

| RESA-I STATUS REPORT | |
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| PROGRAM: | ADULT BASIC EDUCATION & SPOKES |
| DATE: | December 2012 |
| STAFF: | SHAWN COOK |
| FUNDING SOURCE: | STATE / FEDERAL |

| AREA: GED | | |
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| 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. Continued CBT testing application for Mercer County. Obtained certification to conduct GED testing in Greenbrier County. Inventoried and archived GED test records. | <p>Braxton, Greenbrier, Mercer, Nicholas, Raleigh, Summers, Webster Counties</p> | <ul style="list-style-type: none"> GED examination administered to 210 examinees year-to-date. |

| AREA: ABE | | |
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| 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. Continued support to new teachers at Wyoming ABE McDowell ABE, Stevens Correctional Center and Snowshoe Career Center (Pocahontas). Facilitated two professional development workshops. Attended mandated state staff meeting, Mercer and Pocahontas partner meetings. | <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. | | |
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| ACTIVITIES | POPULATION SERVED | COMMENTS |
| <ul style="list-style-type: none"> Continued work with Dr. Carrie DeAtley of NRCTC and other partners to develop collaborations increasing transition of ABE students into college. Provided 4 laptops to Webster County ABE. <p>Nancy Shannon:</p> <ul style="list-style-type: none"> Attended Raleigh County recongition of ESL students. | | |

| 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. Looked at possible class sites in Nicholas County. Worked with instructors to review AEMIS reports. <p>Jared Cantrell (McDowell)</p> <ul style="list-style-type: none"> Students participated in CPR/First Aid class West Virginia University Extension Office Tobacco Prevention spoke to students about the dangers of tobacco and provided resources to help quit. Student Appreciation Day was held to reward students for their hard work and determination. Students were provided snacks and refreshments. Instructor, Jarred Cantrell, participated in IPAD training. <p>Melanie Hart (Webster)</p> <ul style="list-style-type: none"> FEMA Certifications 12/11 First Aid and CPR 12/07 <p>Helena Ellis (Raleigh)</p> <ul style="list-style-type: none"> Student recognition/Christmas luncheon with ABE class <p>Tiffanie O'Brien-CDC Raleigh, Fayette, Nicholas</p> | Programs in all counties | <ul style="list-style-type: none"> Under RESA direction 9 full time and 2 part-time Spokes classes conducted. Conducted 22 walk-throughs year to date. |

| AREA: SPOKES cont. | | |
|--|--------------------------|-----------------|
| ACTIVITIES | POPULATION SERVED | COMMENTS |
| <ul style="list-style-type: none"> Dec 19th- Raleigh County students to New River Advanced Technology Center for workshop on Work Ethics Dec 20th -Student incentive Raleigh County | | |

| AREA: RESA | | |
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| ACTIVITIES | POPULATION SERVED | COMMENTS |
| Participated in RESA staff meeting and luncheon. | Participated in RESA staff meeting and luncheon. | Participated in RESA staff meeting and luncheon. |

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

| AREA: EDUCATION AND AWARENESS | | |
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| ACTIVITIES | POPULATION SERVED | COMMENTS |
| 12-5-12 | RESA 1 | Met with Community Connections Staff. Share work plan information. Discussion and planning with each other on substance abuse, teen pregnancy and obesity issues. (5 present) |
| 12-10-12 | RESA 1 | Met with Adolescent Pregnancy Prevention Initiative Coordinator, Brandi Seabolt and Ann Sammons, Regional School Wellness Specialist. Shared work plans, planned on collaborative activities in the region. (3 present) |
| 12-13-12 | McDowell County | Met with the McDowell Family Resource Network. Shared work plan. Offered technical assistance in areas of obesity, substance abuse, injury and death, bullying and depression and teen pregnancy. Offered other resources, as well. (11 present) |
| 12-19-12 | Mercer County | Presented IPI (Instructional Practices Inventory) data review with Mercer County Elementary School. Educated on IPI process. (13 present) |
| 12-20-12 | RESA 1 | Attended the Regional School Wellness Meeting. Educated those present on the role of the AHIC. (21 present) |

| AREA: LEADERSHIP AND COLLABORATION | | |
|---|--------------------------|---|
| ACTIVITIES | POPULATION SERVED | COMMENTS |
| 12-5-12 | RESA 1 | Met with Community Connections Staff. Share work plan information. Discussion and planning with each other on substance abuse, teen pregnancy and obesity issues. (5 present) |

| AREA: LEADERSHIP AND COLLABORATION cont. | | |
|---|--------------------------|--|
| ACTIVITIES | POPULATION SERVED | COMMENTS |
| 12-6-12 | State | Met with the State Adolescent Health Initiative Director and other coordinators in the state. Revisited work plan, train on new evaluation reporting, share projects in each area of the state. Discussed suicide prevention, substance abuse, decreasing obesity, bullying, safety and injury prevention and teen pregnancy (7 present) |
| 12-10-12 | RESA 1 | Met with Adolescent Pregnancy Prevention Initiative Coordinator, Brandi Seabolt and Ann Sammons, Regional School Wellness Specialist. Shared work plans, planned on collaborative activities in the region. (3 present) |
| 12-11-12 | RESA 1 | Received IPI (Instructional Practices Inventory) training in Charleston, WV. |
| 12-13-12 | McDowell County | Met with the McDowell Family Resource Network. Shared work plan. Offered technical assistance in areas of obesity, substance abuse, injury and death, bullying and depression and teen pregnancy. Offered other resources, as well. (11 present) |
| 12-14-12 | RESA 1 | Met with staff of RESA 1. Shared information on programs. |
| 12-20-12 | RESA 1 | Attended the Regional School Wellness Meeting. Educated those present on the role of the AHIC. (21 present) |

| RESA-I STATUS REPORT | |
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| PROGRAM: | COORDINATED SCHOOL PUBLIC HEALTH |
| DATE: | December 2012 |
| STAFF: | Ann Sammons |
| FUNDING SOURCE: | WVDE Office of Healthy Schools |

| AREA: EDUCATION AND AWARENESS | | |
|--|---|---|
| ACTIVITIES | POPULATION SERVED | COMMENTS |
| Participated in Webinar: Moving from Awareness to Action in Bullying Prevention: Training Resources for the Field | | |
| Attended first session of the WV PE and Health Leadership Academy | | Held in Flatwoods. Learning about available resources and programs |
| Attended training on Instructional Practices Inventory | Mercer Monroe McDowell Raleigh Summers Wyoming | Presented by Jerry Valentine Held in Charleston |
| Supplies to designated PE teachers | Raleigh Wyoming McDowell Mercer | To be used to assist Let's Move Schools to increase physical activity during the school day |
| Met with Cybele Behem, State Department of Education | | Provided technical assistance through review of current work plan and budget |

| AREA: LEADERSHIP and COLLABORATION | | |
|--|---|---------------------------------------|
| ACTIVITIES | POPULATION SERVED | COMMENTS |
| Participated in Reconnect McDowell Conference Call | McDowell | Member of the Health Sub-committee |
| Attended and gave report at Wyoming County Wellness Council meeting | Wyoming | |
| Prepared report for Summers County Wellness Council | Summers | Unable to attend meeting |
| Participated in conference call for the WV School-based Health Assembly | Mercer McDowell Monroe Summers Raleigh Wyoming | Member of the Communications Team |

| AREA: LEADERSHIP and COLLABORATION cont. | | |
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| ACTIVITIES | POPULATION SERVED | COMMENTS |
| Attended meeting with members of Community Connections | Mercer Monroe Wyoming Raleigh Summers McDowell | Introducing self and learning resources and programs available on substance abuse, etc. |
| Met with Brandi Seabolt, Adolescent Pregnancy Prevention | Mercer Monroe McDowell Summers Raleigh Wyoming | Introducing self and learning resources and programs available to schools on pregnancy prevention |
| Met with Director of Children's Services and Program Director at FMRS | Raleigh Summers Monroe | Introducing self and learning mental health resources, services and programs available to schools and students/families |
| Met with the President of the WV Association of School Nurses | | Discussion on ways the RSWS can work with school nurses to enhance school health services |
| Met with Early Childhood Coordinator | Raleigh | Discussion on assisting with the completion of the HealthCheck by area health providers for upcoming PreK enrollment |
| Conducted Regional Wellness Council Meeting | Mercer Monroe McDowell Raleigh Summers Wyoming | Presentation on the Common Ground Partnership by: Shelly DeBerry and members of the Military Register-Herald printed a front page story on December 24 th . |
| Collaborated with School Nurse and Kyle Hoffman, USTA Tennis Service Representative | Wyoming | Tennis Workshop to be held at Westside High School for PE Teachers on January 10 th |
| Presented session on IPI Data Review | Mercer | Mercer Elementary |

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

| AREA: MEDICAID BILLING | | |
|-------------------------------|--------------------------|-----------------|
| ACTIVITIES | POPULATION SERVED | COMMENTS |
| Billed Medicaid | McDowell | 51,855.39 |
| | Mercer | 107,987.37 |
| | Monroe | |
| | Raleigh | 108,168.07 |
| | Summers | |
| | Wyoming | 10,931.81 |

| AREA: MEDICAID | | |
|-----------------------|--------------------------|--|
| ACTIVITIES | POPULATION SERVED | COMMENTS |
| Technical Assistance | McDowell | Transmitted billing files and ran remittances. |
| | Mercer | Assisted Mark with questions concerning Medicaid billing, provider enrollment and RMTS. 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. |
| | | Prepared Professional Development / Service Report. |
| Meetings/Training | All Counties | Attended Medicaid Specialist Meeting at RESA-3 |

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

| AREA: FIRE STARTED | | |
|---------------------------|--------------------------|------------------------|
| ACTIVITIES | POPULATION SERVED | COMMENTS |
| Vehicle Rescue | Fayette | Danese fire Department |

| AREA: FIRE COMPLETED | | |
|-----------------------------|--------------------------|--------------------------------|
| ACTIVITIES | POPULATION SERVED | COMMENTS |
| Emergency Vehicle Driving | Greenbrier | Frankford Fire Department (29) |

| AREA: EMS STARTED | | |
|--|--------------------------|-----------------------------------|
| ACTIVITIES | POPULATION SERVED | COMMENTS |
| Basic EMT Recertification | Raleigh | MSHA/Beckley |
| CPR | Braxton | Braxton Health Center |
| CPR | Fayette | Kingston Mining |
| CPR | McDowell | McDowell County Spokes |
| CPR | Summers | Summers County Spokes |
| CPR | Raleigh | Marfrok Coal |
| CPR | Raleigh | Mountaineer Mine |
| CPR | Raleigh | Patriot Coal |
| CPR | Raleigh | Southern Safety |
| CPR | Webster | Webster County Spokes |
| CPR | Wyoming | Upper Laurel Ambulance |
| CPR | Wyoming | Wyoming East High School Students |
| EMT Mining Recertification | Fayette | Kingston Mining |
| EMT Mining Recertification (2 Classes) | Raleigh | Marfork Coal |
| EMT Mining Recertification (2 Classes) | Raleigh | Mountaineer Mine |
| EMT Mining Recertification (2 Classes) | Raleigh | Patriot Coal |
| EMT Mining Recertification | Raleigh | Southern Safety |
| First Aid | Braxton | Braxton Health Center |
| First Aid | McDowell | McDowell County Spokes |
| First Aid | Summers | Summers County Spokes |
| First Aid | Webster | Webster County Spokes |
| First Aid | Wyoming | Upper Laurel Ambulance |

| AREA: EMS COMPLETED | | |
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| ACTIVITIES | POPULATION SERVED | COMMENTS |
| Basic EMT | Pocahontas | Green Bank (27) |
| Basic EMT | Wyoming | Brenton Fire Department (21) |
| Basic EMT Recertification | Raleigh | MAHA/Beckley (12) |
| Basic EMT Recertification | Wyoming | Pineville (12) |
| Basic EMT Recertification Challenge | Pocahontas | Green Bank (10) |
| Basic EMT Recertification Challenge | Raleigh | MSHA/Beckley (49) |
| CPR | Braxton | Braxton Health Center (5) |
| CPR | Fayette | Kingston Mining (15) |
| CPR | McDowell | McDowell County Spokes (11) |
| CPR | Pocahontas | Green Bank (27) |
| CPR | Summers | Summers County Spokes (3) |
| CPR (2 Classes) | Raleigh | Marfork Coal (26) |

| AREA: EMS COMPLETED cont. | | |
|--|--------------------------|--|
| ACTIVITIES | POPULATION SERVED | COMMENTS |
| CPR | Raleigh | Mountaineer Mine (24) |
| CPR | Raleigh | Patriot coal (23) |
| CPR (2 Classes) | Raleigh | Southern Safety (53) |
| CPR | Webster | Webster County Spokes (11) |
| CPR | Wyoming | Brenton Fire Department (21) |
| CPR | Wyoming | Upper Laurel Ambulance (2) |
| CPR | Wyoming | Wyoming East High School Students (37) |
| EMT Mining Recertification (2 Classes) | Raleigh | |
| EMT Mining Recertification | Raleigh | Marfork Coal 26) |
| EMT Mining Recertification (2 Classes) | Raleigh | MSHA/Beckley (100) |
| EMT Mining Recertification (2 Classes) | Raleigh | Mountaineer Mine (34) |
| EMT Mining Recertification (2 Classes) | Raleigh | Patriot Coal (46) |
| First Aid | Braxton | Southern Safety (53) |
| First Aid | McDowell | Braxton Health Center (4) |
| First Aid | Summers | McDowell County Spokes (10) |
| First Aid | Webster | Summers County Spokes (3) |
| First Aid | Wyoming | Webster County Spokes (11) |
| | | Upper Laurel Ambulance (2) |

| AREA: | | |
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| ACTIVITIES | POPULATION SERVED | COMMENTS |
| CPR | Fayette | Fayette Board (6) |
| First Aid | Fayette | Fayette Board (6) |

| AREA: | | |
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| MEETINGS | | |
| WV State Fire Commission 12/6 – 7/2012 | RESA 1 Firefighters | Flatwoods, WV |
| Public Service Training Coordinators 12/7/2012 | RESA 1 | Flatwoods, WV |

| ESA-I STATUS REPORT | |
|----------------------------|----------------------------|
| PROGRAM: | Program Development |
| DATE: | December 2012 |
| STAFF: | Michelle Moore |
| FUNDING SOURCE: | State & Federal |

| AREA: Substitute Training Class | | |
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| ACTIVITIES | POPULATION SERVED | COMMENTS |
| 12/4/12 Conducted Fall 2012 Substitute Teacher Training face to face meeting & exam. | All RESA 1 counties (38 participants) | |
| 12/6/12 Make-up Session—Substitute Teacher Training | 4 participants | |

| AREA: SES | | |
|--|---------------------------------|-----------------|
| ACTIVITIES | POPULATION SERVED | COMMENTS |
| November SES documentation, tutor correspondence, and review of student progress conducted | Mercer County and Monroe County | |
| Correspondence with McDowell tutors to adjust student/tutor assignments, paperwork requirements, contracts, and parent notifications | McDowell County | |

| AREA: 21st Century Community Learning Center | | |
|---|--------------------------|---|
| ACTIVITIES | POPULATION SERVED | COMMENTS |
| 12/14/12 Met with Vickie Webb, site coordinator, to review budget spending to date. | BEST CCLC | Problems with line item amounts on the Raleigh County budget; discussed needed transfers with Darrin Butcher to adjust line items; remaining funds and supplement funding to be received after January 1, 2013. Vickie will use supplement funding for contract staff salaries. |

| AREA: Instructional Practices Inventory (IPI) | | |
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| ACTIVITIES | POPULATION SERVED | COMMENTS |
| 12/5/12 IPI Data Review @ Peterstown Elementary School | 14 participants | |

| AREA: TIS Consortium | | |
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| ACTIVITIES | POPULATION SERVED | COMMENTS |
| 12/7/12 Session 2: Resources aligned with the Common Core Standards, Symbaloo, Thingology, Tech Steps with the Common Core, TIS networking session | RESA 1 TIS (18 participants) | Presenters: Bodie Fulford & Lori Whitt (WVDE) and Paige Perkins (TechSteps) |

| AREA: | Workshops Conducted | |
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| ACTIVITIES | POPULATION SERVED | COMMENTS |
| 12/10/12 SAT (Student Assistance Team) training for Mercer County Principals | Mercer Co. (67 participants) | Folder of forms and guidance document provided to participants. |

| AREA: | MSP Grant (TEAM Project) | |
|--|---------------------------------|---|
| ACTIVITIES | POPULATION SERVED | COMMENTS |
| 12/3/12 Phone meeting with Lynn Baker regarding grant award and extension. | | Lynn will reissue award for the \$61,000 that was given this summer but liquidated too early to complete grant activities. Extension award will be sent out in Feb. 2013. |
| 12/11/12 Re-evaluated & adjusted posting for MSP coordinator position. | | Posting closes 12/17/12. This is to be a contracted position. See posting for more information. |
| Next course information provided to MSP participants. Course is part of the grant activities. Participants can take the course for credit or non-credit. | | The Assessment Course will be next instead of the Base Ten Course. This course will prepare participants on utilizing data in their instruction, developing standards based assessments, and project-based learning |

| AREA: | Additional Activities | |
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| ACTIVITIES | POPULATION SERVED | COMMENTS |
| 12/4/12 Met with Dr. Lewis to review my job responsibilities and update her on all of my programs, activities, and upcoming 2013 events. | | Provided chart of programs and activities; notebooks/folders are in the office reflecting these activities. |
| 12/12-12/18 worked on OEPA documentation and organization of materials | | |

| RESA-I STATUS REPORT | |
|-----------------------------|-------------------------------|
| PROGRAM: | Special Education |
| DATE: | December 2012 |
| STAFF: | Robert "Greg" Bartlett |
| FUNDING SOURCE: | State and Federal |

| AREA: Education and Awareness | | |
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| ACTIVITIES | POPULATION SERVED | COMMENTS |
| CPI Key Point Refresher-McDowell County | McDowell County Staff | Conducted CPI Nonviolent Crisis Intervention Key Point Refresher Training- 10 Participants |
| Pre-K ELSF Training | All RESA 1 Counties | Facilitated Pre-K ELSF Training for RESA 1 Pre-K teachers, in collaboration with Rhonda Crowley |
| Pre-K ELS Modules 1 and 2 Training | All RESA 1 Counties | Facilitated Pre-K ELS Training for RESA 1 Pre-K teachers, in collaboration with Rhonda Crowley |
| RESA 1 Special Education Directors Meeting | All RESA 1 Counties | Discussed: TAS Specialist Position, Director of Programs Vacancy, CPI Trainings, Autism Academy Follow-up for Cohort 2, County testing of out-of-state students, Participation Guidelines Document should be taken to IEP meetings, CTC Training, Autism Academy Follow-up for Cohort 1, Math Academy Follow-up |
| CPI Initial Certification Training-Mercer County Bus Drivers | Mercer County Transportation | Conducted CPI Nonviolent Crisis Intervention-Initial Certification, for Mercer County bus drivers- 41 Participants |

| AREA: Leadership and Collaboration | | |
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| ACTIVITIES | POPULATION SERVED | COMMENTS |
| Pre-K Data Management | All counties of RESA 1 | Attended workshop to provide assistance and guidance to Pre-K programs of RESA 1 on Data Entry/Management for Pre-K programs |
| Concord University | All counties of RESA 1 | Met with special education department to determine classroom needs for teacher preparation programs/classes. |
| State RESA Special Education Directors monthly meeting | All counties of RESA 1 | Discussed: WVDE Audit Response, RESA PD Chart, Team Autism/WVACCoP, NCIPP, Pre-K PD Module Trainings, Leadership Academy, CTC Training, OSP Conference Call, Pre-K Teacher of the Year |
| Office of Special Programs monthly staff meeting | WVDE OSP and RESA representatives, all RESA 1 counties | Discussed: SPP/APR Submission Timelines, 2012 WESTEST and APTA results, WVDE Response to WVACEEC Recommendations, ESEA Flexibility Waiver, From Audit to Action, Out-of-State Update, Autism Academy- Year 2, Legislative Session, Transition, Desk Audit, SPL, Common-Core and SWD |
| IPI Training w/ Dr. Jerry Valentine | All Counties of RESA 1 | Attended IPI training presented by Dr. Valentine, as part of requirements to become a certified IPI trainer for RESA 1 |
| IPI Level 2 Training w/ Dr. Jerry Valentine | All Counties of RESA 1 | Attended IPI- Level 2 training to better assist RESA 1 counties in the interpretation of IPI data and improved student engagement |

| STATUS REPORT | |
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| PROGRAM: | TECHNOLOGY SERVICES |
| DATE: | December 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 1503 work orders and assistance requests throughout the service area. The technicians addressed 40 server issues 17 network issues 5 WVEIS issues 1 data circuit issues 13 router issues 1156 workstation issues 271 printer and miscellaneous issues |

| AREA: TRAINING | | |
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| 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. |
| Lenovo Warranty Training | Entire RESA 1 service area | 11 Technicians certified on the new Lenovo Warranty Training, and are authorized to provide warranty services for desktop and laptop products. |
| 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. Technicians are training on the new Windows 8 courseware. |

| AREA: INFRASTRUCTURE SUPPORT | | |
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| ACTIVITIES | POPULATION SERVED | COMMENTS |
| AEMIS Moodle server | Entire AEMIS service area | Course development continues this month. First unit of courseware is active and in use. |

| AREA: INFRASTRUCTURE SUPPORT CONT. | | |
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| ACTIVITIES | POPULATION SERVED | COMMENTS |
| BTOP Router Installations | Entire RESA 1 service area | Installation confirmation audits were performed at some locations this month. Several more locations have been reported as ready to order by the vendor responsible for installing the fiber to the various sites. Requested configuration changes to each router for new filtering engines were completed. |

| AREA: PERSONNEL | | |
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| ACTIVITIES | POPULATION SERVED | COMMENTS |
| Additional technician position | Entire RESA 1 service area | An additional technician position was posted and a candidate selected. Training is being scheduled for next month. |
| Technician accountability. | Entire RESA 1 service area | Continued improved tracking and verification procedures for timesheet, personal day, and travel related issues |

| AREA: Special Projects | | |
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| ACTIVITIES | POPULATION SERVED | COMMENTS |
| Technician Training Events | Entire RESA 1 service area | Plans are being made to send a RESA 1 technician to Moodle training. |
| Technician training | Entire RESA 1 service area | Peer to peer training on several topics was presented at our holiday gathering. |
| Region Wide Network Issues | Entire RESA1 service area | Assist with troubleshooting random intermittent problems with Internet access. State reports equipment replacement. |

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

| AREA: WVEIS | | |
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| 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 | | |
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| 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 for various Raleigh County Schools. Printed failure lists for various Raleigh County Schools and Mercer 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 2012-2013 School Year. Assisted Users with WVEIS 'WOW' Issues. | MCDOWELL | Set up numerous teacher id's and assignments for access to WVEIS WOW. Assisted County Contact with obtaining information for Civil Rights Report. |
| Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Assisted Users with WVEIS 'WOW' Issues. | RALEIGH | Set up numerous teacher id's and assignments for access to WVEIS WOW. Assisted schools with obtaining information for Civil Rights Report. |
| Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Assisted Users with WVEIS 'WOW' Issues. | MONROE | Set up numerous teacher id's and assignments for access to WVEIS WOW. Conducted WVEIS WOW training session in RESA 1 Lab. |
| Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Assisted Users with WVEIS 'WOW' Issues. | SUMMERS | Set up numerous teacher id's and assignments for access to WVEIS WOW. |
| Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Assisted Users with WVEIS 'WOW' Issues. | WYOMING | Set up numerous teachers id's and assignments for access to WVEIS WOW. |

| AREA: WVEIS cont. | | |
|--|--------------------------|---|
| ACTIVITIES | POPULATION SERVED | COMMENTS |
| <p>Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Assisted Users with WVEIS 'WOW' Issues.</p> <p>Susie and Deena participated in one WVEIS Webinar with WVDE, County Contacts and RESA Staff regarding WEB.300R and ADM.210D. Susie and Deena attended the WVEIS Winter Conference held at Embassy Suites (Year-End Financial Meeting and WVEIS County Contacts Meeting).</p> | MERCER | Set up numerous teacher id's and assignments for access to WVEIS WOW. |

| RESA-I STATUS REPORT | |
|-----------------------------|---------------------------------------|
| PROGRAM: | WV WORKS ASSESSMENT SPECIALIST |
| DATE: | December 2012 |
| STAFF: | SAMUEL SMITH |
| FUNDING SOURCE: | FEDERAL |

| AREA: TESTING | | |
|---|------------------------------|--|
| ACTIVITIES | POPULATION SERVED | COMMENTS |
| Boone County Fayette County Greenbrier County Logan County McDowell County Mercer County Mingo County Monroe County Nicholas County Raleigh County Summers County Wyoming County All clients administered the EHI Screen. All clients administered the LNS Screen. | DHHR Clients, WV Works Dept. | 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 counties in timely, efficient manner. Administered Emotional Health Inventory and Learning Needs Screening in all counties. Administered Workkeys Assessment in one county. |

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