

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

<b>AREA: ADULT EDUCATION MANAGEMENT INFORMATION SYSTEM (AEMIS)</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Continued development of "Adult Basic Education Management Information System (AEMIS)" 1. General maintenance of error messages	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 Deletions 4. Misc. Calls / E-mails 5. Duplicate Students 6. Class Creations 7. Duplicate SSNs	WV Adult Basic Education (ABE) Instructors / Administrators Statewide	
AEMIS FAQ/Requests This Month 1. Duplicate Enrollments 2. Duplicate SSNs	WV Adult Basic Education (ABE) Instructors / Administrators Statewide	

<b>AREA: Professional Development Provided</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
None		

<b>AREA: Professional Development Attended</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
None		

<b>AREA: Miscellaneous</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Compiled Statewide WVABE Report Card	WVABE Statewide	Per request of Barry Kelly, WVABE Assistant Director
Compiled WVABE RFP Program Performance Analysis Spreadsheet	WVABE Statewide	Per request of Barry Kelly, WVABE Assistant Director
Reviewed WVABE NRS Data Quality Checklist / Retain Employment Datamatch	WVABE Statewide	Per request of Barry Kelly, WVABE Assistant Director

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>ADULT BASIC EDUCATION &amp; SPOKES</b>
<b>DATE:</b>	<b>January 2013</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>• Continued CBT testing application for Mercer County.</li> <li>• Provided pre-service training to new Nicholas County examiner Pat Metheny. Also conducted testing session for Nicholas County.</li> </ul>	Braxton, Greenbrier, Mercer, Nicholas, Raleigh, Summers, Webster Counties	<ul style="list-style-type: none"> <li>• GED examination administered to 256 examinees fiscal 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>	CCS, OIEP, Braxton, Greenbrier, Nicholas, Pocahontas, Summers, Webster, Wyoming, Mercer & Braxton.	<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>• Continued work with Dr. Carrie DeAtley of NRCTC and partners to develop collaborations increasing transition of ABE students into college.</li> </ul>		

<b>AREA: SPOKES</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"> <li>• Provided 1 laptops to Raleigh County ABE: Pettus Center.</li> <li>• Completed purchase of technology equipment with delivery of smart board to McDowell ABE class.</li> <li>• Conducted Star Review of MOCC Adult Learning Center.</li> <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>• Conducted observations as part of evaluation process.</li> <li>• Worked with instructors to review AEMIS reports. Sandra Adkins (Braxton)</li> <li>• Attended WIN/My Strategic Compass training in Clarksburg</li> <li>• WorkKeys - 5 people tested earning 2 Silver and 3 Gold Career Readiness Certificates</li> <li>• Attended 4 webinars (after class hours) dealing with GED and Think60 (a reading program)</li> </ul>	<p>Programs in all counties</p>	<ul style="list-style-type: none"> <li>• Under RESA direction 9 full time and 2 part-time Spokes classes conducted.</li> <li>• Conducted 32 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>• Participated in Essential Education (GED Academy) Webinar as part of committee to evaluate ABE Learning Programs</li> <li>• Participated in PLATO PLE Webinar as part of committee to evaluate ABE Learning Programs</li> <li>• Jared Cantrell (McDowell)</li> <li>• CPR/First Aid Class presented by Jeff Greene</li> <li>• Three students obtained their GED</li> <li>• Desiree Williams (WVU Extension) conducted weekly nutritional classes.</li> <li>• Helena Ellis (Raleigh)</li> <li>• 16 Money Habitudes Terrill Peck, WVU Extension</li> <li>• 25 WVAEA Board/Conference Planning Meeting</li> </ul>		

<b>AREA: SPOKES cont.</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"> <li>• 29 NRCTC Presentation Karla Hickey/Peggy Elkins</li> <li>• 30 &amp; 31 Don't Mary Jerk/Jerkette Terrill Peck, WVU Extension</li> <li>• Student recognition for enrollment in college. Melanie Hart (Webster)</li> <li>• Workkeys Testing -1-14 and 1-29</li> <li>• New River Community College Presentation- 1-30 Melissa Jacobs</li> <li>• Student recognition for employment gain Susan Leggett (Nicholas)</li> <li>• 14 - Lauren Weatherford - How to Play with your Kids - WVU Extension</li> <li>• 18 - Kimberly Tyler-Stirling - Domestic Violence - Women's Resource Center</li> <li>• 29 - Congressman Nick Rahall - gun control, coal mining</li> <li>• 0 - Amanda Smarr- NRCTC Shelia Radford (Fayette)</li> <li>• 14 - Lauren Weatherford - How to Play with your Kids - WVU Extension Helena Ellis (Raleigh)</li> </ul> <p>Jared Cantrell &amp; Sandra Adkins As part of TIS Training, we attended the Florida Educational Technology Conference in Orlando, one of the nation's largest education technology conferences. Educators met to talk about trends, swap ideas and check out hundreds of companies presenting their newest products. Sessions we attended included: <i>Using Adobe Photoshop Elements in the Classroom</i>, <i>Developing eBooks with iBooks Author</i>, <i>Flipped and Blended Learning: Enabling Students to Learn from Anywhere</i>, <i>Unleashing the Power of the Web in Education</i>, <i>Google and More: Hordes of Free Tools 2013</i>, <i>Don't Settle for Using Just a Few Apps On Your Shiny New iPad!</i>, <i>The Web 2.0 You Might Not Know About</i>, <i>App Shoot-Out</i> and numerous keynote addresses.</p>		

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

RESA-I STATUS REPORT	
<b>PROGRAM:</b>	<b>Adolescent Health Initiative</b>
<b>DATE:</b>	<b>January 2013</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>

AREA: EDUCATION AND AWARENESS		
ACTIVITIES	POPULATION SERVED	COMMENTS
1-9-13	Summers County	Met with Summers County Substance Abuse Partnership. Shared workplans. Offered technical assistance. Agreed to be the facilitator for their group. (10 present)
1-23-13	Mercer County	Judged the Social Studies Fair at Bluefield Intermediate School.
1-23-13	Mercer County	Met with the principal of Bluefield Intermediate School. Shared information on the role of the AHIC. Offered technical assistance on issues of anti-bullying, substance abuse prevention, suicide prevention, depression in adolescents, safety, etc.
1-28-13	McDowell County	Met with the Hope Coalition, which is the substance abuse team in McDowell Co. Shared work plan. Offered technical assistance in areas of obesity, substance abuse, injury and death, bullying and depression and teen pregnancy. Offered other resources, as well. Shared information about Finding Faith (internet safety film) coming to southern WV. (28 present)
Throughout January	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 2 showings – one school and one community. Film is about internet safety awareness and star Erik Estrada. Erik Estrada will be present at the showing to answer questions and sign autographs.

<b>AREA: LEADERSHIP AND COLLABORATION</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
1-10-13	RESA 1	Attended CYAC (Contemporary Youth Arts Company) Social Action Plays. Shared information with director Dan Kehde. Discussed bringing these plays to this region.
1-28-13	McDowell County	Met with the Hope Coalition, which is the substance abuse team in McDowell Co. Shared work plan. Offered technical assistance in areas of obesity, substance abuse, injury and death, bullying and depression and teen pregnancy. Offered other resources, as well. Shared information about Finding Faith (internet safety film) coming to southern WV. (28 present)

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>COORDINATED SCHOOL PUBLIC HEALTH</b>
<b>DATE:</b>	<b>January 2013</b>
<b>STAFF:</b>	<b>Ann Sammons0</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>
Published Regional School Wellness Newsletter and distributed.	RESA 1 Counties	
Collaborated with Regional Epidemiologist on communicable disease awareness and reporting.	RESA 1 Counties	

<b>AREA: LEADERSHIP and COLLABORATION</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Attended meeting on childhood poverty.	RESA 1 Counties	Member of planning committee to organize a regional forum on childhood poverty
Conference call for the Health Subcommittee of the Reconnect McDowell Project	McDowell	My focus is oral health services for students.
Collaboration with Joan Skaggs and Nell Phillips with the WVDHHR to discuss School-based Health Services.	RESA 1 Counties	Included an overview of clinics in our RESA and a discussion on enhancing current services and opening new centers.
Attended Raleigh County School Wellness Meeting	Raleigh	Discussion of staff development for classroom teachers on ways to increase student activity in the classroom.
Visited School-based Health Center at Independence High School	Raleigh County	Collaborated with the staff and school nurse to discuss needs.
Meeting with Darla Cannady with the ASPEN Project	Monroe Raleigh Summers	Discussion of current status of project and upcoming plans. Collaboration of how I can assist with this project.
Visit to Cranberry Elementary School	Raleigh	Met with new principal and school nurse. Discussion of student health needs and after school program ideas.
Visit to Academy of Careers and Technology	Raleigh	Met with School-based Center's Health Provider. Discussion of student health needs and ideas to increase student participation.
Met with Debbie Kaplan, School Nurse Coordinator	Raleigh	Discussed School-based Health Centers and student health needs.

<b>AREA: LEADERSHIP and COLLABORATION cont.</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Attended the 21 <sup>st</sup> CCLC Advisory Council Meeting held at Beckley Stratton Middle School	Raleigh	Discussion of upcoming events and collaboration of possible health related resources.



<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>MEDICAID</b>
<b>DATE:</b>	<b>January 2013</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	57,679.92
	Mercer	100,899.51
	Monroe	41,375.41
	Raleigh	81,276.92
	Summers	43,188.56
	Wyoming	173,121.97

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

<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	All Counties	Prepared Professional Development / Service Report.

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>PUBLIC SERVICE TRAINING</b>
<b>DATE:</b>	<b>January 2013</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>
Firefighter 1	Fayette	Fayetteville Fire Department
Firefighter 1	Fayette	Montgomery Fire Department
Firefighter 1	Greenbrier	Clintonville Fire Department
Firefighter 1	Raleigh	Rhodell Fire Department
Fire Officer 1 & 2	McDowell	McDowell County Fire Departments
Fire Officer 1 & 2	Pocahontas	Marlinton Fire Department
Fire Officer 1 & 2	Summers	Hinton Fire Department
Fire Officer 2	Greenbrier	Alderson Fire Department
Hazardous Materials Awareness	Greenbrier	Lewisburg Fire Department
Hazardous Materials Awareness	Greenbrier	Tri-County Fire Department
Hazardous Materials Awareness	Raleigh	Rhodell Fire Department
Hazardous Materials Operations	Fayette	Fayetteville fire Department
Hazardous Materials Operations	Fayette	Montgomery Fire Department
Hazardous Materials Operations	Greenbrier	Clintonville Fire Department
High Rise Firefighting	Raleigh	Beckley Fire Department
NIMS ICS - 300	Monroe	Union Fire Department
Rescue Core Prerequisites (4 Classes)	Braxton	Weyerhaeuser Corporation

<b>AREA: FIRE COMPLETED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Firefighter 1	Monroe	FCI/Alderson (33)
Hazardous Materials Awareness	Greenbrier	Lewisburg Fire Department (29)
Hazardous Materials Decon	Greenbrier	Lewisburg Fire Department (18)
Hazardous Materials Operations	Monroe	FCI/Alderson (36)
High Rise Firefighting	Raleigh	Beckley fire Department (5)
Vehicle Rescue	Fayette	Danese Fire Department (17)

<b>AREA: EMS STARTED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Basic EMT	Fayette	Mt. Hope Fire Department
Basic EMT	McDowell	McDowell County 911
Basic EMT	Mercer	Princeton Fire Department
CPR	Fayette	Fayetteville Fire Department
CPR	Fayette	Montgomery Fire Department
CPR	Fayette	Mt. Hope Fire Department
CPR	Greenbrier	Clintonville Fire Department
CPR	McDowell	McDowell County 911
CPR	McDowell	McDowell Workforce/EMTM
CPR	Mercer	Princeton Fire Department
CPR	Raleigh	MSHA/Beckley
CPR	Raleigh	Rhodell Fire Department

<b>AREA: EMS STARTED cont.</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
CPR EMT Mining EMT Mining First Aid First Aid First Aid First Aid First Aid	Raleigh McDowell Raleigh Fayette Fayette Greenbrier Raleigh Raleigh	Women's Resource Center McDowell Workforce MSHA/Beckley Fayetteville Fire Department Montgomery Fire Department Clintonville Fire Department Rhodell Fire Department Women's resource Center

<b>AREA: EMS COMPLETED</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
CPR CPR CPR CPR CPR CPR First Aid First Aid First Aid First Aid	Monroe Raleigh Raleigh Raleigh Raleigh Wyoming Monroe Raleigh Raleigh Raleigh	FCI/Alderson (36) Raleigh County EOC (8) Rhodell Fire Department (20) Sophia Fire Department (12) Women's Resource Center (5) Mullens MOC (19) FCI/Alderson (36) Rhodell Fire Department (20) Sophia Fire Department (12) Women's Resource Center (5)

<b>AREA: SCHOOL IN-SERVICE</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
CPR CPR First Aid First Aid	Fayette Raleigh Fayette Raleigh	Transportation (13) Transportation (5) Transportation (13) Transportation (5)

<b>AREA: MEETINGS</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
RESA 7, January 19, 2013	PST Coordinators	Represent RESA 1 PST

<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>Special Education</b>
<b>DATE:</b>	<b>January 2013</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>
RESA 1 Special Education Directors Meeting	All RESA 1 Counties	Discussed: TeachTown, Autism Face-to-Face Follow-up, Teachers of the Visually Impaired/Hearing Impaired Collaboration, CPI, Testing Out-of-State Students, WV CASE Survey, CTC Training, Math Academy Follow-Up
Autism Academy Face-to-Face Follow-up Cohort 1	All RESA 1 and RESA 4 Counties	Book study presentations, Discussed current best practice, Exchanged effective classroom strategies
Autism Academy Face-to-Face Follow Up Cohort 1	All RESA 2 and RESA 3 Counties	Book study presentations, Discussed current best practice, Exchanged effective classroom strategies

<b>AREA: Leadership and Collaboration</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Office of Special Programs monthly staff meeting	All RESA 1 Counties	Discussed: Specific Learning Disabilities (Susan Beck), Quick Reference Guide, WV SpEd Facts, Out-of-State Instruction, Sequestration, SPP/APR, WVDE Indicators, ESEA Flexibility Waiver-Gap Schools, Legislative Interims, Dyslexia,, Speech/Language Pathologists, School Psychologists
State RESA Special Education Directors monthly meeting	All RESA 1 Counties	Discussed: Out-of-State Testing, RESA PD, WV CASE Survey, Smarter Balanced FAQs, Functional Curriculum, VI/HI Task Force, Preschool, Autism Face-to-Face, 1% Academy Planning, Funding for 2013, Pre-K Webinar, OSP Conference Call, Team Autism, WVASA
WV Team Autism/ WV Autism Collaborative Community of Practice blended meeting	All WV Counties	Discussed: Training/Resource videos for programmatic levels (Pre-K to High School), WVDHHR Presentation, ConnectMe Trials
Alternate Assessment Advisory Team Workshop	All WV Counties	Developed Professional Development units based on Common Core Essential Elements for training of WV teachers of the 1% population
WVDE Transition Summit	All RESA 1 Counties	Attended Transition Summit, presented by Karen Ruddle, to gain knowledge and resources to assist RESA 1 counties with transition issues for students with disabilities.

<b>AREA: Leadership and Collaboration cont.</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
McDowell County MI Classroom Observations	Special Education teachers and staff of McDowell County	Conducted observations in MI classrooms in McDowell Co at the request of their special education director. Provide strategies and models to increase student engagement.
Teachers of the Visually Impaired and Hearing Impaired- Collaboration/ Workshop	TVI/VI Teachers of RESA 1	Workshop presented by the WV School for the Deaf and Blind for RESA 1 teachers. Facilitated by RESA 1 Special Education Director

<b>STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>TECHNOLOGY SERVICES</b>
<b>DATE:</b>	<b>January 2013</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>
Twelve field technicians responding to work orders and assistance requests.	Entire RESA 1 service area	The team of 12 field technicians responded to 1539 work orders and assistance requests throughout the service area. The technicians addressed 148 server issues 40 network issues 28 WVEIS issues 19 data circuit issues 30 router issues 831 workstation issues 443 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.
Lenovo Warranty Training	Entire RESA 1 service area	12 Technicians certified on the new Lenovo Warranty Training, and are authorized to provide warranty services for desktop and laptop products.
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. Technicians are training on the new Windows 8 courseware. Added new technician to HP certified roster.

<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	Routers were procured for Mercer county. Installation to be completed next month. All new circuits in RESA 1 service area are reported as ready. One circuit is left to be turned up next month as weather permits.

<b>AREA: PERSONNEL</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Additional technician position	Entire RESA 1 service area	New technician was given a week long training in policy and procedures before beginning work in the field.
Additional Technician position	Entire RESA 1 service area	Plans were made and another position posted, however at the last minute the funding was removed by the sponsoring county and the interviews were cancelled.
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.

<b>AREA: Special Projects</b>		
<b>ACTIVITIES</b>	<b>POPULATION SERVED</b>	<b>COMMENTS</b>
Technician Training Events	Entire RESA 1 service area	RESA 1 technician attended Moodle training class at FETC.
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.



<b>RESA-I STATUS REPORT</b>	
<b>PROGRAM:</b>	<b>WVEIS</b>
<b>DATE:</b>	<b>January 2013</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 3 <sup>rd</sup> Six Weeks Report Cards for all for Raleigh County Schools. Printed failure lists, schedule cards and mailing labels for various Raleigh County Schools. Printed First Semester Transcript Labels for 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. Assisted Schools with Pre-Slug Report for Writing Assessment.
Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Assisted Users with WVEIS 'WOW' Issues.	RALEIGH	Set up numerous teacher id's and assignments for access to WVEIS WOW. Assisted schools with Pre-Slug Report for Writing Assessment. Conducted three training sessions with Raleigh County Principals on WVEIS (Green Screen and WOW).
Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Assisted Users with WVEIS 'WOW' Issues.	MONROE	Set up numerous teacher id's and assignments for access to WVEIS WOW. Assisted schools with Pre-Slug Report for Writing Assessment
Set up New Users as requested. Set up new User Assignments for 2012-2013 School Year. Assisted Users with WVEIS 'WOW' Issues.	SUMMERS	Set up numerous teacher id's and assignments for access to WVEIS WOW. Assisted schools with Pre-Slug Report for Writing Assessment
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 schools with Pre-Slug Report for Writing Assessment.

<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>Deena and Susie participated in one WVEIS RESA Staff call with WVDE to discuss the new LEP Tab in WOW. Deena and Susie participated in one WVEIS Webinar with WVDE, WVEIS County Contacts and WVEIS RESA Staff regarding new LEP Tab in WOW.</p>	MERCER	Set up numerous teacher id's and assignments for access to WVEIS WOW. Assisted schools with Pre-Slug Report for Writing Assessment.

**RESA-I STATUS REPORT**

<b>PROGRAM:</b>	<b>WV WORKS ASSESSMENT SPECIALIST</b>
<b>DATE:</b>	<b>January 2013</b>
<b>STAFF:</b>	<b>SAMUEL SMITH</b>
<b>FUNDING SOURCE:</b>	<b>FEDERAL</b>

**AREA: TESTING**

<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 10 counties in timely, efficient manner.  Administered Emotional Health Inventory and Learning Needs Screening in 10 counties.  Administered Workkeys Assessment in 4 counties.

**AREA: COORDINATION**

<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	