

RESA-I STATUS REPORT	
PROGRAM:	ABE TECHNOLOGY COORDINATION
DATE:	February 2013
STAFF:	LOUISE MILLER
FUNDING SOURCE:	STATE / FEDERAL

AREA: ADULT EDUCATION MANAGEMENT INFORMATION SYSTEM (AEMIS)		
ACTIVITIES	POPULATION SERVED	COMMENTS
<i>Continued development of "Adult Basic Education Management Information System (AEMIS)"</i> 1. General maintenance of error messages	WV Adult Basic Education (ABE) Instructors / Administrators Statewide	Contract with <i>Strictly Business</i> , to maintain and continue development
Provide Technical Assistance to WVABE Instructors statewide upon request 1. Student Enrollment Deletions 2. Student Deletions 3. Class Deletions 4. Misc. Calls / E-mails 5. Duplicate Students 6. Class Creations 7. Duplicate SSNs	WV Adult Basic Education (ABE) Instructors / Administrators Statewide	

AREA: Professional Development Provided		
ACTIVITIES	POPULATION SERVED	COMMENTS
NRS4U Online Class	WVABE Statewide	14 Completers

AREA: Professional Development Attended		
ACTIVITIES	POPULATION SERVED	COMMENTS
None		

AREA: Miscellaneous		
ACTIVITIES	POPULATION SERVED	COMMENTS
Compiled Statewide STAR and Desktop Audit Recommendations <ul style="list-style-type: none"> Reviewed Grantee Statistics (Table 4 and 5) Statewide for PY' 12 	WVABE Statewide	Per request of Barry Kelly, WVABE Assistant Director
Statewide "ABE Grantee Performance Result" programmed for RFP process	WVABE Statewide	Per request of Barry Kelly, WVABE Assistant Director

RESA-I STATUS REPORT	
PROGRAM:	ADULT BASIC EDUCATION & SPOKES
DATE:	February 2013
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. • Continued CBT testing application for Mercer County. 	<p>Braxton, Greenbrier, Mercer, Nicholas, Raleigh, Summers, Webster Counties</p>	<p>GED examination administered to 598 examinees fiscal year-to-date.</p>

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 and ABE directors (Greenbrier) to review AEMIS. • Continued support to new teachers at Wyoming ABE McDowell ABE, Stevens Correctional Center and Snowshoe Career Center (Pocahontas). • Continued work with Dr. Carrie DeAtley of NRCTC and partners to develop collaborations increasing transition of ABE students into college. • Provided 1 printer to Raleigh County ABE: Pettus Center. 	<p>CCS, OIEP, Braxton, Greenbrier, Nicholas, Pocahontas, Summers, Webster, Wyoming, Mercer & Braxton.</p>	<p>Under RESA direction 1 full time and three part-time ABE classes conducted.</p> <p>Provided technical assistance and supervision to identified programs.</p>

AREA: ABE cont.		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> • Participated in two day state ABE staff meeting. • Compiled and submitted Star Review of MOCC Adult Learning Center. • Provided 4 computers to MOC (Wyoming) ABE program. • Input AEMIS for Pocahontas programs. • Worked with McDowell ABE teacher to resolve certification issues. 		

AREA: SPOKES		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> • Monitoring. • Program administration, including review of student information, leave and budgets. • Verified, coded and processed timesheets for instructors and substitutes. Monitored budgets, prepared requisitions in WEVIS, & coded invoices for payment. • Research cost effective supplies and facilitate purchases for all 12 counties within RESAs 1 & 4. • Conducted observations as part of evaluation process. • Worked with instructors to review AEMIS reports. • Provided a printer to McDowell Spokes. • Strategic planning meeting with Wyoming DHHR. <p>Sandra Adkins (Braxton)</p> <ul style="list-style-type: none"> • 7 students passed GED • Visited Greenbrier SPOKES to assist teacher with technology • Participated in meeting with state ABE Professional Development Coordinator to review new core development • Participated in 2-day ABE Curriculum Design meeting at Glade Creek • Participated in 1 1/2 hour webinar on Aztec Software as part of Evaluation Team <p>Vanessa Clay & Rachel Garringer (Pocahontas)</p>	<p>Programs in all counties</p>	<p>Under RESA direction 9 full time and 2 part-time Spokes classes conducted.</p> <p>Conducted 44 walk-throughs year to date.</p>

AREA: SPOKES cont.		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> • Attended the SMARTBoard Training. Will redeliver this training to Spokes staff at summer staff meeting. • Conducted an open OPT session. <p>Helena Ellis (Raleigh)</p> <ul style="list-style-type: none"> • 1 & 5 How to Avoid Marrying a Jerk Terrill Pack, WV Extension Service • Attended the SMARTBoard Training. Will redeliver this training to Spokes staff at summer staff meeting. <p>Melanie Hayslette (Webster)</p> <ul style="list-style-type: none"> • 13: Classroom Woodforest Certifications • 28: Classroom FEMA Certifications <p>Susan Leggett (Nicholas)</p> <ul style="list-style-type: none"> • Students completed a CPR & First Aid class presented by Larry Freeman on February 22. • 14: Lauren Weatherford presented Strong Families Eat Together. • 7: Student incentive social for ABE/Spokes by Family Learning Center. • 22: Larry Freeland - CPR & First Aid • 6 people became certified in Customer Service • 6 people obtained jobs • 2 students passed their GED <p>Tiffanie OBrien</p> <ul style="list-style-type: none"> • 4: Hosted Recruiter from New River Comm. & Tech College • 21: Hosted hiring event at Fayette SPOKES for SGS and employer conducted live mock interviews with students <p>Joy Walker</p> <ul style="list-style-type: none"> • Coordinated with Rick Rice at RESA One the CPR/1st Aid class for McDowell County SPOKES – Jeff Green, Instructor. Students that completed the class earned a two-year certificate. • WVU Extension Office Nutrition Specialist Desirae Williams shared with the McDowell County SPOKES program healthy eating habits and helps participants stretch their food dollars, plan menus and learn how to read food labels 		

AREA: SPOKES cont.		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> Coordinated with Rick Rice at RESA One the CPR/1st Aid class for McDowell County SPOKES – Jeff Green, Instructor. Students that completed the class earned a two-year certificate. Coordinated and hosted a presentation by New River Community College for our Wyoming County SPOKES Program and the Wyoming County GED Program students. Amanda Smarr, Student Recruiter, discussed The Accelerated Programs. 		

AREA: RESA		
ACTIVITIES	POPULATION SERVED	COMMENTS
<ul style="list-style-type: none"> Participated in RESA staff meeting. 		

RESA-I STATUS REPORT	
PROGRAM:	Adolescent Health Initiative
DATE:	February 2013
STAFF:	Selina Vickers, Adolescent Health Initiative Coordinator
FUNDING SOURCE:	Office of Maternal Child and Family Health

AREA: EDUCATION AND AWARENESS		
ACTIVITIES	POPULATION SERVED	COMMENTS
2-26 through 3-1	RESA 1	Attended the National Conference on School Safety – Bullying Prevention.
Throughout February	RESA 1	Coordinated with the Safe Surfin' Foundation and area community organizations, to have the <i>film Finding Faith</i> come to southern WV for a community showing . Film is about internet safety awareness and anti-bullying and stars Erik Estrada. Erik Estrada will be present at the showing to answer questions and sign autographs.

AREA: LEADERSHIP AND COLLABORATION		
ACTIVITIES	POPULATION SERVED	COMMENTS
2-4-13	RESA 1	Met with John Jordan of Calvary Assembly of God. Shared information on role of AHIC. Offered technical assistance. Collaborated on use of his facility for Finding Faith (internet safety – anti bullying film)
2-6-13	RESA 1	Met with Ellen Taylor, Beckley-Raleigh County Chamber of Commerce. Collaborated on marketing Finding Faith (internet safety – anti bullying film)
2-6-13	RESA 1	Met Dr. James Fritz of Greater Beckley Christian School and Faith Baptist Church. Shared information on role of AHIC. Offered technical assistance. Collaborated on use of his facility for Finding Faith (internet safety – anti bullying film).
2-7-13	RESA 1	Met with Don Snyder and members of the Ministerial Association. Shared information on role of AHIC. Collaborated on marketing Finding Faith (internet safety – anti bullying film)
2-7-13	RESA 1	Met with Ashley Birchfield with AT&T. Shared information on role of AHIC. Collaborated on marketing Finding Faith (internet safety – anti bullying film) and also teen driving safety (texting and driving).
2-11-13	RESA 1	Met with Margaret O'neal of the United Way. Shared information on role of AHIC. Collaborated on marketing Finding Faith (internet safety – anti bullying film)

RESA-I STATUS REPORT	
PROGRAM:	COORDINATED SCHOOL PUBLIC HEALTH
DATE:	February 2013
STAFF:	Ann Sammons
FUNDING SOURCE:	WVDE Office of Healthy Schools

AREA: EDUCATION AND AWARENESS		
ACTIVITIES	POPULATION SERVED	COMMENTS
Participated in Webinar on HPV with Dr. Kathy Moffitt (WVU)		
Participated in a 3 day Substance Abuse Prevention Skills Training		

AREA: LEADERSHIP and COLLABORATION		
ACTIVITIES	POPULATION SERVED	COMMENTS
Met with Deena Ellison, Director of WV Adolescent Pregnancy Prevention Initiative to discuss available resources/services.	RESA 1	
Reconnect McDowell Health Subcommittee Conference Call	McDowell County	
Participated in the "WV Summit on Safe School" organized by Booth Goodwin.	RESA 1	
Met with Ashley Logan, Oral Health Educator to discuss available student oral health services.	RESA 1	
Met with school nurse to discuss AED training with students in AfterSchool Program.	Raleigh County	
Attended Coordinated School Public Health Meeting	RESA1	
Participated in BEST AfterSchool Advisory Council meeting	Raleigh	
Participated in Health and Wraparound Services collaborative meeting for Reconnect McDowell	McDowell	
Delivered packet of information on PreK enrollment process, immunizations, etc. to 20 health care providers.	Raleigh County	
Participated in the Governor's Substance Abuse Task Force Meeting	RESA 1	

RESA-I STATUS REPORT	
PROGRAM:	MEDICAID
DATE:	February 2013
STAFF:	JAMIE BAILEY
FUNDING SOURCE:	LOCAL / STATE

AREA: MEDICAID BILLING		
ACTIVITIES	POPULATION SERVED	COMMENTS
Billed Medicaid	McDowell	61,729.53
	Mercer	12,863.00
	Monroe	28,437.29
	Raleigh	136,311.13
	Summers	
	Wyoming	6,725.06

AREA: MEDICAID		
ACTIVITIES	POPULATION SERVED	COMMENTS
Technical Assistance	McDowell	Transmitted billing files and ran remittances.
	Mercer	Assisted Mark with questions concerning Medicaid billing, provider enrollment and RMTS. Transmitted billing files and ran remittances.
	Monroe	Assisted Brian Baker with questions concerning remittances. Transmitted billing files and ran remittances.
	Raleigh	Transmitted billing files and ran remittances.
	Summers	Transmitted billing files and ran remittances.
	Wyoming	Transmitted billing files and ran remittances.

AREA: MEDICAID		
ACTIVITIES	POPULATION SERVED	COMMENTS
Technical Assistance	All Counties	Prepared Reimbursement Reports for all six counties. Random Moment Time Study Compliance Reports weekly
Meetings/Training	All Counties	

RESA-I STATUS REPORT	
PROGRAM:	PUBLIC SERVICE TRAINING
DATE:	February 2013
STAFF:	RICK RICE/SANDY HAWLEY
FUNDING SOURCE:	STATE

AREA: FIRE STARTED		
ACTIVITIES	POPULATION SERVED	COMMENTS
NIMS ICS - 300 Fire Officer 2 Hazardous Materials Awareness	Monroe Greenbrier Greenbrier	Union Fire Department Alderson Fire Department TRI-County Fire Department

AREA: FIRE COMPLETED		
ACTIVITIES	POPULATION SERVED	COMMENTS
NIMS ICS - 300 Hazardous Materials Awareness	Monroe Greenbrier	Union Fire Department (23) TRI-County Fire Department (31)

AREA: EMS STARTED		
ACTIVITIES	POPULATION SERVED	COMMENTS
Basic EMT Basic EMT CPR CPR CPR CPR CPR CPR CPR CPR CPR CPR EMT Mining First Aid Annual Retraining (3 Classes) First Responder First Aid First Aid First Aid First Aid First Aid	Monroe Webster McDowell Monroe Nicholas Pocahontas Raleigh Summers Webster Wyoming Raleigh Raleigh Fayette Raleigh McDowell Nicholas Pocahontas Raleigh Summers Wyoming	Union Rescue Squad Webster Springs McDowell Spokes (5) Union Rescue Squad Nicholas County Spokes (10) BFD Fire Department (3) MSHA/Beckley (18) Summers County Spokes (7) Webster Springs Enervest Company (13) Pocahontas Coal Pocahontas Coal Kingston Mining (159) Clear Creek Fire Department McDowell Spokes (5) Nicholas Spokes (10) BFD Fire Department (3) MSHA/Beckley (18) Summers County Spokes (7) Enervest Company (13)

AREA: EMS COMPLETED		
ACTIVITIES	POPULATION SERVED	COMMENTS
CPR CPR CPR CPR CPR CPR First Aid Annual Retraining (3 Classes) First Aid First Aid	McDowell Nicholas Pocahontas Raleigh Summers Wyoming Fayette McDowell Nicholas	McDowell Spokes (5) Nicholas County Spokes (10) BFD Fire Department (3) MSHA/Beckley (18) Summers County Spokes (7) Enervest Company (13) Kingston Mining (159) McDowell Spokes (5) Nicholas Spokes (10)

AREA: EMS COMPLETED cont.		
First Aid	Pocahontas	BFD Fire Department (3)
First Aid	Raleigh	MSHA/Beckley (18)
First Aid	Summers	Summers County Spokes (7)
First Aid	Wyoming	Enervest Company (13)

AREA: SCHOOL IN-SERVICE		
ACTIVITIES	POPULATION SERVED	COMMENTS
ACAMS	RESA 1 & 4	Train County Asset Managers (13)
AED Training	Wyoming	Teachers (110)
CPR/First Aid/Proper Lifting	McDowell	Service Personnel (33)
CPR/First Aid	Monroe	Transportation (33)

AREA: MEETINGS		
ACTIVITIES	POPULATION SERVED	COMMENTS
WV State Fire Commission Charleston, WV	February 7 – 8, 2013	Represent RESA 1 Firefighters

RESA-I STATUS REPORT	
PROGRAM:	Special Education
DATE:	February 2013
STAFF:	Robert "Greg" Bartlett
FUNDING SOURCE:	State and Federal

AREA: Education and Awareness		
ACTIVITIES	POPULATION SERVED	COMMENTS
IPI Coder Training	Raleigh County Teachers and Administrators	Conducted Instructional Practices Inventory coder training, under the direction of Dr. Jerry Valentine in order to become a qualified trainer.
CPI Initial Certification- Mercer County	Mercer County bus drivers	Conducted CPI Nonviolent Crisis Intervention trainings- 2 days- 60 participants
IPI Data Review- James Monroe High School	Faculty of James Monroe High School- Monroe County	Presented an Instructional Practices Inventory Data Review for the faculty of James Monroe High School

AREA: Leadership and Collaboration		
ACTIVITIES	POPULATION SERVED	COMMENTS
State RESA Special Education Directors monthly meeting	All RESA 1 Counties	Discussed: Spring Pre-K Core Team Meetings, Fall Leadership Institute, Out-of-State testing, PD Charting, Common-Core roll-Out, Middle School SPL, Community Readiness, Autism Face-to-Face meetings, Pre-K Autism Academy, 1% Academy, Math Academies, Celebrating Connections Conference
Office of Special Programs monthly staff meeting	All RESA 1 Counties	OSP Work Plan, Autism Mentor Policy 5314.01, Medicaid Report, ESEA Flexibility Waiver, Compliance, one-on-one Aides and Caseloads, Regional SPL Trainings, Framing the Focus.
Special Education Monitoring- Wyoming County	Wyoming County	Accompanied staff of the WVDE in monitoring and providing support to Wyoming County special education programs, teachers and administrators.
Instructional Practices Inventory presentation preparation.	Raleigh County and all other RESA 1 Counties	Collaborated with Dr. Jerry Valentine to prepare and present IPI coder training for Raleigh County teachers and administrators. Presented with Marian Kajfez.
Common-Core/ NXGen standards roll-out	All RESA 1 Counties	Worked with Dr. Lewis to provide a workshop for County Curriculum staff for the roll-out of the common core standards, and to develop a RESA 1 roll-out plan.
Alternate Assessment Advisory Team Professional Development Workshop	All Counties of the State	Worked in collaboration with Melissa Gholson, WVDE, to develop PD for the roll-out of the Essential Elements, during the week of Alternate Assessment Scoring- June 10th-14 th .
Concord University	All RESA 1 Counties	Met with special education department to finalize plans for the training of student-teachers in Nonviolent Crisis Intervention (CPI)
National CEC Presentation Preparation	All Counties of the State	Met with Shelly Prince to work on presentation for the National CEC Conference, under the direction of Meg Kamman, University of Florida, and the NCIPP project.

STATUS REPORT	
PROGRAM:	TECHNOLOGY SERVICES
DATE:	February 2013
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 1998 work orders and assistance requests throughout the service area. The technicians addressed 204 server issues 183 network issues 10 WVEIS issues 11 data circuit issues 44 router issues 1239 workstation issues 307 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.
HP Warranty Training	Entire RESA 1 service area	Continuation of training for all RESA 1 technicians to facilitate repairs for 21 st Century Tools for Schools purchases. Technicians are training on the new Windows 8 courseware. Added new technician to HP certified roster.
Testing configuration	Entire RESA 1 service area	Distribute configuration instructions, group policy examples, etc. for Smarter Balance & Writing Assessment setup.

AREA: INFRASTRUCTURE SUPPORT		
ACTIVITIES	POPULATION SERVED	COMMENTS
AEMIS Moodle server	Entire AEMIS service area	Course development continues this month. Several units of courseware active and in use.
BTOP Router Installations	Entire RESA 1 service area	Routers were installed in Mercer county. Final BTOP circuit turn up in RESA 1 service area completed this month. Documentation completed and forwarded to John Miller at WVDOE
Circuit disconnects	BTOP installations	Requested existing circuits be disconnected for all location with newly activated BTOP connections.

AREA: PERSONNEL		
ACTIVITIES	POPULATION SERVED	COMMENTS
Additional technician position	Entire RESA 1 service area	Tools, telephone, DMM, etc. procured for new technician.
Technician accountability.	Entire RESA 1 service area	Continued improved tracking and verification procedures for timesheet, personal day, and travel related issues. Met with several technicians to discuss ways to expedite required paperwork.

AREA: Special Projects		
ACTIVITIES	POPULATION SERVED	COMMENTS
Technician Training Events	Entire RESA 1 service area	RESA 1 technicians are invited to attend the Network Strategies and Design meeting in Bridgeport, April 10 and 11.
Technician training	Entire RESA 1 service area	Continued training in field for several of the newer technicians, cloning, warranty procedures, etc.
Localized network issues	Entire RESA1 service area	Assist with troubleshooting random intermittent problems with Internet access and perceived slow networks. Visit several sites and assist county and RESA personnel with network optimization, switch stack configuration, and other solutions.
Filtering Options for out of network computers	SPOKES service area	Research possible solutions to block unwanted sites through DNS, white list, filtering software, etc. for possible future implementation. Trial implementations of Net Sweeper completed this month.
Metro Interface trainings	Entire RESA 1 service area	Gathered information, links, configuration examples, policy templates, etc. for manipulating the behavior of the new Windows 8 Metro interface, and distributed to all RESA 1 technicians.

RESA-I STATUS REPORT	
PROGRAM:	WVEIS
DATE:	February 2013
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 3
Initializing Cartridges and Diskettes	All Counties	For use on AS400 for backup. Cartridges are at Consolidation Site (RESA 3).
Program Updates/Upgrades	All Counties	All software changes and updates loaded at Consolidation Site (RESA 3)
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 Rolodex Cards for 4 th Six Weeks & 2SA for Raleigh County Middle and High Schools. Printed Mailing Labels for various schools. Printed FY14 Student Course Request Sheets for Woodrow Wilson High School and James Monroe High School.

AREA: IN-HOUSE DATA PROCESSING cont.		
ACTIVITIES	POPULATION SERVED	COMMENTS
User Menus	All Counties	Assigned menus to users as required.
EMS, FMS, WHS, HMS, FAS Processing	All Counties	Direct Deposit generated for Mercer County and Raleigh County, transmitted via Internet for Mercer and to BB&T for Raleigh. EMS Retirement submitted electronically for Raleigh County to the Retirement Board. Bank Reconciliation completed for RESA, Raleigh, McDowell, Summers, Mercer, Monroe and Wyoming Counties.

AREA: WVEIS		
ACTIVITIES	POPULATION SERVED	COMMENTS
Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Assisted Users with WVEIS 'WOW' Issues. Set up various users with FY14 Assignments.	MCDOWELL	Set up numerous teacher id's and assignments for access to WVEIS WOW. Assisted Schools with Pre-Slug Report submissions.
Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Assisted Users with WVEIS 'WOW' Issues. Set up various users with FY14 Assignments.	RALEIGH	Set up numerous teacher id's and assignments for access to WVEIS WOW. Assisted schools with Pre-Slug Report submissions. Conducted training session with Raleigh County Title I Teachers on WVEIS WOW.
Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Assisted Users with WVEIS 'WOW' Issues. Set up various users with FY14 Assignments.	MONROE	Set up numerous teacher id's and assignments for access to WVEIS WOW. Assisted schools with Pre-Slug Report submissions. Conducted FY14 Scheduling session with James Monroe HS
Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Assisted Users with WVEIS 'WOW' Issues. Set up various users with FY14 Assignments.	SUMMERS	Set up numerous teacher id's and assignments for access to WVEIS WOW. Assisted schools with Pre-Slug Report submissions.
Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Assisted Users with WVEIS 'WOW' Issues. Set up various users with FY14 Assignments.	WYOMING	Set up numerous teachers id's and assignments for access to WVEIS WOW. Assisted schools with Pre-Slug Report submissions.
Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Assisted Users with WVEIS 'WOW' Issues. Set up various users with FY14 Assignments.	MERCER	Set up numerous teacher id's and assignments for access to WVEIS WOW. Assisted schools with Pre-Slug Report submissions.
Susie and Deena participated in meeting with Dr. Lewis, Steve Paine and Engrade representatives. Susie and Deena participated in two WVEIS Staff Conference calls with all RESA WVEIS Staff members and Rich Pullin from WVDE.		

RESA-I STATUS REPORT	
PROGRAM:	WV WORKS ASSESSMENT SPECIALIST
DATE:	February 2013
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 5 counties.

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