

**A Comparison of Services Provided by State funded Personnel in West Virginia to
Services Provided in Maryland, Ohio, and Virginia**

April 5, 2013

This report was prepared at the request of the West Virginia Board of Education (WVBE) and contains both summary and detailed information describing direct services provided to students, districts, and/or schools by WVDE’s state-funded personnel. This report also provides the results of an examination of the extent to which these direct services are provided by the state departments of education in the states of Maryland, Ohio, and Virginia.

To compile this report, each of the five WVDE divisions were first provided with a template document which contained 21 broad categories of services provided by the WVDE. The divisions were instructed to list all direct services provided by their state funded personnel (both fully and partially funded) under each broad category. The divisions were further asked to then conduct an assessment of whether or not the states of MD, OH, and VA, provide each direct service. Given time constraints, this assessment was limited to include a review of states’ websites and phone conversations with other state staff. The assessment was completed by staff in each of WVDE’s five divisions.

When the completed templates were returned, the WVDE Office of Research compiled and summarized the responses.

Report 1: Service Categories and Number of Direct Services by Division

Across the five WVDE Divisions a total of 21 service categories were identified, ranging from 2 to 8 categories per division. Staff within each Division further described 176 specific services—organized by the 21 categories—delivered by state funded personnel directly to districts, schools, or individual teachers or students (see table below).

Division	Direct Service Categories per Division	Direct Services per Division
Division of Educator Quality and System Support	3	44
Division of Student Support Services	2	17
Division of Teaching and Learning	8	46
Division of Technical and Adult Education	2	31
Superintendent's Division	6	33
	21	171

Report 2: Assessment of Direct Services Provided by West Virginia, Maryland, Ohio, and Virginia

Of the 171 direct services identified, Division personnel identified between 54 and 75 comparable services that are provided by three other states: Maryland, Ohio, and Virginia. Of these three states, Maryland appeared to provide the highest number of comparable services, followed by Ohio and Virginia, respectively (see table below).

Service Category	WV	MD	OH	VA
Curriculum Delivery Directly To Students (Spanish; Virtual Schools)	1	0	0	1
Curriculum Professional Development Directly To Teachers	5	0	0	0
Technology Assistance Directly To Schools	2	0	0	0
Technology Professional Development Directly To Classrooms	2	1	0	0
Broadband, E-Rate, State Network Services, Technology Administration	7	0	0	0
Teacher Preparation And Certification Services Directly To Teachers	23	7	11	9
School Improvement And Monitoring Services Directly To Schools	12	9	8	5
Curriculum Development And Support Directly To Districts, Schools, and/or Teachers	6	4	2	3
Professional Development Directly To Districts, Schools, And/or Teachers	3	2	2	1
Curricular And Instructional Technical Assistance Directly To Districts, Schools, And/or Teachers	4	2	1	1
Health And Wellness Services Directly To Students	9	8	6	3
CTE Curriculum & Services Directly To Students, Teachers, And Schools	23	12	15	11
Adult Workforce, Adult Basic Education, And Public Service Training-Curriculum, Delivery And Training	8	0	1	1
Early Learning Services Directly To Schools	8	4	2	1
Counseling/Dropout Services Support Directly To Schools	8	8	5	6
Data-Driven Decision Making Services Directly To Districts, Schools, and/or Teachers (Assessment Assistance Directly Schools and Teachers)	7	1	3	1
Research Services Directly To Districts/Schools	4	1	0	0
Special Education Services Directly To Districts, Schools, and/or Teachers	6	6	6	6
Operational Services Directly To County School Systems (Bus Inspectors, HVAC, Engineer, Legal, Policy)	8	2	1	2
Financial Assistance Directly To County School System	9	8	8	3
Data/Information Services Assistance Directly To Schools	16	0	0	0
	171	75	71	54

Report 3. Matrix of Services by Category by State.

The following table shows the breakdown of the 171 specific services provided by Division personnel and whether comparable services are provided by the comparison states.

Service Provided in West Virginia	MD	OH	VA
Key: ● = Provided; ○ = Not provided; Blank = Unknown/Information not available			
CURRICULUM DELIVERY DIRECTLY TO STUDENTS (SPANISH; VIRTUAL SCHOOLS)			
Created and operate and manage the West Virginia Virtual School (WVVS).(Provide tuition for any public K-12 student for virtual courses; Broker evaluated and approved virtual courses; Provide virtual registrar; Provide partial tuition for credit recovery courses; Assist placing institutionalized students in online or credit recovery courses; Maintain statewide WVVS data base of enrollments and vendors; Maintain accounting processes.		○	●
CURRICULUM PROFESSIONAL DEVELOPMENT DIRECTLY TO TEACHERS			
Created and manages the E-learning for Educators program that provides online courses for educators.	○	○	○
Learn 21 is a statewide program that provides juried web sites that meet WVDE content standards for use by any student, educator, parent or community and is maintained with continuous updates.	○	○	○
WV Learns is the statewide learning management system that houses course content for students and educators and is maintained by WVDE personnel.		○	
WVDE personnel maintain partnerships with Intel Teach, Thinkfinity online resources and SAS in School Curriculum Pathway content for use by all teachers, students and parents. WVDE provides professional development with these resources for utilization in traditional, flipped and blended delivery classrooms.	○	○	○
Created the statewide Technology Integration Specialist (TIS) program that provides intensive and ongoing professional development for TIS. The TIS initiative provides research-based technology instructional integration strategies, tools and resources enabling educators to obtain a TIS Advanced Credential.	○	○	○
TECHNOLOGY ASSISTANCE DIRECTLY TO SCHOOLS			
Provide statewide help desk for assistance with any state services and to also report any electronic abuse.	○	○	○
Statewide Technology Systems Specialist (TSS) program for the WVDE to provide training for personnel to become credentialed. A TSS supports and maintains local area networks, servers, computer workstations, or other computer related systems or technologies at the school level.	○	○	○
TECHNOLOGY PROFESSIONAL DEVELOPMENT DIRECTLY TO CLASSROOMS			
Administration of statewide technology contracts and “21 st Century Tools for 21 st Century Schools” initiative which include statewide RFP, district assistance in developing custom configurations, school walk-throughs for infrastructure and wiring regulations, and processing purchase orders and paying invoices for every school.	○	○	○
Provide professional development for a variety of programs and personnel.		●	
BROADBAND, E-RATE, STATE NETWORK SERVICES, TECHNOLOGY ADMINISTRATION			
Provide statewide training sessions for districts regarding E-rate regulations: Completes statewide E-rate discount apps on behalf of the districts for Internet access; pays for the	○	○	○

Service Provided in West Virginia	MD	OH	VA
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Internet access cost for all districts; assists districts in completing schools' E-rate applications; assists districts with E-rate audits.			
Process, provide and pay for all email accounts for every public school teacher, administrator and student in all districts.	○	○	○
Provide statewide infrastructure that connects all schools in 55 districts to two points of presence (POPs) for Internet access.	○		○
Provide IP addresses for all K-12 public educational facilities.		○	○
Provide domain name services for all schools.			
Complete state contracts and manage filtering engines at the POPs for all schools' protection and E-rate compliance.	○	○	○
Provide a statewide data base of all schools showing telecommunications attributes including broadband connections, speeds, estimated utilization for 2014 and 2017.	○	○	○
Operate the state educational network and connects the schools to the state network and external to the Internet down to the student workstation level, works with local providers, creates VPN connections for authorized educators, provide assistance with new network services.	○	○	○

TEACHER PREPARATION AND CERTIFICATION SERVICES DIRECTLY TO TEACHERS

Certification services directly to teachers

Processing of initial certificates	●	●	●
Processing of additional endorsements	●	●	●
Processing of advanced salary classification	○	●	●
Processing of Advanced Credentials	○	●	●
Monitoring/assisting Highly Qualified data collection	○		●
Processing tuition/moving/National Board/ reimbursements	○		
Reporting for Title I, II monitoring	○		

Professional Practice services directly to teachers

Conducting professional panel practices legal reviews	●	●	
Managing revocations/suspensions/reinstatements		●	
Facilitating professional practice panel meetings		●	
Facilitating Commission for Professional Teaching Standards	○	○	

Mentoring and induction services to teachers

Managing mentoring data collection and reimbursement		○	●
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National Board Certified Teachers services to teachers

Providing technical assistance to candidates and potential candidates	○		○
Recognition of candidates	○		
Processing of recognition of NBCT credentials	○		●

Educator Preparation services to teachers

Program review board process for all in-state IHEs	●	○	○
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Service Provided in West Virginia	MD	OH	VA
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Technical assistance to all in-state IHEs with educator preparation programs		●	○
Accreditation reviews for all in-state educator preparation programs	●	○	○
Program review for specializations not reviewed by national organizations and for IHEs accredited by state only.	○	○	○
Alternative routes services to teachers			
Transition to Teaching program	○	●	○
Troops to Teachers program	●	●	●
Alternative routes in collaboration with IHEs and County Boards of Education	●	●	●
Waiver processing services to teachers			
Processing waivers to state Board policies for licensure	○	○	○
SCHOOL IMPROVEMENT AND MONITORING SERVICES DIRECTLY TO SCHOOLS			
Conduct diagnostic visits to determine current structures, processes and practices in place (priority schools). Compile data and prepare written report which is presented to the county superintendent and school principal. Debrief findings with school staff and district administration using WV High Quality Standards for Schools, culture survey data and leadership effectiveness audit.	○	●	
Provide targeted support that promotes school-wide efforts aligned to West Virginia's Standards for High Quality Schools. Scaffold local and building-based efforts through consistent contact with SEA school improvement coordinators, diagnostic visits, measuring school culture and climate, data-driven decision making, targeted and differentiated professional development, assessments of instructional practices, and assignment to a cohort-based school leadership support group.	●	●	
Facilitate the development of a school leadership team and collaborative teams as an organizational and communicative structure. Assist in scheduling to facilitate collaborative teaming.	●		
Collect data for student engagement with instruction utilizing the Instructional Practices Inventory (IPI) protocols and conduct a minimum of three (3) faculty discussions annually based on data.			
Assist the school administrator(s) and school leadership team in examining data, determining root causes, establishing goals, identifying improvement strategies and revising the school strategic plan.	●	●	
Conduct weekly school visits to attend collaborative team meetings, monitor progress toward school goals and provide technical assistance as needed.	○	○	○
Participate in all School and District Leadership Team Meetings. Serve to coordinate technical assistance from various sources.	●		
Provide training on strategic planning at the district or school level. Provide support to schools and districts regarding technical issues with the online strategic planning tool.	●	●	●
Provide targeted professional development and/or locate experts and resources to address specific PD needs in low performing schools.	●	●	●
Create online data collection system. Train school administrators in the use of the tool and monitor school progress through the data collected.	●	●	●

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Conduct annual progress review and submit to State Board of Education for appropriate action.	●	●	●
Provide direct technical assistance to Focus and Priority Schools in meeting the federal requirements of WV ESEA Flexibility Request. Maintain progress monitoring for all schools identified as Priority status.	●	●	●
CURRICULUM DEVELOPMENT AND SUPPORT DIRECTLY TO DISTRICTS, SCHOOLS, AND TEACHERS			
Develop, align and facilitate implementation of Content Standards and Objectives via policy development and coordination	●	●	●
Develop and align instructional resources for the effective implementation of Content Standards and Objectives	○	○	●
Provide leadership in curricular decision making via coordination with content organizations and affiliations	●	●	○
Provide leadership in coordination of content with transitional agencies (HEPC, Head Start, DHHR, etc.)	●	○	●
Provide leadership and coordination for curricular and instructional programming consistent with general education among juvenile placement facilities	●	○	○
Provide leadership for the development of instructional resources for effective implementation of Content Standards and Objectives as required via policy and code	○	○	○
PROFESSIONAL DEVELOPMENT DIRECTLY TO DISTRICTS, SCHOOLS, AND/OR TEACHERS			
Develop, facilitate, and deploy professional development for effective implementation of Content Standards and Objectives as required via policy and code	●	●	○
Develop, facilitate, and deploy professional development for effective use of instructional resources aligned to the Content Standards and Objectives as required via policy and code	○	○	○
Develop, facilitate, and deploy professional development to enhance assessment literacy supporting effective implementation of Content Standards and Objectives	●	●	●
CURRICULAR AND INSTRUCTIONAL TECHNICAL ASSISTANCE DIRECTLY TO DISTRICTS, SCHOOLS, AND TEACHERS			
Facilitate and operate student academic programs/activities as required via statute, code, policy, and practice (Arts Alive, Golden Horseshoe, US Senate Program, National History Day, Geography Bee, Youth in Government, We The People, WV Science Camp, WV Student Ambassadors, etc.)	○	○	○
Facilitate the alignment adoption of instructional resources for effective implementation of Content Standards and Objectives as required via policy and code	○	○	○
Provide individual TA to individual schools identified through the Office of School Improvement.	●	○	○
Provides direct services to parents, teachers, schools, principals, and others on curricular/instructional/academic requirement questions, complaints, concerns, and inquiries	●	●	●
HEALTH AND WELLNESS SERVICES DIRECTLY TO STUDENTS			
Provided direct training to students on Let's Move WV initiative to elementary students in multiple counties.	●	○	○
Policy 4373 – Expected Behaviors in Safe and Supportive Schools implementation training centered on improving school climate.	●	○	○
Health & Physical Education Leadership Academy targeted at improving teacher quality.	●	●	○

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Kidstrong Conference-addresses: School Climate; Health/Physical Education; and School Nursing - multiple sessions with over 50 presenters and topics	●	●	○
Webinars (teachers receive Professional Development using innovative technology to provide site-based education on multiple topics including: substance abuse prevention; suicide prevention (Jason Flatt Act); teen pregnancy prevention; asthma management; school climate (Policy 4373).	●	●	○
Let's Move WV-training schools to provide physical activity opportunities for students before, during and after school.	●	●	●
Providing technical assistance to schools to improve school climate and safety	●	●	●
Safe Schools Hotline	○	○	○
Provide technical assistance to schools regarding Health Services (school nurses; school based health centers; community schools, etc.)	●	●	●
CTE CURRICULUM & SERVICES DIRECTLY TO STUDENTS, TEACHERS, AND SCHOOLS (23 County Career Technical Centers, 7 Multi-County Centers, 107 High Schools, 70 Middle Schools)			
Develop and revise secondary CTE programs of study based on the needs of business/industry.	●	●	●
Develop and/or validate content skill standards for all 117 secondary CTE concentrations and 1100 courses.	○	●	●
Identify and validate industry recognized credentials for all CTE Concentrations.	●	●	●
Organize and provide targeted technical assistance to schools and teachers.	●	●	○
Provide targeted professional development for CTE teachers.	○	●	○
Conduct monitoring visits to all CTE programs on a five-year rotation.	●	●	○
Conduct follow-up visits to schools based on the monitoring visits.	●	●	○
Develop formative and summative assessments for all CTE concentrations and provide targeted PD on implementation strategies.	○	○	○
Coordinate and direct seven co curricular career and technical student organizations serving over 7,000 secondary and adult students.	●	●	●
Coordinate and assist with new CTE teacher training and continued professional development.	○	●	●
Coordinate entrepreneurship education statewide in cooperation with the Benedum Foundation and the WV Entrepreneur Association.	○	●	●
Direct the development of the SREB Preparation for Tomorrow Curriculum in Energy and Power and work with a 12 state consortium to implement rigorous, project-based CTE in all schools.	○	●	●
Coordinate the identification, review and implementation of digital resources in all CTE content areas (ToolingU, Today's Class, TIS-CTE, etc.)	●	○	●
Coordinate the state's preparation in the SREB High Schools That Work and Technology Centers that Work initiatives.	○	●	●
Coordinate the experiential learning initiative, providing technical assistance to local school systems.	●	○	●
Develop and maintain the Employers' Portal for business/industry seeking trained employees.	○	○	○
Identify, review and enter instructional resources into the in site database for use by teachers statewide.	○	○	○

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Design and develop virtual CTE concentrations.	●	○	○
Coordinate and manage the process for issuing national and international student credentials for NCCER and I-CAR curricula.	●	●	○
Work with multiple state agencies, industry associations and statewide business/industry advisory councils to inform CTE instruction.	●	●	○
Collect, monitor, and report data for state and federal Perkins accountability.	●	●	●
Manage Civil Rights requirements - monitoring, visits, and federal reports.	○	○	○
Serve as voting members on the multi-county CTE center administrative councils.	○	○	○
ADULT WORKFORCE, ADULT BASIC EDUCATION, AND PUBLIC SERVICE TRAINING—CURRICULUM, DELIVERY AND TRAINING			
Coordinate and participate with workforce agencies to determine educational training needs.	○	○	○
Develop and revise adult CTE programs of study based on the needs of business/industry.	○	○	○
Develop and/or validate content skill standards for 25 adult CTE concentrations.	○	○	○
Facilitate and deliver industry-based hospitality training statewide.	○	●	●
Implement and monitor all Adult Basic Education statewide (curriculum and centers).	○	○	○
Provide continued PD for ABE staff statewide.	○	○	○
Coordinate and provide public service training statewide.	○	○	○
Coordinate and deliver the pre-employment training for TANIF recipients in cooperation with DHHR.	○	○	○
EARLY LEARNING SERVICES DIRECTLY TO SCHOOLS			
Early Childhood E-Learning - development of professional development and management for individuals seeking early childhood certifications and assistant teacher authorizations/credentials	○	○	○
ELSF PD System - development and implementation of statewide, district delivered professional development system for teachers, administrators and families targeting each of the developmental domains	○	○	○
Pre-K Program Reviews and CQI - design and coordinate the triennial review for each district's comprehensive, collaborative universal pre-k system	○	○	○
Pre-K Leadership System of Support - develop and implement a year-long system of support for the county collaborative early childhood teams targeting key issues in implementation of WV Pre-K - finances and collaboration, curriculum and instruction, assessment, school readiness	○	○	○
Early Childhood Assessment System/Processes - design and implement a statewide system of early childhood assessment processes and data collection for a formative assessment system and growth data on pre-k and k children	●	○	●
Develop and disseminate annual School Readiness Profile to provide data on state and district level early childhood data to assist with continuous quality improvement, school readiness and transition processes	●	○	○
Provide technical assistance to parents, schools, and agencies regarding school entrance procedures, requirements, and issues	●	●	
Provide leadership and technical assistance to teachers and assistance teachers pertaining to credentials, certifications, licensure for early learning	●	●	

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COUNSELING/DROPOUT SERVICES SUPPORT DIRECTLY TO SCHOOLS			
Develop, align and facilitate implementation of Counseling Standards via policy development and coordination	●	○	●
Provide leadership in decision making via coordination with professional counseling organizations and additional outside agencies (Military, mental health agencies, juvenile placement facilities, HEPC, etc.)	●	○	●
Facilitate the development, alignment and adoption of resources for effective implementation of counseling standards as required via policy and code	●	○	●
Provide leadership and technical assistance for the Dropout Prevention Innovation Zone grantees	●	●	●
Provide technical assistance for the alternative education grantees	●	●	○
Provide leadership and technical support to districts and schools for the development and improvement of alternative education plans	●	●	○
Provide individual technical assistance to individual schools identified through the Office of School Improvement	●	●	●
Provides direct services to parents, teachers, schools, principals, and others on discipline question, complaints, concerns, and inquiries	●	●	●
DATA-DRIVEN DECISION MAKING SERVICES DIRECTLY TO DISTRICTS, SCHOOLS, AND/OR TEACHERS (ASSESSMENT ASSISTANCE DIRECTLY SCHOOLS AND TEACHERS)			
Provide assessment data disaggregation services to identify instructional areas and strengths and weaknesses		○	○
Provide training and support on understanding of use of individualized student data (e.g., West Virginia Growth Model)	○	○	○
Provide technical assistance on the effective use of diagnostic and interim assessments to support individualized instruction and system-wide improvements (i.e., school-wide and district-wide)	○	●	○
Collect, analyze, and report data directly from schools in diagnostic and interim assessment system	○	○	○
Develop, facilitate, and deploy professional development and provide technical assistance on the revised accountability system and school designation process as required by state and federal code	●	●	○
Develop and provide technical assistance around the teacher evaluation system	○	●	●
(DATA/INFO SERVICES DIRECTLY TO COUNTIES) Design, develop, and implement a system to promote data governance, data reporting, and data quality			
RESEARCH SERVICES DIRECTLY TO DISTRICTS/SCHOOLS			
Administrative support for evaluation capacity-building initiatives provided to district staff (e.g., logic model training for potential Innovation Zone and 21 st CCLC grantees)	○		○
Administrative support for services that assist districts/schools in assessing conditions for learning (e.g., administration of the WV school climate index, YRBS, analysis of discipline and other administrative data, etc.)	●	○	○
Administrative support for technical assistance services provided to district staff designed to improve data- and information-based decision-making (e.g., reporting assessment	○		○

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accommodations from 326 monitoring process)			
Administrative support for the completion of research and evaluation studies, the results of which are provided directly to districts to provide feedback on the effectiveness of school and district initiatives (e.g., evaluation of universal free meals pilot project, evaluation of professional development programs targeting districts/schools).	○		○
SPECIAL EDUCATION SERVICES DIRECTLY TO DISTRICTS, SCHOOLS, AND/OR TEACHERS			
Provide leadership, support and technical assistance for districts, schools and teachers implementing services for students with special needs	●	●	●
Provide coordination and collaboration for unification of services with general education	●	●	●
Provide leadership, guidance, and support to districts, schools, teachers and parents in the area of gifted education.	●	●	●
Provide communication services via listserv, website, etc. for the area of gifted education	●	●	●
Develop and/or compile materials to inform school districts about the Medicaid program, description of covered services and how to document and bill covered services for students with Individualized Education Programs (IEPs). This is in collaboration with the state's Bureau for Medical Services and the Department of Health and Human Resources (DHHR) for policy information to assure school districts comply with federal and state regulations for Medicaid reimbursement.	●	●	●
Provide resources, materials, guidance, and technical assistance to districts and schools to ensure and certify accurate data and processes for the state Medicaid program.	●	●	●
OPERATIONAL SERVICES DIRECTLY TO DISTRICTS (BUS INSPECTORS, HVAC, ENGINEER, LEGAL, POLICY)			
Safety inspection of all school buses	○	○	○
Certify all bus drivers	○	○	○
Oversee training for all bus drivers	●	●	●
Provide a state-wide software base preventive maintenance program	○	○	○
Provide an Indoor Air Quality program with a Certified Indoor Environmentalist (CIE) on staff.	○	○	○
Provide HVAC technical assistance and training with a mechanical engineer and EPA certified HVAC technicians on staff	○	○	○
Provide an Energy Savings program with a Certified Energy Manager (CEM) on staff	○	○	○
Provide School Planning expertise with a Recognized Educational Facilities Planner (REFP) on staff	●	○	●
FINANCIAL ASSISTANCE DIRECTLY TO COUNTY SCHOOL SYSTEM			
Public School Support Program - Assist in compiling, editing, and summarizing necessary data and performing the required computations under the Public School Support Program. Prepare distribution schedules of the Public School Support Program funding for monthly dissemination of the funds to the school districts. Provide periodic training to school districts on the Public School Support Program.	●	●	●
Annual Budget - Prepare annual proposed budget instructions for distribution to the school districts. Upon receipt of their proposed budget, analyze the budget to ensure balances are sufficient and appear reasonable. Work with school districts to correct any budget deficiencies and recommend budgets for approval to the State Superintendent. Once the	●	●	○

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proposed budget is approved, review and approve budget revisions throughout the fiscal year.			
Annual Indirect Cost Plan - Provide annual guidance regarding the school district's annual indirect cost plan. Provide technical assistance throughout the preparation process. Review the plans and recommend them for approval. Communicate the approved indirect cost rates to the school districts.	●	●	○
School Calendar - Provide annual guidance regarding preparation of the school calendar. Provide technical assistance throughout the preparation process. Review submitted calendars and recommend for approval to the State Superintendent. Review any proposed changes to the approved calendars and recommend them for approval.	○	○	○
Certified List of Personnel - Provide annual training and instructions regarding the Certified List of Personnel. Review the personnel data submitted and work with school districts to correct any errors identified. Provide technical assistance throughout the preparation process.	●	●	○
Medicaid Cost Reports - Provide guidance to the school districts related to the new cost-based approach to Medicaid billing. Provide workshops and webinars to train school districts on the preparation of the quarterly and annual cost reports. Provide technical assistance throughout the cost reporting process. Advocate for the school districts during discussions with the Department of Health and Human Resources and Public Consulting Group.	●	●	○
Annual GAAP-Based Financial Statements - Provide annual financial statement templates to the school districts that have been updated for any changes in Generally Accepted Accounting Principles (GAAP). Provide training on the completion of the annual financial statements and technical assistance throughout the preparation process. Review submitted unaudited financials and notify the school district if information is missing or contains obvious errors. Upon receipt of the annual audit report, work with county boards to ensure that any corrective action plans for findings are sufficient in order to issue close-out letters in accordance with OMB A-133.	●	●	●
Takeover/Deficit County Assistance - Perform significant duties related to takeover and/or deficit counties. For takeover counties, review all accounts payable check runs prior to the release of the checks to the vendors. Perform other assistance as needed/requested. For deficit counties, provide monthly budgetary analysis to assist the counties in monitoring their spending.	●	●	○
Routine Technical Assistance - Answer routine questions from school districts on a variety of other issues, such as personnel laws, purchasing requirements, fixed assets, general accounting questions, etc.	●	●	●
DATA/INFORMATION SERVICES ASSISTANCE DIRECTLY TO SCHOOLS			
West Virginia Education Information System (WVEIS) delivers for each district/school (Financial Management System; Employee Management System; Student Management System; Statewide Assessment Interfacing; Federal Reporting; Role based access to data)	○	○	○
Software maintenance of single statewide Student Information System (SIS)	○	○	○
Software maintenance of single statewide Financial Management System	○	○	○
Software maintenance of single statewide Employee Management System	○	○	○
Software development and maintenance of single solution Special Needs and Online IEP system	○	○	○
Maintain fully integrated Medicaid Billing System within statewide SIS	○	○	○
Provide technology inventory information system (Digital Divide) as statewide platform	○	○	○

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Develop and maintain incident based discipline reporting system as an integrated component of statewide SIS	○	○	○
Develop and maintain an Early Warning Indicator System as a fully integrated component of the statewide SIS	○	○	○
Maintain online Pre-K assessment model integrated with statewide SIS	○	○	○
Manage real time tracking of students within the West Virginia public education system including the ability to transfer student data from public school to public school across the state	○	○	○
Provide custom form printing solutions for payroll and accounts payable checks, report cards, transcripts, etc. to all public schools and LEAs	○	○	○
Produce required state and federal reports on behalf of public LEAs while eliminating much of this requirement at the local level.			
Provide consistent integration models for third party software solutions such as calling systems and grade books reducing the need for locally developed integration solutions.	○	○	○
Provide online payroll and W2 information review for all LEA staff without the need for a third party solution	○	○	○
Provide ability to submit transcripts in electronic format directly from statewide SIS to higher education institutions	○	○	○