

RESA-I STATUS REPORT	
PROGRAM:	ABE TECHNOLOGY COORDINATION
DATE:	August 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. Server software / hardware improvements a. In process of researching need for updating server, as well as SQL and ColdFusion software i. Strictly Business provided hardware and software requirements for AEMIS ii. RESA Technicians provided educational pricing for server and software; information forwarded for WVDOE for review 3. Programming updates for PY '13 sent to Strictly Business 4. PY '13 Rollover Completed	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. Duplicate Students 6. Class Creations	WV Adult Basic Education (ABE) Instructors / Administrators Statewide	
AEMIS FAQ/Requests This Month 1. Duplicate Enrollments 2. End-of-Year Procedures 3. PY '13 400	WV Adult Basic Education (ABE) Instructors / Administrators Statewide	

AREA: Professional Development Provided		
ACTIVITIES	POPULATION SERVED	COMMENTS
AEMIS Technical Assistance	WVABE Workplace	Workforce, Princeton August 6, 2012
AEMIS Technical Assistance	RESA 7	RESA 7 Regional Coordinator August 16, 2012

AREA: Professional Development Provided cont.		
ACTIVITIES	POPULATION SERVED	COMMENTS
RESA 7 Kickoff Meeting AEMIS/NRS Information	RESA 7	Presenter, RESA 7 August 17, 2012
RESAs 1 & 4 Kickoff Meeting AEMIS/NRS Information	RESAs 1 and 4	Presenter, RESA 1 August 31, 2012

AREA: Professional Development Attended		
ACTIVITIES	POPULATION SERVED	COMMENTS
TIS Statewide Training	WVABE Statewide	Fairmont August 1-3, 2012
Twitter Webinar	WVABE Statewide	RESA 1 August 28, 2012

AREA: Miscellaneous		
ACTIVITIES	POPULATION SERVED	COMMENTS
WVAEA Conference Committee Mtg	WVABE Statewide	RESA III August 10, 2012

RESA-I STATUS REPORT	
PROGRAM:	ADULT BASIC EDUCATION & SPOKES
DATE:	August 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 46 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. • 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 to review AEMIS. • Hosted-and supported-Wyoming graduation. • Provided pre-service and support to new teachers at Mullens Opportunity Center (Wyoming) and Snowshoe Career Center (Pocahontas). • Facilitated public awareness efforts in Webster. • Conducted Fall Update professional development. 	<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: SPOKES		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> Monitoring Program administration, including review of student information, leave and budgets. 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. Hired two new instructors to act as substitutes for the Spokes program. Worked with instructors to review AEMIS reports. <p>Tiffanie O'Brien-CDC Raleigh, Fayette, Nicholas</p> <ul style="list-style-type: none"> Amanda Smarr from New River spoke to students in Beckley Working with Thom Valencia from Mt. Olive as guest speaker in Beckley, Summersville Working with KISRA-presentation dates in works Worked with Shawn & Joy to plan Spokes Retreat Lauren Weatherford in Fayette-Scream Free Parenting/Relationships Spoke with Stephanie Stiffler New River about bringing classes into SPOKES and getting presentation on Work Ethics <p>Helena Ellis</p> <ul style="list-style-type: none"> Hosted Smoking Cessation Class New sub shadowed (Karly Hickey) Attended WVAEA Conference Planning meeting Hosted series "How Not to Marry and Jerk/Jerkette" through WV Extension Services <p>Jared Cantrell</p> <ul style="list-style-type: none"> Kanawha Institute for Social Research and Action, Inc. (KISRA) is offering a Financial Literacy Class to my students. CPR/First Aid Class was held on August 28th Dana Lester from the WVU Extension Office is offering a life skills class 	<p>Programs in all counties</p>	<ul style="list-style-type: none"> Under RESA direction 9 full time and 2 part-time Spokes classes conducted. Conducted walk-throughs.

AREA: SPOKES cont.		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> • Five students earned Customer Service Certificates and two students earned Customer Service 2 Certificates. • Attended the first WVDE Virtual Technology Conference on August 7th and 8th <p>Melanie Hayslette</p> <ul style="list-style-type: none"> • NRCTC: Amanda Parkalo Presentation • Class Volunteered at Webster Springs Fire Station all day for Family Resource Network. Made bags for all Webster County School Children. • 8-29: NRCTC: Amanda presentation on College Classes offered in Webster County. <p>Sandra Adkins</p> <ul style="list-style-type: none"> • Attended second 2-day TIS Training in Fairmont • "Attended" the WV Statewide Technology Conference virtually for 2 days • "Attended" a webinar sponsored by LINCS on Working with Youth in Adult Learning Centers • Participated in conference call regarding CBT in Braxton County • Presented to PreSchool teachers/aides, Kindergarten teachers/aides in Braxton County as a part of their teacher in-service dealing with obtaining GED • Attended 2-day Learning To Achieve Institute sponsored by LINCS & OVAE • "Attended" a webinar sponsored by LINCS on Twitter 101 - Using Twitter in the Classroom • Enrolled SPOKES students statewide in additional components as backup for Christina Harper (3 days due to death in family) • Edit as needed! LINCS = Literacy Information and Communication System <p>Melissa Jacobs</p> <p>On August 29th, the Summers County SPOKES class celebrated with two students that passed the GED test and obtained within the last month. Shalom Tazewell and John Vuolo with the Summers County LAMP program joined us.</p>		

AREA: RESA		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> Served as Interim Director for the month of August 	<ul style="list-style-type: none"> Served as Interim Director for the month of August 	<ul style="list-style-type: none"> Served as Interim Director for the month of August

RESA-I STATUS REPORT	
PROGRAM:	Adolescent Health Initiative
DATE:	August 2012
STAFF:	Selina Vickers, Adolescent Health Initiative Coordinator
FUNDING SOURCE:	Office of Maternal Child and Family Health

AREA: EDUCATION AND AWARENESS		
ACTIVITIES	POPULATION SERVED	COMMENTS
8-14-12 Attended Bully Free WV Summit in Charleston, WV	RESA 1	The Summit equipped me with information and resources to address bullying. Addressed: bullying and related depression
8-15-2012	Wyoming	Prepared for "Celebration of Community" – Herren Project.
8-16-2012	Wyoming	"Celebration of Community" – Herren Project. Community event to address substance abuse among youth in Wyoming County. Approximately 200 adolescents present.
8-17-2012	RESA 1	Met with Margo Friend, another AHIC, for orientation.
8-20-2012 and 8-21-2012	Mercer	Utilized "Creating a Safe and Respectful Environment on Our Nation's School Buses" and edited to create an anti-bully training for Mercer County Schools transportation department.
8-22-2012	Mercer	Training with 110 Bus drivers and transportation staff on the subject of bullying and related depression. Addressed: bullying and related depression

AREA: LEADERSHIP AND COLLABORATION		
ACTIVITIES	POPULATION SERVED	COMMENTS
8-29-2012	RESA 1	Met with Rodney Hairston, dance instructor. Discussed utilizing the arts to promote positive messages to adolescents in RESA 1. Addressed: bullying and related depression, substance abuse.

AREA: LEADERSHIP AND COLLABORATION cont.		
ACTIVITIES	POPULATION SERVED	COMMENTS
8-29-2012	Raleigh	IZAP – Innovation Zone After-School Program. Initial meeting since gaining grant. Met and developed implementation plan with community partners – to include United Way, NASA, school teachers, principal, counselor, Superintendent and Asst Superintendent of Raleigh County, Raleigh County Truancy Officer, New River Health Association, Raleigh County FRN, etc.
8-30-2012	Mercer	Made arrangements with Pastor Gary from Lashmeet Church of God to present an anti-bullying program to his youth group. I will present on Sept 19 th to the 6 th -12 th grade and to the younger group in October.
8-13, 8-23, 8-27, 8-28, 8-30, 8-31 Orientation	RESA 1	Reviewing minutes, power points, files, CD's, video, etc to orient myself to the work previously accomplished by this position and to the resources available in this office.

Other:

Note – Event on 8-16-2012 was organized in the months prior to me starting by an organization that the previous AHIC worked with in partnership. I assisted with publicity, setup and worked the event.

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

AREA: MEDICAID BILLING		
ACTIVITIES	POPULATION SERVED	COMMENTS
Billed Medicaid	McDowell	
	Mercer	
	Monroe	
	Raleigh	116,846.20
	Summers	
	Wyoming	460.55

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	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.
Meetings/Training		Prepared Professional Development / Service Report.

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

AREA: FIRE STARTED		
ACTIVITIES	POPULATION SERVED	COMMENTS
Emergency Vehicle Driving Firefighter 2 Firefighter 2 Search & Rescue Technical Rescue Core Class	Braxton McDowell Raleigh Pocahontas Mercer	Gassaway Fire Department McDowell 911/Welch Trap Hill Fire Department Shavers Fork Fire Department Princeton Rescue Squad

AREA: FIRE COMPLETED		
ACTIVITIES	POPULATION SERVED	COMMENTS
Emergency Vehicle Driving Hazardous Materials Awareness	Braxton Raleigh	Sutton Fire Department (12) Sophia City Fire Department (14)

AREA: EMS STARTED		
ACTIVITIES	POPULATION SERVED	COMMENTS
Basic EMT Basic EMT CPR CPR CPR CPR CPR CPR CPR CPR CPR (2 Classes) CPR (2 Classes) CPR CPR CPR EMT Mining (2 Classes) EMT Mining Recertification (2 Classes) EMT Mining Recertification (3 Classes) EMT Mining Recertification EMT Mining Recertification EMT Mining Recertification EMT Mining Recertification First Aid First Aid First Aid	Pocahontas Raleigh Fayette McDowell McDowell Nicholas Nicholas Pocahontas Raleigh Raleigh Raleigh Raleigh Raleigh Summers Raleigh Raleigh Raleigh Fayette Nicholas Raleigh McDowell Nicholas Summers	Green Bank Jan Care/Beckley Kingston Mining McDowell Spokes Welch Alpha Coal Hoover Logging Green Bank Buchanan Pump Jan Care/Beckley Marfork Coal Patriot Coal Sophia Southern Safety Summers Spokes Arch Coal/Beckley Marfork Coal Patriot Coal Southern Safety Kingston Mining Alpha Coal MSHA/Beckley McDowell Spokes Hoover Logging Summers Spokes

AREA: EMS COMPLETED		
ACTIVITIES	POPULATION SERVED	COMMENTS
Basic EMT Recertification Testing	Mercer	Princeton Rescue Squad (6)
CPR	Fayette	Kingston Mining (5)
CPR	McDowell	McDowell Spokes (8)
CPR	McDowell	Welch (23)
CPR	Nicholas	Alpha Coal (28)
CPR	Nicholas	Hoover Logging (2)
CPR	Raleigh	Buchanan Pump (9)
CPR (2 Classes)	Raleigh	Marfork Coal (46)
CPR	Raleigh	MSHA/Pounding Mill (2)
CPR (3 Classes)	Raleigh	Patriot Coal (83)
CPR	Raleigh	Sophia (8)
CPR	Raleigh	Southern Safety (18)
CPR	Summers	Summers County Spokes (6)
EMT Mining	McDowell	Welch (23)
EMT Mining	Raleigh	MSHA/Pounding Mill (2)
EMT Mining Recertification	Fayette	Goethe Mining (14)
EMT Mining Recertification	Fayette	Kingston Mining (5)
EMT Mining Recertification	Fayette	Republic Energy (4)
EMT Mining Recertification	Nicholas	Alpha Coal (28)
EMT Mining Recertification (2 Classes)	Raleigh	Marfork Coal (46)
EMT Mining Recertification	Raleigh	MSHA Beckley (35)
EMT Mining Recertification (3 Classes)	Raleigh	Patriot Coal (83)
EMT Mining Recertification	Raleigh	Southern Safety (18)
EMT Mining Recertification	McDowell	McDowell Spokes (8)
First Aid	Nicholas	Hoover Logging (2)
First Aid	Summers	Summers county Spokes (6)
First Aid		

AREA: OTHER PUBLIC SERVICE		
ACTIVITIES	POPULATION SERVED	COMMENTS
Fundamentals of Search & Rescue	Pocahontas	Snowshoe, WV (10)
Technical Rescue	Mercer	Princeton Rescue Squad (19)

AREA: SCHOOL IN-SERVICE		
ACTIVITIES	POPULATION SERVED	COMMENTS
CPR	Raleigh	Crab Orchard Elementary (9)
First Aid	Raleigh	Crab Orchard Elementary (9)
CPR	Monroe	Monroe board (29)
First Aid	Monroe	Monroe Board (29)
CPR (3 Classes)	Fayette	Fayette Board (73)
First Aid (3 Classes)	Fayette	Fayette Board (73)
CPR	Raleigh	Transportation Department (49)
First Aid	Raleigh	Transportation Department (49)
CPR (2 Classes)	Summers	Summers Board (49)
First Aid (2 Classes)	Summers	Summers Board (49)
CPR	Webster	Webster Board (29)
First Aid	Webster	Webster Board (29)
CPR	Wyoming	Wyoming Board (33)

AREA: SCHOOL IN-SERVICE copy		
ACTIVITIES	POPULATION SERVED	COMMENTS
First Aid Safe School bus Driving	Wyoming Webster	Wyoming board (33) Webster Board (20)

AREA: MEETINGS		
ACTIVITIES	POPULATION SERVED	COMMENTS
West Virginia State Fire Commission Vienna, WV	RESA	Represent RESA 1 Firefighters

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

AREA:		
Substitute Training Class		
ACTIVITIES	POPULATION SERVED	COMMENTS
8/3/12 August Substitute Teacher Orientation conducted (optional session)	RESA 1 Counties (2 participants)	Facilitated by Drexel Sammons

AREA:		
21st Century Community Learning Center		
ACTIVITIES	POPULATION SERVED	COMMENTS
8/20/12 Meeting with Dee Taylor and Vickie Webb for planning afterschool activities, including SEMAA, fundraising for DC field trip, and program sustainability	BEST CCLC	Awaiting grant release, job postings

AREA:		
PRISM-WV		
ACTIVITIES	POPULATION SERVED	COMMENTS
8/28/12 Meeting with Dr. Bill O'Brien, Dr. Robin Lewis, Concord University, and RESA 1 regarding PRISM activities, funding, and plans for the upcoming school year.	7 in attendance;	Follow-up meeting scheduled for 9/6/12

AREA:		
MSP Grant (TEAM Project)		
ACTIVITIES	POPULATION SERVED	COMMENTS
8/20/12 Meeting with Michelle Angle for MSP grant activities and plans for Saturday follow-up sessions and classroom visits	RESA 1 counties	
Completed MSP budget corrections; requested funding extension of one MSP grant award until Dec. 2012 (w/Lynn Baker & was approved)		
Seek control group participants for the MSP project		Names and emails were sent to Edvantia on 9/2/12

AREA:	Instructional Practices Inventory (IPI)	
ACTIVITIES	POPULATION SERVED	COMMENTS
8/9/12 Met with Kelly Stanley (principal @ Mercer Elementary) and principal at Straley Elementary to set up IPI coding	2 principals	Set up IPI overview for Straley and Mercer Elementary for 9/19/12; team of coders will be trained; RESA 1 will assist with first coding & data review.

AREA:	TIS Consortium	
ACTIVITIES	POPULATION SERVED	COMMENTS
8/13/12 Letter submitted to County Superintendents and County Tech Directors about beginning the 2012-2013 TIS Consortium	RESA 1 counties	All previous members are invited to return; include new TISs; WVDE Office of Technology will be participating in workshop sessions (Bodie Fulford, Lori Whitt, and Valerie Wilson)

AREA:	SIG 1 & SIG 2 Schools	
ACTIVITIES	POPULATION SERVED	COMMENTS
8/31/12 Attended SIS webinar	McDowell County Schools	

AREA:	Workshops Conducted	
ACTIVITIES	POPULATION SERVED	COMMENTS
8/2/12 Presented Common Core Overview, Fairmont, WV	WVTIS (80 participants)	Edmodo group set up to provide platform for follow-up conversations and sharing of resources
8/6/12 New Teacher Evaluation Training RESA 1 and WVDE	RESA 1 pilot school teams (88 participants)	RESA 1 Facilitated session; WVDE presented information
8/7-8/9/12 Presented Edmodo and LiveBinder web resources at Mercer County's Geek Week	Mercer County teachers (30 participants)	

AREA:	Additional Activities	
ACTIVITIES	POPULATION SERVED	COMMENTS
8/3/12 Attended New Teacher Evaluation at RESA 5		
8/10/12 Attended Regional Council Meeting		
8/15/12 Attended Simple k-12 Webinars on iPads & apps in the classroom		Sessions will be conducted during RESA TIS trainings
8/16/12 Attended technical assistance webinar for the Race-to-the-top grant	Summers, Monroe, and Fayette County schools	RESA 1 intends to seek this grant funding as a consortia with Summers, Monroe and Fayette Counties.

AREA:	Additional Activities	
ACTIVITIES	POPULATION SERVED	COMMENTS
8/21/12 Meeting with Paige Perkins, Tech Steps	1 participant	Provided Common Core Overview, reviewed resources offered through Tech Steps that support the common core/Next Gen standards, cybersafety component in Tech Steps
8/24/12 Reviewed Race-to-the-top grant and prep for phone conference with partner counties.		
8/27/12 Phone conference to review Race-to-the-top RFP and plan grant writing activities	Summers County, Fayette County, NASA SEMAA (3 in attendance)	In attendance: Dr. Sarah Lee Brown, Mary Lou McCorkle, Dee Taylor; Monroe County has expressed interest in partnering with the grant.
8/27/12 NSF MSP grant writing planning meeting with Paula Wykle and Sandy Sheatsley (Raleigh County)	Raleigh County Schools	Grant is due Dec. 2012; Target is student's with sensory deprivation and enhancing math abilities, teacher preparation, and STEM integration
8/29/12 Meeting with Joetta Basille (interim Superintendent Monroe County Schools)	Monroe County Schools	Follow-up discussion about the teacher leadership group and providing staff development for the county, plans to follow-up with schools about the Next Generation standards, setting up training for the New Counselor evaluation (call has been made to Barb Ashcraft @ WVDE), IPI process at the two Title II schools, and follow-up culture typology with Peterstown Elem.
8/13/12 Prepared follow-up documents from TLI concerning leadership needs for all RESA participants.	All RESAs	Document will be reviewed at next PD directors meeting to develop sustained professional development opportunities for county teacher leaders.

RESA-I STATUS REPORT	
PROGRAM:	Special Education
DATE:	August 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: New RESA 1 Executive Director, Possible Autism Trainings, IPI, CPI (Including Autism component), ADOS Kit availability, Fall Leadership Conference, Book-Study, Pre-K Leadership Academy, Autism Academy Follow-Up
T-1 Conference	All counties of the state	Presented: Common Core Essential Elements- Reading Language Arts, Dynamic Learning Maps- 7 Item Types, Writing PLEPs with the Common Core Essential Elements in Mind
CPI Certification Training-Mercer Co. Administrators	Mercer County Administrators	Conducted Initial Certification Training for Administrators- 13 Participants
Autism Training	Monroe County Special Educators	Conducted Autism Overview and Classroom Strategies training.
Support for Personalized Learning Training	Monroe County Educators	Assisted WVDE with SPL Training for Monroe County Educators

AREA: Leadership and Collaboration		
ACTIVITIES	POPULATION SERVED	COMMENTS
Office of Special Programs monthly staff meeting	WVDE OSP and RESA representatives	Discussed: Book Studies, SPL for Principals, Restraint Documentation Form
State RESA Special Education Directors monthly meeting	State RESA Special Education Directors	Discussed: Budget Application Revisions, Academy Budget Spreadsheets, Medicaid Time Study Compliance Report, Restraint Documentation and Parent Notification Form, OSP Webinars, Birth-to-Three Webinars.
Met with Joetta Basile	Monroe County	Discussed: Future trainings, including Autism CPI, Bus Driver CPI.
Met with Shelly Prince	Raleigh County	Discussed: New teacher mentoring program and NCIPP presentation.
Met with State RESA Directors	All counties of the state	Discussed: Book studies, Pre-K Presentation.
Met with Michelle Moore-RESA 1 Director of Programs	All counties of RESA 1	Discussed: Collaboration with Concord College, IPI.

STATUS REPORT	
PROGRAM:	TECHNOLOGY SERVICES
DATE:	August 2012
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 2240 work orders and assistance requests throughout the service area. The technicians addressed 98 server issues 364 network issues 7 WVEIS issues 14 data circuit issues 141 router issues 1320 workstation issues 296 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.
New Technician Assistance	Monroe county	Assistance with procedures for new technician. Replacements for malfunctioning network equipment, help with trouble shooting major LAN problems etc.
HP Warranty Training	Entire RESA 1 service area	Continuation of training for all RESA 1 technicians to facilitate repairs for 21 st Century Tools for Schools purchases. Several repairs have been completed and we are working the bugs out of the system.

AREA: INFRASTRUCTURE SUPPORT		
ACTIVITIES	POPULATION SERVED	COMMENTS
AEMIS Moodle server	Entire AEMIS service area	New Moodle Server installation and configuration tested this month. Course development in progress.
BTOP Router Installations	Entire RESA 1 service area	Installation requests for new circuits are being completed at the state level for the new BTOP circuits. Several more locations have been reported as ready to order by the vendor responsible for installing the fiber to the various sites.

AREA: PERSONNEL		
ACTIVITIES	POPULATION SERVED	COMMENTS
Reassignment of technician	Entire RESA 1 service area	Discussions with state director for part time reassignment of technician to Adult Education support.
Technician accountability.	Entire RESA 1 service area	Continued improved tracking and verification procedures for timesheet, personal day, and travel related issues

AREA: Special Projects		
ACTIVITIES	POPULATION SERVED	COMMENTS
Technician Training Events	Entire RESA 1 service area	Several RESA 1 technicians attended the WV Virtual Technology Conference, where they were able to gain insight into the new technologies that are being introduced to the educational community.
YouTube proxy	Entire RESA 1 service area	Reconfigured equipment and worked with county contacts to implement changes for the new state YouTube proxy with Webtop authentication.
Technician training	Entire RESA 1 service area	Purchased updated training software and installed on a laptop that is available for checkout on request for basic IT certifications, added some additional information this month.
Wyoming Network Issues	Wyoming County	Assist with troubleshooting overloaded processor in networking equipment. Evaluated spare when installed, no change to processor usage. Working with state technician to resolve issues.
Prepare to Host VM Sphere Training	Entire RESA 1 service area	Discussion with counties and vendor to provide computer lab for advanced training in VMWare.
New accommodations for technicians	Mercer and McDowell counties	These counties have procured additional space and resources for the RESA 1 technicians assigned to them.

RESA-I STATUS REPORT	
PROGRAM:	WVEIS
DATE:	August 2012
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 student schedules, teacher rosters and school rolodex cards for various Raleigh County Schools. Printed student Profile Sheets for all schools in Raleigh County. Printed mailing labels for Ann Sammons for Woodrow Wilson 9 th Grade students.
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 2012-2013 School Year.	MCDOWELL	Conducted training session at McDowell County Vo-Tech for all school administrators for New Discipline Module on WVEIS WOW.
Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Set up all teachers for access to WVEIS WOW.	RALEIGH	Worked with High Schools and Middle Schools on scheduling for 2012-2013 school year. Conducted training session at Bradley Elementary with Administrators and Teachers on the new Discipline Module on WVEIS WOW. Trained Mabscott Elementary School Secretary on WVEIS WOW
Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Set up all teachers for access to WVEIS WOW.	MONROE	

AREA: WVEIS cont.		
ACTIVITIES	POPULATION SERVED	COMMENTS
Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Set up all teachers for access to WVEIS WOW.	SUMMERS	Conducted training session at Hinton Area and Summers County High School with Administrators and Teachers on the new Discipline Module on WVEIS WOW.
Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Set up all teachers for access to WVEIS WOW.	WYOMING	
Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year.	MERCER	

RESA-I STATUS REPORT	
PROGRAM:	WV WORKS ASSESSMENT SPECIALIST
DATE:	August 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.	WVDE	