

RESA-I STATUS REPORT	
PROGRAM:	ABE TECHNOLOGY COORDINATION
DATE:	February 2012
STAFF:	LOUISE MILLER
FUNDING SOURCE:	STATE / FEDERAL

AREA: ADULT EDUCATION MANAGEMENT INFORMATION SYSTEM (AEMIS)		
ACTIVITIES	POPULATION SERVED	COMMENTS
<p><i>Continued development of "Adult Basic Education Management Information System (AEMIS)"</i></p> <p><i>1. General maintenance of error messages</i></p> <p><i>2. Programming updates for PY '12 sent to Strictly Business</i></p> <p><i>a. Working on new platform</i></p>	<p>WV Adult Basic Education (ABE) Instructors / Administrators Statewide</p>	<p>Contract with <i>Strictly Business</i>, to maintain and continue development</p>
<p>Provide Technical Assistance to WVABE Instructors statewide upon request</p> <p>1. Student Enrollment Deletions</p> <p>2. Student Deletions</p> <p>3. Class Creations</p> <p>4. Misc. Calls / E-mails</p> <p>5. 400A/B Errors</p>	<p>WV Adult Basic Education (ABE) Instructors / Administrators Statewide</p>	
<p>AEMIS FAQ/Requests This Month</p> <p>1. Duplicate Enrollments</p> <p>2. Errors when inputting assessment scores</p> <p>3. Age Errors</p>	<p>WV Adult Basic Education (ABE) Instructors / Administrators Statewide</p>	

AREA: Professional Development Provided		
ACTIVITIES	POPULATION SERVED	COMMENTS
AEMIS Data Entry	RESA 7	RESA 7 ABE Regional Coordinator RESA 7; February 8, 2012
AEMIS4U / AEMIS Data Entry	WVABE Harrison County	Harrison County Vocational School February 9-10, 2012

AREA: Professional Development Attended		
ACTIVITIES	POPULATION SERVED	COMMENTS
None		

AREA: Miscellaneous		
ACTIVITIES	POPULATION SERVED	COMMENTS
ABE Shop Talk	WVABE	Webinar February 2, 2012 2pm - 3pm
Developing an ABE Report Card (On-line class through NRS.org)	WVABE	Webinar February 22, 2012 2:30 - 3:30

RESA-I STATUS REPORT	
PROGRAM:	ADULT BASIC EDUCATION & SPOKES
DATE:	February 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. • Inventoried in 2012 exams, and inventoried out 2011 exams. 	<p>Braxton, Mercer, Nicholas, Raleigh, Summers, Webster Counties</p>	<ul style="list-style-type: none"> • GED examination administered to 310 full and 156 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, budgets and technical assistance to ABE classes. • Facilitated professional development. • Continued to work with Richwood family learning center regarding establishment of distance learning center. Initial classes were held. • Met with Julia Williams of Greenbrier Birth Center to develop partnership MOU. • Worked with Greenbrier ABE director to develop mentorship plan for instructor. • Worked with state professional development coordinator to schedule 3 professional development workshops. 	<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"> • 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. • Attended state staff meeting. 		

AREA: SPOKES		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> • Monitoring • Program administration, including review of student information, leave and budgets. • Pre-service for Spokes Sub instructor. • Worked with Adult Ed Coordinators to revise CDC job description • Verified, coded and processed timesheets for instructors and substitutes. Monitored budgets, prepared requisitions in WEVIS, & coded invoices for payment. • Facilitated staff development. • 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"> • Continued work with GED Curriculum Design Team (Dr. Varner project) in Charleston • Provided telephone technical assistance IC3 in SPOKES classrooms 	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: 42 total for the year.

RESA-I STATUS REPORT	
PROGRAM:	ADOLESCENT HEALTH INITIATIVE
DATE:	February 2012
STAFF:	Celi Van Dyke, Adolescent Health Coordinator
FUNDING SOURCE:	Office of Maternal Child and Family Health

AREA: EDUCATION AND AWARENESS		
ACTIVITIES	POPULATION SERVED	COMMENTS
2/1/12 professional development with 45 Mabscott ES students through Read Aloud	Raleigh	
2/9/12 professional development with 30 Lester ES students through Read Aloud	Raleigh	
2/16/12 professional development with 31 Lester ES students through Read Aloud	Raleigh	
2/18/12 professional development with 7 parents at the NASA/SEMAA Parent Café. Topic: 40 Assets	Region 1	
2/18/12 professional development with 7 parents at the NASA/SEMAA Parent Café. Topic: Zumba Fitness	Region 1	
2/21/12 professional development with 6 New River College students. Topic: Zumba Fitness	Region 1	
2/22/12 professional development with 45 Mabscott ES students through Read Aloud	Raleigh	
2/23/12 Professional development with 4 parents and 5 Coal City faculty. Topic: 40 Assets	Raleigh	
2/22/12 Professional development with 30 Lester ES students through Read Aloud	Raleigh	
2/22/12 Professional development with 40 Beckley Stratton afterschool students. Topic: Zumba fitness	Raleigh	
2/24/12 professional development with 200 Cranberry Prosperity students. Topic: Zumba fitness and 40 Assets	Raleigh	
2/28/12 professional development with 7 New River College students. Topic: Zumba fitness	Region 1	
2/29/12 Professional development with 29 Lester ES students through Read Aloud	Raleigh	

AREA: LEADERSHIP AND COLLABORATION		
ACTIVITIES	POPULATION SERVED	COMMENTS
2/2/12 attended Adolescent Health Initiative Coordinators Meeting	Statewide	
2/6/12 Met with Trap Hill GOT coaches	Raleigh	
2/8/12 participated in Conference Call with Education Alliance/Frontline Project	Raleigh	
2/8/12 Facilitated Summers County Substance Abuse Partnership	Summers	
2/9/12 attended RESA 1 Instructional Practices Inventory Team Collaborative Conversation Overview meeting	Wyoming	
2/14/12 attended Dropout Prevention Leadership Team meeting at Independence Middle School	Raleigh	
2/14/12 attended Wyoming County Family Resource Network meeting	Wyoming	
2/15/12 attended Families and Children First meeting	Mercer	
2/15/12 attended meeting with Girls on the Run fiscal agent ChildLaw Services	Mercer	
2/15/12 attended Unity Hall Community Center planning meeting	Raleigh	
2/16/12 Facilitated YMCA Get Up, Get Active Youth Movement planning meeting	Region 1	
2/16/12 attended Raleigh County Family Resource Network meeting	Raleigh	
2/20/12 attended Unity Hall Community Center planning meeting	Raleigh	
2/22/12 attended Dropout Prevention/Forum planning meeting at United Way of Southern WV	Raleigh	
2/23/12 attended Bullying Awareness workshop planning meeting	Fayette	
2/27/12 attended parent workshop planning meeting at Lester ES	Raleigh	
2/27/12 attended Unity Hall Community Center planning meeting	Raleigh	
2/10/12 Assisted in planning for Project Graduation Fundraiser	Raleigh	

Other: This month I conducted professional development on various topics with 450 youth in Region 1 and 36 adults. Additionally, I was directly involved with 13 different community asset building teams this month. The Beckley Area Foundation and Saucony grant proposal for the YMCA Get Up, Get Active group are still being reviewed.

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

AREA: EDUCATION AND AWARENESS		
ACTIVITIES	POPULATION SERVED	COMMENTS
Attended Chefs-in-the-Schools advisory meeting	Raleigh County	Scheduled remaining high school CITS program and confirmed menus
Attended the Mt. View High School Counseling Advisory Board meeting	McDowell County	
Trained Girls on the Run/Girls on Track coaches for upcoming season	Raleigh County	5 coaches trained
Attended the Prevention without Borders True Colors training	McDowell, Mercer, Monroe, Raleigh, Summers, and Wyoming Counties	Working with counties to provide community-based trainings in each county
Held RESA 1 Policy 4373 training in collaboration with Office of Healthy Schools	McDowell, Mercer, Monroe, Raleigh, Summers, and Wyoming Counties	

AREA: LEADERSHIP and COLLABORATION		
ACTIVITIES	POPULATION SERVED	COMMENTS
Attended County Wellness Council meeting	Wyoming County	First draft of new wellness policy accepted
Attended the Get Up, Get Active Youth Movement planning meeting	Raleigh County	Fundraisers and developing community partnerships
Attended FRN meeting	Raleigh County	
Assisted with IPI at Mt. View High School	McDowell County	Promoted physical activity, Let's Move and wellness as ways to engage students
Presented Let's Move! WV at the School Improvement Leadership Team meeting in Bridgeport for state-wide teams	McDowell, Mercer, Monroe, Raleigh, Summers, and Wyoming Counties	Mailed out additional resource upon request
Attended the CSPHP meeting with WVDE and WVDHHR	McDowell, Mercer, Monroe, Raleigh, Summers, and Wyoming Counties	Highlights from each RESA were shared and discussion of funding for FY13 was convened
Attended the ESMH Advisory Team meeting	Mercer County	Scheduling IPI for Mercer School as part of reporting process for ESMH grant

AREA: LEADERSHIP and COLLABORATION cont.		
ACTIVITIES	POPULATION SERVED	COMMENTS
Attended the RSWS Face-to-Face meeting	McDowell, Mercer, Monroe, Raleigh, Summers, and Wyoming Counties	
Attended TLC meeting	Monroe County	Shared information about programming available through RESA, scheduled all-day training for health and PE teachers

PROGRAM:	MEDICAID
DATE:	FEBRUARY 2012
STAFF:	JAMIE BAILEY
FUNDING SOURCE:	LOCAL / STATE

AREA: MEDICAID BILLING		
ACTIVITIES	POPULATION SERVED	COMMENTS
Billed Medicaid	McDowell	43,727.27
	Mercer	28,603.69
	Monroe	22,751.70
	Raleigh	99,998.89
	Summers	
	Wyoming	14,490.10

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.
Technical Assistance	All Counties	Prepared a Time and Effort Report for Medicaid and Special Education. 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:	February 2012
STAFF:	RICK RICE/SANDY HAWLEY
FUNDING SOURCE:	STATE

AREA: FIRE STARTED		
ACTIVITIES	POPULATION SERVED	COMMENTS
Firefighter 2	Braxton	Gassaway Fire Department
Firefighter 2	Monroe	Linside Fire Department

AREA: FIRE COMPLETED		
ACTIVITIES	POPULATION SERVED	COMMENTS
Firefighter 2	Fayette	Fayetteville Fire Department (17)
Firefighter 2	Nicholas	Summersville Fire Department (21)
Fire Officer 1	Greenbrier	Fairlea Fire Department (16)
Fire Officer 1	Raleigh	Coal City fire Department (16)
Fire Officer 2	Greenbrier	Fairlea Fire Department (16)
Fire Officer 2	Nicholas	Coal City fire Department (16)
Reading Smoke	Greenbrier	Alderson Fire Department (26)

AREA: EMS STARTED		
ACTIVITIES	POPULATION SERVED	COMMENTS
Basic EMT	Raleigh	Jan Care/Beckley
CPR	Braxton	Burnsville Fire Department
CPR	Nicholas	Nicholas Spokes
CPR	Raleigh	Beckley
CPR	Raleigh	Jan Care/Beckley
EMT Mining	Raleigh	Beckley
First Aid	Nicholas	Fola Coal
First Aid	Nicholas	Nicholas Spokes
First Aid	Braxton	Burnsville Fire Department
First responder	Mercer	Pounding Mill Quarry

AREA: EMS COMPLETED		
ACTIVITIES	POPULATION SERVED	COMMENTS
CPR	Braxton	Burnsville Fire Department (10)
CPR	Greenbrier	Lewisburg Fire Department (26)
CPR	Greenbrier	Midland Trail energy (7)
CPR	Nicholas	Nicholas Spokes (6)
First Aid	Nicholas	Fola Coal (104)
First Aid	Nicholas	Nicholas Spokes (6)
First Aid	Braxton	Burnsville Fire Department (13)
First Aid	Greenbrier	Lewisburg Fire Department (26)
First Aid	Greenbrier	Midland Trail energy (7)

AREA: MEETINGS		
ACTIVITIES	POPULATION SERVED	COMMENTS
West Virginia State Fire Commission February 9 – 10, 2012, Barboursville Homeland Security, February 28, 2012 Charleston	WV Firefighters WV EMS	Represent RESA 1 Represent Public Service Training

PROGRAM:	Program Development
DATE:	February 2012
STAFF:	Michelle Moore
FUNDING SOURCE:	State & Federal

AREA: Substitute Training Class		
ACTIVITIES	POPULATION SERVED	COMMENTS
Facilitated Substitute Teacher Training Class, assisted participants on a regular basis, monitored completion of assignments, and offered support. Update county personnel coordinators of participant progress and notification of the next course offering.	RESA 1 Substitute Teacher candidates (90 registered participants)	
2/7/12 Assisted substitute candidate with posting assignments, uploading documents, and replying to peers (1 hour)		
2/7/12 Spoke with Martha Hutchinson at RCBOE to assist with third day Raleigh County Substitute Teacher Training and to discuss participant completion	Raleigh County Schools	
2/25/12 Conducted Substitute Teacher Training, face to face (two sessions)	RESA-1 Counties	
2/29/12 Make-up Substitute Teacher Training	RESA-1 Counties	

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
PPICS webinar with Benitez Jackson (WVDE), Marsha Bailes, and		
2/9/12 Met with Keith Butcher about the additional grant award for CCLC to assist with Action Plan		
2/9/12 Phone conference with Vickie Webb about the additional grant award		Contracted Services money is depleting, informed Vickie to use new grant award for contract staff (first)
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

AREA: SES Tutors		
ACTIVITIES	POPULATION SERVED	COMMENTS
2/4/12 and 2/5/12 Paperwork (all 3 counties) and additional students for Mercer County	McDowell County Schools, Mercer County Schools, and Monroe County Schools	

AREA: SIG 1 & SIG 2 Schools		
ACTIVITIES	POPULATION SERVED	COMMENTS
2/13/12 Attended SSOS meeting in Bridgeport	McDowell County Schools	
2/15/12 IPI Data Review (support) at Mt View HS	Mt. View HS faculty (60)	
2/23/12 Classroom Management Book Study workshop	Mt. View HS faculty (10)	This will be conducted in 3 sessions.
2/27/12 and 2/28/12 River View, Technology Training (follow-Up visit)	River View Teachers and students	Informal teacher observations using technology integrated lessons/tech tools

AREA: Instructional Practices Inventory (IPI)		
ACTIVITIES	POPULATION SERVED	COMMENTS
2/2/12 IPI coding at Mt. View HS (Support school IPI team)	Mt. View students and teachers	
2/7/12 Facilitate scheduling and planning for IPI training of Wyoming County teachers at Road Branch and Berlin McKinney	Wyoming County Schools	Contacted Sally Piepenbrink to schedule training; session scheduled for March 21, 2012 @ Pineville Middle School
2/15/12 IPI coding at Berlin Mckinney	Berlin McKinney students and teachers	
2/16/12 IPI coding at Road Branch	Road Branch students and teachers	
2/21/12 RESA-1 IPI team met to schedule coding/support requests	Raleigh County Schools	
2/29/12 IPI Overview with Sophia Soak Creek Elementary (Raleigh County)	Faculty (17)	RESA-1 will assist school based coders on 3/21/12, RESA-1 will assist with the first data review, 3/27/12

AREA: Miscellaneous		
ACTIVITIES	POPULATION SERVED	COMMENTS
2/1/12 Attended State Staff Development Council meeting at WVCPD		Met with Dixie Billheimer about Professional Development opportunities with teachers, partnering with RESA-1, and setting up sessions for Principal CE credit
2/6/12 Attended RESA PD Director's monthly meeting @ RESA 3		Common Core: presenter, Lou Maynus, WVDE, Summer TLI, WV PD Master Plan

AREA: Miscellaneous cont.		
ACTIVITIES	POPULATION SERVED	COMMENTS
2/22/12 Leadership Series Training	RESA-1 school administrators	Common Core and Policy 4373
2/15/12 IPI Data Review (support) at Mt View HS		
2/15/12 IPI Data Review (support) at Mt View HS	Road Branch faculty and students	IPI data review scheduled for 1/24/12 w/Greg Barlett and Emily Meadows
2/9/12 Attended Regional Council Meeting	RESA-1 Counties	Spoke to the council about preparing for Common Core and request for a group of teachers from each county to come together to gain a deeper understanding of the Next Gen CSOs and PD needs for the end of the year/start of next year.
1/16/12-2/26/12 Participant in Book Study, Readicide, with Valerie Wilson, WVDE and other TISs		
2/9/12 Conference call with County Staff Development Directors	Mercer County Schools, Wyoming County Schools, and Summers County Schools	Discussion about their understanding of Common Core, counties that will implement in the Fall, PD needs for back to school next year, summer TLI, request for a team from each county to meet as a RESA professional development group and prepare for the rollout.
2/10/12 TIS Consortium Meeting, presented by Michelle Moore, Valerie Wilson, Bodie Fulford, and Lori Whitt (WVDE)	RESA-1 Counties	Classroom Management with Technology, Review mentorship project, upcoming Book Study, and Tablet Devices in the Classroom
2/24/12 Attended Gary Martin HS Math training at the Embassy Suites in Charleston	RESA-1 Counties	Preparing for 9 th grade Math I, Common Core
2/27/12 Parent Workshop @ Coal City Elementary: Discipline Your Child	Coal City Elementary Students, Parents, and Teachers (8)	
2/8/12 Met with Keith Butcher		Leadership Series Meeting, Behavior workshop at Mt. View, SES tutoring

RESA-I STATUS REPORT	
PROGRAM:	SPECIAL EDUCATION
DATE:	February 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: Procedural Safeguards, ADOS Kit availability, WVU Autism study, IPI, CPI, Special Education Academies, SPL, County Test Coordinators training, Spring Special Education Directors Leadership Conference, APTA Scoring, T-1 Conference.
RESA 1 IPI Team Meeting	Raleigh and Wyoming Counties	Developed plan of action for overviews and data collection for 6 Raleigh County Schools and future work with Wyoming County, 2 schools.
IPI Data Collection- Berlin McKinney Elementary	Berlin McKinney Elementary- Wyoming County	2 nd coding completed and data inserted into IPI software. With Keith Butcher and Michelle Moore
School Typology and IPI Presentation	Raleigh County Principals	Presented overview of IPI process and School Typology survey. With Keith Butcher

AREA: LEADERSHIP AND COLLABORATION		
ACTIVITIES	POPULATION SERVED	COMMENTS
State RESA Special Education Directors monthly meeting	State RESA Special Education Directors	Discussed: SPL Training, Monitoring update, Academies, APTA scoring update, February professional development, Medicaid Random Moment Time Study, Policy 2419 revisions, Technical assistance for RESA T-1 Readiness Plans.
Office of Special Programs monthly meeting	WVDE OSP staff and RESA representatives	Discussed: Policy 2419 revisions, legislation for Head Trauma and Concussion (SB 340), legislation for Interpreters, Autism Insurance, Medicaid redesign, Transition/Drop-out TA, Monitoring, SPL, New SpEd Directors Leadership Academy, Special Education Leadership Conference, Preschool Assessment, T-1 Conference

AREA: LEADERSHIP AND COLLABORATION CONT.		
ACTIVITIES	POPULATION SERVED	COMMENTS
WV Team Autism Meeting	All counties of the state	Discussed: Insurance legislation for persons with autism, restructuring of Team Autism, its mission and focus. WVU Autism Study.
Autism Academy Face-to-Face Follow-up w/ JoDonna Burgoff	Autism Academy attendees from RESAs 1 and 4	Presentations by county/school attendees on implementation of strategies gained through the academy. Current status and future planning
SSOS Workshop- Bridgeport Conference Center- with McDowell County Schools	McDowell County School Leadership Teams	Discussed: Collaborative Teams, Work Product Share, Student-Focused Schedules, Data-Based Decision Making, and Current Status.
Alternate Performance Task Assessment (APTA) Webinar	All counties of the state	Planned PD for week of APTA scoring, June 10 th -15 th
Classroom Behavior Management PD for Mount View High School (McDowell County)	Invited Mount View faculty members	Session 1: Classroom Rules and Procedures, Classroom Discipline and Consequences. With Michelle Moore

STATUS REPORT	
PROGRAM:	TECHNOLOGY SERVICES
DATE:	February 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 1537 work orders and assistance requests throughout the service area. The technicians addressed 57 server issues 59 network issues 11 WVEIS issues 3 data circuit issues 113 router issues 925 workstation issues 369 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.
Configuration training for new BTOP routers	Entire RESA 1 service area	RESA 1's Technology Coordinator passed on knowledge gained last month on the configuration of special services modules on the Cisco 3945 routers.

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	Began 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	Continuing discussions for statewide RESA technician certification for warranty self maintainers program for HP products.

AREA: INFRASTRUCTURE SUPPORT CONT.		
ACTIVITIES	POPULATION SERVED	COMMENTS
Development of implementation plan for encryption	RESA 1	Research and develop plan for compliance with privacy policy and implementation of encryption. Planning stage with posted policy on comment.

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
SPOKES Upgrades	RESA 1 SPOKES service area	Working with Richwood ABE to develop server and lab suggestions and to schedule assistance with setup.
New email server	Entire RESA 1 service area	Reconfigured all the routers in this RESA to reflect the changes to the access.k12.wv.us email server IP addressing. Reconfigured to include old and new addresses to resolve convergence issue with DNS servers.
Networking Seminar	Entire RESA 1 service area	Working with building automation contractor to develop delivery strategy for requested networking seminar. Requested consideration of assessment before seminar to better provide materials that are at users' current knowledge levels.

RESA-I STATUS REPORT	
PROGRAM:	WVEIS
DATE:	February 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.
Initializing Cartridges and Diskettes	All Counties	Entire system saved monthly. Saves performed at Consolidation Site (RESA III)
Program Updates/Upgrades	All Counties	For use on AS400 for backup. Cartridges are at Consolidation Site (RESA III).
Equipment Failures	RESA-I	All software changes and updates loaded at Consolidation Site (RESA III)
Devices/Configurations	All Counties	None to report.
Phone Communication Failures	All Counties	Devices configured as needed for new installations or problems in all counties.
System Jobs/Tasks	All Counties	GTE failures in Mercer, McDowell, Raleigh. 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 4th Six Weeks Report Cards for Raleigh County Schools. Printed mailing labels, grade verification sheets, student schedule cards and rolodex cards for various 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. Assisted Users with WVEIS 'WOW' Issues.	McDowell	Assisted schools with 2011-2012 Scheduling issues and enrollment issues. Assigned 2013 Menus to various users for Next Year Scheduling.
Set up New Users as requested. Set up new User Assignments for 2011-2012 School Year. Assisted Users with WVEIS 'WOW' Issues.	Raleigh	Assisted schools with 2011-2012 Student Scheduling issues. Assigned 2013 Menus to various users for Next Year Scheduling.
Set up New Users as requested. Set up new User Assignments for 2011-2012 School Year. Assisted Users with WVEIS 'WOW' Issues.	Monroe	Assigned 2013 Menus to various users for Next Year Scheduling.
Set up New Users as requested. Set up new User Assignments for 2011-2012 School Year. Assisted Users with WVEIS 'WOW' Issues.	Summers	Assisted schools with 2011-2012 Scheduling Issues.
Set up New Users as requested. Set up new User Assignments for 2011-2012 School Year. Assisted Users with WVEIS 'WOW' Issues.	Wyoming	Assisted schools with 2011-2012 Scheduling Issues. Assigned 2013 Menus to various users for Next Year Scheduling.

AREA: WVEIS		
ACTIVITIES	POPULATION SERVED	COMMENTS
<p>Set up New Users as requested. Set up new User Assignments for 2011-2012 School Year. Assisted Users with WVEIS 'WOW' Issues.</p> <p>Susie and Deena participated in one WVEIS Staff Conference call.</p>	<p>Mercer</p>	<p>Assisted schools with 2011-2012 Scheduling Issues. Assigned 2013 Menus to various users for Next Year Scheduling.</p>

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

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