

EASTERN PANHANDLE INSTRUCTIONAL COOPERATIVE



ANNUAL REPORT  
FISCAL YEAR 2021

*Eastern Panhandle  
Instructional Cooperative*

**EPIC**

Serving the educational needs  
of the entire community

# EASTERN PANHANDLE INSTRUCTIONAL COOPERATIVE

## MISSION STATEMENT

To provide high quality, cost effective, life-long education programs and services to students, schools, school systems, and communities

## VISION STATEMENT

To serve the educational needs of the total community

## REGIONAL ADVISORY COUNCIL, 2020-2021

### **Berkeley County**

Dr. Patrick Murphy, Superintendent  
Jackee Long, Board Member

### **Jefferson County**

Dr. Bondy Gibson-Learn, Superintendent  
Mark Osbourn, Council President

### **Grant County**

Mitch Webster, Superintendent  
Jared Amtower, Board Member

### **Mineral County**

Troy Ravenscroft, Superintendent  
Terry Puffinberger, Board Member

### **Hampshire County**

Jeff Pancione, Superintendent  
Bernard Hott, Board Member

### **Morgan County**

Kristen Tuttle, Superintendent  
Eric Lyda, Board Member

### **Hardy County**

Sheena VanMeter, Superintendent  
Melvin Shook, Board Member

### **Pendleton County**

Charles Hedrick, Superintendent  
Sonny O'Neil, Board Member

# PROGRAMS AND SERVICES

## Program Title: Adolescent Health

**PURPOSE:** To support community collaborative efforts designed to develop the assets youth need to thrive and become successful across the state of West Virginia. The program provides support to community initiatives and training to community members and / or professionals regarding adolescent health topics throughout the region.

**FUNDING SOURCE:** The Office of Maternal, Child, and Family Health

**CONTACT PERSON:** Hannah Badley  
304-596-2655  
Hannah.badley@wvesc.org

### MAJOR ACCOMPLISHMENTS:

- Provided the following training sessions to students: 40 Developmental Assets, Adapted yoga, Mindfulness and Social-Emotional Competency, Social Media Safety,
- Administered the Youth Risk and Behavior Survey to 200+ Middle and Highschool students across Berkeley, Jefferson, Morgan, and Hampshire counties.
- Coordinated regional trainings for professionals and students throughout the region.

### SUMMARY OF STRATEGIC PLAN RESULTS:

The Adolescent Health Coordinator attended community meetings throughout the region and contributed by providing educational sessions and materials to community members. The Adolescent Health Coordinator attended student health fairs and school wide events and promoted adolescent health topics at these events. The Adolescent Health Coordinator prepared and facilitated educational training for parents, community members, professional staff and students throughout the region.

### PERSONNEL SUPPORTED:

Adolescent Health Coordinator

## Program Title: Adult Education

**PURPOSE:** Provide technical assistance, educational leadership and training, and monitoring and administration services for adult education and workforce development programs in the region.

**FUNDING SOURCE:** West Virginia Department of Education (state and federal grants)

**CONTACT PERSON:** John Holmes  
304.596.2645  
jjholmes@wvesc.org

### MAJOR ACCOMPLISHMENTS:

- Provided technical assistance to local **Adult Education (AE)** programs, which served 832 adult students during Fiscal Year 2021.
- 100 **AE** students earned a high school equivalency diploma.
- 135 **AE** students transitioned to postsecondary education.
- Administered the **SPOKES Career Readiness Program**, which enrolled 150 adult students referred by the West Virginia Department of Health and Human Resources during FY21. 2 SPOKES students earned their High School Equivalency diploma, 6 transitioned to postsecondary education & training, and 30 gained unsubsidized employment. 11 students earned a CPR/First Aid certification and 49 Customer Service certificates were earned during the fiscal year.
- Provided professional development to 25 EPIC and county funded staff members.

**SUMMARY OF STRATEGIC PLAN RESULTS:** The Adult Education Director monitored the performance of local AE programs (15 class sites total), offering varying levels of technical assistance, as appropriate. The Adult Education Director monitored local AE instructors for compliance with state requirements for professional development and coordinated and/or presented local and regional training as warranted.

**PERSONNEL SUPPORTED:**

Adult Education Director (1)

Adult Education Administrative Assistant (.33)

F/T Adult Education, SPOKES and ESOL Instructors (11)

P/T Adult Education, SPOKES and ESOL Instructors (1)

P/T Adult Education Aides, ESOL (4)

Assessment Specialists (1)

## Program Title: Early Head Start/Head Start/Pre-K

Our program provides an end of the year survey to all our parents. Historically, the survey has been provided via hard copy and follow-up is provided in a more personal manner. This past year posed unique challenges as we adapted to technological options, due to the pandemic.

Head Start parents were asked to complete an end of year survey on Survey Monkey. The survey included 8 questions ranging from understanding the enrollment process, family goal achievement, valuing parents and providing opportunities, classroom environments and comments on strengths and areas for improvement. The survey scale provided five responses per question:

*Not Sure   Strongly Disagree   Disagree   Agree   Strongly Agree*

**Results**-survey responses include tri-county Head Start programs. Of the 321 families enrolled, 63% or 203 responses were received.

<u>Survey questions</u>	<u>Overall % of Highest Response</u>
Q1 – enrollment process easy to understand & complete	85% agree / strongly agree
Q2 – staff assisted family in reaching goals that made a positive difference in their lives	96% agree / strongly agree
Q3 – staff shared assessment results ensuring parents' understanding	99.5% agree / strongly agree
Q4 – classroom and staff were welcoming	99.5% agree / strongly agree
Q5 – staff listened to parent ideas and concerns	98% agree / strongly agree
Q6 – program provided opportunities for parents to socialize & obtain info. on child development, resources, safety, etc.	100% agree / strongly agree
Q7 – program offered leadership opportunities through involvement	91% agree / strongly agree

Received multiple responses to: program weaknesses or things parents didn't like

Lack of buses and substitute bus drivers

Virtual learning

Inability to volunteer due to COVID

Early Head Start parents received a hard copy of the survey. The response options listed are the same as those of Head Start.

**Results-** survey responses include tri-county Early Head Start programs. Of 124 families enrolled, 62% or 77 responses were received.

#### **Overall % of Highest Response**

Q1 – satisfied with assistance in accessing needed services	98.7% agree/strongly agree
Q2 – satisfied with number of socializations and family activities	94.8% agree/strongly agree
Q3 – satisfied with information provided on positive parent-child relationships and healthy attachments	98.7% agree/strongly agree
Q4a – satisfied with activities modeled and provided to build math and science skills	98.7% agree/strongly agree
b – satisfied with activities modeled and provided to better communicate with and develop reading skills	98.7% agree/strongly agree
c – satisfied with activities modeled and provided on how to play/interact with our child	98.7% agree/strongly agree
Q5 – satisfied with the opportunities to participate in leadership development and decision-making	91% agree/strongly agree

**Our program provided:** In most cases, activities were provided virtually or utilizing an adaptation to keep families, children and staff safe and healthy.

Field trips for 3-5yr olds – 30

Field trips for EHS - 19

Parent/Family Activities – EHS / 49 HS / 35

Fatherhood Activities – EHS / 11 HS / 11

**Transportation provided** – 86% of enrolled students

Children requiring additional supports/Disabilities – required 10% in each county.

Required at full enrollment			Actual enrollment '20-'21	#/% from actual enrollment
Berkeley	22	(221)	111	12 / 109%
Jefferson	10	(102)	67	12 / 120%
Morgan	7	(73)	52	30 / 429%

#### **Employment**

The program, prenatal to 5, employs 111 full-time staff. Of the 20 EHS staff, 6 or 30% are current or former EHS/HS parents. Of the 92 HS staff, 17 or 18% are current or former EHS/HS parents.

## **Health**

Of the actual **Head Start** year-to-date enrollment of 256 children –

98% completed a dental exam/screening

99.6% had current physical screenings including being up to date with immunizations

\* Challenges encountered were delays in scheduling due to pandemic, family hesitancy to schedule and

take children for appointments and children who were enrolled towards the end of the school year.

Of the funded **Early Head Start** enrollment of 115 children –

95% were up to date on age-appropriate immunizations

92% completed oral health exams

## **Self-Assessment Summary**

A self-assessment is completed annually by staff, Policy Council members, Community members and parents to determine strengths and areas of need in the Early Head Start/Head Start Program.

Information is obtained through surveys, interviews, data from developmental assessments and screenings, monitoring forms, etc. are aggregated and analyzed by teams. Reports are written and reviewed with the committee, providing insights and recommendations that lead to an “improvement plan” for the program.

The three areas demonstrating the most impactful results were:

\* **Mental Health (barriers to and community challenges)-** Data collection: 10 item survey was emailed to 96 mental health clinicians in the Eastern Panhandle/ 15 responses were received, data utilized from monthly status reports and our child tracking system. Recommendations included: increased need for school based mental health, increased mental health/trauma informed training for staff, increased collaboration with providers/clinicians for in school services and serving as greater advocates for families with mental health providers to reduce stigma of Medicaid patients.

\* **Health Provider and Family challenges during the pandemic-** Data collection: surveys sent to providers on pandemic impact on services – 19 responded (8/BC, 4/JC, 5/MC and 2 Tri-county) and parent surveys on impact on completing health/dental appointments – 149 responded (69/HS, 80/EHS) Recommendations included increasing family education on safety of protocols and vaccination safety and encouraging families to not delay health care visits because additional options to communicate with providers are available.

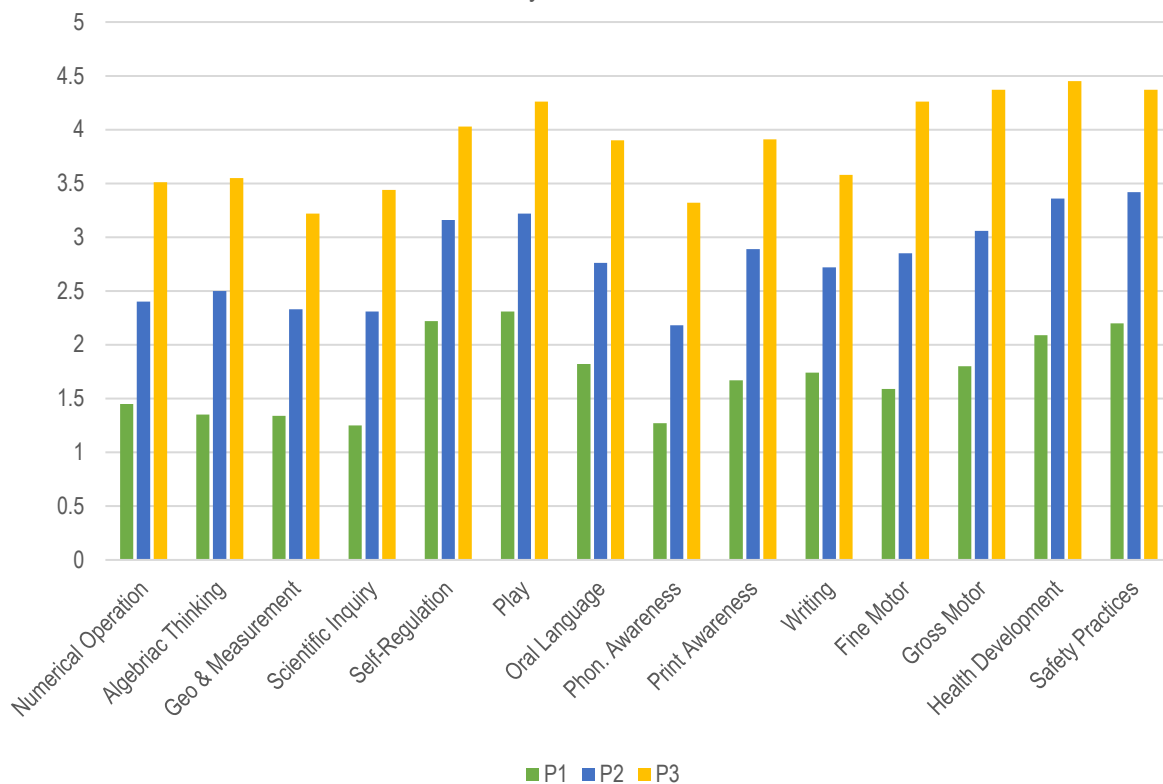
\* **School readiness/transition** – Data collection: surveys were sent to all kindergarten teachers in Berkeley, Jefferson and Morgan Counties (total of 120). 71 surveys were returned. Recommendations included: providing more resources for children to use at home, increase promotion of opportunities for social-emotional interaction/self-help care and independence in /out of the classroom. Additional family advocate support for specific family needs and increased professional development and coach supports for staff to elevate outcomes.

## **Student Assessment Results by County-**

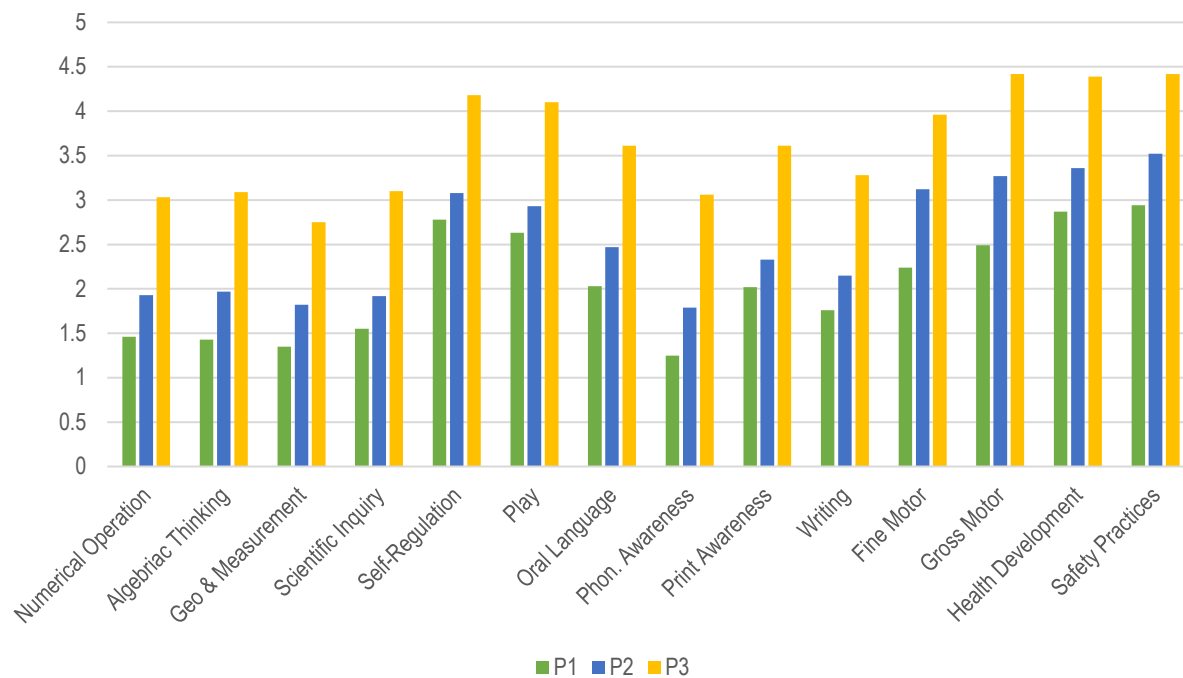
The developmental skills of each child are assessed three times per school year utilizing the state assessment ELRS (Early Learning Reporting System). The graphs below represent the increase from Period 1 (baseline) to Period 2 (completed by mid-February) and P3, the final assessment (completed by the end of May).

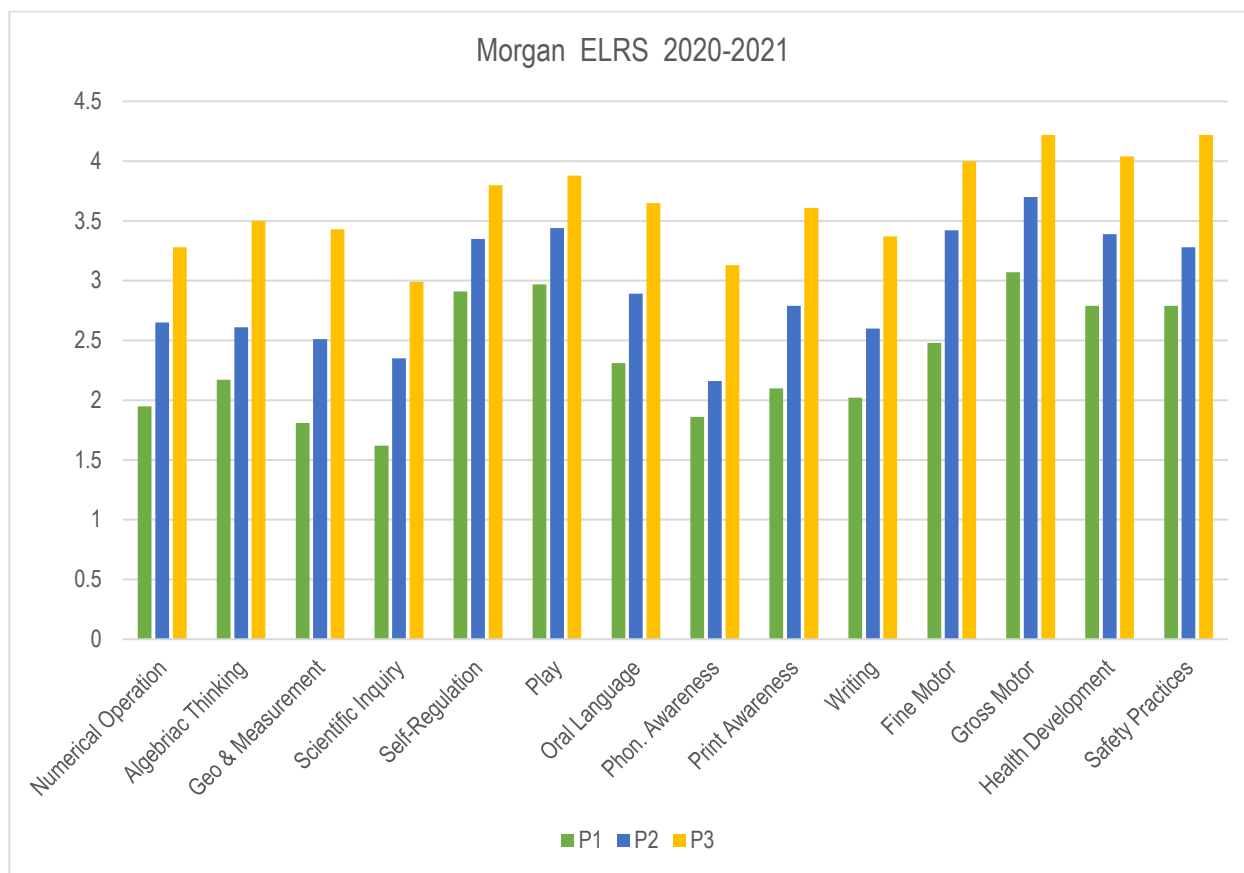


Berkeley ELRS 2020-2021



Jefferson ELRS 2020-2021





## **Program Title: IT Support**

**PURPOSE:** To provide IT support services to the eight county school systems, the Schools for the Deaf and the Blind, and EPIC programs.

**FUNDING SOURCE:** EPIC

**CONTACT PERSON:** Jill A. Woolcock  
304.596.2659  
jwoolcock@wvesc.org

### **MAJOR ACCOMPLISHMENTS:**

- Recorded 953 work orders
- Over 519 in-house work orders supporting SearchSoft, eWalk, Head Start, and Adult Education equipment
- Refurbished donated computers and utilized them in EPIC programs
- Recycled old equipment that was no longer in service
- Implemented new work order / asset management program for all EPIC programs

### **SUMMARY OF STRATEGIC PLAN RESULTS:**

The IT Support Program has an IT Manager who supports and maintains equipment for the EPIC office, counties, and Head Start/EHS/Pre-K and Adult Education /SPOKES satellite buildings and classrooms.

### **PERSONNEL SUPPORTED:**

IT Manager (1)

## **Program Title: Medicaid Reimbursement Program**

**PURPOSE:** WV Code 18-2-5b: Provide programmatic and technical assistance that results in the highest level of Medicaid reimbursement dollars while operating within the guidelines set forth by the Bureau of Medical Services, the State Board of Education and the Department of Health and Human Resources

**FUNDING SOURCE:** The current FFP (Federal Financing Participation) rate of 81.19% as effective January 1, 2021

**CONTACT PERSON(s):** Ramona Beddow  
304.596.2646  
rdbeddow@wvesc.org

### **MAJOR ACCOMPLISHMENTS:**

- Worked directly with counties to provide all services required/requested in support of the Medicaid Reimbursement Program
- Provide ongoing support for the counties with the new Medicaid billing system, E-Docs
- Ongoing research of county Special Education Rosters to determine and notify the county of Medicaid eligibility
- Provided guidance and assistance in the acquisition of National Provider Identifiers for all newly hired or contracted providers
- Enrolled and/or re-enrolled new and existing county providers based on movement of the provider and county hiring or contracting of personnel
- Yearly provision of all enrolled provider updated licensures, WVDE Certifications
- Manage Random Moment Time Study information and changes to keep counties updated when moments need addressed
- Perform quality control on all billing received to determine to the best of our ability if the billing is allowable
- Inform and assist counties in the correction of student data to ensure a system match of eligibility and guarantee reimbursement
- Assist each county with upcoming Audit, providing assistance with spreadsheets

- Work directly with WV Medicaid Coordinator to ensure guidance is up-to-date or request clarification on specific areas when necessary
- Work directly with regional and field representatives from Molina to prepare for work with each county on revalidation of all currently enrolled providers
- Assist counties with notifications of reimbursements through weekly deposits

**SUMMARY OF STRATEGIC PLAN RESULTS:**

Based on goals established in the Strategic Plan the Medicaid Reimbursement Programs multiple level requirements, and ongoing county support continues to prove extensive and necessary. Continuous program changes and clarification of Chapter 538 requires daily individual provider and provider group updates. Implementing the program based on the guidelines set forth leaves us the ongoing task of increasing provider participation and acquiring parental consents for use of the Medicaid information.

**PERSONNEL SUPPORTED:**

Medicaid Billing Agent

## **Program Title: Public Service Training**

**PURPOSE:** West Virginia Public Service Training, or WVPST, is the umbrella term for a group of programs related to maintaining the health, safety, and well-being of the general public including but not limited to – Firefighting, Rescue, Hazardous Materials, Emergency Medical Services, and Law Enforcement. WVPST provides fire departments, EMS squads, law enforcement, industry, and the general community with a wide variety of cost-effective training.

**FUNDING SOURCE:** WVDE Grants; Class Tuition

**CONTACT PERSON:** David Weller  
304.596.2653 (office) or 304.671.8811 (cell)  
djweller@wvesc.org

### **MAJOR ACCOMPLISHMENTS:**

- 5205 participants were enrolled in 665 classes totaling 61,796 clock hours of training
- Developed new and creative remote learning opportunities during COVID
- WVPST Martinsburg has lead role in maintaining WVPST documents
- WVPST Martinsburg has lead role in maintaining WVPST website
- WVPST Martinsburg has lead role in maintaining WVPST “PSTachio” database
- Conducted several Instructor Courses
- Developed COVID 19 guidelines for WVPST class across the state
- Helped coordinate statewide ESCAPe Conference
- Oversees and publishes WV State EMS protocols annually
- WVPST holds two (2) positions on the West Virginia EMS Advisory Council

- Working relationship with other agencies to coordinate training and testing– WV Department of Education, WV State Fire Commission, WV Office of Emergency Medical Services, WV EMS Advisory Council, National Registry of EMTs, American Heart Association, WVU Fire Service Extension, James Rumsey Technical Institute, Mineral County Technical Center, Blue Ridge CTC, South Branch Career and Technical Center, Eastern CTC, WV Division of Homeland Security and Emergency Management, Local Emergency Planning Committees, WV Adult Education Association, International Fire Service Accreditation Congress, WV Miners' Health, Safety & Training, West Virginia Professional Firefighters Apprenticeship Board

### **SUMMARY OF STRATEGIC PLAN RESULTS:**

Class evaluation forms and commitment statements help maintain student, instructor, and program integrity. Instructor in-services were held. WVPST Instructors were certified and recertified according to WVDE procedures and policy 5202.

### **PERSONNEL SUPPORTED:**

Public Service Training Coordinator

Public Service Training Specialist

Administrative Assistant (one half-time with benefits employee, and 10% of another full-time employee)

Part Time Fire Service, EMS, and CPR Instructors

## **Program Title: EPIC WV Substitute Teacher Training**

**PURPOSE:** EPIC provides WV Substitute Teacher Training for candidates who wish to substitute teach in WV and those who need to renew their current WV Substitute Teaching permits. Our training includes topics required by the WVDE including professional responsibilities, legal aspects of teaching, mandated reporting, classroom management, reading and literacy instruction, instructional strategies, trauma-informed best practices, lesson planning, and understanding the WV College and Career Readiness Standards. Additionally, our classes cover economic diversity, certification, job application, and technology.

Due to COVID-19, our EPIC WV Substitute Teacher Training classes were suspended in March 2020 and moved to an online model in October 2020. We continue to be open to new and renewal candidates virtually using the Google Classroom platform. Candidates are able to enroll at any time and complete coursework at their own pace in the comfort of their homes on their own devices. EPIC has partnered with The Teaching Channel to provide more than 7 hours of observation videos showcasing best practices of more than 25 educators in a variety of settings, subjects, grade levels, and classroom structures as part of the online class. Additionally, our classes continue to cover all of the required and supplemental topics EPIC has always offered while reaching a broader base of educators around the state.

**FUNDING SOURCE:** Our classes are participant-funded at \$150 each.

**CONTACT PERSON:** Melissa Acquino  
304.267.3595  
mgacquino@wvdesc.org



## **MAJOR ACCOMPLISHMENTS:**

- Our online courses launched on 10/27/2020, and we had 75 new and 30 renewal candidates enroll in FY21
- FY21 revenue of \$15,600
- Combined data from evaluations conducted at the end of each training earned an overall quality rating of 4.8 / 5.0
- Below are some “Additional Comments” left by participants:
  - “Thank you for offering this training online. It was helpful to do it when my children were in bed.”
  - “I am excited to start subbing! I feel prepared and armed with a lot of tools for success!”
  - “There is nothing I would change about this class! It was paced well and very informative.”
  - “I will definitely tell my friends your class is available. Thank you!”
  - “This was the best online class I’ve ever taken!”

## **SUMMARY OF STRATEGIC PLAN RESULTS:**

Quality instruction and on-going updates to the class help maintain student, instructor, and program integrity. We continue to be approved by the WVDE as an option for new and renewal candidates seeking a WV Substitute Teaching Permit.

## **PERSONNEL SUPPORTED:**

One Part-time Instructor – ongoing as needed

Administrative Assistant on a part-time basis for registrations/information

## **Program Title: West Virginia Birth to Three**

**PURPOSE:** As defined by Part C of the Individuals with Disabilities Education Act: to enhance the capacity of families with children, who either have or are at risk of having delays in their development, by providing services and supports in their natural environment.

**FUNDING SOURCE:** US Department of Education (IDEA, Part C); WV Department of Health and Human Resources, Bureau for Public Health, Office of Maternal Child and Family Health

**CONTACT PERSON:** Lori Lawson  
304.596.2655  
llawson@wvdesc.org

### **MAJOR ACCOMPLISHMENTS:**

- 1098 children referred
- 956 received services with an active IFSP

### **SUMMARY OF STRATEGIC PLAN RESULTS:**

The WV Birth to Three Regional Administrative Unit participates in community-based events to raise public awareness about early intervention services provided under Part C of IDEA, allowing us to identify children between the ages of birth through thirty-five months of age who have or may be at risk of having developmental delays. One hundred percent of all eligible children receive an evaluation. The Child Outcome Summary Form (COSF) is used at the initial IFSP, six-month review, and upon exit from the system to measure child progress.

### **PERSONNEL SUPPORTED:**

Program Director (1)  
Administrative Assistant (1)  
Interim Service Coordinator (4)  
Parent Partner (1)  
Support Staff (.5)

## Contact Information

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