

RESA-I STATUS REPORT	
PROGRAM:	ABE TECHNOLOGY COORDINATION
DATE:	July 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. Errors as Reported</i></p>	WV Adult Basic Education (ABE) Instructors / Administrators Statewide	Contract with <i>Strictly Business</i> , to maintain and continue development
<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>6. Duplicate Student Report</p> <p>7. Necessary updates as a result of the new Platform</p> <p>8. Technical Assistance as a result of the new Platform</p>	WV Adult Basic Education (ABE) Instructors / Administrators Statewide	
<p>AEMIS FAQ/Requests This Month</p> <p>1. Technical Assistance as a result of the new Platform</p>	WV Adult Basic Education (ABE) Instructors / Administrators Statewide	

AREA: Professional Development Provided		
ACTIVITIES	POPULATION SERVED	COMMENTS
PY '13 AEMIS Updates	WVABE RESA 8	June 1, 2012

AREA: Professional Development Attended		
ACTIVITIES	POPULATION SERVED	COMMENTS
NRS Regional Meeting	WVABE Statewide	June 13-16, 2012

AREA: Miscellaneous		
ACTIVITIES	POPULATION SERVED	COMMENTS
Meeting with WVABE-TIS	WVABE Statewide	June 21, 2012

RESA-I STATUS REPORT	
PROGRAM:	ADULT BASIC EDUCATION & SPOKES
DATE:	July 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 6600 examinees (406partial 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. • Mentored with ABE instructor in Greenbrier County. • Facilitated and attended Summers and Webster Spokes/ABE graduation. • Completed Strategic Technical Assistance Review for Braxton County. 	<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"> • Attended Pocahontas Partner meeting. • Facilitated move of Raleigh ABE/Spokes programs to more affordable location. • Closing out current fiscal year and planning for 2012-2013. 		<ul style="list-style-type: none"> •

AREA: SPOKES		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> • Facilitated move of Fayette Spokes programs to more affordable location. • Monitoring • Program administration, including review of student information, leave and budgets. • Facilitated Spokes staff meeting. • 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. • Aided in the Raleigh County Classroom move. Worked with Landlord preparing lease. Facilitated installation of utilities, coordinated scheduling of computer technicians and data services connections. <p><u>Susan Leggett (Nicholas Spokes):</u></p> <ul style="list-style-type: none"> • Amanda Parkulo from New River Community and Technical College gave a presentation. • First Aid and CPR class for students (provided by RESA 1) • Class field trip to Russian Orthodox monastery in Wayne County. <p><u>Melanie Hayslette (Webster Spokes):</u></p> <ul style="list-style-type: none"> • Worked with students in mock interview situations. 	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.

AREA: SPOKES cont.		
ACTIVITIES	POPULATION SERVED	COMMENTS
<p><u>Sandra Adkins & Jared Cantrell</u></p> <ul style="list-style-type: none"> • Attended TIS training <p>TIS Welcome Webinar participation</p> <p><u>Sandra Adkins</u></p> <p>Graduation for 2012 GED Graduates - June 5 (also was my wedding anniversary!)</p> <p>Completed STAR Desk Audit</p> <p>Completed WV eLearns Course for TIS - 21st Century Assessment</p> <p>Hosted 3rd Healthy Relationship Workshop (13 participants)</p> <p>Recruiter from New River CTC spoke to class (Amanda Smarr)</p> <p><u>Teresa Godwin/Greenbrier</u></p> <ul style="list-style-type: none"> • Elizabeth Reynolds, WVU Nutrition Outreach Instructor taught a nutrition class one day each week • Ana Lusk, Legal Aid of West Virginia spoke to the class in regard to the services offered through their office. • I regret that I neglected to report the Job Fair this class attended May 16th at the Greenbrier Valley Mall. 		

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

AREA: EDUCATION AND AWARENESS		
ACTIVITIES	POPULATION SERVED	COMMENTS
Developed and held the Wellness in the Elementary Classroom course	McDowell, Mercer, Monroe, Raleigh, Summers, and Wyoming Counties	Each county was represented by the 28 participants who took the PD course offered for \$99 by RESA 1 and CU

AREA: LEADERSHIP and COLLABORATION		
ACTIVITIES	POPULATION SERVED	COMMENTS
Assisted with planning and moderating of Kidstrong Conference	McDowell, Mercer, Monroe, Raleigh, Summers, and Wyoming Counties	Moderator for alternative education track
Attended the Office of Child Nutrition Celebration	Mercer, Monroe, Raleigh, and Wyoming Counties	Served as Raleigh County representative and accepted awards for all 4 of my 6 counties on their behalf
Developed RESA 1 Forget the Chairs pilot program	Mercer, Monroe, and Raleigh Counties	1 classroom in each of these 3 counties will “forget the chairs” and replace them with fitness balls to be used during class for sitting and classroom exercise

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

AREA: MEDICAID BILLING		
ACTIVITIES	POPULATION SERVED	COMMENTS
Billed Medicaid	McDowell	62,448.18
	Mercer	224,200.50
	Monroe	34,449.11
	Raleigh	224,557.39
	Summers	50,802.06
	Wyoming	23,148.83

AREA: MEDICAID		
ACTIVITIES	POPULATION SERVED	COMMENTS
Technical Assistance	McDowell	Transmitted billing files and ran remittances.
	Mercer	Assisted Mark with questions concerning Medicaid billing and provider enrollment. Transmitted billing files and ran remittances.
	Monroe	Transmitted billing files and ran remittances.
	Raleigh	Assisted Joyce Carnes with provider enrollment and billing errors. Transmitted billing files and ran remittances.
	Summers	Assisted Karen Eagle with provider enrollment and billing errors. 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. Attended RESA-I Regional Council Meeting

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

AREA: FIRE STARTED		
ACTIVITIES	POPULATION SERVED	COMMENTS
Emergency Vehicle Driving Fire Officer 1 & 2	Greenbrier Summers	Fairlea Ambulance Service Summers County Fire Departments

AREA: FIRE COMPLETED		
ACTIVITIES	POPULATION SERVED	COMMENTS
Emergency Vehicle Driving Firefighter 1 Firefighter 1 Firefighter 1 Hazardous Materials Awareness Hazardous Materials Awareness Hazardous Materials Operations	Greenbrier McDowell Mercer Nicholas McDowell Nicholas Mercer	Fairlea Ambulance Service (12) McDowell County Firefighters (18) Princeton Fire Department (24) Richwood Fire Department (35) McDowell County Firefighters (18) Richwood Fire Department (35) Princeton Fire Department (27)

AREA: EMS STARTED		
ACTIVITIES	POPULATION SERVED	COMMENTS
CPR CPR CPR (3 Classes) CPR CPR CPR (2 Classes) CPR EMT Mining Recertification (3 Classes) EMT Mining Recertification (2 Classes) First Aid First Aid First Aid First Aid First Aid	Fayette Fayette Nicholas Nicholas Raleigh Raleigh Wyoming Nicholas Raleigh Fayette Fayette Nicholas Raleigh Wyoming	ACE Whitewater Montgomery Fire Department Brooks Run Mining Nicholas Spokes Lester Fire Department Marfork Coal Company Mullens Pool Employees Brooks Run Mining Marfork Coal Company ACE Whitewater Montgomery Fire Department Nicholas Spokes Lester Fire Department Mullens Pool Employees

AREA: EMS COMPLETED		
ACTIVITIES	POPULATION SERVED	COMMENTS
Basic EMT CPR CPR CPR CPR (3 Classes) CPR CPR CPR CPR (2 Classes) CPR	Mercer Fayette Fayette Mercer Nicholas Nicholas Nicholas Raleigh Raleigh Wyoming	Princeton (23) ACE Whitewater (14) Montgomery Fire Department (14) Princeton (23) Brooks Run Mining (31) Nicholas Spokes (9) Richwood Fire Department (35) Lester Fire Department (8) Marfork Coal Company (58) Mullens Pool Employees (6)

AREA: EMS COMPLETED cont.		
ACTIVITIES	POPULATION SERVED	COMMENTS
EMT Mining Recertification(3 Classes) EMT Mining Recertification (2 Classes) First Aid First Aid First Aid First Aid First Aid First Responder	Nicholas Raleigh Fayette Fayette Nicholas Nicholas Raleigh Wyoming Fayette	Brooks Run Mining (31) Marfork Coal Company (58) ACE Whitewater (14) Montgomery Fire Department (14) Nicholas Spokes (12) Richwood Fire Department (35) Lester Fire Department (8) Mullens Pool Employees (6) Mt. Hope Fire Department (20)

AREA: OTHER PUBLIC SERVICE		
ACTIVITIES	POPULATION SERVED	COMMENTS
National Incident Management System (NIMS ICS - 300) National Incident Management System (NIMS ICS - 400)	Raleigh Raleigh	Beckley VA Hospital (11) Beckley VA Hospital (11)

AREA: SCHOOL IN-SERVICE		
ACTIVITIES	POPULATION SERVED	COMMENTS
CPR CPR First Aid First Aid	Mercer Wyoming Mercer Wyoming	New Bus Drivers (12) Service Personnel (60) New Bus Drivers (12) Service Personnel (60)

AREA: MEETINGS		
ACTIVITIES	POPULATION SERVED	COMMENTS
WV office of Emergency Services Public Service training WV State Fire commission	RESA 1 RESA 1 & 4 RESA 1	Represent EMS Represent RESA 1 & 4 Represent Firefighters

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

AREA: 21st Century Community Learning Center		
ACTIVITIES	POPULATION SERVED	COMMENTS
6/18/12 Met with Mike Tabor about the summer CCLC program	Summers County CCLC (summer program)	
End of the Year Reports and documentation	BEST CCLC and Summers County CCLC	
6/1/12 Attended Health Rocks! Workshop in Charleston, WV	21 st CCLC programs	Program will be implemented in the afterschool program during the 2012-2013 school year.
6/15/12 Regional CCLC presentations to WVDE @ RESA 1	21 st CCLC programs	

AREA: Workshops Conducted		
ACTIVITIES	POPULATION SERVED	COMMENTS
6/5/12 Culture Typology at Peterstown Elementary	Peterstown Elementary Teachers/Principal (35 participants)	

AREA: MSP Grant (TEAM Project)		
ACTIVITIES	POPULATION SERVED	COMMENTS
Planning MSP summer institute	RESA 1 counties	
6/27/12 Meeting with Dr. Cheryl Barnes and Michelle Angle for MSP grant activities and finalize plans for summer institute	RESA 1 counties	

AREA: Miscellaneous		
ACTIVITIES	POPULATION SERVED	COMMENTS
6/15/12 Attended PD Directors' meeting @ RESA 1		
6/7/12 Attended State Staff Development Council Meeting @ WVCPD	RESA 1 Counties	
6/14/12 Attended Regional Council Meeting; Presented Exemplary Educators Award		

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

AREA: Education and Awareness		
ACTIVITIES	POPULATION SERVED	COMMENTS
CPI Certification Training-Summers Co. Board Office	Summers County Teachers	Conducted Initial Certification training for classroom teachers
RESA 1 Special Education Directors Meeting	All RESA 1 Counties	Discussed: Out-of-state funding cuts, IPI, CPI (including future autism component), SPL roll-out, Virtual School, APTA scoring, Summer academies, and the T-1 Conference.
Support for Personalized Learning Roll-Out Training- Raleigh County Special Education Office	All RESA 1 Counties	District leadership teams met for initial roll-out training, conducted by Allen Sexton, Susan Beck and Ellen Oderman
Policy 4373 Training- Beckley Convention Center	All RESA 1 Counties	Assisted Emily Meadows with the roll-out training for the new Expected Behaviors in Safe and Supportive Schools policy
CPI Key Point Refresher Training-Raleigh County Special Education Office	Raleigh County Instructional Aides	Conducted Nonviolent Crisis Intervention Refresher training for instructional Aides

AREA: Leadership and Collaboration		
ACTIVITIES	POPULATION SERVED	COMMENTS
State RESA Special Education Directors monthly meeting	State RESA Special Education Directors	Workshop on RESA funding applications
Office of Special Programs monthly staff meeting	WVDE OSP and RESA representatives	Discussed: Virtual School, strategic planning, monitoring findings and Moving beyond compliance toward improvement.
WV Team Autism meeting	All counties of the state	Meeting cancelled
Observation of student behaviors at Summers County Middle School	Student and staff at Summers County Middle School	Conducted observation as part of the information gathering process to determine the least restrictive environment for a student
RESA 1 Regional Council Meeting	RESA 1 counties	Discussed: Support for Personalized Learning (Allen Sexton presenting), WV Educator Evaluation (Dr. Amelia Courts presenting) and RESA Cooperative Purchasing (Keith Butcher presenting)
WV Autism Collaborative Community of Practice meeting	All counties of the state	Meeting cancelled
Personal Evaluation		Discussed the position of Director of Special Education and goal-setting for 2012-2013 fiscal year
National Center to Improve Policy and Practice interview (NCIPP)	All counties of the state	Was interviewed by outside agency on the effectiveness of the guidance being given by the University of Florida on the NCIPP initiative.
WV Accessible Instructional Materials workshop (AIM)	All counties of the state	Participated in workshop to develop professional development for the roll-out of the AIM initiative for the state of WV.
Budget Application for 2012-2013 fiscal year	All counties of the state	Completed budget application for grant implementation for the next fiscal year. Submitted May 25, 2012

STATUS REPORT	
PROGRAM:	TECHNOLOGY SERVICES
DATE:	July 2012
STAFF:	JOHN D. WATSON
FUNDING SOURCE:	STATE / LOCAL

AREA: REPAIR AND INSTALLATION SERVICES		
ACTIVITIES	POPULATION SERVED	COMMENTS
Ten field technicians responding to work orders and assistance requests.	Entire RESA 1 service area	The team of 10 field technicians responded to 673 work orders and assistance requests throughout the service area. The technicians addressed 67 server issues 22 network issues 7 WVEIS issues 1 data circuit issues 20 router issues 486 workstation issues 70 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.
Cymphonix Network Composer	Entire RESA 1 service area	RESA 1 technician working with vendor to optimize installation in Monroe County.
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

AREA: INFRASTRUCTURE SUPPORT		
ACTIVITIES	POPULATION SERVED	COMMENTS
AEMIS server update	Entire AEMIS service area	Discussion with Program Director for the setup of Moodle Server.
RESA 1 Server project	Entire RESA 1 service area	Cleanup from reload. Continue to have some issues from user changes due to recreation of domain during reload.
BTOP Router Installations	Entire RESA 1 service area	Submitted auditable documentation for Federal program. Configuring special service modules in all counties with new BTOP routers. Request service for non functional modules, and assistance for Frontier service area with no routing for addition network addresses.

AREA: INFRASTRUCTURE SUPPORT PERSONNEL CONT.		
ACTIVITIES	POPULATION SERVED	COMMENTS
Warranty support for HP products	Entire RESA 1 service area	Registration in progress. Technician training partially completed.

AREA: PERSONNEL		
ACTIVITIES	POPULATION SERVED	COMMENTS
Monroe Information Technology Systems Technician Posting	Monroe County	Position offer made and accepted. Development of schedule and training.
Termination of technician	Raleigh County	County declined to fund position for RESA assistance next year.
Technician accountability.	Entire RESA 1 service area	Continued improved tracking and verification procedures for timesheet related issues

AREA: Special Projects		
ACTIVITIES	POPULATION SERVED	COMMENTS
Relocation of SPOKES Classes	Fayette and Raleigh Counties	Reassembled reconnected and tested the workstations at the relocated Fayette SPOKES class. Working on the Raleigh class.
Technician Training Events	Entire RESA 1 service area	Information to technical staff on WV virtual technology conference and Techfest.
Bus radio Internet interface	Wyoming County	Worked with county and vendor to determine the optimum connection strategy for bus radio control software.
Technology Coordinator/Directors meeting	Entire RESA 1 service area	Coordinator attended meeting with peers from all other RESAs to develop plan for improvement of delivery and reporting on technology services.
Raleigh Network Issues	Raleigh County	Assist with troubleshooting overloaded processor in networking equipment. Configured spare equipment to insert as a troubleshooting aide.
Bandwidth upgrade	Summers County	Facilitate bandwidth upgrade with vendor, county and state networks. Reconfigure routers for upgrade.

RESA-I STATUS REPORT	
PROGRAM:	WVEIS
DATE:	July 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 mailing labels, grade verification sheets, report cards and transcript labels for all Raleigh County Schools. Printed student custom transcripts for Woodrow Wilson HS. Printed Driver's Ed Certificates for all High Schools.
User Menus	All Counties	Assigned menus to users as required.
EMS, FMS, WHS, HMS, FAS Processing	All Counties	Direct Deposit generated for Mercer County and Raleigh County, transmitted via Internet for Mercer and to BB&T for Raleigh. EMS Retirement submitted electronically for Raleigh County to the Retirement Board. Bank Reconciliation completed for RESA, Raleigh, McDowell, Summers, Mercer, Monroe and Wyoming Counties.

AREA: WVEIS		
ACTIVITIES	POPULATION SERVED	COMMENTS
Set up New Users as requested. Set up new User Assignments for 2011-2013 School Year. Assisted Users with WVEIS 'WOW' Issues. Assisted schools with 10 th Month Reports.	MCDOWELL	Worked with High Schools and Middle Schools on 2012-2013 Scheduling. Conducted scheduling session with Elementary Schools for 2012-2013 Scheduling.
Set up New Users as requested. Set up new User Assignments for 2011-2013 School Year. Assisted Users with WVEIS 'WOW' Issues. Assisted schools with 10 th Month Reports.	RALEIGH	Assigned 2013 Menus to various users for Next Year Scheduling. Worked with Park Middle on next year scheduling. Conducted scheduling session with Elementary Schools for 2012-2013.
Set up New Users as requested. Set up new User Assignments for 2011-2013 School Year. Assisted Users with WVEIS 'WOW' Issues. Assisted schools with 10 th Month Reports.	MONROE	Assigned 2013 Menus to various users for Next Year Scheduling. Worked with James Monroe High School, Mountain View Elem/Middle, Peterstown Elem and Peterstown Middle on next year scheduling.
Set up New Users as requested. Set up new User Assignments for 2011-2013 School Year. Assisted Users with WVEIS 'WOW' Issues. Assisted schools with 10 th Month Reports.	SUMMERS	Assigned 2013 Menus to various users for Next Year Scheduling. Worked with Summers County HS and Summers Middle on next year scheduling.
Set up New Users as requested. Set up new User Assignments for 2011-2013 School Year. Assisted schools with 10 th Month Reports.	WYOMING	Assigned 2013 Menus to various users for Next Year Scheduling. Worked with High Schools on next year scheduling. Conducted scheduling session with Jaeger Elementary and Pineville/Oceana Middle Schools for 2012-2013 Scheduling.

AREA: WVEIS		
ACTIVITIES	POPULATION SERVED	COMMENTS
<p>Set up New Users as requested. Set up new User Assignments for 2011-2013 School Year. Assisted Users with WVEIS 'WOW' Issues. - Assisted schools with 10th Month Reports.</p> <p>Susie attended WVEIS Data Conference at Snowshoe.</p>	MERCER	<p>Assigned 2013 Menus to various users for Next Year Scheduling. Worked with middle schools on next year scheduling. Conducted training session at Mercer Elementary School for 2012-2013 Scheduling.</p>

RESA-I STATUS REPORT	
PROGRAM:	WV WORKS ASSESSMENT SPECIALIST
DATE:	July 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	