

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>ADULT BASIC EDUCATION &amp; SPOKES</b>
<b>DATE:</b>	<b>November 2012</b>
<b>STAFF:</b>	<b>SHAWN COOK</b>
<b>FUNDING SOURCE:</b>	<b>STATE / FEDERAL</b>

<b>AREA: GED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"> <li>• Administer the GED Exam (Peter Minogue).</li> <li>• Verified diploma obtainment for examinees.</li> <li>• Worked with instructors to update examinee records.</li> <li>• Assisted ABE instructors with registering students for the GED exam.</li> <li>• Initiated invoices to pay counties for GED exams administered.</li> <li>• Verified, coded and processed timesheets for examiners.</li> <li>• Attended GED conference. Nancy facilitated attendance for all RESA examiners.</li> <li>• Continued CBT testing application for Mercer County.</li> <li>• Agreed to assume GED testing for Greenbrier County and began application process.</li> </ul>	<p>Braxton, Greenbrier, Mercer, Nicholas, Raleigh, Summers, Webster Counties</p>	<ul style="list-style-type: none"> <li>• GED examination administered to 140 examinees year-to-date.</li> </ul>

<b>AREA: ABE</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"> <li>• Program administration, including review of student information, leave, budgets and technical assistance to ABE classes.</li> <li>• Verified, coded and processed timesheets for instructors and substitutes. Monitored budgets, prepared requisitions in WEVIS, coded invoices for payment. Reviewed budgets and transaction reports.</li> <li>• Provided support to instructors with purchasing of supplies.</li> <li>• Worked with instructors to review AEMIS.</li> </ul>	<p>CCS, OIEP, Braxton, Greenbrier, Nicholas, Pocahontas, Summers, Webster, Wyoming, Mercer &amp; Braxton.</p>	<ul style="list-style-type: none"> <li>• Under RESA direction 1 full time and three part-time ABE classes conducted.</li> <li>• Provided technical assistance and supervision to identified programs.</li> </ul>

<b>AREA: ABE cont.</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"> <li>Continued support to new teachers at Wyoming ABE McDowell ABE, Stevens Correctional Center and Snowshoe Career Center (Pocahontas).</li> <li>Facilitated two professional development workshops. Carmella Browning (Wyoming)</li> <li>Covered ABE class for Ron Mayhew due to Medical leave</li> <li>Assisted substitute instructor with ABE class</li> <li>Registered students for GED test</li> </ul>		

<b>AREA: SPOKES</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"> <li>Monitoring.</li> <li>Program administration, including review of student information, leave and budgets.</li> <li>Verified, coded and processed timesheets for instructors and substitutes. Monitored budgets, prepared requisitions in WEVIS, &amp; coded invoices for payment.</li> <li>Research cost effective supplies and facilitate purchases for all 12 counties within RESAs 1 &amp; 4.</li> <li>Met with contractor for new class space in Webster.</li> <li>Worked with instructors to review AEMIS reports.</li> <li>Carmella Browning (Wyoming)</li> <li>Met weekly with all new DHHR WV Works Applicants at WV Works Orientation to discuss SPOKES program</li> <li>TABE tested DHHR Applicants that were unable to make monthly</li> <li>testing with Samuel Smith Melanie Hart (Webster)</li> <li>FEMA Certifications</li> <li>New River Community and Technical College Visit</li> <li>Workkeys Testing Helena Ellis (Raleigh)</li> </ul>	Programs in all counties	<ul style="list-style-type: none"> <li>Under RESA direction 9 full time and 2 part-time Spokes classes conducted.</li> <li>Conducted 19 walk-throughs year to date.</li> </ul>

<b>AREA: SPOKES cont.</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"> <li>• Donald Reed, Southern Coalfields Tobacco Prevention Network</li> <li>• Amanda Smarr, New River Community and Technical College (Presented to ABE and SPOKES)</li> </ul> <p>Teresa Godwin (Greenbrier)</p> <ul style="list-style-type: none"> <li>• Participated in the Work Force Veteran's Recognition</li> <li>• WVU Nutrition Extension Represenative Elizabeth Reynolds present two nutrition workshops</li> </ul> <p>Tiffanie O'Brien-CDC Raleigh, Fayette, Nicholas</p> <ul style="list-style-type: none"> <li>• Subbed 3 days</li> <li>• Worked with Helena to complete Career Awareness Lesson Plan</li> <li>• Accompanied Raleigh students to Carter Hall for presentation by WVU-Ext</li> <li>• Planned Speaker event for students at New River Ghent location on Dec 19</li> </ul> <p>Joy Walker</p> <ul style="list-style-type: none"> <li>• Assisted students with PowerPoint/Smartboard presentations in McDowell County</li> <li>• Attended monthly meeting with Summers County DHHR supervisor and caseworkers</li> </ul>		

<b>AREA: RESA</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"> <li>• Participated in annual audit of Spokes programs.</li> </ul>		

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

<b>AREA: EDUCATION AND AWARENESS</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
11-1-12	RESA 1	Developing grant proposal to allow adolescents to develop anti-bullying message and present to others in community and school.
11-5-12	RESA 1	Developing grant proposal to allow adolescents to develop anti-bullying message and present to others in community and school.
11-7-12	RESA 1	Completed and submitted grant proposal to allow adolescents to develop anti-bullying message and present to others in community and school.
11-14-12	Raleigh	Anti bully and internet safety education and awareness presented to 23 students and 2 adults at a Girl Scout meeting.

<b>AREA: LEADERSHIP AND COLLABORATION</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
11-8-12	RESA 1	Join Forces Conference. Adolescent Health Initiative Coordinators presented on collaboration around adolescent accident, injury and death prevention in our regions. Received training and collaborated/networked on adolescent accident, injury and death prevention.
11-16-12	RESA 1	Share information with other RESA staff on AHIC workplan and objectives.

<b>AREA: LEADERSHIP AND COLLABORATION cont.</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
11-29-12	RESA 1	Received training on Suicide Awareness and Prevention from ASPEN staff. Also, shared information with other AHIC and RSWS's and behavioral health representatives on AHIC workplan and objectives. Collaborated to develop ways to support each others similar areas in our work plans.

**Other:** Through collaboration with Monroe Co superintendent and principals and the WV State Police, 520 students at James Monroe High School received anti-bully and internet safety training by State Trooper Kevin Summers. While the AHIC did not do this training, it was coordinated through a need that Monroe County BOE brought to the AHIC, who then coordinated the training with Sergeant Summers.

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>COORDINATED SCHOOL PUBLIC HEALTH</b>
<b>DATE:</b>	<b>November 2012</b>
<b>STAFF:</b>	<b>Ann Sammons</b>
<b>FUNDING SOURCE:</b>	<b>WVDE Office of Healthy Schools</b>

<b>AREA: EDUCATION AND AWARENESS</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Participated in the WebEx on Student Musculoskeletal Injuries provided by the Office of Healthy Schools		
Presented the “It Does Matter” campaign to the Summers County Principals	Summers County	
Participated in the Webinar presented by the National Association of School Nurses on “The Role of the School Nurse in Wellness Policy”		
Presented the “It Does Matter” campaign to the Wyoming County Principals	Wyoming County	
Visited Pineville Elementary in Wyoming County	Pineville Elementary	Delivered an XBOX to PE teacher, Becky Grogg
Presented the “It Does Matter” campaign to the Mercer County Principals	Mercer County	
Attended the RESA Staff Meeting		
Attended the RESA Advisory Council Meeting		
Attended the Education Partnership Development through Grant Writing Workshop		

<b>AREA: LEADERSHIP and COLLABORATION</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Attended the WV Oral Health Conference		Met and talked with Dr. Dice, Dentist in McDowell County about school-based dental health services
Visited Peterstown Elementary in Monroe	Peterstown Elementary	Delivered an XBOX to PE teacher, Erica Smith and discussed physical activity and needs. Observed students using the Fit Balls in the 4 <sup>th</sup> grade class.

<b>AREA: LEADERSHIP and COLLABORATION cont.</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Visited the Monroe School-based Health Wellness Center	Peterstown Elementary and Middle Schools	Talked with the clinic nurse about the clinic services and student needs.
Visited the Monroe County Board of Education Office and met with the Monroe County School Nurse	Monroe County	Discussed student health needs and the It Does Matter campaign.
Attended the WV Violence and Injury Prevention Conference		This was an excellent conference and gave me the opportunity to meet others who will be great resources
Participated in the Wyoming County Family Resource Network meeting	Wyoming County	
Participated in the Raleigh County Wellness Council meeting	Raleigh County	Gave a RESA report
Visited McDowell County Board of Education and met with the Assistant Superintendent	McDowell	Discussed student health needs and the county wellness council
Met with the Marketing Director at Raleigh General Hospital	Southern WV	Presented the “It Does Matter” campaign and discussed ways to collaborate in the anti-bullying efforts
Visited Stanaford Elementary in Raleigh	Stanaford Elementary	Follow-up with teacher using Fit Balls with kindergarten students
Met with the Area Coordinator for the WV CARDIAC Project	WV	Discussed ways the CARDIAC Project could assist with staff training opportunities
Participated in the Face-to-Face Workshops for Regional School Wellness Specialists		
Participated in the Suicide Prevention Training (Jason Flatt Act) provided by ASPEN		
Attended the Coordinated School-Public Health Partnership Meeting		

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>MEDICAID</b>
<b>DATE:</b>	<b>November 2012</b>
<b>STAFF:</b>	<b>JAMIE BAILEY</b>
<b>FUNDING SOURCE:</b>	<b>LOCAL / STATE</b>

<b>AREA: MEDICAID BILLING</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Billed Medicaid	McDowell	140,535.23
	Mercer	150,017.18
	Monroe	33,734.39
	Raleigh	217,372.40
	Summers	10,429.50
	Wyoming	12,809.77

<b>AREA: MEDICAID</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Technical Assistance	McDowell	Assisted Drema with Medicaid billing errors. 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	Assisted Beverly Winter with questions concerning RMTS. Transmitted billing files and ran remittances.
	Summers	Transmitted billing files and ran remittances.
	Wyoming	Assisted Terry Thorn with questions concerning IEPs. Transmitted billing files and ran remittances.

<b>AREA: MEDICAID</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Technical Assistance	All Counties	Prepared Reimbursement and Transmittal Reports for all six counties.
Meetings/Training		Prepared Professional Development / Service Report.



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

<b>AREA: FIRE STARTED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Emergency Vehicle Operators Course	Greenbrier	Frankford Fire Department
Emergency Vehicle Operators Course	Raleigh	Trap Hill Fire Department

<b>AREA: FIRE COMPLETED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Emergency Vehicle Driving Firefighter 2 Truck Company Operations	Nicholas Fayette Nicholas	Richwood Fire Department (28) Fayette County Firefighters (21) Richwood Fire Department (24)

<b>AREA: EMS STARTED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
CPR	Fayette	Republic Energy
CPR	McDowell	Brooks Run Coal Company South
CPR	Nicholas	Brooks Run Coal Company North
CPR	Nicholas	Summersville Area
CPR	Raleigh	MHSA/Beckley
CPR	Raleigh	Marfork Coal
CPR	Raleigh	Mountaineer Mine
CPR	Raleigh	Patriot Coal
CPR (2 Classes)	Raleigh	Progress Coal
CPR	Raleigh	Southern Safety
CPR	Raleigh	Women's Resource Center
CPR	Wyoming	Brooks Run Coal South
EMT Mining Recertification	Fayette	Republic energy
EMT Mining Recertification	McDowell	Brooks Run Coal Company South
EMT Mining Recertification	Nicholas	Brooks Run Coal Company North
EMT Mining Recertification	Nicholas	Summersville Area
EMT Mining Recertification	Raleigh	MHSA/Beckley
EMT Mining Recertification	Raleigh	Marfork Coal
EMT Mining Recertification	Raleigh	Mountaineer Mine
EMT Mining Recertification	Raleigh	Patriot Coal
EMT Mining Recertification (2 Classes)	Raleigh	Progress Coal
EMT Mining Recertification	Raleigh	Southern Safety
EMT Mining Recertification	Wyoming	Brooks Run Coal South
EMT Mining Recertification	Raleigh	Women's Resource Center
First Aid		

<b>AREA: EMS COMPLETED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
CPR	Fayette	Republic Energy (7))
CPR	McDowell	Brooks Run Coal (25)
CPR	McDowell	McDowell County Spokes (6)
CPR	Nicholas	Brooks Run Coal Company North
CPR	Nicholas	(18)
CPR	Pocahontas	Summersville (30)
CPR	Raleigh	NARO (3)
CPR	Raleigh	Marfork Coal (17)
CPR	Raleigh	MHSA/Beckley (27)
CPR	Raleigh	Mountaineer Mine (26)
CPR (2 Classes)	Raleigh	Patriot Coal (13)
CPR	Raleigh	Progress Coal (10)
CPR	Raleigh	Southern Safety (25)
CPR	Summers	Women's Resource Center (4)
CPR	Wyoming	Summers County Spokes (9)
EMT Mining Recertification	Fayette	Brooks Run Mining (16)
EMT Mining Recertification	McDowell	Republic Energy (7)
EMT Mining Recertification	Nicholas	Brooks Run Coal (25)
EMT Mining Recertification	Nicholas	Brooks Run Coal Company North
EMT Mining Recertification	Raleigh	(18)
EMT Mining Recertification	Raleigh	Summersville (30)
EMT Mining recertification	Raleigh	Marfork Coal (17)
EMT Mining Recertification	Raleigh	MHSA/Beckley (27)
EMT Mining Recertification (2	Raleigh	Mountaineer Mine (26)
Classes)	Raleigh	Patriot Cola (13)
EMT Mining Recertification	Wyoming	Progress Coal (10)
EMT Mining Recertification	McDowell	Southern Safety (25)
First Aid	Pocahontas	Brooks Run Mining (16)
First Aid	Raleigh	McDowell Spokes (6)
First Aid	Summers	NARO (2)
First Aid		Women's Resource Center (4)
		Summers County Spokes (9)

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Special Education</b>
<b>DATE:</b>	<b>November 2012</b>
<b>STAFF:</b>	<b>Robert "Greg" Bartlett</b>
<b>FUNDING SOURCE:</b>	<b>State and Federal</b>

<b>AREA: Education and Awareness</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
CPI Initial Certification Training-McDowell County	McDowell County Staff	Conducted CPI Nonviolent Crisis Intervention Training- Initial Certification- 19 Participants
IPI Data Review- Berlin McKinney Elementary	Berlin McKinney Staff	Presented IPI Data Review and assisted in creating school goals for next data collection.
SPL Scheduling- High School	High School Principals- RESA 1	Facilitated SPL Training for RESA 1 High School Principals in collaboration with Dr. Christi Chambers-WVDE
RESA 1 Special Education Directors Meeting	All RESA 1 Counties	Discussed: Autism Training, CCEE Training, Procedural Safeguards, Dyslexia Checklist Book, CPI Trainings, Medicaid Billing. Presentations by TeachTown and School for the Deaf and Blind.
Common Core Essential Elements Workshop	All RESA 1 Counties	Facilitated Common Core Essential Elements Training for RESA 1 Teachers of the 1%, in collaboration with Melissa Gholson and Annette Carey.
Medicaid Billing Updates	All RESA 1 Counties	Conference Call with RESA 1 Special Education Directors and Vickie Mohnacky-WVDE, to discuss Medicaid Billing Updates and impact on reimbursements.

<b>AREA: Leadership and Collaboration</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Concord University	All counties of RESA 1	Met with special education department of Concord University to begin a partnership with RESA 1 to impact teacher preparation.
IPI Data Collection- Mercer Elementary	Mercer Elementary Staff	Conducted initial IPI data collection to establish baseline/starting point for Mercer Elementary in-house coders.
IPI Data Collection- Peterstown Elementary	Peterstown Elementary Staff	Conducted initial IPI data collection to establish baseline/starting point for Peterstown Elementary in-house coders.
IPI Data Collection- Peterstown Middle	Peterstown Middle Staff	Conducted initial IPI data collection to establish baseline/starting point for Peterstown Middle in-house coders.
RESA 1 Staff Meeting	RESA 1 Staff	Discussed: Program Updates, Evaluation Form, RESA Table Tents, RESA Brochure, PD Form, Future Trainings, Christmas Luncheon.

<b>AREA: Leadership and Collaboration cont.</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Dynamic Learning Maps Boardmaker Workshop	All Counties of the State	Workshop to develop Boardmaker-based units for presentation at APTA Scoring PD and Summer Special Education Teacher Academy.

<b>STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>TECHNOLOGY SERVICES</b>
<b>DATE:</b>	<b>November 2012</b>
<b>STAFF:</b>	<b>JOHN D. WATSON</b>
<b>FUNDING SOURCE:</b>	<b>STATE / LOCAL</b>

<b>AREA: REPAIR AND INSTALLATION SERVICES</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Eleven field technicians responding to work orders and assistance requests.	Entire RESA 1 service area	The team of 11 field technicians responded to 590 work orders and assistance requests throughout the service area. The technicians addressed 56 server issues 20 network issues 8 WVEIS issues 18 data circuit issues 25 router issues 261 workstation issues 202 printer and miscellaneous issues

<b>AREA: TRAINING</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
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.
Network Support training	Entire RESA 1 service area	5 RESA 1 technicians were in attendance at the State sponsored Network Strategies and Design Workshop in Bridgeport.
HP Warranty Training	Entire RESA 1 service area	Continuation of training for all RESA 1 technicians to facilitate repairs for 21 <sup>st</sup> Century Tools for Schools purchases. A new Windows 8 training was announced this month.

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

<b>AREA: PERSONNEL</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Additional technician position	Entire RESA 1 service area	An additional technician position is being posted, but only for the remainder of the fiscal year.
Technician accountability.	Entire RESA 1 service area	Continued improved tracking and verification procedures for timesheet, personal day, and travel related issues

<b>AREA: Special Projects</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Technician Training Events	Entire RESA 1 service area	Plans are being made to send a RESA 1 technician to Moodle training.
AEMIS Server support	State ABE programs	Server required repartitioning of Raid array to reallocate space for the updates to the operating system.
Technician training	Entire RESA 1 service area	Lenovo announced an updated certification program for all warranty self maintainers. We are scheduling training and testing for the near future for this recertification.
Region Wide Network Issues	Entire RESA1 service area	Assist with troubleshooting random intermittent problems with Internet access. Counties are reporting problems several times a day, almost every day.
Summers Network Configuration	Summers County	Removed services for routers and assisted county technician with transfer to local servers. Reconfigured network equipment for vendor access to facilitate equipment upgrades and moves.

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>WVEIS</b>
<b>DATE:</b>	<b>November 2012</b>
<b>STAFF:</b>	<b>DEENA TYREE / SUSIE HANDY</b>
<b>FUNDING SOURCE:</b>	<b>STATE</b>

<b>AREA: WVEIS</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
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.**

<b>AREA: USER/PHONE SUPPORT</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
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.**

<b>AREA: IN-HOUSE DATA PROCESSING</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
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, student schedule cards and rolodex cards for various Raleigh County Schools. Printed Second Six Weeks Report Cards for all Raleigh County Schools. Printed failure lists and honor roll lists 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.

<b>AREA: WVEIS</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
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.
Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Assisted Users with WVEIS 'WOW' Issues.	RALEIGH	Worked with Mary Ann Foster on issues with Blackboard Connect. Assisted with Data Collection for Civil Rights Reports.
Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Assisted Users with WVEIS 'WOW' Issues.	MONROE	Worked with Karen Gore on issues with Educator Evaluation System on WOW. Assisted with Data Collection for Civil Rights Reports.
Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Assisted Users with WVEIS 'WOW' Issues.	SUMMERS	Worked with Sarah Brown on issues with Educator Evaluation System on WOW. Assisted with Data Collection for Civil Rights Reports.
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. Assisted with Data Collection for Civil Rights Reports.



<b>AREA: WVEIS cont.</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<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 Conference call with WVDE, County Contacts and RESA Staff regarding setup for Counselors for National Transcript Center. Participated in one WVEIS Staff Conference call regarding Superintendent issue and CRDC Queries.</p>	MERCER	<p>Worked with Libby Privette on issues with Educator Evaluation System on WOW. Assisted with Data Collection for Civil Rights Reports.</p>

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>WV WORKS ASSESSMENT SPECIALIST</b>
<b>DATE:</b>	<b>November 2012</b>
<b>STAFF:</b>	<b>SAMUEL SMITH</b>
<b>FUNDING SOURCE:</b>	<b>FEDERAL</b>

<b>AREA: TESTING</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
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.

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