information	RESA 1 Counties	Developed and finalized information-gathering form at the request of Dr. Christi Chambers of the WVDE OSP, under the direction of Dr. Marple.

AREA: Leadership and Collaboration		
ACTIVITIES	POPULATION SERVED	COMMENTS
Assisted Monroe County with Special Education Monitoring	Monroe County	Assisted Joetta Basile, Special Education Director, with visit from WVDE Special Education monitors.
APTA/DLM Professional Development Workshop	All state counties	Developed PD to be delivered during APTA scoring, under the direction of Melissa Gholson, WVDE.
State RESA Special Education Directors monthly meeting	State RESA Special Education Directors	Discussed: Academy funding, Goals for 2012-2013, SPL, Monitoring, CPI, Preschool update, NCIPP, Spring Conference
Office of Special Programs monthly meeting	WVDE OSP and RESA representatives	Discussed: WVDE School Improvement Team, WVBE Annual Report, Sports Concussions, SPL Website, TLI, Compliance, SPL RESA Leadership Team Training
Literacy Academy Follow-up	All RESA 1 counties	Facilitated Literacy Academy follow-up for Cohort 1 participants- RESA 1 Computer lab

AREA: Leadership and Collaboration cont.		
ACTIVITIES	POPULATION SERVED	COMMENTS
APTA/DLM 7 Item Types Professional Development Workshop	All state counties	Developed PD, including power-point for 7 item types to be utilized on new DLM assessment.
RESA 1 Regional Council Meeting	RESA 1 counties	Introduced at Regional Council meeting. Gave brief overview of projects/initiatives.
Spring Special Education Directors Leadership Conference	RESA 1 counties	Worked with RESA 1 counties on state initiatives, including SPL, Academies, Policy 2419 High Cost/High Acuity Applications, 5-year Online Plan, Policy 4373, IDEA Transition, Connecting SPL to SLD
CPI Nonviolent Crisis Intervention Training	Mercer County	Train 35 Mercer County staff participants in Nonviolent Crisis Intervention

STATUS REPORT	
PROGRAM:	TECHNOLOGY SERVICES
DATE:	April 2012
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 1379 work orders and assistance requests throughout the service area. The technicians addressed 56 server issues 7 network issues 3 WVEIS issues 1 data circuit issues 19 router issues 1146 workstation issues 147 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.
Bridgeport Network Design Conference	Entire RESA 1 service area	State sponsored training for technicians and technology services personnel.
HP Warranty Training	Entire RESA 1 service area	Start of training for all RESA 1 technicians to facilitate repairs for 21 st Century Tools for Schools purchases

AREA: INFRASTRUCTURE SUPPORT		
ACTIVITIES	POPULATION SERVED	COMMENTS
RESA 1 Server project	Entire RESA 1 service area	Recreation of domain services, active directory services , and reload of server to accommodate EFS
BTOP Router Installations	Entire RESA 1 service area	Continuing documentation for Federal program. Configuring special service modules in all counties with new BTOP routers
Warranty support for HP products	Entire RESA 1 service area	Registration in progress. Technician training must be completed to activate authorization.
Development of implementation plan for encryption	RESA 1	Reload of OS on server to facilitate EFS for local domain. New Acceptable Use Policy from WVDE presented to staff.

AREA: PERSONNEL		
ACTIVITIES	POPULATION SERVED	COMMENTS
Technician accountability.	Entire RESA 1 service area	Continued improved tracking and verification procedures for timesheet related issues

AREA: Special Projects		
ACTIVITIES	POPULATION SERVED	COMMENTS
Network Seminar	Entire RESA 1 service area	Provided professional development to building automation installation personnel
New email server	Entire RESA 1 service area	Worked with users to accommodate access to the upgraded email system
Technician Training Events	Entire RESA 1 service area	Discussion with sponsor for techfest offering. Information to technical staff on WV virtual technology conference and techfest.
Technology Coordinator/Directors meeting	Entire RESA 1 service area	First meeting of the personnel responsible for the administration of the technology services program at each RESA. Planning for future meetings and development of agenda.

RESA-I STATUS REPORT	
PROGRAM:	WVEIS
DATE:	April 2012
STAFF:	DEENA TYREE / SUSIE HANDY
FUNDING SOURCE:	STATE

AREA: WVEIS		
ACTIVITIES	POPULATION SERVED	COMMENTS
	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)
	All Counties	For use on AS400 for backup. Cartridges are at Consolidation Site (RESA III).
	All Counties	All software changes and updates loaded at Consolidation Site (RESA III)
	RESA-I	None to report.
	All Counties	Devices configured as needed for new installations or problems in all counties.
	All Counties	GTE failures in Mercer, McDowell, Raleigh.
	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, grade verification sheets, student schedule cards and rolodex cards for various Raleigh County Schools. Printed 5 th Six Weeks Report Cards for 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 2011-2013 School Year. Assisted Users with WVEIS 'WOW' Issues.	MCDOWELL	Worked with High Schools and middle school on 2012-2013 Scheduling.
Set up New Users as requested. Set up new User Assignments for 2011-2013 School Year. Assisted Users with WVEIS 'WOW' Issues.	RALEIGH	Assigned 2013 Menus to various users for Next Year Scheduling. Worked with Park Middle on next year scheduling. Installed Sequel Software for users at Special Ed Office and trained users on how to run reports.
Set up New Users as requested. Set up new User Assignments for 2011-2013 School Year. Assisted Users with WVEIS 'WOW' Issues.	MONROE	Assigned 2013 Menus to various users for Next Year Scheduling. Worked with James Monroe High School, Mountain View Elem/Middle, Peterstown Elem and Peterstown Middle on next year scheduling.
Set up New Users as requested. Set up new User Assignments for 2011-2013 School Year. Assisted Users with WVEIS 'WOW' Issues.	SUMMERS	Assigned 2013 Menus to various users for Next Year Scheduling. Worked with Summers County HS on next year scheduling.
Set up New Users as requested. Set up new User Assignments for 2011-2013 School Year.	WYOMING	Assigned 2013 Menus to various users for Next Year Scheduling. Worked with High Schools on next year scheduling.

AREA: WVEIS cont.		
ACTIVITIES	POPULATION SERVED	COMMENTS
Susie and Deena participated in one WVEIS Staff Conference call and attended meeting on 2012-2013 Student Scheduling at RESA 3 with WVEIS Personnel from RESA 2 and RESA 3 and Sherman High School Counselors.	MERCER	Assigned 2013 Menus to various users for Next Year Scheduling. Worked with middle schools on next year scheduling. Conducted training session at Bluefield Middle School on WVEIS 'WOW' for school secretaries. Conducted 2012-2013 scheduling session for Princeton Middle School in RESA 1 Lab.

RESA-I STATUS REPORT	
PROGRAM:	WV WORKS ASSESSMENT SPECIALIST
DATE:	April 2012
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 12 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 COABE national conference in Norfolk, Va	WVDE	This was very beneficial. I hope I can get back to it. Lots to think about and some practical applications.