

EASTERN PANHANDLE INSTRUCTIONAL COOPERATIVE



ANNUAL REPORT FISCAL YEAR 2022

*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, 2021-2022

Berkeley County

Dr. Patrick Murphy, Superintendent
Jackee Long, Board Member

Grant County

Mitch Webster, Superintendent
Jared Amtower, Board Member

Hampshire County

Jeff Pancione, Superintendent
Bernard Hott, Board Member

Hardy County

Sheena VanMeter, Superintendent
Melvin Shook, Board Member

Jefferson County

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

Mineral County

Troy Ravenscroft, Superintendent
Terry Puffinberger, Board Member

Morgan County

Kristen Tuttle, Superintendent
Eric Lyda, 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: Leah Daniel
304-596-2647
ldaniel@k12.wv.us

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 1154 adult students during Fiscal Year 2022.
- 138 **AE** students earned a high school equivalency diploma.
- 158 **AE** students transitioned to postsecondary education.
- Administered the **SPOKES Career Readiness Program**, which enrolled 127 adult students referred by the West Virginia Department of Health and Human Resources during FY22. 5 SPOKES students earned their High School Equivalency diploma, 2 transitioned to postsecondary education & training, and 38 gained unsubsidized employment. 21 students earned a CPR/First Aid certification and 32 Customer Service certificates were earned during the fiscal year.
- Provided professional development to 26 EPIC and county funded staff members.
- Provided TABE Assessments to 29 DHHR clients.

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. The survey included 8 questions ranging from understanding the enrollment process, family goal achievement, valuing parents and providing leadership 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 373 families enrolled, 97% or 361 responses were received.

<u>Survey questions</u>	<u>Overall % of Highest Response</u>
Q1 – enrollment process easy to understand & complete	99% agree / strongly agree
Q2 – staff assisted family in reaching goals that made a positive difference in their lives	99% agree / strongly agree
Q3 – staff shared assessment results ensuring parents' understanding	100% agree / strongly agree
Q4 – classroom and staff were welcoming	100% 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.	99% agree / strongly agree
Q7 – program offered leadership opportunities through involvement	97% agree / strongly agree

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

Less paperwork for parents and teachers

Longer afternoon hours

More bus service/bus drivers

Received responses to: two things you liked most about the program

The program is set up to help families succeed

Welcoming staff and open, frequent communications

The books received throughout the year

How the program motivated the children to make good choices

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, 63% or 78 responses were received.

Overall % of Highest Response

Q1 – satisfied with assistance in accessing needed services	99% agree/strongly agree
Q2 – satisfied with number of socializations and family activities	96% agree/strongly agree
Q3 – satisfied with information provided on positive parent-child relationships and healthy attachments	99% agree/strongly agree
Q4a – satisfied with activities modeled and provided to build math and science skills	99% agree/strongly agree
b – satisfied with activities modeled and provided to better communicate with and develop reading skills	97% agree/strongly agree
c – satisfied with activities modeled and provided on how to play/interact with our child	95% agree/strongly agree
Q5 – satisfied with the opportunities to participate in leadership development and decision-making	95% agree/strongly agree

Our program provided - In most cases, activities were adapted to keep families, children, and staff safe and healthy. Several activities were drive through events.

Parent/Family Activities – EHS / 45 HS / 35

Transportation provided – 82% of enrolled students

Disabilities -

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

	Required at full enrollment	Actual enrollment '21-'22	#/% from actual enrollment
Berkeley	22 (221)	195	38 / 19%
Jefferson	10 (102)	102	11 / 11%
Morgan	7 (73)	73	29 / 40%

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 370 children –

96% completed a dental exam/screening

98.6% 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 –

96% were up to date on age-appropriate immunizations

100% completed oral health exams

Self-Assessment Summary

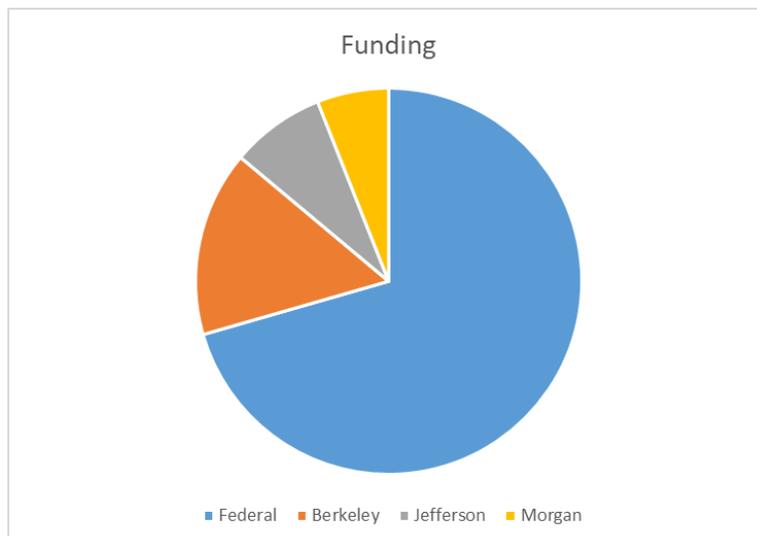
A self-assessment is completed annually by staff, Policy Council members, Community members and parents to determine strengths and areas of need in the Early Head Start/Head Start Program. Information is obtained through surveys, interviews, data from developmental assessments and screenings, monitoring 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:

* **Appropriately meeting the needs of children with challenging behaviors** - Insights: increasing number of children with Tier 3 behaviors, resources & availability inadequate to address needs, current procedures not enough to be effective with the range of individual needs and need more qualified staff. Improvement Plan: develop resource folder for families, provide multiple small group in-service PD to increase staff understanding of behaviors and contributing factors and keep collaborating with community agencies to stay on top of other services that may open.

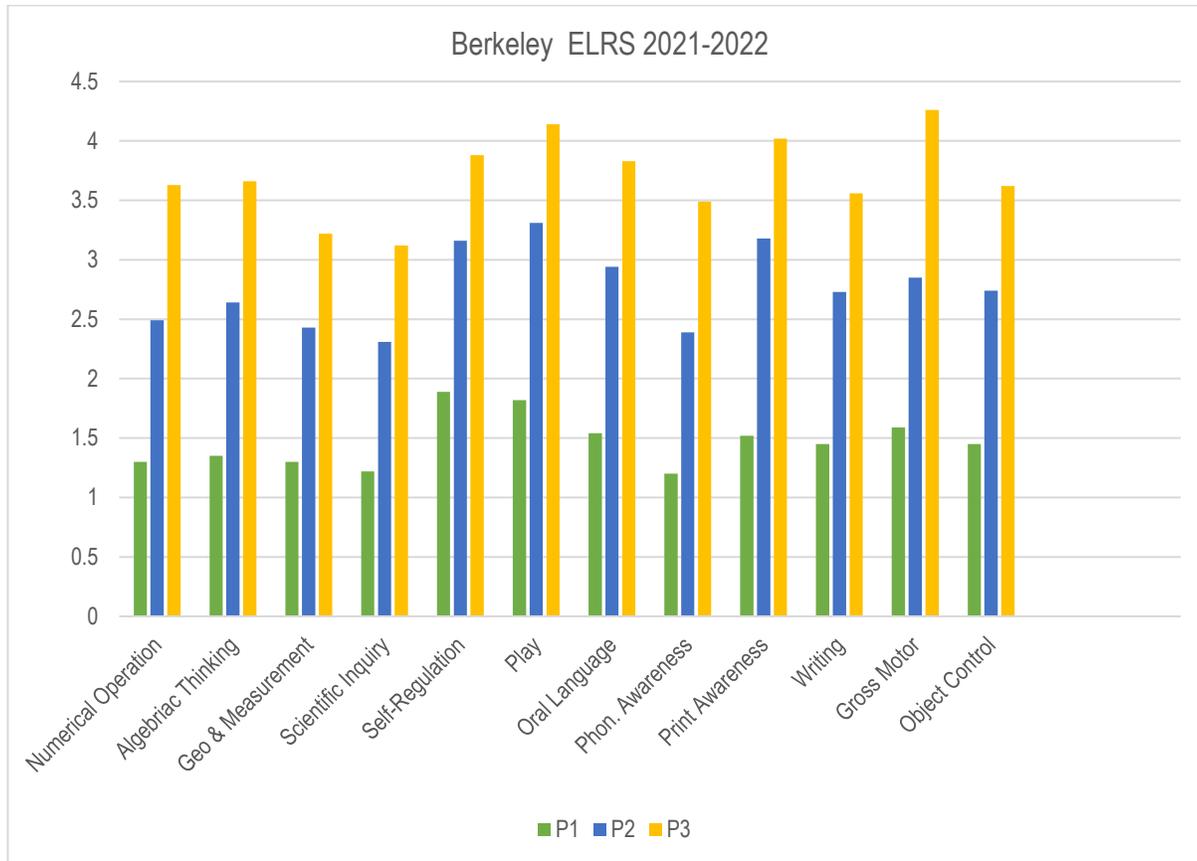
* **Lack of Staff** - Insights: no applications for certified teachers received, fewer students enrolled in education majors at surrounding universities/colleges, higher pay and incentives in some counties. Improvement Plan: recipient administrator will contact surrounding colleges/universities to establish open lines of communication, develop/post job descriptions that emphasize organizational culture and program purpose, stay current and participate in all job fairs.

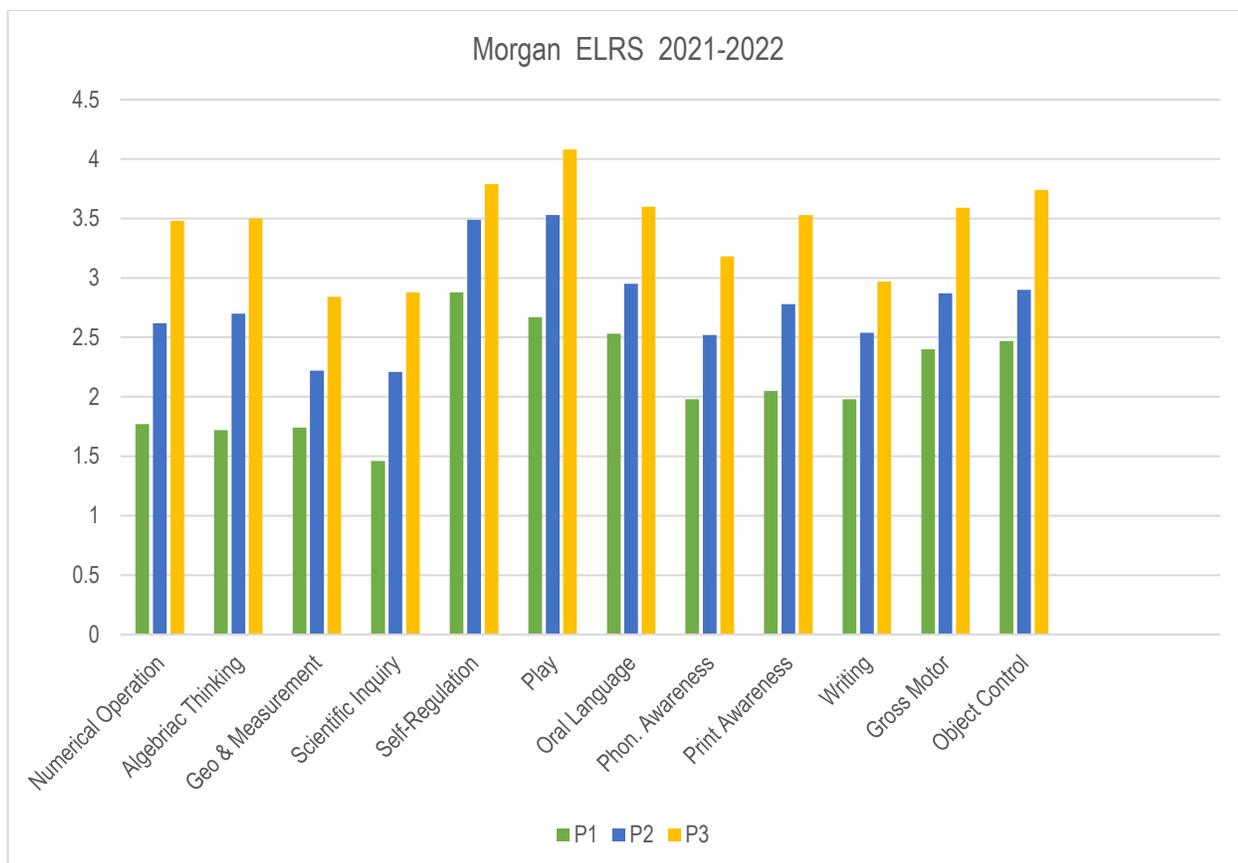
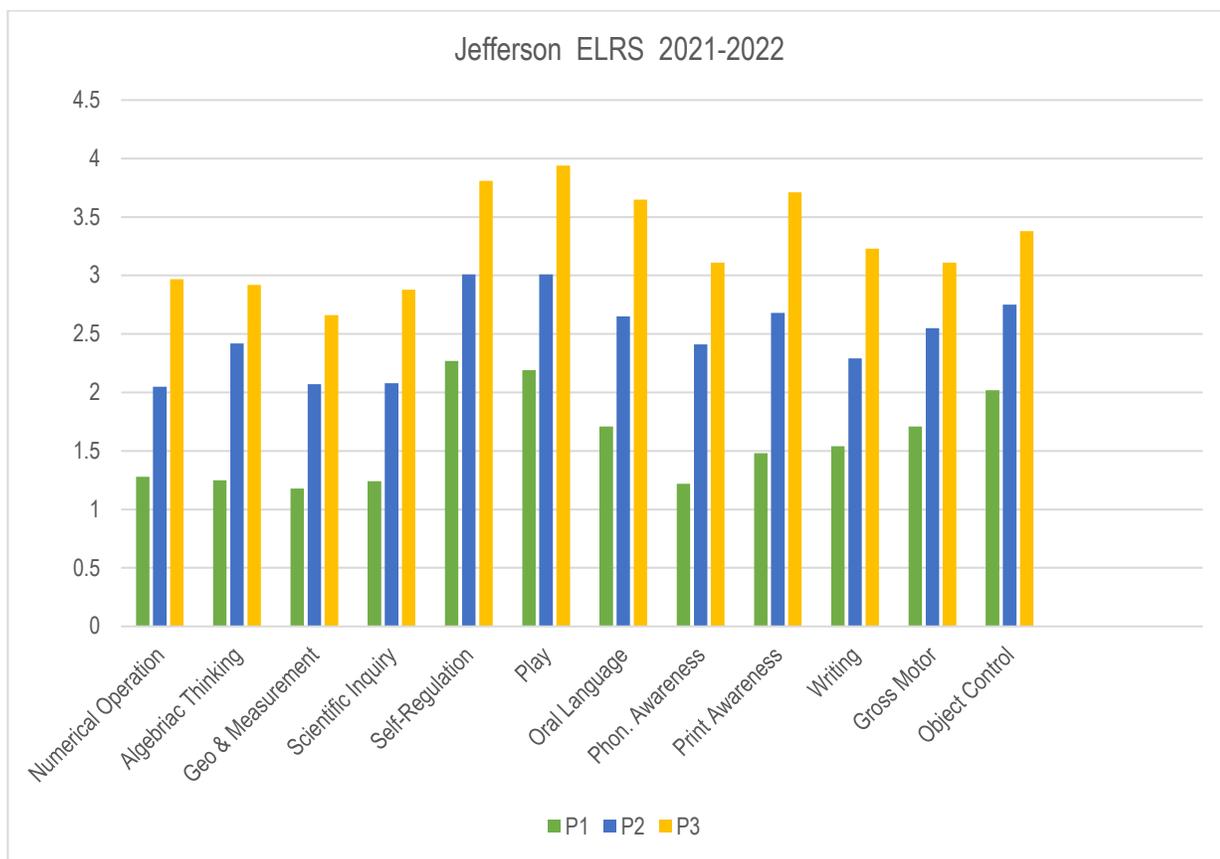
* **Policies & Procedures/Accuracy of Data Management** - Insights: not all policies/procedures are written with necessary detail, all policies/procedures need to be reviewed and updated to provide consistent reference to performance standards and procedures for entering data in tracking system need to be in writing and all staff trained. Improvement Plan: policies/procedures will be reviewed in groups to ensure they are current, specific and complete, document step-by-step entry of information in tracking system and schedule trainings to support understanding of data collection, purpose and understanding.



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).





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 873 work orders
- Over 495 in-house work orders supporting Head Start, Adult Ed/SPOKES, Public Service Training, WV Birth to Three, Adolescent Health, and EPIC
- Refurbished donated computers and utilized them in EPIC programs
- Recycled old equipment that was no longer in service

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 80.88% as effective January 1, 2022

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
- Provided 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 31 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
- Managed Random Moment Time Study information and changes to keep counties updated when moments need addressed
- Performed quality control on all billing received to determine to the best of our ability if the billing is allowable
- Informed and assisted counties in the correction of student data to ensure a system match of eligibility and guarantee reimbursement
- Assisted each county with upcoming Audit, aiding with spreadsheets

- Worked directly with WV Medicaid Coordinator to ensure guidance is up-to-date or request clarification on specific areas when necessary
- Worked directly with regional and field representatives from Molina to prepare for work with each county on revalidation of all currently enrolled providers
- Assisted 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, Technical 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:

- 5921 participants were enrolled in 701 classes totaling 80,065 clock hours of training
- Developed new and creative remote learning opportunities
- 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
- WVPST Martinsburg will be the lead agency for fire testing and test creation for WVPST state-wide
- WVPST will be the lead agency for IFSAC certification and accreditation for West Virginia.
- Conducted several Instructor Courses
- Assists with the WVPST 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. Firefighter I pass rates remain 88% and EMS pass rates have increased to 76%. Both of these are well above the national average.

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.

Since October 2020, our training classes have been offered 100% online using the Google Classroom platform. New and renewal 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@wvesc.org

MAJOR ACCOMPLISHMENTS:

- In FY 22, we trained 393 new and 38 renewal candidates.
- FY22 revenue of \$64,650.00
- Combined data from evaluations conducted at the end of each training earned an overall quality rating of 4.88 / 5.0
- Below are some “Additional Comments” left by participants:
 - “Thank you for putting together such a robust and informational training that I can complete online! With everything going on in life (working, kid, family) it can be hard to find time to travel to do one of these classes in person, so it's really helped me being able to complete this from home.”
 - “You should be very proud of the course you created. Extremely well done and very informative. I know I have the knowledge to be able to share with students, but I was a little apprehensive about the processes and behind the scenes things teachers do. I'll still have anxiety going into my first day or two but thanks to you and this class I've gained more confidence in being a substitute. I really appreciate everything. There is nothing I would change about this class! It was paced well and very informative.”
 - “I truly enjoyed the class and the set-up for each topic reviewed. This is a great tool as many applicants may be first time subs and it can be difficult to just jump in with one's own expectations. Instead, this provided tips, resources, and lesson plan documents which bring knowledge as to various possibilities in what to expect as a sub. Thank you!”
 - “I want to say THANK YOU for a really amazing class! I can tell that you put a lot of work into developing these modules and in my opinion, they are worth more than \$150. I also appreciated that I could begin immediately and work/finish at my own pace. Thank you for allowing me to learn from you. :)”
 - “Thank you very much for all of the helpful, valuable information. Also, I really appreciate how attentive and efficient the instructor was with grading and communication. I'm glad I chose this course, and I feel much more prepared to begin substitute teaching!”
 - “Appreciated the links to documents referenced in the tutorials. Also appreciated the numerous and varying examples of teaching methods. Further, found the segment on how to recognize abuse to be information that every adult needs to hear.”
 - “My father was a career educator and administrator. I showed him some of the power points and teaching observations. He was very impressed and commented that he wished he'd had some of these resources when he was teaching.”
 - “Thank you for providing the numerous resources that are within this course. The information, links, and ideas were most helpful. I will carry my notes with to reference back to along my journey substituting.”

- “This was really helpful and I think you did a great job putting it together. It was more rigorous than I thought it WOULD be, but it was AS rigorous as I thought it SHOULD be.”

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@wvesc.org

MAJOR ACCOMPLISHMENTS:

- Total number of children with an IFSP (total number served): 1085
- Total number of Primary referrals: 1155
 - Number of these referrals that went to IFSP: 615

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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