

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

AREA: ADULT EDUCATION MANAGEMENT INFORMATION SYSTEM (AEMIS)		
ACTIVITIES	POPULATION SERVED	COMMENTS
Continued development of "Adult Basic Education Management Information System (AEMIS)" 1. General maintenance of error messages 2. Programming updates for PY '12 sent to Strictly Business a. Errors as Reported	WV Adult Basic Education (ABE) Instructors / Administrators Statewide	Contract with Strictly Business, to maintain and continue development
Provide Technical Assistance to WVABE Instructors statewide upon request 1. Student Enrollment Deletions 2. Student Deletions 3. Class Creations 4. Misc. Calls / E-mails 5. 400A/B Errors 6. Duplicate Student Report 7. Necessary updates as a result of the new Platform 8. Technical Assistance as a result of the new Platform	WV Adult Basic Education (ABE) Instructors / Administrators Statewide	
AEMIS FAQ/Requests This Month 1. Technical Assistance as a result of the new Platform	WV Adult Basic Education (ABE) Instructors / Administrators Statewide	

AREA: Professional Development Provided		
ACTIVITIES	POPULATION SERVED	COMMENTS
AEMIS4U	WVABE RESA 8	May 4, 2012

AREA: Professional Development Attended		
ACTIVITIES	POPULATION SERVED	COMMENTS
Going Longitudinal - Building An Adult Education Longitudinal Data System Pre-training Webinar I	WVABE Statewide	May 10, 2012
Going Longitudinal - Building An Adult Education Longitudinal Data System Pre-training Webinar II	WVABE Statewide	May 24, 201

AREA: Miscellaneous		
ACTIVITIES	POPULATION SERVED	COMMENTS
Meeting with State Staff	WVABE Statewide	WVDOE - May 29, 2012

RESA-I STATUS REPORT	
PROGRAM:	ADULT BASIC EDUCATION & SPOKES
DATE:	May 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. 	Braxton, Mercer, Nicholas, Raleigh, Summers, Webster Counties	<ul style="list-style-type: none"> GED examination administered to 620 examinees (390 partial examinees) year-to-date..

AREA: ABE		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> Program administration, including review of student information, leave, budgets and technical assistance to ABE classes. Continued work with Greenbrier ABE director to implement mentorship plan for instructor. 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. Delivered equipment obtained through technology grant. 	CCS, OIEP, Braxton, Greenbrier, Nicholas, Pocahontas, Summers, Webster, Wyoming, Mercer & Braxton.	<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"> Working in partnership with Raleigh ABE to locate more affordable location for ABE/Spokes program. 	Programs in all counties	<ul style="list-style-type: none"> Under RESA direction 9 full time and 2 part-time Spokes classes conducted.

AREA: SPOKES cont.		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> • 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. <p><u>Susan Leggett (Nicholas Spokes):</u></p> <ul style="list-style-type: none"> • Sergeant Dwayne O'Dell of the Army National Guard worked with the class members. <p><u>Melanie Hayslette (Webster Spokes):</u></p> <ul style="list-style-type: none"> • Graduation Recognition for student. • Amanda Parkulo from New River Community and Technical College gave a presentation • Class field trip to Bakers Island, discussed Woodchoppers Festival, vendors, expense, overhead, and profit. • National Missing and Exploited Children's Day-Each student reviewed the MEC website, found an child's story and shared. Went over safety guidelines for children. • Made an Aquarium in the room. Discussed each Ocean Specimen had students research them. Discussed Global Warming and how it's affecting the oceans. <p><u>Sandra Adkins (Braxton Spokes & ABE)</u></p> <ul style="list-style-type: none"> • Attended the GED Curriculum Design Committee Meeting - May 3/4 • Trained 3 teachers in IC3/MOS • Hosted a Healthy Relationship Class in conjunction with THINK/MissionWV • Trained 2 substitute instructors to proctor IC3/MOS • Began eLearns class as one of the requirements for TIS Training 		<ul style="list-style-type: none"> • Conducted walk-throughs: 451 total for the year.

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

AREA: EDUCATION AND AWARENESS		
ACTIVITIES	POPULATION SERVED	COMMENTS
Held the final Chefs-in-the-Schools event	Raleigh County	Woodrow Wilson High School
Planned and facilitated Electronic Health Data training	McDowell, Mercer, Monroe, Raleigh, Summers, and Wyoming Counties	Make-up session was held on May 11
Teamed up with School Climate Specialists to provide WVSSS training for RESA 1 counties	McDowell, Mercer, Monroe, Raleigh, Summers, and Wyoming Counties	104 registered participants; 87 attended
Held 4 th Regional School Wellness Council meeting	McDowell, Mercer, Monroe, Raleigh, Summers, and Wyoming Counties	Kelli Caseman was featured speaker; also gave an immunization update with materials from WV WIN
Delivered playground safety signs to playground grant recipient	Monroe County	

AREA: LEADERSHIP and COLLABORATION		
ACTIVITIES	POPULATION SERVED	COMMENTS
Attended County Wellness Council meeting	Wyoming and Mercer Counties	
Planned and hosted the Regional Substance Abuse Data and Planning team meeting	McDowell, Mercer, Monroe, Raleigh, Summers, and Wyoming Counties	
Participated in the RSWS Conference Call	McDowell, Mercer, Monroe, Raleigh, Summers, and Wyoming Counties	
Attended the Summers County Substance Abuse Prevention Partnership meeting	Summers County	
Attended the ESMH Advisory Team meeting	Mercer County	
Met with Elaine Darling of WV WIN to develop an update to share during RSWC meeting	McDowell, Mercer, Monroe, Raleigh, Summers, and Wyoming Counties	
Presented IPI data to Mercer Elementary School staff	Mercer County	For use with ESMH grant
Attended Stanaford Elementary's Let's Move event	Raleigh County	Recipient of Let's Move grant from RESA 1

RESA-I STATUS REPORT	
PROGRAM:	MEDICAID
DATE:	May 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:	May 2012
STAFF:	RICK RICE/SANDY HAWLEY
FUNDING SOURCE:	STATE

AREA: FIRE STARTED		
ACTIVITIES	POPULATION SERVED	COMMENTS
Driver-Pump Operator Firefighter 2 Fire Officer 1 & 2 On-Line Fire Officer 1 & 2 On-Line Hazardous Materials Awareness Vehicle Rescue Awareness Vehicle Rescue Operations	Fayette Fayette Braxton Fayette Greenbrier Greenbrier Greenbrier	Fayetteville Fire Department Montgomery Fire Department Braxton County Firefighters Fayette County Firefighters Frankford fire Department Williamsburg Fire Department Williamsburg Fire Department

AREA: FIRE COMPLETED		
ACTIVITIES	POPULATION SERVED	COMMENTS
Firefighter 2 Hazardous Materials Awareness Vehicle Rescue Awareness Vehicle Rescue Operations	Summers Greenbrier Greenbrier Greenbrier	Summers County Fire Department (15) Frankford Fire Department (14) Williamsburg Fire Department (20) Williamsburg Fire Department (16)

AREA: EMS STARTED		
ACTIVITIES	POPULATION SERVED	COMMENTS
CPR CPR CPR CPR CPR CPR EMT Mining Recertification EMT Mining Recertification First Aid	Braxton Fayette McDowell Raleigh Raleigh Raleigh Raleigh Raleigh Braxton	RESA 4 Bus Drivers WV National Guard McDowell County 911 Boy Scouts Marfork Coal MSHA/EMTM-R4 Marfork Coal MSHA/EMTM-R4 RESA 4 Bus Drivers

AREA: EMS COMPLETED		
ACTIVITIES	POPULATION SERVED	COMMENTS
CPR CPR CPR CPR CPR CPR CPR CPR EMT Mining EMT Mining Recertification EMT Mining Recertification First Aid First Aid	Braxton Fayette McDowell Mercer Raleigh Raleigh Raleigh Raleigh Raleigh Raleigh Raleigh Braxton Mercer	RESA 4 Bus Drivers 93) WV National Guard (7) McDowell county 911 (11) Princeton Fire Department (26) Boy Scouts (10) MSHA/EMTM (8) Marfork Coal (11) MSHA/EMTM-R4 (12) MSHA/EMTM (8) Marfork Coal (11) MSHA/EMTM-R4 (12) RESA 4 Bus Drivers (4) Princeton Fire Department (26)

AREA: SCHOOL IN-SERVICE		
ACTIVITIES	POPULATION SERVED	COMMENTS
CPR-AED	Wyoming	Baileysville Elementary (83) Huff Consolidated Road Branch
CPR	Nicholas	Summersville Middle School (27)
CPR (2 classes)	Raleigh	Transportation (81)
First Aid	Nicholas	Summersville Middle School (13)
First Aid (2 classes)	Raleigh	Transportation (81)

AREA: MEETINGS		
ACTIVITIES	POPULATION SERVED	COMMENTS
Public Service Training/Office of Emergency Services, 5/8/2012	EMS Students	Discuss Testing
Public Service Training Coordinators 5/10/2012	RESA 1	Quarterly Meeting

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

AREA: Substitute Training Class		
ACTIVITIES	POPULATION SERVED	COMMENTS
5/16/12 Met with a participant for class support	1 student	
5/29/12 Conducted Spring Substitute Teacher Training	RESA 1 Counties (34 participants)	
5/30/12 Conducted Spring Substitute Teacher Training	RESA 1 Counties (1 participants)	

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
5/3/12 Program tour with Rep. Nick Rahall, program sustainability meeting	BEST CCLC (50 participants)	Plan for CCLC field trip to Washington, D.C. next Spring, Rep. Rahall provided link to Fed website that has grant opportunities for afterschool programs & offered his support; planning meeting for fundraiser ideas; received \$500 donation from City National Bank
5/10/12 End of year celebration	BEST CCLC (80 participants)	Parents, students, and the Fayette County CCLC attended activities; NASA SEMAA provided support and activities for the celebration
5/14/12 Met with Dr. Brown and Mike Tabor about the summer CCLC program	Summers County CCLC (summer program)	

AREA: Instructional Practices Inventory (IPI)		
ACTIVITIES	POPULATION SERVED	COMMENTS
5/9/12 IPI Data Review @ Cranberry Prosperity (support)	Raleigh County Schools (20 participants)	

AREA: Workshops Conducted		
ACTIVITIES	POPULATION SERVED	COMMENTS
5/3/12 IPI Overview and WOW (Working on the Work) professional development bookstudy	Mercer County Principal's Association (7 participants)	Principals interested in IPI training and implementation for 2012-2013
5/4/12 TIS Consortium (last session for this year)	RESA 1 counties (13 participants)	Lou Maynus presented math common core overview; group presented their mentor projects

AREA:	SES Tutors	
ACTIVITIES	POPULATION SERVED	COMMENTS
5/7/12 Program updates and monthly paperwork	Monroe County Schools, McDowell County, and Mercer County	

AREA:	MSP Grant (TEAM Project)	
ACTIVITIES	POPULATION SERVED	COMMENTS
Created forms for teacher application to the MSP program, flyers, contact with schools and county offices for teacher recruitment into the project; job posting for part-time coordinator.	RESA 1 counties	

AREA:	Miscellaneous	
ACTIVITIES	POPULATION SERVED	COMMENTS
5/1/12 Attended Advisory Council Meeting for Careers in Education program (ACT)	Raleigh County ACT	Students will have volunteer opportunities to work at the BEST CCLC program in the fall
5/7/12 Attended PD Directors' meeting @ RESA 1		
5/11/12 Online meeting with TRANS-ACT	RESA 1 Counties	TransAct forms are available online, free to WV county school systems; Will follow up with counties about their use of these forms and pd needs.
5/18/12 Attended SPL training	RESA 1 Counties	
5/18/12 Exemplary Educators notified		
5/22/12 Planning meeting with Keith Butcher and Greg Bartlett (School Improvement and Support for 2012-2013)	RESA 1 Counties	
5/22/12 Phone conference with Paula Issel @ Scholastic	RESA 1 WOW participants	Purchase of writing materials: Trait crates
5/24/12 NBPT WV Network meeting		

AREA:	SIG 1 & SIG 2 Schools	
ACTIVITIES	POPULATION SERVED	COMMENTS
5/16/12 School Support meeting for McDowell County @RESA 1	McDowell County Schools	Plan to conduct co-teaching training in August for Inclusion teams; follow up about staffing
5/17/12 Attended SIS meeting in Charleston	McDowell County Schools	

RESA-I STATUS REPORT	
PROGRAM:	Special Education
DATE:	May 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:	May 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. (The totals for this reporting period are very low. One technician is not being funded for next year and has been using accumulated vacation days, one technician left, 2 technicians are out with illness/injury for extended time, and the remaining technicians have been trying to keep up with the workload and are behind in their paperwork)	Entire RESA 1 service area	The team of 11 field technicians responded to 598 work orders and assistance requests throughout the service area. The technicians addressed 47 server issues 29 network issues 6 WVEIS issues 1 data circuit issues 16 router issues 367 workstation issues 132 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 attended vendor training for traffic shaping device.
HP Warranty Training	Entire RESA 1 service area	Start of training for all RESA 1 technicians to facilitate repairs for 21 st Century Tools for Schools purchases

AREA: INFRASTRUCTURE SUPPORT		
ACTIVITIES	POPULATION SERVED	COMMENTS
AEMIS server update	Entire AEMIS service area	Update disaster recovery software and redo backup configurations for new 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	Continuing documentation for Federal program. Configuring special service modules in all counties with new BTOP routers
Warranty support for HP products	Entire RESA 1 service area	Registration in progress. Technician training partially completed to activate authorization.

AREA: PERSONNEL		
ACTIVITIES	POPULATION SERVED	COMMENTS
Monroe Information Technology Systems Technician Posting	Monroe County	Posted a position to replace outgoing technician. Interviewed candidates and working to decide on start date and candidate.

AREA: PERSONNEL CONT.		
ACTIVITIES	POPULATION SERVED	COMMENTS
Technician evaluations	Entire RESA 1 service area	RESA technicians have reviewed their performance records with the Program Coordinator and have strived to create meaningful goals for professional growth and development.
Technician accountability.	Entire RESA 1 service area	Continued improved tracking and verification procedures for timesheet related issues

AREA: Special Projects		
ACTIVITIES	POPULATION SERVED	COMMENTS
New email server	Entire RESA 1 service area	Worked with users to accommodate access to the upgraded email system and assisted with working through the interruptions in the new system.
Technician Training Events	Entire RESA 1 service area	Information to technical staff on WV virtual technology conference and Techfest.
Technology Coordinator/Directors meeting	Entire RESA 1 service area	Planning for future meeting in June and development of agenda.

RESA-I STATUS REPORT	
PROGRAM:	WVEIS
DATE:	May 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 and Deena along with Emily Meadows, participated in Electronic Health Data/iPad Training in RESA 1 Lab. Nurses from Mercer, McDowell, Raleigh, Summers & Wyoming Counties attended.</p> <p>Susie and Deena attended WVEIS Meeting at RESA 3 in Nitro.</p>	MERCER	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.

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